

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

SIME DARBY PLANTATION BERHAD

Client company Address:
Level 11, Main Block, Plantation Tower
No. 2, Jalan PJU 1A/7, Ara Damansara
47301 Petaling Jaya, Selangor, Malaysia

Certification Unit:
Strategic Operating Unit (SOU 12)
Jabor Palm Oil Mill and Jabor Estate

Location of Certification Unit:
Estate: Ladang Jabor, Mukim Hulu Jabor, 24000 Kemaman
Terengganu, Malaysia
Mill: Kilang Kelapa Sawit Jabor, Lot 1884, Mukim Hulu Jabor
24000 Kemaman, Terengganu, Malaysia

Report prepared by: Hafriazhar Mohd. Mokhtar (Lead Auditor)

Report Number: 3404927

Assessment Conducted by:

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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	
	Jabor Palm Oil Mill	530438004000	30/6/2022
	Jabor Estate	528528002000	31/3/2022
Address	Level 11, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia		
Certification Unit	Estate: Ladang Jabor, Mukim Hulu Jabor, 24000 Kemaman, Terengganu, Malaysia Mill: Kilang Kelapa Sawit Jabor, Lot 1884, Mukim Hulu Jabor, 24000 Kemaman, Terengganu, Malaysia		
Contact Person Name	Shylaja Devi Vasudevan Nair		
Website	www.simedarbyplantation.com	E-mail	shylaja.vasudevan@simedarbyplantation.com
Telephone	+(603) 78484379	Facsimile	+(603) 78484379

1.2 Certification Information			
Certificate Number	Estate: MSPO 745251 Mill: MSPO 745247		
Issue Date	27/11/2017	Expiry date	26/11/2022
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products Estates: Production of Sustainable Oil Palm Fruits		
Standard	MS 2530-4:2013 Part 4: General Principles for Palm Oil Mills MS 2530-3:2013 Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Stage 1 Date	By previous CB		
Stage 2/Initial Assessment Visit Date (IAV)	By previous CB		
Continuous Assessment Visit Date (CAV) 1	By previous CB		
Continuous Assessment Visit Date (CAV) 2	By previous CB		
Continuous Assessment Visit Date (CAV) 3	By previous CB		
Continuous Assessment Visit Date (CAV) 4	19 - 22/4/2021		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 745191	RSPO Principles & Criteria For Sustainable Palm Oil	BSI Services Malaysia Sdn. Bhd.	06/07/2026

	Production: 2018 : Malaysia National Interpretation 2019		
MSPO 745252	MSPO SCCS	BSI Services Malaysia Sdn. Bhd.	25/11/2024

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	
		Latitude	Longitude
Jabor Palm Oil Mill	Kilang Kelapa Sawit Jabor, Lot 1884, Mukim Hulu Jabor, 24000 Kemaman, Terengganu, Malaysia	3.96022	103.30859
Jabor Estate	Ladang Jabor, Mukim Hulu Jabor, 24000 Kemaman, Terengganu, Malaysia	3.95918	103.30784

1.4 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Jabor Estate	2,122.40	3.15	204.17	2,329.72	91.1
Total	2,122.40	3.15	204.17	2,329.72	91.1

1.5 Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Jabor Estate	143.94	391.70	1,222.31	364.45	-	1,978.46	143.94
Total (ha)	143.94	391.70	1,222.31	364.45	-	1,978.46	143.94

1.6 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Nov 19 - Oct 20)	Actual (Sep 20 - Mar 21)	Forecast (Nov 21 - Oct 22)
Jabor Estate	39,600.00	20,415.68	36,759.00
Chenor Estate		392.75	
Jentar Estate		269.16	
Kerdau Estate		449.48	
Mentakab Estate		424.61	

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Jabur Plantation		2,774.38	
Kop Peserta-Peserta FELCRA		6,199.69	
Tabir Arena Sdn Bhd		1,929.76	
Wonderful Horizon Sdn Bhd		510.22	
Total	39,600.00	33,365.73	36,759.00

1.7 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Nov 19 - Oct 20)	Actual (Sep 20 - Mar 21)	Forecast (Nov 21 - Oct 22)
Lim Meng So Enterprise Sdn Bhd		846.02	
Mohamad Saidi Bin Abd Ghani		35.81	
YP Plantation Holdings Sdn Bhd		22.96	
ZMMAS Sdn Bhd		2,334.33	
Total	N/A	3,239.12	N/A

1.8 Certified Tonnage

	Estimated (Nov 19 - Oct 20)	Actual (Sep 20 - Mar 21)	Forecast (Nov 21 - Oct 22)
	Mill Capacity: 25 MT/hr	FFB	FFB
	39,600.00	33,365.73	36,759.00
SCC Model: SG/MB	CPO (OER: 20.47%)	CPO (OER: 20.46%)	CPO (OER: 20.00%)
	8,106.12	6,826.63	7,351.80
	PK (KER: 5.04%)	PK (KER: 5.08%)	PK (KER: 5.00%)
	1,995.84	1,694.98	1,837.95

1.9 Actual Sold Volume (CPO)

CPO (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
6,826.63	-	-	2,500.00	2,500.00	5,000.00

1.10 Actual Sold Volume (PK)

PK (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
1,694.98	-	-	1,500.00	-	1,500.00

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

The on-site assessment was conducted on 19-22/04/2021. The audit programme is included in section 2.3. The approach to the audit was to treat the Jabor Palm Oil Mill and Jabor Estate as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

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

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

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

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

All the previous nonconformities are remains closed. The assessment findings for the annual surveillance assessment (ASA) 4 are detailed in Section 4.2.

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

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

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

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

Tentative Date of Next Visit: April 4, 2022 - April 6, 2022

Total No. of Mandays: 5

2.1 BSI Assessment Team

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Hafriazhar Mohd Mokhtar	Team Leader	Hafriazhar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 9001, ISO 14001, ISO 45001 and ISO 50001 and has accumulated more than 1000 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the MSPO & RSPO P&C and SCCS standards since 2011 and completed his MSPO & RSPO P&C and SCCS Lead Assessor courses successfully. He has been involved in RSPO audits within Malaysia, Papua New Guinea, Solomon Islands, Gabon, Nigeria and Pakistan. During this assessment, he assessed the aspects Legal, SIA, workers employment terms, pay & conditions, welfare, stakeholders' consultation, social, long-term economic viability and traceability etc. Able to speak and understand Bahasa Malaysia and English.
Hanafi Syufaat @ Mohd.	Team Member	Hanafi holds Executive Master In Plantation Management From Ige Centre Bintulu, Sarawak and Diploma In Plantation Industry Management from UiTM. He spent near 15 years of work experience in plantation with few prominent growers in Peninsular and East Malaysia. He was trained in Integrated QMS & EMS 2015 Lead Auditor Course, MSPO (MS2530:2013) Auditor Training, Good Agricultural Practices (GAP) Course and Performance Management Development (PMD) Course throughout his career as planter and part-time auditor. He has been involved in MSPO audits in both Peninsular and East Malaysia. During this assessment, he assessed the aspects Legal, Environmental, Best Practices and economic viability etc. Able to speak and understand Bahasa Malaysia and English.

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Mohd Nazib Hj. Marwan	Trainee Auditor	Nazib has more than 11 years experiences in the certification assessment industry. Before joining certification body to start his auditing career, he was a former DOSH enforcement officer and held a safety, health and security officer position at several companies respectively. As a certification auditor his area of competency were IMS (QMS/EMS/OHSMS), Roundtable Sustainable for Palm Oil (RSPO) and Malaysia Sustainable for Palm Oil (MSPO). He also have done social audits with regards to the palm oil certification scheme. He has been involved in MSPO audits in both Peninsular and East Malaysia. During this assessment, he assist in the assessment of the aspects of Legal, OSH, Best Practices and social etc. Able to speak and understand Bahasa Malaysia and English.
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2.2 Accompanying Persons

No.	Name	Role
	N/A	

2.3 Assessment Plan

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

Date	Time	Subjects	HMM	HSM	MNM
Sunday 18/4/2021	PM	Audit Team Travelling	✓	✓	✓
Monday 19/4/2021	08:30 - 09:00	Opening Meeting <ul style="list-style-type: none"> • Presentation by Sime Darby SOU 12 • Presentation by BSI Lead Auditor - introduction of team member and assessment agenda • Confirmation of assessment scope and finalizing audit scope 	✓	✓	✓
	09:00 - 12:30	Jabor Palm Oil Mill Mill visit: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders, etc.	✓	✓	✓
	12:30 - 13:30	Lunch break			
	13:30 - 16:30	Jabor Palm Oil Mill Document Review (MS2530 Part 4), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6 : Best practices	✓	✓	✓
	16:30 - 17:00	Interim closing meeting	✓	✓	✓

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Date	Time	Subjects	HMM	HSM	MNM
Tuesday 20/4/2021	09:00 - 12:30	Jabor Palm Oil Mill Continue with documentation review	✓	✓	✓
	10:30 - 12:30	Jabor Palm Oil Mill Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	✓	-	✓
	12:30 - 13:30	Lunch break			
	13:30 - 16:30	Jabor Estate Document review (MS:2530 Part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices, P7: Development of New Planting	✓	✓	✓
	16:30 - 17:00	Interim closing meeting	✓	✓	✓
Wednesday 21/4/2021	09:00 - 12:30	Jabor Estate Estate assessment: Field visit, field operations e.g. harvesting, spraying, manuring, nursery, water treatment, genset, staff & workers interview, boundary inspection, buffer zone, HCV area, IPM implementation, landfill etc.	✓	✓	✓
	12:30 - 13:30	Lunch break			
	13:30 - 16:30	Jabor Estate Estate assessment: Workstation & facilities visit, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, scheduled waste management, worker housing, clinic etc.	✓	✓	✓
	16:30 - 17:00	Interim closing meeting	✓	✓	✓
Thursday 22/4/2021	09:00 - 10:30	Jabor Estate Continue with documentation review	✓	✓	✓
	10:30 - 11:00	Lunch break			
	11:00 - 11:30	Audit team discussion & preparation for closing meeting	✓	✓	✓
	11:30 - 12:00	Closing meeting • Presentation of findings by BSI Lead Auditor	✓	✓	✓

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 Annual Surveillance Assessment 4, there were one (1) Minor nonconformity and two (2) OFI raised. The Jabor Palm Oil Mill and Estate Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the recertification assessment.

Minor Nonconformities:		
Ref: 2045768-202104-N1	Area/Process: Jabor Palm Oil Mill	Clause: 4.4.5.8 MS 2530-4:2013 (MSPO Part 4)
	Issue Date: 22/4/2021	Due Date: Next assessment
Requirements:	The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.	
Statement of Nonconformity:	The working hours and breaks of sampled female workers indicated in the time records were not comply with legal regulations.	
Objective Evidence:	<p>Jabor POM:</p> <p>From the documents of Pengecualian Daripada Sekatan Kerja Malam Bagi Pekerja-Pekerja Wanita (Seksyen 34 Akta Kerja, 1955); Ref. # PTK/KMN/T/2/100/3(5); Date: 31/7/2005, sighted the conditions of permit under para (iii) and (iv) as following:</p> <ul style="list-style-type: none"> - (iii) Night shift female employees must be given rest period of continuous 11 hours before allowed to work again the next day - (iv) Night shift female employees must be given weekly rest day of not less than continuous 30 hours <p>However, based on records of attendance (punch-card) sighted, the sampled night shift female employees were found not in compliance with the permit conditions for above permit conditions:</p> <p>1) Given rest period of continuous 11 hours before allowed to work again the next day as following:</p>	

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	<ul style="list-style-type: none"> i. Employee ID # 023295: Oct 2020 – Time out: 12:01 am (2/10/2020); Time in: 8:08 am; Total rest hours = 8 hrs 7 mins ii. Employee ID # 158195: Oct 2020 – Time out: 2:00 am (20/10/2020); Time in: 7:44 am; Total rest hours = 5 hrs 44 mins <p>2) Given weekly rest day of not less than continuous 30 hours</p> <ul style="list-style-type: none"> i. Employee ID # 023295: Oct 2020 – Time out: 3:01 am (16/10/2020 – Off-day); Time in: 8:01 am (17/10/2020 – Workday); Total rest day hours = 29 hrs ii. Employee ID # 118612: Oct 2020 – Time out: 7:00 am (9/10/2020); Time in: 8:01 am (10/10/2020 – Workday); Total rest hours = 25 hrs 1 mins
Corrections:	<ul style="list-style-type: none"> 1) Mill management had assigned one assistant to ensure the compliance to legal requirement. 2) Separate shift arrangement for female employees to ensure the compliance of permit especially during peak crop.
Root cause analysis:	The details of the permit is not been monitored and communicated effectively to the person in-charge in coordinating the schedule.
Corrective Actions:	Refresher training on list of legal requirements to person in-charge in legal compliance.
Assessment Conclusion:	The corrective action plan is accepted. The evidence and effectiveness of implementation shall be verified in the next assessment.

Opportunity For Improvement		
Ref: 2045768-202104-I1	Area/Process: Jabor Estate	Clause: 4.4.5.11 MS 2530-3:2013 (MSPO Part-3)
Objective Evidence:	The domestic waste generated from workers housing could be further improve its frequency of collection to ensure the bin provided can well cater the waste quantity.	

Opportunity For Improvement		
Ref: 2045768-202104-I2	Area/Process: Jabor POM	Clause: 4.4.4.2 (e) MS 2530-4:2013 (MSPO Part-4)
Objective Evidence:	The Safety Data Sheet (SDS) for chemical such as ammonia solution, acetic acid, sodium dioxide solution and EDTA was found more than 5 years from latest revision/issue date. SDS could be updated not more than 5 years form date of issue/revision and should be available in national language as stated in OSH (CLASS) Regulation 2013.	

Noteworthy Positive Comments	
1	Good commitment given by all personnel involved
2	Positive comments by most external stakeholders
3	Good planning on management unit operations

3.3 Status of Nonconformities Previously Identified Nonconformities and OFI

Major/Minor Nonconformities:		
Ref: Nil	Area/Process: N/A	Clause: N/A
	Issue Date: N/A	Due Date: N/A
Requirements:	N/A	
Statement of Nonconformity:	N/A	
Objective Evidence:	N/A	
Corrections:	N/A	
Root cause analysis:	N/A	
Corrective Actions:	N/A	
Assessment Conclusion:	N/A	
ASA 4 Verification	N/A	

Opportunity for Improvement		
Ref: OBS 1	Area/Process: Jabor Estate	Clause: 4.3.1.1 MS 2530-3:2013 (MSPO Part 3)
Details	The management is using the underground water for labor quarters usage. However, permit from the Jabatan Air Terengganu was not acquired by the management yet during day of audit. Seen email from the management dated on 8 September 2020 to Jabatan Bekalan air requesting for permit application as shown in the application form dated on 26 February 2018.	
Verification Statement	ASA 4 verification: Following the application of underground water abstraction from Jabatan Bekalan Air (JBA) Terengganu, dated back on 26/2/2018, no update was received by Jabor Estate since JBA Terengganu not fully enforce the permitting requirements yet. However Jabor Estate has been following-up with the respective department to ensure compliance met in case of requirements been enforced. Hence, the OFI has been resolved on 19/4/2021.	

Opportunity for Improvement		
Ref: OBS 2	Area/Process: Jabor Estate	Clause: 4.5.3.3 MS 2530-3:2013 (MSPO Part 3)
Details	Seen EPC was container was stored by the management at chemical store, Sg. Pergam division. However, it was found that EPC was not labelled as per stated in the management plan. Found that the oil sumps located at the SW store and workshop area was not covered properly that may cause spillage.	
Verification Statement	ASA 4 verification:	

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	<p>Based on policy to manage used chemical containers, the estates only produce chemical containers Class 2 and above therefore they are treated as recyclable waste and not schedule waste.</p> <p>Empty pesticides containers were collected in the recyclable waste store after being triple rinsed and punctured at the bottom of the containers. Sighted record empty chemical container was recorded. Some of the empty chemical container was used for circle sprayer at the field as a container chemical mixing. The used chemical containers were sold to licensed waste management to be recycled.</p> <p>The estate also generates Schedule Waste as stated in the Second Schedule. Among the schedule waste identified are Spent Lubricant, Clinical Waste and Spent Filter. Sighted the latest Consignment Note for the disposal of Schedule Waste as follows:</p> <ul style="list-style-type: none"> • Spent Lubricant (SW305); Disposed to Licensed Waste • Management: Rengkas Maju Sdn Bhd (Ref No. AS(B)T(KMN):11/123/000/008 Dated 13/03/2021; Quantity: 0.2000mt. • Clinical Waste (SW 404); Disposed to Rengkas Maju Sdn Bhd (Ref No. AS(B)T(KMN):11/123/000/008 Dated 13/03/2021; Quantity: 0.0010mt. • Used Oil Filter (SW 410); Disposed to Rengkas Maju Sdn Bhd (Ref No. AS(B)T(KMN):11/123/000/008 Dated 13/03/2021; Quantity: 200 kgs. <p>Hence, the OFI has been resolved on 19/4/2021.</p>
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Opportunity for Improvement		
Ref: OBS 3	Area/Process: Jabor Estate	Clause: 4.5.6.2a MS 2530-3:2013 (MSPO Part 3)
Details	Seen biodiversity management plan for year was available on site. The management to update the plan by include engagement with PERHILITAN into the measures to be taken to avoid / reduce risk with wildlife encounters.	
Verification Statement	<p>ASA 4 verification:</p> <p>There is no Rare, Threatened and Endangered (RTE) species recorded. Evidence to continuously prevent and discourage illegal or hunting, fishing or collecting activities were maintained and implemented. Signage as well as routine patrolling activities were utilized as part of creating awareness among employees and maintain HCVs.</p> <p>The estates had established an HCV action plan for FY2020 such as briefing/training to workers on protection of water catchment that encroachment and hunting are not allowed.</p> <p>Hence, the OFI has been resolved on 19/4/2021.</p>	

Opportunity for Improvement		
Ref: OBS 4	Area/Process: Jabor Palm Oil Mill	Clause: 4.3.1.1 MS 2530-4:2013 (MSPO Part 4)
Details	Sighted the license of abstraction river water for domestic use is currently in progress. Submission application were sent to SPAN on August 2020. Will be review on next surveillance for the progress.	
Verification Statement	<p>ASA 4 verification:</p> <p>Following the application of underground water abstraction from Jabatan Bekalan Air (JBA) Terengganu, dated back on 26/2/2018, no update was received by Jabor Estate</p>	

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	<p>since JBA Terengganu not fully enforce the permitting requirements yet. However Jabor Estate has been following-up with the respective department to ensure compliance met in case of requirements been enforced.</p> <p>Hence, the OFI has been resolved on 19/4/2021.</p>
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Opportunity for Improvement																																												
Ref: OBS 5	Area/Process: Jabor Palm Oil Mill		Clause: 4.5.2.1 MS 2530-4:2013 (MSP0 Part 4)																																									
Details	The establishing of baseline value as parameter for monitoring purpose for the nonrenewable energy is yet to be established by the management for year 2020.																																											
Verification Statement	<p>ASA 4 verification: The mill records the diesel, water, and electricity usage as below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Month</th> <th style="width: 20%;">Diesel Liters</th> <th style="width: 20%;">Electricity kWh</th> <th style="width: 20%;">Water m³</th> </tr> </thead> <tbody> <tr><td>Jul 20</td><td>6,150</td><td>199,180</td><td>10,002</td></tr> <tr><td>Aug 20</td><td>4,265</td><td>241,312</td><td>10,770</td></tr> <tr><td>Sept 20</td><td>8,470</td><td>262,821</td><td>12,026</td></tr> <tr><td>Oct 20</td><td>4,460</td><td>260,821</td><td>13,229</td></tr> <tr><td>Nov 20</td><td>4,810</td><td>250,306</td><td>12,283</td></tr> <tr><td>Dec 20</td><td>3,480</td><td>225,444</td><td>9,487</td></tr> <tr><td>Jan 21</td><td>1,759</td><td>182,770</td><td>7,452</td></tr> <tr><td>Feb 21</td><td>1,480</td><td>188,095</td><td>7,071</td></tr> <tr><td>Mar 21</td><td>2,430</td><td>209,248</td><td>7,721</td></tr> </tbody> </table> <p>Hence, the OFI has been resolved on 19/4/2021.</p>				Month	Diesel Liters	Electricity kWh	Water m ³	Jul 20	6,150	199,180	10,002	Aug 20	4,265	241,312	10,770	Sept 20	8,470	262,821	12,026	Oct 20	4,460	260,821	13,229	Nov 20	4,810	250,306	12,283	Dec 20	3,480	225,444	9,487	Jan 21	1,759	182,770	7,452	Feb 21	1,480	188,095	7,071	Mar 21	2,430	209,248	7,721
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3.4 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
2045768-202104-N1	Minor (4.4.5.8 MS2530-4:2013)	22/4/2021	Open

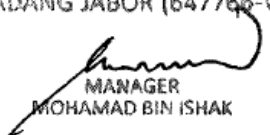
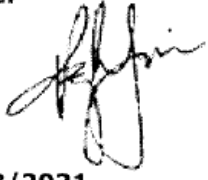
3.5 Issues Raised by Stakeholders

IS #	Description
1	<p>Issues: SK Lembah Jabor - School located within Jabor Estate, all children of estate and mill employees schooling here. Company's management very helpful and cooperate very well in school program. A lot of contributions received from company's management to assist school programs.</p> <p>Management Responses: Company always give priority to employees' children educations. Will cooperate with school teachers in any educational programs for school children.</p> <p>Audit Team Findings: No further issue.</p>

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2	<p>Issues: Local community representatives (Kg. Melayu Jabor) – Many local residents employed by company in both estate and mill. Company provide good accommodation and benefits to employee. Often received visits by company’s management.</p>
	<p>Management Responses: Local communities are given priorities to fulfil any work vacancy within company in line with company’s sustainability efforts.</p>
	<p>Audit Team Findings: No further issue.</p>
3	<p>Issues: External FFB suppliers (Felcra Bukit Keladi & Felda Neram Satu) – No issue in dealing with mill for FFB supply and deliveries in terms of pricing and payment. Mill can consider to waiting for lorry to arrive during end of month supply to clear the crops.</p>
	<p>Management Responses: Positive comments noted.</p>
	<p>Audit Team Findings: No further issue.</p>
4	<p>Issues: Estate contractors/suppliers (vendors) – No issue with estate management in terms of contractual matters including payments. Having long relationship with company for over 10 years of services.</p>
	<p>Management Responses: Services by contractors and suppliers are monitored to ensure them comply with all requirements including MSPO.</p>
	<p>Audit Team Findings: No further issue.</p>
5	<p>Issues: Workers representatives – Management very considerate in assisting to provide workers’ needs during the pandemic COVID-19 Movement Control Order (MCO) period where workers cannot go out of company’s housing area. Good housing accommodation provided. No issue in salary payment.</p>
	<p>Management Responses: Positive comments noted.</p>
	<p>Audit Team Findings: No further issue.</p>

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment of Jabor Palm Oil Mill and Estate Certification Unit complies with the MS 2530-3:2013 (MSPO Part 3) and MS 2530-4:2013 (MSPO Part 4). It is recommended that the certification of Jabor Palm Oil Mill and Estate Certification Unit is approved and/or continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name:	Name: Hafriazhar Mohd. Mokhtar
Company name: SIME DARBY PLANTATION BERHAD LADANG JABOR KARUNG BERKUNCI NO: 7 25990 KUANTAN PAHANG DARUL MAKMUR.	Company name: BSI Services Malaysia Sdn. Bhd.
Title:	Title: Lead Auditor
Signature: SIME DARBY PLANTATION BERHAD LADANG JABOR (647766-V)  MANAGER MOHAMAD BIN ISHAK	Signature: 
Date: 6/9/2021	Date: 6/8/2021

Appendix A: Summary of the findings by Principles and Criteria

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
4.1 Principle 1: Management commitment & responsibility		
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy		
4.1.1.1	<p>A policy for the implementation of MSPO shall be established.</p> <p>- Major compliance -</p> <p>Sime Darby Plantation has established a policy called “Group Sustainability & Quality Policy Statement” which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019. The policy covers commitment to:</p> <ul style="list-style-type: none"> – Promoting good governance and transparency – Contributing to a better society – Minimizing environmental harm – Delivering sustainability quality <p>The policy is guided by three main documents i.e.:</p> <ul style="list-style-type: none"> – Responsible Agriculture Charter – Human Rights Charter – Innovation & Productivity Charter <p>All the above documents and the policy statement are made available online via Sime Darby’s website link as per following: https://www.simedarbyplantation.com/sites/default/files/20191218%20GSQM%20Policy%20English.pdf</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	Sime Darby Plantation Berhad has clearly emphasized to achieve commitment towards a systematic approach in ensuring continuous improvement in the operation, compliance to statutory, legal and other regulatory requirements and establishment of traceability within the supply chain in the above-mentioned memorandum.	Complied
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	There is a documented procedure for conducting Internal audit. The Internal Audit Procedure (SD/SDP/PSQM/IAP, Rev 2 dated 01/11/2017) stated that audit shall be planned and carried out at least out once a year to determine the status of the MSPO implementation and to identify the potential areas for continual improvement.	Complied
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	Internal Audit Procedure (SD/SDP/PSQM/IAP, Rev 2 dated 01/11/2017) was established and maintained. Latest internal audit for Jabor Estate was conducted on 18/03/2021 by GSD & RSQM CER based on MS2530-3:2013 and MS2530-4:2013 with total of 3 major and 1 minor non-conformance including 1 OFI raised. All findings were observed and sighted with actions taken by the Mill Manager to close the findings as seen in the audit report. Audit results were evaluated, and adequate corrective actions were taken on the non-conformances.	Complied
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	MSPO Internal Audit Report for Jabor Estate dated 18/03/2021 is available for the management and reviewed during management review meeting.	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for	Management review was planned to be conducted at least once a year. Last management review meeting was conducted on 29/03/2021	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	<p>effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p>- Major compliance -</p>	<p>chaired by Mr Mohamad Bin Ishak and attended by Mill manager and key personnel has discussed issues as follows: -</p> <p>Results of Internal Audits, Process Performance and Product Conformity, Customer feedback, Status of preventive and corrective actions, follow-up actions from previous management system, recommendation for improvement, improvement of the effectiveness of the management system and process, complaints and grievances and resources need.</p>	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	<p>The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.</p> <p>- Major compliance -</p>	<p>There were action plans for the Continual Improvement being implemented and monitored. It was noted that the plan considers Continual improvement plans across safety & health, operational, financial, and environmental dimensions. Interview with the Mill Manager and key personnel indicated that all progresses of the plan execution were being constantly monitored and discussed during meetings wherever deemed relevant include 86 units of first aid box purchased for each housing units, repair of workers quarters, hiring of new workers from parole programs (13 personnel), purchased of 2 units tractors and etc.</p> <p>The action plans include measurable objectives/targets in order to determine the effectiveness of the outcomes.</p>	Complied
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>	<p>Sime Darby Plantation has established the Continual Improvement Procedure; outlining the procedures related to improvement action process and corrective actions.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Meetings and consultations were conducted for the introduction and implementation of any new information or technology that is feasible and applicable to the company.</p> <p>Training records sighted for mill workers on various topics that enhance continuous improvement of mill performance.</p>	
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>	<p>Where new technology or systems are introduced, awareness briefings are provided to the employees at all levels prior to the implementation. This is evidenced via the Regional & SOU meetings and the training plan for Financial Year. The training identified including operations, understanding of MSPO/RPO requirements, human rights, company policies, health and safety, HIRARC, etc. The FY 2021 OPEX budget has included training budget and operations improvement including environmental improvement, worker welfare, OHS etc. Interview with workers confirmed trainings are provided by the management on regular basis.</p>	Complied
4.2 Principle 2: Transparency			
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>	<p>Procedure for Sustainable Plantation Management System” – for Internal (Appendix 5.5.3.1) dated 01/11/2008 and external (Appendix 5.5.3.2) established for communicating and reporting of EMS, OHS and social issues with relevant stakeholders. Sighted complaint and grievances logbook that been documented accordingly.</p> <p>The management has adopted an open and transparent method of communication and consultation when dealing with relevant parties e.g. its workers, government agencies, contractors, neighbouring</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>plantations by personal invitation to attend the internal and external stakeholders' consultation meetings.</p> <p>The latest meeting with stakeholders was conducted on 29 March 2021. The management has maintained a complaint and grievance logbook that was established for tracking of external and internal complaint from stakeholders.</p>	
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>- Major compliance -</p>	<p>Management documents such as Policies, Stakeholder consultation processes, Financial Annual Reports are available upon request.</p> <p>Any commercially confidential information will need special request before being provided.</p>	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p>	<p>The management had established procedures External Communication (Appendix 5.5.3.2, Version 1) and mechanisms to conduct stakeholders' consultations, handle complaints and grievances through stakeholders' meetings, Safety & Health Committees (SHC) and etc.</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>- Minor compliance -</p>	<p>Estate Manager is responsible for issues raised by local communities and other affected or interested parties. Social Liaison Officers are nominated to coordinate activities of the stakeholders, Safety and Health Committee, Gender Committee etc.</p> <p>Muhammad Faiz Bin Tajudin (Asst Manager) was responsible for consultation and communication with relevant stakeholder as per appointment letter dated 13/01/2020 approved by Estate Manager.</p>	Complied
4.2.2.3	<p>List of stakeholders, records of all consultation and communication and records of action taken in response to input</p>	<p>Stakeholder list is available and include relevant government agencies, school, hospitals, clinics, contractors, suppliers, community heads etc.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	from stakeholders should be properly maintained. - Major compliance -	<p>Latest stakeholder consultations conducted on 29 March 2021. Feedback and issues arise was documented in the meeting minutes and adequately maintained.</p> <p>Letter from external stakeholders were verified such as from Sekolah Kebangsaan Lembah Jabor (Ref Nr: SKLJ700/01/33 dated 11/01/2021 to use sport facilities (e.g. fields) for school sports event and dated 21/06/2020 (SKLJ800-2/4/2(24) for new alternative road.</p>	
Criterion 4.2.3 – Traceability			
4.2.3.1	<p>The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). - Major compliance -</p>	<p>Procedure available as per Sustainability Plantation Management System Appendix 15; SOP for Sustainable Supply Chain and Traceability; Version 2; Year 2018; Issue # 5; Issue date: April 2019.</p> <p>Based on the SOP Para 6.0 Delivery of FFB From the Estate; Sub-para 6.3 Estate shall ensure sufficient information is stated on the weighbridge ticket or consignment note of all delivery FFB including:</p> <ul style="list-style-type: none"> i. RSPO, MSPO and ISCC Certificate number (where applicable) ii. MSPO Certificate Validity iii. Greenhouse gas (GHG) emission value (either disaggregated default or actual value) iv. Distance (from estate to respective oil mill – ISCC only) v. Country of origin (ISCC only) <p>The functionality to include the relevant information in the weighbridge tickets for estates and mills is available in the SDP Weigh System. In the case of unavailability of the SDP Weigh System, the information under 6.3 still needs to be documented manually.</p>	Complied

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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. - Major compliance -	Regular inspections of estates' FFB productions and delivery conducted by estate management on daily basis and reported to HQ. Additionally, Internal audit conducted annually by internal auditors from the Regional Sustainability Team (RSQM) as per records of MSPO Internal Audit Report for Jabor Estate dated 18/03/2021 sighted.	Complied
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	The management has identified and assign Mr. Muhammad Faiz Bin Tajudin (Assistant Manager) as responsible PIC to implement and maintain the traceability system.	Complied
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	Records of sales, delivery and transportation of CPO and PK well maintained as per samples sighted as following: <ul style="list-style-type: none"> - Oil Palm Yield Statistics for March 2021; Report ID: ZHRVRM001; Op. Unit: Ldg Jabor; Month (March 2021) to-date yield/hectare = 1.61 mt; Yearly (Jan – Mar 2021) to-date yield - FFB Despatch Consignment Note # 87775; Mill (Jabor POM) FFB receive weighbridge ticket # 107100; Net weight: 5,790 kg; Date: 20/4/2021; Field # 1999B, 2000B, 2000C & 2000D - FFB Despatch Consignment Note # 87360; Mill (Jabor POM) FFB receive weighbridge ticket # 107096; Net weight: 6,590 kg; Date: 20/4/2021; Field # 1999A 	Complied
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - Major compliance -	Sighted sample of legal permits and licenses as part of compliance towards applicable requirements by Jabor Estate as following:	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Kebenaran Potongan Upah Di Bawah Seksyen 24 Akta Kerja 1955; Permit Potongan untuk Group Term Life Policy # 56423; Serial # PP 3/34/1481; Ref. # (2) dlmPMT/10000/2011/0085; Date: 15/4/2011 - JTKSM Permit Potongan Daripada Gaji Pekerja (Seksyen 24 Akta Kerja 1955); Potongan untuk Bayaran bil Elektrik; Serial # PP3/22/0010; Date: 1/10/1998 - MPOB License # 528528002000; Aktiviti Berlesen: Menjual dan mengalih – FFB #; Validity Period: 1/4/2021 – 31/3/2022; Estate area: 1,907.51 ha - MPOB License # 525928011000; Aktiviti Berlesen: Menghasilkan – SLGBIJI #; Menjual dan mengalih – SLGBIJI #; Menyimpan – SLGBIJI #; Validity Period: 1/1/2021 – 31/12/2021 - Permit Barang Kawalan Berjadual Diesel (Industries); Serial # P T001681; Ref. # KPDNKK/KMN/25-08/(09/2008) SK D; Storage quantity: 18,000 liter; Validity Period: 21/8/2020 – 20/8/2021 <p>Furthermore, following the application of underground water abstraction from Jabatan Bekalan Air (JBA) Terengganu, dated back on 26/2/2018, no update was received by Jabor Estate since JBA Terengganu not fully enforce the permitting requirements yet. However Jabor Estate has been following-up with the respective department to ensure compliance met in case of requirements been enforced.</p>	
4.3.1.2	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>Jabor Estate listed all its applicable legal requirements in the Estate/Mill – Upstream Malaysia Legal & Other Requirements Register (LORR); Group Sustainability & Quality Management (GSQM); Updated Jan 2021.</p>	Complied

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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. - Major compliance -	The LORR was last reviewed on 20/1/2021. The evaluation of compliance score card result shown summary of overall percentage of 100% as reviewed by Assistant Manager and approved by Senior Manager.	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. - Minor compliance -	Appointed person responsible to monitor compliance and to track update the changes in regulatory requirements is Muhamad Azuadee Azmin, Assistant Manager of Jabor Estate as per letter of appointment dated 14/1/2021.	Complied
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	The management of Jabor Estate has ensured that their oil palm cultivation activities not diminishing the land use rights of other users. Report of Field Other Area Cultivated Hectare Information – Summary; Report Ref. # ZCKRLM16; Mill & mill office area = 13.5 ha was referred to.	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. - Major compliance -	Documents showing legal ownership available as Jabor Estate hold a total of 285 land titles as per sample copies of titles sighted as following: - Land title # 4973; Lot # 316; District: Kemaman; Sub-district: Mukim Hulu Jabur; Area: 4.9295 ha - Land title # 8674; Lot # 1884; District: Kemaman; Sub-district: Mukim Hulu Jabur; Area: 24.95 ha	Complied
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Legal boundary of Jabor Estate was clearly demarcated based on site visit to sample boundary stone with GPS coordinate as following: - Longitude: 103.26736; Latitude: 4.05105	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		- Longitude: 103.28626; Latitude: 4.04355	
4.3.2.4	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). - Minor compliance -	There is no land dispute recorded. This was verified with stakeholders' consultation as well as per map Jabor Estate Main Division GPS Surveyed Datum: WGS 1984; Total cultivated area: 1,790.09 ha; Planted area: 1,713.99 ha; Unplanted area: 211.56 ha. In order to deal with future arising land dispute (if applicable), the process will be based on system established as Procedures for Handling Boundaries Disputes as per Sustainable Plantation Management System; Appendix 3; Flowchart and Procedures on Handling Land Disputes; Version 2; Issue # 1; Issue date: 1/11/2008.	Complied
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	Jabor Estate are operating in legally titled lands which are not encumbered by customary rights.	Complied
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	Appropriate landscape maps with latitude & longitudes showing the legal boundary and neighbouring / surrounding areas of the estate are available and maintained. The lands at Jabor Estate are legally owned and it is verified that there were no other users or affected parties in the land areas.	Complied
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	Jabor Estate are operating in legally titled lands which are not encumbered by customary rights.	Complied
4.4 Principle 4: Social responsibility, health, safety and employment condition			

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	<p>Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance -</p>	<p>Social impact assessment is available based on the stakeholder consultation feedback received. Plans were implemented and monitored by key personnel.</p> <p>Social Impact Assessment was identified and documented in "Management Plan on Social Impact Assessment" via stakeholder/safety/gender meeting) such as:</p> <ul style="list-style-type: none"> - Sekolah Kebangsaan Jabor request for school cleaning assistance from both Estate and Mill workers - SJKC Jabor request black soil for their school activity - There are many old trees at housing complex area - Insufficient lighting at housing complex area - To extend working hour for nursery/creche worker until 6.00 pm - Nursery/creche workers must be the competent person <p>Monitoring records were retained and made available as evidence that actions had been taken.</p>	Complied
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation has developed a documented procedure in Sustainable Plantation Management System on handling social issues, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008. The procedure has detailing the process of handling social issues raised by the stakeholders and resolve in an effective, timely and appropriate manner.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. - Major compliance -	Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 1/4/2018 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the mill. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation.	Complied
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	Employees and affected stakeholders can make complaints by recording in the Complaints & Grievance Log Book kept at the clinic and estate office. Complaint boxes are available at the entrances of offices where affected employees and other stakeholders can drop in their complaints to be acted upon by the Social Liaison Officers.	Complied
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	Interview conducted with the internal and external stakeholders during stakeholder consultation found that they were aware of the complaint procedure and they were briefed by the management	Complied
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	The Complaint and Grievance Books that recorded the nature of complaints and the resolutions had been maintained and available for the past 2 years. Total of 33 complaints due to house defects recorded was monitored and repair works was adequately done.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			

Criterion / Indicator		Assessment Findings	Compliance
4.4.3.1	<p>Growers should contribute to local development in consultation with the local communities.</p> <p>- Minor compliance -</p>	<p>Contribution made as per sample sighted as following RSPO/MSPO-Donation/Contribution to local communities:</p> <ul style="list-style-type: none"> - Donation for Majlis Perasmian Dewan & Berbuka Puasa Masjid Perasing Jaya; Date: 18/4/2021 - Grass-cutting contribution at SK Lembah Jabor; Date: 27/2/2021 - Black-soil (Treated POME Sludge) contribution to SJK(C) Jabor; Date: 24/12/2020 - Central East Region (CER) – Pahang Zone round-up contributions; CER: Spirit of Giving; June 2020; Beneficiaries: Pertubuhan Kebajikan Anak-anak Yatim Islam Al-Ihsan Kuala Lipis (SOU 10), Kompleks Tahfiz Al Quran & Anak Yatim A Qardhawi Kuala Krau (SOU 11), Rumah Sejahtera Bangau Tanjung Temerloh (SOU 11), Rumah Kanak-kanak Yatim Tengku Ampuan Fatimah Kuantan (SOU 12) 	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	<p>An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sime Darby have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the CEO on 1st June 2020. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice boards within estate office area.</p> <p>The GSM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>The mill has established Safety and Health Management Plan and documented in Environment, Safety and Health Plan FY 2021. The management plan includes the ESH risk management, Emergency</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Response Procedure, Chemical Safety Management, Noise Boundary Monitoring, Health monitoring. The HSE Policy Statement has been effectively communicated to all workers and staffs.	
4.4.4.2	The occupational safety and health plan shall cover the following: b) A safety and health policy, which is communicated and implemented. c) The risks of all operations shall be assessed and documented. d) 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 e) 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). f) 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. g) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust	a) OSH Training Plan for Y2021 was prepared and include OSH Act and Regulations, ESH Policy, HIRARC, chemical & spraying safe operating procedure, guidelines on highly toxic pesticides etc. for each employee. b) HIRARC for each process at Jabor Estate was prepared and reviewed on 05/09/2020 (e.g. harvesting, security, FFB collection and etc). c) Chemical Health Risk Assessment (CHRA) was conducted at Jabor Estate on 18 July 2020. Foreman (Mr. Muhammad Syazwan Maliki) was undergone medical surveillance program with normal condition was observed. i. Awareness and training was conducted to workers exposed to chemical. Chemical register updated on 01/02/2021 with chemical identified such as Agri Bio Muriate od Potash, Agritect AC, CIRP, Kieserite, Ground Magnesium Limestone, Compound 45 and etc. ii. Chemical Safety Management (SD/SDP/PSQM (ESH)/202-OH4), Rev 0 dated 26/02/2015 was established and maintained. d) Appropriate PPE was provided by the estate and recorded in the logbook. (e.g. chemical handling provided with mask, goggles, apron and gloves). OSH – Hazard Identification, Risk Assessment and Risk Control (HIRARC) (Chapter 6, Version 1, dated 20/08/2008	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>must have knowledge and access to latest national regulations and collective agreements.</p> <p>h) 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>i) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>j) 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>k) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>e) Environment, Safety and Health Management System (ESHMS) Manual (SD/SDP/SQM (ESH)/001-1 Rev 0, dated 01/07/2012 and ESH Risks Management (SD/SDP/SQM(ESH)/001-2-1, Rev 0 dated 01/07/12), OSH Manual – Chemical Safety Management (Chapter 9, Version 1. Dated 20/08/2008) was established and maintained.</p> <p>f) OSH Committee members was appointed from management and workers representatives. Estate manager was appointed as chairman by Regional General Manager.</p> <p>g) OSH Committee was formed, and meeting conducted on quarterly basis. Latest meeting was conducted on 24/02/2021, 03/12/2020, 02/09/2020 and 03/06/2020.</p> <p>h) OSH Manual – Accident Investigation & Reporting (Chapter 14, Version 1, dated 20/08/2008) and Emergency Preparedness & Response Procedure (Version 1, dated 01/11/2008) and Crisis Management & Emergency Response Plan (Chapter 13 - Version 1, dated 20/08/2008) Emergency Response Team was established. Headed by Estate Manager and supported by first aid team, chemical spillage, accident, storm & flood and fire-fighting team.</p> <p>i) Medical Assistant (Mr. Safwan B. Parumo) is available at Ladang Jabor. Employeeess were trained in First Aid with latest training was conducted on 15/04/2021 with total of 21 employees involved. First Aid Box is available at office and field with regular inspection was carried out by medical assistant.</p> <p>j) 6 accidents reported in 2020. Investigation was carried out and documented in Incident Detailed Report. JKPP 8 form was submitted to DOSH on 14/01/2021 (Ref No: JKPP 8/65443/2020).</p>	
<p>Criterion 4.4.5: Employment conditions</p>		

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Criterion / Indicator		Assessment Findings	Compliance
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation has established Group Sustainability & Quality Policy Statement dated 2/12/2019 by Group Managing Director where the company is respecting, upholding & no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020.</p> <p>Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020. Sime Darby Plantation respect and safeguard human rights, notion of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with SDP. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, business partners, workers in our operations and supply chains, and communities surrounding our operations.</p> <p>The policies were communicated to the employees during induction training for new employees and morning muster. The last training was conducted on 5/2/2021 in Jabor Estate.</p>	Complied
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>Records of employments and interview conducted on-site with sampled internal and external stakeholders confirmed that the workers and groups including local communities, women, and migrant workers have not been discriminated against.</p>	Complied
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to</p>	<p>Based on agreements and pay slips sighted for sample employees as per indicator 4.4.5.6 below, management has ensured that employees' pay and conditions meet MAPA Circular No. 4/2020; The Malayan</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	meet basic needs and provide some discretionary income based on minimum wage. - Major compliance -	Agricultural Producers Association; Date: 30/1/2020; MAPA/NUPW Field And Other General Employees And Fringe Benefits Agreement, 2019. This were requirements in-line with the mandatory Minimum Wage Order 2020 enforced by the government.	
4.4.5.4	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. - Minor compliance -	Jabor Estate maintained the records of contractors' workers work agreement and pay slip to ensure the workers are paid based on legal standards. Sighted sample records as following: <ul style="list-style-type: none"> - Contractor: AM DH Jaya Enterprise (FFB Transporter); Workers ID # 5069 (Lorry Driver) - Contractor: AM DH Jaya Enterprise (FFB Transporter); Workers ID # 5067 (JCB Driver) - Contractor: Muhammad Fairalnizam (FFB Transporter); Workers ID # 5687 (Lorry Driver) - Contractor: Muhammad Fairalnizam (FFB Transporter); Workers ID # 5291 (Lorry Driver) 	Complied
4.4.5.5	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. - Major compliance -	The established records of Employee Masterlist which available as a database in computerized Checkroll System able to provide accurate account of all employees including their particulars of full names, gender, date of birth, date joined company, wages grade and position etc.	Complied
4.4.5.6	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. - Major compliance -	Copies of fair contracts that have been signed by both employee and employer were provided to each employee as per records in Jabor Estate as per sample as following: <ul style="list-style-type: none"> - Employee ID # 072711; Post: Harvester; Date joined: 1/10/2015 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Employee ID # 111330; Post: General Worker; Date joined: 13/2/2015 - Employee ID # 117153; Post: Field Worker; Date joined: 15/9/2015 - Employee ID # 126194; Post: Field Worker; Date joined: 7/10/2016 - Employee ID # 136912; Post: Harvester; Date joined: 15/9/2017 - Employee ID # 140278; Post: General Worker; Date joined: 15/2/2018 - Employee ID # 144186; Post: Harvester; Date joined: 26/7/2018 - Employee ID # 152358; Post: General Worker; Date joined: 13/7/2019 - Employee ID # 157042; Post: Field Worker; Date joined: 14/12/2019 - Employee ID # 160803; Post: Harvester; Date joined: 3/11/2020 - Employee ID # 162986; Post: Harvester; Date joined: 15/4/2021 	
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p>- Major compliance -</p>	<p>Attendance (out-turn) and work hours (normal time and overtime) recording system established in both manual and computerized checkroll system which makes working hours and overtime transparent for both employees and employer.</p>	Complied
4.4.5.8	<p>The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.</p> <p>- Major compliance -</p>	<p>Based on records of sample employees' sighted in indicator 4.4.5.6 above, the working hours found in compliance with employees' terms and conditions of MAPA Circular No. 4/2020; The Malayan Agricultural Producers Association; Date: 30/1/2020; MAPA/NUPW Field and Other General Employees and Fringe Benefits Agreement, 2019. This also in-line with Malaysia Employment Act 1955.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance															
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Based on records of sample employees' sighted in indicator 4.4.5.6 above, the pay slips found in compliance with employees' terms and conditions of MAPA Circular No. 4/2020; The Malayan Agricultural Producers Association; Date: 30/1/2020; MAPA/NUPW Field and Other General Employees and Fringe Benefits Agreement, 2019. This also in-line with Malaysia Employment Act 1955.</p>	Complied															
4.4.5.10	<p>Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions.</p> <p>- Minor compliance -</p>	<p>All local employees are provided with the mandatory Employee Provident Fund (EPF) contributions while both local and foreign employees contributed with Social Security Organization (SOCSSO). Additionally, other benefits offered by the company including the following:</p> <ul style="list-style-type: none"> - Productivity incentive - Out-turn incentive - Transport allowance - Telephone allowance - Motorcycle allowance 	Complied															
4.4.5.11	<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>- Major compliance -</p>	<p>Treated water was provided to workers as per records of Drinking Water Analysis (Domestic); Sample Date: 11/2/2021; Report Date: 17/2/2021; By: Central Laboratory University Malaysia Pahang. Drinking water quality standard parameter test; Certificate of Analysis (COA); Test report # TR/2021/033:</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Results</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>6.5 @ 25.0° C</td> <td>-</td> </tr> <tr> <td>Turbidity</td> <td>ND (<1)</td> <td>FAU</td> </tr> <tr> <td>Residual Chlorine</td> <td>2.33</td> <td>mg/L</td> </tr> <tr> <td>Aluminium (Al)</td> <td>ND (<1)</td> <td>ppm</td> </tr> </tbody> </table>	Parameter	Results	Unit	pH	6.5 @ 25.0° C	-	Turbidity	ND (<1)	FAU	Residual Chlorine	2.33	mg/L	Aluminium (Al)	ND (<1)	ppm	OFI
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Criterion / Indicator		Assessment Findings			Compliance
		TDS	ND (<1)	Ppm	
		E. Coliform Count	ND (<1)	MPN/100ml	
		Total Coliform Count	ND (<)	MPN/100ml	
		Monitoring of housing area conducted regularly as per sample records of following: <ul style="list-style-type: none"> - Pejabat Kesihatan Daerah Kemaman letter on Inspection Visit and Water Sampling for Analysis; Letter ref. # PKD.K 600-1/6/1 Bil(); Date: 6/4/2021. - Latest VMO visit was conducted on 18/4/2021 by Dr. Mohd. Sayuti Abu Bakar from Klinik Al-Amin Kuantan. - Housing Complex/Nest/Community Hall Weekly Inspections (PIOA) latest done by Estate's Medical Assistant on 17/4/2021. 			
4.4.5.12	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Policy to prevent all forms of sexual harassment and violence in workplace has been embedded in Sime Darby Plantation's established policy of "Group Sustainability & Quality Policy Statement" which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019. Communications made mainly during gender committee meeting which latest conducted on 9/2/2021 as per minutes of meeting (Gender Committee) records ref. # 1/2021.			Complied
4.4.5.13	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	Policy to respect the rights of all employees has been embedded in Sime Darby Plantation's established policy of "Group Sustainability & Quality Policy Statement" which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019. Employees were given freedom to associate and bargain collectively with company and to organize among themselves through association meetings as per sample sighted as per sample latest minutes of			Complied

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Criterion / Indicator		Assessment Findings	Compliance
	right should not be discriminated against or suffer repercussions. - Major compliance -	meeting between Management and NUPW representatives; Jabor Estate 2021; Date: 10/3/2021.	
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions. - Major compliance -	Policy to protect children and young person has been embedded in Sime Darby Plantation’s established policy of “Group Sustainability & Quality Policy Statement” which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019. Based on the interview and sighted records of employees’ master lists data, no young person below 18 years old employed within all operating units within SOU 12.	Complied
Criterion 4.4.6: Training and competency			
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept. - Major compliance -	Training programme planned for year 2021 includes training for all categories of workers. Appropriate trainings on safe working practices are planned for: - Workers handling chemical - Workers handling machineries The training programme included the various types of training such as firefighting and fire drill, understanding SDS, first aid training, proper wearing of PPE at high noise level areas and confined spaces. Trainings were conducted from Jan 2020 – March 2021 and evaluations carried out on each of the trainings to determine its effectiveness. Records of training for each employee, including new employees were maintained.	Complied

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		Training program was prepared such as HIRARC, First Aid Training, Safe Driving Technique, Scheduled Waste Management, RSPO/MSPO Training and etc. OSH Manual - Training (Chapter 15, Version 1, 20/08/2008).	
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>A formal training programme on all aspects of MSPO requirements have been established and implemented to cover all employees.</p> <p>Training for various categories of operators, including all field and office staff, with regards to their duties and training needs had been reviewed and found acceptable.</p> <p>The training needs analysis are reviewed annually and discussed in the quarterly Safety and Health meetings. Training plan identified and recorded in "Training Requirement for Operating Units" (Jabor Estate) – Jabor Estate FY 2021 such as HIRARC, Scheduled Waste Management, EAI Assessment, MSPO/RSPO Awareness and etc for each level.</p> <p>Competency such as Medical Assistant (Safuan Parumo) Reg No: 14254 dated 16/01/2013 as per Medical Assistant Act 1977 & Medical Assistant Regulation 1979 was observed.</p>	Complied
4.4.6.3	<p>A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>Training programme planned for year 2021 includes training for all categories of workers.</p> <p>The trainings conducted were based on job categories and workstations. Sampled trainings and records verified such as First Aider dated 15/04/2021 attended by 21 personnel, Rat Baiting dated 12/04/2021 attended by 21 personnel, Workers Quarters Inspection dated 12/03/2021 attended by 14/03/2021, Beneficial Plant dated 10/03/2021 attended by 4 personnel. Adequate documented information is available and retained.</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance	
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the CEO on 1st June 2020. 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. The policy has been briefed to all workers in Main Division Jabor Estate dated on 19/04/2020.</p> <p>The briefing was held at the muster ground and attended by all 40 workers in main division. Training materials from the power point slide sighted during the audit. The briefing was done by En. Sapuan bin Parumo, Medical Assistant.</p>	Complied
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations.</p> <p>- Major compliance -</p>	<p>The Environment Policy is available in the HSE Policy as specified in 4.5.1.1 above. The objectives, target and duration are shown in the Environmental Management program (EMP) incorporating the action plan to be initiated by the estates.</p> <p>The EMP for both estates was sighted. Details of the objectives were also mentioned in 4.5.4.1. The estates identified the aspects and impacts analysis of its operations.</p> <p>Areas are activities at;</p> <ul style="list-style-type: none"> • Main entrance/compound/dispensary/store/workshop • Scheduled waste/workshop/weeding/spraying • FFB transportation/manuring/harvesting and collection. 	Complied

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		Findings were discussed in the HSE meetings. The EAI and EIE are reviewed yearly with changes done if deemed necessary. Jabor Estate reviewed the EAI and EIE with changes to Cantas. Pruning and Cutting activity for the year 2021.																
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. - Major compliance -	<p>The environmental improvement combined with the pollution prevention plans 2020 were sighted. Both the estates identified the following activities and areas for Improvement plan:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Environmental Issues</th> <th>Mitigation Methods</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Leakage of pesticide during chemical mixing & washing</td> <td>To recollect water, use and recycled during next pre-mixing</td> </tr> <tr> <td>2</td> <td>Leakage of lubricant/oil from servicing/parking of vehicles</td> <td>To use tray for oil leakage</td> </tr> <tr> <td>3</td> <td>Reduce water usage</td> <td>Practice water conservation</td> </tr> <tr> <td>4</td> <td>Reduce diesel usage</td> <td>PMV Planned maintenance record</td> </tr> </tbody> </table>	No	Environmental Issues	Mitigation Methods	1	Leakage of pesticide during chemical mixing & washing	To recollect water, use and recycled during next pre-mixing	2	Leakage of lubricant/oil from servicing/parking of vehicles	To use tray for oil leakage	3	Reduce water usage	Practice water conservation	4	Reduce diesel usage	PMV Planned maintenance record	Complied
No	Environmental Issues	Mitigation Methods																
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4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Based on the Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure, Estates carried out the annual review of environmental impacts documented in Registration of Environmental Aspects and Impacts. The continual improvement plans had programs to promote the positive impacts. For example, to reduce any run-off pesticides to land, to eliminate traces of oil spillage at the workshop/tractor parking bay, to reduce massive land contamination at the landfill area and etc.	Complied															
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and	Training program is available in the SOU 12 Jabor Estate Training Program updated on a yearly basis or revised as per the management requirement.	Complied															

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	improvement plans and are working towards achieving the objectives. - Major compliance -	Included in this program are subjects related to environment e.g. environmental, safety & health policy, scheduled waste management, environmental responsibility, HCV & Biodiversity training. Guidance was provided by the SQM prior to the approval and implementation by the estates. Trainings conducted in relation to environmental and its improvement plan are shown as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Training awareness</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Schedule waste management training</td> <td>8/03/2021</td> </tr> <tr> <td>HCV Training</td> <td>12/12/2020</td> </tr> <tr> <td>IPM Training</td> <td>12/04/2021</td> </tr> </tbody> </table>	Training awareness	Date	Schedule waste management training	8/03/2021	HCV Training	12/12/2020	IPM Training	12/04/2021													
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4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance -	The estate managements continued to have regular meetings with workers where concerns of workers and management about the environmental quality is discussed. This was discussed at the quarterly held ESH committee meetings.	Complied																				
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																							
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period. - Major compliance -	Jabor Estate have established an Energy Management Plan which focuses on the efficiency usage of non-renewable energy and renewable energy. At the estates, diesel, water & electricity consumptions were also monitored on a monthly basis. It was verified that energy usage is being monitored at the operating units for better control and comparison of trends. Sighted the total water, diesel and electricity usage record for year ending 2021 as below: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Month</th> <th>Diesel (Litres)</th> <th>Electricity (kWh)</th> <th>Water (m³)</th> </tr> </thead> <tbody> <tr> <td>Jul 20</td> <td>4,204.03</td> <td>5,305</td> <td>10,002</td> </tr> <tr> <td>Aug 20</td> <td>4,734.76</td> <td>8,523</td> <td>10,770</td> </tr> <tr> <td>Sept 20</td> <td>5,931</td> <td>20,577</td> <td>12,026</td> </tr> <tr> <td>Oct 20</td> <td>5,995</td> <td>20,131</td> <td>13,229</td> </tr> </tbody> </table>	Month	Diesel (Litres)	Electricity (kWh)	Water (m ³)	Jul 20	4,204.03	5,305	10,002	Aug 20	4,734.76	8,523	10,770	Sept 20	5,931	20,577	12,026	Oct 20	5,995	20,131	13,229	Complied
Month	Diesel (Litres)	Electricity (kWh)	Water (m ³)																				
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		Nov 20	5,758	19,808	12,283	
		Dec 20	5,747	20,025	9,487	
		Jan 21	4,547	17,710	7,452	
		Feb 21	4,974	19,139	7,071	
		Mar 21	4,537	19,988	7,721	
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the respective estate yearly budgets.				Complied
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Sighted that Jabor Estate has implemented rain water harvesting at workshop and 2 units of straight light at line site using solar energy.				Complied
Criterion 4.5.3: Waste management and disposal						
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	All waste and pollution are identified and documented in the Waste Management Action Plan. The compilation for Financial Year 2020 was made at SOU level. Details of waste generated from the estates operations among others are shown below;				Complied
		Type of Waste		Location		
		Schedule Waste		Workshop		
		<ul style="list-style-type: none"> Lubricant Used batteries, tyres and tube. 				
		Domestic Waste		Line site, office, workshop, store, shop.		
		<ul style="list-style-type: none"> Rubbish 				
		Recycle waste		Estate, store		

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Criterion / Indicator		Assessment Findings		Compliance												
		<ul style="list-style-type: none"> • Pome • EFB • Re-used Empty Chemical Container 														
		Clinical Waste	Dispensary													
4.5.3.2	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p>a) Identifying and monitoring sources of waste and pollution</p> <p>b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</p> <p>- Major compliance -</p>	<p>The disposal/recycling of waste generated by the estates are made as follows:</p> <table border="1"> <thead> <tr> <th>Type of Waste</th> <th>Location</th> <th>Action to be taken</th> </tr> </thead> <tbody> <tr> <td>Schedule waste</td> <td>Workshop</td> <td>Collect and record quantity Store item lock and key Dispose through registered purchaser.</td> </tr> <tr> <td>Domestic waste</td> <td>Line site, office, workshop, shop.</td> <td>All the domestic wastes were sent to Gading Senggara Sdn Bhd on contract basis by transporter AM D DH Jaya at 8 rounds per month.</td> </tr> <tr> <td>Clinical waste</td> <td>Syringe, Swab</td> <td>Collect and record all the clinical waste from used mask and glove from clinic. All the clinical waste will be disposed to Kualiti Alam as registered company for schedule waste disposal.</td> </tr> </tbody> </table> <p>Jabor Estate – Has made an arrangement to send the domestic waste to Gading Senggara Sdn Bhd located at KM 1 Lebuhraya Jerangau Jabor, 25200 Kuantan Pahang. AM DH Jaya Enterprise has been</p>		Type of Waste	Location	Action to be taken	Schedule waste	Workshop	Collect and record quantity Store item lock and key Dispose through registered purchaser.	Domestic waste	Line site, office, workshop, shop.	All the domestic wastes were sent to Gading Senggara Sdn Bhd on contract basis by transporter AM D DH Jaya at 8 rounds per month.	Clinical waste	Syringe, Swab	Collect and record all the clinical waste from used mask and glove from clinic. All the clinical waste will be disposed to Kualiti Alam as registered company for schedule waste disposal.	Complied
Type of Waste	Location	Action to be taken														
Schedule waste	Workshop	Collect and record quantity Store item lock and key Dispose through registered purchaser.														
Domestic waste	Line site, office, workshop, shop.	All the domestic wastes were sent to Gading Senggara Sdn Bhd on contract basis by transporter AM D DH Jaya at 8 rounds per month.														
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Criterion / Indicator		Assessment Findings	Compliance
		<p>appointed as a transporter to send the domestic waste to Gading Senggara Sdn Bhd.</p> <p>Sighted Tax Invoice for cash payment to Gading Senggara Sdn Bhd as a payment for domestic waste. Transaction date: 15th February 2021, ticket no. 468175, product no. 015563. Vehicle no. CDX 2311 at weight 0.75mt.</p>	
4.5.3.3	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>Based on policy to manage used chemical containers, the estates only produce chemical containers Class 2 and above therefore they are treated as recyclable waste and not schedule waste.</p> <p>Empty pesticides containers were collected in the recyclable waste store after being triple rinsed and punctured at the bottom of the containers. Sighted record empty chemical container was recorded. Some of the empty chemical container was used for circle sprayer at the field as a container chemical mixing. The used chemical containers were sold to licensed waste management to be recycled.</p> <p>The estate also generates Schedule Waste as stated in the Second Schedule. Among the schedule waste identified are Spent Lubricant, Clinical Waste and Spent Filter. Sighted the latest Consignment Note for the disposal of Schedule Waste as follows:</p> <ul style="list-style-type: none"> • Spent Lubricant (SW305); Disposed to Licensed Waste • Management: Rengkas Maju Sdn Bhd (Ref No. AS(B)T(KMN):11/123/000/008 Dated 13/03/2021; Quantity: 0.2000mt. • Clinical Waste (SW 404); Disposed to Rengkas Maju Sdn Bhd (Ref No. AS(B)T(KMN):11/123/000/008 Dated 13/03/2021; Quantity: 0.0010mt. 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> Used Oil Filter (SW 410); Disposed to Rengkas Maju Sdn Bhd (Ref No. AS(B)T(KMN):11/123/000/008 Dated 13/03/2021; Quantity: 200 kgs. 	
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>Under the operational control procedure established as given in 4.5.3.3 above the guideline and practice for handling empty pesticides containers are as follows:</p> <ul style="list-style-type: none"> All class 2 and above containers are tripled rinsed and holes punctured at the bottom only if the waste generator is to dispose as non-scheduled waste. Containers to be disposed as scheduled waste need not go through the triple rinsing and hole punctured process. These guidelines are based on Department of Agriculture ref 91/120/038/014 dated 7/11/2002. During the site visit this has been adhered mainly containers are tripled rinsed and holes punctured at the container base. <p>Jabor Estate has disposed the contaminated empty chemical containers on 12/05/2020 Rengkas Maju Sdn Bhd (Ref No. AS(B)T(KMN):11/123/000/008 Dated 13/03/2021; Quantity: 0.0460mt.</p>	Complied
4.5.3.5	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>Jabor Estates already close all the facility of landfill in their areas located in their field estate. Site was visited and verified already closed last used on 15/04/2017. After 2017 all the domestic waste were sent to outside landfill and transport by contractor AM DH Jaya Enterprise at rate RM2,000.00 per month at 8 rounds per month. Contract No. 03/2021.</p>	Complied
Criterion 4.5.4: Reduction of pollution and emission			

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Criterion / Indicator		Assessment Findings	Compliance
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	Estates visited have conducted assessment of all polluting activities 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
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	For the estate, GHG emissions identified including CO2, SO2 and NO2 from various sources including fossil fuel, chemical, peat oxidation, sinks, crop sequestration, fertilizer consumptions and sequestration in conservation area.	Complied
Criterion 4.5.5: Natural water resources			
4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities. c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). 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.	The Water Management Plan for the estates have been established. This is compiled on Group basis and amended to meet demands of specific issue in operating units. It is reviewed on annual basis for the Financial Year 2021 plan. Included therein are inspection of reservoir, water treatment, monitoring of processed water, water leakages/overflow, run-off and ETP monitoring. The estate management has provided contingency plans 2020. Steps/options to be adopted taken are: Contingency Plans in Event of Water Crisis: <ul style="list-style-type: none"> • To purchase water from Pengurusan Air Pahang (PAIP). • To train workers/staffs to conserve water. • To revise demand and supply volume/conditions. • To monitor water supply. Contingency Plans in Event of Water Pollution: <ul style="list-style-type: none"> • To purchase water from Pengurusan Air Pahang (PAIP). 	Complied

Criterion / Indicator	Assessment Findings	Compliance														
<p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance –</p>	<ul style="list-style-type: none"> To perform treatment of water of polluted water. To reuse, recycle and ration. Water Reduction Plan To place a large container for rainwater collection at workshop. The rainwater shall be recycled for workshop activities. Daily monitoring on the water piping system. To ensure no leakage in the piping system. Water saving initiative in nursery. At 8mm of rainfall recorded, watering is ceased in nursery. <p>Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones. The guidelines are detailed in the River Reserve Management (Management of River Reserve in Sime Darby Plantation dated April 2014). The buffer zones established are as following:</p> <table border="1" data-bbox="1048 938 1872 1289"> <thead> <tr> <th>River Width</th> <th>Buffer Zone</th> </tr> </thead> <tbody> <tr> <td>< 40m metres</td> <td>50 metres</td> </tr> <tr> <td>20 metres – 40 metres</td> <td>40 metres</td> </tr> <tr> <td>10 metres – 20 metres</td> <td>20 metres</td> </tr> <tr> <td>5 metres – 10 metres</td> <td>10 metres</td> </tr> <tr> <td>< 5 metres</td> <td>5 metres</td> </tr> <tr> <td>* < 3 metres</td> <td>10 metres</td> </tr> </tbody> </table> <p>Monitoring based on Sustainable Plantation Management System Appendix 7 Standard Operation Procedure (SOP) for taking water</p>	River Width	Buffer Zone	< 40m metres	50 metres	20 metres – 40 metres	40 metres	10 metres – 20 metres	20 metres	5 metres – 10 metres	10 metres	< 5 metres	5 metres	* < 3 metres	10 metres	
River Width	Buffer Zone															
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Criterion / Indicator		Assessment Findings	Compliance
		<p>samples from streams/ivers, version 1, year 2008, issue no. 1, dated 01/11/2008.</p> <p>The quality of out-going water into rivers was monitored quarterly by conducting water analysis. River water sampling for analysis was done for upstream, midstream and downstream. Sighted the water analysis records as follows:</p> <ul style="list-style-type: none"> • Pesticide Analysis Test Report; Test report number: PL1325/2020; date 23.01.2020; The test results indicated that no pesticides were detected in the sampled water. • Water Analysis test Report; Test Report Number: IE385/2020; Sample Date: 24.04.2020; the test results showed that all the parameters were within the standard quality. 	
4.5.5.2	<p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p>- Minor compliance -</p>	No bunds, weirs or dams were sighted across main rivers and waterways in Jabor Estate.	Complied
4.5.5.3	<p>Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).</p> <p>- Minor compliance -</p>	The practice water harvesting of water from road-side drains being directed and stored in conservation road side pits was observed in Jabor Estate.	Complied
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value			
4.5.6.1	<p>Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p>	<p>The high biodiversity value is included in the HCV re-assessment report dated March 2016. The report was prepared for SOU:</p> <p>10 - Bukit Puteri 11 - Kerbau 12 - Jabor</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</p> <p>b) Conservation status (<i>e.g.</i> The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.</p> <p>- Major compliance -</p>	<p>The report was prepared by PSQM Department Sime Darby Plantation Sdn Bhd.</p> <p>Several bird Species were recorded during the survey. The common bird species recorded were:</p> <ul style="list-style-type: none"> - Pigeon - Dove - White-throated king fisher - Chinese egret - Chinese Pond-Heron - Barn swallow - Pacific swallow <p>Mammals:</p> <ul style="list-style-type: none"> - Long-tailed macaque - Red junglefowls - Wild boar - Squirrel <p>Reptiles:</p> <ul style="list-style-type: none"> - Snake - Monitor <p>Insects:</p>	

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Criterion / Indicator		Assessment Findings	Compliance																																				
		<ul style="list-style-type: none"> - Butterflies - Dragonflies <p>The list of HCV areas presence within the boundary of the estates were summarized as below:</p> <p>Main Division</p> <table border="1"> <thead> <tr> <th>Descriptions</th> <th>Field</th> <th>Ha</th> </tr> </thead> <tbody> <tr> <td>Forest border</td> <td>P09D</td> <td>3.14</td> </tr> <tr> <td>Water catchment</td> <td>P05A</td> <td>0.62</td> </tr> <tr> <td>Rocky area</td> <td>P09D</td> <td>0.39</td> </tr> <tr> <td>Abandoned area</td> <td>P12A</td> <td>4.22</td> </tr> <tr> <td>Low lying water logging</td> <td>-</td> <td>3.2</td> </tr> <tr> <td>Palm oil Effluent</td> <td>P01B</td> <td>0.24</td> </tr> <tr> <td>Pond</td> <td>P 01B</td> <td>0.64</td> </tr> <tr> <td>Field Drain</td> <td>P05A/P12A/12B</td> <td>0.86</td> </tr> </tbody> </table> <p>Sg. Pergam Division</p> <table border="1"> <tbody> <tr> <td>Field Drain</td> <td>P02E</td> <td>3.01</td> </tr> <tr> <td></td> <td>P02G/P02D</td> <td></td> </tr> <tr> <td>Flood Prone area</td> <td>P02H</td> <td>8.02</td> </tr> </tbody> </table> <p>The established management plan has been incorporated the action plan for those identified animals (IUCN and WCA 2010) for proper and continuous monitoring.</p>	Descriptions	Field	Ha	Forest border	P09D	3.14	Water catchment	P05A	0.62	Rocky area	P09D	0.39	Abandoned area	P12A	4.22	Low lying water logging	-	3.2	Palm oil Effluent	P01B	0.24	Pond	P 01B	0.64	Field Drain	P05A/P12A/12B	0.86	Field Drain	P02E	3.01		P02G/P02D		Flood Prone area	P02H	8.02	
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4.5.6.2	If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management	There is no Rare, Threatened and Endangered (RTE) species recorded. Evidence to continuously prevent and discourage illegal or hunting,	Complied																																				

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Criterion / Indicator		Assessment Findings	Compliance
	<p>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>- Major compliance -</p>	<p>fishing or collecting activities were maintained and implemented. Signage as well as routine patrolling activities were utilized as part of creating awareness among employees and maintain HCVs.</p> <p>The estates had established an HCV action plan for FY2020 such as briefing/training to workers on protection of water catchment that encroachment and hunting are not allowed.</p>	
4.5.6.3	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p>	<p>All operating units have developed Management Plan for the HCV and conservation area to protect from any encroachment. Habitat protection includes prevention of disturbance by workers through awareness campaigns and regular patrols of the area. The estates have installed signboards at prominent areas to prohibit hunting, disturbance of protected areas and the lighting of fires. Inspection of housing areas and interview of residents confirmed workers were aware of the company policy that prohibits hunting and collecting activities. Monitoring is carried out by the security and staff in charge for the respective area.</p> <p>Sime Darby Plantation in addition established their own disciplinary measures if found any staff or workers found to capture, harm, collect or kill the RTE species in the estate. On-going monitoring for HCV areas for both Estates has been verified. The monitoring was conducted on monthly basis. None of the existing cemeteries and worship areas have conservation /sacred cultural values to the local communities.</p>	Complied
<p>Criterion 4.5.7: Zero burning practices</p>			

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Criterion / Indicator		Assessment Findings	Compliance
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice. - Major compliance -	The Group policy of "Zero open burning" is enforced since July 2008. The operating units adhered to the policy of "Zero open burning" for any replanting. From field visits and interviews with the workers there is no open burning being practiced in the estates. Both estates had replanting program spanned over the forthcoming years. Refer details in 4.6.2.2. In addition, Sime Darby Plantation assigned 1 person based in HQ being in charge to detect any open fire in the Company's fields using the Global Spot Watch.	Complied
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. - Major compliance -	No open burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	Complied
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	No open burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	Complied
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	No open burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			

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Criterion / Indicator		Assessment Findings	Compliance
4.6.1.1	<p>Standard operating procedures shall be appropriately documented and consistently implemented and monitored.</p> <p>- Major compliance -</p>	<p>SOP was established for the Estates. & Agricultural Manual, Sustainability Plantation Management System and EQMS (Estate Quality Management System) were distributed to all operating units as a guidance document to conduct estate operation. The SOP covers land preparation, planting material, upkeep, harvesting, FFB transportation and etc. Sime Darby has established mechanism to monitor the implementation of their procedure by Plantation Advisor Visit, Performance Monitoring Visit and Agronomist Visit.</p> <p>The visit focusing on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep. Also sighted the latest addition of SOP Communicable Disease (COVID-19) Prevention & Control Procedure available.</p> <p>Site inspection and interview with workers confirmed that the SOP had been implemented and they understood the requirements of the SOP, the bottom-line of which is Good Agricultural Practice and the care for their safety and health and the environment.</p>	Complied
4.6.1.2	<p>Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.</p> <p>- Major compliance -</p>	<p>Sime Darby has established policy on slope protection and documented in Slope and River Protection Policy signed by the Managing Director in Jan 2015.</p> <p>The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the existing crop and vegetation shall be maintained accordingly. Jabor Estate had complied with this policy to not plant on slopes above 25° and Buffer Zone.</p> <p>The policy was communicated to the employee during master briefing, townhall training and sighted also the policy was displayed in several notice board in the estate.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance														
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	Estates visited had a visual identification/reference system for each established field/block and maps established. Field numbers and hectare was marked on palms and in some areas on concrete slaps.	Complied														
Criterion 4.6.2: Economic and financial viability plan																	
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	Business planning to ensure long-term economic and financial viability was evident. The annual budgets for the period 2020 to 2025 were sighted. The budget provisions covered activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure, RSPO/MSPO compliance etc. The budgets included projections on yield/ha, and total cost of production per MT & per ha. CAPEX - capital expenditure mainly for buildings, furniture and others asset related expenses	Complied														
4.6.2.2	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. - Major compliance -	Jabor estates established a replanting program spanned over a 5-year period till 2025. All programs were sighted <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Year</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> </tr> </thead> <tbody> <tr> <td>Hectarage</td> <td>0</td> <td>0</td> <td>87.36</td> <td>55.84</td> <td>92.38</td> <td>82.58</td> </tr> </tbody> </table>	Year	2021	2022	2023	2024	2025	2026	Hectarage	0	0	87.36	55.84	92.38	82.58	Complied
Year	2021	2022	2023	2024	2025	2026											
Hectarage	0	0	87.36	55.84	92.38	82.58											
4.6.2.3	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	The business and management plans were available in the annual budget. The annual budget provisions covered activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure, MSPO & RSPO compliance etc. The budgets included projections on yield/ha, and total cost of production per MT & per ha.	Complied														

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Criterion / Indicator		Assessment Findings	Compliance
	e) e) Financial indicators: cost benefit, discounted cash flow, return on investment - Major compliance -		
4.6.2.4	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. - Major compliance -	The management plan was effectively implemented, and the achievement of the goals and objectives were regularly monitored, documented and reviewed through Monthly Progress Reports, Monthly Accounts Reports, Annual Financial Reports, Plantation Advisor Visit Reports and Performance Unit Report.	Complied
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	Pricing mechanism is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream Malaysia dated 11/7/2017. All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the operating units' personnel and also representatives from HQ for major projects.	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Fair, legal and transparent contracts sighted as per sample agreed contracts available in Jabor Estate for sample Domestic Waste Collection & Transport to Outside Landfill by contractor AM DH Jaya Enterprise at rate RM2,000.00 per month at 8 rounds per month, Contract No. 03/2021 Payment made on monthly basis as agreed between both contracting parties.	Complied
Criterion 4.6.4: Contractor			

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Criterion / Indicator		Assessment Findings	Compliance
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	All contractors engaged by estates were bound to understand and comply to their contractual agreements that includes MSPO requirements through signing of Vendor Integrity Pledge (VIP) which enable accredited CB to audit them.	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Agreed contracts available as per sample provided by the management in Jabor Estate for sample Domestic Waste Collection & Transport to Outside Landfill by contractor AM DH Jaya Enterprise Contract No. 03/2021.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	All contractors engaged by estates were bound to understand and comply to their contractual agreements that includes MSPO requirements through signing of Vendor Integrity Pledge (VIP) which enable accredited CB to audit them.	Complied
4.6.4.4	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. - Major compliance -	All works performed by the contractors at the estates are checked and verified by the estates' personnel. Projects where tenders are issued by HQ are checked by representative from HQ.	Complied
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable

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Criterion / Indicator		Assessment Findings	Compliance
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia’s National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
Criterion 4.7.2: Peat Land			
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable

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Criterion / Indicator		Assessment Findings	Compliance
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable

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Criterion / Indicator		Assessment Findings	Compliance
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable

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Criterion / Indicator		Assessment Findings	Compliance
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -	No new planting in estates within SOU 12. Hence, this indicator is not applicable.	Not applicable

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

Criterion / Indicator	Assessment Findings	Compliance	
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	<p>Policy for the implementation of MSPO shall be established.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation has established a policy called “Group Sustainability & Quality Policy Statement” which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019. The policy covers commitment to:</p> <ul style="list-style-type: none"> – Promoting good governance and transparency – Contributing to a better society – Minimizing environmental harm – Delivering sustainability quality <p>The policy is guided by three main documents i.e.:</p> <ul style="list-style-type: none"> – Responsible Agriculture Charter – Human Rights Charter – Innovation & Productivity Charter <p>All the above documents and the policy statement are made available online via Sime Darby’s website link as per following: https://www.simedarbyplantation.com/sites/default/files/20191218%20GSQM%20Policy%20English.pdf</p>	Complied
4.1.1.2	<p>The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has clearly emphasized to achieve commitment towards a systematic approach in ensuring continuous improvement in the operation, compliance to statutory, legal and</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		other regulatory requirements and establishment of traceability within the supply chain in the above-mentioned memorandum.	
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	There is a documented procedure for conducting Internal audit. The Internal Audit Procedure (SD/SDP/PSQM/IAP, Rev 2 dated 01/11/2017) stated that audit shall be planned and carried out at least out once a year to determine the status of the MSPO implementation and to identify the potential areas for continual improvement.	Complied
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	Internal Audit Procedure (SD/SDP/PSQM/IAP, Rev 2 dated 01/11/2017) was established and maintained. Latest internal audit for Jabor POM was conducted on 19/03/2021 by GSQM & RSQM based on MS2530-3:2013 and MS2530-4:2013 with total of 8 major and 6 minor non-conformances including 1 OFI raised. All findings were observed and sighted with actions taken by the Mill Manager to close the findings as seen in the audit report. Audit results were evaluated and adequate corrective actions were taken on the non-conformances.	Complied
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	MSPO Internal Audit Report for Jabor Palm Oil Mill dated 19/03/2021 is available for the management and reviewed during management review meeting.	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes,	Management review was planned to be conducted at least once a year. Last management review meeting was conducted on	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	improvement and modification. - Major compliance -	29/03/2021 chaired by Mr Mohamad Bin Ishak and attended by Mill manager and key personnel has discussed issues as follows: - Results of Internal Audits, Process Performance and Product Conformity, Customer feedback, Status of preventive and corrective actions, follow-up actions from previous management system, recommendation for improvement, improvement of the effectiveness of the management system and process, complaints and grievances and resources need.	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. - Major compliance -	There were action plans for the Continual Improvement being implemented and monitored. It was noted that the plan considers continual improvement plans across safety & health, operational, financial, and environmental dimensions. Interview with the Mill Manager and key personnel indicated that all progresses of the plan execution were being constantly monitored and discussed during meetings wherever deemed relevant include installation of new boiler unit, and upgrading of line sites etc. The action plans include measurable objectives/targets to determine the effectiveness of the outcomes.	Complied
4.1.4.2	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. - Major compliance -	Sime Darby Plantation has established the Continual Improvement Procedure; outlining the procedures related to improvement action process and corrective actions. It is noted that the POM is in progress of replacing old boiler units and installation will be completed by end of Y2021.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Meetings and consultations were conducted for the introduction and implementation of any new information or technology that is feasible and applicable to the company.</p> <p>Training records sighted for mill workers on various topics that enhance continuous improvement of mill performance.</p>	
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	<p>The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.</p> <p>- Major compliance -</p>	<p>Procedure for Sustainable Plantation Management System” – for Internal (Appendix 5.5.3.1) dated 01/11/2008 and external (Appendix 5.5.3.2) established for communicating and reporting of EMS, OHS and social issues with relevant stakeholders. Sighted complaint and grievances logbook that been documented accordingly.</p> <p>The management has adopted an open and transparent method of communication and consultation when dealing with relevant parties e.g. its workers, government agencies, contractors, neighbouring plantations by personal invitation to attend the internal and external stakeholders’ consultation meetings.</p> <p>The latest meeting with stakeholders was conducted on 29 March 2021. The management has maintained a complaint and grievance logbook that was established for tracking of external and internal complaint from stakeholders.</p>	Complied
4.2.1.2	<p>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</p>	<p>Management documents such as Policies, Stakeholder consultation processes, Financial Annual Reports are available upon request.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	social outcomes. - Major compliance -	Any commercially confidential information will need special request before being provided.	
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	The management had established procedures External Communication (Appendix 5.5.3.2, Version 1) and mechanisms to conduct stakeholders’ consultations, handle complaints and grievances through stakeholders’ meetings, Safety & Health Committees (SHC) and etc.	Complied
4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> . - Minor compliance -	Mill Manager is responsible for issues raised by local communities and other affected or interested parties. Social Liaison Officers are nominated to coordinate activities of the stakeholders, Safety and Health Committee, and Gender Committee etc. Appointment letter issued to Mr Mohamad Jamil (Asst Manager) as communication and consultation representative for Jabor POM sighted and approved by Mill Manager.	Complied
4.2.2.3	A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. - Major compliance -	The lists of stakeholders are adequately maintained. The lists of stakeholders were used for inviting external stakeholders during external stakeholders’ consultation. List of stakeholders Y2021 updated in March 2021 has been identified and include vendors/suppliers, local communities, government agencies (e.g. DOE, EPF, BOMBA, DOSH, Embassy and etc), hospital, clinics, utilities, and schools etc. Records of consultation and communication included attendance lists, minutes of the meetings, photographs of the meetings and meeting notes.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Minutes of meetings had noted deliberation of the issues raised and recommendations of actions to be taken and the follow-up.	
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - Major compliance -	The procedure established as Sustainable Plantation Management System SOP for Sustainable Supply Chain and Traceability; Version 2; Issue # 5; Issue date: April 2019.	Complied
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	As specified in the SOP for Sustainable Supply Chain and Traceability, inspections on compliance conducted through multiple operational activities including control of documents and records, process monitoring and internal audit. Sighted latest internal audit for Jabor POM was conducted on 19/3/2021 for traceability inspections which was done in combination among MSPO, RSPO & SCCS requirements.	Complied
4.2.3.3	The management shall identified and assign suitable employees to implement and maintain traceability system. - Minor compliance -	Identified Person In-Charge assigned to implement and maintain traceability system is Mohamad Syafiq Aizat Bin Mazlan; Assistant II as per letter of appointment dated 1/1/2021.	Complied
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	Records of storage, sales, delivery and transportation of CPO and PK well maintained as per samples sighted as following: - Daily Production Summary Report; For Production Date: 31/3/2021; Report ID: Z2501RMM_DAILY_SUMM; Plant: M283 KKS Jabor; CPO C/F (Closing): 632.024 mt; PK C/F (Closing): 130.332 mt	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - CPO Despatch Weighbridge Ticket # 007785; Customer: SDOPKR Nuri Edible Oil (NEO); Net weight: 38,160 kg; Date: 17/8/2020 - PK Despatch Weighbridge Ticket # 008088; Customer: SDO Carey KCP Nuri KCP (NK); Net weight: 26,430 kg; Date: 1/3/2020 	
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	<p>All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations.</p> <p>- Major compliance -</p>	<p>The Legal Register covering the applicable local and international laws and regulations is available at the mill and estates and was verified to be reviewed for the POM for any relevant updates.</p> <p>The relevant legislations identified and listed were among others regarding safety and health, environmental management, pollution management, chemical handling, usage & storage, schedule waste management, labour laws, Unions, EPF, SOCSO, Housing and Amenities as per sample legal licenses and permits as following:</p> <ul style="list-style-type: none"> - Pengecualian Daripada Sekatan Kerja Malam Bagi Pekerja-Pekerja Wanita (Seksyen 34 Akta Kerja, 1955); Ref. # PTK/KMN/T/2/100/3(5); Date: 31/7/2005 - Had Kerja Lebih Masa Di Bawah Seksyen 60A (4)(a) Akta Kerja 1955; Had: 130 jam; Ref. # (30) dlm Bhg PU/9/134 Jilid 2; Date: 2/12/2013 - Potongan Upah Di Bawah Seksyen 24 Akta Kerja 1955; Potongan untuk Premium Insuran Great Eastern Life Assurance (M) Berhad; Ref. # JTK(T)600.2.2 Jld 2 (29); Date: 21/6/2016 	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - JTKSM Permit Potongan Daripada Gaji Pekerja (Seksyen 24 Akta Kerja 1955); Potongan untuk Group Term Life Policy # 56423; Serial # PP3/34/1481; Date: 15/4/2011 - Pendahuluan Upah Di Bawah Seksyen 22 Akta Kerja 1955; Ref. # JTK/(T) 600.2.33 (4); Date: 28/7/2016 - MPOB License # 530438004000; Aktiviti Berlesen: Menjual dan mengalih – PK, CPO, SPO #; Membeli dan Mengalih – FFB #; Menyimpan – PK, CPO, SPO #; Mengilang – FFB #; Validity Period: 1/7/2020 – 30/6/2021 - DOE License # 004080; Validity period: 1/7/2020 – 30/6/2021; Discharge method: Water course; BOD limit: 100 mg/l - Suruhanjaya Tenaga Borang F; Akta Bekalan Elektrik 1990; Lesen Bagi Pemasangan Persendirian; Lesen # 2020/02239; Serial # 46007; Installation capacity <1920 kW; Validity period: 9/11/2020 – 8/11/2021 <p>SOU 12 also demonstrated compliance with applicable legal and other requirements as per sample as following:</p> <ul style="list-style-type: none"> - The dust particulates concentration recorded for Stack 3-Boiler TG PMD 139 (after corrected to 12CO2) was higher than allowable limit 150mg/m3 as stipulated in Environmental Quality (Clean Air) Regulations 2014. Jabor POM has an approval from DOE for record higher than allowable limit. License No. 004080, Licences duration from 5/6/2020 until 5/6/2021. The mill operates on a land application for the effluent discharge system. - The effluent was release within in the Jabor Estate. Sighted that Jabor POM has license for effluent dispose. License no. 004060. The validity of the license from 1/07/2020 until 30/06/2021, Ref. AS(B)T:31/152/000/003 Jld 13. The final term of releasing the 	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>effluent are as at Level X as per Effluent System Plan, no Plan JMNY/P/T2013/022. From the requirement stated I the licensed sighted that Jabor POM had meet the requirement.</p> <ul style="list-style-type: none"> - Levy and other deductions have been taken with the consent of the workers in accordance with the FOMEMA (The Foreign Workers Medical Screening Expert) fees, for the health screening of foreign workers which was borne by the company and carried out as per the Ministry of Health guidelines. - Licenses and permits (License for Trading, License for Employment of Foreign Workers, Workers' Wages Deduction Permit, Domestic and Consumer Permit for Keeping Diesel, Petrol & Fertilizer, MPOB license, DOSH (Department of Occupational Safety and Health) Certificates, DOE (Department of Environment Permit, etc.) were renewed and evidenced to be valid. - Environmental Quality Act 1974 and Environmental Quality (Scheduled Wastes) Regulations 2005: Scheduled wastes such as hydraulic and used motor oils, rags, empty chemical and lubricants containers collected at six monthly intervals by DOE licensed contractor. - Weight and Measures Act 1972, regulations 16, 28A, 45): Weighbridges were duly calibrated. - Factory and Machinery Act 1967, Regulations 1970: Steam engineers (Grade 1 and 2), boilermen and electricians were noted to be with valid certificates from relevant authorities (DOSH and Energy Commission). The POM has maintained a boiler register that indicate the date of commission, cleaned, 	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>inspected, tested or repaired. Valid certificates of fitness for boilers, sterilizers, air receivers etc. issued by DOSH.</p> <ul style="list-style-type: none"> - Valid license for diesel generators issued by Energy Commission ("Suruhanjaya Tenaga"). - Valid licenses for authorized entrant and standby by person for confined space activities in POM. - Occupational Health and Safety Act 1994 – safety and health meetings conducted at quarterly intervals. - Annual Audiometric testing of workers exposed to high noise levels were done in 2020. - Ear plugs and mufflers were issued and worn by the workers during site inspection. Baseline audiogram and occupational and medical history records of the workers were available and noted to be maintained. - Legal documents of foreign workers (including work permits and passports) are renewed and valid. Insurance coverage is maintained and available for foreign workers in the estates. - Land Assessment and statutory returns to relevant authorities found to be in compliance such as the Quarterly Return Form as per First Schedule of the Environmental Quality (Prescribed Premises) (Crude Palm-Oil) Regulations, 1977. <p>Based on the site observations, interviews and records checked, there was evidence of compliance with the relevant laws, regulations, local and international laws at the POM and estates.</p> <p>There were no cases of any violation or actions imposed by relevant authorities. Furthermore, following the application of underground water abstraction from Jabatan Bekalan Air (JBA) Terengganu,</p>	

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Criterion / Indicator		Assessment Findings	Compliance
		dated back on 26/2/2018, no update was received by Jabor Estate since JBA Terengganu not fully enforce the permitting requirements yet. However Jabor Estate has been following-up with the respective department to ensure compliance met in case of requirements been enforced.	
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirements register. - Major compliance -	All relevant laws related to Jabor POM were listed in the Legal & Other Requirements Register (LORR) by Group Quality & Sustainability Department as per samples verified in indicator 4.3.1.1 above.	Complied
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. - Major compliance -	Latest update was on 1/7/2020 with Evaluation of Compliance Score Card overall score 96% & rating 4.60 out of 5.0.	Complied
4.3.1.4	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. - Minor compliance -	Assigned Person In-Charge responsible to monitor compliance and to track update the changes in regulatory requirements is Mohamed Jamil bin Ismail; Senior Assistant Manager as per letter of appointment dated 1/1/2021.	Complied
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - Major compliance -	Jabor POM hold its own title under Jabor Estate as following: - Title # 4971; Lot # 314; Area: 3.9 ha; Registered on 6/6/1967 - Title # 8674; Lot # 1884; Area: 24.95 ha; Registered on 31/1/1987	Complied
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - Major compliance -	Jabor POM hold its own title under Jabor Estate as following: - Title # 4971; Lot # 314; Area: 3.9 ha; Registered on 6/6/1967	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		- Title # 8674; Lot # 1884; Area: 24.95 ha; Registered on 31/1/1987	
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	As the mill is built within Jabor estate, mill have permanent fence separates mill and estate area. On-site verification confirmed that there has been no planting beyond the legal demarcated boundary areas of the mill and estate.	Complied
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	The mill located within Jabor Estate where there is no land dispute recorded. This was verified with stakeholders' consultation as well as per map Jabor Estate Main Division GPS Surveyed Datum: WGS 1984; Total cultivated area: 1,790.09 ha; Planted area: 1,713.99 ha; Unplanted area: 211.56 ha. In order to deal with future arising land dispute (if applicable), the process will be based on system established as Procedures for Handling Boundaries Disputes as per Sustainable Plantation Management System; Appendix 3; Flowchart and Procedures on Handling Land Disputes; Version 2; Issue # 1; Issue date: 1/11/2008.	Complied
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	The POM are operating in legally titled lands which are not encumbered by customary rights.	Complied
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	Appropriate landscape maps with latitude & longitudes showing the legal boundary and neighbouring / surrounding areas of the POM / estate were available and maintained.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		The lands at Jabor POM are legally owned and it is verified that there were no other users or affected parties in the land areas.	
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	The POM are operating in legally titled lands which are not encumbered by customary rights.	Complied
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	<p>Social impact assessment is available based on the stakeholder consultation feedback received. Plans were implemented and monitored by key personnel.</p> <p>Social Impact Assessment was identified based on Social Impact Assessment (SIA) Report SOU 12 Jabor; Operating Units; Jabor Palm Oil Mill; Jabor Estate; Assessment date: 14-15/9/2015; Assessment by: Social & Environment Process Unit, PSQM Department and documented in "Management Plan on Social Impact Assessment" via stakeholder/safety/gender meeting) such as:-</p> <ol style="list-style-type: none"> 1. Sekolah Kebangsaan Jabor request for school cleaning assistance from both Estate and Mill workers 2. SJKC Jabor request black soil for their school activity 3. There are many old trees at housing complex area 4. Insufficient lighting at housing complex area 5. To extend working hour for nursery/creche worker until 6.00 pm 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		6. Nursery/creche workers must be the competent person Monitoring records were retained and made available as evidence that actions had been taken.	
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	Sighted the complaint procedure indicating step-wise approaches in managing complaints. Summary of the methods are as follows: i. Complaint receive from stakeholder by management ii. Review the complaint for necessary action iii. Verification made by stakeholder and management and agreed if the issues had been resolved.	Complied
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. - Major compliance -	The procedure and flowchart outlined the mechanism whereby all complaints or grievances will be received and be acted upon by the Social Liaison Officers who will investigate the matter and resolve with the affected parties. Complaints and grievances are investigated, addressed and resolved based on their severity. No complaints related to sexual harassment received so far. Records showed most complaints are related to repair and maintenance of houses and they were all attended to and the complaints were resolved. Verified with random internal and external stakeholder, noted there were no complaint raised to the mill is not resolved in the period of review.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	Employees and affected stakeholders can make complaints by recording in the Complaints & Grievance Log Book kept at the Mill office. Complaint boxes are available at the entrances of offices where affected employees and other stakeholders can drop in their complaints to be acted upon by the Social Liaison Officers.	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. - Minor compliance -	The Management informed they invited employees and surrounding communities at the internal and external stakeholders consultations regarding the complaint / grievance procedure and feedback mechanism. It was noted that employees were regularly being briefed on the complaint channels during morning muster calls; whereas surrounding communities were being informed by the means of meeting that was previously being held during stakeholders meeting. Community request verified such as from SJKC Jabor, (Ref No: SJKC/100-9/6/1(1) dated 28/03/2021) which are requesting black soil for school activities was fulfilled by the management.	Complied
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. - Major compliance -	The Complaint and Grievance Books that recorded the nature of complaints and the resolutions had been maintained and available for the past 2 years. Total of 6 complaints recorded for 2020-2021 such as stray dogs & bats at line sites, repair/maintenance of facilities and etc was adequately monitored.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			

Criterion / Indicator		Assessment Findings	Compliance
4.4.3.1	<p>Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.</p> <p>- Minor compliance -</p>	<p>Contribution made as per sample sighted as following RSPO/MSPO-Donation/Contribution to local communities:</p> <ul style="list-style-type: none"> - Donation for Majlis Perasmian Dewan & Berbuka Puasa Masjid Perasing Jaya; Date: 18/4/2021 - Grass-cutting contribution at SK Lembah Jabor; Date: 27/2/2021 - Black-soil (Treated POME Sludge) contribution to SJK(C) Jabor; Date: 24/12/2020 - Central East Region (CER) – Pahang Zone round-up contributions; CER: Spirit of Giving; June 2020; Beneficiaries: Pertubuhan Kebajikan Anak-anak Yatim Islam Al-Ihsan Kuala Lipis (SOU 10), Kompleks Tahfiz Al Quran & Anak Yatim A Qardhawi Kuala Krau (SOU 11), Rumah Sejahtera Bangau Tanjung Temerloh (SOU 11), Rumah Kanak-kanak Yatim Tengku Ampuan Fatimah Kuantan (SOU 12) 	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	<p>An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Health, Safety & Environment (HSE) Policy Statement was established and approved by Chief Executive Officer of Upstream Malaysia, Sime Darby Plantation dated 01/06/2020. The policy was communicated through briefing and displayed at various location (e.g. notice board).</p> <p>Training programs were planned and conducted for all groups of workers. Verified through interviews done with workers that they do have adequate understanding of the Safety and Health issues on PPE usage, SDS, First Aid and Emergency Response.</p> <p>Verified that the records available were satisfactorily maintained.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.4.2 The occupational safety and health plan should cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risk of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: <ul style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should 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 Labelling) Regulation 1997 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 shall have knowledge and access to latest national regulations and collective agreements. g) The management shall conduct regular two-way communication with their employees where issues that affect their business 	<p>Health, Safety & Environment (HSE) Policy Statement was established and approved by Chief Executive Officer of Upstream Malaysia, Sime Darby Plantation dated 01//06/2020. The policy was communicated through briefing and displayed at various location (e.g. notice board) and daily morning muster call.</p> <p>"Risk Assessment and Risk Control" (e.g. SOP No: 16 (Workshop) according to the Hazard Identification, Risk Assessment & Determining Controls (HIRADC) Procedure (Appendix 5.4.1a) ESH Program for Jabor POM Y2021 was established such as ESH Risk Management, EPR, Chemical Safety Management, Personal & Boundary Noise Management, Contractor Safety Management, Air Emission Management and etc.</p> <p>Permit to work for Demolition of boilers (2 units) is available (e.g. Ref No: 2979, dated 20/04/2021 Mobile crane (PMA85771) valid until 07/01/2022, Crane Operator – Lee Chuh Choi (PH/15/OK/02/46) valid until 15/12/2022.</p> <p>Awareness and training programme provided (e.g. Chemical Management Training dated 22/10/2020 attended by 13 personnel).</p> <p>Appropriate PPE was provided by the mill and recorded in the logbook. Safety helmet and safety shoes is required within mill area (e.g. chemical handling provided with mask, goggles, apron and gloves). HIRARC was documented in "Hazard Identification, Chemical Safety Management Procedure (UM/HSE/OCP/04, dated 09/03/2021) was established and maintained. Chemical register dated 01/01/2021 is available with 15 chemicals identified. Safety Data Sheet is available. CHRA was conducted on 26/06/2020</p>	<p>OFI</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>(Report Ref No: HQ/14/ASS/00/00001-2020/9). Action plan was documented in CHRA-Action to be taken.</p> <p>The Safety Data Sheet (SDS) for chemical such as ammonia solution, acetic acid, sodium dioxide solution and EDTA was found more than 5 years from latest revision/issue date. SDS could be updated not more than 5 years form date of issue/revision and should be available in national language as stated in OSH (CLASS) Regulation 2013.</p> <p>Thus, an OFI was raised on the matter.</p> <p>The management has appointed Mohamad Syafiq Aizat Mazlan as Secretary/responsible person for workers' safety and health and Mohamed Jamil B Ismail (Asst Manager) was appointed as responsible person to monitor and update the regulatory requirements.</p> <p>Safety and Health Committee meeting was established, and meeting was planned and conducted on quarterly basis (e.g. 26/02/2020, 20/07/2020, 27/10/2020, 22/12/2020 and 22/03/2020. Minutes of meeting was recorded in "Minit Mesyuarat Jawatankuasa Keselamatan & Kesihatan Pekerjaan"</p> <p>Emergency Preparedness & Response Procedure (Appendix 5.5.3.3, Version 1 dated 01/11/2008) was established. Use of BOMBA Equipment training was attended by 16 personnel on 25/07/2020.</p> <p>Employees trained with first aid training is available (e.g. Ahmad Fitri B Hasim – BOFA/19/00399. Mohd Alfadilah Bin Samsuri – BOFA/19/00400, Wan Atiqah Binti Wan Omar – BOFA/19/00401) valid until 13 March 2022.</p>

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Criterion / Indicator		Assessment Findings	Compliance
		No accident or incident recorded up to date. Yearly accident/manhours summary (JKKP 8) submitted to DOSH on 14/01/2021 (Ref No: JKKP 8/67804/2020) with total man-hours worked recorded for 2020 is 340,860 with average of 95 personnel.	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation has established Group Sustainability & Quality Policy Statement dated 2/12/2019 by Group Managing Director where the company is respecting, upholding & no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020.</p> <p>Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020. Sime Darby Plantation respect and safeguard human rights, notion of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with SDP. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, business partners, workers in our operations and supply chains, and communities surrounding our operations.</p> <p>The policies were communicated to the employees during induction training for new employees and morning muster. The last training was conducted on 25/12/2020 in Jabor POM.</p>	Complied
4.4.5.2	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment	Records of employments and interview conducted on-site with sampled internal and external stakeholders confirmed that the	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics. - Major compliance -	workers and groups including local communities, women, and migrant workers have not been discriminated against.	
4.4.5.3	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. - Major compliance -	Based on agreements and pay slips sighted for sample employees as per indicator 4.4.5.6 below, management has ensured that employees' pay and conditions meet MAPA Circular No. 4/2020; The Malayan Agricultural Producers Association; Date: 30/1/2020; MAPA/NUPW Field And Other General Employees And Fringe Benefits Agreement, 2019. This were requirements in-line with the mandatory Minimum Wage Order 2020 enforced by the government.	Complied
4.4.5.4	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. - Minor compliance -	Jabor POM maintained the records of contractors' workers work agreement and pay slip to ensure the workers are paid based on legal standards. Sighted sample records as following: - Contractor: Dicklin Sdn. Bhd.; Contract # MA2010000834; Date 1/11/2010f	Complied
4.4.5.5	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. - Major compliance -	The established records of Employee Masterlist which available as a database in computerized Checkroll System able to provide accurate account of all employees including their particulars of full names, gender, date of birth, date joined company, wages grade and position etc.	Complied
4.4.5.6	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.	Based on sample employee sighted as following: - Employee ID # 023295; Post: A-Shift Operator; Date joined: 1/8/2015	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<ul style="list-style-type: none"> - Employee ID # 059014; Post: A-Shift Operator; Date joined: 11/12/2010 - Employee ID # 118612; Post: B-Shift Operator; Date joined: 1/8/2016 - Employee ID # 130912; Post: A-Shift Operator; Date joined: 1/2/2017 - Employee ID # 145382; Post: Lab Operator; Date joined: 2/9/2018 - Employee ID # 150324; Post: General Worker; Date joined: 5/5/2019 - Employee ID # 155042; Post: Workshop Operator; Date joined: 28/9/2019 - Employee ID # 158195; Post: Lab Operator; Date joined: 7/3/2020 - Employee ID # 162775; Post: General Worker; Date joined: 3/4/2021 	
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers. - Major compliance -	Attendance (out-turn) and work hours (normal time and overtime) recording system established in both manual and computerized checkroll system which makes working hours and overtime transparent for both employees and employer.	Complied
4.4.5.8	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. - Major compliance -	Based on the records of Pengecualian Daripada Sekatan Kerja Malam Bagi Pekerja-Pekerja Wanita (Seksyen 34 Akta Kerja, 1955); Ref. # PTK/KMN/T/2/100/3(5); Date: 31/7/2005, sighted the conditions of permit under para (iii) and (iv) as following: <ul style="list-style-type: none"> - (iii) Night shift female employees must be given rest period of continuous 11 hours before allowed to work again the next day 	Minor Non Compliance

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - (iv) Night shift female employees must be given weekly rest day of not less than continuous 30 hours <p>Based on sample sighted, the night shift female employee found not in compliance with the permit conditions as following:</p> <ul style="list-style-type: none"> 1) Given rest period of continuous 11 hours before allowed to work again the next day as following: <ul style="list-style-type: none"> - Employee ID # 023295: Oct 2020 – Time out: 12:01 am (2/10/2020); Time in: 8:08 am; Total rest hours = 8 hrs 7 mins - Employee ID # 158195: Oct 2020 – Time out: 2:00 am (20/10/2020); Time in: 7:44 am; Total rest hours = 5 hrs 44 mins 2) Given weekly rest day of not less than continuous 30 hours <ul style="list-style-type: none"> - Employee ID # 023295: Oct 2020 – Time out: 3:01 am (16/10/2020 – Off-day); Time in: 8:01 am (17/10/2020 – Workday); Total rest day hours = 29 hrs - Employee ID # 118612: Oct 2020 – Time out: 7:00 am (9/10/2020); Time in: 8:01 am (10/10/2020 – Workday); Total rest hours = 25 hrs 1 mins <p>Hence, a Minor NC has been raised on the matter.</p>	
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance -	Based on records of sample employees’ sighted in indicator 4.4.5.6 above, the pay slips found in compliance with employees’ terms and conditions of MAPA Circular No. 4/2020; The Malayan Agricultural Producers Association; Date: 30/1/2020; MAPA/NUPW Field and Other General Employees and Fringe Benefits Agreement, 2019. This also in-line with Malaysia Employment Act 1955.	Complied
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good	All local employees are provided with the mandatory Employee Provident Fund (EPF) contributions while both local and foreign	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	<p>work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.</p> <p>- Minor compliance -</p>	<p>employees contributed with Social Security Organization (SOCSO). Additionally, other benefits offered by the company including the following:</p> <ul style="list-style-type: none"> - Productivity incentive - Out-turn incentive - Telephone allowance - Shift allowance 	
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p>- Major compliance -</p>	<p>All workers are provided with free housing facilities that included basic amenities such as clean water (25 gallons/month), community hall, sport facilities, etc. were provided to the workers. Electricity which is obtained from the national grid. The housing condition was in accordance to the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446).</p> <p>Weekly inspections by medical assistant were done to ensure cleanliness of the housing. Records were well maintained.</p> <p>###Housing block E6 own wiring connection for plug point in room. ###New drain culvert temporarily stored in-front house yard.###Makeshit cover of lubang angin tingkap koyak;</p>	Complied
4.4.5.12	<p>The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>The briefing on prevention of sexual harassment and violence in workplace was latest conducted on 25/12/2020 during gender committee meeting. The Gender Committee & Reproductive Rights Refresher Training modules by Sime Darby Plantation HQ SQM Malaysia. There's also Gender Committee Handbook First Edition established by PSQM Department. Group Sustainability Department Social Performance and Advocacy. Introduction Briefing for Gender Representatives – Central East Region Microsoft Teams Briefing; Date: 29/3/2021; Jabor Mill: Norhazila Binti Md Nordin.</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.5.13 The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>Policy to respect the rights of all employees has been embedded in Sime Darby Plantation's established policy of "Group Sustainability & Quality Policy Statement" which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019.</p> <p>Employees were given freedom to associate and bargain collectively with company and to organize among themselves through association meetings as per sample sighted as per sample latest minutes of meeting between Management and NUPW representatives as per records of Minit Mesyuarat Bersama Wakil NUPW Kilang Kelapa Sawit Jabor; Date: 16/3/2021.</p>	<p>Complied</p>
<p>4.4.5.14 Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p> <p>- Major compliance -</p>	<p>Policy to protect children and young person has been embedded in Sime Darby Plantation's established policy of "Group Sustainability & Quality Policy Statement" which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019.</p> <p>Based on the interview and sighted records of employees' master lists data, no young person below 18 years old employed within all operating units within SOU 12.</p>	<p>Complied</p>
<p>Criterion 4.4.6: Training and competency</p>		
<p>4.4.6.1 All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.</p> <p>- Major compliance -</p>	<p>Training programme planned for year 2021 includes training for all categories of workers.</p> <p>Appropriate trainings on safe working practices are planned for:</p> <ul style="list-style-type: none"> - workers exposed to machinery and high noise levels - workers working in confined spaces 	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>The training programme included the various types of training such as firefighting and fire drill, understanding SDS, first aid training, proper wearing of PPE at high noise level areas and confined spaces.</p> <p>Trainings were conducted from Jan 2020 – March 2021 and evaluations carried out on each of the trainings to determine its effectiveness.</p> <p>Records of training for each employee, including new employees were maintained.</p>	
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>A formal training programme on all aspects of MSPO requirements have been established and implemented to cover all employees.</p> <p>Training for various categories of operators, including all field and office staff, with regards to their duties and training needs had been reviewed and found acceptable.</p> <p>The training needs analysis are reviewed annually and discussed in the quarterly Safety and Health meetings. Training plan identified and recorded in "Training Requirement for Operating Units" (Mill) – Jabor Mill FY 2021 such as HIRARC, Scheduled Waste Management, Noise Exposure, EAI Assessment, MSPO/RSPO Awareness and etc for each level.</p> <p>Competence persons available such as:</p> <ol style="list-style-type: none"> a. Steam Engineer (Grade 1) – Mohd Hairie Bin Hazali 055/2014 b. Steam Engine Driver (Grade 2) – Mohd Adam B Ali PH/19/EIS/02/00085 c. CePSWaM – Mohd Hairie Bin Hazali (CePSWaM/185209) 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>d. CEPPOME – Mohamed Jamil Bin Ismail (CePPOME/00013) AESP – Mohamad Syafiq, Aizat Bin Mazlan (NW-ECRO-AE-2728-S), Ahmad Fitri Bin Hasim (NW-ECRO-AE-2730-S) valid until 18/08/2022.</p> <p>e. Grader – Azman B Abdul Ghani (S/N: 02564)</p>	
4.4.6.3	<p>A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>Training programme planned for year 2021 includes training for all categories of workers.</p> <p>The trainings conducted were based on job categories and workstations. Sampled trainings and records verified such as Safety Committee and New Policy Briefing attended by 24 personnel on 20/07/2020. Noise Exposure Training attended by 8 personnel on 27/07/2020. AESP attended by 3 personnel on 17-19/08/2020 at NIOSH, First Aid Training attended by 25 personnel on 15/08/2020, MSPO & RSPO Briefing on 15/08/2020 attended by 25 personnel.</p>	Complied
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sime Darby have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the CEO on 01/06/2020. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the mill. The policy has been briefed to all workers on 15/08/2020.</p>	Complied
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p>	<p>The plans and impact assessments relating to environmental impacts based on documents for both estates and the mill are elaborated in the following records:</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>b) The aspects and impacts analysis of all operations</p> <p>- Major compliance -</p>	<p>a) Dust particle come from chimney boiler. Expect to be commissioned on March 2021.</p> <p>b) Black smoke come from chimney boiler:</p> <p>i) Control feeding fuel and ensure no unburned fuel create inside the boiler furnace. The status was on going.</p> <p>ii) Installation of new boiler to reduce the backfire issue and manual racking system that contribute to high black smoke from chimney boiler. Expect to be commissioned on November 2021.</p> <p>c) Schedule waste store chemical leakage or spillage. The status on going.</p> <p>d) EFB built up at dumping area and cause EFB leachate at drainage. During site visit sighted that EFB are was clean and the backlog. The status was on going.</p> <p>e) Final discharge from effluent treatment plant did not meet specification from DOE. The status was on going.</p>	
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p>- Major compliance -</p>	<p>Mill management team has reviewed the environment Impact Evaluation (EIE) scoring on 1st January 2021, and has decide to maintain all current scoring. No new/added activity to current mill operations that has requires new HIRARC other than previously identified in the EAI/EIE.</p> <p>Environment Impact Evaluation Form: Serial No. EIE/2015/15/05(01c). Reference no. EAI/2015/15/05.</p> <p>Environment Impact 5,6.</p> <p>Prepared by: Mr. Sohlan al Muthuvelu on 11/07/2015.</p> <p>Checked by: Muhamad Muzaffar Mokhtar on 11/07/2015.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Approved by: Shahrir Abdullah Sadali on 11/07/2015.</p> <p>Mill monitors aspects and impacts among others. The following activities This plan is available and similar to the reduction of pollution and emission. Mainly the areas relating to significant impact to the environment and the effort implemented are summarised below:</p> <ol style="list-style-type: none"> 1. Operation of Crude oil pumps, sludge pump and waste pumps. 2. Air Quality: <ul style="list-style-type: none"> • Action Plan - Adherence to the legislative requirement on boiler emission. Prohibition of Open Burning. Fibre and shell are used as fuel in the boiler furnace. Monitoring of CEMS systems. • Main Location - Boiler Operation, Mill Complex 3. Conducive EFB Yard: <ul style="list-style-type: none"> • Action Plan – Control of leachate at EFB Yard. An improved site construction to include concrete. • Main Location – EFB Yard 4. Scheduled Waste: <ul style="list-style-type: none"> • Action Plan - Scheduled waste are managed in accordance to regulatory requirements. • Main Location – Source of generation, Store 	
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p>- Minor compliance -</p>	<p>Based on the Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure, POM and Estates carried out the annual review of environmental impacts documented in Registration of Environmental Aspects and Impacts.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		The continual improvement plans had programs to promote the positive impacts. For example, to reduce any run-off pesticides to land, to eliminate traces of oil spillage at the workshop/tractor parking bay, to reduce the released exhaust emission to air, to reduce massive land contamination at the landfill area and etc.	
4.5.1.5	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. - Major compliance -	Jabor POM continued to conduct awareness and training programs planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure. The Mill had established the annual training program that covers all MSPO requirement. Among the trainings sighted were: Water Management Training – 22/10/2020 at meeting room. The training was held on 0900 am – 1030am attend by 13 participants.	Complied
4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - Major compliance -	The management of Jabor POM conduct quarterly Environment Performance Monitoring Committee Meetings (Meeting No. 1/2021). The latest meeting was done on 22/03/2021. Sighted the meeting minutes for verification. The last meeting was done on 22/12/2020. The regional SQM Conducts Environment regulatory Compliance Monitoring Committee Meetings every 6 months to discuss on the following: 1) Evaluation on effluent management 2) Evaluation on schedule waste management. 3) Evaluation on black smoke release. 4) Improvement on current system. 5) DOE issues.	Complied

Criterion / Indicator		Assessment Findings	Compliance																																								
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																																											
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within 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 - Major compliance -	The mill records the diesel, water, and electricity usage as below: <table border="1"> <thead> <tr> <th>Month</th> <th>Diesel Liters</th> <th>Electricity kWh</th> <th>Water m³</th> </tr> </thead> <tbody> <tr> <td>Jul 20</td> <td>6,150</td> <td>199,180</td> <td>10,002</td> </tr> <tr> <td>Aug 20</td> <td>4,265</td> <td>241,312</td> <td>10,770</td> </tr> <tr> <td>Sept 20</td> <td>8,470</td> <td>262,821</td> <td>12,026</td> </tr> <tr> <td>Oct 20</td> <td>4,460</td> <td>260,821</td> <td>13,229</td> </tr> <tr> <td>Nov 20</td> <td>4,810</td> <td>250,306</td> <td>12,283</td> </tr> <tr> <td>Dec 20</td> <td>3,480</td> <td>225,444</td> <td>9,487</td> </tr> <tr> <td>Jan 21</td> <td>1,759</td> <td>182,770</td> <td>7,452</td> </tr> <tr> <td>Feb 21</td> <td>1,480</td> <td>188,095</td> <td>7,071</td> </tr> <tr> <td>Mar 21</td> <td>2,430</td> <td>209,248</td> <td>7,721</td> </tr> </tbody> </table>	Month	Diesel Liters	Electricity kWh	Water m ³	Jul 20	6,150	199,180	10,002	Aug 20	4,265	241,312	10,770	Sept 20	8,470	262,821	12,026	Oct 20	4,460	260,821	13,229	Nov 20	4,810	250,306	12,283	Dec 20	3,480	225,444	9,487	Jan 21	1,759	182,770	7,452	Feb 21	1,480	188,095	7,071	Mar 21	2,430	209,248	7,721	Complied
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Jan 21	1,759	182,770	7,452																																								
Feb 21	1,480	188,095	7,071																																								
Mar 21	2,430	209,248	7,721																																								
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	The mill records and monitors the following data and tabulated the ratio against the FFB processed to determine the efficiency of their operations of all the diesel used (non-renewable) for the mill operations fibre/shell (renewable).	Complied																																								
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Jabor POM Renewable energy used is from biofuel (shell and fibre) for boiler start up.	Complied																																								
Criterion 4.5.3: Waste management and disposal																																											
4.5.3.1	All waste products and sources of pollution shall be identified and documented.	Records showed that Jabor POM had identified waste products and sources of pollution and documented them in the Waste	Complied																																								

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>Management Plan. Waste had been categorized into four groups as following:</p> <ul style="list-style-type: none"> a) Domestic Waste - Rubbish and Sewage b) Industrial Waste - Scrap Metal, EFB, POME c) Scheduled Waste - used lubricant, used lubricant container, Spent Chemicals, Clinical waste d) Recycle waste - Paper, plastics, glass and metal <p>Sighted during visit to schedule waste store Jabor POM has implement separate the schedule waste of SW 401 form mask and glove from the usage of their staffs and workers.</p> <p>All the schedule waste such as SW 322, SW 306, SW 305 was labelled and stacked properly. Sighted record was updated by the Store helper during site visit.</p>	
4.5.3.2	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <ul style="list-style-type: none"> a) Identifying and monitoring sources of waste and pollution. b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products. <p>- Major compliance -</p>	<p>Jabor POM have established Waste management Plan base on the identification and source of pollutions and documented in Waste Management Action Plan 2020. The action plans have been developed to ensure they comply to the legal requirements and to improve efficiency and potential recycling of by product wherever possible.</p>	Complied
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,</p>	<p>Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1) dated 26/2/2016. Proper disposal of waste material is carried out as per the company procedures. The procedures are fully understood by Management and workers. The mill also has a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	2005 - Major compliance -	<p>disposal contractor. Stores for scheduled waste were inspected at the mill and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment. Observed during workers interview with storekeeper shows the understanding the proper disposal for waste as all used lubricant and contaminated spill kit will be collected as Scheduled Waste and stored in designated storage area. Sighted the Scheduled Waste Disposal as per samples below:</p> <ul style="list-style-type: none"> • Waste of Non-halogenated organic solvents (SW322); Disposed to Kualiti Alam Sdn. Bhd. Consignment Number: 2020112610SEIDT8; Dated 26/11/2020; Total Volume Disposed: 0.1170 Mt. • Disposed containers, bags or equipment's contaminated with chemical, pesticide, mineral oil or scheduled wastes (SW409); Disposed to Kualiti Alam Sdn Bhd.; Consignment Number: 20201126104EP76T; Dated 26/11/2020; Total Volume 0.0697MT. • Rags, plastics, papers or filters contaminated with scheduled wastes (SW410); Consignment Number 20200610SRA9LQ; Disposed to Kualiti Alam And. Bhd. Dated 26/11/2020; Total Volume: 0.0610Mt. 	
4.5.3.4	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse. - Minor compliance -	Domestic wastes are disposed to the Jabor Estate land fill site. Collection made at a centralized point in the mill 2x- 3x/week.	Complied
Criterion 4.5.4: Reduction of pollution and emission			

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Criterion / Indicator		Assessment Findings	Compliance								
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>- Major compliance -</p>	<p>The mill has conducted assessment of all polluting activities in the Environmental Aspect Impact and Environmental Impact Evaluation. A management plan has been established based on the significant aspect and DOE license compliance schedule and documented in Pollution Prevention Plan. Air Emission (Stack Emission) was conducted at the boiler in Jabor POM.</p> <table border="1"> <thead> <tr> <th>Boiler No.</th> <th>Parameters</th> <th>Results</th> <th>EQA/DOE Limits</th> </tr> </thead> <tbody> <tr> <td>Stack 3 Boiler – TG PMD 139</td> <td>150mg/m³</td> <td>389.5 at 12%CO₂</td> <td>*400mg/m³</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Dust concentration is corrected at 12% CO₂ as per requirement stated in the second schedule Regulations 13 of the environment Quality (Clean air) Regulations, 2014. The dust particulates concentration recorded for Stack 3-Boiler TG PMD 139 (after corrected to 12CO₂) was higher than allowable limit 150mg/m³ as stipulated in Environmental Quality (Clean Air) Regulations 2014. Jabor POM has an approval from DOE for record higher than allowable limit. License No. 004080, Licences duration from 5/6/2020 until 5/6/2021. 	Boiler No.	Parameters	Results	EQA/DOE Limits	Stack 3 Boiler – TG PMD 139	150mg/m ³	389.5 at 12%CO ₂	*400mg/m ³	Complied
Boiler No.	Parameters	Results	EQA/DOE Limits								
Stack 3 Boiler – TG PMD 139	150mg/m ³	389.5 at 12%CO ₂	*400mg/m ³								
4.5.4.2	<p>An action plan to reduce identified significant pollutants and emissions shall be established and implemented.</p> <p>- Major compliance -</p>	<p>Jabor POM has produced a continual improvement plan where they have identified waste reduction as a possible improvement. Among the improvements are as following:</p> <ul style="list-style-type: none"> Manage the schedule waste that will be disposed or every 6 months/25 metric tonne (whichever is first) and by the authorized contractor Improve the schedule waste record book 	Complied								

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • Improve the store of schedule waste • Install oil trap at kernel bunker • Install strainer at FFB conveyer to debris <p>Action plan and monitoring implemented sighted as following:</p> <ul style="list-style-type: none"> - Annual Examination and Testing Report Of Local Exhaust Ventilation;Ref No.: L-GB-CC2102CSJ-0391- 23rd February 2021; Conducted by Environmental Science (M) Sdn Bhd. Date of Examination: 23rd February 2021; Overall performance of the LEV system tested was found to be satisfactory. - Annual Engineering Control (Local Exhaust Ventilation) Examination Report (Ref. No. HQ/16/JHII/00/23-2020/029). - Examination and testing result it shows that the LEV System performance has complied to ACGIH (American Conference of Governmental Industrial Hygiene) specification. The test result shows that the LEV system is efficient in removal of the air contaminant by Hygiene Technician Name: Mohd Rashid bin Haji. Gelamdin; DOSH REG. NO: HQ/16/JHII/00/23; Monitoring Date: 21/12/2020; Name of Accessor: Teh Ting Beng; DOSH REG. NO.: JKKP HIE/127/171- (166); Assesment Date: 5/08/2015; Consultant: Procoma Environmental (M) Sdn. Bhd. <p>Based on the assessment, the LEV system should be observed and inspected monthly by the internal maintenance staff appointed by the company and every twelve months by an Industrial Hygiene Technician registered with DOSH.</p> <p>Periodical maintenance and inspection of the LEV System is important in ensuring that the overall system performance is</p>	

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Criterion / Indicator		Assessment Findings	Compliance																
		satisfactory. The next testing should be carried out in December 2021.																	
4.5.4.3	<p>Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.</p> <p>- Major compliance -</p>	<p>The effluent treatment plant was made in accordance and interview with operator in charge revealed that the operation was in accordance with standard operation procedure and legal requirements. No overflow was observed, and flow meter reading was recorded daily. The mill monitoring the effluent and submits to DOE through `Borang Penyata Suku Tahunan`. The Mill DOE license was for land application and the requirement is for the BOD to be less than 100 mg/l. The results from final discharge were in compliance within parameter limit as per sample sighted as following:</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>1-28/02/2021</th> <th>1-31/03/2021</th> <th>1-19/04/2021</th> </tr> </thead> <tbody> <tr> <td>Total Discharge over 24 Hrs</td> <td>2,739</td> <td>3,935</td> <td>2,575</td> </tr> <tr> <td>Temperature</td> <td>31°</td> <td>28°</td> <td>31°</td> </tr> <tr> <td>pH Value</td> <td>5.90</td> <td>8.88</td> <td>8.43</td> </tr> </tbody> </table>	Parameter	1-28/02/2021	1-31/03/2021	1-19/04/2021	Total Discharge over 24 Hrs	2,739	3,935	2,575	Temperature	31°	28°	31°	pH Value	5.90	8.88	8.43	Complied
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pH Value	5.90	8.88	8.43																
Criterion 4.5.5: Natural water resources																			
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <p>a) Assessment of water usage and sources.</p>	<p>a) Water usage refer table on Criteria 4.5.2.1</p> <p>b) Water Management Plan and Water Reduction Plan was established for the year 2021. The management plans had indicated the water source, areas of concern, monitoring of water usage, contingency plan, action to be taken by PIC and time frame. Among the contingency plans sighted are as following:</p>	Complied																

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Criterion / Indicator	Assessment Findings	Compliance																																			
<p>b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities.</p> <p>c) Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>- Major compliance -</p>	<ul style="list-style-type: none"> - Secondary Water Catchment Pond - Estate water - Schedule water distribution during dry season. - Purchase water from local JBA. <p>The water management plan was prepared by Mohamad Syafiq Aizat bin Mazlan and approved by Mohd Hairie Bin Hazali.</p> <p>c) Sighted water sampling at "Borang Permintaan Analisa Sample" on data collected 6/4/2021 for all point First Point, Last Point and Staff Quarters and also rom raw (river)</p> <p>The result as below:</p> <table border="1" data-bbox="1088 810 1865 1361"> <thead> <tr> <th>Lab Code</th> <th>Sample Ref</th> <th>pH (25°)</th> <th>TDS (mg/L)</th> <th>Turbi- (NTU)</th> <th>Chloride (mg/l)</th> <th>Al* (mg/l)</th> </tr> </thead> <tbody> <tr> <td>C-WIE-202103 - 001072</td> <td>Treated - Frist Point</td> <td>6.7</td> <td>88</td> <td>5.0</td> <td>16.30</td> <td>0.014</td> </tr> <tr> <td>C-WIE-202103 - 001073</td> <td>Last Point</td> <td>6.6</td> <td>68</td> <td>1.8</td> <td>23.00</td> <td>0.110</td> </tr> <tr> <td>C-WIE-202103 - 001074</td> <td>At end user - SQ</td> <td>6.6</td> <td>56</td> <td>2.9</td> <td>17.70</td> <td>0.001</td> </tr> <tr> <td>C-WIE-202103</td> <td>Raw - Sungai</td> <td>5.8</td> <td>48</td> <td>3.3</td> <td>17.70</td> <td>0.310</td> </tr> </tbody> </table>	Lab Code	Sample Ref	pH (25°)	TDS (mg/L)	Turbi- (NTU)	Chloride (mg/l)	Al* (mg/l)	C-WIE-202103 - 001072	Treated - Frist Point	6.7	88	5.0	16.30	0.014	C-WIE-202103 - 001073	Last Point	6.6	68	1.8	23.00	0.110	C-WIE-202103 - 001074	At end user - SQ	6.6	56	2.9	17.70	0.001	C-WIE-202103	Raw - Sungai	5.8	48	3.3	17.70	0.310	
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Criterion / Indicator		Assessment Findings						Compliance
		-	001075					
4.5.5.2	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. - Major compliance -	The mill operates on a land application for the effluent discharge system. The effluent was release within in the Jabor Estate. Sighted that Jabor POM has license for effluent dispose. License no. 004060. The validity of the license from 1/07/2020 until 30/06/2021, Ref. AS(B)T:31/152/000/003 Jld 13. The final term of releasing the effluent are as at Level X as per Effluent System Plan, no Plan JMNY/P/T2013/022. From the requirement stated I the licensed sighted that Jabor POM had meet the requirement.						Complied
4.6 Principle 6: Best Practices								
Criterion 4.6.1: Mill Management								
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	The mill processing system is documented in the Sustainability Plantation Management System MQMS/SQM/08 v 1 dated 01/11/2008 which includes the SOP Mill Quality Management Manual v.1 2008/MQMS/QMM/08. These documents provide guidelines and standards in the mill operations. The Standard Operating procedure (SOP) described details from: <ul style="list-style-type: none"> - Reception, sterilization, threshing, pressing, - Clarification, depericarping (nut polishing) station - Effluent, laboratory, workshop, dispatches etc. Sighted the SOP Communicable Disease (COVID-19) Prevention & Control Procedure; Document ID: SDPB/USM/HSE/001; Date 04/05/2020 available as the latest addition to the SOPs.						Complied

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Criterion / Indicator		Assessment Findings	Compliance
		In addition, there are also manuals available within the industry and MPOB that are used as guidelines.	
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	The monitoring of the mill process is made through the shift supervision headed by the Mill Engineer. All process parameters are documented and summarized in a daily report. The external monitoring is made through visits by Regional General Manager, Mill Advisor, SQM and GCAD. This is to ensure compliance to Policies, procedures in relation mill operations, financial, OSH, welfare among others.	Complied
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	The annual business plan for Jabor POM is available. The document is in the form of annual budget and the projection for 5 years (Budget year, MPLAN_2021, MPLAN_2022, MPLAN_2023, MPLAN_2024, MPLAN_2025) prepared as guidance for future planning. The business plan contains: a) FFB processed production of CPO & CPK b) Component of operating expenditure includes: - process labour, - maintenance external/maintenance parts - consumable/EVIT, - admin cost/labour overhead. Inclusive in the business plan is also Capital Expenditure (CAPEX) among others replacement / upgrading of building/machinery,	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		workers amenities for the mill. The M Plan for 2021 was sighted and verified. A calculation of seeking the profitability quantum was also sighted. This is a standard format provided from the Regional CEO to the Manager and treated in high confidentiality.	
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	Pricing mechanism of OCP applied as per Third Schedule in FFB Purchase Agreement as per sample as following: - FFB Purchase Agreement # P/P/1220/FFB02669L; Supplier: Mohamad Saidi bin Abd. Ghani; Mill: KKS Jabor; Effective date: 1/1/2021; Completion date: 31/12/2021 - FFB Purchase Agreement # P/P/1220/FFB02673L; Supplier: Ikatan Ribuan Sawit Sdn. Bhd.; Mill: KKS Jabor; Effective date: 1/1/2021; Completion date: 31/12/2021	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Fair, legal, and transparent contracts sighted as per sample agreed contracts available in Jabor POM for sample FFB purchase agreement sighted in indicator 4.6.3.1 above and engineering work agreement sighted in indicator 4.6.4.2 below.	Complied
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	All contractors engaged by estates were bound to understand and comply to their contractual agreements that includes MSPO requirements through signing of Vendor Integrity Pledge (VIP) which enable accredited CB to audit them.	Complied

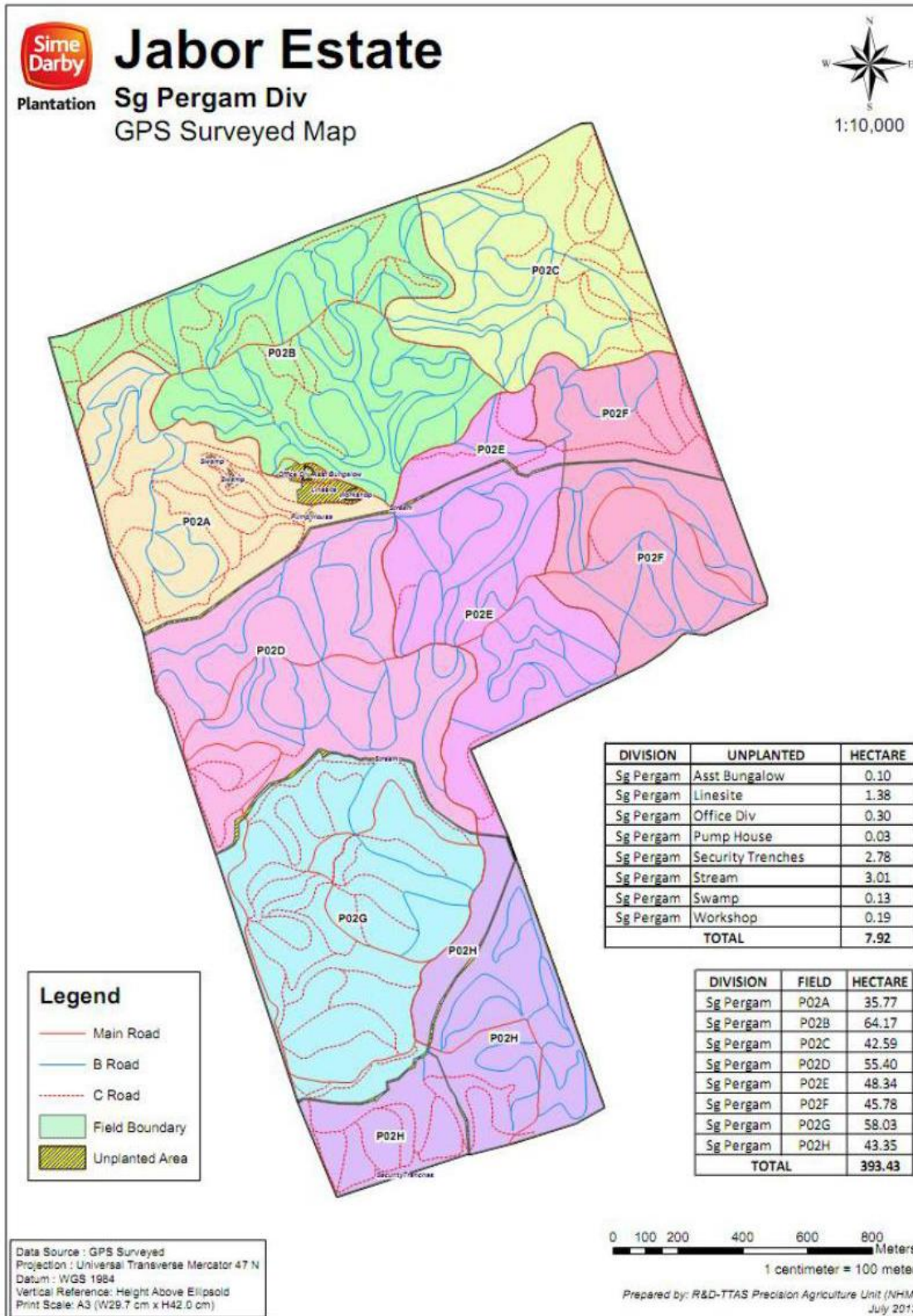
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Criterion / Indicator		Assessment Findings	Compliance
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Agreed contracts available as per sample provided by the management for following: - Maintenance Agreement Proposal; Contractor: Dicklin Sdn. Bhd.; Contract # MA2010000834; Date 1/11/2010f	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	All contractors engaged by the mill were bound to understand and comply to their contractual agreements that includes MSPO requirements through signing of Vendor Integrity Pledge (VIP) which enable accredited CB to audit them.	Complied

Appendix B: List of Stakeholders Contacted

<p>Government Officer: SK Lembah Jabor</p>	<p>Community/ neighbouring village: External FFB suppliers (Felcra Bukit Keladi & Felda Neram Satu) Village representatives (Kampung Melayu Jabor)</p>
<p>Suppliers/Contractors/Vendors: Mill vendors (suppliers & contractors) Estate vendors (suppliers & contractors)</p>	<p>Worker’s Representative/Gender Committee: Workers Representative Gender Representative Harvesters Sprayers Mill Operators</p>

Appendix D: Jabor Estate Field Map



Appendix E: List of Abbreviations

BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MSPO	Malaysian Sustainable Palm Oil
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OFI	Opportunity for Improvement
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