

MALAYSIAN SUSTAINABLE PALM OIL
MSPO OPMC Public Summary Report

- Initial Assessment
- Annual Surveillance Assessment (Choose an item.)
- Recertification Assessment (RA 1)
- Extension of Scope

SIME DARBY PLANTATION BERHAD
Client Company (HQ) 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
Date of Final Report: 9/8/2022

Report prepared by:
Muhamad Naquiuddin Mazeli (Lead Auditor)

Report Number: 3511621

Assessment Conducted by:
BSI Services Malaysia Sdn Bhd,
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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Sime Darby Plantation Berhad		
Mill/Estate	Certification Unit	MPOB License No.	Expiry Date
	Jabor Palm Oil Mill	530438004000	30/6/2022
	Jabor Estate	528528002000	31/3/2023
Address	Level 11, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia		
Management Representative	Azri B. Lahman (Mill Manager) Mdm. Shylaja Devi Vasudevan Nair (Head, Sustainability Unit GSQM)		
Website	www.simedarbyplantation.com	E-mail	shylaja.vasudevan@simedarbplantation.com
Telephone	+(603) 78484379	Facsimile	+(603) 78484379

1.2 Certification Information			
Certificate Number	Mill: MSPO 745247 Estates: MSPO 745251	Certificate Start Date	27/11/2022
Date of First Certification	27/11/2017	Certificate Expiry Date	26/11/2027
Scope of Certification	<input checked="" type="checkbox"/> Mill: Production of Sustainable Palm Oil and Palm Oil Products <input checked="" type="checkbox"/> Estates: Production of Sustainable Oil Palm Fruits		
Visit Objectives	<p>The objective of the recertification assessment is to conduct a certification assessment to ensure the elements of the scope of registration and the requirements of the management standard are effectively addressed by Jabor POM and Jabor Estate management system and the ability of the management system to ensure the organisation meets applicable statutory, regulatory and contractual requirements and as applicable, to identify areas for potential improvement of the management system.</p>		
Standard	<input type="checkbox"/> MSPO MS 2530-2:2013 – General Principles for Independent Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills		
Recertification	25/04, 27/04 - 29/04/2022		
Continuous Assessment Visit Date (CAV) 1	-		
Continuous Assessment Visit Date (CAV) 2	-		
Continuous Assessment Visit Date (CAV) 3	-		
Continuous Assessment Visit Date (CAV) 4	-		

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1.3 Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 745191	RSPO Principles & Criteria for Sustainable Palm Oil Production: 2018: Malaysia National Interpretation 2019	BSI Services Malaysia Sdn. Bhd.	06/07/2026
MSPO 745252	MSPO Supply Chain Certification Standard (MSPO SCCS) 1 October 2018.	BSI Services Malaysia Sdn. Bhd.	25/11/2024

1.4 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	Lot 1884, Mukim Hulu Jabor, 24000 Kemaman, Terengganu, Malaysia	3° 57' 36.79" N	103° 18' 30.92" E
Jabor Estate	GRN 8674, Mukim Hulu Jabor, 24000 Kemaman, Terengganu, Malaysia	3° 57' 33.10" N	103° 18' 28.20" E

1.5 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 (ha)	2,122.40	3.15	204.17	2,329.72	

1.6 Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Jabor Estate	152.80	414.24	915.45	639.91	-	1,969.60	152.80
Total (ha)	152.80	414.24	915.45	639.91	-	1,969.60	152.80

1.7 Certified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Nov 21 - Oct 22)	Actual (Apr 21 - Mar 22)	Forecast (Aug 22 - Sep 23)
Jabor Estate	36,759.00	25,227.65	37,543.32

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Chenor Estate	0	791.93	0
Kerdau Estate	0	821.68	0
Mentakab Estate	0	325.41	0
Total (mt)	36,759.00	27,166.67	37,543.32

1.8 Uncertified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Nov 21 - Oct 22)	Actual (Apr 21 - Mar 22)	Forecast (Aug 22 - Sep 23)
Smallholders, Outgrowers and FFB Traders	0	17,023.76	0
Total (mt)	0	17,023.76	0

1.9 Certified Tonnage			
Mill Capacity: 25 MT/hr SCC Model: MB	Estimated (Nov 21 - Oct 22)	Actual (Apr 2021 - Mar 2022)	Forecast (Aug 22 - Sep 23)
	FFB	FFB	FFB
	36759.00	27,166.67	37,543.32
	CPO (OER: 20.50%)	CPO (OER: 19.64%)	CPO (OER: 21.00 %)
	7,535.59	5,335.53	7,884.10
	PK (KER: 5.00%)	PK (KER: 4.21%)	PK (KER: 5.50 %)
	1,837.95	1,143.72	2,064.88

1.10 Actual Sold Volume (CPO)					
CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
5,335.53	0.00	0.00	0.00	5,335.53	5,335.53

1.11 Actual Sold Volume (PK)					
PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
1,143.72	0.00	0.00	600.42	543.3	1,143.72

Section 2: Assessment Process

BSI is a leading global provider of management systems assessment and certification, with more than 92,000 certified locations and clients in over 193 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

Assessment Methodology, Programme, Site Visits

This on-site reassessment was conducted from 25/04, 27/04 - 29/04/2022. The public notification have been published on 1/3/2022 as per https://www.bsigroup.com/globalassets/localfiles/en-my/mspo/Public%20Notification/2022/03-3-mspo-public-notification_recertification_sime-darby_sou-12-jabor-pom-supply-base_english.pdf. The audit programme is included in Section 2.4. 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 taken into account in the assessment.

The Certification Unit not using MSPO certification marks for any type of on- and off-product communication. The Certification Unit are compliance with the use of the MSPO Logo and related claims.

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

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 Section 3.6.

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.

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

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This report was externally reviewed by MSP0 approved Peer Reviewer prior to certification and recertification decision by BSI. For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

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 2, 2023 - April 7, 2023

Total No. of Mandays: 7

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>
Muhamad Naqiuddin Mazeli (MNM)	Team Leader	<p>Education: Bachelor Science Horticulture, UPM</p> <p>Work Experience: 11 years working experience in oil palm plantation industry as sustainability team. Joining the sustainability team, managed, implement and monitors the RSPO, ISCC, MSP0 and ISO 9001 and ISO 45001 certification requirements for the estates, mills, refineries and Smallholder scheme. He also supports in providing training related to RSPO, MSP0 and other certifications where applicable to the operations during previous company.</p> <p>Training attended: ISO 9001:2015 LA Training (2019), ISO 14001:2015 LA Training (2018), ISO 45001:2018 LA Training (2018), HCV & HCS Training (2019), RSPO P&C LA Training (2018), MSP0 LA Training (2018), SMETA Training (2021), SCCS Training and Refresher (2019).</p> <p>Aspect covered in this audit: During this assessment, he assessed on the aspects of legal, mill best practices, estate best practices, smallholders inclusion, legal requirements, environment, RSPO supply chain and HCV.</p> <p>Language proficiency:</p>

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		Fluent in in both verbal/written Bahasa Malaysia and English Language.
Mohd Nazib Marwan (MNZ)	Team Member	<p>Education: Diploma in Mechanical Engineering. Graduated from Politeknik Sultan Salahuddin Abdul Aziz Shah in 2007.</p> <p>Work Experience: He is former DOSH Officer (Department of Occupational Safety and Health) from 2003 - 2008. He has conducted audit and inspection related to OSH at various Estates, Palm Oil Mill and Palm Oil Refinery in Selangor. He also has hands on experience in managing his family oil palm plantation (small holders) in Batu Pahat, Johor. He is a qualified Lead Auditor for MS 2530:2013, ISO 45001:2018, ISO 14001:2015 and ISO 9001:2015 since 2009 in various industries covering Malaysia and Indonesia.</p> <p>Training attended: He has completed training as follow: ISO 9001:2015 Transition Training in December 2015 ISO 14001:2015 Training in January 2016 RSPO P&C 2013 Lead Auditor Course in May 2017 ISO 45001:2018 in May 2018 Social Auditing in RSPO in January 2019 RSPO P&C 2018 in January 2019 MSPO 2530:2013 Lead Auditor Course and MSPO SCCS in March 2019 SMETA Requirement Training in May 2021</p> <p>Aspect covered in this audit: During this assessment, he assessed on the aspect of management commitment and responsibility, transparency, social responsibility and employment condition.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English Language.</p>
Mohd Sabre Salim (MSS)	Peer Reviewer	<p>Education: Master's in Business Administration (MBA) from UiTM in 2006 and Bachelor Science Agribusiness from UPM in 1986.</p> <p>Work Experience: He gained his working exposure in the plantation sector, serving as a Plantation Manager with Hap Seng Plantation Berhad and currently as consultant, free-lance lecturer, and trainer at MDV Management Sdn Bhd. He has more than 50 MSPO report that has been reviewed.</p> <p>Training attended: He has completed Endorsed Lead Auditor Course and Endorsed MSPO Lead Auditor Course and MSPO Peer Review certificate by MPOCC. He has attended MSPO Peer Reviewer 1 - 2017 by MPOCC.</p> <p>Expertise:</p>

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		General Management, Leadership & Financial Management Occupational Safety & Health Management Plantation (Agriculture & Agribusiness) Management Malaysian Sustainable Palm Oil (MSPO).
Muhammad Sufyan Azmi (MSA)	Peer Reviewer	<p>Education: Master's in Business Administration (MBA) from Open University of Malaysia and Bachelor Degree in Bioindustry from UPM in 2006.</p> <p>Work Experience: He gained his working exposure in the plantation sector with 15 years' experience, currently serving as a Plantation Manager with TSH Resources Berhad and previously as an Audit Executive with Kulim Malaysia Berhad.</p> <p>Training attended: He has attended MSPO Peer Reviewer 2 - 2017 by MPOCC.</p> <p>Expertise: General Management, Auditing, Environment and Plantation Management.</p>

2.2 Impartiality and conflict of interest

During this re-assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team.

2.3 Accompanying Persons

No.	Name	Role
	Nil	

2.4 Assessment Plan

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

Date	Time	Subjects	MNM	MNZ
Sunday, 24/4/2022	-	Travelling to Kuantan (Rocana Hotel)	√	√
Monday, 25/4/2022	0800 - 0830	Opening Meeting MSPO: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan. 	√	√
	0830 - 1230	Jabor POM Inspection: FFB receiving, warehouse, workshop, waste 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.	√	√

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Date	Time	Subjects	MNM	MNZ
	1000 - 1100	Stakeholder Interview		√
	1230 - 1330	Break for Pray/other	√	√
	1330 - 1600	Document review (MS 2530 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 and P6: Best practices,	√	√
	1600 - 1700	Interim Closing briefing	√	√
Tuesday, 26/4/2022		Terengganu Sultan Birthday	√	√
Wednesday, 27/4/2022	0830 - 1230	Jabor POM continue document review (MS:2530 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 and P6: Best practices,	√	√
	1230 - 1330	Break for Pray/other	√	√
	1330 - 1600	Jabor Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√
	1600 - 1700	Interim Closing briefing	√	√
Thursday, 28/4/2022	0830 - 1230	Jabor Estate Continue with Document review (MS 2530 Part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement	√	√
	1000 - 1100	Stakeholder Interview		√
	1230 - 1330	Break for Pray/other	√	√
	1330 - 1600	Jabor Estate P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services	√	√
	1600 - 1700	Interim Closing briefing	√	√
Friday, 29/4/2022	0830 - 1000	Jabor Estate continue document review and site. P6: Best practices, P7: Development of New Planting	√	√
	1000 - 1030	Interim Closing briefing	√	√
	1030 - 1100	Finalization of audit findings & preparation of closing meeting	√	√
	1100 - 1230	Closing meeting	√	√

Section 3: Assessment Findings

3.1 Details of audit results

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

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

3.2 Details of Nonconformities and Opportunity for improvement

The were no nonconformity been raised during this re-assessment.

Non-Conformity Report			
NCR Ref #:	Nil	Issue Date:	
Due Date:		Date of Closure:	
Area/Process:		Clause & Category: (Major / Minor)	MSPO Part __:
Clause:			
Requirements:			
Statement of Nonconformity:			
Objective Evidence:			
Corrections:			
Root cause analysis:			
Corrective Actions:			
Assessment Conclusion:			

Opportunity For Improvement			
Ref:		Clause:	MSPO Part __:
Area/Process:	Nil		
Objective Evidence:			

Noteworthy Positive Comments	
1	Good planning on management unit operations
2	Positive comments by most external stakeholders

3	Good commitment given by all personnel involved
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3.3 Status of Nonconformities Previously Identified and OFI

Non-Conformity Report			
NCR Ref #:	2045768-202104-N1	Issue Date:	22/4/2021
Due Date:	Next assessment	Date of Closure:	29/4/2022
Area/Process:	Jabor Palm Oil Mill	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.5.8 Minor
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> <ol 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 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 2) Given weekly rest day of not less than continuous 30 hours <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:	<ol 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 are not been monitored and communicated effectively to the person in-charge in coordinating the schedule.		

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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.
Verification Statement:	Based on records of sample employees' sighted in indicator 4.4.5.6, 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. The refresher training conducted yearly basis and record was available Jan 2022 as per verification. Thus, minor NC was closed on 29/4/2022.

Opportunity For Improvement			
Ref:	2045768-202104-I1	Clause:	MSPO 2530 Part 3: 4.4.5.11
Area/Process:	Jabor Estate		
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.		
Verification Statement:	Domestic waste is collected by the municipal council and disposed at Gading Senggara Sdn Bhd effective 14/04/2017. Sighted the Tender for Rubbish Collection at Worker Quarters, Jabor Estate (Tender Reference Number: JBE/01/2022); Date: 16/02/2022. Thus, OFI was closed on 29/4/2022.		

Opportunity For Improvement			
Ref:	2045768-202104-I2	Clause:	MSPO 2530 Part 4: 4.4.4.2 (e)
Area/Process:	Jabor POM		
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.		
Verification Statement:	As per verification on safety data sheet for ammonia solution, acetic acid, sodium dioxide solution was updated, the SDS was dated 2020 and 2021. Chemical register dated 01/01/2021 is available with 15 chemicals identified. Safety Data Sheet is available. 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. Last briefing was on 8/9/2021. Thus, OFI was closed on 29/4/2022.		

3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
2045768-202104-N1	4.4.5.8 Part 4 - Minor	22/4/2021	29/4/2022

3.5 Issues Raised by Stakeholders

Stakeholders comment	
1	<p>Feedbacks: Local workers & foreign workers NUPW representatives No restrictions by management to all mill and estate employees to join union. Almost all local workers associated with NUPW while more than 50% foreign workers become member. Required fees paid by company with no issue.</p> <p>Audit Team verification and response: No further issue.</p>
2	<p>Feedbacks: School Headmaster/Representative, SK Lembah Jabor Estate management always participated in school events except during COVID-19 Movement Control Orders. A lot of contributions received from estate management including school children’s excellent award.</p> <p>Audit Team verification and response: No further issue.</p>
3	<p>Feedbacks: Loy Yee Seng (Hardware Supplier), AM DH Jaya Enterprise No issue in contractual matters since company always give priority to locals and/or long-served contractor to provide service/contract work. Contract pricing fair to both parties for direct award contract unless involve tendering that need to be negotiated. Nevertheless, negotiated price for specific contract/tender work if awarded still fair to both parties.</p> <p>Audit Team verification and response: No further issue.</p>
4	<p>Feedbacks: Neighbouring smallholder and neighbour estate, Kedai Runcit Ladang Jabor, Norazman B Yusof (JPPK Chairman) Estate management been very considerate in allowing access within their area with agreed conditions. No issue within boundaries of both smallholder and neighbour estate with Sime Darby’s Estate.</p> <p>Audit Team verification and response: No further issue.</p>
5	<p>Feedbacks: Local Village Representatives Kedai Runcit Ladang Jabor, Norazman B Yusof (JPPK Chairman) Both mill and estate management always helpful and contributed a lot to local villagers. Contributions including food basket to COVID-19 quarantined families and recently house cleaning with foods and clothes to families affected by flood.</p> <p>Audit Team verification and response: No further issue.</p>
6	<p>Feedbacks: Gender committee representatives No new mothers at any of the Estates and Mill within SOU 12. In case of any, the committee representative will take actions to address any needs that have been identified.</p> <p>Audit Team verification and response: No further issue.</p>

3.6 List of Stakeholders Contacted

<p>Government Officer: SK Lembah Jabor</p>	<p>Community/neighbouring village: Kedai Runcit Ladang Jabor Norazman B Yusof (JPPK Chairman)</p>
<p>Suppliers/Contractors/Vendors: Loy Yee Seng (Hardware Supplier) AM DH Jaya Enterprise</p>	<p>Worker's Representative/Gender Committee: Workers Representative Gender Representative Harvesters Sprayers Mill Operators</p>

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
<p>Based on the findings during the assessment <i>Jabor POM and Jabor estate</i> Certification Unit complies with the MS MS 2530-3:2013 and MS 2530-4:2013. It is recommended that the certification of <i>Jabor POM and Jabor estate</i> Certification Unit is approved and/or continued.</p>	
Acknowledgement of Assessment Findings	Report Prepared by
<p>Name: MOHAMAD BIN ISHAK</p>	<p>Name: Muhamad Naquiuddin Mazeli</p>
<p>Company name: SIME DARBY PLANTATION BERHAD LADANG JABOR KARUNG BERKUNCI NO: 7 25990 PEJANTAN PAHANG DARUL MAKMUR.</p>	<p>Company name: BSI Services (M) Sdn Bhd</p>
<p>Title: MANAGER</p>	<p>Title: Lead Auditor</p>
<p>Signature: SIME DARBY PLANTATION BERHAD LADANG JABOR (647766-V)  MANAGER MOHAMAD BIN ISHAK</p>	<p>Signature: </p>
<p>Date: 20 6 22</p>	<p>Date: 19/6/2022</p>

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 Berhad 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 Plantation Berhad website link as per following: https://simedarbyplantation.com/sustainability/reports-policies-and-statements/</p>	Complied

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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 -	The Internal Audit Procedure (SD/SDP/PSQM/IAP, Rev 2 dated 01/11/2017) was maintained and internal audit was planned to be conducted at least once a year to determine the status of the MSPO implementation and to identify the potential areas for continual improvement. Latest internal audit for Jabor Estate was conducted on 02/03/2022 by Sustainability Compliance Unit, GSD Which has covered RSPO, MSPO and MSPO SCCS. Total of 4 major and 1 minor nonconformances were raised.	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 -	Sime Darby Plantation Berhad has maintained the Internal Audit Procedure, Doc. No.: SD/SDP/PSQM/IAP, Rev. 2 dated 01/09/2017. Internal audit was conducted on 02/03/2022 has recorded total of 4 major and 1 minor nonconformances for MSPO has been closed. Audit results recorded in Internal Audit Results has include the detail of nonconformities/findings, root cause, correction and corrective action plan.	Complied
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	The internal audit report was distributed to the mill management. The Management Representative has acknowledged on the RSPO+MSPO Internal Audit Report for SOU 12: Jabor Estate on 02/03/2022. Management review meeting was conducted to review the findings of the internal audit.	Complied

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.1.3 – Management Review			
4.1.3.1	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p>- Major compliance -</p>	<p>The latest management review meeting was conducted on 22/03/2022 together with Jabor POM. Meeting minutes was available where the agenda that discussed as below:</p> <ol style="list-style-type: none"> 1. Results of internal audits covering RSPO, MSPO & SCCS 2. Process performance and product conformity 3. Customer feedback 4. Status of preventive and corrective actions 5. Follow-up actions from management reviews 6. Changes that could affect the management system 7. Recommendations for improvement 8. Improvement of the effectiveness of the management system and processes 9. Complaint and grievances 10. Resources needs 	Complied
Criterion 4.1.4 – Continual Improvement			

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Criterion / Indicator		Assessment Findings	Compliance																					
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>An action plan for continual improvement has been implemented, based on a consideration of the main social and environmental impacts and opportunities.</p> <table border="1"> <thead> <tr> <th></th> <th>Category</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Environmental</td> <td>New fertilizer storage RM 120K - 2022</td> </tr> <tr> <td>2</td> <td>Operation</td> <td>New garage 4 units for tractor parking RM 27K - 2022</td> </tr> <tr> <td>3</td> <td>Operation</td> <td>Multi Grader for road maintenance RM10K -2022</td> </tr> <tr> <td>4</td> <td>Operation</td> <td>Facilitate estate mapping - RM2K - 2022</td> </tr> <tr> <td>5</td> <td>Safety</td> <td>To ensure 0 fatality in year 2022 and reduce total incident in operating unit</td> </tr> <tr> <td>6</td> <td>Social</td> <td>Provision shop construction RM 100K 2022</td> </tr> </tbody> </table>		Category	Details	1	Environmental	New fertilizer storage RM 120K - 2022	2	Operation	New garage 4 units for tractor parking RM 27K - 2022	3	Operation	Multi Grader for road maintenance RM10K -2022	4	Operation	Facilitate estate mapping - RM2K - 2022	5	Safety	To ensure 0 fatality in year 2022 and reduce total incident in operating unit	6	Social	Provision shop construction RM 100K 2022	Complied
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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>There is no new application of new technology implemented during the certification period. The current practices continued and guide by Standard Operation Procedure (SOP).</p> <p>The estate management will implement and monitor any new technologies being implemented and the training of other personnel.</p>	Complied																					
4.1.4.3	<p>An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.</p> <p>- Major compliance -</p>	<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/RSPO requirements, human rights, company policies, health and safety, HIRARC, etc. The FY 2022 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																					

Criterion / Indicator	Assessment Findings	Compliance	
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>Sime Darby Plantation Berhad Mill Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 01/11/2008). The procedure has detailed the process of handling complaints from stakeholders and the time frame for external communication to be dealt with. The time frame to provide feedback is within two weeks of the date of receipt for communication and within one week of the completion of the investigation. Manager is responsible for address the communication and requests.</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. 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>Complied</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>The management has disseminated the information of the documents that made publicly available such as management plan, OSH plan, audit reports and land titles upon request during the stakeholder meetings. Besides, internal and external stakeholders could access to the company’s website (https://simedarbyplantation.com/sustainability/reports-policies-</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		and-statements/) to obtain information such as policies, annual report and complaint procedures. Management documents such as Policies, Stakeholder consultation processes, Financial Annual Reports are available upon request. 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 -	Sime Darby Plantation Berhad Mill Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 01/11/2008). The procedure has detailing the process of handling complaints from stakeholders and the time frame for external communication to be deal with. The time frame to provide feedback is within two weeks of the date of receipt for communication and within one week of the completion of the investigation. Manager is responsible for address the communication and requests. 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	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	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. Nurazlan Bin Rasedi (Estate Asst Manager) has been appointed as management official and responsible for consultation and communication	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		with relevant stakeholder as per appointment letter dated 15/01/2022 approved by Estate Manager.	
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. - Major compliance -	<p>The lists of stakeholders are adequately maintained. The lists of stakeholders were used for inviting external stakeholders during external stakeholders' consultation.</p> <p>List of stakeholders for Y2022 was updated in January 2022 has 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.</p> <p>Meeting with stakeholders was conducted on 28/03/2022 at Jabor Estate Club House and attended by representatives from school, supplier/contractor, village head, mosque, police, RELA, NUPW, BOMBA, Perhilitan and etc. Issues raised by stakeholders such as road safety has been discussed in the meeting. Briefing on Sime Darby Plantation Berhad policy, RSPO & MSPO Awareness and etc was conducted during stakeholder meeting.</p>	Complied
Criterion 4.2.3 – Traceability			
4.2.3.1	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>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> <p>i. RSPO, MSPO and ISCC Certificate number (where applicable)</p>	Complied

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		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) 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.	
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 02/03/2022 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 Nurazlan bin Rasedi (Assistant Manager) as responsible PIC to implement and maintain the traceability system dated 14/1/2022.	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 FFB well maintained as per samples sighted as following: Buyer: Jabor POM Weighbridge ticket no: 112246 C/N No: 98603 Date: 21/4/2022	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Weight: 9,770 mt Vehicle No: CDJ8267/2 Buyer: Kerbau POM Weighbridge ticket no: 263060 C/N No: 91964 Date: 17/11/2021 Weight: 42,080 mt Vehicle No: CEF3533	
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: 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: 1/4/2022 – 31/3/2023; Estate area: 1,961.57 ha MPOB License # 525928011000; Aktiviti Berlesen: Menghasilkan SLGBIJI #; Menjual dan mengalih – SLGBIJI #; Menyimpan – SLGBIJI #; Validity Period: 1/1/2022 – 31/12/2022. Permit Barang Kawalan Berjadual Diesel (Industries); Serial # P T001801; Ref. # KPDNKK/KMN/25-08/08/(09/2008) SK D; Storage quantity: 18,000 liter; Validity Period: 21/8/2021 – 20/8/2024.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirements register. - Major compliance -	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 2022.	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 -	The LORR was last reviewed on 10/1/2022. 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 was Aidi Mazrol Bin Ab Manan, Assistant Manager of Jabor Estate as per letter of appointment dated 14/1/2022.	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 # GM 330; Lot # 001852; District: Kemaman; Sub-district: Mukim Hulu Jabur; Area: 3.154 ha - Land title # GRN 18663; Lot # 1918; District: Kemaman; Sub-district: Mukim Hulu Jabur; Area: 7.436 ha	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Land Title # GRN 1315, Lot # 359 & 360, District: Kemaman, Sub-District: Mukim Hulu Jabur, Area: 2.4856Ha & 0.2104 Ha - Land Title # GRN 8214, Lot #521, District: Kemaman, Sub-District: Mukim Hulu Jabur, Area: 5.4883 Ha - Land Title # GRN 8674, District: Kemaman, Sub-District: Mukim Hulu Jabur, Area: 24.95 Ha 	
4.3.2.3	<p>Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.</p> <p>- Major compliance -</p>	Legal boundary of Jabor Estate was clearly demarcated based on site visit to sample boundary stone with GPS coordinate was accurate.	Complied
4.3.2.4	<p>Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC).</p> <p>- Minor compliance -</p>	<p>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: 2,329.72 ha; Planted area: 2,122.40 ha; Unplanted area: 204.17 ha.</p> <p>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.</p>	Complied
Criterion 4.3.3 – Customary rights			
4.3.3.1	<p>Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.</p> <p>- Major compliance -</p>	There is no customary land or negotiated agreements at all the sampled estates.	Not applicable

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Criterion / Indicator		Assessment Findings	Compliance
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should be made available. - Minor compliance -	There is no customary land or negotiated agreements at all the sampled estates.	Not applicable
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	There is no customary land or negotiated agreements at all the sampled estates.	Not applicable
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	Social impact assessment is available based on the stakeholder consultation feedback received. Plans were implemented and monitored by key personnel. 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). Management plan was reviewed yearly with latest review was conducted in March 2022.	Complied
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	Complied

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		iii. Verification made by stakeholder and management and agreed if the issues had been resolved.	
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 -	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
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 Logbook 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. Sime Darby Plantation Berhad has newly implemented social dialogue with workers once in every 2 weeks (e.g. dated 20/04/2022, 06/04/2022 and etc) Housing defect complaint recorded in "Oil Palm Poll" (OPP)	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 -	Based on interview with the stakeholders such as contractors, local communities and workers, it has shown that the stakeholders are aware of how to forward their complaints or suggestions.	Complied

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		Employees are aware that complaints can be made through "Suara Kami" & Worker helpline - Ulula portal (toll free – 1800819741 or Whatsapp +60162991411) for grievance), Whistleblowing (through website) "Oil Palm Poll (OPP)", communication book/morning briefing and Social Dialog.	
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 -	Record review found that previous complaints and requests including the resolution for the past 24 months were still available to affected stakeholders upon request.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	Contribution to local development was verified such as: - 1. Gotong royong membersihkan Kawasan Kubur Kg. Perasing Jaya. 2. Contribution of school bag and stationeries to SK Lembah Jabor on 24/02/2022 (Ref No: SKLJ 100-15/3/15) 3. Post flood cleaning activities at Sungai Lembing Villange on 24/12/2021 4. Cleaning activities at SK Jabor and Tadika KEMAS Jabor 5. Food contribution to COVID-19 patient at Kg Perasing Jaya, Kg Jabor Melayu and Kg. Jabor Cina on 09/08/2021. 6. Black Soil for Laman Herba Project at Jabor Primary School	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.	Sime Darby Plantation Berhad have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the CEO on 1/6/2020. The policy has been communicated to the workers through	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>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 2022. The management plan includes the ESH risk management, Emergency Response Procedure, Chemical Safety Management, Noise Boundary Monitoring, Health monitoring. The HSE Policy Statement has been effectively communicated to all workers and staffs.</p>	
4.4.4.2	<p>The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: d) all employees involved shall be adequately trained on safe working practices e) all precautions attached to products shall be properly observed and applied f) 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 	<ul style="list-style-type: none"> 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 30/12/2021 (e.g. tractor driving, harvesting, security, FFB collection and etc). <p>Noise Risk Assessment conducted on 25-26/2/2022 by SH Safety Consultancy Sdn Bhd. This assessment concludes there are 3 place that have noise exceeding the NEL. That place was heavy machine, workshop and Zenoah blower.</p> <ul style="list-style-type: none"> c) Chemical Health Risk Assessment (CHRA) was conducted at Jabor Estate on 18/7/2020. The management send workers to medical surveillance on 5/3/2021 for foreman, sprayer and other chemical user at Klinik Syed Badarudin. From the result all fit to work with chemical. <ul style="list-style-type: none"> i. Awareness and training was conducted to workers exposed to chemical. Chemical register updated on 01/02/2021 with chemical 	Complied

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	Criterion / Indicator	Assessment Findings	Compliance
	<p>Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>g) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>h) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</p> <p>i) 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>j) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>k) 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>l) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>identified such as Agri Bio Muriate od Potash, Agritect AC, CIRP, Kieserite, Ground Magnesium Limestone, Compound 45 and etc.</p> <p>ii. Chemical Safety Management (SD/SDP/PSQM (ESH)/202-OH4), Rev 0 dated 26/02/2015 was established and maintained.</p> <p>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).</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 21/02/2022, 23/11/2021 and 24/8/2021.</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. Employees were trained in First Aid with latest training was</p>	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>conducted on 20/04/2022 with total of 30 employees involved. First Aid Box is available at office and field with regular inspection was carried out by medical assistant.</p> <p>j) There are 1 accident reported in 2021. Investigation was carried out and documented in Incident Detailed Report. JKKP 8 form was submitted to DOSH on 04/01/2022 (Ref No: JKKP 8/93392/2021). JKKP 6 reported on 21/10/2021 regarding Badang driver with MC 63 days. The LTA was 7.41.</p> <p>k) Training for First Aid is conducted on annual basis. Adequate first aiders trained available. Latest first aid training at Jabor Estate done on 20/04/2022 and Jabor POM on 20/04/2022. First aid equipment is available at worksites. During the site visit there is evident that First Aid Box is available at the relevant workplace area. Appropriate DOSH guideline been used as first aid kit section control.</p> <p>l) JKKP 8 report has been submitted for the year of 2021. Refer report for Jabor Estate with reference number JKKP8/93392/2021 submitted on 04/01/2022 and Jabor POM with reference number JKKP8/114135/2021 submitted on 28/04/2022. For Jabor POM, JKKP 8 has been submitted early in January 2022 (15/01/2022) however there are 2 cases of accidents were not reported. Issue has been raised in the Internal Audit and corrective action has been taken.</p>	
Criterion 4.4.5: Employment conditions			
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 Berhad 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</p>	Complied

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		<p>2020. Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020.</p> <p>Sime Darby Plantation Berhad 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 Sime Darby Plantation Berhad. 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. The policies were communicated to the employees during induction training for new employees and morning muster.</p>	
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- 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 meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</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 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. Sample of pay slips for month of December 2021, January 2022 and March 2022 was verified as follows:-</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		- Employee ID No: 97965, 117884, 123566, 126354, 141503, 152284, 152358, 154072, 157042, 158230, 164170,	
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: - Contractor: AM DH Jaya Enterprise (FFB Transporter); Workers ID # 5067 (JCB Driver), 5119 (JCB Driver), 5543 (Lorry Driver). - Contractor: Kays Progressive Sdn. Bhd. (FFB Transporter); Workers ID # 5731 (Lorry Driver) & 5399 (Lorry Driver) - Contractor: Mahu Berjaya Enterprise (Harvesting Contractor); Workers ID #5355 (Harvester), Workers ID #5021 (Harvester), Workers ID #5203 (Harvester), Workers ID # 5597 (Harvester)	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: - Employee ID No: 97965, 117884, 123566, 126354, 141503, 152284, 152358, 154072, 157042, 158230, 164170	Complied
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.	Daily attendance recorded in "Punch Card" to capture the employees working hours (normal time and overtime) and computerized checkroll	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	system which makes working hours and overtime transparent for both employees and employer.	
4.4.5.8	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. - Major compliance -	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.	Complied
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 the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions. - Minor compliance -	All local employees are provided with the mandatory Employee Provident Fund (EPF) contributions while both local and foreign employees contributed with Social Security Organization (SOCSO). Additionally, other benefits offered by the company including the following: - Productivity incentive - Out-turn incentive - Transport allowance - Telephone allowance - Motorcycle allowance	Complied
4.4.5.11	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	All workers are provided with free housing facilities that included basic amenities such as treated water, surau community hall, sport facilities, etc.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	<p>Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p> <p>- Major compliance -</p>	<p>Electricity obtained from the national grid. The housing condition was in accordance to the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446). Weekly inspections by medical assistant were done to ensure cleanliness of the housing. Records were well maintained.</p> <p>Treated water was provided to workers as per records of Drinking Water Analysis (Domestic). Sample of water analysis was verified as follows:-</p> <p>Microbiology Analysis Test Report (Test Report No: ML 179/2022, Sample date: 18/03/2022, Date Issued: 01/04/2022, Parameter test: E.Coli & Total Coliform, Tested by: Sime Darby Plantation Research Sdn. Bhd.)</p> <p>Water Analysis Test Report (Test Report No: IE359/2022, Date sample: 14/03/2022, Tested date: 18/03/2022, Sample reference: treated (first point), last point, end user (quarters) and raw water. Parameter tested: pH, TDS, Turbidity, Chloride and Al.</p>	
4.4.5.12	<p>The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>Policy to prevent all forms of sexual harassment and violence in workplace has been embedded in Sime Darby Plantation Berhad 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>Communications made mainly during gender committee meeting which was conducted on 08/03/2022. Meeting minutes are available and documented in "Minit Mesyuarat Hal-Ehwal Wanita (Gender Committee) 1/2022".</p>	Complied
4.4.5.13	<p>The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective</p>	<p>Sime Darby Plantation Berhad has established a policy of "Group Sustainability & Quality Policy Statement" which respect the right of all employee to form and join trade union approved by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	<p>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>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 "Minit Mesyuarat Bersama Wakil NUPW Ladang Jabor"; Date: 05/01/2022.</p>	
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not expose to hazardous working conditions.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established a policy of "Group Sustainability & Quality Policy Statement" which has stated children and young person shall not be employed or exploited which was approved 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>	Complied
Criterion 4.4.6: Training and competency			
4.4.6.1	<p>All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.</p> <p>- Major compliance -</p>	<p>Training programme planned for year 2022 includes training for all categories of workers. Appropriate trainings on safe working practices are planned for:</p> <ul style="list-style-type: none"> - Workers handling chemical - Workers handling machineries <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 every month depend on job scope and evaluations carried out on each of the trainings to determine its effectiveness. Records of training for each employee, including new employees were maintained.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>The record sampling as per below:- Wages, OT, and ILO training dated 7/1/2022 Contractor training by management dated 20/1/2022 Medical Drill training dated 3/2/2022 Sexual harassment awareness training dated 10/3/2022 Hearing conservation training dated 14/4/2022 Harvesting training dated 21/1/2022 Manuring application refresher training dated 9/3/2021 Driver tractor training dated 1/6/2021</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" (Jabor Estate) – Jabor Estate FY 2021 such as HIRARC, Scheduled Waste Management, EAI Assessment, MSPO/RSPO Awareness and etc for each level.</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 2022 includes training for all categories of workers. The trainings conducted were based on job categories and workstations. 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 Berhad have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the CEO on 1/6/2020. 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 9/3/2021.</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>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 Jabor 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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Criterion / Indicator		Assessment Findings	Compliance						
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 2022 were sighted. Both the estates identified the following activities and areas for Improvement plan:</p> <table border="1"> <thead> <tr> <th>Objective</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>To ensure to send water sampling quarterly</td> <td>To identify person in charge Identify the sampling point Collect and send to R&D</td> </tr> <tr> <td>To ensure SW disposed before 180 days or 20 mt tonne EQA Scheduled waste Reg 2005</td> <td>To identify person in charge Train the PIC To record inventory and dispose</td> </tr> </tbody> </table>	Objective	Action	To ensure to send water sampling quarterly	To identify person in charge Identify the sampling point Collect and send to R&D	To ensure SW disposed before 180 days or 20 mt tonne EQA Scheduled waste Reg 2005	To identify person in charge Train the PIC To record inventory and dispose	Complied
Objective	Action								
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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 improvement plans and are working towards achieving the objectives. - Major compliance -	<p>Training program is available in the SOU 12 Jabor Estate Training Program updated on a yearly basis or revised as per the management requirement. 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:</p> <p>Refresher training policy, MSPO, HCV, and RSPO dated 28/1/2022</p>	Complied						

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Criterion / Indicator		Assessment Findings	Compliance																
		Training to sprayer regarding to buffer zone dated 17/1/2022 Scheduled waste training dated 8/3/2021																	
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 were concerns of workers and management about the environmental quality is discussed. The latest environmental meeting was on 10/2/2022 attended by 9 people included representative each worker and management. During meeting more discussion regarding to scheduled waste and domestic waste management, no issue been raised as per minute meeting.	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 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 2022 as below: <table border="1" data-bbox="1025 1066 1895 1203"> <thead> <tr> <th></th> <th>Water (L)</th> <th>Electric (Kwh)</th> <th>Diesel (L)</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>76,748</td> <td>150,117</td> <td>72,106</td> </tr> <tr> <td>2021</td> <td>79,439</td> <td>321,078</td> <td>62,865</td> </tr> <tr> <td>2022 (March 2022)</td> <td>17,376</td> <td>82,668</td> <td>15,309</td> </tr> </tbody> </table>		Water (L)	Electric (Kwh)	Diesel (L)	2020	76,748	150,117	72,106	2021	79,439	321,078	62,865	2022 (March 2022)	17,376	82,668	15,309	Complied
	Water (L)	Electric (Kwh)	Diesel (L)																
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2021	79,439	321,078	62,865																
2022 (March 2022)	17,376	82,668	15,309																
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.	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																

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Sighted that Jabor Estate has implemented rainwater harvesting at workshop and 2 units of straight light at line site using solar energy. No changes as per previous report.	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 -	The estate has identified the waste products and source pollution and documented in Environmental Management Plan SOU – Jabor under section Waste Management. The waste identified as follows: a) Domestic waste - Rubbish, Scrap Metal, Used Tyre, Sewage b) Scheduled waste - Used lubricants/hydraulic oil - Used pesticides containers - Rags, Plastic papers or filters contaminated with scheduled waste c) Clinical waste d) Recyclable waste - Reuse empty pesticides containers (Premix Containers) - Used PPE - EFB e) Industrial waste - Scrap metal, used tires	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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> <ul style="list-style-type: none"> a) Identifying and monitoring sources of waste and pollution b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products <p>- Major compliance -</p>	<ul style="list-style-type: none"> a) As per waste management plan, the management already identified the waste that been generate in the estate at each operating unit refer indicator 4.5.3.1 b) The management have using EFB as recycle waste and declare as potential waste as nutrient. This action was to improve soil in the estate that as value added. 	Complied
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. 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.</p> <p>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> <p>Clinical waste (SW 404) Consignment note 2021112410ESITKU dated 24/11/2021 at Kualiti Alam Sdn Bhd with total 0.0079mt. Spent lubricant (SW 305)</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Consignment note 005588 dated 15/2/2022 at Kualiti Alam Sdn Bhd with total 1 pellet.</p> <p>Used oil filter (SW 410)</p> <p>Consignment note 0166408 dated 15/2/2022 at Kulaiti Alam Sdn Bhd with total 1 pellet.</p>	
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer’s labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- 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>The latest disposal empty container was on 15/2/2022 at Cenviro Recycling and Recovery Sdn Bhd. Record as per consignment note 0005589 under SW 409 with total 5 pellet.</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 estate after 2017, all the domestic waste was sent to outside landfill (Gading Senggara Sdn Bhd) and transport by contractor AM DH Jaya Enterprise at rate RMXXXX per round at 13 rounds per month. Contract No. 03/2021. Latest record dispatch was on 28/3/2022 ticket no: D0083895.</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 -	<p>The estate assessed their polluting activities incorporated in the Environmental Improvement Plan/Pollution Prevention Plan 2021. Details as provided in 4.5.1.3 and 4.5.1.4. Therein is given potential sources of pollutants, objective & targets and action to be taken.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Pollution</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Air</td> <td>Vehicle & gen-sets</td> </tr> <tr> <td>2</td> <td>Water</td> <td>cleaning water & run-off</td> </tr> <tr> <td>3</td> <td>Land</td> <td>SW, domestic waste & industrial waste</td> </tr> </tbody> </table> <p>The GHG final emissions summarised from the estate activities is shown as tCO2e/tFFB.</p>		Pollution	Source	1	Air	Vehicle & gen-sets	2	Water	cleaning water & run-off	3	Land	SW, domestic waste & industrial waste	Complied
	Pollution	Source													
1	Air	Vehicle & gen-sets													
2	Water	cleaning water & run-off													
3	Land	SW, domestic waste & industrial waste													
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	<p>The estate assessed their polluting activities and is tabulated under the environmental management program. Therein is given potential sources of pollutants, objective & targets and action to be taken. Sighted targeted area assessed among other as follows;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Sources/objective & target</th> <th>Action steps</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Management of HCV river reserve where applicable</td> <td>To train/retrain sprayers/manuring gang to avoid any chemical-related works at the area</td> </tr> <tr> <td>2</td> <td>To monitor waste management plan for its suitability</td> <td>SW disposal monitoring. Delivery to Kualiti Alam Sdn Bhd</td> </tr> <tr> <td>3</td> <td>To improve employees awareness on pollution prevention at housing complex including zero burning policy.</td> <td>Continuous reminders</td> </tr> </tbody> </table>		Sources/objective & target	Action steps	1	Management of HCV river reserve where applicable	To train/retrain sprayers/manuring gang to avoid any chemical-related works at the area	2	To monitor waste management plan for its suitability	SW disposal monitoring. Delivery to Kualiti Alam Sdn Bhd	3	To improve employees awareness on pollution prevention at housing complex including zero burning policy.	Continuous reminders	Complied
	Sources/objective & target	Action steps													
1	Management of HCV river reserve where applicable	To train/retrain sprayers/manuring gang to avoid any chemical-related works at the area													
2	To monitor waste management plan for its suitability	SW disposal monitoring. Delivery to Kualiti Alam Sdn Bhd													
3	To improve employees awareness on pollution prevention at housing complex including zero burning policy.	Continuous reminders													

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Criterion / Indicator		Assessment Findings		Compliance
		4	To minimise spillage of oil/chemical onto the ground	Continuous training and use of spill trays
		5	To review aspect identification & impact evaluation to identify significant critical points for control.	Review through EA/EIE
Criterion 4.5.5: Natural water resources				
4.5.5.1	<p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> 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. 	a)	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 2022 plan dated 10/1/2022. From the analysis the main water sources for Jabor was from water catchment. The other choice during water shortage was to purchase from Perbadanan Air Pahang (PaiP).	Complied
		b)	In Jabor Estate, the monitoring of outgoing water been conducted for Sg Jabor, Sg Perasing and Sg Pergam. To monitor the water outgoing, the management send water sampling to Sime Darby Plantation Berhad to ensure the outgoing water was not pollute with estate activity. Latest record was on 10/3/2022 referred test report no. IE375/2022. Previously analysis was on 12/1/2022. From the result showed the water was not conform with Class IIA/IIB of NWQS for natural waterways due to sampling during raining season.	
		c)	Estate management have introduced water reuse, recycle and ration to reduce water usage. To implement this action management already install a large container for rainwater collection at workshop. The rainwater shall be recycled for workshop activities. The management	

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>	<p>also conducted daily monitoring on the water piping system. To ensure no leakage in the piping system. This can saw as per worker housing inspection that been done weekly basis.</p> <p>d) 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 Berhad dated April 2014). The buffer zones established are as following:</p> <table border="1"> <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> </tbody> </table> <p>e) Not sighted any vegetation in riparian area has been removed during site verification.</p> <p>f) No bore wellbeing using for water supply, this verified as per interview and site verification.</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	
River Width	Buffer Zone														
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20 metres – 40 metres	40 metres														
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< 5 metres	5 metres														
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 roadside pits was observed in Jabor Estate.	Complied												

Criterion / Indicator	Assessment Findings	Compliance																												
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value																														
<p>4.5.6.1 Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p> <p>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</p> <p>b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.</p> <p>- Major compliance -</p>	<p>The management already conducted the HCV assessment for Jabor operating unit. This can refer as per record High Conservation Value (HCV) Re-Assessment for Pahang Zone: Strategic Operating Unit (Sou): 10-Bukit Puteri, 11- Kerbau and 12-Jabor Ver 2. This assessment conducted by PSQM Department dated March 2016.</p> <p>Under the report they identified certain flora and fauna that been found as per below:-</p> <p>Birds</p> <table border="1" data-bbox="1032 791 1823 1062"> <thead> <tr> <th>Scientific name</th> <th>IUCN conservation status</th> </tr> </thead> <tbody> <tr> <td><i>Halcyon smyrnensis</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Acridotheres tristis</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Spilornis cheela</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Tyto alba</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Gallus gallus</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Mesophoyx intermedia</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Dendrocygna Javanica</i></td> <td>Least Concern</td> </tr> </tbody> </table> <p>Mammals</p> <table border="1" data-bbox="1032 1150 1823 1358"> <thead> <tr> <th>Scientific name</th> <th>IUCN conservation status</th> </tr> </thead> <tbody> <tr> <td><i>Sus Scrofa</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Macaca Fascicularis</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Prionailurus bengalensis</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Paradoxurus hermaphrodites</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Viverra tangalunga</i></td> <td>Least Concern</td> </tr> </tbody> </table>	Scientific name	IUCN conservation status	<i>Halcyon smyrnensis</i>	Least Concern	<i>Acridotheres tristis</i>	Least Concern	<i>Spilornis cheela</i>	Least Concern	<i>Tyto alba</i>	Least Concern	<i>Gallus gallus</i>	Least Concern	<i>Mesophoyx intermedia</i>	Least Concern	<i>Dendrocygna Javanica</i>	Least Concern	Scientific name	IUCN conservation status	<i>Sus Scrofa</i>	Least Concern	<i>Macaca Fascicularis</i>	Least Concern	<i>Prionailurus bengalensis</i>	Least Concern	<i>Paradoxurus hermaphrodites</i>	Least Concern	<i>Viverra tangalunga</i>	Least Concern	<p>Complied</p>
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Jabor estate	Water catchment	3.14	HCV 4																				
4.5.6.2	<p>If rare, threatened or endangered species or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p>- Major compliance -</p>	<p>As per report, the management already establish the HCV action plan as per dated 15/1/2022. This to ensure the buffer zone for water catchment in good condition with signage and educate the workers and stakeholder to ensure no encroachment and no chemical activity in the buffer zone area. The training already been conducted on October 2021 by PSQM team to SOU 12 Jabor for staff and including workers on 28/1/2022. As per programmed, the management will conduct 4 monthly basis training (June, Sept, and Dec 2022).</p>	Complied																				
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>Estates visited has established management plan and documented in HCV Management Plan FY 2022 Objectives and Target. The management plan stated the scope, objective, mitigation plan, monitoring period and person responsible.</p> <p>Estates visited conducted HCV monitoring on monthly basis. The monitoring is to observe any encroachment, wildlife sighting, and environmental pollution issue.</p>	Complied																				
Criterion 4.5.7: Zero burning practices																							

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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 Berhad 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 -	N/A. Details in 4.5.7.1 above.	Not Applicable
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 -	N/A. Details in 4.5.7.1 above.	Not Applicable
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			

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.</p> <p>Sime Darby Plantation Berhad has established mechanism to monitor the implementation of their procedure by Plantation Advisor Visit, Performance Monitoring Visit and Agronomist Visit. The visit focusing on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep.</p> <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 Plantation Berhad has established and maintained a 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.</p> <p>Jabor Estate had complied with this policy to not plant on slopes above 25° and Buffer Zone. 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
4.6.1.3	<p>A visual identification or reference system shall be established for each field.</p> <p>- Major compliance -</p>	<p>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 slabs.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance												
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 2022 to 2026 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 2026. All programs were sighted as follows:- <table border="1" style="margin-left: 20px;"> <tr> <td>Year</td> <td>2022</td> <td>2023</td> <td>2024</td> <td>2025</td> <td>2026</td> </tr> <tr> <td>Hectarage</td> <td>0.00</td> <td>87.36</td> <td>55.84</td> <td>92.38</td> <td>82.58</td> </tr> </table>	Year	2022	2023	2024	2025	2026	Hectarage	0.00	87.36	55.84	92.38	82.58	Complied
Year	2022	2023	2024	2025	2026										
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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 e) Financial indicators: cost benefit, discounted cash flow, return on investment - Major compliance -	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
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. Payment made on monthly basis as agreed between both contracting parties.	Complied
Criterion 4.6.4: Contractor			
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 as follows:	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ol style="list-style-type: none"> 1. Contractor: Kays Progressive Sdn. Bhd, Scope of Works: FFB Transportation Services, Contract Period: 01/01/2022 – 31/12/2022. 2. Contractor: Mahu Beraya Enterprise Scope of Works: Pruning in Mature Field (JBE/021/2021) and Harvesting in Mature Field (JBE/02/2021) 3. Contractor: AM DH Jaya Enterprise, Scope of Works: Grass Cutting Compound Upkeep at Building & Amenities (JBE/04/2021), Application at Mature Areas (JBE/04/2021), Lorry Rental for General Upkeep Works (JBE/05/01/2022) and Backhoe Rental for Road Repairs & General Upkeep Works (JBE/02/2021). 	
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 (Not Applicable because no new planting in Sampling estate)			
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.	No new planting was observed or planned by the management. Thus, this principle is not applicable	Not Applicable

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Criterion / Indicator		Assessment Findings	Compliance
	- Major 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 was observed or planned by the management. Thus, this principle 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 -	There is no peat soil or soil categorized as marginal or fragile soil in all estate visited. There was also no new planting in the estate	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 -	There is no peat soil or soil categorized as marginal or fragile soil in all estate visited. There was also no new planting in the estate.	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 -	There is no peat soil or soil categorized as marginal or fragile soil in all estate visited. There was also no new planting in the estate.	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 -	There is no peat soil or soil categorized as marginal or fragile soil in all estate visited. There was also no new planting in the estate.	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 -	There is no peat soil or soil categorized as marginal or fragile soil in all estate visited. There was also no new planting in the estate.	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 was observed or planned by the management. Thus, this principle 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 was observed or planned by the management. Thus, this principle 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 was observed or planned by the management. Thus, this principle 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 was observed or planned by the management. Thus, this principle 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 was observed or planned by the management. Thus, this principle 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 was observed or planned by the management. Thus, this principle 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 was observed or planned by the management. Thus, this principle 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 was observed or planned by the management. Thus, this principle 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 was observed or planned by the management. Thus, this principle 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 was observed or planned by the management. Thus, this principle 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 was observed or planned by the management. Thus, this principle 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 was observed or planned by the management. Thus, this principle 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 was observed or planned by the management. Thus, this principle 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 Berhad 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 Plantation Berhad website link as per following:</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		https://sime-darbyplantation.com/sustainability/reports-policies-and-statements/	
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - 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 -	The Internal Audit Procedure (SD/SDP/PSQM/IAP, Rev 2 dated 01/11/2017) was maintained and internal audit was planned to be conducted at least once a year to determine the status of the MSPO implementation and to identify the potential areas for continual improvement. Latest internal audit for Jabor POM was conducted on 01/03/2022 by Sustainability Compliance Unit, GSD Which has covered RSPO, MSPO and MSPO SCCS. Total of 3 major nonconformances were raised.	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 -	Sime Darby Plantation Berhad has maintained the Internal Audit Procedure, Doc. No.: SD/SDP/PSQM/IAP, Rev. 2 dated 01/09/2017. Internal audit was conducted on 07 & 16/03/2022 has recorded total of 3 major nonconformances for MSPO has been closed. Audit results recorded in Internal Audit Results has include the detail of nonconformities/findings, root cause, correction and corrective action plan.	Complied
4.1.2.3	Reports shall be made available to the management for their review.	The internal audit report was distributed to the mill management. The Management Representative has acknowledged on the	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	RSPO+MSPO Internal Audit Report for SOU 12: Jabor POM on 01/03/2022. Management review meeting was conducted to review the findings of the internal audit.	
Criterion 4.1.3 – Management Review			
4.1.3.1	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p>- Major compliance -</p>	<p>The latest management review meeting was conducted on 22/03/2022 at Jabor POM together with Jabor Estate. Meeting minutes was available where the agenda that discussed as below:</p> <ol style="list-style-type: none"> 1. Results of internal audits covering RSPO, MSPO & SCCS 2. Process performance and product conformity 3. Customer feedback 4. Status of preventive and corrective actions 5. Follow-up actions from management reviews 6. Changes that could affect the management system 7. Recommendations for improvement 8. Improvement of the effectiveness of the management system and processes 9. Complaint and grievances 10. Resources needs 	Complied
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	<p>The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company.</p> <p>- Major compliance -</p>	<p>Continual improvement plan for the mill has been documented in the management review meeting minutes dated 10/9/2021. The plan was developed based on consideration of the social and environmental impact.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.1.4.2	<p>The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.</p> <p>- Major compliance -</p>	<p>There is no new application of new technology implemented during the certification periods. The current practices continued and guide by Standard Operation Procedure (SOP).</p> <p>The Palm Oil Mill management will implement and monitor any new technologies being implemented and the training of other personnel.</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 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>Sime Darby Plantation Berhad Mill Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 01/11/2008). The procedure has detailing the process of handling complaints from stakeholders and the time frame for external communication to be dealt with. The time frame to provide feedback is within two weeks of the date of receipt for communication and within one week of the completion of the investigation. Manager is responsible for address the communication and requests.</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 social outcomes.</p> <p>- Major compliance -</p>	<p>The management has disseminated the information of the documents that made publicly available such as management plan, OSH plan, audit reports and land titles upon request during the stakeholder meetings. Besides, internal and external stakeholders could access to the company's website (http://www.simedarbyplantation.com/Sustainability.aspx) to obtain information such as policies, annual report and complaint procedures.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 -	Sime Darby Plantation Berhad Mill Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 01/11/2008). The procedure has detailing the process of handling complaints from stakeholders and the time frame for external communication to be dealt with. The time frame to provide feedback is within two weeks of the date of receipt for communication and within one week of the completion of the investigation. Manager is responsible for address the communication and requests.	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, Gender Committee etc. Mohamed Jamil Bin Ismail (Senior Asst Manager) was responsible for consultation and communication with relevant stakeholder and Mohamad Syafiq Aizat Bin Mazlan (Asst manager) has been appointed as management official for social as per appointment letter dated 01/01/2021 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 for Y2022 was updated in January 2022 has 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	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>communication included attendance lists, minutes of the meetings, photographs of the meetings and meeting notes.</p> <p>Meeting with stakeholders was conducted on 28/03/2022 at Jabor Estate Club House and attended by representatives from school, supplier/contractor, village head, mosque, police, RELA, NUPW, BOMBA, Perhilitan and etc. Issues raised by stakeholders such as road safety has been discussed in the meeting. Briefing on Sime Darby Plantation Berhad policy, RSPO & MSPO Awareness and etc was conducted during stakeholder meeting.</p>	
Criterion 4.2.3 – Traceability			
4.2.3.1	<p>The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability.</p> <p>- Major compliance -</p>	<p>The procedure established as Sustainable Plantation Management System SOP for Sustainable Supply Chain and Traceability; Version 2; Issue # 5; Issue date: April 2019.</p>	Complied
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>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 1/3/2022 for traceability inspections which was done in combination among MSPO, RSPO & SCCS requirements.</p>	Complied
4.2.3.3	<p>The management shall identified and assign suitable employees to implement and maintain traceability system.</p> <p>- Minor compliance -</p>	<p>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. No changes from previous report.</p>	Complied

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4.2.3.4	<p>Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained.</p> <p>- Major compliance -</p>	<p>Records of storage, sales, delivery and transportation of CPO and PK well maintained as per samples sighted as following:</p> <p>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</p> <p>FFB Received</p> <p>Source: ZMMAS Sdn Bhd</p> <p>Weighbridge Ticket: 112265</p> <p>Product: 0001 – FFB A Corp</p> <p>Dated: 23/4/2022</p> <p>Nett Weight: 8,880 kg</p> <p>MSPO Certificate: 8195289</p> <p>Validity: 7/8/2024</p> <p>Source: Jabor Estate</p> <p>Weighbridge Ticket: 112287</p> <p>Product: 0001 – FFB A Crop</p> <p>Dated: 25/4/2022</p> <p>Nett Weight: 6,160 kg</p> <p>MSPO Certificate: MSPO 745251</p> <p>Validity: 5/10/2021-6/7/2026</p>	Complied

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		<p>CPO & PK Delivery</p> <ul style="list-style-type: none"> - CPO Despatch Weighbridge Ticket # 008441; Customer: SDOPKR (SDOC); Net weight: 38,080 kg; Date: 14/4/2022 - PK Despatch Weighbridge Ticket # 008435; Customer: SDO Carey KCP Nuri KCP (CI); Net weight: 39,990 kg; Date: 5/4/2022 	
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> <p>MPOB license 530438004000 for selling, transfer, buying and milling was valid from 1/7/2021 until 30/6/2022.</p> <p>Pengecualian Daripada Sekatan Kerja Malam Bagi Pekerja- Pekerja Wanita (Seksyen 34 Akta Kerja, 1955); Ref. # BHG PU/9/135 Jld 48118; Date: 20/5/2021</p> <p>Weighbridge calibration been conducted by De Metrology Sdn Bhd dated 6/5/2021 as per certificate D062652.</p> <p>License for Diesel (9100 liter) KPDNKK/KMN/25-01/18 SK D dated 11/5/2021 until 10/5/2024.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance																		
		<p>License for Back Pressure Receiver TG PMT 81412 was valid until 5/5/2023.</p> <p>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</p> <p>Written Approval from DOE regarding to EQA (Clean Air Reg) AS(B)T: 31/152/000/003 Jilid 10(19) dated 3 Jan 2011.</p> <p>DOE License # 004060; Validity period: 1/7/2021 – 30/6/2022; Discharge method: Water course; BOD limit: 100 mg/l</p> <p>From the verification to ensure the Mill followed as per Jadual Pematuhan as per below:-</p> <p>Water sampling on river (Sg Jabor) as per result water analysis 719/2022 dated 18/2/2022.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Refer</th> <th style="text-align: center;">pH</th> <th style="text-align: center;">BOD</th> <th style="text-align: center;">SS</th> <th style="text-align: center;">AN</th> <th style="text-align: center;">Total N</th> </tr> </thead> <tbody> <tr> <td>1653/2022 (Upstream)</td> <td style="text-align: center;">7.54</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td>1654/2022 (Downstream)</td> <td style="text-align: center;">7.09</td> <td style="text-align: center;">13</td> <td style="text-align: center;">67</td> <td style="text-align: center;">1</td> <td style="text-align: center;">3</td> </tr> </tbody> </table> <p>The management already approval for contravene Clean Air Regulation 2014 as per license 004080 valid from 1/1/2022 until 31/12/2022.</p> <p>The third party audit already been conducted as per Jadual Pematuhan requirement, Environmental Compliance Audit Report (1/2021) AS(B)T:31/152/000/003 dated 18/12/2021. From the summary no finding from the auditor for Jabor POM.</p>	Refer	pH	BOD	SS	AN	Total N	1653/2022 (Upstream)	7.54	12	13	2	3	1654/2022 (Downstream)	7.09	13	67	1	3	
Refer	pH	BOD	SS	AN	Total N																
1653/2022 (Upstream)	7.54	12	13	2	3																
1654/2022 (Downstream)	7.09	13	67	1	3																
4.3.1.2	The management shall list all relevant laws related to their	All relevant laws related to Jabor POM were listed in the Legal & Other Requirements Register (LORR) by Group Quality &	Complied																		

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Criterion / Indicator		Assessment Findings	Compliance
	operations in a legal requirements register. - Major compliance -	Sustainability Department as per samples verified in indicator 4.3.1.1 above.	
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 22/3/2022 with Evaluation of Compliance Score Card overall score 99.52% & rating need improvement.	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 Mohamad Syafiq Aizat Bin Mazlan; Assistant II 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 - Title # 8674; Lot # 1884; Area: 24.95 ha; Registered on 31/1/1987	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The mill is located in the Jabor Estate. It is separated by means of fencing and effluent. The mill operates under Jabor Estate land title detailed as follows; 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

Criterion / Indicator		Assessment Findings	Compliance
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: 2329.72 ha; Planted area: 2122.40 ha; Unplanted area: 204.17 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 -	There is no customary land or negotiated agreements at all the sampled estates.	Not applicable
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	There is no customary land or negotiated agreements at all the sampled estates.	Not applicable
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	There is no customary land or negotiated agreements at all the sampled estates.	Not applicable
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 impacts should be identified and plans should be 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 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).</p> <p>Management Plan on Social Impact Assessment for Y2022 was reviewed in March 2022.</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>Sighted the complaint procedure indicating step-wise approaches in managing complaints. Summary of the methods are as follows:</p> <ul style="list-style-type: none"> 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	<p>The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties.</p> <p>- Major compliance -</p>	<p>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.</p>	Complied

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		<p>Complaints and grievances are investigated, addressed and resolved based on their severity. No complaints related to sexual harassment received so far.</p> <p>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.</p>	
4.4.2.3	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints.</p> <p>- Minor compliance -</p>	<p>Employees and affected stakeholders can make complaints by recording in the Complaints & Grievance Logbook kept at the Mill office.</p> <p>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.</p>	Complied
4.4.2.4	<p>Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.</p> <p>- Minor compliance -</p>	<p>Based on interview with the stakeholders such as contractors, local communities and workers, it has shown that the stakeholders are aware of how to forward their complaints or suggestions.</p> <p>Employees are aware that complaints can be made through "Suara Kami" & Worker helpline - Ulula portal (toll free – 1800819741 or Whatsapp +60162991411) for grievance), Whistleblowing (through website) "Oil Palm Poll (OPP)", communication book/morning briefing and Social Dialog.</p>	Complied
4.4.2.5	<p>Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.</p> <p>- Major compliance -</p>	<p>Record review found that previous complaints and requests including the resolution for the past 24 months were still available to affected stakeholders upon request.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.4.3: Commitment to contribute to local sustainable development			
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 to local development was verified such as:- Gotong royong membersihkan Kawasan Kubur Kg. Perasing Jaya. Black Soil for Laman Herba Project at Jabor Primary School and KRT Aspa Cottage COVID-19 vaccination program with Majlis Daerah Kemaman.</p>	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 Berhad 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. Last briefing was on 8/9/2021.</p>	Complied
4.4.4.2	<p>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"> a) Health, Safety & Environment (HSE) Policy Statement was established and approved by Chief Executive Officer of Upstream Malaysia, Sime Darby Plantation Berhad dated 01/06/2020. The policy was communicated through briefing and displayed at various location (e.g. notice board) and daily morning muster call. b) Risk for all operation have been identified in HIRARC. Noise Risk Assessment Report dated 26 & 27 Feb 2022 by SH Safety 	Complied

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	Criterion / Indicator	Assessment Findings	Compliance
	<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 Labeling) 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 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. h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees. 	<p>Consultancy Sdn Bhd. The baseline Noise Risk Assessment stated the management need to conduct audiometric test to personnel that working at high risk noise issue and to conduct yearly training for hearing conservation to workers. For chemical the management hired Azhar Hazardous Chemical Consultancy for conducted the Chemical Hazard Risk Assessment for each chemical been using by the employee. All record was available at site.</p> <ul style="list-style-type: none"> c) An awareness training programme was available for year 2022 this included for employees exposed to chemicals used at the palm oil mill such as in Laboratory. The latest training was;- <ul style="list-style-type: none"> i) Fire drill training and emergency response plan dated 22/1/2022 ii) Chemical handling training by NALCO date 18/11/2021 iii) HIRARC briefing to workers dated 23/3/2022 d) 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. e) The management already establish SOP based on safety data sheet for each activity in Mill. f) Appointment letter for OSH committee was available dated 1/12/2021. The management has appointed Mohamad Syafiq 	

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Criterion / Indicator		Assessment Findings	Compliance
	<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>Aizat Mazlan as Secretary/responsible person for workers' safety and health.</p> <p>g) Safety and Health Committee meeting was established, and meeting was planned and conducted on quarterly basis. OSH meeting conducted on 21/3/2022 and previously was on 13/12/2021, 20/9/2021.</p> <p>h) Accident and emergency procedures was existing and instructions clearly understood by all employees. Accident and emergency procedure were based on Nadopod. 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>i) Employees trained in First Aid was present at all mill operations. First Aid equipment should be available at each worksite. First aid training conducted on 20/4/2022.</p> <p>j) JKKP 8/98458/2021 dated 15/1/2022. From the report there are 1 case on occupational accident on dated 26/11/2020. The last training on hearing conservation was on 15/8/2020. Previous year 2021 the management conducted the Hearing conservation briefing on 1/12/2021 under weekly assembly report. The LTA for 2021 was 10.53.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	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.	Sime Darby Plantation Berhad 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	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020. Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020.</p> <p>Sime Darby Plantation Berhad 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 Sime Darby Plantation Berhad. 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. The policies were communicated to the employees during induction training for new employees and morning muster.</p>	
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- 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 as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</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 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</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>mandatory Minimum Wage Order 2020 enforced by the government.</p> <p>Pay slip verified for month of Sept 2021, December 2021 and February 2022 as follows: Employee No: 23275, 115247, 135936, 157925, 118612, 125295, 129819, 129818, 155042, 162543,</p>	
4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>Jabor POM only used contractor on project basis. So far, no project exceeded more than a week. Jabor POM has maintained the contractors' work agreement or purchase order for verification.</p>	Complied
4.4.5.5	<p>The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	<p>The mill management has registered all their workers into Employee Master Details Listing in SEMUA system where personal details such as full name, gender, date of birth, date join company, race, designation and wages were recorded.</p> <p>Total of 96 workers recorded for Jabor POM as April 2022 in SEMUA-Employee Master Listing (ZCKRLM04).</p>	Complied
4.4.5.6	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>The mill management has employed local and foreign workers from Indonesia and India. All foreign workers are under direct employment to the mill. Sampled of total 10 employment contracts and all of them have signed on the employment contract prior to work and extension contract where the original contract has expired. Terms and conditions were according to Collective Agreement and Employment Act 1955.</p> <p>Sampled of employment contract is as follows:</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Employee No: 167490, 167101, 167800, 167492, 167493, 165145, 102841, 155209, 166468, 167803,	
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 -	Daily attendance recorded in "Punch Card" to capture the employees working hours (normal time and overtime) and computerized checkroll system which makes working hours and overtime transparent for both employees and employer. Sighted "Mill Daily Attendance Report" (CKRRD005) for May 2021 – March 2022.	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 -	Interviewed with the workers confirmed that they have rest time in between of the working hours. Overtimes were paid according to the rate stated in the agreement and regulatory requirements. The overtime offered upon mutually agreement. Mill working hour is as follows: Workshop – 7.00 a.m. – 3.00 p.m. Mill Operation – 8.00 a.m. – 4.00 p.m. Most overtime worked recorded in November 2021 with 109 hours (emp No: 23275) is according to JTK Permit (Had Kerja Lebih Masa dibawah Seksyen 60A (4)(a) Akta Kerja 1955, Ref No:(30)dlm Bhg PU/9/134 Jilid 2 dated 02/12/2013) with maximum overtime allowed is 130 hours per month.	Complied
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	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Field and Other General Employees and Fringe Benefits Agreement, 2019. This also in-line with Malaysia Employment Act 1955.	
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 work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings. - Minor compliance -	All employees staying at the housing complex are provided with 5kg rice per person once in every two months and subsidized treated water (35 gallons/month). All local employee contributed to Employee Provident Fund (EPF) while both local and foreign employees contributed with Social Security Organization (SOCSO). Additionally, other benefits offered by the company including the following: - Productivity incentive - Out-turn incentive - Telephone allowance - Shift allowance	Complied
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities. - Major compliance -	All workers are provided with free housing facilities that included basic amenities such as treated clean water (35 gallons/month), surau community hall, sport facilities, etc. Electricity obtained from the national grid. The housing condition was in accordance to the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446). Weekly inspections by medical assistant were done to ensure cleanliness of the housing. Records were well maintained.	Complied
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They seek to create a working environment with zero tolerance for sexual harassment and abuse and in which violence	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>is never used to resolve issues or conflict. Gender Committee was established in Jabor POM and meeting was conducted on 08/03/2022.</p> <p>There was no issue reported during the meeting. Interviewed with the female workers confirmed that no sexual harassment or violence case reported.</p> <p>The Gender Committee & Reproductive Rights Refresher Training modules by Sime Darby Plantation Berhad HQ SQM Malaysia. There's also Gender Committee Handbook First Edition established by PSQM Department. Group Sustainability Department Social Performance and Advocacy.</p>	
4.4.5.13	<p>The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established a policy of "Group Sustainability & Quality Policy Statement" which respect the right of all employee to form and join trade union approved 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: 08/02/2022.</p>	Complied
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established a policy of "Group Sustainability & Quality Policy Statement" which has stated children and young person shall not be employed or exploited which was approved by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019.</p>	Complied

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		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	
Criterion 4.4.6: Training and competency			
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. - Major compliance -	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.	Complied
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	A formal training programme on all aspects of MSPO requirements have been established and implemented to cover all employees. 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. The training needs analysis are reviewed annually and discussed in the quarterly Safety and Health meetings. Training record as per below:- First aid training dated 20/4/2022 Training on PTW and LOTO dated 20/4/2022 COBC training dated 11/4/2022 ETP Training dated 30/3/2022 HIRARC review and training dated 22/3/2022 Sexual Harassment training dated 10/3/2022	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Firedrill training and Emergency response plan training dated 22/1/2022 Contractor management training dated 17/1/2022 Pictorial working instruction (PWI) on processing station with operation dated 13/1/2022 Training on Scheduled waste management dated 13/12/2021 Noise exposure training 13/12/2021 Workers helpline, SOP, Policies, and Human right training dated 8/9/2021.	
4.4.6.3	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. - Minor compliance -	Training programme planned for year 2022 includes training for all categories of workers in Jabor POM. This training covered according to their job function and responsibility.	Complied
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	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. - Major compliance -	Sime Darby Plantation Berhad 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 8/09/2021.	Complied
4.5.1.2	The environmental management plan shall cover the following: a) An environmental policy and objectives;	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	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	<p>b) The aspects and impacts analysis of all operations</p> <p>- Major compliance -</p>	<p>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 mill identified the aspects and impacts analysis of its operations.</p> <p>The plans and impact assessments relating to environmental impacts based on documents for both the mill are elaborated in the following records:</p> <p>Measurement of dust particulates concentration for Stack Flue Gas (L-GB-CC2203CSJ-0298) dated 17/3/2022</p> <p>Environmental Compliance Audit Report (1/2021) dated December 2021.</p> <p>Online environmental report 3 monthly once. Latest record verified for 6/4/2022.</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>The management plan was establish based on aspect and impact evaluation foe each activity in mill. The latest record of management plan was on 1/1/2022. For year 2022 there are 5 environmental issue been identified as per below: -</p> <ul style="list-style-type: none"> i) Dust particulate come from chimney boiler ii) Black smoke come from chimney boiler iii) Scheduled waste store chemical leakage or spillage iv) EFB built up at dumping area and cause EFB leachate at drainage v) Final discharge from effluent treatment plant did not meet specification from DOE. 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		From verification of implementation of Black smoke come from chimney boiler, the action plan to install of new boiler to reduce the backfire issue and manual racking system tat contribute to high black smoke. The management already start to install the new boiler as per management plan based on letter M2020/M283/00000011/Q2020/M283/00000008 dated 1/10/2020. The project still in progress and will commissioning on May 2022.	
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, POM and Estates carried out the annual review of environmental impacts documented in Registration of Environmental Aspects and Impacts.	Complied
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: Scheduled waste training dated 13/12/2021 ETP Training dated 30/3/2022	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. 1/2022). The latest meeting was done on 21/03/2022. Sighted the meeting minutes for verification. The last meeting was done on 13/12/2021.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>For Environmental Regulatory Compliance Monitoring Committee (ERCMC) Meeting, last conducted on 24/12/2021. This meeting attended by regional manager CER, EPMC kerdau chairman, EPMC Jabor Chairman, EPMC Bk Puteri POM Chairman and also Assistant Manager SQM CER.</p> <p>The regional SQM Conducts Environment regulatory Compliance Monitoring Committee Meetings every 6 months to discuss on the following:</p> <ol style="list-style-type: none"> 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 	
Criterion 4.5.2: Efficiency of energy use and use of renewable energy			
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period</p> <p>- Major compliance -</p>	<p>The monitoring is recorded in environment performance indicator- electricity generated by steam turbine tabulated for the financial year Jan-Dec. It is calculated as electricity generated from turbine that produces power for the mill entire complex operation unit in kwh/mt FFB. A monthly record on energy consumption for both renewable and non-renewable sources were also maintained documented. It is monitored to optimize use of renewable energy. The data is compiled for comparison and control for future improvement with aim of gradual reduction particularly diesel.</p> <p>Under the annual energy management plan 2021/22 the mill aimed for reduction plan among others;</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance									
		<ul style="list-style-type: none"> educate workers on fuel saving practice avoid leakages during vehicles maintenance. <p>The mill records the diesel, water, and electricity usage as below:</p> <table border="1"> <thead> <tr> <th></th> <th>2020</th> <th>2021</th> </tr> </thead> <tbody> <tr> <td>Total Diesel</td> <td>60,680</td> <td>25,834</td> </tr> <tr> <td>Total FFB</td> <td>88,592.488</td> <td>52,030.606</td> </tr> </tbody> </table>		2020	2021	Total Diesel	60,680	25,834	Total FFB	88,592.488	52,030.606	
	2020	2021										
Total Diesel	60,680	25,834										
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4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>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).</p>	Complied									
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>The fibre and shell are used in the boiler for fuel recycled in the process system. Surplus quantity of shell/fibre are delivered to estates for multi purposes or sold to outside buyers. EFB is used in the estates for mulching.</p>	Complied									
Criterion 4.5.3: Waste management and disposal												
4.5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>Jabor POM had identified all wastes and sources of pollution. The Waste Management Action Plan 2022 were established to mitigate and control the identified wastes and source of pollution. The common significant environmental receptors for the estates and mill operations among others as summarized below;</p> <table border="1"> <thead> <tr> <th></th> <th>Receptor</th> <th>Sources</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Air</td> <td>Sources from boiler stack (smoke and particulate), vehicle & generator (smoke and gases), anaerobic processes (ETP, EFB dumping)-</td> </tr> </tbody> </table>		Receptor	Sources	1	Air	Sources from boiler stack (smoke and particulate), vehicle & generator (smoke and gases), anaerobic processes (ETP, EFB dumping)-	Complied			
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Criterion / Indicator		Assessment Findings		Compliance																								
			GHG																									
		2	Water Cleaning water/run-off/process station waters (hydro-cyclone /sterilizer condensate/clarification waste) & boiler quenching water and blow down																									
		3	Land Scheduled waste, domestic waste and industrial/process waste.																									
		<p>All waste and pollution are identified and documented in the Waste Management Plan and Pollution Prevention Plan Financial Year 2022 reviewed annually. The waste generated from the mill/estates operations as shown below:</p> <table border="1"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Scheduled waste</td> <td>Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries</td> </tr> <tr> <td>2</td> <td>Domestic waste</td> <td>rubbish from the mill/estate complex and employees' quarters</td> </tr> <tr> <td>3</td> <td>Industrial waste</td> <td>Fiber, palm kernel shell, boiler ash, scrap iron</td> </tr> <tr> <td>4</td> <td>Sewage</td> <td>Sewage from housing/office complex</td> </tr> </tbody> </table> <p>The pollution identified from the mill/estate activities:</p> <table border="1"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Black smoke</td> <td>Emission from Boilers/ vehicles/ engines</td> </tr> <tr> <td>2</td> <td>Odor & gases</td> <td>Activities from the effluent treatment</td> </tr> </tbody> </table>			Type of waste	Details	1	Scheduled waste	Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries	2	Domestic waste	rubbish from the mill/estate complex and employees' quarters	3	Industrial waste	Fiber, palm kernel shell, boiler ash, scrap iron	4	Sewage	Sewage from housing/office complex		Type of waste	Details	1	Black smoke	Emission from Boilers/ vehicles/ engines	2	Odor & gases	Activities from the effluent treatment	
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Criterion / Indicator		Assessment Findings	Compliance
		3 Leakage of lubricant Storage & vehicle maintenance	
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>The waste management plan established dated 2/3/2022 by team management. 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> <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>	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, 2005</p> <p>- Major compliance -</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.</p> <p>The mill also has a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor. Stores for scheduled waste were inspected at 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>	Complied

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Criterion / Indicator		Assessment Findings	Compliance						
		<p>Inventory of scheduled waste (B)T:31/152/000/003 for April 2022. This covered SW 102, 305, 306, 322, 409, 410,</p> <p>Disposal record</p> <p>SW 410 – Consignment note 2021120710RB518G dated 7/12/2021 with total 0.0110 mt of spent oil filter</p> <p>SW 110 – Consignment note 20211207104EZF1M dated 7/12/2021 with total 0.1010 mt of waste from electrical</p> <p>SW 306 – Consignment note 202112071081GTV5 dated 7/12/2021 with total 0.0690 of spent hydraulic oil.</p>							
4.5.3.4	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p>- Minor compliance -</p>	<p>Domestic wastes are disposed to the Jabor Estate land fill site. Collection made at a centralized point in the mill 2x- 3x/week.</p>	Complied						
Criterion 4.5.4: Reduction of pollution and emission									
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>Stack</th> <th>Average Dust Concentration</th> <th>Environmental Quality Act (Clean Air 2014 reg)</th> </tr> </thead> <tbody> <tr> <td>Stack 3 Boiler</td> <td>151.0 at 12% CO2</td> <td>400 as per contravene license</td> </tr> </tbody> </table>	Stack	Average Dust Concentration	Environmental Quality Act (Clean Air 2014 reg)	Stack 3 Boiler	151.0 at 12% CO2	400 as per contravene license	Complied
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	Criterion / Indicator	Assessment Findings	Compliance
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> <p>Manage the schedule waste that will be disposed or every 6 months/25 metric tonne (whichever is first) and by the authorized contractor.</p> <ul style="list-style-type: none"> • Improve the schedule waste record book. <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-CC2203CSJ-0298; Conducted by Environmental Science (M) Sdn Bhd. Date of Examination: 17/3/2022; 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: 30/12/2021; 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</p>	Complied

Criterion / Indicator		Assessment Findings				Compliance																																
		Industrial Hygiene Technician registered with DOSH. From the result showed that overall system was satisfied.																																				
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>January 2022</th> <th>February 2022</th> <th>March 2022</th> </tr> </thead> <tbody> <tr> <td>Total discharge (m3)</td> <td colspan="2">The Mill was not operate due to breakdown</td> <td>178.69</td> </tr> <tr> <td>pH value</td> <td colspan="2"></td> <td>8.4</td> </tr> <tr> <td>BOD</td> <td colspan="2"></td> <td>17.00</td> </tr> <tr> <td>SS</td> <td colspan="2"></td> <td>20.00</td> </tr> <tr> <td>Oil and Grease</td> <td colspan="2"></td> <td>2.00</td> </tr> <tr> <td>Ammoniacal Nitrogen</td> <td colspan="2"></td> <td>2.00</td> </tr> <tr> <td>Total Nitrogen</td> <td colspan="2"></td> <td>27.00</td> </tr> </tbody> </table>				Parameter	January 2022	February 2022	March 2022	Total discharge (m3)	The Mill was not operate due to breakdown		178.69	pH value			8.4	BOD			17.00	SS			20.00	Oil and Grease			2.00	Ammoniacal Nitrogen			2.00	Total Nitrogen			27.00	Complied
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Criterion 4.5.5: Natural water resources																																						

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Criterion / Indicator		Assessment Findings	Compliance																		
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). <p>- Major compliance -</p>	<ul style="list-style-type: none"> a) From the water management plan FY 2022 dated 1/1/2022 already identified the water source in mill area as per below:- <ul style="list-style-type: none"> i) Secondary water catchment pond ii) Estate water catchment iii) Water from JBA b) The mill conducted water sampling on river (Sg Jabor) as per result water analysis 719/2022 dated 18/2/2022. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Refer</th> <th>pH</th> <th>BOD</th> <th>SS</th> <th>AN</th> <th>Total N</th> </tr> </thead> <tbody> <tr> <td>1653/2022 (Upstream)</td> <td>7.54</td> <td>12</td> <td>13</td> <td>2</td> <td>3</td> </tr> <tr> <td>1654/2022 (Downstream)</td> <td>7.09</td> <td>13</td> <td>67</td> <td>1</td> <td>3</td> </tr> </tbody> </table> c) The management established the plan to optimize water and nutrient usage and reduce wastage such as to schedule the water distribution during dry season to optimize the water using. 	Refer	pH	BOD	SS	AN	Total N	1653/2022 (Upstream)	7.54	12	13	2	3	1654/2022 (Downstream)	7.09	13	67	1	3	Complied
Refer	pH	BOD	SS	AN	Total N																
1653/2022 (Upstream)	7.54	12	13	2	3																
1654/2022 (Downstream)	7.09	13	67	1	3																
4.5.5.2	<p>Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.</p> <p>- Major compliance -</p>	<p>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 1/07/2021 until 30/06/2022, Ref. AS(B)T:31/152/000/003. 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 in the licensed sighted that Jabor POM had meet the requirement.</p>	Complied																		
4.6 Principle 6: Best Practices																					
Criterion 4.6.1: Mill Management																					

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Criterion / Indicator		Assessment Findings	Compliance
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. For boiler cleaning dated 19/2/2022, PTW have been issue as per series no 0632. From the record the atmospheric test have been conducted with result can enter without respiratory protective device during working as per below:- Tester record SW00165574-L19 O;20.9%, LEL;0, CO;0 and H2S;0. This working has been verified and followed as per guidelines of confines space 2010 (March 2021)	Complied
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 (2022-2026) prepared as guidance for future planning. The business plan contains: a) FFB processed production of CPO & CPK	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>b) Component of operating expenditure includes:</p> <ul style="list-style-type: none"> - 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, workers amenities for the mill. <p>The Management Plan for 2022 was sighted and verified. A calculation of seeking the profitability quantum was also sighted.</p>	
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p>- Major compliance -</p>	<p>Pricing mechanism of OCP applied as per Third Schedule in FFB Purchase Agreement as per sample as following:</p> <ol style="list-style-type: none"> 1. FFB Purchase Agreement No: P/P/1221/FFB03386L Supplier: Lim Meng Sow Enterprise Sdn. Bhd.; Mill: KKS Jabor; Effective date: 1/1/2022; Completion date: 31/12/2022 2. FFB Purchase Agreement No: P/P/1221/FFB03382L Supplier: Wonderful Horizon Sdn. Bhd.; Mill: KKS Jabor; Effective date: 1/1/2022; Completion date: 31/12/2022. 3. FFB Purchase Agreement No: P/P/1221/FFB03384L, Supplier: Mohamad Saidi Bin Abd Ghani, Mill: KKS Jabor, Effective date: 1/1/2022, Completion date: 31/12/2022 	Complied
4.6.3.2	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p>	<p>Fair, legal, and transparent contracts sighted as per sample agreed contracts available in Jabor POM for sample FFB purchase</p>	Complied

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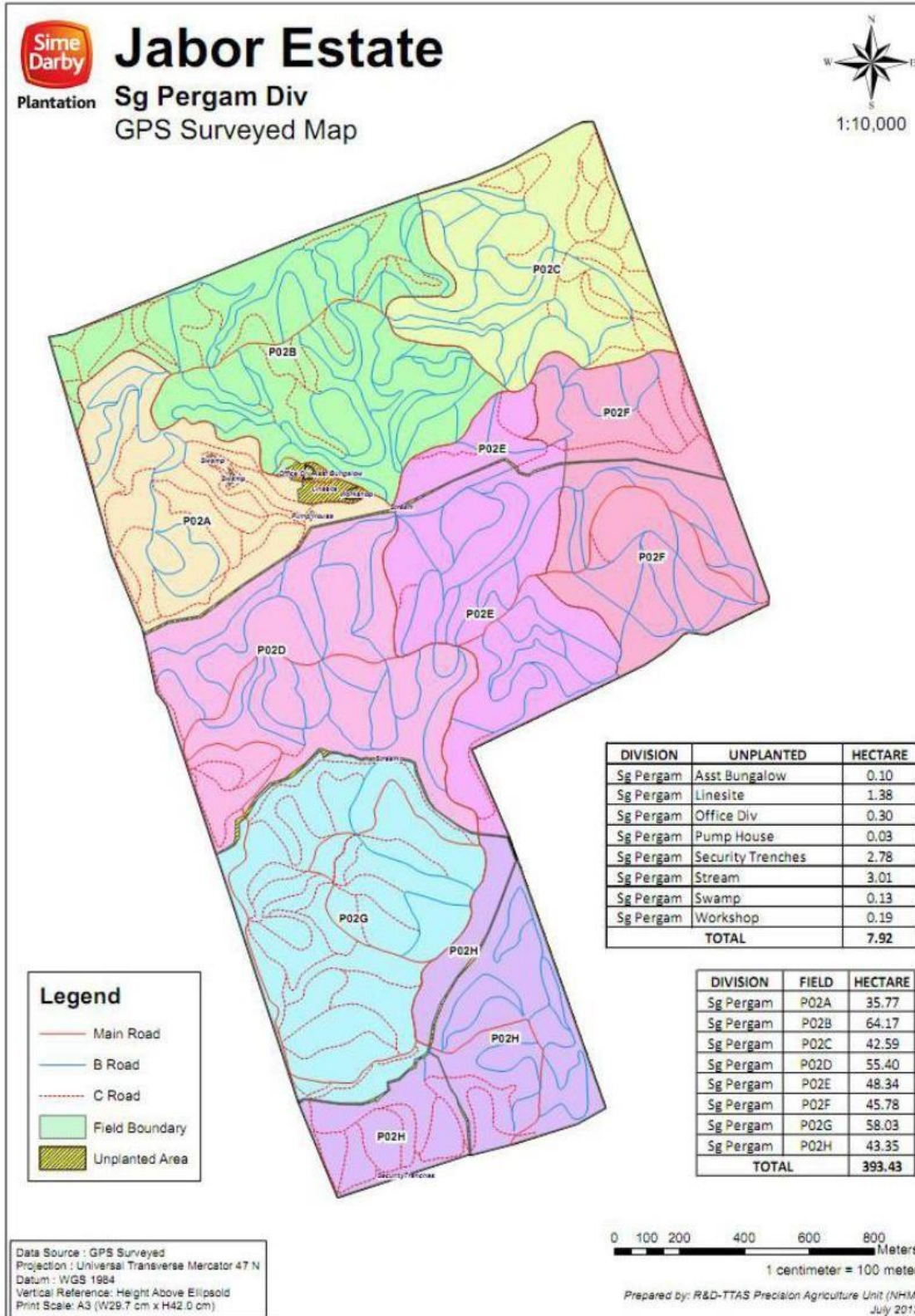
Criterion / Indicator		Assessment Findings	Compliance
		agreement sighted in indicator 4.6.3.1 above and engineering work agreement sighted in indicator 4.6.4.2 below.	
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements 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
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: 1. Servicing Alternator – 500kW Turbine Alternator, Contractor: Kejuruteraan Letrik Etara (Kluang) Sdn. Bhd., Contract Form No: 4300571043 date 06/01/2022. 2. Provision of Manpower, equipment and tools to perform Fan Balancing, Contractor: Travailler Energy Sdn. Bhd. Contract Form No: 4300570988 dated 05/01/2022 Supply labour, tools and transportation to fabricate and install new line piping for water pipe from water catchment pond into overhead water tank, Contractor: East Coast Industrial Engineering Supplies, Contract Form No: 4300582292 dated 21/04/2022.	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

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Appendix B: Smallholder Member Details

No.	Smallholder		Location of Planted Area (District)	GPS Coordinates		Certified Area (ha)	Planted Area (ha)
	Name	MPOB License Number		Latitude	Longitude		
	Nil						

Appendix C: Location and Field Map



Appendix D: List of Abbreviations

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