

**MALAYSIAN SUSTAINABLE PALM OIL
MSPO OPMC Public Summary Report**

- Initial Assessment
- Annual Surveillance Assessment (3)
- Recertification Assessment (Choose an item.)
- Extension of Scope

FGV HOLDINGS BERHAD
Client Company (HQ) Address: Plantation Sustainability Department, Level 20 (W), Wisma FGV Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia
Certification Unit: Belitong Palm Oil Mill and Supply Base (Bukit Tongkat B Estate and Ulu Belitong Estate)
Date of Final Report: 26/01/2022

Report prepared by:
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Report Number: 3293243

Assessment Conducted by:
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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	FGV Holdings Berhad		
Mill/Estate	Certification Unit	MPOB License No.	Expiry Date
	FGVPISB Belitong Palm Oil Mill	500170904000	31/03/2022
	FGVPM Bukit Tongkat B Estate	558895002000	28/02/2022
	FGVASSB Ulu Belitong Estate	503540902000	31/08/2022
Address	Plantation Sustainability Department, Level 20 (W), Wisma FGV, Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia		
Management Representative	Mr Ameer Izyanif Bin Hamzah		
Website	www.feldaglobal.com	E-mail	ameer.h@fgvholdings.com
Telephone	+603-2789 1338	Facsimile	+603-2789 0001

1.2 Certification Information			
Certificate Number	Mill: MSPO 693232 Estate: MSPO 693234	Certificate Start Date	21/05/2019
Date of First Certification	21/05/2019	Certificate Expiry Date	20/05/2024
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 assessment was to conduct an Annual Surveillance Assessment - ASA 3 and look for positive evidence to ensure that elements of the scope of certification and the requirements of the management standard are effectively addressed by the organisation's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organisation's specified objectives, as applicable with regard to the scope of the management standard, and to confirm the on-going achievement and applicability of the forward strategic plan and where applicable to identify potential areas for 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		
Stage 1 Date	04-05/06/2018		
Stage 2 / Initial Assessment Visit Date (IAV)	16-18/10/2018		
Continuous Assessment Visit Date (CAV) 1	12-15/11/2019		
Continuous Assessment Visit Date (CAV) 2	15-17/12/2020		

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Continuous Assessment Visit Date (CAV) 3	23-25/11/2021
Continuous Assessment Visit Date (CAV) 4	-

1.3 Other Certifications

Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 693230	RSPO P&C 2018: MYNI 2019	BSI Services Malaysia Sdn Bhd	06/02/2024
MSPO-SCCS-TCI-026-2020	Malaysian Sustainable Palm Oil Supply Chain Certification Standard (MSPO SCCS-01) (November 2018)	Trans Certification International (TCI)	26/03/2025

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
FGVPISB Belitong Palm Oil Mill	Kilang Kelapa Sawit Belitong, KM 28, Jalan Kluang/Kota Tinggi, 86000 Kluang, Johor, Malaysia	1° 56' 18" N	103° 29' 55" E
FGVPM Bukit Tongkat B Estate	Ladang FGVPM Bukit Tongkat B, 86000 Kluang, Johor, Malaysia	1° 56' 29" N	103° 30' 14" E
FGVASSB Ulu Belitong Estate	Stesen FASSB Ulu Belitong, 86000 Kluang, Johor, Malaysia	1° 56' 22" N	103° 28' 39" E

1.5 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
FGVPM Bukit Tongkat B Estate	970.25	0	267.60	1,237.85	78.38
FGVASSB Ulu Belitong Estate	127.37	0	20.33	147.70	86.23
Total (ha)	1,097.62	0	287.93	1,385.55	

1.6 Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
FGVPM Bukit Tongkat B Estate	0	334.98	519.46	0	115.81	970.25	0

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FGVASSB Ulu Belitong Estate	0	81.33	46.04	0	0	127.37	0
Total (ha)	0	416.31	565.50	0	115.81	1,097.62	0

1.7 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (May 2021 - Nov 2022)	Actual (Dec 2020 - Oct 2021)	Forecast (May 2022 - Apr 2023)
FGVPM Bukit Tongkat B	22,000.00	13,061.42	15,300.24
FGVASSB Ulu Belitong	3,000.00	3,169.33	4,260.25
Felda Ulu Belitong	-	37,204.34	57,041.25
Felda Bukit Tongkat	-	18,198.06	29,208.14
Felda Layang-Layang	-	11,349.77	22,498.67
Felda Ulu Peggeli	-	29,589.25	35,389.00
Felda Bukit Permai	-	16,319.71	27,384.00
Felda Ayer Hitam	-	1,927.20	2,547.00
Total (mt)	25,000.00	130,819.08	193,628.55

Note: -

1.8 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (May 2021 - Nov 2022)	Actual (Dec 2020 - Oct 2021)	Forecast (May 2022 - Apr 2023)
FELDA Bukit Permai	23,000.00	-	-
FELDA Ulu Peggeli	40,000.00	-	-
Felda Bukit Tongkat	28,000.00	-	-
FELDA Ulu Belitong	48,000.00	-	-
FELDA Layang-layang	17,000.00	-	-
FELDA Ayer Hitam	2,000.00	-	-
Smallholder	13,500.00	42283.39	47081.60
Total (mt)	293,000.00	42283.39	47081.60

Note: -

1.9 Certified Tonnage

	Estimated (May 2021 - Nov 2022)	Actual (Dec 2020 - Oct 2021)	Forecast (May 2022 - Apr 2023)
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Mill Capacity: 54 MT/hr SCC Model: MB	FFB	FFB	FFB
	25,000.00	130,819.08	193,628.55
	CPO (OER:20.50%)	CPO (OER: 20.91%)	CPO (OER: 20.50%)
	5,125.00	27,354.27	39693.85
	PK (KER: 5.50%)	PK (KER: 5.45%)	PK (KER:5.30%)
	1,375.00	7,129.64	10,262.32

1.10 Actual Sold Volume (CPO)

CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
27354.27	899.01	-	83.19	26372.07	27,354.27

1.11 Actual Sold Volume (PK)

PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
7129.64	-	-	596.17	6533.47	7,129.64

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 assessment was conducted from 23-25/11/2021. The audit programme is included as Section 2.3. The approach to the audit was to treat the Belitong Palm Oil Mill, Bukit Tongkat B Estate and Ulu Belitong Estate as a MSP0 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 were not using MSP0 certification marks for any type of on- and off-product communication. The Certification Unit are compliance with the use of the MSP0 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 smallholder's sample were determined following the MSP0 Certification Requirement. The sampling of smallholders was based on the formula $(r\sqrt{n})$; where r is the risk factor (may defers 1, 1.5 and 2 depending on risk), where n is total number of group members. The sampled smallholder listed in Appendix B.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the MSP0 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.

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.

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The following table would be used to identify the locations to be audited each year in the 5 years 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)
FGVPISB Belitong Palm Oil Mill	√	√	√	√	√
FGVPM Bukit Tongkat B Estate	√	√	√	√	√
FASSB Ulu Belitong Estate	√	√	√	√	√

Tentative Date of Next Visit: November 23, 2022 - November 25, 2022

Total No. of Mandays: 15 Mandays

2.1 BSI Assessment Team

Team Member Name	Role	Qualifications
Nor Halis Abu Zar (NHA)	Team Leader	<p>Education: Bachelor of Science, Plantation Technology and Management, graduated from Universiti Teknologi Mara in 2012.</p> <p>Work Experience: He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation. He had accumulated more than 6 years of sustainability implementation experience. He is a qualified Lead Auditor for MS2530:2013 and has accumulated more than 400 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia.</p> <p>Training attended: He has completed ISO IMS 9001 and 14001 Lead Auditor Course in January 2019, MSPO 2530:2013 Lead Auditor Course in February 2019, Endorsed RSPO Lead Auditor Course in October 2020, CQI and IRCA Certified ISO 45001 Lead Auditor Course in June 2021, ISO 9001:2015 Lead Auditor Course in April 2019, MSPO SCCS Auditor in February 2019 and also trained in SMETA Requirement Training on May 2021</p> <p>Aspect covered in this audit: During this assessment, he assessed on the aspects of Policy, Legal, Social Issue and Financial development.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English Language.</p>

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Ismadi Ismail (II)	Team Member	<p>Education: He holds Diploma in Planting Industry Management from MARA Institute of Technology, Kuantan Pahang</p> <p>Work Experience: 25 years of working experiences with various plantation companies. Vast experiences, knowledge and skills in establishing new Estates from Jungle or Forest and Best Agriculture Practices (GAP) for plantation either peat or mineral. Experienced and well versed on Recruitment of Foreign Workers Procedure from Source countries and handling with Ministry of Home Affairs and Ministry of Human Resource Procedure on workers related issues at Peninsular, Sabah and Sarawak. He had been involved in MSPO auditing since 2017</p> <p>Training attended: Lead Auditor/Auditor in CoP, MSPO, RSPO and SCCS. He completed the MSPO Auditor course in 2017 and SCCS in 2019 held by SGS (M) Sdn Bhd, Endorsed RSPO P&C Lead Auditor Course in 2019 and ISO 9001:2015 Lead Auditor course by TOMC.</p> <p>Aspect covered in this audit: During this assessment, he assessed on the aspects of Safety and Environment and Best Practices</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English Language.</p>
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2.2 Impartiality and conflict of interest

During this 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
	N/A	

2.4 Assessment Plan

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

Date	Time	Subjects	(NHA)	(II)
Monday, 22/11/2021	-	Auditors travel from Kuala Lumpur to Kluang and check in at Hotel	√	√
Tuesday, 23/11/2021	08:30 - 09:00	Opening Meeting <ul style="list-style-type: none"> • Presentation by BSI Lead Auditor - introduction of team member and assessment agenda • Confirmation of assessment scope and finalizing audit scope 	√	√

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Date	Time	Subjects	(NHA)	(II)
Belitong POM	09:00 - 12:30	Mill Assessment: Plant visit, FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√
	11:00 - 12:30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	√	-
	12:30 - 13:30	Lunch break	√	√
	13:30 - 16:30	Document review (MS2530:2011 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.	√	√
	16:30 - 17:00	Interim closing meeting	√	√
Wednesday 24/11/2021 Ulu Belitong Estate	09:00 - 12:30	Estate assessment: 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.	√	√
	12:30 - 13:30	Lunch break	√	√
	13:30 - 16:30	Document Review (MS2530:2011 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices Best practices, P7: Development of New Planting	√	√
	16:30 - 17:00	Interim closing meeting	√	√
Thursday 25/11/2021 Bukit Tongkat B Estate	09:00 - 12:30	Estate assessment: 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.	√	√
	12:30 - 13:30	Lunch break	√	√
	13:30 - 16:00	Document Review (MS2530:2011 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices Best practices, P7: Development of New Planting	√	√

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Date	Time	Subjects	(NHA)	(II)
	16:00 - 16:15	Audit Team Discussion & Preparation for closing meeting	√	√
	16:15 - 17:00	Closing Meeting	√	√
Friday, 26/11/2021	-	Auditors travel back to Kuala Lumpur	√	√

Section 3: Assessment Findings

3.1 Details of audit results

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

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

3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below. The findings summary of the assessment by criteria are listed in Appendix A.

During the assessment there were two (2) Major & one (1) Minor nonconformities and one OFI (1) raised. The FGV Belitong POM and supply base certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Non-conformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-Conformity Report			
NCR Ref #:	2136025-202111-M1	Issue Date:	25/11/2021
Due Date:	25/02/2022	Date of Closure:	21/01/2022
Area/Process:	Belitong POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.4.2 Major
Clause:	4.4.4.2		
Requirements:	The occupational safety and health plan should cover the following: b) The risk of all operations shall be assessed and documented.		
Statement of Nonconformity:	The Occupational Safety and Health [Noise Exposure] Regulations 2019, Regulation 9[9] not effectively implemented.		
Objective Evidence:	Audiometry Test for 2020 was conducted on 26/09/2020 by Industrial Safety Management Services and one worker, En Kamsani bin Shamsudin, I/C No 650125-XX-XXXX, process operator was under Standard Threshold Shift. The re-test was conducted on 01/07/2021 despite a written reminder by Central Clinic dated 17/10/2020. The retest has lapsed 277 days from the date of the last audiometric test. As per Occupational Safety and Health [Noise Exposure] Regulations 2019, Regulation 9[9] stated " If the report of the audiometric testing shows that any employee has a temporary standard threshold shift, the employer shall - (a) cause a retest to be carried out by the audiometric testing centre on such employee within three months after the previous audiometric testing was carried out;"		
Corrections:	1) To conduct awareness to person in charge regarding compliance on Medical surveillance by regional SHO		

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	2) To discuss in OSHA meeting
Root cause analysis:	Management did lapses retest as reported in the medical surveillance report due to no awareness about this matter to person in charge.
Corrective Actions:	1) Evidence of awareness regarding Medical Surveillance to person in charge. 2) Minutes of meeting of OSHA discussing on Medical Surveillance.
Assessment Conclusion:	Awareness regarding Medical surveillance (Retest of Audiometric Test) has been given to person in charge dated 22/12/2021. Sighted evidence of attendance and photos. Refer "Penerangan Pihak Bertanggungjawab Tentang Audiometric Test Retest". Minutes of meeting dated 20/12/2021 was verified. Sighted evidence on discussion matters related medical surveillance (Audiometric Retest). Based on the above evidence, the major NC is closed effectively on 21/01/2022. Continuous implementation will be further verified in the next assessment.

Non-Conformity Report			
NCR Ref #:	2136025-202111-M2	Issue Date:	25/11/2021
Due Date:	25/02/2022	Date of Closure:	21/01/2022
Area/Process:	FGVPM Bukit Tongkat B	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.5.4 Major
Clause:	4.4.5.4		
Requirements:	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.		
Statement of Nonconformity:	The payment record for Public Holiday for contract workers was not effectively implemented.		
Objective Evidence:	Reviewed the payslips to the contractor's workers (Zaidan Joyoo Enterprise – NRIC 890117-XX-XXXX and 880822-XX-XXXX) in Bukit Tongkat B Estate on payslip August 2021 and October 2021. There is no evidence that the Public Holiday wages in the sample workers' payslip. This is reoccurrence of Major NC in the ASA 2.		
Corrections:	1) To appoint new person in charge to handle compliance for Employment Contracts among contractors. PIC to prepare checklist to monitor compliance regarding Employment Contracts among contractors. 2) Management to ensure all workers in comply with employment act through monthly payroll review for each employee thru meeting with contractors every 6 months.		
Root cause analysis:	No enforcement by management in monitoring regarding compliance for Employment Contracts among contractors due to changes person in charge to monitor the issues.		
Corrective Actions:	1) Appointment letter for New person in charge to handle compliance for Employment Contracts among contractors. 2) Minute of meeting with Contractors every 6 months to discuss matter related to Employment Contracts.		

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Assessment Conclusion:	<p>Appointment letter for person in charge on compliance of Employment Contracts among contractors has been made. Refer "Surat Lantikan Pegawai Pemantau Dokumen" to Mr Hasbi Mamat dated 01/01/2022. Document reference number: 601/BKTTONGKATB.</p> <p>Meeting with contractors has been conducted on 04/01/2022. Refer minutes of meeting "Penerangan Pematuhan Kontraktor" by Mr Hadi Helmi Che Hassan.</p> <p>Based on the above evidence, the major NC is closed effectively on 21/01/2022. Continuous implementation will be further verified in the next assessment.</p>
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Non-Conformity Report			
NCR Ref #:	2136025-202111-N1	Issue Date:	25/11/2021
Due Date:	Next Surveillance	Date of Closure:	Next Surveillance
Area/Process:	Belitong POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.2.2 Minor
Clause:	4.4.2.2		
Requirements:	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties.		
Statement of Nonconformity:	The response on Complaint and Grievance recorded not effectively implemented.		
Objective Evidence:	There is no evidence of response by management on 2 complaints dated 04/01/2021 and 08/02/2021 for House number 17A and 27/86F respectively. It was against Prosedur Menangani Aduan Dan Rungutan Document No: FGV/ML-1A/L2-Pr13 dated 01/04/2019 Section 9.0.		
Corrections:	1) To conduct training on SOP for "Menangani Aduan dan Rungutan to person in charge. 2) To discuss implementation SOP for "Menangani Aduan dan Rungutan" in management meeting.		
Root cause analysis:	Management were not monitor grievance received from workers due to person in charge not aware on SOP for "Menangani Aduan dan Rungutan".		
Corrective Actions:	1) Evidence on training of SOP for "Menangani Aduan dan Rungutan to person in charge. 2) Minute of meeting on discussing implementation on SOP for "Menangani Aduan dan Rungutan.		
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.		

Opportunity for Improvement			
Ref:	2136025-202111-I1	Clause:	MSPO 2530 Part 4: 4.5.3.4
Area/Process:	Belitong POM		
Objective Evidence:	Management could improve on awareness and enforcement on disposal of domestic waste as a mean of environmentally friendly.		

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Noteworthy Positive Comments	
1	Positive comments from all stakeholders interviewed
2	All personnel were cooperative during the assessment process

3.3 Status of Nonconformities Previously Identified and OFI

Non-Conformity Report			
NCR Ref #:	2002762-202012-M1	Issue Date:	17/12/2020
Due Date:	17/03/2021	Date of Closure:	8/3/2021
Area/Process:	Ulu Belitong Estate and Bukit Tongkat B Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.3.1.1 Major
Clause:	4.3.1.1		
Requirements:	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations		
Statement of Nonconformity:	Found the contractor and management are inadequately compliance with the applicable local, state, national and ratified international laws and regulations		
Objective Evidence:	<p>Zaidan Joyoo Enterprise on FFB transportation. From the sample workers were: - 8xxxxx-01-xx97 8xxxxx-01-xx49</p> <p>a) found under November 2020 payslip for both no double payment for working on rest day on 6/11/2020 and 13/11/2020 as per November Payslip and 'Rekod Harian Pekerja' verification does not comply with Section 60(3)(d) under Employment Act 1955.</p> <p>b) Sighted no SOCSO deduction from wages for Zaidan Joyoo Enterprise workers as per verification on payslip on Jan, July and November 2020 not comply with Section 7 under Employees Social Security Act 1969.</p> <p>The management will be subsidized RM 4 for water bill and RM 6 for electricity every month to all workers a per the employment contract. However, sampled the payslips for July 2020 found that some of workers did not receive the subsidies for electricity. The sampled workers as below: - Employee No:- FW06010155, FW06010157, FW06010158, FW06010134</p>		
Corrections:	<p>Awareness to contractor on EPF, SOCSO deduction as well as comply with employment act especially working on public holiday and rest day.</p> <p>Management to ensure all workers received subsidized RM 4 for water bill and RM 6 for electricity every month as per the employment contract by developing the checklist.</p>		
Root cause analysis:	<ol style="list-style-type: none"> 1. No supervision by management in monitoring on contractor worker payment for working on rest day due to no person in charge on this matter. 2. Lack of monitoring from management regarding on EPF and SOCSO deduction in contractor workers' payslip due to no person in charge on this matter. 		

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	No monitoring and enforcement from management regarding payment of subsidized RM 4 for water bill and RM 6 for electricity every month to all the workers as per the employment contract no person in charge on this matter.
Corrective Actions:	<ol style="list-style-type: none"> 1. Management to ensure all contractors will deduct the EPF, SOCSO deduction as well as payment on working on rest day in contractor workers' payslip and will obtain the copy for record. 2. Appoint person in charge to ensure all workers received subsidized RM 4 for water bill and RM 6 for electricity every month to all the workers as per the employment contract.
Assessment Conclusion:	As per evidence from Zaidan Joyo Enterprise latest payslip (Feb 2021) no deduction been made to their workers for water and electricity and also the company already deduct the EPF, SOCSO thus Major NC was close on 8/3/2021. The corrective action evidence found to be adequate to close the NCR. The continuous effective implementation shall be verified in the next assessment.
Verification Statement:	<p><u>ASA 3 Verification</u></p> <p>Interviewed with the Contractor and their workers indicate that deduction of EPF, SOCSO and EIS were in order. No illegal deduction has been made. Verified through sample payslip.</p> <p>The evidences verified found in order and effectively implemented. Thus, the Major non-conformance was remained closed.</p>

Non-Conformity Report			
NCR Ref #:	2002762-202012-M2	Issue Date:	17/12/2020
Due Date:	17/03/2021	Date of Closure:	8/3/2021
Area/Process:	Ulu Belitong Estate and Bukit Tongkat B Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.5.3.3 Major
Clause:	4.5.3.3		
Requirements:	The contractors conduct the off-site scheduled waste disposal without approval from DOE.		
Statement of Nonconformity:	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.		
Objective Evidence:	<p><u>FAS Ulu Belitong</u></p> <p>For vehicle maintenance, the estate has appointed contractors, Aeroline Sdn. Bhd. to conduct the services. The waste generated from the activity were collected and disposed by the contractors. However, there is no evidences of the contractors appointed have an approval letter/permit from DOE to conduct off-site scheduled waste disposal.</p>		
Corrections:	The estate management need to monitor and enforce on third party (Aeroline Sdn. Bhd.) on permit from DOE to carry out the scheduled wastes generated from the estate.		

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Root cause analysis:	No supervision by management on third party (Aeroline Sdn Bhd) on permit from DOE to carry out the scheduled wastes generated from the estate due to no person in charge on this matter.
Corrective Actions:	The management need to discuss this issue in the OSH meeting endorsed by regional/ HQ SHO to make sure these issues not repeated next time.
Assessment Conclusion:	As per evidence of letter Bil; (27)810630001/01/01-2020 dated 17/12/2020 and notification of scheduled waste (AS(B)J95/130/100/536) showed that confirmation of Aeroline Company as company that representative for Pentas Flora Sdn Bhd to transport Scheduled waste thus Major NC was close on 8/3/2021. The corrective action evidence found to be adequate to close the NCR. The continuous effective implementation shall be verified in the next assessment.
Verification Statement:	<p><u>ASA 3 verification</u></p> <p>FGVAS Ulu Belitong has appointed Aeroline Engineering Enterprise to conduct the services in 2021. The waste generated from the activity were collected and disposed by the contractors. Seen, the approval granted by DOE to the appointed contractor to collect SW 305 under file reference No: AS[B]J95/130/100/536.</p> <p>The latest vehicle maintenance was on 12/07/2021 under Guarantee Letter No: 75000170 for 1-unit Mini Tractor.</p> <p>The evidences verified found in order and effectively implemented. Thus, the Major non-conformance was remained closed.</p>

Non-Conformity Report			
NCR Ref #:	2002762-202012-M3	Issue Date:	17/12/2020
Due Date:	17/03/2021	Date of Closure:	8/3/2021
Area/Process:	Belitong POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.4.1 Major
Clause:	4.4.4.1		
Requirements:	Recommendation from medical surveillance report were not effectively implemented.		
Statement of Nonconformity:	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.		
Objective Evidence:	<p><u>Belitong POM</u></p> <p>Based on the Medical Surveillance report dated January 2020, 1 worker were found to have anemia and declared temporary unfit to work at his current station, workshop till further investigation conducted. However, no investigation has been conducted and the workers were currently continued working in the workshop.</p>		
Corrections:	<p>Management to conduct further investigation or a medical retest to one worker which resulted to have anaemia and declared temporary unfit to work till further investigation was conducted as reported in the medical surveillance report.</p> <p>Management need to changes the workplaces from operational section to administrative section.</p>		

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Root cause analysis:	Management did not proceed further investigation or a medical retest to one worker which resulted to have anaemia and declared temporary unfit to work till further investigation was conducted as reported in the medical surveillance report due to no awareness about this matter to person in charge.
Corrective Actions:	<ol style="list-style-type: none"> 1. Based on result soon, management need to decide whether that worker can continue the work or not. 2. Management to discuss these issues in the OSHA meeting and to conduct training to person in charge.
Assessment Conclusion:	As per evidence of Transfer Letter (73) 4056/BLT/840/11 dated 26/12/2020 and investigation record dated 16/12/2020 thus Major NC was close on 8/3/2021. The corrective action evidence found to be adequate to close the NCR. The continuous effective implementation shall be verified in the next assessment.
Verification Statement:	<p><u>ASA 3 Verification</u></p> <p>A total of 23 workers have undergone medical surveillance on 05/05/2021 at Poliklinik Intan, RZ Intan Medicare Sdn Bhd. The assessment covering mechanic, laboratory and boiler house. They were tested on Physical examination, Blood, Urine, Cholinesterase and Chest X-ray. Based on Employee Medical Record Book (USECHH 2) and Certificate of Fitness (USECHH 3), all the workers are fit for work. The evidences verified found adequate and effectively implemented. No recurrence of the issue, thus the Major non – Conformity is remained closed.</p>

Non-Conformity Report			
NCR Ref #:	2002762-202012-N1	Issue Date:	17/12/2020
Due Date:	Next Surveillance	Date of Closure:	25/11/2021
Area/Process:	Belitong POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.4.2 Minor
Clause:	4.4.4.2		
Requirements:	Contractor workers were not provided appropriate PPE as per employment contract		
Statement of Nonconformity:	<p>The occupational safety and health plan should cover the following:</p> <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p>		
Objective Evidence:	<p><u>Belitong POM</u></p> <p>Noted during interview with contractor workers (Hamid Engineering & Enterprise) who work as sorter at loading ramp, they were not provided with safety shoes which they have to purchase by themselves. This was against their employment contract under section</p> <p>i) PPE will be provided by the employer appropriate to the job.</p>		
Corrections:	Management need to instruct contractor to issuance PPE to their workers by memo Develop checklist for contractor workers on PPE issuance.		
Root cause analysis:	<u>Belitong POM:</u>		

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	No supervision & no enforcement to contractor on PPE issuance by management due to new changes person in charge.
Corrective Actions:	Appoint person in charge to ensure all contractor workers received PPE from contractor 3. Management to discuss these issues in the OSHA meeting.
Assessment Conclusion:	The correction and corrective action plan are accepted. Verification of evidence of effective implementation shall be carried out in the next surveillance assessment.
Verification Statement:	<u>ASA 3 Verification</u> Interviewed with the Contractor and their workers indicate that they are aware with the safety plan and usage of the PPE. Furthermore, they acknowledge receive the PPE. This Minor NC was escalated to Major due to reoccurrence of findings in the same indicator.

Non-Conformity Report			
NCR Ref #:	2002762-202012-N2	Issue Date:	17/12/2020
Due Date:	Next Surveillance	Date of Closure:	25/11/2021
Area/Process:	Belitong POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.5.4 Minor
Clause:	4.4.5.4		
Requirements:	Found the employees of contractors not paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.		
Statement of Nonconformity:	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.		
Objective Evidence:	Hamid Engineering & Enterprise on sorting FFB: From the sample workers were: - 8xxxxx-01-xx33 8xxxxx-01-xx71 6xxxxx-01-xx07 6xxxxx-01-xx37 8xxxxx-01-xx17 found under June 2020 payslip for 80xxx1-01-6xx7 no triple payment for working on public holiday on 8 June 2020 (Agong Birthday) and 23 March 2020 (Hari Keputeraan Rasmi DYMM Sultan Johor) as per June Payslip and Punch card verification.		
Corrections:	Management to ensure all workers in comply with employment act especially pay the worker who work on public holiday.		
Root cause analysis:	No supervision by management in monitoring on worker payment for working on public holiday due to new changes person in charge.		

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Corrective Actions:	Management need to check and pay all workers data on working on public holiday. Appoint person in-charge to ensure all contractor workers received payment for working on public holiday.
Assessment Conclusion:	The correction and corrective action plan are accepted. Verification of evidence of effective implementation shall be carried out in the next surveillance assessment.
Verification Statement:	<u>ASA 3 Verification</u> Interviewed with the Contractor and their workers indicate that they are paid double when they work on rest day and triple during public holiday. Sample of payslip was verified and found in order. The evidences verified found adequate and effectively implemented. Thus, the minor non-conformance was effectively closed on 25/11/2021.

Opportunity for Improvement			
Ref:	N/A	Clause:	MSPO Part __:
Area/Process:			
Objective Evidence:			
Verification Statement:			

3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
1696075-201804-N1	Minor	18/10/2018	Closed on 14/11/2019
1849591-201906-M1	Major	14/11/2019	Closed on 12/2/2020
1849591-201906-M2	Major	14/11/2019	Closed on 12/2/2020
1849591-201906-M3	Major	14/11/2019	Closed on 12/2/2020
1849591-201906-M4	Major	14/11/2019	Closed on 12/2/2020
1849591-201906-N1	Minor	14/11/2019	Closed on 8/3/2021
2002762-202012-M1	Major	17/12/2020	Closed on 8/3/2021
2002762-202012-M2	Major	17/12/2020	Closed on 8/3/2021
2002762-202012-M3	Major	17/12/2020	Closed on 8/3/2021
2002762-202012-N1	Minor	17/12/2020	Escalated to Major NC
2002762-202012-N2	Minor	17/12/2020	Closed on 25/11/2021
2136025-202111-M1	Major	25/11/2021	Closed on 21/01/2022
2136025-202111-M2	Major	25/11/2021	Closed on 21/01/2022
2136025-202111-N1	Minor	25/11/2021	Open

3.5 Issues Raised by Stakeholders



IS #	Description
1	<p>Issues: Contractors – They informed that the payment was made promptly. They are aware of the complaint procedure and so far, they have no issue with the management.</p> <p>Management Responses: The management will ensure the payment will be made accordingly.</p> <p>Audit Team Findings: No other issue.</p>
2	<p>Issues: Gender Committee Representatives – No sexual harassment or violence case reported during the time of assessment. They are aware of the function of the committee and informed that no discrimination from the management regardless of gender.</p> <p>Management Responses: The management will continue to monitor if there is any case of sexual harassment or violence.</p> <p>Audit Team Findings: No further issue.</p>
3	<p>Issues: SK LKPP Belitong – Until today they receive good cooperation and relationship with FGV management. The CSR programme mainly come from FELDA.</p> <p>Management Responses: Information noted</p> <p>Audit Team Findings: No other issue.</p>
4	<p>Issues: Harvesting Gang – FGVAS Ulu Belitong and FGVPM Bukit Tongkat B</p> <ul style="list-style-type: none"> • They have good understanding about MSPO. • They have good understanding about complaint and grievance mechanism. • PPE given by company on free. • They reported that no sexual harassment and violence case was happened in the workplace. • They were treated equally with no discrimination based on gender. <p>Management Responses: The Management will ensure to sustain and improve further on the positive notes.</p> <p>Audit Team Findings: No other issue.</p>
5	<p>Issues: Hamid Engineering & Enterprise Workers (FFB Sorter)</p> <p>They have good understanding about MSPO. They have good understanding about complaint and grievance mechanism.</p>

	<p>PPE given by company on free They informed that the payments were made promptly without any delay and adhere to the Minimum Wage Order 2020 of RM1,100.00 per month. Contract agreement were signed prior commencement of work.</p> <p>Management Responses: The management will ensure the contractor’s worker welfare and safety of are protected.</p> <p>Audit Team Findings: No other issue.</p>
6	<p>Issues: Head Village Kampung Layang, Chairman JPCK – Community have good relationship with the FGV Management. The is some activities involve by both parties like Communal work, meeting etc. that verified through interview. There is no issue of land dispute among the villagers with FGV.</p> <p>Management Responses: Information noted</p> <p>Audit Team Findings: No other issue.</p>

3.6 List of Stakeholders Contacted

<p>Government Officer: SK LKPP Belitong</p>	<p>Community/neighbouring village: Head Village Kampung Layang Chairman JPCK</p>
<p>Suppliers/Contractors/Vendors: Bukit Tongkat Enterprise Zaidan Joyoo Enterprise D Mart Bukit Tongkat Hamid Engineering</p>	<p>Worker’s Representative/Gender Committee: Workers representative Gender committee Contractor workers</p>

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment FGV Belitong POM and Supply Bases Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013. It is recommended that the certification of FGV Belitong POM and Supply Bases Certification Unit is approved and continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: NOROLSAIFUL HAZRI BIN HAMID	Name: NOR HALIS ABU ZAR
Company name: FGV HOLDINGS BERHAD	Company name: BSI SERVICES MALAYSIA SDN BHD
Title: SUSTAINABILITY SENIOR MANAGER	Title: CLIENT MANAGER
Signature: 	Signature: 
Date: 21/01/2022	Date: 21/01/2022

Appendix A: Summary of the findings by Principles and Criteria

A) MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for 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>FGV Holdings Berhad has established Group Sustainability Policy, approved by the Board of Directors dated 17/11/2020. Refer policy no. FGV/SED/POL/001, rev. 4.0.</p> <p>The policy covers all sustainability aspects as stated under section 5. Policy as follows:</p> <ol style="list-style-type: none"> 1. Promoting economic growth <ol style="list-style-type: none"> 1.1. Enhancing livelihood 1.2. Profitability and efficient use of resource 1.3. Obligation of value chain partners 2. Respecting human rights <ol style="list-style-type: none"> 2.1. Equality and non-discrimination 2.2. Upholding labour standard 2.3. Respecting rights of indigenous peoples and local communities 2.4. Health and safety 2.5. Preventing harassment and abuse 3. Protecting the environment <ol style="list-style-type: none"> 3.1. Efficient use of natural resource 3.2. Managing environmental impacts 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		3.3. No deforestation and planting on peat 3.4. Protect high biodiversity value (HBV) and High Conservation Value (HCV) areas 3.5. Limitations on the use of hazardous chemicals and agrochemicals 3.6. No open burning/use of fire 3.7. Water management 3.8. Waste management 3.9. Addressing climate change 4. Monitoring and implementation' 4.1. Transparency and reporting 4.2. Grievances management 4.3. Traceability and supply chain	
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	Sighted under Group Sustainability Policy stated FGV Group is committed to continuously improve its products and services by adopting the best possible approaches to enhance productivity and profitability by optimising resources and operational efficiencies, while minimising negative impacts on people, social and environmental.	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 -	FGV Holdings Berhad has established SOP for Internal Audit and documented in Internal Audit Procedure, document no. FGV/GSD-SCCD/SOP/04 Version: 0.0, dated 03/09/2020. As stated in the SOP established, the internal audit was scheduled at minimum of once a year. <u>FGVAS Ulu Belitong</u>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Latest internal audit was conducted on 09-13/08/2021 by 1 internal auditor from Sustainability Compliance and Certification Department. The audit has been conducted remotely. 8 NCR's has been raised during the internal audit. Sighted Root Cause, Corrective Action and Correction plan has been recorded in the "Pelan Tindakan Untuk Ketidapatuhan Integrasi Audit Dalamam 2021".</p> <p><u>FGVPM Bukit Tongkat B</u></p> <p>Latest internal audit was conducted on 09-13/08/2021 by 1 internal auditor from Sustainability Compliance and Certification Department. The audit has been conducted remotely. 9 NCR's has been raised during the internal audit. Sighted Root Cause, Corrective Action and Correction plan has been recorded in the "Pelan Tindakan Untuk Ketidapatuhan Integrasi Audit Dalamam 2021".</p>	
4.1.2.2	<p>The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.</p> <p>- Major compliance -</p>	<p>As stated in the SOP established, the internal audit was scheduled at minimum of once a year.</p> <p><u>FGVAS Ulu Belitong</u></p> <p>Latest internal audit was conducted on 09-13/08/2021 by 1 internal auditor from Sustainability Compliance and Certification Department. The audit has been conducted remotely. 8 NCR's has been raised during the internal audit. Sighted Root Cause, Corrective Action and Correction plan has been recorded in the "Pelan Tindakan Untuk Ketidapatuhan Integrasi Audit Dalamam 2021".</p> <p><u>FGVPM Bukit Tongkat B</u></p> <p>Latest internal audit was conducted on 09-13/08/2021 by 1 internal auditor from Sustainability Compliance and Certification Department. The audit has been conducted remotely. 9 NCR's has been raised during the internal audit. Sighted Root Cause, Corrective Action and Correction plan</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		has been recorded in the "Pelan Tindakan Untuk Ketidakpatuhan Integrasi Audit Dalaman 2021".	
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	The internal audit report was documented and made available for management review. As evidence, all findings from internal audit was responded by Mill Management within the timeframe stipulated in the Audit Procedure.	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	Sighted SOP of Management Review Meeting. Refer SOP: FGV/GSD-SCCD/SOP/06 Ver 0.0 dated 03/09/2020. Management review was conducted at minimum of once a year. Latest management review was conducted in 18/10/2021 for FGVAS Ulu Belitong and 01/09/2021 for FGVPB Bukit Tongkat B. Agenda of the meeting as below: 1. Introduction 2. Audit Result 3. Customer Feedback 4. Production 5. Environment 6. Social 7. Replanting 8. Management Review 9. Continuous Improvement.	Complied

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	<p>The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.</p> <p>- Major compliance -</p>	<p>FGV Holdings Berhad have established procedure on Continuous Improvement Doc No: FGV/ML-1A/L2-Pr7[0], reversion 0 dated 01/06/2016 with an objective to provide action plan in implementing the Continuous Improvement Plan Covering Social, Best Practices and Environmental.</p> <p>The Continuous Improvement Plan for FGVPB Bukit Tongkat B Estate are as follows: -</p> <ol style="list-style-type: none"> 1. To ensure the Estate expenditure within the year estimate 2. To ensure no open burning. 3. To use cantas in harvesting <p>As for FGVAS Ulu Belitong Estate the Continuous Improvement Plan as below: -</p> <ol style="list-style-type: none"> 1. EFB application in the field 2. To control on rat attack 3. To improve on infrastructure - Sundry shop, Night Market, Internet Centre, Guard Post 4. Rare, Threatened and Endangered species monitoring. 5. Reduce usage of Pesticides by increase barn -owl boxes and planting of Beneficial Plants, Turnera subulata, Cassia Cobanensis and Antigenen leptosus 	Complied
4.1.4.2	<p>The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption.</p>	<p>There is no new application of new technology implemented during the assessment period at both Estates. The current practices continued and guide by Standard Operation Procedure (SOP).</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.1.4.3	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established. - Major compliance -	Training to workers in various aspects of plantation management were conducted throughout the year. As evidence, sighted the training programme for year 2021. Training conducted were recorded in the trainings record and completed with attendance records, training materials and photographs.	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance -	Adequate information covering on environmental, social and legal issues which are relevant to stakeholders is shared for effective participation and decision making. Handbook of RSPO Certification for FELDA and FGV were distributed to all the stakeholders. Explanation of RSPO, MSPO, ISCC and all the policies were clearly stated in the handbook. Besides, process of complaints and grievances were included in the handbook and also published at the main office notice board.	Complied
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	FGVAS Ulu Belitong and FGVPB Bukit Tongkat B holds copies of each of the management documents that are required to be publicly available. Last communication was on 05/01/2021 to all stakeholder regarding to document that publicly available. Refer MEMO “Penyediaan Rujukan Dokumen umum Di Pejabat FGVAS and FGVPB” document reference (01) MEMO-RSPO/MSPO2021. Besides, all the information such as annual report, sustainability news and policies were found available in the company’s website: www.fgvholdings.com	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 -	<p>FGV Holdings Berhad has developed SOP on “Komunikasi, Penglibatan dan Rundingan” procedure (Doc Number: FGV/ML-IA/L2-Pr12) where the procedure has stated the information that provided to the stakeholders such as policies, social impact assessment and environment aspects.</p> <p>FGVAS Ulu Belitong has conducted stakeholder meeting on 01/11/2021. Refer “Program Perundangan Dengan Pihak Bekpentingan Bagi Pengurusan Sawit Lestari Kumpulan Felda/FGV Kompleks Ulu Belitong”. Sighted involvement of Government Agencies, Contractors, Villagers and Neighbouring estates.</p> <p>FGVPM Bukit Tongkat B has conducted stakeholder meeting on 12/01/2021. Refer FGVP M Ladang Bukit Tongkat B Minit Mesyuarat Alam Sekitar 2021.</p> <p>During the meeting, the management has explained the requirements of sustainable palm oil certification to all the stakeholders. Mostly topic covered were Transparency, Safety and Environment topic.</p>	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 -	<p>Management has appointed person in charge on communication and social matters. Refer Appointment letter as below:</p> <p>FGVAS Ulu Belitong: Mr Mohd Nor Boyman dated 04/01/2021</p> <p>FGVPM Bukit Tongkat B: Mr Khairuddin Bin Ab Halim dated 02/01/2021</p>	Complied
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>Stakeholder lists were last updated on 22/01/2021 for both estates where internal and external stakeholders have been included.</p> <p>Consultation and communication record as stated in the 4.2.2.1. There is no complaint and grievances recorded by the stakeholders.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
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>FGV Holdings Berhad have established Standard Operating Procedures on traceability through Manual Ladang Sawit Lestari, 8.0 Mengangkut BTS ke Kilang [MLSL (Ed.3) – Sec.4 (8.0), 01/09/2017.</p> <p>The objective is to provide guideline on delivery of FFB to the mill within 24 hours. Among the documents & records to be adhere were:</p> <ol style="list-style-type: none"> 1. Nota Penghantaran BTS 2. Slip Akuan Penerimaan (weighbridge ticket) 3. Slip Grading 4. Sijil Mutu BTS 5. Label di lori mengangkut BTS ke kilang. 	Complied
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	<p>The Management team on harvesting holds the responsibility on regular inspection of traceability system. Periodical inspections also being conducted through Regional Controller, Internal Audit and Agronomist visit.</p> <p>The effectiveness of the monitoring will evidence in the internal audit and visit report findings.</p>	Complied
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	<p>The person in -charge for FGVPM Bukit Tongkat B is En. Hasbi bin Mamat appointed vide letter dated 01/01/2021 approved by Mr Hadi Helmi bin Che Hassan, Estate Manager.</p> <p>As for FGVAS Ulu Belitong, En Mohd Firdaus Ibrahim as the person in charge of traceability vide letter dated 04/01/2021 approved by Mr Din Ibrahim, Station Manager.</p>	Complied
4.2.3.4	Records of sales, delivery or transportation of FFB shall be	FFB being sell to Belitong POM and being monitored by Head Quarters @ Wilayah Office for FGVPM Bukit Tongkat B and FGVAS Ulu Belitong by	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>maintained. - Major compliance -</p>	<p>Estate Operation Department. Sighted records of sales, delivery and transportation of FFB being maintained at both Estates. Sample taken as below for verification: -</p> <p>a. FGVAS Ulu Belitong: -</p> <ul style="list-style-type: none"> • Date: 20/11/2021 • Delivery Order: 00777 • Lorry No: JSE1677 • Gross weight: 10.51 Mt • Tare: 3.38 Mt • Reject: 0.05 Mt • Nett weight: 7.08 Mt <p>b. FGVPM Bukit Tongkat B: -</p> <ul style="list-style-type: none"> • Date: 24/11/2021 • Delivery Order: 398543 • Lorry No: JDU2368 • Gross weight: 5.76 Mt • Tare: 3.15 Mt • Reject: 0.13 Mt • Nett weight: 2.48 Mt 	
<p>4.3 Principle 3: Compliance to legal requirements</p>		
<p>Criterion 4.3.1 – Regulatory requirements</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>4.3.1.1 All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - Major compliance -</p>	<p>The legal compliance lists of permits & licenses are available and being monitored and updated periodically by person in- charge of Legal Requirements. Details as below: -</p> <p><u>FGVAS Ulu Belitong</u></p> <ol style="list-style-type: none"> 1. MPOB License no. 50354092000. Validity period from 01/09/2021 - 31/08/2022 2. Salary deduction permit for Premium Insurance Luar Negara Tenaga Kerja Indonesia amounting RM63.00 per person with ref. BHG. PU/9/129 Jld 26[22] dated 30/09/2016 3. Salary deduction permit for water, electricity, medical fees that exceeded limit and other advance permit with ref. no. (22) dlm BHG. PU/9/129 Jld 23 dated 26/4/2016. The subsidy for water is RM4.00 and Electricity is RM6.00 per person. <p><u>FGVPM Bukit Tongkat B</u></p> <ol style="list-style-type: none"> 1. MPOB License no. 558895002000. Validity period from 01/03/2021 - 28/2/2022 2. Diesel permit no B.PGK. JH (KLU) 2303 SK Valid from 04/02/2021 till 03/02/2021, Diesel 15,000 liter and petrol 200 liter 3. Fire Extinguisher – 26 units. Valid until 24/06/2022. 	<p>Complied</p>
<p>4.3.1.2 The management shall list all laws applicable to their operations in a legal requirements register. - Major compliance -</p>	<p>The applicable laws identified were listed in Register of Legal and Other Requirements, [FGV/GSD-SR/LR001]. The sample of Act and Legal at FGVPM Bukit Tongkat B Estate and FGVAS Ulu Belitong as listed herein:</p> <ol style="list-style-type: none"> 1. OSHA 1994 2. Pesticides Act 1974 and Regulations, 	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance						
		3. Environmental Quality Act and Regulations 1974 4. Factories and Machinery Act and Regulations, 1967 5. Weights and Measures Regulations 1981 6. Electricity Regulations 1994 7. Immigration Act 1959 8. Employee Provident Fund 1991 9. Etc. Last updated of the Register was on; - <table border="1" data-bbox="1048 794 1639 896"> <thead> <tr> <th>Estate</th> <th>Date Updated</th> </tr> </thead> <tbody> <tr> <td>FGVAS Ulu Belitong</td> <td>01/11/2021</td> </tr> <tr> <td>FGVPM Bukit Tongkat</td> <td>01/11/2021</td> </tr> </tbody> </table>	Estate	Date Updated	FGVAS Ulu Belitong	01/11/2021	FGVPM Bukit Tongkat	01/11/2021	
Estate	Date Updated								
FGVAS Ulu Belitong	01/11/2021								
FGVPM Bukit Tongkat	01/11/2021								
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 -	FGV Holdings Berhad have centralised system for tracking any changes in the law as per "Panduan: Sistem Pengesanan Perubahan Undang-undang" dated 23/06/2015, Version:04. Any changes in the relevant regulations are through Plantation and Sustainability Department and the Manager, who are sole responsible.	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 -	The person in -charge for FGVPM Bukit Tongkat B is En. Mohd Nafi Mutalip appointed vide letter dated 01/01/2021 approved by Mr Hadi Helmi bin Che Hassan, Estate Manager. As for FGVAS Ulu Belitong, En Mohd Firdaus Ibrahim as the person in charge of Legal Requirement vide letter dated 04/01/2021 approved by Mr Din Ibrahim, Station Manager.	Complied						
Criterion 4.3.2 – Lands use rights									

Criterion / Indicator		Assessment Findings	Compliance
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 rental agreement was signed between Federal Land Development Authority and Felda Agricultural Services Sdn Bhd dated 09/04/2021 with validity from 01/01/2021 to 31/12/2035. Refer Letter (45) 1450/1/11 Pt.2. The total hectarage for FGVAS Ulu Belitong was 147.70 ha. Bukit Tongkat B Estate holds total 20 land titles (Under FGV and FELDA) which they leased from FELDA for 1237.85 Ha. There is deduction for land acquisition by Government with total 6.59 ha.	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 -	The rental agreement was signed between Federal Land Development Authority and Felda Agricultural Services Sdn Bhd dated 09/04/2021 with validity from 01/01/2021 to 31/12/2035. Refer Letter (45) 1450/1/11 Pt.2. The total hectarage for FGVAS Ulu Belitong was 147.70 ha. Bukit Tongkat B Estate holds total 20 land titles (Under FGV and FELDA) which they leased from FELDA for 1237.85 Ha. There is deduction for land acquisition by Government with total 6.59 ha.	Complied
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Legal boundary for both estates were clearly demarcated and visibly maintained. <u>FGVAS Ulu Belitong</u> The estate clearly demarcated the legal boundary with fences as sighted at field Peringkat 1 block 10 adjacent with FELDA settlers housing area and FGVPM Bukit Tongkat. Sighted "Rekod Pemantauan Batu Sempadan" dated 03/09/2021. <u>FGVPM Bukit Tongkat B</u> The estate clearly demarcated the legal boundary with fences as sighted at field PM00H adjacent with Kluang Forest Reserve.	Complied
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have	There is no land dispute in the Ulu Belitong Certification Unit at the time of audit. The lands are belonged to Lembaga Kemajuan Tanah	Complied

Criterion / Indicator		Assessment Findings	Compliance
	been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	Persekutuan via verified with the land titles. Interview with the stakeholders confirmed that no encroachment of land by certification unit.	
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 land encumbered by customary rights under Belitong certification unit.	N/A
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	There is no land encumbered by customary rights under Belitong certification unit.	N/A
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	There is no land encumbered by customary rights under Belitong certification unit.	N/A
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 -	SIA was conducted on 23/1/2018 for FGVAS Ulu Belitong and 24/01/2021 for FGVPB Bukit Tongkat B by Certification & Due Diligence Department (CDD). Stakeholders such as workers, contractor, and external stakeholders were participated in the assessment. Positive and negative impacts have been recorded in the SIA Management Plan. Sighted "Pelan Pengurusan (Management Plan) Bagi Impak Negatif Sosial Di Ladang	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>FGVAS Ulu Belitong" dated 09/11/2021. Sighted Pelan Tindakan Impak Negatif FGVPB Bukit Tongkat B 2020/2021 dated 28/10/2021.</p> <p>Sighted "Pelan Pengurusan (Management Plan) Bagi Impak Negatif Sosial Di Ladang FGVPB Bukit Tongkat B" dated 09/11/2021.</p>	
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>FGV Holdings Berhad has developed procedure of dealing with complaint and grievances. Refer SOP: FGV/ML-1A/L2-Pr13 Issue No. 2 Rev. 02 dated 01/04/2019. The objectives of the procedure are to provide a channel for the internal stakeholders and external stakeholders to lodge any complains to the management. Mechanism to handle complaints was clearly described in the procedure. The time frame for investigation of the issue should be done within 14 working days. Refer Section 9 Carta Alir Proses Aduan.</p>	Complied
4.4.2.2	<p>The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.</p> <p>- Major compliance -</p>	<p>The estates are using Complaint Form for external stakeholder and Complaint Book to record complaints and requests reported by the internal workers. There was no complaint received from external stakeholders for FGVAS Ulu Belitong estate. Sighted sample of complaint at FGVPB Bukit Tongkat B:</p> <ol style="list-style-type: none"> 1. Date: 03/08/2021, Hidayat Rian, Issue: Broken Door, Management has solved the issue on 03/08/2021 2. Date: 13/10/2021, Hassan Sekh, Issue: Request Curtain at Hostel, Management has requested quotation and waiting for approval. 3. Date: 05/11/2021, Hasbi, Issue: Broken electrical wire, Management solved the issue at 05/11/2021. 	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	The estates are using Complaint Form for external stakeholder and Complaint Book to record complaints and requests reported by the internal workers. There was no complaint received from external stakeholders.	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 -	Awareness training has been conducted on 05/05/2021 at FGVAS Ulu Belitong. Refer training material "Penerangan Komunikasi (Aduan & Rungutan), Ikrar Anti Rasuah, Has Asasi Manusia, Kebebasan Bersuara Dan Menganggotai Kesatauan". Training has been given by Mr Mohd Firdaus and attended by 14 participants. Interview with the internal and external stakeholders during stakeholder consultation found that they were aware of the complaint procedure and they were briefed by the management during stakeholder meeting.	Complied
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	The estates are using a form "Borang Permohonan Pembaikan Asrama and Borang Kerosakan & Pembaikan Rumah Kakitangan/ Pejabat/ Asrama/ Stor". The past 24 months records of complaint were still available for verification.	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 -	Sighted CSR record for 2021: <u>FGVAS Ulu Belitong</u> 1. Lunch Box for workers (7 days) during Pandemic dated 09/08/2021. <u>FGVPM Bukit Tongkat B</u> 1. Lunch Box for workers (7 days) during Pandemic dated 12/10/2021.	Complied
Criterion 4.4.4: Employees safety and health			

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.4.1</p> <p>An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>FGV Holdings Berhad has established Health and Safety Policy Statement signed by the Group CEO, Mohd Nasrul Izam Mansor on 05/11/2021. Refer Document Number: FGV/GHR/HSEQ/POL/001 Revision:5.0 FGV/GGD/SD/008 Rev 2.0</p> <p>The OSH Plan for 2021 is to achieve zero accident. The policy and plan were communicated to the employees through various methods such as trainings, briefings and display on notice boards.</p>	<p>Complied</p>
<p>4.4.4.2</p> <p>The occupational safety and health plan shall cover the following:</p> <p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risks of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:</p> <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p>	<p>a) FGV Holdings Berhad has established Health and Safety Policy Statement signed by the Group CEO, Mohd Nasrul Izam Mansor on 05/11/2021. Refer Document Number: FGV/GHR/HSEQ/POL/001 Revision:5.0 FGV/GGD/SD/008 Rev 2.0. The policy was communicated through training, briefing and displayed on notice board at several placed in the estates.</p> <p>b) Risk assessment was conducted through HIRARC based on the severity and the likelihood. HIRARC is consist of hazard identification (type of work activity, hazard & effect), Risk analysis (Existing risk control, likelihood, severity & risk) & Risk Control (Recommended control measures & PIC appointed are Staff or Executive). HIRARC sighted for the followings work operation at both Estates: -</p> <ol style="list-style-type: none"> 1. Harvesting FFB 2. Pruning 3. Weeding 4. Rat Baiting 5. Office cleanliness 6. Road Maintenance 7. Tractor, Mini tractor 	<p>Complied</p>

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<p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>8. Fertilization</p> <p>9. Pest & Diseases</p> <p>10. Etc.</p> <p>Evidence, HIRARC being reviewed on 11/04/2021 at FGVPM Bukit Tongkat B and on 20/08/2021 at FGVAS Ulu Belitong.</p> <p>c. The Estate has a comprehensive annual training plan for the Staffs and Workers and this was sighted in the training records file for each staff and workers. Sample training plan and conducted as follows: -</p> <table border="1" data-bbox="1093 730 1899 1327"> <thead> <tr> <th>No</th> <th>Topic</th> <th>Month Programme</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="4">FGVPM Bukit Tongkat B</td> </tr> <tr> <td>1</td> <td>Harvesting</td> <td>11/2021</td> <td>14/11/2021</td> </tr> <tr> <td>2</td> <td>PPE</td> <td>05/2021</td> <td>08/05/2021</td> </tr> <tr> <td>3</td> <td>Rat Baiting</td> <td>01/2021</td> <td>19/01/2021</td> </tr> <tr> <td>4</td> <td>FFB Loader</td> <td>03/2021</td> <td>18/03/2021</td> </tr> <tr> <td>5</td> <td>Spraying</td> <td>02/2021</td> <td>10/02/2021</td> </tr> <tr> <td>6</td> <td>1st Aid</td> <td>04/2019</td> <td>05/04/2021</td> </tr> <tr> <td>7</td> <td>OSH Policy</td> <td>01/2021</td> <td>03/01/2021</td> </tr> <tr> <td>8</td> <td>EAIA and IPM</td> <td>01/2021</td> <td>12/01/2021</td> </tr> <tr> <td colspan="4">FGVAS Ulu Belitong</td> </tr> <tr> <td>1</td> <td>Policy and Safety Briefing</td> <td>01/2021</td> <td>13/09/2021</td> </tr> <tr> <td>2</td> <td>PPE Usage</td> <td>02/2021</td> <td>21/02/2021</td> </tr> <tr> <td>3</td> <td>ERP</td> <td>4/2021</td> <td>18/10/2021</td> </tr> <tr> <td>4</td> <td>Chemical Handling</td> <td>7/2021</td> <td>23/09/2021</td> </tr> <tr> <td>5</td> <td>Schedule Waste</td> <td>7/2021</td> <td>23/09/2021</td> </tr> <tr> <td>6</td> <td>IPM Management</td> <td>10/2021</td> <td>15/02/2021</td> </tr> </tbody> </table>	No	Topic	Month Programme	Status	FGVPM Bukit Tongkat B				1	Harvesting	11/2021	14/11/2021	2	PPE	05/2021	08/05/2021	3	Rat Baiting	01/2021	19/01/2021	4	FFB Loader	03/2021	18/03/2021	5	Spraying	02/2021	10/02/2021	6	1 st Aid	04/2019	05/04/2021	7	OSH Policy	01/2021	03/01/2021	8	EAIA and IPM	01/2021	12/01/2021	FGVAS Ulu Belitong				1	Policy and Safety Briefing	01/2021	13/09/2021	2	PPE Usage	02/2021	21/02/2021	3	ERP	4/2021	18/10/2021	4	Chemical Handling	7/2021	23/09/2021	5	Schedule Waste	7/2021	23/09/2021	6	IPM Management	10/2021	15/02/2021	
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Criterion / Indicator	Assessment Findings	Compliance																	
	<p>d. Estate has provided appropriate PPE for all workers in their operations. Sighted, PPE Issuance and replacement record for: -</p> <ul style="list-style-type: none"> a. Staff/AP b. Harvesters c. Field Workers d. General Workers <p>Sample taken on FGVAS Ulu Belitong record as follows: -</p> <table border="1" data-bbox="1093 715 1870 949"> <thead> <tr> <th>Employee No</th> <th>Date PPE Issued</th> <th>PPE Issued</th> </tr> </thead> <tbody> <tr> <td rowspan="2">PI001919016</td> <td>05/04/2021</td> <td>Garden Glove</td> </tr> <tr> <td>06/04/2021</td> <td>Safety Boot</td> </tr> <tr> <td rowspan="4">PI0019191027</td> <td>18/11/2021</td> <td>Garden Glove</td> </tr> <tr> <td>01/06/2021</td> <td>Respirator</td> </tr> <tr> <td>01/06/2021</td> <td>Cartridge</td> </tr> <tr> <td>01/06/2021</td> <td>Nitrile Glove</td> </tr> </tbody> </table> <p>During field visit, sighted the workers have been trained with safety and the workers wear the PPE required by his/her works. All workers involved in the operations have been adequately trained in safe working practice.</p> <p>e. Sighted, Standard Operating Procedure for handling of used chemicals being established by Plantation Sustainability & Quality Management Department, Felda Global Ventures Plantations (M) Sdn Bhd under Document Number ML-1A/L2-Pr9[0] Revision 0 dated 01/06/2016 for Pengendalian dan Kawalan Racun.</p> <p>CHRA was conducted by Mr. Chan Ying Hou, JKPP HQ/17/ASS/00/0002 from Active ESH Sdn Bhd dated 03/12/2019 at FGVAS Ulu Belitong. The activities covered are store, spraying, fertilizing and tractor driver.</p>	Employee No	Date PPE Issued	PPE Issued	PI001919016	05/04/2021	Garden Glove	06/04/2021	Safety Boot	PI0019191027	18/11/2021	Garden Glove	01/06/2021	Respirator	01/06/2021	Cartridge	01/06/2021	Nitrile Glove	
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Criterion / Indicator	Assessment Findings	Compliance
	<p>At FGVPM Bukit Tongkat B Estate, CHRA report dated 29/05/2022 reported by Dr Yasriza Yahaya, JKPP HQ 10/ASS/00/ 8 2020/078 By Occumed Consultancy Services Sdn Bhd. The Management did response to the CHRA Recommendation by Assessor dated 08/11/2020.</p> <p>Medical Surveillance at FGVPM Bukit Tongkat B was conducted by Poliklinik Intan, RZ Intan Medicare Sdn Bhd dated 25/12/2020. The assessment involving for 4 workers and based on Employee Medical Record Book (USECHH 2) and Certificate of Fitness (USECHH 3), all the workers are fit for work.</p> <p>A total of 1 worker from FGVAS Ulu Belitong have undergone medical surveillance on 30/12/2020 at Sulaiman Clinic. He is under spraying activity and were tested on Physical examination, Blood, Urine, Cholinesterase and Chest X-ray. Based on Employee Medical Record Book (USECHH 2) and Certificate of Fitness (USECHH 3), he is fit for work.</p> <p>Noise Risk Identification has been conducted at FGVAS Ulu Belitong dated 06/01/2021 as per Occupational Safety and Health (Noise Exposure) Regulations 2019, Regulation (3)1. No hazardous to excessive noise level were recorded at the Estate.</p> <p>As for FGVPM Bukit Tongkat B, The Noise Risk Assessment being conducted by Handstech Solution Services Sdn Bhd on 14/09/2021. Sighted briefing being relay to the respective workers on the outcome of the Noise Assessment dated 09/11/2021 by En Hasbi bin Mamat.</p> <p>f. Person in charge of OSH at FGVAS Ulu Belitong is the respective Station Manager, En Din Ibrahim appointed on 02/01/2021 by R&D Division, En. Suhaidi Hamzah. Refer letter [02] HSE/B/02. Ulu Belitong B, Estate Manager is the Chairman of OSH Committee and being</p>	

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Criterion / Indicator		Assessment Findings	Compliance												
		<p>appointed on 01/04/2019 by En. Mohd Nazlan Bakar, General Manager Mersing Region. Seen, letter of appointment for committee members in the file.</p> <p>g. The committee meeting has been conducted on quarterly basis as sample follows: -</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th>FGVAS Ulu Belitong</th> <th>FGVPM Bukit Tongkat B</th> </tr> </thead> <tbody> <tr> <td>1st</td> <td>19/03/2021</td> <td>06/05/2021</td> </tr> <tr> <td>2nd</td> <td>25/06/2021</td> <td>27/02/2021</td> </tr> <tr> <td>3rd</td> <td>24/09/2021</td> <td>25/10/2021</td> </tr> </tbody> </table> <p>The meeting to discuss all issues regarding worker’s safety and health. All issues raised and discussed during conducted meeting has been resolve and taken action by management with proper action and target date.</p> <p>h. Sighted the emergency procedure for the Estate. Emergency response plan available in local language (Malay and English). The ERP has been explained to all workers and staffs during training which has been conducted. Emergency response plan include the emergency contact number, and also have Guidelines on Accident, Emergency Procedures and Exit routes as well as assembly point in file and pasted on notice board.</p> <p>i. The first aider for FGVPM Bukit Tongkat B is Mr. Helmi Bin Md Fadzil (IC No: 840117-XX-XXXX). Evidence, he has attended the training on Basic Occupational First Aid and AED dated 21/8/2019. The certificate expired in 22/08/2022. In FGVAS Ulu Belitong, En Mohd Firdaus bin Ibrahim (IC No: 870729-XX-XXXX) is the 1st Aider. Evidence, he has attended the training on Basic Occupational First Aid, PR and AED dated 21 & 22/02/2019. The certificate expired in 22/02/2022. All</p>		FGVAS Ulu Belitong	FGVPM Bukit Tongkat B	1 st	19/03/2021	06/05/2021	2 nd	25/06/2021	27/02/2021	3 rd	24/09/2021	25/10/2021	
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		<p>workplace being provided with 1st Aid Kit under the custody of the mandora / field staff.</p> <p>j. Estate has submitted JKKP 8 (I & II)/(IV) on annually basis to the DOSH. LTA calculation based on local interpretation from DOSH. Detail of submission as follows: -</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>No of Cases</th> <th>LTI</th> <th>Non LTI</th> <th>JKKP Submission</th> <th>8</th> </tr> </thead> <tbody> <tr> <td>FGVAS Ulu Belitong</td> <td>1</td> <td>3</td> <td>0</td> <td>08/01/2021</td> <td></td> </tr> <tr> <td>FGVPM Bukit Tongkat B</td> <td>0</td> <td>0</td> <td>0</td> <td>18/01/2021</td> <td></td> </tr> </tbody> </table>	Estate	No of Cases	LTI	Non LTI	JKKP Submission	8	FGVAS Ulu Belitong	1	3	0	08/01/2021		FGVPM Bukit Tongkat B	0	0	0	18/01/2021		
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FGVAS Ulu Belitong	1	3	0	08/01/2021																	
FGVPM Bukit Tongkat B	0	0	0	18/01/2021																	
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>FGV Holdings Berhad has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.0 (B). Respecting Human Right. FGV is committed and support human rights. Communication to the employees was done in various methods such as briefing during morning muster, display on notice boards at workers' hostel and training. Interview with workers showed that they have a good understanding on human rights.</p> <p>Latest awareness on the policies has been conducted on:</p> <p>FGVAS Ulu Belitong: 05/05/2021</p> <p>FGVPM Bukit Tongkat B:21/01/2021</p>	Complied																		
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p>	<p>FGV Holdings Berhad has established Equal Opportunity Policy Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.1 Equality and Non-Discrimination. The company is committed to ensure all the employees are treated equally</p>	Complied																		

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>regardless of race, nationality religion, gender, age and other political opinions. Interview with the workers showed that no discrimination is being practiced.</p> <p>Latest awareness on the policies has been conducted on: FGVAS Ulu Belitong: 05/05/2021 FGVPM Bukit Tongkat B:21/01/2021</p>	
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>FGV Plantations (M) Sdn Bhd has established an employment contract for its foreign workers. Pay and conditions are documented and are above the Minimum Wage Order 2020. Sampled of employment contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker.</p> <p>Sampled of the agreement and pay slips for the months of February 2021, May 2021, and October 2021 as below:</p> <p><u>FGVAS Ulu Belitong</u></p> <ol style="list-style-type: none"> 1. Employee ID: PI001919027 2. Employee ID: PI001919018 3. Employee ID: PB001919023 4. Employee ID: PB001919017 5. Employee ID: PB001919015 6. Employee ID: PB001919022 7. Employee ID: PI001919016 8. Employee ID: PB001919027 <p><u>FGVPM Bukit Tongkat B</u></p> <ol style="list-style-type: none"> 1. Employee ID: FW06010127 2. Employee ID: FW06010126 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		3. Employee ID: FW06010071 4. Employee ID: LW06010008 5. Employee ID: FW06010026 6. Employee ID: FW01950708 7. Employee ID: LW06010016 8. Employee ID: FW06010134	
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>Sighted availability of contractors at both estates.</p> <p>FGVAS Ulu Belitong – Bukit Tongkat Enterprise, Project: FFB Transport, Refer SPK 820105001-2020/820231503-12-148 dated 14/12/2020 until 31/12/2021.</p> <p>In Zaidan Joyoo Enterprise and Masaki Ent, as per sampling in Bkt Tongkat B estate, Pay and conditions are documented and are above the Minimum Wage Order 2020. Sampled of employment contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker. Sampled of the pay slips for the months of Jan, July and Nov 2020 (Bkt Tongkat B estate) confirmed that the workers were paid in accordance with Minimum Wage Order 2020. The sampled employees were:</p> <p>Zaidan Joyoo Enterprise 890117-XX-XXXX 880822-XX-XXXX</p> <p>The payment record for Public Holiday for contract workers was not effectively implemented.</p> <p>Reviewed the payslips to the contractor’s workers (Zaidan Joyoo Enterprise – NRIC 890117-XX-XXXX and 880822-XX-XXXX) in Bukit Tongkat B Estate on payslip August 2021 and October 2021. There is no</p>	Major Non-Conformance

Criterion / Indicator		Assessment Findings	Compliance
		evidence that the Public Holiday wages in the sample workers' payslip. Thus, Major NC was raised.	
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 -	<u>FGVAS Ulu Belitong</u> All the recruited workers will be registered in the Online Plantation Management System (OPMS) where personal details such as name, nationality, date of employed, job description, wage rate, date of birth, gender and years of service was stated in the system. <u>FGVPM Bukit Tongkat B</u> All the recruited workers will be registered in the e-Rangkaian Maklumat Ladang (e-RML) where personal details such as name, nationality, date of employed, job description, wage rate, date of birth, gender and years of service was stated in the system.	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 -	Employment Contracts were issued and acceptance of copied of employment contract were acknowledged by the workers. The terms and conditions were clearly stated in the employment contract such as annual leave entitlement, benefits and medical leave. The sampled employment contracts are as follows: Sampled of the agreement and pay slips for the months of February 2021, May 2021, and October 2021 as below: <u>FGVAS Ulu Belitong</u> 1. Employee ID: PI001919027 2. Employee ID: PI001919018 3. Employee ID: PB001919023 4. Employee ID: PB001919017 5. Employee ID: PB001919015	Complied

Criterion / Indicator		Assessment Findings	Compliance
		6. Employee ID: PB001919022 7. Employee ID: PI001919016 8. Employee ID: PB001919027 <u>FGVPM Bukit Tongkat B</u> 1. Employee ID: FW06010127 2. Employee ID: FW06010126 3. Employee ID: FW06010071 4. Employee ID: LW06010008 5. Employee ID: FW06010026 6. Employee ID: FW01950708 7. Employee ID: LW06010016 8. Employee ID: FW06010134	
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. - Major compliance -	Both Estate is using Pocket Check roll Book where the attendance of workers is recorded on daily basis. Overtime is recorded in which is acknowledged by the workers and staff. The raw data will be key in in the system as 4.4.5.5.	Complied
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 -	Records reviewed on the Check roll Book of sampled workers found that the enter time and exit time was clearly stated in the timecard. The sampled workers above have recorded overtime not exceeding 104 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	Documented pay slip was distributed to individual workers on the day of payment.	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>agreements. - Major compliance -</p>	<p>All of them above have achieved the Minimum Wage Order 2020. Hours of overtime has recorded in the pay slip as well.</p> <p>Sampled of the agreement and pay slips for the months of February 2021, May 2021, and October 2021 as below:</p> <p><u>FGVAS Ulu Belitong</u></p> <ol style="list-style-type: none"> 1. Employee ID: PI001919027 2. Employee ID: PI001919018 3. Employee ID: PB001919023 4. Employee ID: PB001919017 5. Employee ID: PB001919015 6. Employee ID: PB001919022 7. Employee ID: PI001919016 8. Employee ID: PB001919027 <p><u>FGVPM Bukit Tongkat B</u></p> <ol style="list-style-type: none"> 1. Employee ID: FW06010127 2. Employee ID: FW06010126 3. Employee ID: FW06010071 4. Employee ID: LW06010008 5. Employee ID: FW06010026 6. Employee ID: FW01950708 7. Employee ID: LW06010016 8. Employee ID: FW06010134 	
<p>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</p>	<p>The management has provided facilities such as mosque, recreational facilities such as futsal field, badminton court and volleyball court to the</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
	for good work performance, bonus payment, professional development, medical care and health provisions. - Minor compliance -	workers and dependents. Government clinic was available in the complex. The workers will be awarded with bonus once a year based on performance. Various incentive and allowance were also given to the workers.	
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 Housing and Amenities Act 1990 (Act 446) or any other applicable legislation. - Major compliance -	The workers in the estates have been provided with basic facilities such as government clinic, football field, mosque, sundry shops and other amenities such as electricity and water supply from government with subsidize. Weekly inspection was recorded in "Borang Pemeriksaan Asrama Pekerja". Last inspection on 19/11/2021.	Complied
4.4.5.12	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	FGV Holdings Berhad has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.5 Preventing Harassment and Abuse. The company is committed to protect the rights of women on the reproductive and family planning. Gender Committee was developed at FGVPM Bukit Tongkat B to provide a system to channel the complaint regarding sexual harassment and violence. There was no issue regarding sexual harassment and violence reported. The last meeting was conducted on 04/01/2021. There is no gender committee at FGVAS Ulu Belitong due to no female workers there.	Complied
4.4.5.13	The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be	FGV Holdings Berhad has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.2 Upholding Labour Standard. The company allows the employees to join any legal association and get approval from the management. There is no union form at both estates. Verified through	Complied

Criterion / Indicator		Assessment Findings	Compliance												
	discriminated against or suffer repercussions. - Major compliance -	Interview found that workers aware on no restriction to form and join union. Latest awareness on the policies has been conducted on: FGVAS Ulu Belitong: 05/05/2021 FGVPM Bukit Tongkat B:21/01/2021													
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions. - Major compliance -	FGV Holdings Berhad has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.2 Upholding Labour Standard where the company will not recruit any individual who less than 18 years old to work in plantations. Document reviewed on the list of workers confirmed that all the employees were above 18 years old. Latest awareness on the policies has been conducted on: FGVAS Ulu Belitong: 05/05/2021 FGVPM Bukit Tongkat B:21/01/2021	Complied												
Criterion 4.4.6: Training and competency															
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept. - Major compliance -	FGV Holdings Berhad have established procedure on Kemampuan, Kesedaran dan Latihan Doc No: FGV/ML-1A/L2-Pr5, issue 1, version 0 dated 01/06/2016 with an objective to identify any new training needs annually based on evaluation on the competency level of existing and new personnel measured against their respective scope of work. The training plan for 2021 was sighted as follow: - <table border="1" data-bbox="1057 1278 1895 1377"> <thead> <tr> <th>No</th> <th>Topic</th> <th>Month Programme</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="4">FGVPM Bukit Tongkat B</td> </tr> <tr> <td>1</td> <td>Harvesting</td> <td>11/2021</td> <td>14/11/2021</td> </tr> </tbody> </table>	No	Topic	Month Programme	Status	FGVPM Bukit Tongkat B				1	Harvesting	11/2021	14/11/2021	Complied
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Criterion / Indicator		Assessment Findings				Compliance	
		2	PPE	05/2021	08/05/2021		
		3	Rat Baiting	01/2021	19/01/2021		
		4	FFB Loader	03/2021	18/03/2021		
		5	Spraying	02/2021	10/02/2021		
		6	1 st Aid	04/2019	05/04/2021		
		7	OSH Policy	01/2021	03/01/2021		
		8	EAIA and IPM	01/2021	12/01/2021		
		FGVAS Ulu Belitong					
		1	Policy and Safety Briefing	01/2021	13/09/2021		
		2	PPE Usage	02/2021	21/02/2021		
		3	ERP	4/2021	18/10/2021		
		4	Chemical Handling	7/2021	23/09/2021		
		5	Schedule Waste	7/2021	23/09/2021		
		6	IPM Management	10/2021	15/02/2021		
		7	EAIA and EAIA	01/2021	12/01/2021		
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 -	Yearly training plan is created based on Training Needs Analysis for workers involved in the operations. Sighted the Training Need Analysis of all workers which are based on their competencies and job description under document 'Analisa Keperluan Latihan Petugas dan Pekerja'					Complied
4.4.6.3	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. - Minor compliance -	The estate has a comprehensive annual training plan for its staffs and workers, and this was sighted in the training records file for each staff and workers Trainings conducted were recorded in the various trainings record and completed with attendance records, training materials and photographs of the training.					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>FGV Holdings Berhad has established Environmental Policy Statement signed by the Group CEO, Mohd Nasrul Izam Mansor on 05/11/2021. Refer Document Number: FGV/GHR/HSEQ/POL/002 Revision:0.0 FGV/GGD/SD/008 Rev 2.0</p> <p>FGV Holdings Berhad has documented Environmental policy in the Group Sustainability Policy under section 5.3: Protecting the Environment. The Group Sustainability Policy was signed by the CEO on 17/11/2020. Refer doc. no FGV/SED/POL/001 rev. 4(BI).</p> <p>The policy was communicated through training, briefing and displayed on notice board at several placed in the estate.</p>	Complied
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. <p>- Major compliance -</p>	<p>Environmental Aspects and Impacts Analysis [EAIA] being established under Pengenalpastian Aspek dan Penilaian Impak, No Borang: FGV/FGVPM/IV/IMS/15/1.6 Pind 1. The EAIA covering 44 activities for instance: -</p> <ol style="list-style-type: none"> 1. Spraying 2. Pre-mix at Store 3. Storage of Chemical 4. FFB evacuation to mill 5. Manuring 6. Landfill 7. Etc. 	Complied

Criterion / Indicator		Assessment Findings	Compliance																				
		Evidence, EIA being reviewed on 22/02/2021 at FGVP Bukit Tongkat B Estate and on 22/08/2021 at FGVAS Ulu Belitong.																					
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>Sighted the Identification of Environmental Aspects and Evaluation of Significance Form for the year 2021 developed to mitigate the negative impacts and to promote the positive one and effectively implemented and</p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Aspect</th> <th>Impact</th> <th>Management Control</th> </tr> </thead> <tbody> <tr> <td>Fertilization</td> <td>Dust fertilizer</td> <td>Air, water and land pollution</td> <td>Adhere to Standard Operating Procedure and wearing PPE</td> </tr> <tr> <td>Harvesting</td> <td>Uncollected loose fruits</td> <td>Land pollution</td> <td>Adhere to Standard Operating Procedure</td> </tr> <tr> <td>Transporting FFB</td> <td>Usage of diesel and Hydraulic oil</td> <td>Air and land pollution</td> <td>Adhere to Standard Operating Procedure</td> </tr> <tr> <td>Land fill</td> <td>Heap of waste</td> <td>Potential for open burning</td> <td>Adhere to Standard Operating Procedure and frequent monitoring</td> </tr> </tbody> </table> <p>monitored. Sample taken as follows:</p>	Activity	Aspect	Impact	Management Control	Fertilization	Dust fertilizer	Air, water and land pollution	Adhere to Standard Operating Procedure and wearing PPE	Harvesting	Uncollected loose fruits	Land pollution	Adhere to Standard Operating Procedure	Transporting FFB	Usage of diesel and Hydraulic oil	Air and land pollution	Adhere to Standard Operating Procedure	Land fill	Heap of waste	Potential for open burning	Adhere to Standard Operating Procedure and frequent monitoring	Complied
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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 -	<p>Sighted the programed to promote the positive impacts being documented in the Continual Improvement Plan. As for FGVAS Ulu Belitong the Continuous Improvement Plan as below: -</p> <ol style="list-style-type: none"> 1. EFB application in the field 2. To control on rat attack 3. To improve on infrastructure - Sundry shop, Night Market, Internet Centre, Guard Post 	Complied																				

Criterion / Indicator		Assessment Findings	Compliance																																								
		<p>4. Rare, Threatened and Endangered species monitoring.</p> <p>5. Reduce usage of Pesticides by increase barn -owl boxes and planting of Beneficial Plants, <i>Turnera subulata</i>, <i>Cassia Cobanensis</i> and <i>Antigonen leptosus</i></p>																																									
4.5.1.5	<p>An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.</p> <p>- Major compliance -</p>	<p>All Estates have established training program for environmental management and improvement plan. Sighted the Environmental Training Programme for the year 2021 as below: -</p> <table border="1"> <thead> <tr> <th>No</th> <th>Topic</th> <th>Month Programme</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="4">FGVAS Ulu Belitong</td> </tr> <tr> <td>1</td> <td>Environmental Briefing</td> <td>02/2021</td> <td>17/06/2021</td> </tr> <tr> <td>2</td> <td>HCV Management</td> <td>11/2021</td> <td>17/06/2021</td> </tr> <tr> <td>3</td> <td>Chemical Handling</td> <td>7/2021</td> <td>23/09/2021</td> </tr> <tr> <td>4</td> <td>Schedule Waste</td> <td>7/2021</td> <td>23/09/2021</td> </tr> <tr> <td>5</td> <td>IPM Management</td> <td>10/2021</td> <td>15/02/2021</td> </tr> <tr> <td colspan="4">FGVPM Bukit Tongkat B</td> </tr> <tr> <td>1</td> <td>SOP & Policies</td> <td>01/2021</td> <td>03/01/2021</td> </tr> <tr> <td>2</td> <td>EAIA and IPM</td> <td>01/2021</td> <td>12/01/2021</td> </tr> </tbody> </table>	No	Topic	Month Programme	Status	FGVAS Ulu Belitong				1	Environmental Briefing	02/2021	17/06/2021	2	HCV Management	11/2021	17/06/2021	3	Chemical Handling	7/2021	23/09/2021	4	Schedule Waste	7/2021	23/09/2021	5	IPM Management	10/2021	15/02/2021	FGVPM Bukit Tongkat B				1	SOP & Policies	01/2021	03/01/2021	2	EAIA and IPM	01/2021	12/01/2021	Complied
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4.5.1.6	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>Regular two-way communication being conducted through environmental committee meeting, training and daily muster call.</p> <p>The environmental meeting with workers and management representatives has been conducted on quarterly basis at FGVAS Ulu Belitong as date below: -</p> <table border="1"> <thead> <tr> <th></th> <th>FGVAS Ulu Belitong</th> </tr> </thead> <tbody> <tr> <td>1st</td> <td>19/03/2021</td> </tr> <tr> <td>2nd</td> <td>25/06/2021</td> </tr> <tr> <td>3rd</td> <td>24/09/2021</td> </tr> </tbody> </table> <p>As for FGVPM Bukit Tongkat B, the last meeting was on 25/02/2021.</p>		FGVAS Ulu Belitong	1 st	19/03/2021	2 nd	25/06/2021	3 rd	24/09/2021	Complied																																
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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 -	Monthly record on monitoring the usage of Diesel consumption of the Estates were kept and documented. It is monitored to optimize use of renewable energy and the consumption is monitor on a monthly basis. Sample taken on diesel consumption as follows: - <table border="1" data-bbox="1048 644 1912 858"> <thead> <tr> <th rowspan="2">Estate</th> <th rowspan="2">Year</th> <th>Todate Diesel</th> <th>Todate FFB</th> <th>Fuel Efficiency</th> <th>Baseline value (2-yr average)</th> </tr> <tr> <th>Liter</th> <th>Mt</th> <th colspan="2">Liter/Mt FFB</th> </tr> </thead> <tbody> <tr> <td rowspan="2">FGVAS Ulu Belitong</td> <td>2020</td> <td>9,623</td> <td>2,902</td> <td>3.33</td> <td>3.50</td> </tr> <tr> <td>2021</td> <td>12,352</td> <td>3,638</td> <td>3.40</td> <td>3.50</td> </tr> <tr> <td rowspan="2">FGVPM Bukit Tongkat B</td> <td>2020</td> <td>21,611</td> <td>17,647</td> <td>1.22</td> <td>1.50</td> </tr> <tr> <td>2021</td> <td>17,551</td> <td>11,914</td> <td>1.47</td> <td>1.50</td> </tr> </tbody> </table>	Estate	Year	Todate Diesel	Todate FFB	Fuel Efficiency	Baseline value (2-yr average)	Liter	Mt	Liter/Mt FFB		FGVAS Ulu Belitong	2020	9,623	2,902	3.33	3.50	2021	12,352	3,638	3.40	3.50	FGVPM Bukit Tongkat B	2020	21,611	17,647	1.22	1.50	2021	17,551	11,914	1.47	1.50	Complied
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4.5.2.2 The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the respective estate yearly budgets.	Complied																																
4.5.2.3 The use of renewable energy should be applied where possible. - Minor compliance -	At the moment, there is no renewable energy been practiced at all estates.	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 estates visited has identified all waste products and source of pollutions and documented in Identification of Source and Type of Waste. The waste identified as follows: 1. Scheduled Waste	Complied																																

Criterion / Indicator		Assessment Findings	Compliance																	
		<ul style="list-style-type: none"> a. Estate Operation – Used PPE, Empty pesticides/chemical container, paint container, used lubricant, used hydraulic oil, oil filter b. Office and housing – Lamp, Electronic device c. Vehicle and mill – battery <ul style="list-style-type: none"> 2. Non-schedule waste <ul style="list-style-type: none"> a. Estate operation – used tyre, scrap iron, empty fertilizer bags b. Office and housing – Paper, Plastic, domestic waste 3. Mill/Estate by-product a. Frond, chipped palm trunks(replanting), EFB, Shell and Fiber 																		
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>	<p>All waste and pollution are identified and documented in the Identification of Source and Type of Waste Format. Details of the management plan as described below. This is a continuation of the 4.5.3.1 above.</p> <p>Sample taken at FGVPM Bukit Tongkat B and FGVAS Ulu Belitong as follows: -</p> <table border="1"> <thead> <tr> <th rowspan="2">No</th> <th rowspan="2">Type of waste</th> <th rowspan="2">Impact & Aspect to Environment</th> <th colspan="2">Action Plan</th> </tr> <tr> <th>Reuse</th> <th>Recycle</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fertilizer bag</td> <td>Land</td> <td>Reuse wherever applicable</td> <td>Collect and disposed to licensed contractor</td> </tr> <tr> <td>2</td> <td>Paper</td> <td>Reduce in Natural resources</td> <td>Reuse wherever applicable</td> <td>Collect and disposed to licensed contractor</td> </tr> </tbody> </table>	No	Type of waste	Impact & Aspect to Environment	Action Plan		Reuse	Recycle	1	Fertilizer bag	Land	Reuse wherever applicable	Collect and disposed to licensed contractor	2	Paper	Reduce in Natural resources	Reuse wherever applicable	Collect and disposed to licensed contractor	Complied
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Criterion / Indicator		Assessment Findings				Compliance								
		3	Empty Chemical Container	Water and Land	Reuse wherever applicable	Collect and disposed to licensed contractor								
		4	Tyre	Air, Land, Water		Collect and disposed to licensed contractor								
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>Sighted, Standard Operating Procedure for handling of used chemicals being established by Plantation Sustainability & Quality Management Department, Felda Global Ventures Plantations (M) Sdn Bhd under Document Number ML-1A/L2-Pr9[0] Revision 0 dated 01/06/2016 for Pengendalian dan Kawalan Racun.</p> <p>Scheduled waste generated from estate operation except from servicing vehicle were disposed at centralized at FAS Headquarters in Tun Razak Agriculture Research Centre. Detail as follows: -</p> <table border="1"> <thead> <tr> <th>SW</th> <th>Date Generate</th> <th>Date disposed to PPTR</th> <th>No of days from generated</th> </tr> </thead> <tbody> <tr> <td>410</td> <td>30/01/2021</td> <td>12/07/2021</td> <td>162</td> </tr> </tbody> </table> <p>For vehicle maintenance, the estate has appointed Aeroline Engineering Enterprise to conduct the services. The waste generated from the activity were collected and disposed by the contractors. Seen, the approval granted by DOE under 2nd Schedule for SW 305 under file reference No: AS[B]J95/130/100/536</p> <p>The latest vehicle maintenance on 12/07/2021 under Guarantee Letter No: 75000170 for 1-unit Mini Tractor.</p>				SW	Date Generate	Date disposed to PPTR	No of days from generated	410	30/01/2021	12/07/2021	162	Complied
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Criterion / Indicator		Assessment Findings	Compliance																														
		<p>As for FGVPM Bukit Tongkat B, the schedule waste being disposed to the collection center at FGV Maokil 06. Latest disposal was on 17/11/2021 for the following items: -</p> <table border="1"> <thead> <tr> <th>No</th> <th>SW Code</th> <th>Name</th> <th>Date Generated</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>409</td> <td>Chemical Container</td> <td>21/06/2021</td> <td>4 pcs</td> </tr> <tr> <td>2</td> <td>102</td> <td>Battery</td> <td>10/10/2021</td> <td>1 pc</td> </tr> <tr> <td>3</td> <td>310</td> <td>Filter</td> <td>28/06/2021</td> <td>0.39</td> </tr> <tr> <td>4</td> <td>109</td> <td>Fluorescent</td> <td>12/06/2021</td> <td>4 pcs</td> </tr> <tr> <td>5</td> <td>410</td> <td>Shoe. Glove, apron</td> <td>26/06/2021</td> <td>52.4 kg</td> </tr> </tbody> </table> <p>All the disposal are within the Regulatory timeframe of 180 days.</p>	No	SW Code	Name	Date Generated	Quantity	1	409	Chemical Container	21/06/2021	4 pcs	2	102	Battery	10/10/2021	1 pc	3	310	Filter	28/06/2021	0.39	4	109	Fluorescent	12/06/2021	4 pcs	5	410	Shoe. Glove, apron	26/06/2021	52.4 kg	
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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>Empty Chemical Containers were sold to recycle vendors and the record being documented in Borang Pemulangan, Kitar Semula dan Bilasan 3 kali Bekas Racun Perosak. The empty chemical containers being triple rinsed and sold to recycle vendor.</p> <p>Sample taken at FGVAS Ulu Belitong, 28 plastic 20lt chemical container being sold to SS Setia Teknologi Enterprise dated 26/10/2021 under Invoice No 1988 amounting RM 14.00.</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>FGVAS Ulu Belitong, domestic waste was disposed in designated landfill located at field Peringkat 1 blok 5. For FGVPM Bukit Tongkat B domestic waste were disposed in designated landfill located at field PM 00G block 1.</p> <p>Sighted only domestic waste were disposed at both landfills.</p>	Complied																														
Criterion 4.5.4: Reduction of pollution and emission																																	

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 polluting activities has been assessed during environmental aspect and impact assessment. The EAIA assessment findings including list of polluting sources are recorded in document titled "Environmental Aspect & Impact Assessment (EAIA) & Environmental Management Plan (EMP) & Waste Management plan (WMP).</p> <p>Identification of significant pollutants and greenhouse gas (GHG) emissions also be monitored through Approved GHG calculator, Palm GHG on Land conversion, Emissions from Fertilizer, Emissions from peat, Fuel Consumption, and crop sequestration.</p>				Complied																				
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	<p>Details of action plan for identified pollutants as shown below and is a continuation from the 4.5.4.1 above.</p> <table border="1"> <thead> <tr> <th>Emission</th> <th>Source</th> <th>Action</th> <th>Frequency</th> <th>Responsibility</th> </tr> </thead> <tbody> <tr> <td>Dark Smoke</td> <td>All running Vehicles</td> <td>Inspection of the vehicle condition</td> <td>Daily</td> <td>Manager/ Assistant/ Staff</td> </tr> <tr> <td>Noise</td> <td>Office – printing of paper</td> <td>To provide sound level test</td> <td>As and when required</td> <td>Manager/ Assistant/ CC</td> </tr> <tr> <td>Air Pollutant</td> <td>Operation of diesel engine</td> <td>Routine maintenance to be carried out as scheduled.</td> <td>As and when required</td> <td>Manager/ Assistant/ Foreman</td> </tr> </tbody> </table>				Emission	Source	Action	Frequency	Responsibility	Dark Smoke	All running Vehicles	Inspection of the vehicle condition	Daily	Manager/ Assistant/ Staff	Noise	Office – printing of paper	To provide sound level test	As and when required	Manager/ Assistant/ CC	Air Pollutant	Operation of diesel engine	Routine maintenance to be carried out as scheduled.	As and when required	Manager/ Assistant/ Foreman	Complied
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Criterion 4.5.5: Natural water resources																										
4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources	a) Both Estates have drawn -up Water Management Plan. The plan focusing on water shortage, fire incidence and flood. In the plan				Complied																				

Criterion / Indicator	Assessment Findings	Compliance																																										
<p>(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. e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented. f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually. <p>- Major compliance -</p>	<p>stated the root cause, mitigation plan and Person in Charge for each plan.</p> <p>b) Each estate having a river passing through the estate, namely Sungai Penggeli at FGVP M Bukit Tongkat B and Sungai Sembrong at FGVA S Ulu Belitong. Monitoring of incoming and outgoing water was conducted. Sample taken at FGVP M Bukit Tongkat B and the water sample analysis being conducted on 22/09/2021 by FGV Agri Services Sdn. Bhd. Laboratory. Sample taken at Sembrong River, FGVA S Ulu Belitong and the water sample analysis was conducted on 29/10/2021 by FGV Agri Services Sdn. Bhd. Laboratory. The result as follows: The result as follows:</p> <table border="1" data-bbox="1102 802 1848 1018"> <thead> <tr> <th></th> <th>Inlet</th> <th>Outlet</th> </tr> </thead> <tbody> <tr> <td>Ph</td> <td>6.1</td> <td>6.6</td> </tr> <tr> <td>BOD</td> <td>1</td> <td>1</td> </tr> <tr> <td>COD</td> <td>3</td> <td>2</td> </tr> <tr> <td>Total Solid</td> <td>27</td> <td>25</td> </tr> <tr> <td>Ammoniacal Nitrogen</td> <td>0.1</td> <td>0.1</td> </tr> <tr> <td>Dissolved Oxygen</td> <td>8.36</td> <td>8.24</td> </tr> </tbody> </table> <table border="1" data-bbox="1102 1066 1848 1281"> <thead> <tr> <th></th> <th>Inlet</th> <th>Outlet</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>5.3</td> <td>5.9</td> </tr> <tr> <td>BOD</td> <td>1.0</td> <td>1.0</td> </tr> <tr> <td>COD</td> <td>2</td> <td>9</td> </tr> <tr> <td>Total Suspended Solid</td> <td>14</td> <td>19</td> </tr> <tr> <td>Ammoniacal Nitrogen</td> <td>0.1</td> <td>0.7</td> </tr> <tr> <td>Dissolved Oxygen</td> <td>7.97</td> <td>7.84</td> </tr> </tbody> </table> <p>c) Estate have monitored their water management plan in order to optimize their water usage and reduce wastage.</p>		Inlet	Outlet	Ph	6.1	6.6	BOD	1	1	COD	3	2	Total Solid	27	25	Ammoniacal Nitrogen	0.1	0.1	Dissolved Oxygen	8.36	8.24		Inlet	Outlet	pH	5.3	5.9	BOD	1.0	1.0	COD	2	9	Total Suspended Solid	14	19	Ammoniacal Nitrogen	0.1	0.7	Dissolved Oxygen	7.97	7.84	
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Criterion / Indicator		Assessment Findings	Compliance
		<p>d) Protection of water course is guided by its established procedure [Ref.: Pengenalpastian Kawasan Cerun dan Rizab Sungai [ML-1A/L2-Pr8(0), Revision 0, 01/06/2016]]. Sighted the buffer zone area for both estates visited were demarcated with white and blue color at the palm Signboard on prohibition of chemical application were erected at the buffer zone area and no trace of agrochemical usage was observed.</p> <p>e) There is no removal of natural vegetation at riparian reserve area.</p> <p>f) No using of bore well as water source.</p>	
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. - Minor compliance -	No construction of bunds, weirs and dams across at Sungai Peggeli at Bukit Tongkat B Estate and Sungai Belitong at Ulu Belitong Estate.	Complied
4.5.5.3	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). - Minor compliance -	All estates did the roadside drains in terrace area to store water. During site visit to estate, sighted in terrace area the implementation of roadside drains. The roadside drain well maintained by Estate Management.	Complied
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value			
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: <ul style="list-style-type: none"> a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (<i>e.g.</i> The International Union on Conservation of Nature and Natural Resources (IUCN) status 	<p>Laporan Biodiversiti Ladang FGVPM Bukit Tongkat B was last updated on 24/01/2018 by Muhd Zulfadzli B Sufian Suri. Based on the report, the estate is located next to Kluang Forest Reserve and 16.45 hectare being identified as non-plantable steep areas at PM00H.</p> <p>Based on the HCV Assessment report, there are no Rare, Threatened and Endangered species identified in the plantation. Appropriate measure such as setting up electric fencing at the estate's boundary to prevent encroachment of elephant was applied at FGVPM Bukit Tongkat B.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>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>Biodiversity report for FGVAS Ulu Belitong was last updated on 25/01/2018. There are no Rare, Threatened and Endangered species identified in the plantation.</p>	
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>Signage was installed within estate and boundary nearby to ensure no illegal hunting activities occurred within estate field area. Awareness was given from time to time to all workers and to external stakeholders to discourage such activities and to prohibit trespassing to conserved areas.</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>Management plan was established with implementation of monitoring records using a logbook entitled:</p> <ol style="list-style-type: none"> 1. Monitoring of Wildlife 2. Monitoring of Buffer Zone 3. Monitoring of Boundary Stone 	Complied
Criterion 4.5.7: Zero burning practices			
4.5.7.1	<p>Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.</p> <p>- Major compliance -</p>	<p>Sighted under Group Sustainability Policy [FGV/SED/POL/001, rev. 3, 29th May 2019 under 5.3.6 No open burning or use of fire in all FGV Group. No replanting programme in the Estate.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 -	Visit to the estates within estates confirmed that no previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop hence, no special approval been obtained so far. Hence this requirement is not applicable.	N/A
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 -	Since no special approval been obtained so far for burning, hence this requirement is not applicable.	N/A
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	All the previous palms shall be felled, chipped and windrowed as stated in the Agriculture Manual. Based on site visit at several fields at the sampled estates, there was no trace of open burning observed.	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	The estate has implemented Good Agriculture Practice (GAP) as seen from fields visit, documents and interviewing the Estate personnel. The Standard Operating Procedures being adhered by the Estates as below: - 1. Manual Ladang Sawit Lestari Edisi 111 - Seksyen 1 : Pengurusan Tapak Semaian Sawit - Seksyen 2 : Pembangunan Tanam Semula - Seksyen 3 : Sawit Pra matang - Seksyen 4 : Sawit Matang	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Seksyen 5 : Pembajaan Sawit 2. Manual Keselamatan Kesihatan, Pekerjaan dan Alam Sekitar, FASSB dated 01/01/2006 3. Manual Prosedur Pensijilan Minyak Sawit Mapan dated 01/06/2016 	
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>Sighted under Manual Prosedur Pensijilan Minyak Sawit Mapan, Doc No ML-1A/L2-Pr8(0), Revision: 0 Effective date: 01/06/2016 on Pengenalpastian Kawasan Cerun dan Rizab Sungai.</p> <p>The procedure stated the management strategy on slopes above a certain limit. Stated under clause 3.1.2- "memastikan Kawasan Rezab Sungai / Zon Penimbak dan Kawasan curam melebihi 25 darjah tidak diganggu semasa program pembangunan dan penanaman baru".</p> <p>During site visit at both Estates, observed there is no terracing above 25 Degrees.</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>All estates have a visual reference system to identify each field or block. Each field has the signboard with block number, year of planting, progeny & hectare only.</p>	Complied
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	<p>A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.</p> <p>- Major compliance -</p>	<p>Annual business plan in the form of annual budget and the projection for 3 years being prepared as guidance for future planning. The business plan for FY2021 contains FFB yield, CPO, OER, and KER, costs of production, FFB pricing etc. It also includes budgeting on environment and social.</p>	Complied
4.6.2.2	<p>Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5</p>	<p>No replanting programme in next 5 years at FGVAS Ulu Belitong and as for FGVPM Bukit Tongkat B merely 115.81 hectare will be on replanting in FY2023.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	years. - Major compliance -		
4.6.2.3	<p>The business or management plan may contain:</p> <ul style="list-style-type: none"> 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 <p>- Major compliance -</p>	<p>All the estates audited possessed a similar budget format. Inclusive is a 3-year budget/forecast financial plan allocating categories among others;</p> <ul style="list-style-type: none"> a) Crop yielding area b) Mature cost c) General charges/upkeep/collection/depreciation d) Cost/ha & cost /mt FFB e) CAPEX 	Complied
4.6.2.4	<p>The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.</p> <p>- Major compliance -</p>	<p>The estates performance is monitor through the monthly progress report. Details on the actual vs budget i.e., FFB production, Ex -estate cost and revenue & profit account are shown therein.</p> <p>The estates performance is recorded in the monthly progress report. Details on the actual vs budget i.e., crop production, fixed and direct cost are shown therein.</p> <p>The following mechanism is available and adopted as standard practices and procedures in the estate’s operations.</p> <ul style="list-style-type: none"> a) Plantation Advisor Visit b) Internal audit by Sustainability Unit c) Monthly and weekly ad hoc meeting d) Daily /monthly production & financial report 	Complied
Criterion 4.6.3: Transparent and fair price dealing			

Criterion / Indicator		Assessment Findings	Compliance
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	Sampled of the Surat Perintah Kerja of contractors as below: FGVAS Ulu Belitong – Bukit Tongkat Enterprise - SPK 820105001-2020/820131503-12-148 dated 07/12/2020 valid until 31/12/2021. Type of work: FFB Transport. FGVPM Bukit Tongkat B – SPK 5300007493 dated 24/05/2021 valid until 31/05/2022. Type of work: FFB Transport. Payments are processed and paid by the estates. Seen the payment vouchers that have been made promptly.	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	The contracts agreements have the details about the pricing and terms & conditions. Payment was made promptly by verified the payment vouchers and interviewed with the contractors.	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 -	Clauses for the contractor to adhere the MSPO and legal requirements are spelled out in Letter dated 07/01/2021 by Bukit Tongkat Enterprise. Among details in the letter were: 1. "Telah Di maklumkan oleh Pihak Pengurusan Ladang tentang Program Pensijilan MSPO/RSPO" 2. "Memahami Keperluan yang terjandung dalam Program Pensijilan MSPO/RSPO" 3. "Sentiasa Mematuhi segala keperluan Pematuhan MSPO" 4. "Membenarkan Auditor dari Badan Pensijilan menyemak dokumen berkaitan, memeriksa operasi dan menemuramah para petugas dan pekerja kontraktor".	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Sampled of the Surat Perintah Kerja of contractors as below: FGVAS Ulu Belitong – Bukit Tongkat Enterprise - SPK 820105001-2020/820131503-12-148 dated 07/12/2020 valid until 31/12/2021. Type of work: FFB Transport. FGVPM Bukit Tongkat B – SPK 5300007493 dated 24/05/2021 valid until 31/05/2022. Type of work: FFB Transport. Payments are processed and paid by the estates. Seen the payment vouchers that have been made promptly.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	FGV Holdings Berhad has agreed for BSI auditors to verify the assessment through a physical inspection if required. This stated in the contract agreement between estate management and each contractor.	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 -	The estates will key in the Progress of Work done by the contractors into the system and Progress of Work Records will be generated. Work Completion certificate will be acknowledged by the Manager to accept the works done by contractor and payment will be made according to the certificate. Verified the contract payment slip for the payment of works done by contractor for October 2021.	Complied
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. - Major compliance -	There is no development of new planting at both visited estates.	N/A

Criterion / Indicator		Assessment Findings	Compliance
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia’s National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	There is no development of new planting at both visited estates.	N/A
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 development of new planting at both visited estates.	N/A
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 development of new planting at both visited estates.	N/A
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 development of new planting at both visited estates.	N/A

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 development of new planting at both visited estates.	N/A
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 development of new planting at both visited estates.	N/A
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 -	There is no development of new planting at both visited estates.	N/A
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 -	There is no development of new planting at both visited estates.	N/A
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 -	There is no development of new planting at both visited estates.	N/A

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 -	There is no development of new planting at both visited estates.	N/A
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	There is no development of new planting at both visited estates.	N/A
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 -	There is no development of new planting at both visited estates.	N/A
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	There is no development of new planting at both visited estates.	N/A
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 -	There is no development of new planting at both visited estates.	N/A

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 -	There is no development of new planting at both visited estates.	N/A
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	There is no development of new planting at both visited estates.	N/A
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 -	There is no development of new planting at both visited estates.	N/A
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	There is no development of new planting at both visited estates.	N/A
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 -	There is no development of new planting at both visited estates.	N/A

B) 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	Policy for the implementation of MSPO shall be established. - Major compliance -	FGV Holdings Berhad has established Group Sustainability Policy, approved by the Board of Directors dated 17/11/2020. Refer policy no. FGV/SED/POL/001, rev. 4.0. The policy covers all sustainability aspects as stated under section 5. Policy as follows: 5. Promoting economic growth 5.1. Enhancing livelihood 5.2. Profitability and efficient use of resource 5.3. Obligation of value chain partners 6. Respecting human rights 6.1. Equality and non-discrimination 6.2. Upholding labour standard 6.3. Respecting rights of indigenous peoples and local communities 6.4. Health and safety 6.5. Preventing harassment and abuse 7. Protecting the environment 7.1. Efficient use of natural resource 7.2. Managing environmental impacts	Complied

Criterion / Indicator		Assessment Findings	Compliance
		7.3. No deforestation and planting on peat 7.4. Protect high biodiversity value (HBV) and High Conservation Value (HCV) areas 7.5. Limitations on the use of hazardous chemicals and agrochemicals 7.6. No open burning/use of fire 7.7. Water management 7.8. Waste management 7.9. Addressing climate change 8. Monitoring and implementation' 8.1. Transparency and reporting 8.2. Grievances management 8.3. Traceability and supply chain	
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 -	Sighted under Group Sustainability Policy stated FGV Holdings Berhad is committed to continuously improve its products and services by adopting the best possible approaches to enhance productivity and profitability by optimising resources and operational efficiencies, while minimising negative impacts on people, social and environmental.	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 -	FGV Holdings Berhad has established SOP for Internal Audit and documented in Internal Audit Procedure, document no. FGV/GSD-SCCD/SOP/04 Version: 0.0, dated 03/09/2020.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		As stated in the SOP established, the internal audit was scheduled at minimum of once a year. Latest internal audit was conducted on 13/09/2021 by 1 internal auditor from Sustainability Compliance and Certification Department.	
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 -	Latest internal audit was conducted on 13/09/2021 by 1 internal auditor from Sustainability Compliance and Certification Department. There was no NCR Raised during the internal audit. Internal audit has been conducted remotely. Notification of audit has been sent through email dated 27/07/2021. Refer subject "Program Audit Dalaman RSPO & MSPO 2021 Kompleks Belitong Melalui Kaedah Remote Audit".	Complied
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	The internal audit report was documented and made available for management review. As evidence, all findings from internal audit was responded by Mill Management within the timeframe stipulated in the Audit Procedure.	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	Sighted SOP of Management Review Meeting. Refer SOP: FGV/GSD-SCCD/SOP/06 Ver 0.0 dated 03/09/2020. Management review was conducted at minimum of once a year. Latest management review was conducted in 01/10/2021. Agenda of the meeting as below: 1. Introduction 2. Audit Result	Complied

Criterion / Indicator		Assessment Findings	Compliance
		3. Customer Feedback 4. Production 5. Environment 6. Social 7. Replanting 8. Management Review 9. Continuous Improvement.	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. - Major compliance -	Continual improvement plan for the mill being strategized under five categories and amongst the programme are as sample follows: 1. Environmental a. Empty Fruit Bunch to Estate b. Monitoring of Final Discharge, BOD below 20 mg/l c. Monitoring landfill area twice a month d. Opacity – Black smoke below 40% 2. Maximizing Recycling a. Selling the scrap iron b. Reuse the recycle paper 3. GHG Monitoring a. Reduce usage of diesel b. No open burning	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.1.4.2	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. - Major compliance -	Any new technology and/or innovation equipment is subject to approval by HQ No new technology adopted by the mill for milling operation so far.	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. - Major compliance -	Adequate information covering on environmental, social and legal issues which are relevant to stakeholders is shared for effective participation and decision making. Handbook of RSPO Certification for FELDA and FGV were distributed to all the stakeholders. Explanation of RSPO, MSPO, ISCC and all the policies were clearly stated in the handbook. Besides, process of complaints and grievances were included in the handbook. Sampling on communication between FGV and stakeholder regarding to availability of public document dated 5/12/2020. From the letter 13 Document was available for public. Sampling the records of inspections and visits by the authorities were maintained such as inspection of electricity by competent engineer, DOE visits and DOSH visits.	Complied
4.2.1.2	The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	Belitong POM holds copies of each of the management documents that are required to be publicly available referred letter 5/12/2020. Besides, all the information such as annual report, sustainability news and policies were found available in the company’s website: www.fgvholdings.com	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 -	FGV Holdings Berhad has developed “Menangani Aduan dan Rungutan” procedure (Doc. No.FGV/ML-1A/L2-Pr13) issue no: 1 dated 1/6/2016) where the procedure has stated the information that provided to the stakeholders such as policies, social impact assessment and environment aspects. Belitong POM has distributed Memo to their stakeholder dated 04/01/2021. Meeting has been postponed due to Pandemic COVID-19.	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 -	Admin Executive in the mill has been appointed as management official to communicate any social matters in the mill reported by stakeholders. Appointment letter dated 10/01/2021 to Ms Suzinorliani Samsudin by Manager. Refer Letter (02) RSPO E6.2.1	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 stakeholder list was last updated on 02/01/2021 where internal and external stakeholders have been included in the list. Stakeholder meeting was not conducted due to Pandemic COVID-19 however, management has distributed Memo to gain any complaint and grievances among the stakeholders.	Complied
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - Major compliance -	FGV Holdings Berhad has established Standard Operating Procedure on Supply Chain, SOP No: FGV/GSD-SCCD/SOP/007 Version:1.0 dated 07/01/2021 and Prosedur, Sistem Pengurusan Kualiti, Keselamatan, Kesihatan Pekerjaan dan Alam Sekitar dated 08/06/2018. The mill is receiving FFBs from own estates and outsourcing suppliers.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>The Manual Operasi and Prosedur, Sistem Pengurusan Kualiti, Keselamatan, Kesihatan Pekerjaan dan Alam Sekitar has outlined the traceability process flow as below: -</p> <ol style="list-style-type: none"> Raw Material Reception: Security Guard House & Weighbridge Station Production & Storage: Production Unit and Storage Tanks Sales & Despatch: Products to Customer(s) <p>Sample taken on Raw Material Reception - Estate FFB Delivery</p> <ul style="list-style-type: none"> Date: 22/11/2021, Estate: FELDA Ayer Hitam MPOB License: 501152602000 DO No: 2685 Vehicle No: JQA 2689 Delivery Note No: 14705 Gross Wt: 10,840 kg Tare Wt : 4,030 kg Net Wt Before Deduction: 0.007 Kg Net Wt: 6,740 kg 	
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>The Management team holds the responsibility on regular inspection of traceability system. Periodical inspections also being conducted through Regional Controller, Internal Audit and Mill Advisor visit.</p> <p>The effectiveness of the monitoring will evidence in the internal audit and visit report findings.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.2.3.3	The management shall identified and assign suitable employees to implement and maintain traceability system. - Minor compliance -	Pn Ain Nur Fatimah Bt Zuraimi as the person in-charge of traceability vide letter dated 03/02/2021 approved by Mr Md Aseri Mohamad, Mill Manager. Refer letter no [69] 4056/BLT/830/1 Pt 2.	Complied
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	Purchases and sales will base on demand and has agreeable documentation with the supplier. As evidence, records of sales, delivery, or transportation of FFB being well maintained at the Mill. As at to-date, there has been no CPO or PK sold as MSPO certified. Monthly summary of storage, sales, delivery or transportation of crude palm oil and palm kernel reported to MPOB via http://www.ekilangmpob.com.my/ekilang_main/ (Monthly Mill Statement)	Complied
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance -	Belitong POM, the lists of permits/licenses which has to be monitored and updated periodically include; <ol style="list-style-type: none"> 1. MPOB License no. 500170904000. For sell and move, store and processing. Validity period from 01/04/2021 - 31/03/2022 2. DOE's Compliance Schedule no. JPLP/PUB/19/005359 Kilang Sawit Belitong for contradiction License no. 005359. Validity period from 23/06/2021 – 31/12/2021 3. River Water Detour and Abstraction license No. 08/A/Klg/016. Validity period from 05/01/2021 - 31/12/2021 4. Permit for Schedule Control Goods (Diesel and Petrol), permit no. BPGK JH (KLU) 1193. Validity period from 31/07/2021 - 28/07/2021 	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	5. Private Installation License no. 545. Validity period from 29/11/2021 - 28/11/2021 6. Boiler Tukuma, PMD 4526. Validity period from 12/04/2021 - 11/07/2022 7. Boiler Tukuma, PMD 4527. Validity period from 12/04/2021 - 11/07/2022 8. Nippon Crane, PMA 21389. Validity period from 05/11/2020 - 04/02/2022 9. Nippon Crane, PMA 21390. Validity period from 05/11/2020 - 04/02/2022 10. Sterilizer, No 1, PMT 107417. Validity period from 12/04/2021 - 11/07/2022 11. Sterilizer, No 2, PMT 80935. Validity period from 05/11/2020 - 04/02/2022 12. Sterilizer, No 2, PMT 114213. Validity period from 12/04/2021 - 11/07/2022 13. Sterilizer, No 2, PMT 114214. Validity period from 12/04/2021 - 11/07/2022 14. Bekas udara, PMT 8239, Validity period from 05/11/2020 - 04/02/2022 15. Bekas udara, PMT 21159, Validity period from 05/11/2020 - 04/02/2022 16. Bekas udara, PMT 21160, Validity period from 05/11/2020 - 04/02/2022 17. Dearator, PMT 8240, Validity period from 05/11/2020 - 04/02/2022	

Criterion / Indicator		Assessment Findings	Compliance
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirements register. - Major compliance -	The applicable laws identified were listed in Register of Legal and Other Requirements (Daftar Perundangan dan Lain-lain Keperluan), document no. FGV/GSD-SR/LR001. Latest review was conducted on 01/11/2021. The sample of Act and Legal as listed as follows: 1. OSHA 1994 2. FMA 1967 3. Pesticide Act 1974 4. Electrical Supply (Amendment) Act 2015 5. Fire Services Act 6. Environmental Quality Act 7. Etc.	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 -	FGV Holdings Berhad have centralised system for tracking any changes in the law as per "Panduan: Sistem Pengesanan Perubahan Undang-undang" dated 23/6/2015, Version:04. Any changes in the relevant regulations is through Plantation and Sustainability Department and the Manager, who are sole responsible.	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 -	The Assistant manager is the person in charge of traceability vide letter dated 03/02/2021 approved by Mr Md Aseri Mohamad, Mill Manager. Refer letter no [69] 4056/BLT/830/1 Pt 2	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.	The mill land is legally owned by Felda Palm Industries Sdn Bhd as verified the land title No. PTD 8773 and PTD 8774. There was no	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	land dispute in the Belitong POM by verified through interviewed with the stakeholders.	
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 -	The mill land is legally owned by Felda Palm Industries Sdn Bhd as verified the land title No. PTD 8773 and PTD 8774. There was no land dispute in the Belitong POM by verified through interviewed with the stakeholders.	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	FGVPISB leased the land from FELDA and FELDA leased all the land directly from the government. There were no issues of land disputes recorded. All documentation regarding the lease were kept in the office and available for review. Legal boundary along the mill were clearly demarcated with fences. Sighted Rekod Pemantauan Batu Sempadan dated 05/06/2021.	Complied
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There is no land dispute in the Belitong POM at the time of audit. The lands are belonging to FELDA – Ulu Belitong Scheme by verified through the agreement. The surrounding is owned by settlers. There was no encroachment of land by the Belitong POM.	Complied
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	The mill land is legally owned by Felda Palm Industries Sdn Bhd as verified the land title record. The existing land is not encumbered by any customary land rights.	N/A

Criterion / Indicator		Assessment Findings	Compliance
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	The mill land is legally owned by Felda Palm Industries Sdn Bhd as verified the land title record. The existing land is not encumbered by any customary land rights.	N/A
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	The mill land is legally owned by Felda Palm Industries Sdn Bhd as verified the land title record. The existing land is not encumbered by any customary land rights.	N/A
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	SIA was conducted on 06/12/2020 for Belitong POM. Stakeholders such as workers, contractor, drivers, suppliers and external stakeholders were participated in the assessment. Positive and negative impacts have been recorded in the SIA Management Plan.	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 -	FGV Holdings Berhad has developed procedure of dealing with complaint and grievances. Refer SOP: FGV/ML-1A/L2-Pr13 Issue No. 2 Rev. 02 dated 01/04/2019. The objectives of the procedure are to provide a channel for the internal stakeholders and external stakeholders to lodge any complains to the management. Mechanism to handle complaints was clearly described in the procedure. The time frame for investigation of the issue should be done within 14 working days. Refer Section 9 Carta Alir Proses Aduan.	Complied

Criterion / Indicator		Assessment Findings	Compliance
<p>4.4.2.2</p>	<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>Belitong POM has implemented Complaint and Response Form/Book to record complaints or requests from the stakeholders. Most of the complaints were about defects of housing facilities.</p> <p>Based on the records of complaints lodged, the actions taken by the management were appropriate and timely manner. Sample as below:</p> <ol style="list-style-type: none"> 1. Complainant: Mr Anuar, House No: 15C, Issue: Disturb by Monkey, Date: 15/09/2021. Issue was acknowledged and solve by management on 17/09/2021 2. Complainant: Mr Sallehuddin, House No: 17A, Issue: Roof Broken, Date: 04/01/2021. No acknowledgment 3. Complainant: Mr Yazid, House No: 27/86F, Issue: Pipe Broken, Date: 08/02/2021. No acknowledgment <p>The response on Complaint and Grievance recorded not effectively implemented.</p> <p>There is no evidence of response by management on 2 complaints dated 04/01/2021 and 08/02/2021 for House number 17A and 27/86F respectively. It was against Prosedur Menangani Aduan Dan Rungutan Document No: FGV/ML-1A/L2-Pr13 dated 01/04/2019 Section 9.0. Thus, Minor NC was raised.</p>	<p>Minor Non-Conformance</p>
<p>4.4.2.3</p>	<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>The complaint record book was available in the office area where the stakeholders can easily access to lodge their complaint.</p>	<p>Complied</p>
<p>4.4.2.4</p>	<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>From the interview with internal and external stakeholder during stakeholder consultation found that they were aware of the complaint procedure and were briefed by the management during</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -	stakeholder meeting. The record of complaint record was as available in Mill record.	
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. - Major compliance -	The records of complaint for the past 24 months (since Jan 2018) were available in the complaint's records book.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation. - Minor compliance -	Sighted record of CSR activities for the year of 2021: 1. "Sumbangan Bakul Makanan" dated 09/08/2021.	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented. - Major compliance -	FGV Holdings Berhad has established Health and Safety Policy Statement signed by the Group CEO, Mohd Nasrul Izam Mansor on 05/11/2021. Refer Document Number: FGV/GHR/HSEQ/POL/001 Revision:5.0 FGV/GGD/SD/008 Rev 2.0 The OSH Plan for 2021 is to achieve zero accident. The policy and plan were communicated to the employees through various methods such as trainings, briefings and display on notice boards.	Complied
4.4.4.2	The occupational safety and health plan should cover the following: a) A safety and health policy, which is communicated and implemented. b) The risk of all operations shall be assessed and documented.	a. FGV Holdings Berhad has established Health and Safety Policy Statement signed by the Group CEO, Mohd Nasrul Izam Mansor on 05/11/2021. Refer Document Number:	Major Non-Conformance

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Criterion / Indicator	Assessment Findings	Compliance
<p>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:</p> <ul style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p>	<p>FGV/GHR/HSEQ/POL/001 Revision:5.0 FGV/GGD/SD/008 Rev 2.0</p> <p>b. Risk assessment was conducted through HIRARC based on the severity and the likelihood. Refer to Document No: FGV/PUC-OSH/F, Issue No:1, Revision:0. HIRARC is consist of hazard identification (type of work activity, hazard & effect), Risk analysis (Existing risk control, likelihood, severity & risk) & Risk Control (Recommended control measures & PIC appointed are Staff or Executive). HIRARC sighted for the followings work operation: -</p> <ul style="list-style-type: none"> • Main Entrance • Weighbridge • Office • Grading • Loading Ramp • Sterilizer • Capstan • Press • Kernel Plant • Oil Room • Boiler • Etc. <p>The document was reviewed at annually basis or during any accident occurred. HIRACH being reviewed on 01/11/2021.</p>	

Criterion / Indicator	Assessment Findings	Compliance																												
<p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>c. The Mill has a comprehensive annual training plan for the Staffs and Workers and this was sighted in the training records file for each staff and workers. Sample training plan includes: -</p> <table border="1" data-bbox="1128 539 1877 807"> <thead> <tr> <th>No</th> <th>Topic</th> <th>Month Programme</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PPE Usage</td> <td>3/2021</td> <td>25/04/2021</td> </tr> <tr> <td>2</td> <td>Hearing Conservation</td> <td>7/2021</td> <td>01/04/2021</td> </tr> <tr> <td>3</td> <td>1st Aid</td> <td>9/2021</td> <td>19/04/2021</td> </tr> <tr> <td>4</td> <td>Chemical Handling</td> <td>8/2021</td> <td>08/04/2021</td> </tr> <tr> <td>5</td> <td>Road Safety</td> <td>1/2021</td> <td>04/05/2021</td> </tr> <tr> <td>6</td> <td>HIRACH for Contractor</td> <td>2/2021</td> <td>01/04/2021</td> </tr> </tbody> </table> <p>d. Mill has provided appropriate PPE for all workers in their operations. Records of PPE issuance recorded by individual employee and documented in 'Pengambilan Alatan Keselamatan' form. Sighted the sampled PPE issue for workers at kernel plant with employee no. as follows: 1202074, 1204795, 1209389. During field visit, all workers involved in the operations have been adequately trained in safe working practice and the workers wear the PPE required by his/her works.</p> <p>e. FGV Holdings Berhad has established SOP for Chemical Handling and documented in the Safety Operating Procedure, Chemical Handling. Refer doc no. FPI-PK-036, issue no. 3 dated 14/07/2010. CHRA report dated 18/05/2021 reported by Dr. Yasriza Yahaya, JKPP HQ/10/ASS/00/8 by Occumed Consultancy and Services Sdn Bhd. A total of 23 workers have undergone medical surveillance on 05/05/2021 by Poliklinik Intan, RZ Intan Medicare Sdn Bhd. The assessment covering</p>	No	Topic	Month Programme	Status	1	PPE Usage	3/2021	25/04/2021	2	Hearing Conservation	7/2021	01/04/2021	3	1 st Aid	9/2021	19/04/2021	4	Chemical Handling	8/2021	08/04/2021	5	Road Safety	1/2021	04/05/2021	6	HIRACH for Contractor	2/2021	01/04/2021	
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	<p>boiler house, mechanic, laboratory and boiler house. They were tested on Physical examination, Blood, Urine, Cholinesterase and Chest X-ray. Based on Employee Medical Record Book (USECHH 2) and Certificate of Fitness (USECHH 3), all the workers are fit for work. The mill has conducted Noise Risk Assessment dated 05/02/2020 by Mrs Nur Izzati Salleh, NRA Reg No:HQ/16/PEB/00/158. Year 2021 Audiometric Test was conducted on 05/11/2021 to 52 workers. The result yet to be ready by the appointed Assessor. The Occupational Safety and Health [Noise Exposure] Regulations 2019, Regulation 9[9] not effectively implemented. Audiometry Test for 2020 was conducted on 26/09/2020 by Industrial Safety Management Services and one worker, En Kamsani bin Shamsudin, I/C No 650125-XX-XXXX, process operator was under Standard Threshold Shift. The re-test was conducted on 01/07/2021 despite a written reminder by Central Clinic dated 17/10/2020. The retest has lapsed 277 days from the date of the last audiometric test. As per Occupational Safety and Health [Noise Exposure] Regulations 2019, Regulation 9[9] stated " If the report of the audiometric testing shows that any employee has a temporary standard threshold shift, the employer shall - (a) cause a retest to be carried out by the audiometric testing centre on such employee within three months after the previous audiometric testing was carried out;". Thus, Minor NC was escalated to Major NC.</p> <p>f. OSH Committee Chart 2021 sighted. Seen, letter of appointment for committee members and Mill Manager is the Chairman of OSH Committee and being appointed on 20/4/2021 by Mr. Abu Samah Sulaiman, Chairman Safety and Health.</p>	

Criterion / Indicator		Assessment Findings	Compliance				
		<p>g. The committee meeting has been conducted on quarterly basis as follows: -</p> <ul style="list-style-type: none"> a) 29/03/2021 b) 10/05/2021. c) 25/10/2021 <p>h. Sighted the emergency procedure for the Mill. Emergency response plan available in local language (Malay and English). The ERP has been explained to all workers and staffs during training which has been conducted. Emergency response plan include the emergency contact number, and also have Guidelines on Accident, Emergency Procedures and Exit routes as well as assembly point in file and pasted on notice board.</p> <p>i. The first aider for the is Mr. Hamidun bin Ahmad (IC No: 620207-XX-XXXX). He is the member of Malaysian Red Crescent Society under membership no: 01-04-0089. The membership will be expired on 31/12/2024. The 1st Aid Box being placed in Office, Effluent, Boiler, Workshop and Staff Office.</p> <p>j. Mill has submitted JKPP 8 (I & II)/(IV) on annually basis to the DOSH. LTA calculation based on local interpretation from DOSH. JKPP 8 was submitted on 24/01/2021.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>No of Cases</td> <td>LTI</td> </tr> <tr> <td>3</td> <td>78</td> </tr> </table>	No of Cases	LTI	3	78	
No of Cases	LTI						
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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	FGV Holdings Berhad has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and	Complied				

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Criterion / Indicator		Assessment Findings	Compliance
	shall be signed by the top management and communicated to the employees. - Major compliance -	Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.0 (B). Respecting Human Right. FGV is committed and support human rights. Communication to the employees was done in various methods such as briefing during morning muster, display on notice boards at workers' hostel and training. Interview with workers showed that they have a good understanding on human rights.	
4.4.5.2	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. - Major compliance -	FGV Holdings Berhad has established Equal Opportunity Policy Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.1 Equality and Non-Discrimination. The company is committed to ensure all the employees are treated equally regardless of race, nationality religion, gender, age and other political opinions. Interview with the workers showed that no discrimination is being practiced.	Complied
4.4.5.3	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage. - Major compliance -	FGV Holdings Berhad has established an employment contract for workers. Pay and conditions are documented and are above the Minimum Wage Order 2020. Sampled of employment contracts confirmed that terms and conditions are clearly outlined and have been signed by the worker. Sampled of the pay slips for the months of February 2021, May 2021 and October 2021 confirmed that the workers were paid in accordance with Minimum Wage Order 2020. Sample contract agreement and payslip as below: 1. Employee ID: 4600397 2. Employee ID: 6200027	Complied

Criterion / Indicator		Assessment Findings	Compliance
		3. Employee ID: 1206239 4. Employee ID: 1209002 5. Employee ID: 1209003 6. Employee ID: 1210701 7. Employee ID: 1211111 8. Employee ID: 1211630	
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>There was permanent contractor engaged by the mill named Hamid Engineering & Enterprise.</p> <p>Sample on contractor workers (Hamid Engineering & Enterprise on sorting FFB) record and Payslip month of Oct 2021 and June 2021 as per below: -</p> <ol style="list-style-type: none"> 1. Mohd Rosli Ahad NRIC: 820128-XX-XXXX 2. Nong Rabiolawal Yahya NRIC: 800129-XX-XXXX 3. Mohd Zakwan Azman NRIC: 950403-XX-XXXX 4. Razak Sahari NRIC: 660125-XX-XXXX 5. Mohd Ithnin Latib NRIC 800921-XX-XXXX <p>Offer letters were issued and acceptance of offer were acknowledged, and copies were kept by the workers. This has been verified through interview with workers. The terms and conditions such as salary, termination of employment, annual leave entitlement and probation period were clearly stated in the Contract Agreement dated 14/07/2021. Refer (03)BLT-3008/2021 Pencungkil HB&USB.</p> <p>Sighted evidence of contribution of EPF, SOCSO and EIS by both employer and employee in the monthly payslip.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
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>All the recruited workers will be registered in the Human Resource Management System (HRMS) where personal details such as name, nationality, date of employed, job description, wage rate, date of birth, gender and entitlement of public holiday was stated in the biodata form.</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 record Offer letters were issued, and acceptance of offer were acknowledged, and copies were kept by the workers. This has been verified through interview with workers. The terms and conditions such as salary, termination of employment, annual leave entitlement and probation period were clearly stated in the Contract Agreement between FGV Palm Industries Sdn Bhd and Kesatuan Pekerja-pekerja FGV Palm Industries Sdn Bhd Semenanjung. The agreement validity period is from 1/1/2019 to 31/12/2021.</p> <p>Sampled of the pay slips for the months of February 2021, May 2021 and October 2021 confirmed that the workers were paid in accordance with Minimum Wage Order 2020. Sample contract agreement and payslip as below:</p> <ol style="list-style-type: none"> 1. Employee ID: 4600397 2. Employee ID: 6200027 3. Employee ID: 1206239 4. Employee ID: 1209002 5. Employee ID: 1209003 6. Employee ID: 1210701 7. Employee ID: 1211111 8. Employee ID: 1211630 	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.</p> <p>- Major compliance -</p>	<p>The working hours are recorded using punch card system where the attendance can be verified through the punch card of individual workers. The time enter, break time and exit of work were also clearly stated in the punch card.</p> <p>Sampled of the pay slips for the months of February 2021, May 2021 and October 2021 confirmed that the workers were paid in accordance with Minimum Wage Order 2020. Sample contract agreement and payslip as below:</p> <ol style="list-style-type: none"> 1. Employee ID: 4600397 2. Employee ID: 6200027 3. Employee ID: 1206239 4. Employee ID: 1209002 5. Employee ID: 1209003 6. Employee ID: 1210701 7. Employee ID: 1211111 8. Employee ID: 1211630 	Complied
4.4.5.8	<p>The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.</p> <p>- Major compliance -</p>	<p>Based on the records review of the Punch card of sampled workers it was found that the entry time and exit time which were clearly stated in the punch card, conformed to the terms and conditions stipulated in the collective agreement [ref.: <i>Perjanjian Bersama antara FGV Palm Industries Sdn Bhd dengan Kesatuan Pekerja-pekerja FGV Palm Industries Sdn Bhd Semenanjung</i>, validity 1/1/2019 to 31/12/2021.</p>	Complied
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Documented payslip was distributed to individual workers on the day of payment. Wages and overtime were paid according to the</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>"Punch Card". Total hours of overtime and daily attendance has recorded in the timecard.</p> <p>Sampled of the pay slips for the months of February 2021, May 2021 and October 2021 confirmed that the workers were paid in accordance with Minimum Wage Order 2020. Sample contract agreement and payslip as below:</p> <ol style="list-style-type: none"> 1. Employee ID: 4600397 2. Employee ID: 6200027 3. Employee ID: 1206239 4. Employee ID: 1209002 5. Employee ID: 1209003 6. Employee ID: 1210701 7. Employee ID: 1211111 8. Employee ID: 1211630 	
4.4.5.10	<p>Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.</p> <p>- Minor compliance -</p>	<p>The management has provided facilities such as mosque, recreational facilities such as futsal field, badminton court and volleyball court to the workers and dependents. Government clinic was available in the complex. The workers will be granted bonus once a year based on performance of the workers. Incentive and allowance were given to the workers as well.</p>	Complied
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p>- Major compliance -</p>	<p>The mill workers housing is provided with basic facilities such as government clinic, football field, mosque, sundry shops and other amenities such as electricity and water supply from government. Line site inspection was carried out in Belitong POM workers housing. Refer Senarai Semak Kebersihan Perumahan Petugas.</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.5.12 The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -</p>	<p>FGV Holdings Berhad has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.5 Preventing Harassment and Abuse. The company is committed to protect the rights of women on the reproductive and family planning. Gender Committee was developed to provide a system to channel the complaint regarding sexual harassment and violence. The last meeting was conducted on 02/03/2021. There was no issue regarding sexual harassment and violence reported.</p>	<p>Complied</p>
<p>4.4.5.13 The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. - Major compliance -</p>	<p>FGV Holdings Berhad has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.2 Upholding Labour Standard. The company allows the employees to join any legal association and get approval from the management. Workers' Committee Kesatuan Pekerja-Pekerja Felda Palm Industries Sdn Bhd was established to discuss issues among the workers. Meeting minutes dated 02/10/2021 was sighted. No issue was raised.</p>	<p>Complied</p>
<p>4.4.5.14 Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. - Major compliance -</p>	<p>FGV Holdings Berhad has developed Human Rights Policy under Group Sustainability Policy dated 17/11/2020 and signed and Approved by Board of Directors. Refer FGV/SED/POL/001 Revision: 4.0 dated 17/11/2020 section 5.2.2 Upholding Labour Standard where the company will not recruit any individual who less than 18 years old to work in plantations. Document reviewed on the list of workers confirmed that all the employees were above 18 years old.</p>	<p>Complied</p>
<p>Criterion 4.4.6: Training and competency</p>		

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Criterion / Indicator		Assessment Findings	Compliance																												
4.4.6.1	<p>All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.</p> <p>- Major compliance -</p>	<p>The mill has a comprehensive annual training plan for its staff and workers, Refer to Document No: FGV/ML-1A/L2-Pr5, Issue No:1, Revision:0 dated effective 01/06/2016 and this was sighted in the training records file for each staff and workers. The training plan for 2021 was sighted as follow: -</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>No</th> <th>Topic</th> <th>Month Programme</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PPE Usage</td> <td>3/2021</td> <td>25/04/2021</td> </tr> <tr> <td>2</td> <td>Hearing Conservation</td> <td>7/2021</td> <td>01/04/2021</td> </tr> <tr> <td>3</td> <td>1st Aid</td> <td>9/2021</td> <td>19/04/2021</td> </tr> <tr> <td>4</td> <td>Chemical Handling</td> <td>8/2021</td> <td>08/04/2021</td> </tr> <tr> <td>5</td> <td>Road Safety</td> <td>1/2021</td> <td>04/05/2021</td> </tr> <tr> <td>6</td> <td>HIRACH for Contractor</td> <td>2/2021</td> <td>01/04/2021</td> </tr> </tbody> </table>	No	Topic	Month Programme	Status	1	PPE Usage	3/2021	25/04/2021	2	Hearing Conservation	7/2021	01/04/2021	3	1 st Aid	9/2021	19/04/2021	4	Chemical Handling	8/2021	08/04/2021	5	Road Safety	1/2021	04/05/2021	6	HIRACH for Contractor	2/2021	01/04/2021	Complied
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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>Seen, all the training need / matrix of all the personnel in the files. Training Need Analysis of all workers are based on their competencies and job description.</p>	Complied																												
4.4.6.3	<p>A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>All workers involved in the operations have been adequately trained in safe working practice. The mill has a comprehensive Training Needs Analysis for staffs and workers, and this was sighted in the training records file.</p> <p>Trainings conducted were recorded in the various trainings record and completed with attendance records, training materials and photographs of the training.</p>	Complied																												
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services																															

Criterion / Indicator	Assessment Findings	Compliance	
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 -	FGV Holdings Berhad has established Environmental Policy Statement signed by the Group CEO, Mohd Nasrul Izam Mansor on 05/11/2021. Refer Document Number: FGV/GHR/HSEQ/POL/002 Revision:0.0 FGV/GGD/SD/008 Rev 2.0 FGV Holdings Berhad has documented Environmental policy in the Group Sustainability Policy under section 5.3: Protecting the Environment. The Group Sustainability Policy was signed by the CEO on 17/11/2020. Refer doc. no FGV/SED/POL/001 rev. 4(BI). The policy was communicated through training, briefing and displayed on notice board at several placed in the estate.	Complied
4.5.1.2	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. - Major compliance -	FGV Holdings Berhad has established Environmental Policy Statement signed by the Group CEO, Mohd Nasrul Izam Mansor on 05/11/2021. Refer Document Number: FGV/GHR/HSEQ/POL/002 Revision:0.0 FGV/GGD/SD/008 Rev 2.0 with objectives FGV is committed to upholding and set exemplary environmental practices in all of its business operations by operating in a sustainable and environmentally responsible manner The mill has conducted Environmental Aspect and Impact Assessment for all its' activities in year 2021. The environmental Assessment findings are recorded in document titled Identification of Environmental Aspect and Evaluation of Significance Form. Refer to Document No: FPI/L4/QOHSE-1.7 Revision:0 Environmental Risk Assessment being reviewed on annual basis and last reviewed was on 10/03/2021. The Environmental Risk Assessment has covered 16 keys activities of the mill such as: - 1. Main Entrance	Complied

Criterion / Indicator		Assessment Findings	Compliance																
		2. Weighbridge 3. Grading 4. Loading ramp 5. Sterilizer 6. EFB conveyor 7. Oil room 8. Oil tank - CPO 9. Water treatment Plant 10. Boiler 11. Engine room 12. Effluent 13. Etc.																	
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored. - Major compliance -	The Significant Environmental Aspects and Impacts Registrar Form, Borang: FPI/L4/QOHSE-1.8 Pind 0 has indicate the mill activities <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Process</th> <th>Aspect</th> <th>Impact</th> <th>Management Control</th> </tr> </thead> <tbody> <tr> <td>Engine room</td> <td>Usage of diesel while using gen set</td> <td>Air, land & water pollution</td> <td>Control usage of gen set</td> </tr> <tr> <td>Oil Room</td> <td>Spillage of FFB</td> <td>Land Contamination</td> <td>Refer SOP</td> </tr> <tr> <td>Water treatment plant</td> <td>Spillage of diesel</td> <td>Air, land & water pollution</td> <td>Refer SOP</td> </tr> </tbody> </table> and mitigation measures as sample follows:-	Process	Aspect	Impact	Management Control	Engine room	Usage of diesel while using gen set	Air, land & water pollution	Control usage of gen set	Oil Room	Spillage of FFB	Land Contamination	Refer SOP	Water treatment plant	Spillage of diesel	Air, land & water pollution	Refer SOP	Complied
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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 -	The program to promote activities with positive impacts was included in Continual Improvement Plan. The Plan are as follows: 1. Environmental a. Empty Fruit Bunch to Estate b. Monitoring of Final Discharge, BOD below 20 mg/l c. Monitoring landfill area twice a month d. Opacity – Black smoke below 40% 2. GHG Monitoring a. Reduce usage of diesel b. No open burning	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 -	Evidence, the mill has conducted Environmental Training as listed below: <table border="1" data-bbox="1093 922 1877 1121"> <thead> <tr> <th>No</th> <th>Topic</th> <th>Month Programme</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Hearing Conservation</td> <td>7/2021</td> <td>01/04/2021</td> </tr> <tr> <td>2</td> <td>Chemical Handling</td> <td>8/2021</td> <td>08/04/2021</td> </tr> <tr> <td>3</td> <td>HIRACH and EAIA for Contractor</td> <td>2/2021</td> <td>01/04/2021</td> </tr> </tbody> </table>	No	Topic	Month Programme	Status	1	Hearing Conservation	7/2021	01/04/2021	2	Chemical Handling	8/2021	08/04/2021	3	HIRACH and EAIA for Contractor	2/2021	01/04/2021	Complied
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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 mill has established Environmental Performance Monitoring Committee [EPMC] which consist representative from the management and employee to discuss concern about the environmental quality. The committee conduct the meeting every quarter. Last meeting was conducted by 05/07/2021 attended by 10 participants and chaired by the Mill Manager, Tuan Md Aseri bin	Complied																

Criterion / Indicator		Assessment Findings	Compliance																							
		Mohamad. The meeting agenda was on DOE visit, pollution report, compliance to law and regulations, and audit report																								
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																										
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period - Major compliance -	The mill has established baseline for consumption of non-renewable energy at 1.00 L/MT FFB processed monitored on monthly basis. Sighted the records of Diesel consumption per FFB processed in FY 2019 until FY2021 as follows: <table border="1" data-bbox="1102 719 1720 922"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">Belitong POM</th> </tr> <tr> <th>FFB</th> <th>Diesel</th> <th>Lt/FFB</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>263,310</td> <td>208,062</td> <td>0.79</td> </tr> <tr> <td>2020</td> <td>241,675</td> <td>182,782</td> <td>0.76</td> </tr> <tr> <td>2021</td> <td>155,150</td> <td>120,977</td> <td>0.78</td> </tr> <tr> <td></td> <td colspan="2">Baseline value</td> <td>1.00</td> </tr> </tbody> </table>		Belitong POM			FFB	Diesel	Lt/FFB	2019	263,310	208,062	0.79	2020	241,675	182,782	0.76	2021	155,150	120,977	0.78		Baseline value		1.00	Complied
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4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	The projection consumption of diesel for the mill has been documented on annual basis based on the Financial Year Budget with the latest available is for FY2021.	Complied																							
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Renewable energy used is fibres and shell in the boiler for steam production thereafter for power generation. The mill monitors the usage of these energy source and the records were maintained and available for verification	Complied																							
Criterion 4.5.3: Waste management and disposal																										

Criterion / Indicator		Assessment Findings	Compliance
4.5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>The mill has identified all waste products and source of pollutions and documented in Identification of Source and Type of Waste.</p> <p>The waste identified as follows:</p> <ul style="list-style-type: none"> a) Scheduled Waste - Mill Operation – Used PPE, Used lubricant and hydraulic oil - Office and housing – Lamp, Electronic device b) Non-schedule waste - mill operation – used tyre, scrap iron - office and housing – Paper, Plastic, domestic waste c) mill by-product - EFB, POME, Shell, Mesocarp fiber <p>The mill has identified and registered the following waste under E-Swiss: -</p> <ul style="list-style-type: none"> a. SW102 – Used battery b. SW 110 – Fluorescent lamp c. SW 305 – Used Black oil d. SW 306 – Used hydraulic oil e. SW 409 – Used paint container f. SW 410 – Used filter 	Complied
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 mill has established waste management plan base on the identification and source of pollutions and documented in in Identification of Source and Type of Waste. Waste identified as per 4.5.3.1</p> <p>The schedule waste being maintained in the Inventory Book and Electronic Schedule Waste Information System (E-Swiss). The disposal is complying to the Regulations.</p> <p>EFB were disposed at the sister estate as parts of nutrient cycle program.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance																				
4.5.3.3	<p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p>- Major compliance -</p>	<p>FGV Holdings Berhad has established SOP for Chemical Handling and documented in the Safety Operating Procedure, Chemical Handling. Refer doc no. FPI-PK-036, issue no. 3 dated 14/07/2010. Sighted, Ulu Belitong POM disposed their Schedule Waste to the licensed contractor, Kualiti Alam Sdn Bhd within the Regulation timeframe of 180 days. The details as follows: -</p> <table border="1"> <thead> <tr> <th>SW</th> <th>Date Generate</th> <th>Date Disposed</th> <th>No days from date generated</th> </tr> </thead> <tbody> <tr> <td>305</td> <td>11/04/2021</td> <td>11/08/2021</td> <td>121</td> </tr> <tr> <td>306</td> <td>29/04/2021</td> <td>11/08/2021</td> <td>121</td> </tr> <tr> <td>409</td> <td>11/04/2021</td> <td>11/08/2021</td> <td>121</td> </tr> <tr> <td>410</td> <td>11/04/2021</td> <td>11/08/2021</td> <td>121</td> </tr> </tbody> </table>	SW	Date Generate	Date Disposed	No days from date generated	305	11/04/2021	11/08/2021	121	306	29/04/2021	11/08/2021	121	409	11/04/2021	11/08/2021	121	410	11/04/2021	11/08/2021	121	Complied
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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>A procedure on "Pelupusan Sisa Domestik" (Domestic Wastes Disposal) [FGV/ML-1A/L2-Pr23, issue 1, rev. 0, 01/06/2016] and "Garis Panduan Pembinaan Lubang Sampah" (Guideline for Landfill Preparation" (ML-1A/L3-GP2(0), rev. 0, 01/06/2016) used as guidance to avoid or reduce pollution.</p> <p>Based on site visit at the mill landfill at the estates, it was observed that the rubbish pits were located far from residential area and natural waterway.</p> <p>Management could improve on awareness and enforcement of domestic waste disposal as a mean of environmentally friendly. Thus, OFI was raised.</p>	OFI																				
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,</p>	<p>The assessment of polluting activities is identified and documented in the Environmental Aspect and Impact Assessment.</p>	Complied																				

Criterion / Indicator	Assessment Findings	Compliance																
<p>scheduled wastes, solid wastes and effluent. - Major compliance -</p>	<p>The polluting activities has been assessed during environmental aspect and impact assessment. The EAIA assessment findings including list of polluting sources are recorded in document titled "Environmental Aspect & Impact Assessment (EAIA) & Environmental Management Plan (EMP) & Waste Management plan (WMP).</p> <p>The Belitong POM has implemented its GHG Calculator to calculate the following emissions parameter/source.</p> <p>The identification and significant determination of environmental aspect has identified boiler and incinerator chimney as one of the sources of pollution. Monitoring was through stack monitoring of dust particulate and dark smoke observation.</p> <p>Sighted sample monitoring records as following: -</p> <p>Stack Emission Monitoring Report dated 24/12/2020; Report ref. E/SE/2012/26640A, Boiler No 1 by Spectrum Laboratories (Johore) Sdn. Bhd. The result as follows: -</p> <table border="1" data-bbox="1088 997 1868 1385"> <thead> <tr> <th>Parameter</th> <th>Methods</th> <th>Boiler No 1</th> <th>Regulations</th> </tr> </thead> <tbody> <tr> <td>Total particulate matter@12%CO2</td> <td>MS 1596:2003</td> <td>11.06</td> <td>150</td> </tr> <tr> <td>NMVOC – Concentration of halogenated hydrocarbons as TOC</td> <td>EPA 7017</td> <td>0.059</td> <td>20</td> </tr> <tr> <td>NMVOC – Concentration of non-halogenated</td> <td>EPA 7017</td> <td>0.921</td> <td>150</td> </tr> </tbody> </table>	Parameter	Methods	Boiler No 1	Regulations	Total particulate matter@12%CO2	MS 1596:2003	11.06	150	NMVOC – Concentration of halogenated hydrocarbons as TOC	EPA 7017	0.059	20	NMVOC – Concentration of non-halogenated	EPA 7017	0.921	150	
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Criterion / Indicator		Assessment Findings				Compliance
		hydrocarbons as TOC				
		Dark Smoke Observation	BS 2742:1969	No smoke emitted darker than shade No 1 or 2 on the Ringelmann chart	No smoke emitted darker than shade No 1 or 2 on the Ringelmann chart	
		Furthermore, the mill also adherence to Schedule of Compliance from Department of Environmental.				
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The action plan to reduce the polluting activities has been assessed during Environmental Aspect and Impact Assessment. The EAIA assessment findings including list of polluting sources, risk and mitigation plan have been documented in the Identification of Environmental Aspect and Evaluation of Significance Form. Other plans are: - a. Emission of Dark Smoke Mill Stack - Installation of air pollution device and Inspection of Vehicle Conditions b. Emission of Noise Boundary - parameter noise mapping data keeping				Complied
4.5.4.3	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.	POME is treated through the biological system with anaerobic lagoon and tertiary plant (membrane plant) in series for its treatment of effluent and discharged through water course.				Complied

Criterion / Indicator		Assessment Findings	Compliance																											
	- Major compliance -	<p>POME discharge limits and method is in accordance with DOE Jadual Pematuhan. The latest analysis conducted was on 07/10/2021 on Final Discharge by FGV Holdings Berhad as follows:</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Final discharge</th> <th>DOE Limit</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>8.5</td> <td>5-9</td> </tr> <tr> <td>COD</td> <td>197</td> <td></td> </tr> <tr> <td>BOD</td> <td>18</td> <td>20</td> </tr> <tr> <td>Sus. Solid</td> <td>146</td> <td>200</td> </tr> <tr> <td>Amm-N</td> <td>ND (<5)</td> <td>20</td> </tr> <tr> <td>Tot N</td> <td>31</td> <td>100</td> </tr> <tr> <td>Oil& Grease</td> <td>6</td> <td>5</td> </tr> <tr> <td>Total Solid</td> <td>3664</td> <td></td> </tr> </tbody> </table>	Parameter	Final discharge	DOE Limit	pH	8.5	5-9	COD	197		BOD	18	20	Sus. Solid	146	200	Amm-N	ND (<5)	20	Tot N	31	100	Oil& Grease	6	5	Total Solid	3664		
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Criterion 4.5.5: Natural water resources																														
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ol style="list-style-type: none"> Assessment of water usage and sources. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). 	<ol style="list-style-type: none"> The mill has established Water Management plan FY 2021. The water management plan identifies the Source of water, activity, water use, possible threat, impact to stakeholder, root cause, action plan and responsibility. Monitoring of water has been evaluated based on the management plan as follows: Mill Operation: <ul style="list-style-type: none"> Processing of FFB Mill maintenance and daily usage Canteen Residential: 	Complied																											

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<ul style="list-style-type: none"> Usage of domestic water from Syarikat Air Johor c) Ways of optimization of water was documented in the plan as Sample taken on Processing of FFB activity: - <ul style="list-style-type: none"> Source of water – Sayong River Estimate water usage – based on processing monthly FFB tonnage Monitoring method: Pumping the water from river to water catchment 18 -20 hours daily. Impact to water catchment and stakeholder: flush flood and shortage of water during draught season. Action plan: To ensure no encroachment at river reserve Responsibility: Mill Manager 	
4.5.5.2	Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations. - Major compliance -	The POME is discharge through watercourse. The BOD is below approved limit of 20mg/l by DOE and adhere to the Schedule of Compliance.	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Mill Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Mill capacity 54 MT/Hr – Sterilization is by conventional method. The mill has implemented Good Milling Practice (GMP) as seen from visit to the mill and seen from the document and also interviewing the mill personnel. The Standard Operating Procedures for the mill as follow: -	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ol style="list-style-type: none"> 1. Sustainable Palm Oil Manual Procedure dated 01/06/2016 approved by YM Raja Dato' Zamalia Raja Dato' Seri Mansur. 2. Prosedur, Sistem Pengurusan Kualiti, Keselamatan, Kesihatan Pekerja dan Alam Sekitar dated 02/01/2008 Revision on 08/06/2018 version 17. 3. Manual Operasi Makmal, dated 02/01/2002 Revision on 13/01/2017 version 13. 4. Senarai Prosedur Kerja Selamat (Pengurusan Keselamatan dan Kesihatan Pekerja) dated 26/10/ 2018 Issue No 28. <p>FGV Holdings Berhad has established mechanism to monitor the implementation of their procedure by Mill/Plantation Advisor Visit, Agronomist Visit, Mill Quality Control Unit and Audit on compliance to SOP (P&D). The visit conducted on annually basis.</p>	
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	<p>The mill is certified under RSPO and MSPO. However, mill has implemented Good Milling Practice (GMP) as per their own SOP's.</p> <p>The mill is operating in accordance to Scheduled of Compliance [Jadual Pematuhan] – Syarat-Syarat Lesen Premis Minyak Kelapa Sawit Mentah, Jabatan Alam Sekitar Negeri Johor and all the Standard Operating Procedures.</p>	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 -	Annual business plan in the form of annual budget and the projection for 3 years being prepared as guidance for future planning. The business plan for FY2021 contains FFB yield, CPO, OER, and KER, costs of production, milling utilization, FFB pricing etc. It also includes budgeting on environment and social.	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 -	<p>FGV Holdings Berhad has developed "Permohonan Kelulusan Kerja Cungkil BTS" for the contractor to the mill to sign. All the rate and pricing mechanism have been clearly stated in the agreement. Payments are processed and paid by the mill. Refer BLT-7/2021.</p> <p>Contract was signed by both parties through "Surat Perintah Kerja" (SPK no: 3301481475/1301128138) The terms and conditions were available as well as the Pricing mechanisms for the products and other services.</p>	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	<p>The contracts have been detailed out the pricing and the conditions of the FFB to be supplied to the mill. Payment was made promptly by verified the payment vouchers. Sampled of contract agreement that signed by the contractors as below:</p> <p>Hamid Engineering & Enterprise (Renew Contract Letter: (BLT-3007/2021) dated 01/03/2021 valid from 01.03.2021 – 31.12.2021 for FFB sorting contract.</p> <p>Seen the payment vouchers that have been made promptly. Payment vouchers HE2166 dated 03/11/2021.</p>	Complied
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	The contractors have acknowledged on a letter regarding the compliance of MSPO requirements and allowed the auditors to inspect relevant documents, operations and interview the workers whenever necessary. They were also briefed by the management regarding the MSPO requirements.	Complied

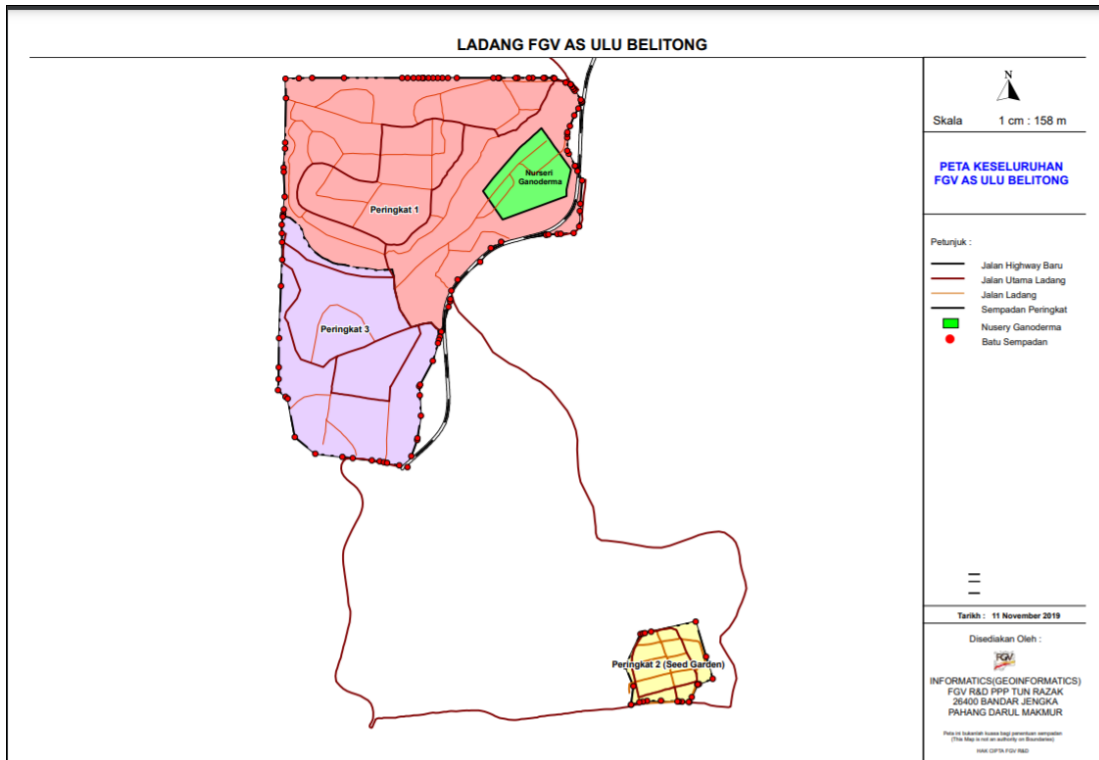
Criterion / Indicator		Assessment Findings	Compliance
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	The contractors have signed on the <i>Surat Perintah Kerja</i> (work order) prior to provide services. Seen the contract agreement and details as refer to Criterion 4.6.3.1. Besides, the contractor has acknowledged on the approval for the auditor to be inspected if necessary, based on letter dated 10/07/2021.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	FGV Holdings Berhad has agreed for BSI auditors to verify the assessment through a physical inspection if required. The Contractor approve according to letter dated 10/07/2021.	Complied

Appendix C: Location and Field Map

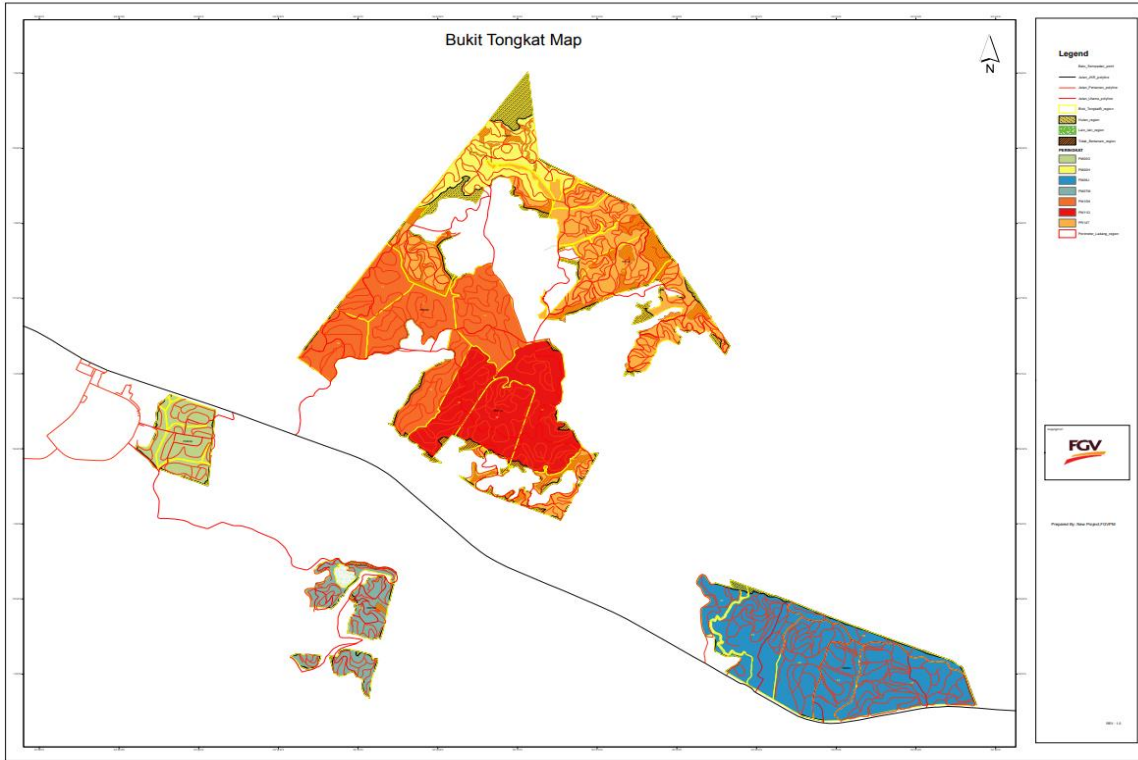
Belitong Palm Oil Mill



FGVASSB Ulu Belitong Estate



FGVPM Bukit Tongkat B Estate



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