

**MALAYSIAN SUSTAINABLE PALM OIL  
4<sup>th</sup> ANNUAL SURVEILLANCE ASSESSMENT (ASA4)  
Public Summary Report**

<b>Sime Darby Plantation Berhad</b>
Client company Address: Level 5, Main Block, Plantation Tower No. 2, Jalan PJU 1A/7 47301 Ara Damansara Selangor, Malaysia
Certification Unit: Strategic Operating Unit (SOU 18) Diamond Jubilee Palm Oil Mill  Location of Certification Unit: KM 8, Jasin-Simpang Bekoh Road, District of Jasin 77100 Jasin, Melaka, Malaysia

**Report prepared by:**  
**Nor Halis Abu Zar** (Lead Auditor)

**Report Number:** 3293197

**Assessment Conducted by:**  
BSI Services Malaysia,  
(DSM Accreditation Number: MSPO 09112018 CB 12)  
Suite 29.01 Level 29 The Gardens North Tower,  
Mid Valley City Lingkaran Syed Putra,  
59200 Kuala Lumpur, Malaysia  
Tel +60392129638 Fax +60392129639  
www.bsigroup.com

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## Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Sime Darby Plantation Berhad		
Mill/Estate	MPOB License No.	Expiry Date	
	Diamond Jubilee POM: 500288804000	30/09/2021	
	Diamond Jubilee Estate: 522967002000	31/08/2021	
	Bukit Asahan Estate: 527615002000	28/02/2022	
	Welch Estate: 522499002000	31/07/2021	
Address	Head Office: Level 5, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia		
Certification Unit	Strategic Operating Unit (SOU 18) - Diamond Jubilee Palm Oil Mill, KM 8, Jasin-Simpang Bekoh Road, District of Jasin, 77100 Jasin, Melaka, Malaysia		
Contact Person Name	Shylaja Devi Vasudevan Nair (Headquarters) Syahrul Saramlah (SOU Chairman)		
Website	www.simedarbyplantation.com	E-mail	shylaja.vasudevan@simedarbyplantation.com syahrul.saramlah@simedarbyplantation.com
Telephone	603-78484379 (Head Office) 606-5291 302 (Mill)	Facsimile	603-78484356 (Head Office) 606-5292 019 (Mill)

1.2 Certification Information			
Certificate Number	Plantation: MSPO 688335 Mill: MSPO 682043		
Issue Date	10/01/2018	Expiry date	09/01/2023
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products Estate: Production of Sustainable Oil Palm Fruits		
Standard	i) MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Oil Palm Plantations and Organized Smallholders ii) MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mills		
Stage 1 Date	N/A (The certification unit is RSPO certified)		
Stage 2 / Initial Assessment Visit Date (IAV)	21 - 23/11/2017		
Continuous Assessment Visit Date (CAV) 1	05 - 07/09/2018		
Continuous Assessment Visit Date (CAV) 2	05 - 07/08/2019		
Continuous Assessment Visit Date (CAV) 3	07 - 09/07/2020		

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Continuous Assessment Visit Date (CAV) 4	13 - 15/07/2021		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 591224	Roundtable Sustainable Palm Oil – Principle and Criteria 2018 (Malaysian National Interpretation 2019)	BSI Services Malaysia Sdn Bhd	04/10/2021
MSPO 714120	MSPO SCCS	BSI Services Malaysia Sdn Bhd	11/07/2024

**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
Diamond Jubilee Palm Oil Mill	KM 8, Jasin-Simpang Bekoh Road, District of Jasin, 77100 Jasin, Melaka, Malaysia	102.48228	2.32445
Diamond Jubilee Estate	Ladang Diamond Jubilee, KM 8, Jasin-Simpang Bekoh Road, District of Jasin, 77100 Jasin, Melaka, Malaysia	102.48309	2.32486
Bukit Asahan Estate	Ladang Bukit Asahan, Jalan Asahan, 77100 Melaka, Malaysia	102.56333	2.40722
Welch Estate	Jalan Segamat-Jementah, 85200 Segamat, Johor, Malaysia	102.65520	2.45685

**1.4 Certified Area**

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Diamond Jubilee Estate	2,642.99	5.58	187.62	2,836.19	93.18%
Bukit Asahan Estate	2,965.35	1.36	105.30	3,072.01	96.53%
Welch Estate	576.20	0.95	870.67	1,447.82	39.80%
<b>Total</b>	<b>6,184.54</b>	<b>7.89</b>	<b>1163.59</b>	<b>7,356.02</b>	<b>84.07%</b>

*Note:* \*Land survey at Diamond Jubilee Estate prior to replanting. HCV area is identified in HCV Report is 5.58ha

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<b>1.5 Plantings &amp; Cycle</b>							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Diamond Jubilee Estate	439.28	705.35	1292.12	206.24	0.00	2203.71	439.28
Bukit Asahan Estate	289.21	168.35	1873.28	611.64	23.05	2676.32	289.21
Welch Estate	0.00	0.00	417.26	158.94	0.00	576.20	0.00
<b>Total (ha)</b>	<b>728.49</b>	<b>873.7</b>	<b>3582.66</b>	<b>976.82</b>	<b>23.05</b>	<b>5456.23</b>	<b>728.49</b>

Note: N/A

<b>1.6 Certified Tonnage of FFB</b>			
Estate	Tonnage / year		
	Estimated (Aug 2020 - Sept 2021)	Actual (Jul 2020 - Jun 2021)	Forecast (Aug 2021 - Sept 2022)
Diamond Jubilee Estate	54,000.00	35,805.34	51,311.00
Bukit Asahan Estate	59,303.00	51,347.42	52,000.00
Welch Estate	11,696.00	11,240.95	11,600.00
Kemuning Estate	-	255.40	-
Serkam Estate	-	255.40	-
Pertang Estate	-	328.36	-
Tangkah Estate	-	3,453.34	-
<b>Total</b>	<b>124,999.00</b>	<b>102,686.21</b>	<b>114,911.00</b>

Note: N/A

<b>1.7 Uncertified Tonnage of FFB</b>			
Estate	Tonnage / year		
	Estimated (Aug 2020 - Sept 2021)	Actual (Jul 2020 - Jun 2021)	Forecast (Aug 2021 - Sept 2022)
N/A			
<b>Total</b>			

<b>1.8 Certified Tonnage</b>			
Mill Capacity: 25 MT/hr	Estimated (Aug 2020 - Sept 2021)	Actual (Jul 2020 - Jun 2021)	Forecast (Aug 2021 - Sept 2022)
	FFB	FFB	FFB
	124,999.00	102,686.21	114,911.00
SCC Model:	CPO (OER: 21.50%)	CPO (OER: 20.65%)	CPO (OER: 21.50%)

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<b>SG</b>	26,874.78	21,207.66	24,705.86
	<b>PK (KER: 5.50%)</b>	<b>PK (KER: 5.17%)</b>	<b>PK (KER: 5.30%)</b>
	6,874.95	5,310.43	6,090.28

**1.9 Actual Sold Volume (CPO)**

CPO (MT)	MSP0 Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
21,207.66	0	0	20,532.03	585.00	21,117.03

**1.10 Actual Sold Volume (PK)**

PK (MT)	MSP0 Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
5,310.43	0	0	5,050.00	0	5,050.00

## 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 full remote assessment was conducted due to Pandemic COVID-19 from 13-15/07/2021. The audit programme is included as Section 2.3. This remote audit has been conducted using Information and Communication Technologies including (Microsoft Teams, WhatsApp and phone call). The planned audit objectives have been achieved, there were no connectivity issues which adversely affected the audit. The approach to the audit was to treat the SOU 18 Diamond Jubilee POM Certification Unit 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 defer 1, 1.5 and 2 depending on risk), where  $n$  is total number of group members. The sampled smallholder listed in Appendix C.

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

Structured worker interviews with male and female workers and staff were held in remotely. Field workers were interviewed informally in small groups remotely. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix B.

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

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

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

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

<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>
Diamond Jubilee POM	√	√	√	√	√
Diamond Jubilee Estate	√	√	√	√	√
Bukit Asahan Estate	-	-	√	-	√
Serkam Estate	√	√	-	-	-
Welch Estate	-	-	-	√	-

**Tentative Date of Next Visit: July 5, 2022 - July 7, 2022**

**Total No. of Mandays: 11 mandays**

**2.1 BSI Assessment Team**

<b>Team Member Name</b>	<b>Role (Team Leader or Team member)</b>	<b>Qualifications (Short description of the team members)</b>
Nor Halis Abu Zar	Team Leader	He holds Bachelor of Science, Plantation Technology and Management, graduated from Universiti Teknologi Mara. He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, He had accumulated more than 6 years of sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. He is a qualified Lead Auditor for MS2530:2013 and has accumulated more than 300 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia. He has completed ISO IMS 9001, 14001 Lead Auditor Course in January 2019, MSPO 2530:2013 Lead Auditor Course in February 2019 and endorsed RSPO Lead Auditor Course in October 2020. Fluent in Bahasa Malaysia and English Languages. During this assessment, he assessed on the aspects of Policy and commitment, Social requirements, contract agreement, human rights, workers' welfare, smallholder welfare, Stakeholder Consultation, Legal Requirements, land & Legal issue and MSPO requirements. Fluent in English and Bahasa.
Muhammad Fitri Mustafa	Team Member	Graduate in degree of agribusiness with more than 8 years working experience in various plantation company and skills in Good Agricultural Practices (GAP) including Integrated Pest Management (IPM). Involved in ISCC and MSPO auditing since September 2017. Qualified as Lead Auditor/Auditor for MSPO, RSPO and ISO 9001. Completed and certified MSPO Auditor course in 2018 held by SGS (M) Sdn Bhd. During this assessment, he assessed on the aspects of Occupation Health Safety



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		requirement, HIRARC, Environment responsibility, training, Legal Requirements, land & Legal issue, natural and biodiversity conservation, Waste management, GHG, HCV, environment impact assessment and management plan, and Best Practice at Mill and Estates. Fluent in Bahasa Malaysia and English Language.
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**2.2 Accompanying Persons**

No.	Name	Role
	N/A	

**2.3 Assessment Plan**

Date	Time	Subjects	(NHA)	(MFM)	ICT Planned
Wednesday, 07/07/2021	1600 - 1630	Communication on document preparation - Audit plan - Any additional Information	√	√	Teleconference, Microsoft Team Meeting, Email
Tuesday, 13/07/2021 <b>Bukit Asahan Estate</b>	0900 - 0915	Opening meeting - Opening presentation by audit team leader - Confirmation of assessment scope and finalize audit plan	√	√	Teleconference, Microsoft Team Meeting, Email
	0915 - 1030	Assessment and documentation review on social aspects, legal requirements, employees' welfare, stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1030 - 1040	10-minute break	√	√	
	1040 - 1230	Assessment and documentation review on social aspects, legal requirements, employees' welfare, stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1230 - 1330	Lunch & Break	√	√	Teleconference, Microsoft Team Meeting, Email
	1330 - 1450	Assessment and documentation review on social aspects, legal requirements, employees' welfare, stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1450 - 1500	10-minute break	√	√	

Date	Time	Subjects	(NHA)	(MFM)	ICT Planned
	1500 - 1700	Assessment and documentation review on social aspects, legal requirements, employees' welfare, stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1700 - 1730	Interim closing briefing	√	√	Teleconference, Microsoft Team Meeting, Email
Wednesday, 14/07/2021 <b>Diamond Jubilee POM</b>	0900 - 1030	Assessment and documentation review on social aspects, legal requirements, employees' welfare and stakeholder management, mill best practice, legal requirements, OHS, environment and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1030 - 1040	10-minute break	√	√	
	1040 - 1230	Assessment and documentation review on social aspects, legal requirements, employees' welfare and stakeholder management, mill best practice, legal requirements, OHS, environment and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1230 - 1330	Lunch & Break	√	√	Teleconference, Microsoft Team Meeting, Email
	1330 - 1450	Assessment and documentation review on social aspects, legal requirements, employees' welfare and stakeholder management, mill best practice, legal requirements, OHS, environment and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1450 - 1500	10-minute break	√	√	
	1500 - 1700	Assessment and documentation review on social aspects, legal requirements, employees' welfare and stakeholder management, mill best practice, legal requirements, OHS, environment and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1700 - 1730	Interim closing briefing	√	√	Teleconference, Microsoft Team Meeting, Email
Thursday, 15/07/2021 <b>Diamond Jubilee Estate</b>	0900 - 1030	Assessment and documentation review on social aspects, legal requirements, employees' welfare, stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1030 - 1040	10-minute break	√	√	

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Date	Time	Subjects	(NHA)	(MFM)	ICT Planned
	1040 - 1230	Assessment and documentation review on social aspects, legal requirements, employees' welfare, stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1230 - 1330	Lunch & Break	√	√	Teleconference, Microsoft Team Meeting, Email
	1330 - 1450	Assessment and documentation review on social aspects, legal requirements, employees' welfare, stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1450 - 1500	10-minute break	√	√	
	1500 - 1700	Assessment and documentation review on social aspects, legal requirements, employees' welfare, stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1700 - 1730	Closing Meeting	√	√	Teleconference, Microsoft Team Meeting, Email

### Section 3: Assessment Findings

#### 3.1 Details of audit results

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

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

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

The nonconformity is listed below.

During the Certification Assessment there were no Major, no Minor nonconformities and one (1) Opportunity for Improvement raised.

Opportunity For Improvement		
<b>Ref:</b> 2081063-202107-I1	<b>Area/Process:</b> SOU 18 Diamond Jubilee POM	<b>Clause:</b> 4.4.2.4 Part 4
<b>Objective Evidence:</b>	Management could improve on employee awareness on complaint and grievances procedure as per SOP established.	

Noteworthy Positive Comments	
1	Good relationship being maintained with surrounding communities and other stakeholders.
2	Good document retrieval

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

Major Nonconformities:		
<b>Ref:</b> 1928872-202007-M1	<b>Area/Process:</b> Sime Darby-Welch Estate & Diamond Jubilee Estate	<b>Clause:</b> 4.4.4.2
	<b>Issue Date:</b> 09/07/2020	<b>Due Date:</b> 08/10/2020
<b>Requirements:</b>	The occupational safety and health plan shall cover the following: <ol style="list-style-type: none"> <li>1. The risks of all operations shall be assessed and documented.</li> <li>2. Accident and emergency procedures shall exist, and instructions shall be clearly understood by all employees.</li> <li>3. 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> <li>4. Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</li> </ol>	
<b>Statement of Nonconformity:</b>	The occupational safety and health plan were not fully implemented.	

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Objective Evidence:	<ol style="list-style-type: none"> <li>1. HIRARC for Ramp Workstation at Welch Estate was not entirely covered as it did not identify the possible risk associated with the ramp attendants such as working at height &amp; working at slippery surfaces, etc. During the site visit it was sighted that the ramp attendants walk along the FFB Ramp Slope which is slippery due to the oil from the FFB and also, the attendants stand on the FFB Lorry below the ramp to arrange the FFB that has been filled onto the lorry trailer. As there are possible risks associated to the work involved, it is necessary that the HIRARC is developed for the mentioned work.</li> <li>2. HIRARC for FFB Evacuation Work at Diamond Jubilee Estate was not entirely covered as it did not identify the possible risk associated with the loader/driver/attendant arranging the FFB while standing on the FFB in the bin. As there are possible risks associated to the work involved, it is necessary that the HIRARC is developed for the mentioned work. Therefore, a minor Non-conformance was raised.</li> <li>3. Sighted during the Site visit at the Premix Area at Diamond Jubilee Estate, it was noted that the emergency eye wash located at the Premix Area was not functioning.</li> <li>4. Diamond Jubilee Estate: First Aid Kit compliance monitoring was not fully effective. Sighted 2 expired items dated 30.03.2020 &amp; 30.06.2020 in the First Aid Kit sampled at the Manuring Gang. Further verification indicates the monthly inspection record for the First Aid Kit does not capture on the expired items details.</li> <li>5. Welch Estate: JKPP 8 form submission compliance was not evident. No evidence available on the completed JKPP 8 form for year ending 2019 was been submitted to DOSH.</li> </ol>
Corrections:	<p><u>Welch and Diamond Jubilee Estate:</u>  Risk assessment for ramp workers and bin attendant have been added. The HIRARC for water pump have been reviewed to include machine guarding in control measures.</p> <p><u>Diamond Jubilee Estate:</u></p> <ol style="list-style-type: none"> <li>1) The pull lever for emergency eye wash was repaired by Foreman.</li> <li>2) The expired items were replaced with new one.</li> </ol> <p><u>Welch Estate:</u>  All accident report has been retrieved from previous email to GSQM ESH. JKPP 8 submitted to DOSH on 17<sup>th</sup> July 2020</p>
Root cause analysis:	<p><u>Welch and Diamond Jubilee Estate:</u>  The previous assessment did not cover for ramp worker and bin attendant.</p> <p><u>Diamond Jubilee Estate:</u></p> <ol style="list-style-type: none"> <li>1) The pull lever for emergency eye wash was rusted.</li> <li>2) No checking on expiry date for first aid items</li> </ol> <p><u>Welch Estate:</u>  Accident reports for year 2019 have been missing since former Person In charge (PIC) left the Company.</p>
Corrective Actions:	<p><u>Welch and Diamond Jubilee Estate:</u></p> <ol style="list-style-type: none"> <li>1) HIRARC review for all operations will be done yearly by ESH committee</li> <li>2) Training was conducted on 09/07/2020 to the ramp worker</li> <li>3) Training was conducted on 14/07/2020 to all bin attendant.</li> </ol> <p><u>Diamond Jubilee Estate:</u></p>

	<p>1) To include checking on emergency shower and eye wash in workplace inspection                  2) Estate Medical Assistant will conduct monthly inspection for all first aids box                  3) The inspection checklist for first aid have been revised to include expiry date of first aid items</p> <p><u>Welch Estate:</u>                  New person-in-charge was nominated for online submission of accident report to state DOSH.</p>
<p>Assessment Conclusion:</p>	<p>Evidence submitted:</p> <p><u>Diamond Jubilee Estate</u></p> <ol style="list-style-type: none"> <li>1. Checklist for first aid monitoring.</li> <li>2. Emergency eye wash.</li> <li>3. Guard water pump and updated HIRARC.</li> <li>4. Training for Loader &amp; Bin Attendant.</li> </ol> <p><u>Welch Estate</u></p> <ol style="list-style-type: none"> <li>1. JKPP8 Akuan Penerimaan.</li> <li>2. Reviewed HIRARC for Ramp Attendant.</li> <li>3. Reviewed HIRARC Summary.</li> <li>4. SOP &amp; Training for Ramp Attendant.</li> </ol> <p>The corrective action and evidence found to be adequate to close the NCR. The effectiveness of implementation shall be verified in the next assessment.</p>
<p>Verification Statement</p>	<p>ASA 4 Verification:</p> <p>HIRARC was reviewed on January 2021 by the respective estate representative. Sighted the HIRARC for Bukit Asahan Estate was prepared by Ms. Nurul Atiqah Johari (OSH coordinator), reviewed by Mr. Kassim Kato (ESH manager) and approved by Mr. Syahrul Saramlah (estate manager) while for Diamond Jubilee Estate the document was prepared by Ms. Nik Norafiza (assistant II), reviewed by Mr. Syahrul Fawwaz Abdullah (senior assistant) and acknowledged by Mr. Ahmadi Ahmad Mokhtar (estate manager).</p> <p>First aid training was conducted by the estate management and was delivered by "Persatuan Bulan Sabit Merah" Melaka, Mr. Mokhtar on 13/04/2021. checklist form updated for first aid box was made available to the audit team. The audit team has confirmed that the estate management is committed to provide latest and good first aid kit to their workers.</p> <p>Awareness training has been conducted by sampled estate related to Premix Area.</p> <p>Both estates management have kept and well maintained their accident records and periodically review during their OSH committee meeting. JKPP 8 form for Bukit Asahan Estate was submitted to the DOSH on 06/01/2021, reference no: JKPP/8/67892/2020, and Diamond Jubilee Estate submitted their JKPP 8 form on 08/01/2021, reference no: JKPP8/512682020.</p> <p>Thus, Major NC remained closed.</p>

<b>Minor Nonconformities:</b>		
<b>Ref:</b>	<b>Area/Process:</b> Sime Darby- Diamond Jubilee POM	<b>Clause:</b> 4.4.4.2

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1928872-202007-N1	<b>Issue Date:</b> 09/07/2020	<b>Date of closure:</b> 15/07/2021
Requirements:	Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite	
Statement of Nonconformity:	Monitoring of First Aid Kits were inadequate.	
Objective Evidence:	Diamond Jubilee POM: First Aid Kit compliance monitoring was not fully effective. Sighted 2 expired items dated 07/06/2019 & 01/07/2020 in the First Aid Kit No. 5 sampled at the Workshop Area. Further verification indicates the monthly inspection record for First Aid Kit No. 5 does not capture on the expired items details.	
Corrections:	New analgesic cream and antiseptic cream have been replaced.	
Root cause analysis:	No checking on expiry date for first aid items.	
Corrective Actions:	Mill management appointed QA to check first aids box on monthly basis. The inspection checklist for first aid have been revised to include expiry date of first aid items.	
Assessment Conclusion:	The CAP is accepted. The evidence of corrective action shall be verified in the next assessment.	
Verification Statement	ASA 4 Verification: There are 6 first aid box placed in the mill compound. Each of the box contain 30 items and inspection for the expired items were conducted on monthly basis by respective person in charge. Inspection records were made available to the audit team. Thus, Minor NC was effectively closed on 15/07/2021.	

<b>Minor Nonconformities:</b>		
<b>Ref:</b> 1928872-202007-N2	<b>Area/Process:</b> Sime Darby- Diamond Jubilee POM	<b>Clause:</b> 4.5.3.1
	<b>Issue Date:</b> 09/07/2020	<b>Date of closure:</b> 15/07/2021
Requirements:	All waste products and sources of pollution shall be identified and documented.	
Statement of Nonconformity:	Identification & Disposal of waste material was not fully effective.	
Objective Evidence:	Identification & Disposal of waste material was not fully effective. The mill has not identified contaminated used PPE & used Oil Based Paint Containers as a source of waste as it was not documented in the Environmental Management Plan. Empty grease containers and several empty oil-based paint containers were dumped together with the scrap metals at the Scrap Metal Yard.	
Corrections:	Grease drums and empty paint containers have been included in the identification of SW in the Environmental Management plan. The scheduled waste are collected and stored in scheduled waste store.	
Root cause analysis:	No briefing conducted to worker on waste disposal.	
Corrective Actions:	1) To identify grease drums and paint containers in Environmental Management Plan. 2) To educate workers on disposal of waste.	

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Assessment Conclusion:	The CAP is accepted. The evidence of corrective action shall be verified in the next assessment.
Verification Statement	<p>ASA 4 Verification:</p> <p>The mill management has identified the waste products and documented in the waste management plan. The waste management plan was made available to the audit team. Training and briefing were conducted to the workforce on 08/07/2021 (schedule waste management). Thus, Minor NC was effectively closed on 15/07/2021.</p>

<b>Minor Nonconformities:</b>		
<b>Ref:</b> 1928872-202007-N3	<b>Area/Process:</b> Sime Darby- Diamond Jubilee Estate	<b>Clause:</b> 4.3.1.1
	<b>Issue Date:</b> 09/07/2020	<b>Date of closure:</b> 15/07/2021
Requirements:	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.	
Statement of Nonconformity:	Factories and Machinery (Fencing of Machinery and Safety) Regulations 1970 was partly complied.	
Objective Evidence:	During the site visit at the Diamond Jubilee Estate Pond, it was noted that there were 2 beltings which coupled the Diesel Engine and the Water Pump at the Oil Palm Nursery. Noted that one of the belting was covered with a protection guard while another belting was still exposed during verification visit. This shows that Factories and Machinery (Fencing of Machinery and Safety) Regulations 1970, Regulation 3, First Schedule is partly complied.	
Corrections:	New cover was fixed to the secondary belting.	
Root cause analysis:	The cover only fixed at main belting.	
Corrective Actions:	To include inspection on belting cover during workplace inspection by ESH committee.	
Assessment Conclusion:	The CAP is accepted. The evidence of corrective action shall be verified in the next assessment.	
Verification Statement	<p>ASA 4 Verification:</p> <p>The estate management has taken necessary action for the issue by covering the exposed belting of diesel engine and water pump at the oil palm nursery as per verification by photo and interview. Inspection Records were made available to the audit team for verification. Thus, Minor NC was effectively closed on 15/07/2021.</p>	

<b>Opportunity for Improvement</b>		
<b>Ref:</b> 1928872-202007-I1	<b>Area/Process:</b> Sime Darby-Diamond Jubilee POM	<b>Clause:</b> 4.4.5.8
Objective Evidence:	<p>Diamond Jubilee POM:</p> <p>Interview session with the female weighbridge operator found that sometimes there is a potential of stay late to wait for crop received. However, based on the punch card records (clause 4.4.5.7 Part 4), no overtime more than 10 pm for female workers verified.</p>	
Verification Statement	ASA 4 Verification:	



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	Verified through interview with female weighbridge operator and punch card checking, there is no overtime more than 10 pm and management has monitored the working time especially on end of the month.
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Opportunity for Improvement		
<b>Ref:</b> 1928872-202007-I2	<b>Area/Process:</b> Sime Darby-Diamond Jubilee Estate	<b>Clause:</b> 4.4.5.8
<b>Objective Evidence:</b>	Diamond Jubilee Estate: The salary deduction for electricity shown as employees' deduction' in workers' pay slip. However, further verification made confirm that it is for correct amount of electricity deduction.	
<b>Verification Statement</b>	ASA 4 Verification: Verified through interview with female weighbridge operator and punch card checking, there is no overtime more than 10 pm and management has monitored the working time especially on end of the month.	

### 3.4 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
1681230-201809-N1	Minor	7/9/2018	Closed on 07/08/2019
1807290-201903-N1	Minor	7/8/2019	Closed on 09/07/2020
1928872-202007-M1	Major	9/7/2020	Closed on 08/01/2021
1928872-202007-N1	Minor	9/7/2020	Closed on 15/07/2021
1928872-202007-N2	Minor	9/7/2020	Closed on 15/07/2021
1928872-202007-N3	Minor	9/7/2020	Closed on 15/07/2021

### 3.5 Issues Raised by Stakeholders

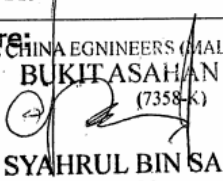

IS #	Description
<b>1</b>	<p><b>Issues:</b> Contractors (Sri Yogaletchumi Ent, Kim Soon Lee transport Sdn Bhd, Rajendran Setia Sdn Bhd, Ponvel Enterprise) Agreement between Sime Darby and contractors were signed and verified during the audit. No complaint for the management. The payment paid within 1 month as agreed. Contractors were being trained and briefed regarding RSPO &amp; MSPO.</p> <p><b>Management Responses:</b> Noted on the information.</p> <p><b>Audit Team Findings:</b> No other issue.</p>
<b>2</b>	<p><b>Issues:</b></p>

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	<p>Contractors (Temis (M) Sdn Bhd, Asadra (M) Sdn Bhd)          Agreement between Sime Darby and suppliers were signed and verified during the audit. No complaint for the management. The payment paid within 1 month as agreed. Suppliers were being trained and briefed regarding RSPO &amp; MSPO.</p> <p><b>Management Responses:</b>          Noted on the information.</p> <p><b>Audit Team Findings:</b>          No other issue.</p>
<b>3</b>	<p><b>Issues:</b>          Local communities (JKK Chabau, JKK Kg Relau, Sri Maha Mariammam Temple)          Villagers and temple have good relationship with estate and mill management. They often joined both parties' community programme. There is no issue of encroachment or dispute case so far.</p> <p><b>Management Responses:</b>          Noted on the information.</p> <p><b>Audit Team Findings:</b>          No other issue.</p>
<b>4</b>	<p><b>Issues:</b>          SJKT Diamond Jubilee          The school management would like to extend their appreciation for the contribution and donations that Sime Darby management given and upkeep of school facilities upon request.</p> <p><b>Management Responses:</b>          Noted on the information.</p> <p><b>Audit Team Findings:</b>          No other issue.</p>
<b>5</b>	<p><b>Issues:</b>          NUPW Representatives (Diamond Jubilee POM &amp; Diamond Jubilee Estate and Bukit Asahan Estate)          The election for NUPW were made through vote. Most of the employee joined NUPW and no restriction from the company. No serious complaint from the workers, mainly for the housing maintenance.</p> <p><b>Management Responses:</b>          Noted on the information.</p> <p><b>Audit Team Findings:</b>          No other issue.</p>
<b>6</b>	<p><b>Issues:</b>          Foreign Workers (Diamond Jubilee POM, Diamond Jubilee Estate &amp; Bukit Asahan Estate)          Training were provided for all workers. Workers welfare were keep monitored by the management. There is no illegal deduction of their salary has been made.</p> <p><b>Management Responses:</b>          Noted on the information.</p> <p><b>Audit Team Findings:</b>          No other issue.</p>

<b>7</b>	<p><b>Issues:</b> Gender Committee (Diamond Jubilee POM, Diamond Jubilee Estate &amp; Bukit Asahan Estate) No case of sexual harassment reported in the certification unit. New mothers in the certification units were assessed on their needs and no restriction to have a breastfeeding time, check-up session, etc. the gender committee meeting was conducted regularly with active participation and activities among the female employees.</p>
	<p><b>Management Responses:</b> Noted on the information.</p>
	<p><b>Audit Team Findings:</b> No other issue.</p>

### Section 4: Assessment Conclusion and Recommendation

<b>Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings</b>	
<p>Based on the findings during the assessment Sime Darby SOU 18 Diamond Jubilee POM Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013. It is recommended that the certification of Sime Darby SOU 18 Diamond Jubilee POM Certification Unit is approved and continued.</p>	
Acknowledgement of Assessment Findings	Report Prepared by
<p><b>Name:</b> SYAHRUL BIN SARANLAH</p>	<p><b>Name:</b> NOR HALIS ABU ZAR</p>
<p><b>Company name:</b> THE CHINA ENGINEERS (MALAYSIA) SDN BHD-LADANG BUKIT ASAHAN.</p>	<p><b>Company name:</b> BSI MALAYSIA</p>
<p><b>Title:</b> MANAGER</p>	<p><b>Title:</b> CLIENT MANAGER</p>
<p><b>Signature:</b>              THE CHINA ENGINEERS (MALAYSIA) SDN BHD            BUKIT ASAHAN ESTATE            (7358-K)            SYAHRUL BIN SARANLAH            Manager</p>	<p><b>Signature:</b>  </p>
<p><b>Date:</b> 30/07/2021</p>	<p><b>Date:</b> 30/07/2021</p>

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

**MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil 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> -	Sighted Group Sustainability & Quality Policy Statement dated 02/12/2019 signed by Group Managing Director Mr. Mohamad Helmi Othman Basha.	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 established mention that Sime Darby are committed to making: <ol style="list-style-type: none"> <li>1. Promoting Good Governance and Transparency</li> <li>2. Contributing to a better society</li> <li>3. Minimizing environmental harm</li> <li>4. Delivering sustainability quality</li> </ol> This policy shall be guided by the commitment spelt out in the company's: <ol style="list-style-type: none"> <li>1. Responsible Agriculture Charter (RAC)</li> <li>2. Human Right Charter (HRC)</li> <li>3. Innovation &amp; Productivity Charter (IPC)</li> </ol>	Complied
<b>Criterion 4.1.2 – Internal Audit</b>			

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Criterion / Indicator		Assessment Findings	Compliance
<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>	Sime Darby has established standard operating procedure to conduct internal audit and documented in SD/SDP/PSQM/IAP Rev 2 dated 01/11/2017. The internal audit was conducted on annually basis and as and when required as per stated in the SOP established. Latest Internal Audit for SOU 18 was conducted on 09/06/2021 by SQM Central West Region. The internal audit was conducted together for RSPO and MSPO. Issue raised during the audit has been addressed by the estates and mills.	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>	Sime Darby has established standard operating procedure to conduct internal audit and documented in SD/SDP/PSQM/IAP Rev 2 dated 01/11/2017. The audit results were documented in Internal Consultative Assessment Report. In the report stated the NCR status, details of NCR raised, root cause, corrective action plan, evidence acceptance and NCR closed.  All non-conformity raised during the audit has been addressed by the mill. Root cause analysis and Corrective Action Plan was submitted to the Internal Audit Plan for review. The evidenced was verified by the internal audit team before NC closure.	Complied
<b>4.1.2.3</b>	Reports shall be made available to the management for their review. <b>- Major compliance -</b>	Sime Darby has established standard operating procedure to conduct internal audit and documented in SD/SDP/PSQM/IAP Rev 2 dated 01/11/2017. The audit results were documented in Internal Consultative Assessment Report. In the report stated the NCR status, details of NCR raised, root cause, corrective action plan, evidence acceptance and NCR closed.	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	Sime Darby has established SOP on Management Review documented in SOM, Section 5, Management responsibility version	Complied

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Criterion / Indicator		Assessment Findings	Compliance						
	effective implementation of MSPO and decide on any changes, improvement and modification. <b>- Major compliance -</b>	2, issued in 2015. Management review was conducted on annually basis as per SOP established. Latest Management Review Meeting for SOU 18 was conducted on 21/06/2021. The meeting covers on matters arising from last meetings, review on status and issue of input and output, sustainability management, assessment on effectiveness, opportunities for improvement and changes, resource evaluation, results from system audit (internal and external), supply chain and traceability, changes that affect management system, recommendations for improvement and other matters.							
<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>	<p>Diamond Jubilee POM has developed continuous improvement plan for year 2021. The plan was reviewed as below:</p> <table border="1"> <thead> <tr> <th>Objectives</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>To reduce high moisture &amp; impurities to despatched crude palm oils (CPO)</td> <td>Ensure vacuum drier is running within targeted pressure and to conduct spot sampling to test moisture.</td> </tr> <tr> <td>To reduce high stones content in despatched palm kernel.</td> <td>Loose fruit analysis by lab personnel and communicate with supplying estate for improvement.</td> </tr> </tbody> </table>	Objectives	Action Plan	To reduce high moisture & impurities to despatched crude palm oils (CPO)	Ensure vacuum drier is running within targeted pressure and to conduct spot sampling to test moisture.	To reduce high stones content in despatched palm kernel.	Loose fruit analysis by lab personnel and communicate with supplying estate for improvement.	Complied
Objectives	Action Plan								
To reduce high moisture & impurities to despatched crude palm oils (CPO)	Ensure vacuum drier is running within targeted pressure and to conduct spot sampling to test moisture.								
To reduce high stones content in despatched palm kernel.	Loose fruit analysis by lab personnel and communicate with supplying estate for improvement.								
<b>4.1.4.2</b>	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.	The dissemination of the knowledge regarding on the new information or new techniques has been conducted thru the morning briefing and slotted in the annual training program.	Complied						

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Criterion / Indicator		Assessment Findings	Compliance
- Major compliance -			
<b>4.2 Principle 2: Transparency</b>			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
<b>4.2.1.1</b>	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. - Major compliance -	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2). The time frame to provide feedback to the stakeholder is documented to be 2 weeks of the date receiving the queries. The Mill Manager is responsible to address all communication and request for documentations that could be made available to public/stakeholders.	Complied
<b>4.2.1.2</b>	The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	Sime Darby Plantation Berhad continued to use the group website for disseminating public information. The Sustainability Report and Group Annual report is available in website. Information relating to land titles, safety and health plans, pollution prevention plans, and annual report are available at the estate. In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates and muster ground notice boards for employees and visitors to view. Procedure for complaints and grievances were available through Sime Darby Plantation Berhad website at: <a href="http://www.simedarbyplantation.com/Sustainability">http://www.simedarbyplantation.com/Sustainability</a>	Complied
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			

Criterion / Indicator		Assessment Findings	Compliance
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p><b>- Major compliance -</b></p>	<p>The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2).</p> <p>The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.</p>	Complied
4.2.2.2	<p>The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i>.</p> <p><b>- Minor compliance -</b></p>	<p>The mill has appointed the Assistant Manager, Mr. Muhammad Hanif Bin Ab Talib as management official responsible for consultation and communication issues is as per appointment letter dated 01/01/2020.</p>	Complied
4.2.2.3	<p>A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained.</p> <p><b>- Major compliance -</b></p>	<p>List of stakeholders available as per Details of Stakeholders Diamond Jubilee Mill FY 2021.</p> <p>The stakeholder includes authorities, local communities, contractors, and vendors/suppliers. Internal stakeholders among all employees including local and foreign workers also available as per List of Local Workers and List of Foreign Workers.</p> <p>Records of communication including confirmation of receipt available as part of publicly available documents including records of Social Impact Assessment (SIA) Report, Management Plan on Social Impact Assessment, Complaint Book (Internal), Complaint Book (External) and stakeholder minutes of meeting (07/07/2020). Due to MCO, 2021 meeting was postponed. Mill has sent requisition email to their stakeholder through Buletin Info KKS Diamond Jubilee dated 06/07/2021 if any complaint or grievances to raise up. Sighted evidence of sample feedback from KSE Turbo Energy</p>	Complied



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Criterion / Indicator		Assessment Findings	Compliance																
		Services Sdn Bhd dated 07/07/2021 with reply "Good care on safety and health practice at Mill.																	
<b>Criterion 4.2.3 – Traceability</b>																			
<b>4.2.3.1</b>	<p>The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability.</p> <p><b>- Major compliance -</b></p>	<p>The company established standard operation procedure for sustainability supply chain and traceability, version no 02, issue no 05 and date issued on April 2019. The objectives of this SOP is to provide guidelines for estates and palm oil mills to established an ensure effective implementation of sustainable supply chain and traceability of certified sustainable materials FFB, CPO, PK and certified materials under the category of waste/residues (EFB &amp; POME).</p> <p>The employees responsible for this work station were fully aware of the procedure and implement the SOP during work. Sighted the sample of weighbridge ticket (FFB received from the Bukit Asahan Estate) as below:</p> <table border="1"> <tr> <td>Vehicle No</td> <td>MCC 859</td> </tr> <tr> <td>Transporter</td> <td>Greenvision Trading &amp; Services Sdn Bhd</td> </tr> <tr> <td>Customer</td> <td>M172 – Mill Diamond Jubilee</td> </tr> <tr> <td>Driver’s Name</td> <td>Rosly Bin Abdul Majid</td> </tr> <tr> <td>Date</td> <td>11/07/2021</td> </tr> <tr> <td>First Weight</td> <td>13,220 kg</td> </tr> <tr> <td>Second Weight</td> <td>27,120 kg</td> </tr> <tr> <td>Nett Weight</td> <td>13,840 kg</td> </tr> </table>	Vehicle No	MCC 859	Transporter	Greenvision Trading & Services Sdn Bhd	Customer	M172 – Mill Diamond Jubilee	Driver’s Name	Rosly Bin Abdul Majid	Date	11/07/2021	First Weight	13,220 kg	Second Weight	27,120 kg	Nett Weight	13,840 kg	Complied
Vehicle No	MCC 859																		
Transporter	Greenvision Trading & Services Sdn Bhd																		
Customer	M172 – Mill Diamond Jubilee																		
Driver’s Name	Rosly Bin Abdul Majid																		
Date	11/07/2021																		
First Weight	13,220 kg																		
Second Weight	27,120 kg																		
Nett Weight	13,840 kg																		

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Criterion / Indicator		Assessment Findings	Compliance
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - <b>Major compliance</b> -	The mill receives visit from Plantation Monitoring Unit – Upstream Malaysia team. This team consist of 4 team members will assess either the mill operates in line with the company’s standard procedure. The visit was conducted on 08-11/02/2021. The report was made available to the audit team and reviewed.	Complied
4.2.3.3	The management shall identified and assign suitable employees to implement and maintain traceability system. - <b>Minor compliance</b> -	The mill management has appointed Mr. Hanif Ab. Talib (assistant manager) as the person in charge for sustainability certification of management systems on 01/03/2019. The letter was issued by Mr. Muhammad Mukhtarul Ariffin Bin Salimin (mill manager).	Complied
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - <b>Major compliance</b> -	Record of FFB delivery from Bukit Asahan Estate to Diamond Jubilee POM on 11/07/2021 was sighted and CPO delivery from Diamond Jubilee POM to Nuri Edible Oil Complex was sighted the. The delivery was conducted on 30/04/2021.  The mill management kept and well maintained the records of receiving FFB from estate and delivery of CPO to client.	Complied
<b>4.3 Principle 3: Compliance to legal requirements</b>			
<b>Criterion 4.3.1 – Regulatory requirements</b>			
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - <b>Major compliance</b> -	Diamond Jubilee Palm Oil Mill a. “Lesen Abstraksi Air Laut, Sungai Dan Lain lain Sumber Air”, BKSAM serial no 0886, valid until 21/01/2021. b. DOE license no 004043, valid until 30/06/2022. c. MPOB license no 50028804000, permits milling capacity 192,000 Mt per year, valid until 30/09/2021.	Complied

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Criterion / Indicator		Assessment Findings	Compliance			
		<p>d. "Akta Bekalan Electric 1990", "perpasangan no: ST(MLK)P/S/MLK/00832), valid until 16/03/2022.</p> <p>e. "Surat kebenaran memotong upah bagi tujuan pembayaran bil elektrik", reference: BHG.PU/9/129 JLD33(53), dated on 06/07/2021.</p> <p>f. "Surat permohonan had kerja lebih masa", reference BHG.PU/9/134JLD9(11), dated on 27/03/2017.</p>				
<b>4.3.1.2</b>	<p>The management shall list all relevant laws related to their operations in a legal requirements register.</p> <p><b>- Major compliance -</b></p>	<p>Group Sustainability &amp; Quality Management (GSQM) has prepared the legal &amp; other requirements register (LORR) for each estates and mills. The LORR was last updated on June 2021. Among the listed laws and regulations are as follow:</p> <p>a. Occupational Safety &amp; Health Act 1994            b. Factories and Machinery Ach 1967            c. Fire Services Act 1988 (Act 31) Amendment 018            d. Pesticides Act 1974 (Act 149)            e. Poisons Act 1952 (Revised 1989) (Act 366)            f. Environment Quality Act 1974 (At 127)            g. Labour Act 1955            h. Minimum Wages Order (Amendment) 2020</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>Among the revised LORR are as below:</p> <table border="1"> <tr> <td>a</td> <td>12/04/2021</td> <td>Road Transport Act 1987 Fire services (Fire Certificate) (Amendment) Regulation 2020 Prevention &amp; Control of Infectious Diseases Act 1988 (Act 342)</td> </tr> </table>	a	12/04/2021	Road Transport Act 1987 Fire services (Fire Certificate) (Amendment) Regulation 2020 Prevention & Control of Infectious Diseases Act 1988 (Act 342)	Complied
a	12/04/2021	Road Transport Act 1987 Fire services (Fire Certificate) (Amendment) Regulation 2020 Prevention & Control of Infectious Diseases Act 1988 (Act 342)				

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		b	18/05/2021	Anti-Money Laundering, Anti-Terrorism Financing & Proceeds of Unlawful Act 2001 Malaysian Anti-Corruption Commission 2009 Whistleblower Protection Act 2010	
		c	15/06/2021	Perintah Pencegahan & Pengawalan Penyakit Berjangkit Peraturan-peraturan Pencegahan dan Pengawalan Penyakit Berjangkit (Langkah-langkah di dalam Kawasan Tempatan Jangkitan) (No 3) 2021.	
<b>4.3.1.4</b>	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. <b>- Minor compliance -</b>	Group Sustainability & Quality Management (GSQM) will review and updated should there be any changes in regulatory requirement and the unit will updated the PIC at each unit. As for DJPOM, Mr. Hanif Ab. Talib was appointed to be person in charge to receive any new information from the GSQM. The appointment was made on 01/03/2021.			Complied
<b>Criterion 4.3.2 – Lands use rights</b>					
<b>4.3.2.1</b>	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. <b>- Major compliance -</b>	Sime Darby did not acquire land from landowners but leased it directly from the government. There were no issues of land disputes.			Complied
<b>4.3.2.2</b>	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. <b>- Major compliance -</b>	Diamond Jubilee POM is situated on a freehold land - Grant #20102 Lot 228 which is under Diamond Jubilee Estate. The Land title (Grant) was held by Sime Darby Headquarters and copy of the land title was available during the MSPO audit.			Complied

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Criterion / Indicator		Assessment Findings	Compliance
		The land department at Sime Darby Headquarters is in the process of changing the ownership from – Golden Hope Plantations (Peninsular) Sdn. Bhd. to Sime Darby.	
<b>4.3.2.3</b>	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - <b>Major compliance</b> -	The Palm Oil Mill being inside the Grant #20102 Lot 228 which is shared with Diamond Jubilee Estate has its boundary visibly demarcated with a fence surrounding its premises.	Complied
<b>4.3.2.4</b>	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> -	Sime Darby did not acquire land from landowners but leased it directly from the government. There were no issues of land disputes.	Complied
<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> -	Sime Darby did not acquire land from landowners but leased it directly from the government. There were no issues of land disputes.	Complied
<b>4.3.3.2</b>	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - <b>Minor compliance</b> -	Sime Darby did not acquire land from landowners but leased it directly from the government. There were no issues of land disputes.	Complied
<b>4.3.3.3</b>	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - <b>Major compliance</b> -	Sime Darby did not acquire land from landowners but leased it directly from the government. There were no issues of land 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>	<p>Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.</p> <p><b>- Minor compliance -</b></p>	<p>Sime Darby has conducted Social Impact Assessment for SOU 18 Diamond Jubilee on 12-15/07/2016 done by the Sustainability Strategy Unit, PSQM. The assessment covers Diamond Jubilee POM, Diamond Jubilee Estate and Bukit Asahan Estate. The objectives of the assessment are to identify the existing social issues and to develop social management plan. The assessment has involved the participation of stakeholders and attendance list of stakeholders was sighted. The issues raised by the stakeholders were recorded in the SIA report. Social management plan June 2020 has included both operational unit level and individual site level such as issues derived from the worker’s complaint, housing complex area and management.</p>	Complied
<b>Criterion 4.4.2: Complaints and grievances</b>			
<b>4.4.2.1</b>	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby has established SOP for dealing with complaints and grievances and documented in Sustainable Plantation Management System Appendix 5, Flowchart and Procedure on Handling Social Issues, version 1 and dated 01/11/2008.</p> <p>Sime Darby Plantation Berhad-Whistleblowing Response Procedure issuance December 2018</p> <p>Whistleblowing channel:</p> <ol style="list-style-type: none"> <li>1. E-form: <a href="http://www.simedarbyplantation.com">www.simedarbyplantation.com</a></li> <li>2. E-mail: senior independent director: <a href="mailto:seniordirector@simedarbyplantation.com">seniordirector@simedarbyplantation.com</a> &amp; GCO</li> </ol>	Complied

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		whistleblowing unit: whistleblowing@simedarbyplantation.com. 3. Toll free numbers (Malaysian Office Hours; GMT +8 hours): Malaysia (1800223388) & hotline: +60192797553, 4. Address: Whistleblowing unit, Sime Darby Plantation Berhad, PO Box 8068, Kelana Jaya, 46781 Selangor, Malaysia.	
4.4.2.2	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>	As per SOP established, all complaint and grievances are open to effected parties including internal and external stakeholders. The time to process the complaints or grievances is 2 weeks.	Complied
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. <b>- Minor compliance -</b>	The mill recorded all complaints from internal and external stakeholders in Complaint Book. For housing complaint/repair, the mill implemented the Housing Repair Requisition Form. Latest sample complaint sighted on 30/06/2021 by Mr Mahalingam A/L Ganesan stated Master bedroom door cannot close and stuck and Master bedroom lock cannot close and jammed. The issue has been initiated on 30/06/2021 by Mill Assistant solved on 01/07/2021.	Complied
4.4.2.4	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>	Noted during interview with stakeholders, shows the understanding complaint and grievance process. Interview with workers has been conducted. Management could improve on employee awareness on complaint and grievances procedure as per SOP established. Thus, OFI was raised.	OFI
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. <b>- Major compliance -</b>	The complaint record for request for maintenance are available and kept for 10 years according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents.	Complied

Criterion / Indicator	Assessment Findings	Compliance	
<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>	Contributions were made based on consultations results as per sample as following: 1. SJK(T) Ladang Diamond Jubilee 17/10/2019: Lawatan Sambil Belajar. 2. Program Minggu Anti-Dadah dan Minggu STEM SMK Simpang Bekoh 2019.	Complied
<b>Criterion 4.4.4:</b> Employees safety and health			
<b>4.4.4.1</b>	An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.  <b>- Major compliance -</b>	The company has established health, safety & environment policy which was endorsed by Mr. Roslin Azmy Hassan, Chief Executive Officer Upstream Malaysia, dated on 01/06/2020. The company committed to provide safe & healthy workplaces and operating in an environmentally responsible manner at all operation unit in Malaysia.  The policy is well documented and communicated to the work force on 05/06/2021, delivered by Mr. Hanif Ab. Talib (assistant manager).  Beside the policy briefing, the mill management also conducted safety & health training to the workforce based on the annual training program. The training records were made available and reviewed by the audit team.	Complied
<b>4.4.4.2</b>	The occupational safety and health plan should cover the following: a) A safety and health policy, which is communicated and implemented. b) The risk of all operations shall be assessed and documented.	a. Occupational safety & health policy has been developed and communicated to the workforce on 05/06/2021. The content was delivered by Mr. Hanif Ab. Talib (assistant manager).	Complied



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<p>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:</p> <ul style="list-style-type: none"> <li>ii. All employees involved are adequately trained on safe working practices;</li> <li>iii. All precautions attached to products should be properly observed and applied;</li> </ul> <p>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).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept and the concerns of employees and any remedial actions taken shall be recorded.</p>	<p>b. The mill has conducted assessment for risk on all the operations and documented in Hazard Identification, Risk Assessment and Risk Control. The assessment covers all work station such as weighbridge, boiler station, CPO storage &amp; despatch and workshop.</p> <p>c. Training related to the chemical handling &amp; PPE was conducted to the workers from laboratory and water treatment station. The training was made on 11/03/2021. There were 21 workers involved in the training program.</p> <p>d. PPE issuance records were made available and reviewed. Latest issuance was made to Mr. Ragasan Selvam on 26/03/2021 requesting for safety helmet.</p> <p>e. The company has established standard operating procedure for chemical safety management, doc no: SD/SDP/PSQM (ESH)/202-OH4, revision no 00, dated on 26/02/2015. The SOP provides guidelines such as procurement of chemicals, transportation of chemicals, receiving of chemicals, storage of chemicals, handling oh chemicals, disposal of chemicals, training and maintenance of equipment.</p> <p>f. The mill management has appointed Mr. Hanif Ab. Talib as the OSH committee member from 01/01/2019. He is responsible to inspect work station at least once in three months, investigate any accident or risks at the work station, organize training or briefing related to the safety &amp; health and discuss any observation made during visit at the work station.</p> <p>g. Despite the pandemic condition, the OSH committee has conducted regular meeting with the committee members to discuss on the safety and health issues. There were 2 and 4</p>	

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<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>meetings conducted in 2021 and 2020 respectively. Meeting minutes were made available and reviewed.</p> <p>h. The mill management has established emergency response team lead by the mill manager and assisted by the assistant manager. Contacts number of emergency response team members were made available to the public and the workers can reach them at any time.</p> <p>i. The mill management has selected and trained 4 workers to become first aider in the mill area. First aid training was conducted on 16/12/2020 for the whole Diamond Jubilee Complex at Bukit Asahan Country Club and attended by 32 participants. The management also has provided the first aid box for each station. Sighted and reviewed the first aid box checklist.</p> <p>j. Records for accident were well kept by the mill management. Sighted the JKKP6 and JKKP 8 forms for year 2020 which were submitted to the DOSH on 07/01/2021.</p>	
<b>Criterion 4.4.5:</b> Employment conditions		
<p><b>4.4.5.1</b> 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>Sime Darby has implemented The Group Sustainability &amp; Quality Policy Statement which signed on 02/12/2019.</p> <p>Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities &amp; Reporting.</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed</p>	Complied

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		at various notice board within the estate. Latest policy briefing for mill workers was conducted on 05/06/2021.	
<b>4.4.5.2</b>	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby has implemented The Group Sustainability &amp; Quality Policy Statement which signed on 02/12/2019.</p> <p>Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities &amp; Reporting.</p> <p>Refer section 3.2 Respect and Uphold Labour Right where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation union membership, political view, religion and/or age.</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within mill. Latest policy briefing for mill workers was conducted on 05/06/2021.</p>	Complied
<b>4.4.5.3</b>	<p>Management shall ensure that employees' pay, and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p><b>- Major compliance -</b></p>	<p>Employment contract are available and explained in language that understood by workers and signed by the workers</p> <p>Besides, for workers who workers more than 2 years (Indonesian) and 3 years (other nationalities) have signed an extension contract (version: ECFW/Mac19/Pnsr/Ind/Ext/V2.0).</p> <p>Interviewed with the workers confirmed that they were understood on the terms and conditions outlined in the employment contract. They were also briefed on the terms and condition during induction training.</p> <p>Sighted the sampled employment contracts as below:</p>	Complied

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		1. Employee ID: 0000156132 2. Employee ID: 0000156513 3. Employee ID: 0000111727 4. Employee ID: 0000118478 5. Employee ID: 0000047396 6. Employee ID: 0000053296 7. Employee ID: 0000161307 8. Employee ID: 0000162471	
<b>4.4.5.4</b>	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p><b>- Minor compliance -</b></p>	<p>Based on the payment voucher checked, daily rate for contract workers is RM 42.31/day for outside town and RM 46.15/day for town area. Pay slip/cash voucher of the workers were sighted that it is according to the employment contract. The records are documented and available for review. Sample contractors record were checked:</p> <ol style="list-style-type: none"> <li>1. KSE Turbo Energy Services Sdn Bhd dated 25/05/2021 – Turbine No. 2 Magnetic RPM Speed Meter C/W Pulse Display Panel Meter Repair</li> <li>2. Temis (M) Sdn Bhd dated 19/04/2021 – To Supply Material, Skill Labour, Tools and Necessary Equipment to Repair and Refurbish Empty Fruit Bunch Structure Frame and To Weld back Stiffeners Channel at Empty Bunch Press Platform With M/S Channel.</li> <li>3. Heng Seng &amp; Company Sdn Bhd dated 12/12/2020 – Transportation of Crude palm oil (CPO)(SERVICES) For Sime Darby Plantation Berhad Peninsular Malaysia Oil Mills.</li> </ol>	<p>Complied</p>

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<p><b>4.4.5.5</b></p>	<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>	<p>The mill has employed local and foreign workers. All the mill workers are under direct employment and under contract.</p> <p>Sighted the master list of the workers having the information of full names, gender, date of birth, job description and other relevant information.</p>
<p><b>4.4.5.6</b></p>	<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>Employment contract are available and explained in language that understood by workers.</p> <p>Besides, for workers who workers more than 2 years (Indonesian) and 3 years (other nationalities) have signed an extension contract (version: ECFW/Mac19/Pnsr/Ind/Ext/V2.0).</p> <p>Interviewed with the workers confirmed that they were understood on the terms and conditions outlined in the employment contract. They were also briefed on the terms and condition during induction training.</p> <p>Sighted the sampled employment contracts as below:</p> <ol style="list-style-type: none"> <li>1. Employee ID: 0000156132</li> <li>2. Employee ID: 0000156513</li> <li>3. Employee ID: 0000111727</li> <li>4. Employee ID: 0000118478</li> <li>5. Employee ID: 0000047396</li> <li>6. Employee ID: 0000053296</li> <li>7. Employee ID: 0000161307</li> <li>8. Employee ID: 0000162471</li> </ol> <p>Interviewed with the foreign workers confirmed that they have freedom to go out from the compound during off day. They are</p>

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Criterion / Indicator		Assessment Findings	Compliance
		volunteered to surrender the passport to the management for safety reason as they worried the passport will be lost if kept by themselves. They have signed on the passport retain in office.	
<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>Mill and estate have employed local and foreign workers. All the mill and estates workers are under direct employment and under contract. The pay slip has included basic pay, overtime, allowances, working days, deduction of salary such as Union, electricity, and temple and mosque fund.</p> <p>Sighted and verified the sampled of payslip for employee with ID no. for the month of December 2020, March 2021 and June 2021 as follows:</p> <p>Sighted the sampled employment contracts as below:</p> <ol style="list-style-type: none"> <li>1. Employee ID: 0000156132</li> <li>2. Employee ID: 0000156513</li> <li>3. Employee ID: 0000111727</li> <li>4. Employee ID: 0000118478</li> <li>5. Employee ID: 0000047396</li> <li>6. Employee ID: 0000053296</li> <li>7. Employee ID: 0000161307</li> <li>8. Employee ID: 0000162471</li> </ol>	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>There is individual punch card for Sime Darby Plantation-Diamond Jubilee POM to record the accurate working hours and overtime and recorded in Mill Daily Attendance Report.</p> <p>In case the worker is on leave/absence, it is recorded in the same system.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>For Female workers there is no issue on overtime more than 10 pm since management has monitor this matter related previous issue raised. Verified through Interview with Weighbridge Operator.</p> <p>Sighted and verified the sampled of attendance records and punch cards for employee with ID no. for the month of December 2020, March 2021 and June 2021 as follows:</p> <p>Sighted the sampled employment contracts as below:</p> <ol style="list-style-type: none"> <li>1. Employee ID: 0000156132</li> <li>2. Employee ID: 0000156513</li> <li>3. Employee ID: 0000111727</li> <li>4. Employee ID: 0000118478</li> <li>5. Employee ID: 0000047396</li> <li>6. Employee ID: 0000053296</li> <li>7. Employee ID: 0000161307</li> <li>8. Employee ID: 0000162471</li> </ol>	
<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 of all employees (check roll) are available as evidence of salary payment. The pay slip contains the following information:</p> <ol style="list-style-type: none"> <li>i. Earnings - Basic Salary (Daily Rated Work, Work on Rest Day and Work on Holiday), Overtime (Week days, Rest days and Holiday)</li> <li>ii. Deduction - Union fee (NUPW &amp; AMESU), SOCSO, EPF, electricity deduction and others</li> </ol>	Complied

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		<p>Observed that the wages and overtime payment documented on the pay slips are in line with legal requirement and as stated in the employment contract.</p> <p>Sighted and verified the sampled of attendance records and punch cards for employee with ID no. for the month of December 2020, March 2021 and June 2021 as follows:</p> <p>Sighted the sampled employment contracts as below:</p> <ol style="list-style-type: none"> <li>1. Employee ID: 0000156132</li> <li>2. Employee ID: 0000156513</li> <li>3. Employee ID: 0000111727</li> <li>4. Employee ID: 0000118478</li> <li>5. Employee ID: 0000047396</li> <li>6. Employee ID: 0000053296</li> <li>7. Employee ID: 0000161307</li> <li>8. Employee ID: 0000162471</li> </ol>	
<b>4.4.5.10</b>	<p>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>Subsidized rate for water supply, electricity and free accommodation was supplied to the workers. Facilities such as clinic, football field, temples, community hall and mosque were available on site. Government schools were found constructed inside or nearby the plantations.</p>	Complied
<b>4.4.5.11</b>	<p>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>The estate &amp; mill were located nearby the town where the workers could be easily access to the foods and goods. Access to foods was sufficient and affordable through interviewed with the workers. Housing Inspection has been conducted. Refer Housing Complex /</p>	Complied



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		Community Hall Weekly Inspection (PIOA) Form latest on 12/07/2021.	
<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>	Sime Darby has implemented Sexual Harassment Policy dated 01/11/2019 signed by Mr Mohamad Helmy Othman Basha, Group Managing Director Sime Darby Plantation Berhad.  The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within mill. Latest policy briefing for mill workers was conducted on 05/06/2021.	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>	Sime Darby has implemented The Group Sustainability & Quality Policy Statement which signed on 02/12/2019 where the management is respecting Freedom of Association.  Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities & Reporting.  Refer section 3.2 stated respect the rights of employees to join and form organizations of their own choice and to bargain collectively.  The NUPW minute meeting for Diamond Jubilee Mill was sighted conducted on 12/06/2020. 2021 meeting were postpone due to MCO.  The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within mill. Latest policy briefing for mill workers was conducted on 05/06/2021.	Complied

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<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>	Sime Darby has implemented The Group Sustainability & Quality Policy Statement which signed on 02/12/2019 where the management will Eradicate any form of Exploitation. Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities & Reporting. Refer section 3.3 Respect and Uphold Children Rights. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within mill. Latest policy briefing for mill workers was conducted on 05/06/2021.	Complied
<b>Criterion 4.4.6: Training and competency</b>			
<b>4.4.6.1</b>	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. <b>- Major compliance -</b>	The mill management has established an annual training program which consist of training from various aspect such as safety & health, environment and work-related training. Training records were made available to the audit team and reviewed as follow: 1. Sterilizer operation training conducted on 21/01/2021. 2. Fruit handling training conducted on 29/03/2021. 3. MSPO SCCS training for contractor conducted on 04/06/2021. 4. COBC, SDP Policy & whistleblowing briefing was conducted on 05/06/2021. 5. Wages briefing was conducted on 25/06/2021.	Complied
<b>4.4.6.2</b>	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in	Training needs analysis was conducted to every employee including the contractor which were based on the job scope and work station.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	order to provide the specific skill and competency required to all employees based on their job description. <b>- Major compliance -</b>	The summary of the analysis was reflected in the annual training program.	
<b>4.4.6.3</b>	A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure. <b>- Minor compliance -</b>	Annual training programs were evidence. The mill management consistence in providing relevant training to their employees.	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>	An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented. <b>- Major compliance -</b>	Environmental policy was developed and made available to the audit team. it was endorsed by Group Managing Director (Mohamad Helmy Othman Basha) on 02/12/2019. the company committed to minimising environmental harm by: <ul style="list-style-type: none"> <li>a. Protecting and enhancing biodiversity and the ecosystem.</li> <li>b. No deforestation and no new development on peat land.</li> <li>c. Enhancing resilience against climate change impact.</li> <li>d. Adopting responsible consumption and production.</li> </ul> Environmental management plan was made available to the audit team. the main objective of this plan was to adhere with the relevant regulation authorized by the government and to ensure the operating unit to follow the guidelines. The plan consists of 4 type which are water management plan, waste management plan, HCV management plan and GHG management plan.	Complied

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Criterion / Indicator		Assessment Findings	Compliance												
		The communication of the policy and plan was made to the employees on 05/06/2021.													
<b>4.5.1.2</b>	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations <b>- Major compliance -</b>	<p>The environmental management plan covers the aspect and impact of the operation as follow:</p> <table border="1"> <thead> <tr> <th>Aspect</th> <th>Impact</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Waste</td> <td>Land pollution, air pollution, workers health deteriorated.</td> <td>To dispose waste to landfill. To dispose schedule waste to a licensed contractor. Maintain inventory for SW not more than 180 days. To store SW under lock and key.</td> </tr> <tr> <td>GHG emission</td> <td>Air pollution</td> <td>To educate drivers regarding on the importance of reducing emission. To conduct regular maintenance To ensure the engine is turn off during the idle time.</td> </tr> <tr> <td>Chemical spillage</td> <td>Land pollution</td> <td>To place metal tray to prevent spillage while doing the mixing activities.</td> </tr> </tbody> </table>	Aspect	Impact	Action Plan	Waste	Land pollution, air pollution, workers health deteriorated.	To dispose waste to landfill. To dispose schedule waste to a licensed contractor. Maintain inventory for SW not more than 180 days. To store SW under lock and key.	GHG emission	Air pollution	To educate drivers regarding on the importance of reducing emission. To conduct regular maintenance To ensure the engine is turn off during the idle time.	Chemical spillage	Land pollution	To place metal tray to prevent spillage while doing the mixing activities.	Complied
Aspect	Impact	Action Plan													
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Chemical spillage	Land pollution	To place metal tray to prevent spillage while doing the mixing activities.													
<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.	Training records to ensure the awareness among the employees were made available to the audit team.	Complied												

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Criterion / Indicator		Assessment Findings	Compliance
	- <b>Major compliance</b> -		
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p>- <b>Minor compliance</b> -</p>	<p>The plan to promote positive impact was documented in the environmental management plan. Sighted some of the plan as follow:</p> <ol style="list-style-type: none"> <li>1. Domestic waste collection done by tractors and dumped in trash bin before dispose by contractors.</li> <li>2. To update inventory records.</li> <li>3. Recycle scrap metal or sell them to potential buyers.</li> <li>4. Monitor the EFB production and disposal.</li> <li>5. Continuous awareness campaign to the workers.</li> <li>6. Installation of VORSEP to reduce dust particulate and black smoke emission.</li> </ol>	Complied
4.5.1.5	<p>An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives.</p> <p>- <b>Major compliance</b> -</p>	<p>Series of awareness and training were conducted by the mill management in order to equip necessary knowledge to the workers. Sighted the training records such as schedule waste awareness briefing, hearing conversation awareness briefing and MSPO SCCS training was conducted to the contractors and mill personnel.</p>	Complied
4.5.1.6	<p>The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.</p> <p>- <b>Major compliance</b> -</p>	<p>2 meetings related to the environment has been conducted by the mill management on 15/03/2021 (first meeting) and 12/06/2021 (second meeting). The agenda of the meeting were as follow:</p> <ol style="list-style-type: none"> <li>1. Compliance on black smoke emission</li> <li>2. Compliance on the schedule waste disposal</li> <li>3. Compliance on empty bunch disposal management</li> <li>4. Storage, packaging and labelling</li> <li>5. Update on eSwiss and inventory.</li> </ol>	Complied

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Criterion / Indicator		Assessment Findings	Compliance																												
<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 mill management has monitored the consumption of diesel, electricity and water and developed a baseline from 2018 until June 2021. The yearly records are as follow. <table border="1"> <thead> <tr> <th rowspan="2">Year</th> <th rowspan="2">FFB</th> <th colspan="3">Baseline</th> </tr> <tr> <th>Diesel</th> <th>Electricity</th> <th>Water</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>122675</td> <td>0.07</td> <td>7.04</td> <td>1.62</td> </tr> <tr> <td>2019</td> <td>116655.8</td> <td>0.08</td> <td>8.64</td> <td>1.52</td> </tr> <tr> <td>2020</td> <td>99680.17</td> <td>0.08</td> <td>9.57</td> <td>1.65</td> </tr> <tr> <td>2021</td> <td>50443.76</td> <td>0.08</td> <td>9.49</td> <td>1.49</td> </tr> </tbody> </table>	Year	FFB	Baseline			Diesel	Electricity	Water	2018	122675	0.07	7.04	1.62	2019	116655.8	0.08	8.64	1.52	2020	99680.17	0.08	9.57	1.65	2021	50443.76	0.08	9.49	1.49	Complied
Year	FFB	Baseline																													
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2018	122675	0.07	7.04	1.62																											
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<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>	The mill management has estimated the direct usage of non-renewable energy for their operation which is reflected in their annual budget. This include the diesel budget estimation from the contractors.	Complied																												
<b>4.5.2.3</b>	The use of renewable energy should be applied where possible. <b>- Minor compliance -</b>	Fiber and shell were used to fuel up boiler station.	Complied																												
<b>Criterion 4.5.3: Waste management and disposal</b>																															
<b>4.5.3.1</b>	All waste products and sources of pollution shall be identified and documented.	The company has developed SOP: Landfill Management in Estate, doc no SD/SDP/PSQM(ESH)/203-EN7, revision 00, dated on	Complied																												

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>13/03/2017. The SOP have identified the potential product wastes in the estates and mills. Sighted the list as below.</p> <p>List of general wastes are as follow:</p> <ul style="list-style-type: none"> <li>a. Ash</li> <li>b. Metal waste</li> <li>c. Paper waste</li> <li>d. Glasses, plastic waste</li> <li>e. Operational waste.</li> </ul> <p>Listed of scheduled waste are as follow:</p> <ul style="list-style-type: none"> <li>a. Used batteries</li> <li>b. Light bulb</li> <li>c. Used hydraulic oil.</li> <li>d. Chemical container</li> </ul>	
4.5.3.2	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <ul style="list-style-type: none"> <li>a) Identifying and monitoring sources of waste and pollution.</li> <li>b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</li> </ul> <p>- Major compliance -</p>	<p>Waste management plan has been reviewed by the audit team. Among the action plan taken to reduce or avoid pollution are as below:</p> <ul style="list-style-type: none"> <li>a. Recycle scrap metal or sell to potential buyers.</li> <li>b. Monitor EFB production and disposal.</li> <li>c. Monitoring of POME BOD level at final discharge point.</li> <li>d. To monitor housing inspection and to attend their complaints.</li> <li>e. To ensure good working condition of SW store.</li> </ul> <p>"Laporan Inventori Pelupusan Tandan Kosong Kelapa Sawit Dari Tempoh 1 Jun 2021 sehingga 30 Jun 2021" was made available to the audit team. This report records the EFB disposal activity from the mill to the estate compound. Sighted 1371.69 Mt of EFB was disposed to the Diamond Jubilee Estate through mulching application. The report was acknowledged by the mill manager, Mr. Muhammad Mukhtarul Ariffin on 01/05/2021.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.5.3.3	<p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p><b>- Major compliance -</b></p>	<p>The company has established standard operating procedure for chemical safety management, doc no: SD/SDP/PSQM(ESH)/202-OH4, revision no 00, dated on 26/02/2015. The SOP provides guidelines as below:</p> <ol style="list-style-type: none"> <li>1. Procurement of chemicals</li> <li>2. Transportation of chemicals</li> <li>3. Receiving of chemicals</li> <li>4. Storage of chemicals</li> <li>5. Handling of chemicals</li> <li>6. Disposal of chemicals</li> <li>7. Training</li> <li>8. Maintenance of equipment</li> </ol> <p>Consignment note to disposed schedule waste was made available to the audit team. Wastes such as SW305 (spent lubricant), SW322 (spent hexane, spent IPA), SW409 (empty chemical container) and SW410 (plastic bags) was collected by Ranama Resources Sdn Bhd on 19/03/2021</p>	Complied
4.5.3.4	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p><b>- Minor compliance -</b></p>	<p>Domestic waste disposed to the Jasin Municipal landfill. The mill has engaged a contractor for waste collection to the landfill.</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, particulate and soot emissions, scheduled wastes, solid wastes and effluent.</p> <p><b>- Major compliance -</b></p>	<p>The mill management has established an assessment on the polluting activities such as greenhouse gas emission, particulate &amp; soot emissions, scheduled waste, solid waste and effluent under Energy Management Plan.</p>	Complied



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		To reduce emission, the mill management has plan to install VORSEP to reduce dust particulate and black smoke emission. This will be monitored on daily basis.	
<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>	Action plan to reduce identified significant pollutant was documented in the environmental management plan. Sighted some of the plan as follow: <ol style="list-style-type: none"> <li>1. To ensure the management of scheduled waste must be accordance as per legal requirement.</li> <li>2. To maintain oil trap as to prevent of spillage and to provide proper spill kit.</li> <li>3. Monitoring EFB disposal with estate management application.</li> <li>4. To continue the awareness campaign by erecting no open burning signages.</li> <li>5. To conduct inspection every 3 months to the workers housing.</li> </ol>	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>	The POME discharged to the land application at the nearby estates. Prior to discharge, the mill management conducted an analysis to ensure the parameter reading follow the guidelines by Department of Environment. DOE allowed released of effluent's BOD level 5000 mg/L. Based on the effluent analysis rest report dated on 14/06/2021, the mill management manage to get BOD level at 1890 mg/L.	Complied
<b>Criterion 4.5.5: Natural water resources</b>			
<b>4.5.5.1</b>	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:	Water management plan was made available to the audit team. The objective of this plan was to monitor the usage of treated water in monthly basis, to protect water course and wetland and to reuse or recycle the waste water.	Complied

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Criterion / Indicator		Assessment Findings	Compliance										
	a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. 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.). <b>- Major compliance -</b>	Water source for mill operation and domestic usage comes from Syarikat Air Melaka Berhad and from water reservoir. The mill management has closely monitored the water usage since 2018. Water Consumption 2018 – 2021 (as at July 2021) <table border="1" data-bbox="1086 571 1877 686"> <thead> <tr> <th>Year</th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> </tr> </thead> <tbody> <tr> <td>Litre</td> <td>198412</td> <td>177703</td> <td>164484</td> <td>75179</td> </tr> </tbody> </table>	Year	2018	2019	2020	2021	Litre	198412	177703	164484	75179	
Year	2018	2019	2020	2021									
Litre	198412	177703	164484	75179									
<b>4.5.5.2</b>	Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations. <b>- Major compliance -</b>	Not applicable. Compliance schedule has indicated that the POME to be disposed thru land application.	Complied										
<b>4.6 Principle 6: Best Practices</b>													
<b>Criterion 4.6.1: Mill Management</b>													
<b>4.6.1.1</b>	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. <b>- Major compliance -</b>	The mill processing system is documented in the Sustainability Plantation Management System, doc no: MQMS/SQM/08 v 1 dated 01.11.2008 which include the Mill SOP, Mill Quality Management Manual. These documents provide guidelines and standards in the mill operations. The Standard Operation Procedure described details from the reception, sterilisation, threshing, pressing, clarification, effluent, laboratory workshop and etc.	Complied										
<b>4.6.1.2</b>	All palm oil mills shall implement best practices. <b>- Major compliance -</b>	The mill receives visit from Plantation Monitoring Unit – Upstream Malaysia team. This team consist of 4 team members will assess	Complied										

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Criterion / Indicator		Assessment Findings	Compliance
		either the mill operates in line with the company's standard procedure. The visit was conducted on 08-11/02/2021.	
<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>	Business management plan with 5 years projection was made available to the audit team. The plan was prepared for guidance in the future planning, which covers the following; FFB intake (own estate or outside supplier), CPO production, PK production, PKO production, CAPEX and OPEX.	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>	The contract documents template was included with the provision for contractors to comply with all Sime Darby Plantation requirements including vendor integrity pledge where the contractor to adhere with integrity, transparency, responsibility, anti-bribery, etc. Pricing mechanism is stated in the appendix and agreed by both parties.	Complied
<b>4.6.3.2</b>	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. <b>- Major compliance -</b>	Sighted agreement of sample of contractors at Diamond Jubilee Mill. Verified document and through interview found the agreement were signed by both parties and all term of payment were implemented accordingly. Sample contractors record were checked: 1. KSE Turbo Energy Services Sdn Bhd dated 25/05/2021 – Turbine No. 2 Magnetic RPM Speed Meter C/W Pulse Display Panel Meter Repair 2. Temis (M) Sdn Bhd dated 19/04/2021 – To Supply Material, Skill Labour, Tools and Necessary Equipment to Repair and	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Refurbish Empty Fruit Bunch Structure Frame and To Weld back Stiffeners Channel at Empty Bunch Press Platform With M/S Channel.</p> <p>3. Heng Seng &amp; Company Sdn Bhd dated 12/12/2020 – Transportation of Crude palm oil (CPO)(Services) For Sime Darby Plantation Berhad Peninsular Malaysia Oil Mills.</p>	
<b>Criterion 4.6.4: Contractor</b>			
<b>4.6.4.1</b>	<p>In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information.</p> <p><b>- Major compliance -</b></p>	<p>Diamond Jubilee POM only receive FFB from own certified supply bases and other certified FFB from other SOU. There was no smallholders or outside crop purchased by the mill.</p> <p>For other services, the pricing mechanism was done documented in contract agreement between Sime Darby and the contractors. The contract and pricing mechanism were agreed by both parties.</p> <p>Sample contractors record were checked:</p> <ol style="list-style-type: none"> <li>1. KSE Turbo Energy Services Sdn Bhd dated 25/05/2021 – Turbine No. 2 Magnetic RPM Speed Meter C/W Pulse Display Panel Meter Repair</li> <li>2. Temis (M) Sdn Bhd dated 19/04/2021 – To Supply Material, Skill Labour, Tools and Necessary Equipment to Repair and Refurbish Empty Fruit Bunch Structure Frame and To Weld back Stiffeners Channel at Empty Bunch Press Platform With M/S Channel.</li> <li>3. Heng Seng &amp; Company Sdn Bhd dated 12/12/2020 – Transportation of Crude palm oil (CPO)(SERVICES) For Sime Darby Plantation Berhad Peninsular Malaysia Oil Mills.</li> </ol>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.6.4.2	<p>The management shall provide evidence of agreed contracts with the contractor.</p> <p><b>- Major compliance -</b></p>	<p>All contracts were fair legal and transparent and agreed with both parties. In the contracts stated the contract duration, term and condition, indemnity, responsibilities of Sime Darby Plantation and estate management, notices, cost, force majeure, non-assignability, misc., interpretation and rate of payment.</p> <p>Sample contractors record were checked:</p> <ol style="list-style-type: none"> <li>1. KSE Turbo Energy Services Sdn Bhd dated 25/05/2021 – Turbine No. 2 Magnetic RPM Speed Meter C/W Pulse Display Panel Meter Repair</li> <li>2. Temis (M) Sdn Bhd dated 19/04/2021 – To Supply Material, Skill Labour, Tools and Necessary Equipment to Repair and Refurbish Empty Fruit Bunch Structure Frame and To Weld back Stiffeners Channel at Empty Bunch Press Platform With M/S Channel.</li> <li>3. Heng Seng &amp; Company Sdn Bhd dated 12/12/2020 – Transportation of Crude palm oil (CPO)(SERVICES) For Sime Darby Plantation Berhad Peninsular Malaysia Oil Mills.</li> </ol>	Complied
4.6.4.3	<p>The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required.</p> <p><b>- Minor compliance -</b></p>	<p>The requirement of accepting MSPO accredited auditors to audit against the contractors was communicated to the contractor through MSPO training and formal letter to contractor.</p> <p>Sample contractors record were checked:</p> <ol style="list-style-type: none"> <li>1. KSE Turbo Energy Services Sdn Bhd dated 25/05/2021 – Turbine No. 2 Magnetic RPM Speed Meter C/W Pulse Display Panel Meter Repair</li> <li>2. Temis (M) Sdn Bhd dated 19/04/2021 – To Supply Material, Skill Labour, Tools and Necessary Equipment To Repair and Refurbish Empty Fruit Bunch Structure Frame and To Weld back</li> </ol>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	Stiffeners Channel At Empty Bunch Press Platform With M/S Channel. 3. Heng Seng & Company Sdn Bhd dated 12/12/2020 – Transportation of Crude palm oil (CPO)(SERVICES) For Sime Darby Plantation Berhad Peninsular Malaysia Oil Mills.	

**MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Oil Palm 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> -	Sighted Group Sustainability & Quality Policy Statement dated 02/12/2019 signed by Group Managing Director Mr. Mohamad Helmi Othman Basha.	Complied
<b>4.1.1.2</b>	The policy shall also emphasize commitment to continual improvement. - <b>Major compliance</b> -	The policy established mention that Sime Darby are committed to making: <ol style="list-style-type: none"> <li>1. Promoting Good Governance and Transparency</li> <li>2. Contributing to a better society</li> <li>3. Minimizing environmental harm</li> <li>4. Delivering sustainability quality</li> </ol> This policy shall be guided by the commitment pelt out in the company's: <ol style="list-style-type: none"> <li>1. Responsible Agriculture Charter (RAC)</li> <li>2. Human Right Charter (HRC)</li> <li>3. Innovation &amp; Productivity Charter (IPC)</li> </ol>	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.	Sime Darby has established standard operating procedure to conduct internal audit and documented in SD/SDP/PSQM/IAP Rev 2 dated	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>01/11/2017. The internal audit was conducted on annually basis and as and when required as per stated in the SOP established.</p> <p>Latest Internal Audit for SOU 18 was conducted on:            Bukit Asahan Estate; 14/06/2021 with 3 Major NC, 10 Minor NC and 7 OFI raised by SQM Central West Region.            Diamond Jubilee Estate: 10/06/2021 with 8 Major NC, 7 Minor NC and 7 OFI raised by SQM Central West Region.</p> <p>The internal audit was conducted together for RSPO and MSPO. Issue raised during the audit has been addressed by the estates and mills.</p>	
4.1.2.2	<p>The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.</p> <p>- Major compliance -</p>	<p>Sime Darby has established standard operating procedure to conduct internal audit and documented in SD/SDP/PSQM/IAP Rev 2 dated 01/11/2017.</p> <p>The audit results were documented in Internal Consultative Assessment Report. In the report stated the NCR status, details of NCR raised, root cause, corrective action plan, evidence acceptance and NCR closed.</p> <p>All non-conformity raised during the audit has been addressed by the mill. Root cause analysis and Corrective Action Plan was submitted to the Internal Audit Plan for review. The evidenced was verified by the internal audit team before NC closure.</p>	Complied
4.1.2.3	<p>Report shall be made available to the management for their review.</p> <p>- Major compliance -</p>	<p>Sime Darby has established the standard operating procedure to conduct internal audit and documented in SD/SDP/PSQM/IAP Rev 2 dated 01/11/2017.</p>	Complied



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Criterion / Indicator		Assessment Findings	Compliance
		The audit results were documented in Internal Consultative Assessment Report. In the report stated the NCR status, details of NCR raised, root cause, corrective action plan, evidence acceptance and NCR closed.	
<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>	<p>Sime Darby has established SOP on Management Review documented in SOM, Section 5, Management responsibility version 2, issued in 2015. Management review was conducted on annually basis as per SOP established.</p> <p>Latest Management Review Meeting for SOU 18 was conducted on: Bukit Asahan Estate: 02/07/2021 Diamond Jubilee Estate: 25/06/2021</p> <p>The meeting covers on matters arising from last meetings, review on status and issue of input and output, sustainability management, assessment on effectiveness, opportunities for improvement and changes, resource evaluation, results from system audit (internal and external), supply chain and traceability, changes that affect management system, recommendations for improvement and other matters.</p>	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 consideration of the main social and environmental impact and opportunities of the company.	Continual improvement plan year 2021 for both estates were made available to the audit team. The plans were verified together with the annual training plan for year 2021. Sighted the CIP program as follows:	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<ul style="list-style-type: none"> <li>a. Providing repairing furniture jobs for the estate’s quarters.</li> <li>b. Introduction of Huqsarvana machine to increase operation productivity.</li> <li>c. Road maintenance</li> <li>d. Grass cut for path harvesting.</li> <li>e. Loose fruits raking using blower.</li> </ul>	
4.1.4.2	<p>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.</p> <p>- Major compliance -</p>	The estate management established a system to improve practices in line with new technology or information by slotting the program into annual training program. Their annual training program is dynamic and can be amended where necessary to fit with the current condition.	Complied
4.1.4.3	<p>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.</p> <p>- Major compliance -</p>	Annual training program and training records were made available to the audit team and verified. Their annual training program is flexible and be amended if necessary.	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	<p>The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2). The time frame to provide feedback to the stakeholder is documented to be 2 weeks of the date receiving the queries. The Estate Manager is responsible to address all communication and request for documentations that could be made available to public/stakeholders.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.2.1.2	<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>Sime Darby Plantation Berhad continued to use the group website for disseminating public information. The Sustainability Report and Group Annual report is available in website.</p> <p>Information relating to land titles, safety and health plans, pollution prevention plans, and annual report are available at the estate. In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates and muster ground notice boards for employees and visitors to view.</p> <p>Procedure for complaints and grievances were available through Sime Darby Plantation Berhad website at:  <a href="http://www.simedarbyplantation.com/Sustainability">http://www.simedarbyplantation.com/Sustainability</a></p>	Complied
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p><b>- Major compliance -</b></p>	<p>The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2).</p> <p>The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.</p>	Complied
4.2.2.2	<p>A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.</p> <p><b>- Minor compliance -</b></p>	<p>The estate has appointed management official responsible for consultation and communication issues is as per appointment letter:            Bukit Asahan Estate: Mr Kassim Bin Anto dated 10/01/2020            Diamond Jubilee Estate: Mr Syahrul Fawwaz Bin Abdullah dated 16/12/2019.</p>	Complied

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<p><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.</p> <p><b>- Major compliance -</b></p>	<p>List of stakeholders available as per Details of Stakeholders Diamond Jubilee Estate and Welch Estate (FY 2021).</p> <p>The stakeholder includes authorities, local communities, contractors and vendors/suppliers. Internal stakeholders among all employees including local and foreign workers also available as per List of Local Workers and List of Foreign Workers.</p> <p>Records of communication including confirmation of receipt available as part of publicly available documents including records of Social Impact Assessment (SIA) Report, Management Plan on Social Impact Assessment, Complaint Book (Internal), Complaint Book (External) and stakeholder minutes of meeting.</p> <p>Latest stakeholder meeting was sighted:            Bukit Asahan Estate: 26/06/2020. For 2021, due to MCO, estate has emailed a requisition letter to their stakeholder if having any complaint dated 10/07/2021. Positive feedback was received by stakeholders.            Diamond Jubilee Estate: 01/07/2020. 26/06/2020. For 2021, due to MCO, estate has emailed a requisition letter to their stakeholder if having any complaint dated 25/06/2021.</p>	<p>Complied</p>
<p><b>Criterion 4.2.3 – Traceability</b></p>		
<p><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).</p> <p><b>- Major compliance -</b></p>	<p>The company has developed a procedure regarding on the supply chain and traceability, Standard Operating Procedure for Sustainability Supply Chain &amp; Traceability, version:02, issue no 15, enforced on April 2019.</p> <p>The objective of this SOP is to provide guidelines for estates &amp; mill and ensure effective implementation on sustainable supply chain and traceability of certified sustainable materials such as FFB, CPO, PK and</p>	<p>Complied</p>

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		certified materials under the category of wastes/residues such as EFB and POME.	
<b>4.2.3.2</b>	The management shall conduct regular inspections on compliance with the established traceability system. - <b>Major compliance</b> -	The management conduct regular inspection on daily operation procedure and received visits from the plantation advisor, general manager and also from agronomist. Sighted the report from the visiting agronomists and PA to the respective estates.	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 estate managements have appointed their respective person in charge to monitor the sustainability certification including the traceability system. Bukit Asahan Estate management has appointed Ms. Nurul Atiqah Johari as the person in charge for sustainability certification of management system on 01/01/2020, while Diamond Jubilee Estate management has appointed Mr. Syahrul Fawwaz Abdullah as the person in charge on 01/01/2020.	Complied
<b>4.2.3.4</b>	Records of sales, delivery or transportation of FFB shall be maintained. - <b>Major compliance</b> -	Both estates well kept their records of delivery and transportation of FFB. Sighted the weighbridge tickets from the estates to the Diamond Jubilee POM, consist of following information: a. Estate name, Field and block no. b. Date harvested c. Estimation tonnage d. Vehicle no & driver's name	Complied
<b>4.3 Principle 3: Compliance to legal requirements</b>			
<b>Criterion 4.3.1 – Regulatory requirements</b>			
<b>4.3.1.1</b>	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.	List of permits and licenses for both estates are as follows:	Complied

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<p><b>- Major compliance -</b></p>	<p>Bukit Asahan Estate:</p> <ol style="list-style-type: none"> <li>1. MPOB license no: 527615002000, valid until 28/02/2022</li> <li>2. "Permit Khas Barang Kawalan Berjadual – Diesel 18200 L", valid until 24/01/2022.</li> <li>3. "Pengandung Tekanan Tak Berapi" ref no: PMT64001. Valid until 04/02/2022.</li> <li>4. "Perakuan Penentuan Timbang &amp; Sukat", valid until 23/10/2021.</li> </ol> <p>Diamond Jubilee Estate:</p> <ol style="list-style-type: none"> <li>1. MPOB license no: 522967002000, valid until 31/08/2021.</li> <li>2. "Pengandung Tekanan Tak Berapi", ref no: PMT-MK/2127001, valid until 19/04/2022.</li> <li>3. "Permit Barang Kawalan Berjadual", ref no M0005, valid until 24/10/2021.</li> <li>4. "Lessen Abstraksi Air Laut, Sungai dan Lain Lain Sumber Air", 31/12/2021.</li> <li>5. "Permit Potongan Daripada Gaji Pekerja", serial no: PP3/0028/00338, endorsed on 25/01/2005.</li> <li>6. "Permit Potongan Upah", ref: JTK/M(PMT)10401/2019/0022, endorsed on April 2019.</li> </ol>	
<p><b>4.3.1.2</b> The management shall list all laws applicable to their operations in a legal requirement register.  <b>- Major compliance -</b></p>	<p>List of requirement register was made available to the audit during the audit process. Related laws and regulations covered in the LORR are as follow:</p> <ol style="list-style-type: none"> <li>a. Occupational safety and health</li> <li>b. Environment</li> <li>c. Water</li> <li>d. Human resources</li> <li>e. Other requirement</li> </ol>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. <b>- Major compliance -</b>	Sighted the legal requirement register was revised when the new regulation or amendment coming into forced e.g. "Perintah Pencegahan dan Pengawalan Penyakit Berjangkit Peraturan Pencegahan dan Pengawalan Penyakit Berjangkit (Langkah – langkah di Dalam Kawasan Tempatan Jangkitan) (no3) 2021. Revised on 15/06/2021.	Complied
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. <b>- Minor compliance -</b>	Bukit Asahan Estate The estate has appointed Ms. Nurul Atiqah Johari as the person in charge for sustainability certification of management system on 01/01/2020. the letter was issued by Mr. Syahrul Saramlah (estate manager).  Diamond Jubilee Estate The estate has appointed Mr. Syahrul Fawwaz Abdullah (senior assistant manager) as the person in charge for sustainability certification of management system on 01/01/2020. the letter was issued by Mr. Ahmadi Bin Ahmad Mokhtar (estate manager).	Complied
<b>Criterion 4.3.2 – Lands use rights</b>			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. <b>- Major compliance -</b>	Sime Darby did not acquire land from landowners but leased it directly from the government. There were no issues of land disputes.	Complied
4.3.2.2	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>	The management of both estates have documents showing legal ownership/ lease, history of land tenure and the actual use of the land. All Estate operations were on freehold and leasehold land. Land titles were kept with the Land Management Department while copies of land	Complied

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Criterion / Indicator	Assessment Findings	Compliance																																	
	<p>titles and Quit Rent payment receipts were available at the respective estates for verification.</p> <p>Bukit Asahan Estate:</p> <p>Welch Estate has 45 land titles under Melaka State. The Quit rent for each land titles were paid accordingly with the records "Perkara: Cukai Tanah 2021". Among the sampled land titles are as below:</p> <table border="1" data-bbox="1048 646 1868 995"> <thead> <tr> <th>Land Titles</th> <th>Lot No</th> <th>Hectarage</th> </tr> </thead> <tbody> <tr> <td>PKN Asahan- 57077</td> <td>1/0000055</td> <td>0.1093</td> </tr> <tr> <td>Chabau - 1345</td> <td>100000837</td> <td>20.6263</td> </tr> <tr> <td>Chabau - 63317</td> <td>0004396</td> <td>231.1000</td> </tr> <tr> <td>Chabau - 14150</td> <td>10000845</td> <td>118.2186</td> </tr> <tr> <td>Chabau - 14177</td> <td>1000084</td> <td>299.2946</td> </tr> <tr> <td>Nyalas - 22797</td> <td>10001093</td> <td>157.7260</td> </tr> </tbody> </table> <p>Diamond Jubilee Estate:</p> <p>Diamond Jubilee Estate has 32 land titles under Melaka State. The Quit rent for each land titles were paid accordingly with the records "Perkara: Cukai Tanah 2021". Among the sampled land titles are as below:</p> <table border="1" data-bbox="1048 1182 1868 1378"> <thead> <tr> <th>Land Titles</th> <th>Lot No</th> <th>Hectarage</th> </tr> </thead> <tbody> <tr> <td>Ayer Panas - 20093</td> <td>0000581</td> <td>214.3407</td> </tr> <tr> <td>Ayer Panas - 20094</td> <td>0002563</td> <td>210.5379</td> </tr> <tr> <td>Ayer Panas - 1244</td> <td>10000697</td> <td>0.0361</td> </tr> </tbody> </table>	Land Titles	Lot No	Hectarage	PKN Asahan- 57077	1/0000055	0.1093	Chabau - 1345	100000837	20.6263	Chabau - 63317	0004396	231.1000	Chabau - 14150	10000845	118.2186	Chabau - 14177	1000084	299.2946	Nyalas - 22797	10001093	157.7260	Land Titles	Lot No	Hectarage	Ayer Panas - 20093	0000581	214.3407	Ayer Panas - 20094	0002563	210.5379	Ayer Panas - 1244	10000697	0.0361	
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Criterion / Indicator		Assessment Findings			Compliance
		RIM - 20099	0000029	28.3531	
		RIM - 20718	0000003	162.7845	
		RIM - 20101	0000013	333.6636	
<b>4.3.2.3</b>	<p>Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.</p> <p><b>- Major compliance -</b></p>	<p>Verified through interview and photo evidence, legal boundaries are clearly demarcated and visibly maintained. Boundaries with jungle was demarcated with boundary peg while boundaries with smallholders and villages demarcated with boundary pegs/poles and physical trenches and security fences.</p> <p>Bukit Asahan Estate:                      Boundary stones are clearly demarcated and visibly maintained with red and white GI Pipes. Additionally, estate legal boundary demarcated with Security Drain Trenches and Fences.</p> <p>Diamond Jubilee Estate:                      Boundary stones are clearly demarcated and visibly maintained with red and white GI Pipes. Additionally, estate legal boundary demarcated with Security Drain Trenches and Fences.</p>			Complied
<b>4.3.2.4</b>	<p>Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC).</p> <p><b>- Minor compliance -</b></p>	<p>Sime Darby did not acquire land from landowners but leased it directly from the government. There were no issues of land disputes.</p>			Complied

Criterion / Indicator		Assessment Findings	Compliance
<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> -	Sime Darby did not acquire land from landowners but leased it directly from the government. There were no issues of land disputes.	Complied
<b>4.3.3.2</b>	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should be made available. - <b>Minor compliance</b> -	Sime Darby did not acquire land from landowners but leased it directly from the government. There were no issues of land 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> -	Sime Darby did not acquire land from landowners but leased it directly from the government. There were no issues of land 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> -	Sime Darby has conducted Social Impact Assessment for SOU 18 by the Sustainability Strategy Unit, PSQM. The assessment covers Diamond Jubilee POM, Diamond Jubilee Estate and Bukit Asahan Estate. Sighted SIA report dated 12–15/07/2016 done by the Sustainability Strategy Unit, PSQM. The objectives of the assessment are to identify the existing social issues and to develop social management plan. The assessment has involved the participation of stakeholders and attendance list of stakeholders was sighted. The issues raised by the stakeholders were recorded in the SIA report.	Complied

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		Social Management Plan Year 2021 (Bukit Asahan Estate & Diamond Jubilee Estate) has included both operational unit level and individual site level such as issues derived from the worker’s complaint, housing complex area and management.	
<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>	Sime Darby has established standard operating procedure for dealing with complaint and grievances and documented in Flowchart and Procedure on Handling Social Issues, version 1 and dated 01/11/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders.	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>	As per SOP established, all complaint and grievances are open to effected parties including internal and external stakeholders. The time to process the complaints or grievances is 2 weeks.	Complied
<b>4.4.2.3</b>	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. <b>- Minor compliance -</b>	Complaint Book for Internal and External stake holders was implemented at sampled estates. Besides, Complaint Form for housing repair/ Housing Repair Requisition Form was implemented as well.  Bukit Asahan Estate; Complaint by Budiyanto dated 05/06/2021 “Lampu Rosak di bilik tidur dan Tandas”. Issue has been solved on 08/06/2021.  Complaint by Kertiany dated 15/01/2021 “Pintu Belakang Rosak”. Issue has been solved on 22/01/2021.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Diamond Jubilee Estate; Complaint by Misbahudin dated 20/02/2021 "Pintu Tandas Rosak". Issue has been solved on 02/03/2021.	
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. <b>- Minor compliance -</b>	Sime Darby Plantation Berhad has implemented Flowchart and Procedure on Handling Social Issues, version 1 and dated 01/11/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders. Verified through stakeholder's interview.	Complied
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. <b>- Major compliance -</b>	The complaint record for request for maintenance are available and kept for 10 years according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents.	Complied
<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. <b>- Minor compliance -</b>	Contributions were made based on consultations results as per sample as following: Bukit Asahan Estate: 1. 19/02/2020: "Kebenaran Menggunakan Balai Raya" for SJKT Ladang Bukit Asahan. 2. 29/10/2020: "Permohonan Bantuan Masalah Tangki Septik Di Sekolah" for SJKT Ladang Bukit Asahan Diamond Jubilee Estate: 1. Sumbangan Hand Sanitizer Semasa Program Gotong Royong Doi Bali Plis Simpang Bekoh dated 17/01/2021	Complied

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		2. Pemberian Susu Kepada SRJKT LDG Diamond Jubilee dated 15/03/2021	
<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>	<p>The company has developed the Health, Safety &amp; Environment Policy, dated on 01/06/2020, endorsed by Mr. Roslin Azmy Hassan (CEO Upstream Malaysia). The policy reflected the company's commitment to provide safe &amp; healthy workplaces and operating in an environmentally responsible manner at all our operations in Malaysia.</p> <p>Series of briefing and training were conducted shown as below:</p> <p>Bukit Asahan Estate:</p> <ol style="list-style-type: none"> <li>1. Safety briefing conducted on 14/02/2020.</li> <li>2. Policy &amp; COBC training were conducted on 01/07/2021.</li> <li>3. COBC training for contractor conducted on 22/09/2020</li> <li>4. Safety briefing for new driver tractor grass cutting conducted on 23/01/2021.</li> <li>5. Pest &amp; disease training was conducted on 26/01/2021.</li> <li>6. CDA &amp; chemical handling training was conducted on 03/02/2021.</li> <li>7. Selective spraying training for immature area conducted on 25/01/2021.</li> </ol> <p>Diamond Jubilee Estate:</p> <ol style="list-style-type: none"> <li>1. Safety, HCV and noise exposure management training was conducted on 05/07/2021.</li> <li>2. Oil palm harvesting for young mature palm training, conducted on 16/06/2021.</li> <li>3. Safety procedure for manuring activity was conducted on 24/05/2021.</li> <li>4. Spraying training for sprayers was conducted on 18/06/2021.</li> </ol>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		5. CPR training for workers was conducted on 10/02/2021. 6. Safety briefing for desilting drain was conducted on 17/02/2021.	
<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 ii. all precautions attached to products shall be properly observed and applied 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). 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. 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.	a. Policy for safety & health were made available to the audit team. Both estate management has conducted series of briefing and training to respective workers. Records for the briefing and training are shown in indicator 4.4.4.1. b. HIRARC was reviewed on January 2021 by the respective estate representative. Sighted the Hirarc for Bukit Asahan Estate was prepared by Ms. Nurul Atiqah Johari (OSH coordinator), reviewed by Mr. Kassim Kato (ESH manager) and approved by Mr. Syahrul Saramlah (estate manager) while for Diamond Jubilee Estate the document was prepared by Ms. Nik Norafiza (assistant II), reviewed by Mr. Syahrul Fawwaz Abdullah (senior assistant) and acknowledged by Mr. Ahmadi Ahmad Mokhtar (estate manager). c. Estates management has provided necessary training for the workers who were exposed to the chemical. Training records were made available and reviewed by the audit team. Sighted records as explained in the indicator 4.4.4.1. d. The estates management provided Personal Protective Equipment to the workers for free. PPE issuance records were reviewed and verified. Sighted the latest issuance of rubber boot was made to Letchi D/O Jeganathan on 11/06/2021 e. The company has developed SOP: Chemical Safety Management, doc no: SD/SDP/PSQM(ESH)/202-OH4, revision no 0, dated on 02/02/2015. The SOP has provided a requirement and procedure which involved the following: i. Procurement of chemicals	Complied

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<p>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee’s health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p><b>- Major compliance -</b></p>	<ul style="list-style-type: none"> <li>ii. Transportation of chemicals</li> <li>iii. Receiving of chemicals</li> <li>iv. Storage of chemicals</li> <li>v. Handling of chemicals</li> <li>vi. Disposal of chemicals.</li> <li>vii. Training</li> <li>viii. Maintenance of equipment.</li> </ul> <p>f. The management has appointed Mr. Ahmadi Ahmad Mokhtar (Diamond Jubilee Estate Manager) on 08/10/2019 and Mr. Syahrul Saramlah (Bukit Asahan Estate Manager) on 01/07/2019 as the person in charge for the worker’s safety and health.</p> <p>g. The estate managements manage to conduct OSH meeting as their regular two-way communication with their employees. Minute of meeting for year 2020 and year 2021 were made available to the audit team. The meeting minutes were made available to the audit team and verified.</p> <p>h. Accident and emergency procedures were available and made visible to the workforce. During the interview session with the spraying gang, the workers were able to demonstrate a fair understanding regarding on the emergency incident. They have been briefed by their supervisor prior carry out their routine.</p> <p>i. First aid training was conducted by the estate management and was delivered by “Persatuan Bulan Sabit Merah” Melaka, Mr. Mokhtar on 13/04/2021. checklist form updated for first aid box was made available to the audit team. The audit team has confirmed that the estate management is committed to provide latest and good first aid kit to their workers.</p> <p>j. Both estates management have kept and well maintained their accident records and periodically review during their OSH</p>	

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		committee meeting. JKKP 8 form for Bukit Asahan Estate was submitted to the DOSH on 06/01/2021, reference no: JKKP/8/67892/2020, and Diamond Jubilee Estate submitted their JKKP 8 form on 08/01/2021, reference no: JKKP8/512682020.	
<b>Criterion 4.4.5: Employment conditions</b>			
<b>4.4.5.1</b>	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees. <b>- Major compliance -</b>	Sime Darby has implemented The Group Sustainability & Quality Policy Statement which signed on 02/12/2019. Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities & Reporting. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate. Latest policy briefing for estate workers were conducted as below: 1. Bukit Asahan Estate: 28/04/2021 2. Diamond Jubilee Estate: 28/06/2021	Complied
<b>4.4.5.2</b>	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. <b>- Major compliance -</b>	Sime Darby has implemented The Group Sustainability & Quality Policy Statement which signed on 02/12/2019. Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities & Reporting. Refer section 3.2 Respect and Uphold Labour Right where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation union membership, political view, religion and/or age.	Complied



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Criterion / Indicator		Assessment Findings	Compliance
		<p>Latest policy briefing for estate workers were conducted as below:</p> <ol style="list-style-type: none"> <li>1. Bukit Asahan Estate: 28/04/2021</li> <li>2. Diamond Jubilee Estate: 28/06/2021</li> </ol>	
<b>4.4.5.3</b>	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p><b>- Major compliance -</b></p>	<p>Employment contract are available and explained in language that understood by workers and signed by the workers (Local, Indonesian and Bangladesh). Besides, for workers who workers more than 2 years (Indonesian) and 3 years (other nationalities) have signed an extension contract (version: ECFW/Mac19/Pnsr/Ind/Ext/V2.0).</p> <p>Interviewed with the workers confirmed that they were understood on the terms and conditions outlined in the employment contract. They were also briefed on the terms and condition during induction training.</p> <p>Sighted the sampled employment contracts as below:</p> <p>Bukit Asahan Estate:</p> <ul style="list-style-type: none"> <li>• Employee ID: 102335</li> <li>• Employee ID: 102340</li> <li>• Employee ID: 117086</li> <li>• Employee ID: 117089</li> <li>• Employee ID: 141936</li> <li>• Employee ID: 15373</li> <li>• Employee ID: 51035</li> <li>• Employee ID: 160787</li> </ul> <p>Diamond Jubilee Estate:</p> <ul style="list-style-type: none"> <li>• Employee ID: 69098</li> <li>• Employee ID: 103348</li> <li>• Employee ID: 101949</li> </ul>	Complied

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>• Employee ID: 162071</li> <li>• Employee ID: 139205</li> <li>• Employee ID: 104374</li> <li>• Employee ID: 153272</li> </ul>	
<p><b>4.4.5.4</b> Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p><b>- Minor compliance -</b></p>	<p>Based on the payment voucher checked, daily rate for contract workers is RM 42.31/day for outside town and RM 46.15/day for town area. Pay slip/cash voucher of the workers were sighted that it is according to the employment contract. The records are documented and available for review. Refer employee of contractor’s agreement:</p> <p>Bukit Asahan Estate.</p> <p>Kim Soon Lee Transport Sdn Bhd – FFB Transportation</p> <ol style="list-style-type: none"> <li>1. Azrin bin Omar NRIC 770711-XX-XXXX</li> <li>2. Aman Bin Ismail NRIC 820620-XX-XXXX</li> <li>3. Rosly Bin Abd Majid NRIC 761101-XX-XXXX</li> <li>4. Sulaiman Abdullah NRIC 770510-XX-XXXX</li> </ol> <p>Sri Yogaletchumi Kali Enterprise – Backhoe services</p> <ol style="list-style-type: none"> <li>1. Vijayan A/L Krishnan NRIC 770714-XX-XXXX</li> </ol> <p>Diamond Jubilee Estate.</p> <p>Ponvel Enterprise – FFB Transportation</p> <ol style="list-style-type: none"> <li>1. Subramaniam A/L Raja NRIC 740713-XX-XXXX</li> <li>2. S Rajendran A/L Selaburan NRIC 830614-XX-XXXX</li> </ol> <p>Sri Yogaletchumi Kali Enterprise – JCB services</p> <ol style="list-style-type: none"> <li>1. Emalathan A/L Letchumanan NRIC 000316-XX-XXXX</li> </ol>	<p>Complied</p>

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		Verified that sample of contractors workers agreement and payslip were in line with law and regulation.	
<b>4.4.5.5</b>	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. <b>- Major compliance -</b>	The estates have employed local and foreign workers. All the mill workers are under direct employment and under contract. Sighted the master list of the workers having the information of full names, gender, date of birth, job description and other relevant information.	Complied
<b>4.4.5.6</b>	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records. <b>- Major compliance -</b>	Employment contract are available and explained in language that understood by workers. Besides, for workers who workers more than 2 years (Indonesian) and 3 years (other nationalities) have signed an extension contract (version: ECFW/Mac19/Pnsr/Ind/Ext/V2.0). Interviewed with the workers confirmed that they were understood on the terms and conditions outlined in the employment contract. They were also briefed on the terms and condition during induction training. Bukit Asahan Estate: <ul style="list-style-type: none"> <li>• Employee ID: 102335</li> <li>• Employee ID: 102340</li> <li>• Employee ID: 117086</li> <li>• Employee ID: 117089</li> <li>• Employee ID: 141936</li> <li>• Employee ID: 15373</li> <li>• Employee ID: 51035</li> <li>• Employee ID: 160787</li> </ul>	Complied

Criterion / Indicator	Assessment Findings	Compliance
	<p>Diamond Jubilee Estate:</p> <ul style="list-style-type: none"> <li>• Employee ID: 69098</li> <li>• Employee ID: 103348</li> <li>• Employee ID: 101949</li> <li>• Employee ID: 162071</li> <li>• Employee ID: 139205</li> <li>• Employee ID: 104374</li> <li>• Employee ID: 153272</li> </ul> <p>Interviewed with the foreign workers confirmed that they have freedom to go out from the compound during off day. They are volunteered to surrender the passport to the management for safety reason as they worried the passport will be lost if kept by themselves. They have signed on the passport retain in office.</p>	
<p><b>4.4.5.7</b></p>	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p><b>- Major compliance -</b></p> <p>Mill and estate have employed local and foreign workers. All the mill and estates workers are under direct employment and under contract. The pay slip has included basic pay, overtime, allowances, working days, deduction of salary such as Union, electricity, and temple and mosque fund.</p> <p>Sighted and verified the sampled of payslip for employee with ID no. for the month of December 2020, March 2021 and June 2021 as follows:</p> <p>Sighted the sampled pay slip as below:</p> <p>Bukit Asahan Estate:</p> <ul style="list-style-type: none"> <li>• Employee ID: 102335</li> <li>• Employee ID: 102340</li> </ul>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>• Employee ID: 117086</li> <li>• Employee ID: 117089</li> <li>• Employee ID: 141936</li> <li>• Employee ID: 15373</li> <li>• Employee ID: 51035</li> <li>• Employee ID: 160787</li> </ul> Diamond Jubilee Estate: <ul style="list-style-type: none"> <li>• Employee ID: 69098</li> <li>• Employee ID: 103348</li> <li>• Employee ID: 101949</li> <li>• Employee ID: 162071</li> <li>• Employee ID: 139205</li> <li>• Employee ID: 104374</li> <li>• Employee ID: 153272</li> </ul>	
<b>4.4.5.8</b>	<p>The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.</p> <p><b>- Major compliance -</b></p>	<p>The working hours and breaks of the individual worker indicated in the time records were comply with legal regulations and collective agreements. Based on check roll records, overtime and breaks were recorded and consistent with the pay slip for sample months shown no evidence of overtime exceeded 104 hours as per Employment (Limitation of Overtime Work) Regulations 1980.</p>	Complied
<b>4.4.5.9</b>	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p><b>- Major compliance -</b></p>	<p>Pay slips of all employees (check roll) are available as evidence of salary payment. The pay slip contains the following information:</p> <ol style="list-style-type: none"> <li>1. Earnings - Basic Salary (Daily Rated Work, Work on Rest Day and Work on Holiday), Overtime (Week days, Rest days and Holiday).</li> </ol>	Complied

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	<p>2. Deduction - Union fee (NUPW &amp; AMESU), SOCSO, EPF, electricity deduction and others.</p> <p>Observed that the wages and overtime payment documented on the pay slips are in line with legal requirement and as stated in the employment contract.</p> <p>Sighted and verified the sampled of payslip for employee with ID no. for the month of December 2020, March 2021 and June 2021 as follows:</p> <p>Sighted the sampled pay slip as below:</p> <p>Bukit Asahan Estate:</p> <ul style="list-style-type: none"> <li>• Employee ID: 102335</li> <li>• Employee ID: 102340</li> <li>• Employee ID: 117086</li> <li>• Employee ID: 117089</li> <li>• Employee ID: 141936</li> <li>• Employee ID: 15373</li> <li>• Employee ID: 51035</li> <li>• Employee ID: 160787</li> </ul> <p>Diamond Jubilee Estate:</p> <ul style="list-style-type: none"> <li>• Employee ID: 69098</li> <li>• Employee ID: 103348</li> <li>• Employee ID: 101949</li> <li>• Employee ID: 162071</li> <li>• Employee ID: 139205</li> </ul>	

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>Employee ID: 104374</li> <li>Employee ID: 153272</li> </ul>	
<b>4.4.5.10</b>	<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>Subsidized rate of water, electricity and accommodation were supplied to the workers. Facilities such as clinic, football field, temples, community hall and mosque were available on site. Government schools were found constructed inside or nearby the plantations.</p>	Complied
<b>4.4.5.11</b>	<p>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>Based on visit to the line site and interview with the worker, confirmed that the estates provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446). There is on-going upgrading of housing. Water is supplied to workers housing through SAJ or SAM piping while electricity is via TNB grid supply. Access to food supply for the workers are considered adequately and sufficiently as the estate is very near to the town.</p> <p>Bukit Asahan Estate &amp; Diamond Jubilee Estate:            Line site inspection was done weekly by MA and recorded in the log book. Weekly summary reported via checklist for Estate housing inspection i.e. housing complex/NEST/Community Hall Inspections records shown latest inspection done by Medical Assistant or appointed person in charge. Latest record sighted in July 2021</p>	Complied
<b>4.4.5.12</b>	<p>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>Sime Darby has implemented Sexual Harassment Policy dated 01/11/2019 signed by Mr Mohamad Helmy Othman Basha, Group Managing Director Sime Darby Plantation Berhad.</p>	Complied

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		<p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p> <p>Latest policy briefing for estate workers were conducted as below:</p> <ol style="list-style-type: none"> <li>1. Bukit Asahan Estate: 28/04/2021</li> <li>2. Diamond Jubilee Estate: 28/06/2021</li> </ol>	
<b>4.4.5.13</b>	<p>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><b>- Major compliance -</b></p>	<p>Sime Darby has implemented The Group Sustainability &amp; Quality Policy Statement which signed on 02/12/2019 where the management is respecting Freedom of Association.</p> <p>Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities &amp; Reporting.</p> <p>Refer section 3.2 stated respect the rights of employees to join and form organizations of their own choice and to bargain collectively.</p> <p>The NUPW minute meeting for Bukit Asahan Estate was sighted conducted on 12/06/2020. 2021 meeting were postponed due to MCO.</p> <p>The NUPW minute meeting for Diamond Jubilee Estate was sighted conducted on 11/03/2021.</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p> <p>Latest policy briefing for estate workers were conducted as below:</p> <ol style="list-style-type: none"> <li>1. Bukit Asahan Estate: 28/04/2021</li> <li>2. Diamond Jubilee Estate: 28/06/2021</li> </ol>	Complied



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<p><b>4.4.5.14</b> Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not expose to hazardous working conditions.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby has implemented The Group Sustainability &amp; Quality Policy Statement which signed on 02/12/2019 where the management will Eradicate any form of Exploitation.</p> <p>Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities &amp; Reporting.</p> <p>Refer section 3.3 Respect and Uphold Children Rights.</p> <p>Latest policy briefing for estate workers were conducted as below:</p> <ol style="list-style-type: none"> <li>1. Bukit Asahan Estate: 28/04/2021</li> <li>2. Diamond Jubilee Estate: 28/06/2021</li> </ol>	<p>Complied</p>
<p><b>Criterion 4.4.6: Training and competency</b></p>		
<p><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.</p> <p><b>- Major compliance -</b></p>	<p>The estate management has established the annual training program for the workforce including the executives and the contractors, which based on their training need analysis.</p> <p>Training records were made available to the audit team and reviewed.</p>	<p>Complied</p>
<p><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.</p> <p><b>- Major compliance -</b></p>	<p>Prior of establishing the annual training program, the estate management has conducted training need analysis which are based on the job designation and training required for the job type. Training need analysis records were made available to the audit team and verified.</p>	<p>Complied</p>
<p><b>4.4.6.3</b> A continuous training programme should be planned and implemented to ensure that all employees are well trained in</p>	<p>Continuous training program is reflected in the estate’s annual training program. This is to ensure all related parties are well trained during</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance						
	their job function and responsibility, in accordance to the documented training procedure. - <b>Minor compliance</b> -	carry out their duties. The executive’s level (such as manager, assistant manager) are responsible for delivering the training information.							
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>									
<b>Criterion 4.5.1: Environmental Management Plan</b>									
<b>4.5.1.1</b>	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. - <b>Major compliance</b> -	Sime Darby Plantation Sdn Bhd has established company’s environmental management plan group sustainability & quality policy statement. The policy was endorsed by Mr. Mohamad Helmy Othman Basha (group managing director) dated on 02.12.2019. The plan consists of 6 different management plan which their aim was to minimise environmental harm by enhancing resilient against climate change impact and adopting responsible consumption and production.	Complied						
		<table border="1"> <thead> <tr> <th>Management Plan</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td>Waste</td> <td>                             Domestic waste                              Industrial waste                              Schedule waste                              Recyclable waste                         </td> </tr> <tr> <td>Water</td> <td>                             River / stream                              Consumption of water pond                              Daily water monitoring                              Harvesting rainwater                              Wastewater                         </td> </tr> </tbody> </table>	Management Plan	Category	Waste	Domestic waste Industrial waste Schedule waste Recyclable waste	Water	River / stream Consumption of water pond Daily water monitoring Harvesting rainwater Wastewater	
Management Plan	Category								
Waste	Domestic waste Industrial waste Schedule waste Recyclable waste								
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		HCV	Slope / river reserve Wildlife monitoring	
		IPM	Monitoring pesticide and herbicide usage at optimum level	
		Energy	Electricity Diesel	
		Pollution	Replanting activity Mixing area Workers housing	
<b>4.5.1.2</b>	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. <b>- Major compliance -</b>	Aspects and impacts of the environment in the estate are covered in the estate’s environment management plan. The plan was communicated to the workforce through training, briefing, memo and signboard erected at several places in the estate compound. Noted during the interview with the spraying gang, they were able to demonstrate a good understanding regarding on the environment issues and aware of the illegal hunting policy. They also aware the important of protecting buffer zone during spraying activities.		Complied
<b>4.5.1.3</b>	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>	the estate has established the environmental management plan based on the environmental aspect impact identification and environmental impact evaluation. The management plan stated the objectives of the environmental issues, mitigating measures, responsible person and monitoring period. The progress of work were monitored on quarterly basis and the plan was reviewed on annual basis.		Complied
<b>4.5.1.4</b>	A programme to promote the positive impacts should be included in the continual improvement plan.	The plan to promote the positive impact was documented in the environmental management plan. Sighted some of the plan as follow:		Complied

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	- <b>Minor compliance</b> -	<ol style="list-style-type: none"> <li>To segregate recyclable materials and to dispose through recycling contactors.</li> <li>To instil awareness on recycling among the workers via training and campaigns.</li> <li>To continue investigation for off spec parameters in the water sampling analysis results.</li> <li>To maintain progressive planting of beneficial plants at immature area.</li> <li>To provide regular inspection for estate vehicle for operation purpose.</li> </ol>					
<b>4.5.1.5</b>	<p>An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.</p> <p>- <b>Major compliance</b> -</p>	<p>Series of training and briefing were conducted to the work force. Sighted the records as below:</p> <ol style="list-style-type: none"> <li>Spraying training conducted for DJE workers on 17/02/2021</li> <li>Bagworm treatment training conducted for DJE workers on 17/03/2021.</li> <li>Rat baiting training for DJE workers on 02/02/2021.</li> <li>Briefing on SPF policies and COBC for DJE workers on 25/05/2021.</li> </ol>	Complied				
<b>4.5.1.6</b>	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p> <p>- <b>Major compliance</b> -</p>	<p>The meeting relating to the environment was conducted together with the OSH meeting. Meeting minutes were made available to the audit team and reviewed.</p>	Complied				
<b>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</b>							
<b>4.5.2.1</b>	<p>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</p>	<p>The estate management has monitored the usage of diesel, electric and water from 2018 until 2021 (as at July 2021). The records were made available and verified. Below are the records for year 2020.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Estate</td> <td style="width: 25%;">Diesel/</td> <td style="width: 25%;">Electricity/</td> <td style="width: 25%;">Water/</td> </tr> </table>	Estate	Diesel/	Electricity/	Water/	Complied
Estate	Diesel/	Electricity/	Water/				

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	operations over the base period. <b>- Major compliance -</b>		FFB	FFB	FFB	
		Bukit Asahan	1.56	9.50	1814.89	
		Diamond Jubilee	1.47	3.56	2.131	
<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>	The estimation of diesel consumption was available in the estate annual budget. Estate diesel consumption estimated at 862,000 litre or valued at RM185,330 while the contractor diesel consumption estimated at 216,000 litres.				Complied
<b>4.5.2.3</b>	The use of renewable energy should be applied where possible. <b>- Minor compliance -</b>	Not applicable since no renewable energy technology being used in this estate compound.				Complied
<b>Criterion 4.5.3: Waste management and disposal</b>						
<b>4.5.3.1</b>	All waste products and sources of pollution shall be identified and documented. <b>- Major compliance -</b>	Bukit Asahan and Diamond Jubilee estate has established waste management plan, and made available to the audit team. The objective of the plan was to ensure proper disposal of waste in accordance to SOP and legal requirements. The plan has categorized 4 type of waste which are domestic waste, industrial waste, scheduled waste and recyclable waste. List of identified waste products was documented in the SOP: Schedule Waste Management, doc no: SD/SDP/PSQM(ESH)/203-EN1, rev no: 0, dated 26/02/2015 and in the SOP: Landfill Management in Estate, doc no SD/SDP/PSQM(ESH)/203-EN7, dated on 13/03/2017.				Complied

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Criterion / Indicator		Assessment Findings	Compliance
<p><b>4.5.3.2</b></p>	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <ul style="list-style-type: none"> <li>a) Identifying and monitoring sources of waste and pollution</li> <li>b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</li> </ul> <p><b>- Major compliance -</b></p>	<p>Waste management plan has been reviewed by the audit team. Among the action plan taken to reduce or avoid pollution are as below:</p> <ol style="list-style-type: none"> <li>1. To collect other domestic waste from office and worker housing complex in black bins and send to the landfill.</li> <li>2. To segregate recyclable materials and to dispose thru recycling contractors.</li> <li>3. To educate and instil awareness on recycling among workers.</li> <li>4. To engage licensed contractors for schedule waste management.</li> <li>5. To maintain inventory for storage as SW (manual &amp; eswiss).</li> </ol> <p>Schedule waste inventory records (spent oil, spent hydraulic oil, used oil filter) were kept UpToDate and well maintained by the estate management. Latest inventory was recorded on 31/05/2021 and consignment note for schedule waste disposal was recorded on 11/06/2021, by Pentas Flora (Melaka) Sdn Bhd.</p>	<p>Complied</p>
<p><b>4.5.3.3</b></p>	<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><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has developed Chemical Safety Management with the objective to define the requirement for the procurement, transportation, receiving, handling, storage, disposal and training on the handling or use of chemicals.</p> <p>All estates have proper schedule waste store and the wastes are disposed thru the licensed contractors. Store for schedule waste inspected by the estate management on regular basis.</p>	<p>Complied</p>
<p><b>4.5.3.4</b></p>	<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</p>	<p>Empty chemical containers were triple rinsed with clean water, punctured, labelled and stored at the waste store. The waste later will be disposed thru Pentas Flora (Melaka) Sdn. Bhd. Consignment note dated on 11/06/2021 was made available to the audit team. The items disposed were SW 305, SW306, SW410.</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
	national programme on recycling of used HDPE pesticide containers. <b>- Major compliance -</b>		
<b>4.5.3.5</b>	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses. <b>- Minor compliance -</b>	Bukit Asahan Estate disposed domestic waste to the landfill located inside the estate compound at block 2003E. As for Diamond Jubilee Estate, the domestic waste was disposed to the Jasin Municipal landfill.	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, scheduled wastes, solid wastes and effluent. <b>- Major compliance -</b>	Assessment of the polluting activities has been integrated in the environmental aspect impact identification and environmental impact evaluation. The assessment was reviewed on an annual basis which includes GHG, schedule waste, recycle waste and domestic waste.	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>	Action plan to reduce the significant identified pollutants has been documented. Sighted the action plan as follow: 1. Management of schedule waste – to comply with the EQA (Scheduled Waste) Regulations 2005. 2. Action plan: to ensure all scheduled waste is stored and disposed as per legal requirement, to provide regular inspection for estate vehicle for operation purposes and to maintain oil trap as to prevent oil spillage. 3. Mixing activity – premix area 4. Action plan: to conduct regular inspection and maintenance of premix area sump and to collect the waste water and reused for spraying activity.	Complied
<b>Criterion 4.5.5:</b> Natural water resources			

Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.5.5.1</b></p> <p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> <li>a. Assessment of water usage and sources of supply.</li> <li>b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities.</li> <li>c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</li> <li>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all-natural waterways within the estate.</li> <li>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</li> <li>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</li> </ul> <p><b>- Major compliance -</b></p>	<p>Water management plan was made available to the audit team and reviewed. The plan has classified 4 action plans which are monitoring of river/stream, monitoring of water pond for nursery, monitoring of daily water consumption and harvesting rainwater.</p> <p>Water supply for the Diamond Jubilee Estate and Bukit Asahan Estate comes from Syarikat Air Melaka Berhad and the estate management has been monitoring the water consumption since the last 2018.</p> <p>Water samples were sent to Sime Darby Research Sdn Bhd for water analysis report and pesticide in water analysis. The results were obtained on 10/02/2021 (pesticide analysis) and 26/01/2021 (water analysis). According to the result, pesticide was not detected in the upstream, midstream and downstream waterways. Same goes with the water analysis results where the results complied with the standard specifications.</p> <p>Restoring protection of water courses and wetland shall be implemented within the appropriate time frame if the natural vegetation has been removed.</p> <p>No bore being use for water consumption.</p>	<p>Complied</p>
<p><b>4.5.5.2</b></p> <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>Not applicable since no bunds built across the estate compound.</p>	<p>Complied</p>



Criterion / Indicator		Assessment Findings	Compliance																			
<b>4.5.5.3</b>	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). <b>- Minor compliance -</b>	Water harvesting techniques been practices in the estate field. Technique such as road side drain was implemented to divert the water from the rain to the oil palm field.	Complied																			
<b>Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value</b>																						
<b>4.5.6.1</b>	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover: a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. 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. <b>- Major compliance -</b>	<p>Assessment report for Estate Resorvoir Project (HCV) related for Diamond Jubilee Estate was prepared by PSQM Department of SDPSB. The report covers the whole complex of SOU 18 Diamond Jubilee. In summary, the assessment team has reported there are 3 area to be classified as the HCV area, as follow:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>No</th> <th>Assessment Area</th> <th>Ha</th> <th>Present HCV</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Bukit Asahan</td> <td>1</td> <td>Water catchment (Ayer Tekah Division)</td> <td>0.69</td> <td>HCV 4</td> </tr> <tr> <td>2</td> <td>Water catchment (Main Division)</td> <td>0.67</td> <td>HCV 4</td> </tr> <tr> <td>Diamond Jubilee</td> <td>1</td> <td>Water catchment</td> <td>5.58</td> <td>HCV 4</td> </tr> </tbody> </table> <p>Total HCV Area SOU 18 (Diamond Jubilee estate and Bukit Asahan Estate) was 6.94 ha.</p> <p>Wildlife monitoring is consistently being implemented by recording the species found roaming in estate compound. Latest monitoring record dated on 03/06/2021 was made available to the audit team and verified.</p>	Estate	No	Assessment Area	Ha	Present HCV	Bukit Asahan	1	Water catchment (Ayer Tekah Division)	0.69	HCV 4	2	Water catchment (Main Division)	0.67	HCV 4	Diamond Jubilee	1	Water catchment	5.58	HCV 4	Complied
Estate	No	Assessment Area	Ha	Present HCV																		
Bukit Asahan	1	Water catchment (Ayer Tekah Division)	0.69	HCV 4																		
	2	Water catchment (Main Division)	0.67	HCV 4																		
Diamond Jubilee	1	Water catchment	5.58	HCV 4																		

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Criterion / Indicator		Assessment Findings	Compliance
<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>The estate management has consistently monitored if there any encroachment by the wildlife or spotted while the workers carry out their duties in the field. Though no RTE identified roaming the estate compound, the management has taken necessary action such as education their workers on the discouragement of wildlife hunting, erecting the necessary signages and parameter patrolling.</p>	Complied
<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 management plan to comply with the indicator 1 has been made available to the audit team and verified.</p>	Complied
<b>Criterion 4.5.7: Zero burning practices</b>			
<b>4.5.7.1</b>	<p>Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.</p> <p><b>- Major compliance -</b></p>	<p>Zero burning policy was documented in the SOP Section B2 – Felling/Land Clearing &amp; Land Preparation dated on November 2008. The estates have been practicing the zero-burning policy during in their replanting programs.</p>	Complied
<b>4.5.7.2</b>	<p>A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop.</p> <p><b>- Major compliance -</b></p>	<p>Not applicable since the management has adopted zero-burning policy.</p>	Complied
<b>4.5.7.3</b>	<p>Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws.</p>	<p>Not applicable since the management has adopted zero-burning policy.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- <b>Major compliance</b> -		
<b>4.5.7.4</b>	<p>Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.</p> <p>- <b>Minor compliance</b> -</p>	All palms were felled, shredded, windrowed and left to decompose. The estate did not implement open burning practices.	Complied
<b>4.6 Principle 6: Best Practices</b>			
<b>Criterion 4.6.1: Site Management</b>			
<b>4.6.1.1</b>	<p>Standard operating procedures shall be appropriately documented and consistently implemented and monitored.</p> <p>- <b>Major compliance</b> -</p>	<p>Sime Darby Plantation Berhad has documented the standard operation procedure for the whole operation units. Some of the SOP are as follow</p> <ol style="list-style-type: none"> <li>1. Sime Darby Agricultural Reference Manual (SDP/OP/ARM dated on 01/07/2011).</li> <li>2. Sime Darby Occupational Safety &amp; Health Manual (SDPSB/01/08 dated on 03/03/2008).</li> <li>3. Sustainable Plantation Management System (SPMS) Manual</li> <li>4. Plantation/Mill Quality Management System</li> </ol> <p>The audit team has reviewed SOP for Sustainable Supply Chain &amp; Traceability, version 02, issue no 05, dated on April 2019. The objective of the SOP is to ensure the production and claims of certified sustainable materials adhere to the relevant certification systems. All traceability records are maintained for a minimum period of three years.</p> <p>Weighbridge tickets for FFB delivery to mill were made available to the audit team. Sighted the tickets containing the following information:</p> <ol style="list-style-type: none"> <li>1. Supplier/estate's name</li> <li>2. Transporter's name</li> <li>3. Vehicle no</li> <li>4. Driver's name</li> </ol>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		5. Driver's IC 6. Seal no 7. Date 8. Weight in & out 9. Weighbridge operator's initial 10. Driver's signature 11. Certifier's signature.	
<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>	The estate's management has a strategy for planting on slopes and to minimize and control the erosion and degrading soils. The strategy in place for plantings on slopes was guided in the Land Preparation for Terracing in ARM manual.	Complied
<b>4.6.1.3</b>	A visual identification or reference system shall be established for each field. <b>- Major compliance -</b>	Block identification indicate the block information such as block name, year of planting, hectarage and etc.	Complied
<b>Criterion 4.6.2: Economic and financial viability plan</b>			
<b>4.6.2.1</b>	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. <b>- Major compliance -</b>	The annual business plan was made available to the audit team. Both estates have a similar format in the form of annual budget with a 5 years projection. The business plan was prepared as a guidance for future planning. The budget contains the following information: <ol style="list-style-type: none"> <li>1. Administrative</li> <li>2. Harvesting &amp; collection activity</li> <li>3. Field upkeep &amp; transportation</li> <li>4. Road &amp; bridges</li> </ol>	Complied

Criterion / Indicator		Assessment Findings	Compliance																							
		5. Labour & overheads 6. EVIT (running accounts for engines, vehicles, parts and tractors). 7. Capital expenditures.																								
<b>4.6.2.2</b>	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years. <b>- Major compliance -</b>	Both estate managements have established a long-range replanting program from 2022 until 2026. <table border="1" data-bbox="1048 616 1865 847"> <thead> <tr> <th rowspan="2">Estate</th> <th colspan="5">Hectare to be Replanted</th> </tr> <tr> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> </tr> </thead> <tbody> <tr> <td>Bukit Asahan</td> <td>128.82</td> <td>219.89</td> <td>178.18</td> <td>191.8</td> <td>159.59</td> </tr> <tr> <td>Diamond Jubilee</td> <td>56.56</td> <td>60.39</td> <td>142.96</td> <td>138.74</td> <td>0</td> </tr> </tbody> </table>	Estate	Hectare to be Replanted					2022	2023	2024	2025	2026	Bukit Asahan	128.82	219.89	178.18	191.8	159.59	Diamond Jubilee	56.56	60.39	142.96	138.74	0	Complied
Estate	Hectare to be Replanted																									
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Bukit Asahan	128.82	219.89	178.18	191.8	159.59																					
Diamond Jubilee	56.56	60.39	142.96	138.74	0																					
<b>4.6.2.3</b>	The business or management plan may contain: a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production: cost per tonne of FFB d) Price forecast e) e) Financial indicators: cost benefit, discounted cash flow, return on investment <b>- Major compliance -</b>	The details were explained under the indicator 4.6.2.1. the business plans were made available to the audit team and verified.	Complied																							
<b>4.6.2.4</b>	The management plan shall be effectively implemented, and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. <b>- Major compliance -</b>	The estate management received regular visit from the regional general manager, agronomist and plantation advisor who assesses the operation to ensure it work in line with the mission and vision of the company.	Complied																							

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Criterion / Indicator		Assessment Findings	Compliance
<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>	The contract documents template was included with the provision for contractors to comply with all Sime Darby Plantation requirements including vendor integrity pledge where the contractor to adhere with integrity, transparency, responsibility, anti-bribery, etc. Pricing mechanism is stated in the appendix and agreed by both parties.	Complied
<b>4.6.3.2</b>	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. <b>- Major compliance -</b>	Contractors submitted invoice to Bukit Asahan and Diamond Jubilee Estate. In the invoice stated the payment term of 30 days. The document has been uploaded to the MEX system. The finance department has made payment to contractors within the payment term of 30 days agreed by both mill and contractors.  Sampled the contractor's agreement with SOU 18:  Bukit Asahan Estate  1. Kim Soon Lee Transport Sdn Bhd dated 27/09/2018 Refer: Letter of Offer for The Transportation of Fresh Fruit Bunches (FFB) for Greenvision Trading and Services Sdn Bhd in the State of Malacca.  2. Sri Yogaletchumi Kali Enterprise dated 01/05/2020 Refer Backhoe Rental and Chipping & Debolong in the Bukit Asahan Estate.  Diamond Jubilee Estate  1. Rajendran Setia Sdn Bhd dated 01/10/2018 Refer: Letter of Offer for The Transportation of Fresh Fruit Bunches (FFB) for Greenvision Trading and Services Sdn Bhd in the State of Malacca.	Complied

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		2. Sri Yogaletchumi Kali Enterprise dated 01/01/2021 Refer Backhoe Rental in the Diamond Jubilee Estate.	
<b>Criterion 4.6.4: Contractor</b>			
<b>4.6.4.1</b>	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. <b>- Major compliance -</b>	<p>Diamond Jubilee POM only receive FFB from own certified supply bases and other certified FFB from other SOU. There was no smallholders or outside crop purchased by the mill.</p> <p>For other services, the pricing mechanism was done documented in contract agreement between Sime Darby and the contractors. The contract and pricing mechanism were agreed by both parties.</p> <p>Sampled the contractor’s agreement with SOU 18:</p> <p>Bukit Asahan Estate</p> <ol style="list-style-type: none"> <li>1. Kim Soon Lee Transport Sdn Bhd dated 27/09/2018 Refer: Letter of Offer for the Transportation of Fresh Fruit Bunches (FFB) for Greenvision Trading and Services Sdn Bhd in the State of Malacca.</li> <li>2. Sri Yogaletchumi Kali Enterprise dated 01/05/2020 Refer Backhoe Rental And Chipping &amp; Deboling in the Bukit Asahan Estate</li> </ol> <p>Diamond Jubilee Estate</p> <ol style="list-style-type: none"> <li>1. Rajendran Setia Sdn Bhd dated 01/10/2018 Refer: Letter of Offer for the Transportation of Fresh Fruit Bunches (FFB) for Greenvision Trading and Services Sdn Bhd in the State of Malacca.</li> <li>2. Sri Yogaletchumi Kali Enterprise dated 01/01/2021 Refer Backhoe Rental in the Diamond Jubilee Estate.</li> </ol>	Complied
<b>4.6.4.2</b>	The management shall provide evidence of agreed contracts with the contractor. <b>- Major compliance -</b>	All contracts were fair legal and transparent and agreed with both parties. In the contracts stated the contract duration, term and condition, indemnity, responsibilities of Sime Darby Plantation and	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		estate management, notices, cost, force majeure, non-assignability, misc., interpretation and rate of payment.	
<b>4.6.4.3</b>	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. <b>- Minor compliance -</b>	The requirement of accepting MSPO accredited auditors to audit against the contractors was communicated to the contractor through MSPO training and formal letter to contractor.	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>	All works performed at the estates are checked and verified by the estates personnel before payment been made to the contractors. Sighted the progress report update by both contractors and verified by estate management for payment process.	Complied
<b>4.7 Principle 7: Development of new planting</b>			
<b>Criterion 4.7.1: High biodiversity value</b>			
<b>4.7.1.1</b>	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. <b>- Major compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>4.7.1.2</b>	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. <b>- Major compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A



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Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.7.2: Peat Land</b>			
<b>4.7.2.1</b>	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. <b>- Major compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)</b>			
<b>4.7.3.1</b>	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. <b>- Major compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>4.7.3.2</b>	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. <b>- Major compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>4.7.3.3</b>	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. <b>- Major compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>4.7.3.4</b>	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed.	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A

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Criterion / Indicator		Assessment Findings	Compliance
- Minor compliance -			
<b>Criterion 4.7.4:</b> Soil and topographic information			
<b>4.7.4.1</b>	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>4.7.4.2</b>	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>Criterion 4.7.5:</b> Planting on steep terrain, marginal and fragile soils			
<b>4.7.5.1</b>	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>4.7.5.2</b>	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance -	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>4.7.5.3</b>	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A

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Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.7.6:</b> Customary land			
<b>4.7.6.1</b>	No new plantings are established on recognised customary land without the owners’ free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. <b>- Major compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>4.7.6.2</b>	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. <b>- Minor compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>4.7.6.3</b>	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. <b>- Major compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>4.7.6.4</b>	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. <b>- Major compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>4.7.6.5</b>	Identification and assessment of legal and recognised customary rights shall be documented. <b>- Major compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A

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Criterion / Indicator		Assessment Findings	Compliance
<b>4.7.6.6</b>	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. <b>- Major compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>4.7.6.7</b>	The process and outcome of any compensation claims shall be documented and made publicly available. <b>- Major compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A
<b>4.7.6.8</b>	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. <b>- Minor compliance -</b>	SOU 18 Estates did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment.	N/A

**Appendix B: List of Stakeholders Contacted**

<p><b>Government Officer:</b>  SJK(T) Ladang Diamond Jubilee</p>	<p><b>Community/neighbouring village:</b>  JKK Kampung Chabau  JKK Kampung Relau  Kuil Sri Maha Mariammam</p>
<p><b>Suppliers/Contractors/Vendors:</b>  Sri Yogaletchumi Kali Ent.  Kim Soon Lee Transport Sdn Bhd  Temis (M) Sdn Bhd  Asandra (M) Sdn Bhd  Rajendran Setia Sdn Bhd  Ponvel Enterprise</p>	<p><b>Worker’s Representative/Gender Committee:</b>  Gender Committee Diamond Jubilee Mill  Gender Committee Diamond Jubilee Estate  Lab assistant Diamond Jubilee POM  Weighbridge Operator  General Workers  Harvesters</p>

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**Appendix C: Smallholder Member Details**

No.	Smallholder		Location of Planted Area (District)	GPS Coordinates	Certified Area (ha)	Planted Area (ha)
		MPOB License Number				
N/A		-	-	-	-	-

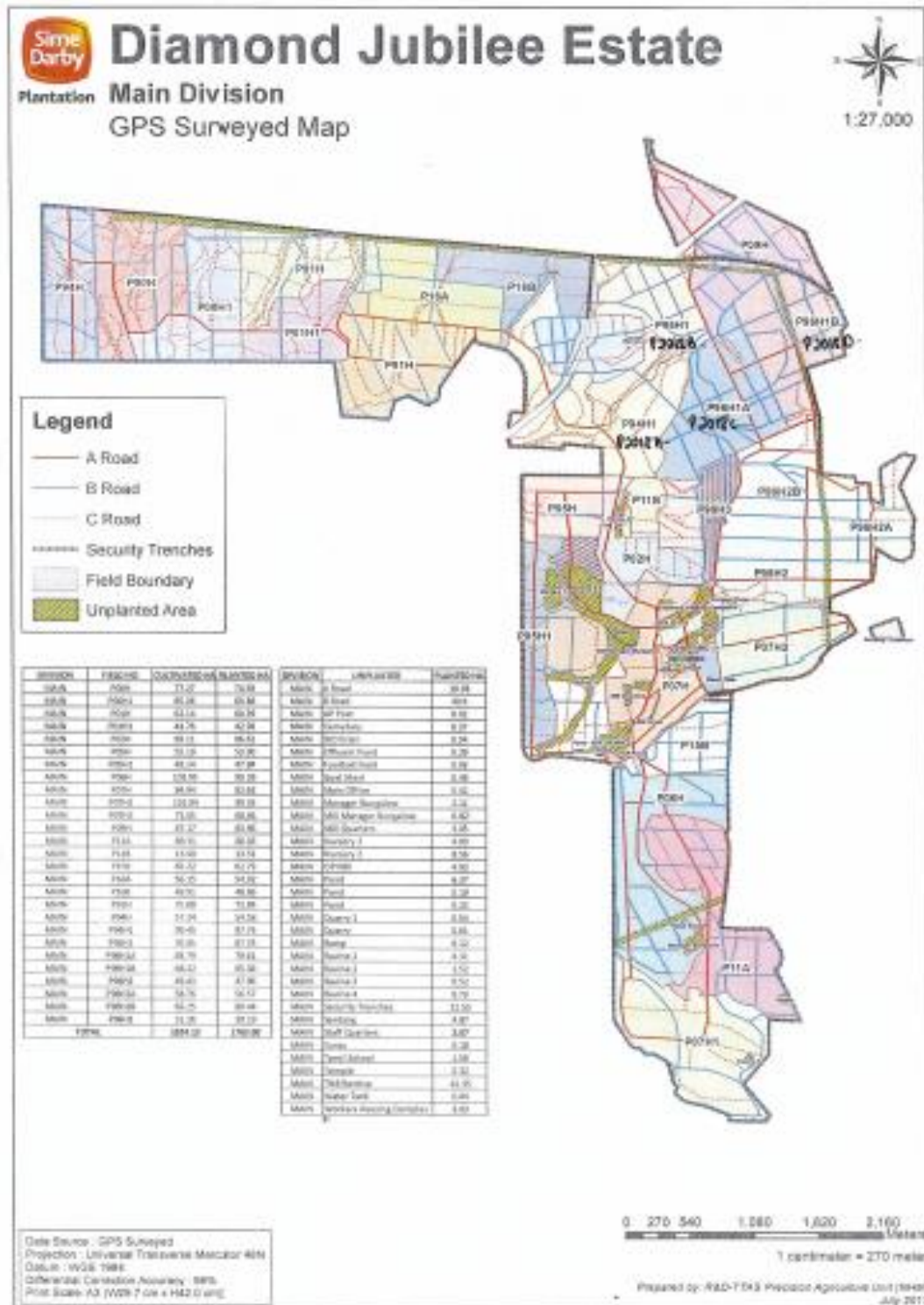
**Appendix D: Location and Field Map**



Diamond Jubilee POM

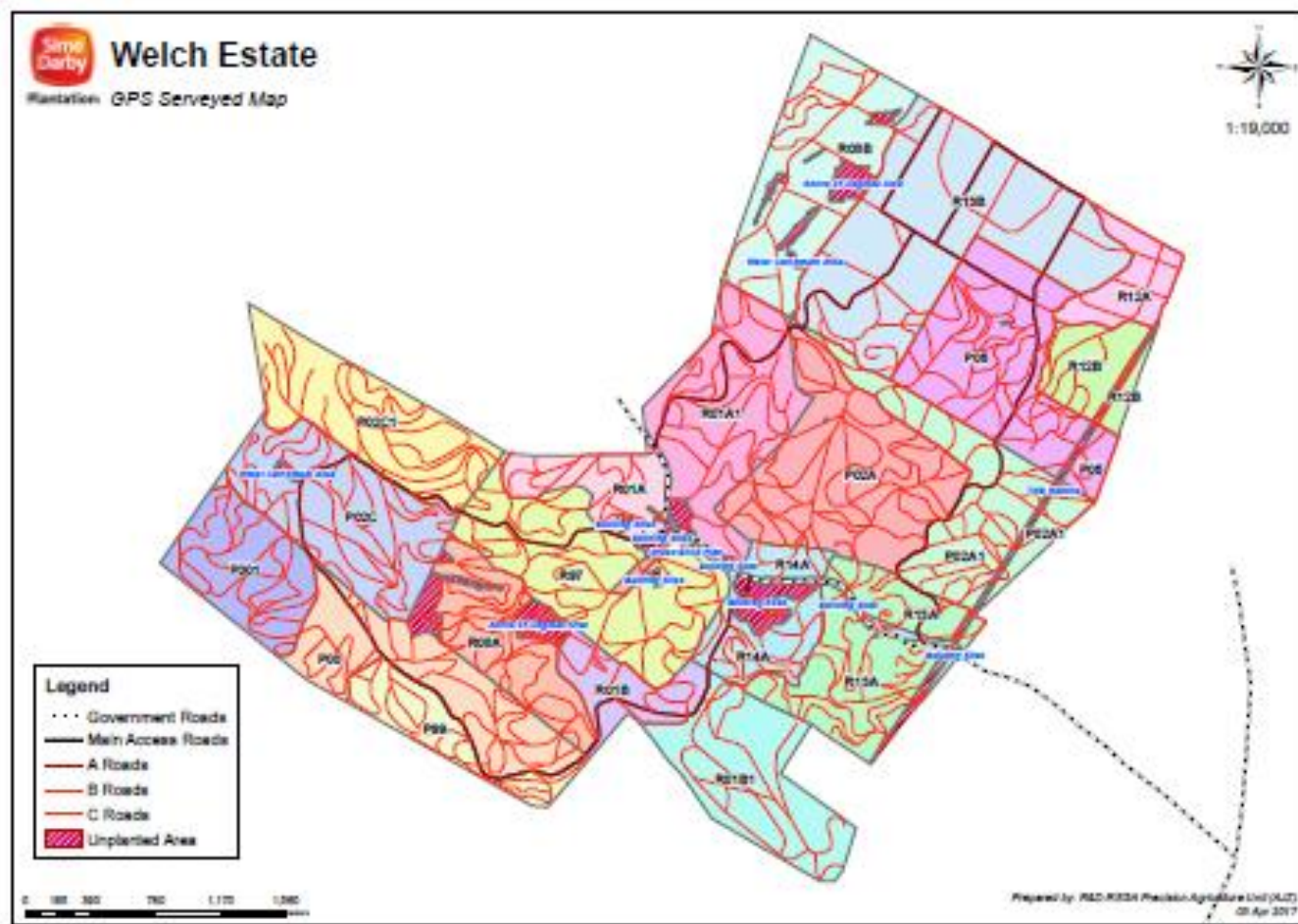
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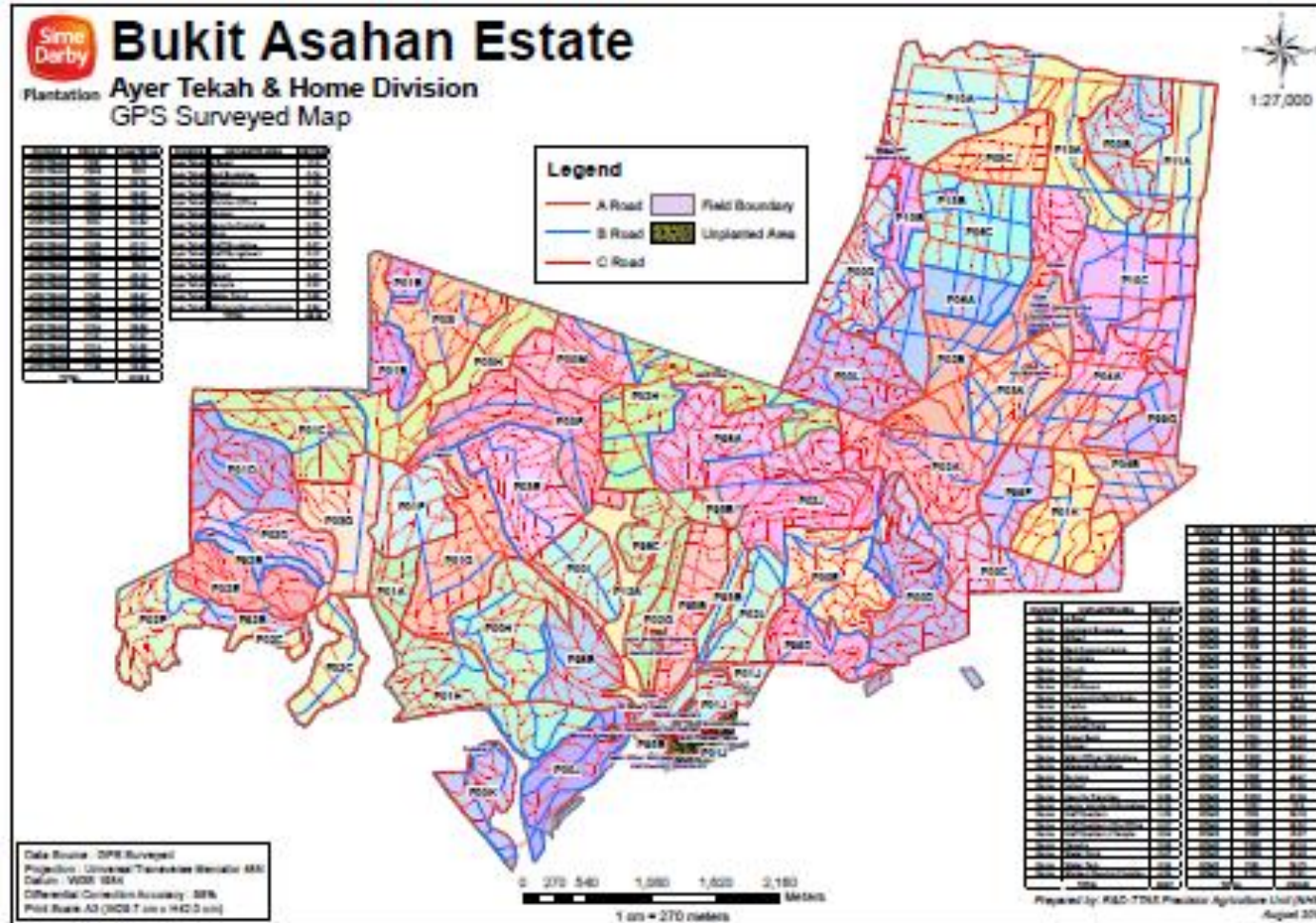


Diamond Jubilee Estate





Welch Estate



Bukit Asahan Estate

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**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