

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

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

SIME DARBY PLANTATION BERHAD
Client Company (HQ) Address: Level 11, Main Block, Plantation Tower No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia
Certification Unit: SOU 22 Bukit Benut Palm Oil Mill & Plantations: Bukit Benut Estate & Lambak Elaeis Estate
Date of Final Report: 17/10/2022

Report prepared by:
Muhamad Naquiuddin Mazeli (Lead Auditor)

Report Number: 3511603

Assessment Conducted by:
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TABLE of CONTENTS	Page No
Section 1: Executive Summary	3
1.1 Organizational Information and Contact Person	3
1.2 Certification Information	3
1.3 Other Certifications	4
1.4 Location of Certification Unit	4
1.5 Certified Area	4
1.6 Plantings & Cycle	4
1.7 Certified Tonnage of FFB	5
1.8 Uncertified Tonnage of FFB.....	5
1.9 Certified Tonnage	5
1.10 Actual Sold Volume (CPO).....	5
1.11 Actual Sold Volume (PK).....	5
Section 2: Assessment Process	6
2.1 BSI Assessment Team	7
2.2 Impartiality and conflict of interest	10
2.3 Accompanying Persons	10
2.4 Assessment Plan	10
Section 3: Assessment Findings	13
3.1 Details of audit results.....	13
3.2 Details of Nonconformities and Opportunity for improvement	13
3.3 Status of Nonconformities Previously Identified and OFI	16
3.4 Summary of the Nonconformities and Status	17
3.5 Issues Raised by Stakeholders	17
3.6 List of Stakeholders Contacted	18
Section 4: Assessment Conclusion and Recommendation	19
Appendix A: Summary of the findings by Principles and Criteria.....	20
Appendix B: Smallholder Member Details.....	114
Appendix C: Location and Field Map.....	115
Appendix D: List of Abbreviations	118

Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Sime Darby Plantation Berhad		
Mill/Estate	Certification Unit	MPOB License No.	Expiry Date
	Bukit Benut POM	528154004000	31/03/2023
	Bukit Benut Estate	522307002000	31/07/2023
	Lambak Elaeis Estate	518641002000	28/02/2023
Address	Level 11, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia		
Management Representative	Mdm. Shylaja Devi Vasudevan Nair (Head, Sustainability Unit GSQM)		
Website	www.simedarbyplantation.com	E-mail	shylaja.vasudevan@simedarbyplantation.com
Telephone	+603-78484379 (Head Office)	Facsimile	+603-78484356 (Head Office)

1.2 Certification Information			
Certificate Number	Mill: MSPO 682040 Estate: MSPO 686845	Certificate Start Date	18/12/2022
Date of First Certification	18/12/2017	Certificate Expiry Date	17/12/2027
Scope of Certification	<input checked="" type="checkbox"/> Mill: Production of Sustainable Palm Oil and Palm Oil Products <input checked="" type="checkbox"/> Estate: Production of Sustainable Oil Palm Fruits		
Visit Objectives	<p>The objective of the assessment was to conduct a Recertification Audit 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 organization's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organization'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		
Recertification Assessment Visit Date (RAV) 1	5 - 8/7/2022		
Continuous Assessment Visit Date (CAV) 1_1	-		
Continuous Assessment Visit Date (CAV) 1_2	-		
Continuous Assessment Visit Date (CAV) 1_3	-		

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Continuous Assessment Visit Date (CAV) 1_4	-
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1.3 Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 591229	RSPO Principles & Criteria for Sustainable Palm Oil Production: 2018; Malaysian National Interpretation: 2019; with Identity Preserved Supply Chain Module	BSI Services Malaysia Sdn Bhd	04/10/2026
MSP0 714131	MSP0 Supply Chain Certification Standard, dated 1/10/2018	BSI Services Malaysia Sdn Bhd	17/09/2024

1.4 Location of Certification Unit			
Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
Bukit Benut POM	KM 12, Jalan Mengkibol, 86009 Kluang, Johor, Malaysia	1° 55' 50.70" N	103° 20' 50.20" E
Bukit Benut Estate	KM 12, Jalan Mengkibol, 86009 Kluang, Johor, Malaysia	1° 54' 40.80" N	103° 19' 58.10" E
Lambak Elaeis Estate	Ladang Lambak Elaeis, 86009 Kluang, Johor, Malaysia	1° 57' 59.90" N	103° 19' 32.20" E

1.5 Certified Area					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Bukit Benut Estate	2,536.70	24.18	238.90	2,799.78	90.60
Lambak Elaeis Estate	3,344.72	2.65	392.79	3,740.16	89.43
Total (ha)	5,881.42	26.83	631.69	6,539.94	

Notes: CEP Nyior Estate has been transferred out to SOU Gunung Mas.

1.6 Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Bukit Benut Estate	84.11	861.03	1,030.98	447.14	113.44	2,452.59	84.11
Lambak Elaeis Estate	409.16	840.64	1,974.25	31.56	89.11	2,935.56	409.16
Total (ha)	493.27	1,701.67	3,005.23	478.70	202.55	5,388.15	493.27

MSPO Public Summary Report Revision 2 (Nov 2021)

1.7 Certified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Nov 2021 - Oct 2022)	Actual (Aug 2021 - June 2022)	Forecast (Dec 22 - Nov 23)
Bukit Benut Estate	39,517.30	41,092.90	42,132.00
Lambak Elaeis Estate	28,890.15	35,944.08	39,341.16
Total (mt)	68,407.45	77,036.98	81,473.16

1.8 Uncertified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Nov 2021 - Oct 2022)	Actual (Aug 2021 - June 2022)	Forecast (Dec 22 - Nov 23)
N/A	0	0	0
Total (mt)	0	0	0

1.9 Certified Tonnage			
Mill Capacity: 20 MT/hr SCC Model: SG	Estimated (Nov 2021 - Oct 2022)	Actual (Aug 2021 - June 2022)	Forecast (Dec 22 - Nov 23)
	FFB	FFB	FFB
	68,407.45	77,036.98	81,473.16
	CPO (OER: 21.11 %)	CPO (OER: 20.18 %)	CPO (OER: 23 %)
	14,440.81	15,546.06	18,738.82
	PK (KER: 5.50 %)	PK (KER: 4.72 %)	PK (KER: 4.8 %)
	3,762.41	3,636.14	3,910.71

1.10 Actual Sold Volume (CPO)					
CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
15,546.06	0	0	7,401.38	6,788.62	14,190.00

1.11 Actual Sold Volume (PK)					
PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
3,636.14	0	0	1,957.80	979.20	2,937.00

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 05-08/07/2022. The audit programme is included as Section 2.4. The approach to the audit was to treat the SOU 22 Bukit Benut Palm Oil Mill, Bukit Benut Estate, and Lambak Elaeis Estate as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities. Where applicable, prior to the initial certification and recertification audit, 30 days Public Notification was made through the BSI website on 01/06/2022 as per link [06-2-mspo-public-notification_recertification_sime-darby_sou-22-bukit-benut-pom--supply-base_english.pdf](#) (bsigroup.com)

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

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

The estates or smallholders sample were determined based on formula $S = r\sqrt{n}$ where n is the number of estates while when applicable, the smallholders sample were determined following the MSPO Certification Requirement. The sampling of smallholders 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 MSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.6.

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

All the previous nonconformities are remains closed. The assessment findings from the initial assessment are detailed in Section 4.2. The Major NCR closure conducted offsite as document review were sufficient.

MSPO Public Summary Report
Revision 2 (Nov 2021)

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

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

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Bukit Benut Palm Oil Mill	√	√	√	√	√
Bukit Benut Estate	√	√	√	√	√
Lambak Elaeis Estate	√	√	√	√	√

Tentative Date of Next Visit: July 4, 2022 - July 8, 2022

Total No. of Mandays: 11 mandays

2.1 BSI Assessment Team

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Muhamad Naqiuddin Mazeli (MNM)	Team Leader	<p>Education: He holds Bachelor in Science Horticulture, UPM, Serdang.</p> <p>Work Experience: 11 years working experience in oil palm plantation industry as sustainability team. Joining the sustainability team, managed, implement and monitors the RSPO, ISCC, MSPO and ISO 9001 and ISO 18001 certification requirements for the estates, mills, refineries and smallholder scheme. He also supports in providing training related to RSPO, MSPO and other certifications where applicable to the operations during previous company.</p> <p>Training attended: ISO 9001:2015 LA Training (2019), ISO 14001:2015 LA Training (2018), ISO 45001:2018 LA Training (2018), HCV & HCS Training (2019), RSPO P&C LA Training (2018), MSPO LA Training (2018), SMETA Training (2021), SCCS Training and Refresher (2019).</p> <p>Aspect covered in this audit: During this assessment, he assessed on the aspects of legal, mill best practices, estate best practices, smallholders inclusion, legal requirements, environment and HCV.</p>

MSPO Public Summary Report
Revision 2 (Nov 2021)

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
		<p>Language proficiency: Fluent in both verbal/written Bahasa Malaysia and English Language.</p>
Nor Halis Abu Zar (NHA)	Team Member	<p>Education: He holds Bachelor of Science, Plantation Technology and Management, graduated from Universiti Teknologi Mara.</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 including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans.</p> <p>Training attended: He is a qualified Lead Auditor for MS 2530:2013 and has accumulated more than 300 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia. He has completed ISO IMS 9001, 14001 Lead Auditor Course in January 2019, MSPO 2530:2013 Lead Auditor Course in February 2019 and endorsed RSPO Lead Auditor Course in October 2020.</p> <p>Aspect covered in this audit: Economic management plan, natural and biodiversity conservation, waste management, environment responsibility, training, environment impact assessment and HCV.</p> <p>Language proficiency: Fluent in both verbal/written Bahasa Malaysia and English Language.</p>
Mohd Nazib Marwan (MNZ)	Team Member	<p>Education: Diploma in Mechanical Engineering. Graduated from Politeknik Sultan Salahuddin Abdul Aziz Shah in 2007.</p> <p>Work Experience: He is former DOSH Officer (Department of Occupational Safety and Health) from 2003-2008. He has conducted audit and inspection related to OSH at various Estates, Palm Oil Mill and Palm Oil Refinery in Selangor. He also has hands on experience in managing his family oil palm plantation (small holders) in Batu Pahat, Johor. He is a qualified Lead Auditor for MS 2530:2013, ISO 45001:2018, ISO 14001:2015 and ISO 9001:2015 since 2009 in various industries covering Malaysia and Indonesia.</p> <p>Training attended: He has completed training as follow: ISO 9001:2015 Transition Training in December 2015 ISO 14001:2015 Training in January 2016 RSPO P&C 2013 Lead Auditor Course in May 2017 ISO 45001:2018 in May 2018</p>

MSPO Public Summary Report

Revision 2 (Nov 2021)

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
		Social Auditing in RSPO in January 2019 RSPO P&C 2018 in January 2019 MSPO 2530:2013 Lead Auditor Course and MSPO SCCS in March 2019 SMETA Requirement Training in May 2021 Aspect covered in this audit: During this assessment, he assessed on the aspect of management commitment and responsibility, transparency, social responsibility and employment condition. Language proficiency: Fluent in Bahasa Malaysia and English Language.
Mohd Sabre Salim (MSS)	Peer Reviewer	Education: Master's in Business Administration (MBA) from UiTM in 2006 and Bachelor Science Agribusiness from UPM in 1986. Work Experience: He gained his working exposure in the plantation sector, serving as an Plantation Manager with Hap Seng Plantation Berhad and currently as consultant, free-lance lecturer, and trainer at MDV Management Sdn Bhd. He has more than 50 MSPO report that has been reviewed. Training attended: He has completed Endorsed Lead Auditor Course and Endorsed MSPO Lead Auditor Course and MSPO Peer Review certificate by MPOCC. He has attended MSPO Peer Reviewer 1 - 2017 by MPOCC. Expertise: General Management, Leadership & Financial Management, Occupational Safety & Health Management Plantation (Agriculture & Agribusiness) Management Malaysian Sustainable Palm Oil (MSPO).
Muhammad Sufyan Azmi (MSA)	Peer Reviewer	Education: Master's in Business Administration (MBA) from Open University Of Malaysia and Bachelor Degree in Bioindustry from UPM in 2006. Work Experience: He gained his working exposure in the plantation sector with 15 years' experience, currently serving as a Plantation Manager with TSH Resources Berhad and previously as an Audit Executive with Kulim Malaysia Berhad. Training attended: He has attended MSPO Peer Reviewer 2 - 2017 by MPOCC. Expertise: General Management, Auditing, Environment and Plantation Management.

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
	Nil	

2.4 Assessment Plan

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

Date	Time	Subjects	MNM	MNZ	NHA
Monday 4/7/2022		Travelling to Kluang (Anika Hotel)	√	√	√
Tuesday 5/7/2022	0800-0830 0830-0900	Opening Meeting MSPO: <ul style="list-style-type: none"> Opening Presentation by Audit Team Leader. Confirmation of assessment scope and finalize Audit plan. 	√	√	√
	0830-1230	Bukit Benut Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√
	1230-1330	Break for Pray/other	√	√	√
	1330-1600	Bukit Benut Estate Continue with document review (MS 2530 Part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services.	√	√	√
	1600-1700	Interim Closing briefing	√	√	√
Wednesday 6/7/2022	0830-1230	Lambak Elaeis Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√		√

MSPO Public Summary Report
Revision 2 (Nov 2021)

Date	Time	Subjects	MNM	MNZ	NHA
	0830-1230	Continue with Bukit Benut Estate Continue with Document review (MS 2530 Part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services.		√	
	1230-1330	Break for Pray/other	√	√	√
	1330-1600	Lambak Elaeis Estate Continue with document review (MS 2530 Part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and ecosystem services.		√	√
	1330-1600	Continue with Bukit Benut Estate Continue with Document review (MS 2530 Part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services.	√		
	1600-1700	Interim Closing briefing	√	√	√
Thursday 7/7/2022	0830-1230	Bukit Benut POM Inspection: FFB receiving, warehouse, workshop, waste management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc.	√		√
	0830-1230	Continue with Lambak Elaeis Estate Continue with Document review (MS 2530 Part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services.		√	
	1000-1130	Stakeholder Meeting/Consultation		√	
	1230-1330	Break for Pray/other	√	√	√

MSPO Public Summary Report
Revision 2 (Nov 2021)

Date	Time	Subjects	MNM	MNZ	NHA
	1330-1600	Bukit Benut POM Document review (MS 2530 Part 4), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices.		√	√
	0830-1230	Continue with Lambak Elaeis Estate Continue with Document review (MS 2530 Part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services.	√		
	1600-1700	Interim Closing briefing	√	√	√
Friday 8/7/2022	0830-1230	Bukit Benut POM (MS 2530 Part 4), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices.	√	√	√
	1230-1300	Finalization of audit findings & preparation of closing meeting	√	√	√
	1300-1400	Break for Pray/other	√	√	√
	1400-1500	Closing Meeting	√	√	√

Section 3: Assessment Findings

3.1 Details of audit results

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

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

3.2 Details of Nonconformities and Opportunity for improvement

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

During the assessment there were One (1) Major & One (1) Minor nonconformities and two (2) OFI raised. The SOU 22 Bukit Benut Palm Oil Mill, Bukit Benut Estate & Lambak Elaeis Estate Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the 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 #:	2222385-202207-M1	Issue Date:	8/7/2022
Due Date:	7/10/2022	Date of Closure:	7/9/2022
Area/Process:	Lambak Elaeis Estate & Bukit Benut Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.4.2 (e), (h) & (i) Major
Requirements:	The occupational safety and health plan shall cover the following: <ul style="list-style-type: none"> 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. h. Accident and emergency procedures shall exist, and instructions shall be clearly understood by all employees. 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. 		
Statement of Nonconformity:	Chemical storage was not accordance with procedure. During site checkingat General Store Bukit Benut Estate, it was found that Chemical Antracol, Rogor, Bayfolan, Lubricant, 2T STIHL and 2 units of Gas Cylinder were stored not in line with procedure.		

MSPO Public Summary Report
Revision 2 (Nov 2021)

	<p>Refer chemical safety management procedure dated 09/03/2021 section 6.3.1 (a) "Chemical supplied shall be furnished with a complete and updated SDS", Section 6.4.2 "Containers should preferably be placed on skids or a platform", Section 6.4.3 "Chemicals register should be designed to minimize fire hazard and to prevent leakage in the event of spills and the storage area should be banded".</p> <p>Emergency procedure was not effectively implemented. During site visit at Lambak Elaeis Estate, Workshop and Chemical Store area, it was found 1 unit for fire extinguisher at Workshop was expired at 14/04/2022 and 1 unit has been depressurized till empty but still place at Chemical Store area.</p> <p>First Aid content was expired. During checking of First Aid box at workshop Bukit Benut Estate, it was found that 1 unit of item (Dettol) was expired on 11/21.</p>
Objective Evidence:	<p>Lambak Elaeis Estate: Fire extinguisher inspection was done, however there is lapses in inspection at some of location such as workshop area.</p> <p>Bukit Benut Estate:</p> <ol style="list-style-type: none"> 1. Lacking monitoring of chemical and non- chemical such as gas cylinder inside general store as Chemical Antracol, Rogor, Bayfolan, Lubricant, 2T STIHL was temporary placed at general store without proper tray. For Gas cylinder was also temporary placed at general store before being distribution to worker. 2. Lapses on inspection of first Aid Kits Box in estate.
Corrections:	<p>Lambak Elaeis Estate: OU to immediate replace all expired unit of fire extinguisher with new unit.</p> <p>Bukit Benut Estate: Estate to immediate remove all the chemical, lubricant, gas cylinder from the general store. Estate to immediate replace expired Dettol to the new unit.</p>
Root cause analysis:	<p>Lambak Elaeis Estate: Fire extinguisher inspection was done, however there is lapses in inspection at some of location such as workshop area.</p> <p>Bukit Benut Estate:</p> <ol style="list-style-type: none"> 1. Lacking monitoring of chemical and non- chemical such as gas cylinder inside general store as Chemical Antracol, Rogor, Bayfolan, Lubricant, 2T STIHL was temporary placed at general store without proper tray. For Gas cylinder was also temporary placed at general store before being distribution to worker. 2. Lapses on inspection of first Aid Kits Box in estate.
Corrective Actions:	<p>Lambak Elaeis Estate:</p> <ol style="list-style-type: none"> 1. Estate to include information on renewal/ expiry of fire extinguisher in OSH meeting agenda in minute meeting. 2. Estate will conduct monthly inspection of Fire extinguisher by using monitoring and inspection form. 3. Estate to record any renewal of fire extinguisher unit in fire Extinguisher logbook. <p>Bukit Benut Estate:</p> <ol style="list-style-type: none"> 1. Estate to conduct the chemical training for the worker and the person in-charge for chemical storage.

MSPO Public Summary Report
Revision 2 (Nov 2021)

	<ol style="list-style-type: none"> 2. Estate to monitor all transition (temporary storage) of the chemical and non-chemical as lubricant and gas cylinder inside the general store. 3. Estate to conduct refresher First Aid Training by Person-in charge. 4. Estate will conduct monthly First Aid Kits inspection by Person-in charge.
Assessment Conclusion:	<p>As per record verification as per below: Training record for chemical handling dated 16/08/2022 and the Evaluation record. First aid training record and evaluation record and also the inspection record in Bukit Benut Estate.</p> <p>The monthly inspection record of fire extinguisher and monitoring. Also, the OSH meeting record in Lambak Elaeis Estate. The evidence correction and corrective actions were found to be adequate to close the major non-conformity. Major NC was closed on 07/09/2022.</p>

Non-Conformity Report			
NCR Ref #:	2222385-202207-N1	Issue Date:	8/7/2022
Due Date:	7/10/2022	Date of Closure:	7/9/2022
Area/Process:	Bukit Benut Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.5.4 Minor
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 contractor workers salary paid was not comply with the legal requirements.		
Objective Evidence:	<p>Bukit Benut Estate:</p> <p>Reviewed the records of 2 pay slips for contractor (Zaidah Terus Maju Ent) workers (I/C No.: 760519-01-xxxx and 980811-01-xxxx) for February 2022 until June 2022 found the following issues:</p> <ol style="list-style-type: none"> 1. EPF contribution was not made according to the Employees Provident Fund Act 1991. 2. Number of working days, public holiday and work on rest day was not indicated in the payslips. 3. No evidence on the payment of EIS has been made. 		
Corrections:	Estate immediately contacts the contractor for justification for EPF contribution, worker's contractor agreement includes number of working days, public holiday and work on rest day, and also for payment of EIS.		
Root cause analysis:	Lacking on monitoring of contractor worker for EIS, EPF contribution and worker's contract agreement due inconsistency submission from contractor.		
Corrective Actions:	<ol style="list-style-type: none"> 1. Estate advises the contractor to include number of working days, public holiday and work on rest day need to be indicate in worker`s contractor agreement, EPF contribution and EIS payment. 2. Estate to conduct awareness training for the contractor regarding on EFP, Contract agreement and payment for EIS. 		

MSPO Public Summary Report
Revision 2 (Nov 2021)

	3. Estate to appointed Person In charge for monitoring for contractor management.
Assessment Conclusion:	The CAP is accepted, and the implementation of the CAP will be verified during next assessment.

Opportunity For Improvement			
Ref:	2222385-202207-I1	Clause:	MSPO 2530 Part 3:4.4.1.1
Area/Process:	Bukit Benut Estate & Lambak Elaeis Estate		
Objective Evidence:	The timeline of the completion of activities addressed in the Management Plan on Social Impact Assessment could be more details.		

Opportunity For Improvement			
Ref:	2222385-202207-I2	Clause:	MSPO 2530 Part 4:4.4.1.1
Area/Process:	Bukit Benut POM		
Objective Evidence:	The timeline of the completion of activities addressed in the Management Plan on Social Impact Assessment could be more details.		

Noteworthy Positive Comments	
1	Good relationship being maintained with surrounding communities.
2	Good commitment by management

3.3 Status of Nonconformities Previously Identified and OFI

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

MSPO Public Summary Report
Revision 2 (Nov 2021)

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

3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
2222385-202207-M1	4.4.4.2 (e), (h) & (i) Part 3 Major	08/07/2022	Closed on 07/09/2022
2222385-202207-N1	4.4.5.4 Part 3 Minor	08/07/2022	Open

3.5 Issues Raised by Stakeholders

IS #	Description
1	Issues: School (Sek. Agama Bkt Benut & SK Ladang Bukit Benut) School representatives appreciate on the contribution and support given by the estate management. No other issue raised.
	Management Responses: The management noted with the respond and will continue to contribute on local and community development.
	Audit Team Findings: No further action needed.
2	Issues: Village Head/Representatives (Kampung Mengkibol) Mr Fadzil Maarof request to clean the drainage near to the village after heavy rain. Most of the time, the drainage clogged with sand/mud and dry leaves that will cause water flow to the villages.
	Management Responses: The management noted with the respond and will continue to contribute on local and community development. Estates always send workers/ contractors to clean the drainage when requested.
	Audit Team Findings: No further action needed.
3	Issues: NUPW Kluang (Mr. Mohd Kassim & Mr. Mohd Nor Hasnizam) NUPW representatives mentioned that frequent communication and consultation with the estate manager has been done directly through meeting and phone call. He also mentioned that high participation from SDP workers with NUPW is very satisfactory. SDP support any activities conducted and persuade any workers to join any Union as per mentioned in their own policy. No other issues raised.
	Management Responses: The management noted with the respond and will continue good relationship with NUPW.
	Audit Team Findings: No further action needed.
4	Issues: MPOB Kluang (Mr. Mohd Faisal Abdul Manaf)


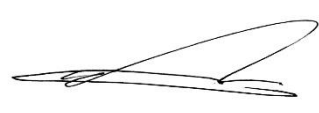
MSP0 Public Summary Report
Revision 2 (Nov 2021)

	<p>No issues raised by MPOB representative. So far, SOU 22 operation does not give any negative impact to smallholders which under MPOB monitoring. No comment on the licensing since all license was issued by MPOB, HQ.</p> <p>Management Responses: The management noted with the respond and will continue good relationship with MPOB.</p> <p>Audit Team Findings: No further action needed.</p>
5	<p>Issues: Contractor (Sim Kim Huat, Samareddy Enterprise, Sakhti Enterprise, LTT Transport Agency) Contract agreement detailing all term has been signed by both parties and confirmed that the contractor understand the content of the agreement. Payment has been made normally with period around 7-10 days after invoice submitted. Good relationship and easy to work with Mill and estates management. No other issue raised.</p> <p>Management Responses: The management noted with the respond and will continue good relationship with the contractors.</p> <p>Audit Team Findings: No further action needed.</p>
6	<p>Issues: Shop Owner Estate has provided adequate maintenance on the shop building with reasonable rental fees. Domestic waste collected as per schedule. Shop owner give some credit facilities to the workers. No other issues raised.</p> <p>Management Responses: The management noted with the respond and will continue good relationship with the shop owners.</p> <p>Audit Team Findings: No further action needed.</p>
7	<p>Issues: Worker Sample of local and foreign workers has been interviewed. As per interview, there are no issues has been raised. Policy and procedure have been communicated to all workers. Salary payment is in line with local regulations. All workers interviewed satisfied with accommodation provided by the company.</p> <p>Management Responses: The management noted with the respond and will continue provide adequate housing and amenities to workers.</p> <p>Audit Team Findings: No further action needed.</p>

3.6 List of Stakeholders Contacted

<p>Government Officer: Nil</p>	<p>Community/neighbouring village: Sek. Agama Bkt Benut & SK Ladang Bukit Benut Kampung Mengkibol representative NUPW Kluang</p>
<p>Suppliers/Contractors/Vendors: Contractor: Sim Kim Huat Samareddy Enterprise Sakhti Enterprise LTT Transport Agency</p>	<p>Worker’s Representative/Gender Committee: Workers’ Representatives Gender Committee Representatives</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 SOU 22 Bukit Benut Palm Oil Mill, Bukit Benut Estate, and Lambak Elaeis Estate Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013. It is recommended that the certification of SOU 22 Bukit Benut Palm Oil Mill, Bukit Benut Estate, and Lambak Elaeis Estate Certification Unit is continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: ZULKIFLI MOHAMMED HASNI	Name: Muhamad Naquiddin Mazeli
Company name: (Company No. 847766-V) SIME DARBY PLANTATION BERHAD BUKIT BENUT ESTATE P. O. BOX 513, 86009 KLUANG, JOHOR.	Company name: BSI Services Malaysia Sdn Bhd
Title: ESTATE MANAGER TEL NO: 07-7722040/019-380887 FAX NO: 07-7767040	Title: Lead Auditor
Signature: SIME DARBY PLANTATION BERHAD BUKIT BENUT ESTATE Reg No. 647766-V 	Signature: 
Date: 30/9/22 Manager TM 718 010102 MOHAMMED NAQUIDDIN MAZELI	Date: 28/9/2022

Appendix A: Summary of the findings by Principles and Criteria

MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Oil Palm Plantations and Organized Smallholders

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	<p>Group Sustainability & Quality Policy Statement has been prepared dated 02/12/2019 signed by Group Managing Director, Mr. Mohamad Helmi Othman Basha. Policy briefing has been conducted on 14/04/2022 at Bukit Benut Estate and 14/01/2022 at Lambak Elaeis Estate. It included:</p> <ul style="list-style-type: none"> – Promoting good governance and transparency – Contributing to a better society – Minimizing environmental harm – Delivering sustainability quality <p>The policy is guided by three main documents i.e.:</p> <ul style="list-style-type: none"> – Responsible Agriculture Charter – Human Rights Charter – Innovation & Productivity Charter <p>All the above documents and the policy statement are made available online via Sime Darby’s website link as per following: https://www.simedarby.com/operating-responsibly/policies-and-legislations</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	Sime Darby Plantation Berhad has clearly emphasized to achieve commitment towards a systematic approach in ensuring continuous improvement in the operation, compliance to statutory, legal and other regulatory requirements and establishment of traceability within the supply chain in the above-mentioned memorandum.	Complied
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	Internal audit for estates was planned at least once a year. Latest internal audit was conducted by Sustainability Compliance Unit, GSD Which has covered RSPO, MSPO and MSPO SCCS. Internal audit was conducted at each estate as follows: <ul style="list-style-type: none"> • Bukit Benut Estate – 24/05/2022 • Lambak Eleais Estate – 25/05/2022 	Complied
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	Sime Darby Plantation Berhad has maintained the Internal Audit Procedure, Doc. No.: SD/SDP/PSQM/IAP, Rev. 2 dated 01/09/2017. The audit results recorded in Internal Audit Results has include detail of nonconformities/findings, root cause, correction and corrective action plan. Bukit Benut Estate – Internal audit report dated 24/05/2022 with total of 2 major and 2 minor and 2 OFIs were raised. Lambak Eleais Estate – Internal audit report dated 25/05/2022 with total finding recorded of 7 major, 3 minor and 2 OFIs raised.	Complied
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	The internal audit report is available to the estate management for their review. The Management Representative has acknowledged on the Internal Audit Report for each estate audited.	Complied

Criterion / Indicator		Assessment Findings	Compliance								
Criterion 4.1.3 – Management Review											
4.1.3.1	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p>- Major compliance -</p>	<p>Management review was planned to be conducted at least once a year after the internal audit. Latest management review meeting was conducted at each estate as follow:</p> <ul style="list-style-type: none"> • Bukit Benut Estate – dated 28/05/2022 • Lambak Eleais Estate – dated 29/06/2022 <p>From the record of Management review has discussed on:-</p> <ol style="list-style-type: none"> 1. Matters arising from previous meeting 2. Objective/management program 3. Training plan 4. Results from internal/external audits 5. Nonconformity, corrective and preventive actions 6. Customers/stakeholders feedback/complaints 7. Resource needs 8. Changes could affect the management systems 9. Recommendations for improvements 	Complied								
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>All estates did document the Continuous Improvement Plan for year 2022. The detail as follows: -</p> <p>Bukit Benut Estate</p> <table border="1"> <thead> <tr> <th>No</th> <th>Description</th> <th>Action Steps</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	No	Description	Action Steps	Status					Complied
No	Description	Action Steps	Status								

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings				Compliance	
		1	To reduce rat baiting labour application cost	Placement of 5 baits per palm and no replacement round	On - going		
		2	To reduce manuring cost for mature area	Maximise mechanise manuring application area using Carabou and MTFA machine	On - going		
		3	To reduce circle raking cost/ha for mature fields	To convert blowing at flat/undulating area to M3R machine	On - going		
		4	To reduce P&D spraying cost/ha for immature fields	To convert CKS spraying to P2P drone spray	On - going		
		Lambak Elaies Estate					
		No	Description	Action Steps	Status		
		1	Reduction in use of pesticides by planting of beneficial plant	Implementation of Geo Spraying	On - going		
		2	Rat baiting application using motorcycle to increase productivity	Rai baiting using motorcycle	On - going		

**MSPO Public Summary Report
Revision 2 (Nov 2021)**

Criterion / Indicator		Assessment Findings				Compliance																		
		3	Reducing total of round of spraying	Alion application	On - going																			
		4	Improve cutter productivity	Newly recruited cutters	On - going																			
4.1.4.2	<p>The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption.</p> <p>- Major compliance -</p>	<p>The estate management developed annual training program to ensure the employees obtained related job skill and competent carrying out their work. Any new information or techniques will be slotted upon the approval from the manager. Sample of new technology as per budget tabulated in the table below:</p> <table border="1"> <thead> <tr> <th></th> <th>Estates</th> <th>Projects - Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>LLE - Social</td> <td>NEST refurbishment June 22 - RM14K</td> </tr> <tr> <td>2</td> <td>LLE - Social</td> <td>New workers quarters 18 units RM900K - 2023</td> </tr> <tr> <td>3</td> <td>BBE Operation</td> <td>Mechanization FFB collection CARABOU</td> </tr> <tr> <td>4</td> <td>LLE Operation</td> <td>Mechanization Spraying - ASP - RM26K</td> </tr> <tr> <td>5</td> <td>LLE Operation</td> <td>Landsurf - FFB collection 8 units - RM 112K</td> </tr> </tbody> </table>					Estates	Projects - Details	1	LLE - Social	NEST refurbishment June 22 - RM14K	2	LLE - Social	New workers quarters 18 units RM900K - 2023	3	BBE Operation	Mechanization FFB collection CARABOU	4	LLE Operation	Mechanization Spraying - ASP - RM26K	5	LLE Operation	Landsurf - FFB collection 8 units - RM 112K	Complied
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5	LLE Operation	Landsurf - FFB collection 8 units - RM 112K																						
4.1.4.3	<p>An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.</p> <p>- Major compliance -</p>	<p>Where new technology or systems are introduced, awareness briefings are provided to the employees at all levels prior to the implementation. This is evidenced via the Regional & SOU meetings and the training plan for Financial Year. The training identified including operations, understanding of MSPO/RSPO requirements, human rights, company policies, health and safety, HIRARC, etc. The FY 2022 OPEX budget has included training budget and operations improvement including environmental improvement, worker welfare, OHS etc. Interview with workers confirmed trainings are provided by the management on regular basis.</p>				Complied																		
4.2 Principle 2: Transparency																								

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
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 -	Sime Darby Plantation Berhad has maintained its Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 01/04/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation. Manager is responsible for address the communication and requests.	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 -	The management has disseminated the information of the documents that made publicly available such as management plan, OSH plan, audit reports and land titles upon request during the stakeholder meetings. Besides, internal and external stakeholders could access to the company’s website (http://www.simedarbyplantation.com) to obtain information such as policies, annual report and complaint procedures.	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 01/04/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		feedback and within one week of the completion of the investigation for communication requiring investigation.	
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 -	As stated in the procedure, the Estate Managers are responsible to deal with the external communication for the respective estates under their management verified as per appointment letter: <ul style="list-style-type: none"> • Bukit Benut Estate – Mr. Zainal Abidin B. Ahmad (Senior Assistant Manager) • Lambak Eleais Estate – Mr. Mohammad Zakwan Bin Jamaludin (Asst Manager) ad per appointment letter dated 10/01/2022 	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 -	List of Stakeholders for each operating unit was updated in April 2022 has include government agencies, authority, utilities, supplier/contractor, school, nearby villages/community, police station, BOMBA and etc. Consultation/meeting with stakeholders for Bukit Benut Estate and Lambak Eleais Estate was conducted on 18/04/2022. Issues discussed and feedbacks received were documented and monitored in SIA Management Plan.	Complied
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). - Major compliance -	Procedure available as per Sustainability Plantation Management System Appendix 15; SOP for Sustainable Supply Chain and Traceability; Version 2; Year 2018; Issue # 5; Issue date: April 2019. Based on the SOP Para 6.0 Delivery of FFB From the Estate; Sub-para 6.3 Estate shall ensure sufficient information is stated on the weighbridge ticket or consignment note of all delivery FFB including: <ol style="list-style-type: none"> i. RSPO, MSPO and ISCC Certificate number (where applicable) ii. MSPO Certificate Validity 	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		iii. Greenhouse gas (GHG) emission value (either disaggregated default or actual value) iv. Distance (from estate to respective oil mill – ISCC only) v. Country of origin (ISCC only) The functionality to include the relevant information in the weighbridge tickets for estates and mills is available in the SDP Weigh System. In the case of unavailability of the SDP Weigh System, the information under 6.3 still needs to be documented manually.	
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	Regular inspections of estates’ FFB productions and delivery conducted by estate management on daily basis and reported to HQ. Additionally, Internal audit conducted annually by internal auditors from the Regional Sustainability Team (RSQM) as per records of MSPO Internal Audit Report for Bukit Benut Estate dated 24/05/2022 sighted.	Complied
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	The management has identified and assign Assistant Manager as responsible PIC to implement and maintain the traceability system dated 30/12/2020. In Lambak Elaies estate appointment letter was on 13/1/2022 for Senior assistant as traceability incharge.	Complied
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	Sime Darby Plantation Berhad has established Standard Operating Procedure to maintain all records of evidence under Sustainability Plantation Management System, Sustainability Supply Chain and Traceability, ver. 2, issue no. 5 dated April 2019 under section 5.0: Control of Documents and Records. All traceability records should be maintained at minimum period of 3 years. Records of sales, delivery and transportation of FFB well maintained as per samples sighted as following: Buyer: Bukit Benut POM	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		Weighbridge ticket no: 1228 C/N No: 37954 Date: 28/1/22 Weight: 11,680kg Vehicle No: QQ5499 Buyer: Ulu Remis POM Weighbridge ticket no: 278041 C/N No: 31800 Date: 4/8/2021 Weight: 12,550kg Vehicle No: MY5499	
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - Major compliance -	The following compliance to the legislative requirement necessary for both estates among others were: Bukit Benut Estate 1. MPOB License; License Number: 522307002000; License Valid until 31/7/2023 2. Permit Barang Kawalan Berjadual (Diesel & Petrol); Reference Number: BPGK JH (KLU) 0624 SK; Diesel -9,000 litre and Petrol – 1,000 litres. Valid from 11/08/2021 till 10/08/2023.	Complied

Criterion / Indicator		Assessment Findings	Compliance																								
		<p>3. Air Compressor License; Registration Number: JH PMT 22514; License Valid till 08/07/2023.</p> <p>4. Permit kebenaran untuk membuat potongan upah di bawah Seksyen 24 Akta Kerja 1955 for Ladang Bukit Benut – for electricity payment not more than RM70.00 per month dated 30/11/2006.</p> <p>Lambak Elaie Estate</p> <p>1. MPOB License; License Number: 518641002000; License Valid from 01/03/2022 till 28/02/2023.</p> <p>2. Permit Barang Kawalan Berjadual (Diesel & Petrol); Reference Number: BPGK JH (KLU) 0031 SK; Diesel - 15,000 litre and Petrol – 40 litres. Valid from 29/07/2021 till 28/07/2023.</p> <p>3. Air Compressor License; Registration Number: JH PMT 11573; License Valid till 02/05/2022 (renewal in progress).</p>																									
4.3.1.2	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>The Company has established the Standard Operation Manual (SOM) Section 5: Management Responsibility Sub-Section 5.2 Customer Focus, Appendix 5.2.4a – Procedure for Legal and Other Requirements prepared by the Standards & Compliance Section, Total Quality and Environmental Management (TQEM) Plantation dated 01/11/2008. Refer document LORR Legal and Other Requirement for Bukit Benut estate and Lambak Elaies Estate updated on January 2022. Amongst the document are: -</p> <table border="1"> <thead> <tr> <th></th> <th>Rev date</th> <th>Title</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>17/12/19</td> <td>Arms Act 1960</td> <td>Newly added</td> </tr> <tr> <td>2</td> <td>17/12/19</td> <td>Aux Police Regulations 1970</td> <td>Revision</td> </tr> <tr> <td>3</td> <td>18/05/20</td> <td>Perintah Kaw Pergerakan 2020</td> <td>Newly added</td> </tr> <tr> <td>4</td> <td>18/05/20</td> <td>Akta Pencegahan/Pengawalan Penyakit Berjangkit</td> <td>Newly added</td> </tr> <tr> <td>5</td> <td>23/03/22</td> <td>OSHA 2022 (Amendment)</td> <td>Revision</td> </tr> </tbody> </table>		Rev date	Title	Remarks	1	17/12/19	Arms Act 1960	Newly added	2	17/12/19	Aux Police Regulations 1970	Revision	3	18/05/20	Perintah Kaw Pergerakan 2020	Newly added	4	18/05/20	Akta Pencegahan/Pengawalan Penyakit Berjangkit	Newly added	5	23/03/22	OSHA 2022 (Amendment)	Revision	Complied
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5	23/03/22	OSHA 2022 (Amendment)	Revision																								

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings				Compliance
		6	23/03/22	Akta Levi Keuntungan Luar Biasa	Newly added	
		7	09/06/22	Min Wage Order 2022	Revision	
		8	16/06/22	Fire Services Act 1988	Revision	
		9	16/06/22	Pemb Sumber Manusia Bhd	Newly added	
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 -	A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU22. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10/12/2008. Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA circulars.				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 -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA circulars. Sighted appointment letter for person in charge Legal & Other Requirement Register (LORR) to Pn. Nur Nadiah Hani Mohamad Natni,				Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		Assistant Manager dated 30/12/2020 for Bukit Benut Estate while at Lambak Elaies Estate to Mr Mohd Akbar Ahmad, Senior Assistant Manager dated 13/01/2022.	
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	The was no evidence to show that oil palm cultivation activities Bukit Benut Estate and Lamak Eleais Estate had diminished the land use rights of others. Verified documents to show legal ownership of its land.	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 land titles verified shown that the legal ownership of the company. Sample of land title as follow: Bukit Benut Estate has total of 30 land titles: 1. GRN 98998, District: Kluang, Lot No: 873, Area: 195.969 Ha 2. GRN 98981, District: Kluang, Lot No: 874, Area: 285.4045 Ha 3. GRN 21382, District: Kluang, Lot No: 875, Area: 45.2741 Ha 4. GRN 120741, District: Kluang, Lot No: 1085, Area: 180.8942 Ha Lambak Eleais Estate has total of 20 land titles: 1. GRN 99139, District: Kluang, Lot No: 3152, Area: 372.1084 Ha 2. GRN94878, District: Kluang, Lot No: 3137, Area: 12.14 Ha 3. GRN 94877, District: Kluang, Lot No: 3136, Area: 11.9002 Ha 4. GRN 101047, District: Kluang, Lot No: 3048, Area: 15.0618 Ha	Complied
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Legal boundary of Bukit Benut Estate and Lambak Eleais Estate was clearly demarcated based on site visit to sample boundary stone with GPS coordinate was accurate.	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There was no land dispute in the Bukit Benut Estate and Lambak Eleais Estate at the time of audit. The land belongs to Sime Darby Plantation Berhad and land ownership documents verified. In order to deal with future arising land dispute (if applicable), the process will be based on system established as Procedures for Handling Boundaries Disputes as per Sustainable Plantation Management System; Appendix 3; Flowchart and Procedures on Handling Land Disputes; Version 2; Issue # 1; Issue date: 1/11/2008.	Complied
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There is no customary land or negotiated agreements at all the sampled estates.	Not applicable
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	There is no customary land or negotiated agreements at all the sampled estates.	Not applicable
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	There is no customary land or negotiated agreements at all the sampled estates.	Not applicable
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			

Criterion / Indicator		Assessment Findings	Compliance
4.4.1.1	<p>Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance -</p>	<p>Social impact assessment (SIA) for SOU 22 Bukit Benut was conducted on 16-19 May 2016 by Sustainability Strategy Unit, PSQM Department. There was no new SIA conducted.</p> <p>SIA Management Plan has been reviewed by each estate based on the request/feedback/issues raised during meeting with internal and external stakeholders. SIA management plan was reviewed and updated as follows:</p> <ul style="list-style-type: none"> • Bukit Benut Estate – 30/04/2022 • Lambak Eleais Estate – 02/05/2022 <p>Action Plan, status of action plan, responsible personnel and target dated for completion was identified and monitored.</p> <p>The timeline of the completion of activities addressed in the Management Plan on Social Impact Assessment could be more details. Thus, OFI has been raised.</p>	OFI
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>A Standard Operating Manual (SOM) was established and maintained. (Sime Darby Plantation Estate Quality Management System) and system for dealing with complaints and grievance was defined in Sub-section 5.5 Management Responsibility, Appendix 5.5.3.2 Procedure for External Communication, version 2, issue 0, dated 25/5/2015.</p> <p>The complaints and grievances are open to effected parties including internal and external stakeholders. The time frame to deal with external communications should be within two weeks of the date of receipt for communication requiring direct feedback (Clause 6.3 of the procedure) and within one week of the completion of the investigation, for communication required investigation.</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>Grievance channels was stated in the employment contract (Item 21) as follows:-</p> <ul style="list-style-type: none"> • Union representative at operating unit • helpline at 0162991411 (via WhatsApp) and call toll free number 1800819741 • Suara Kami at 1800818771 or SMS 01130116031 • Whistleblowing channel at 1800223388 or +60192797553 (08.30 am – 17.30 pm) or email to whistleblowing@simedarbyplantation.com 	
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>Based on complaints record on housing defects received through Ulula application, it was verified that all complaints and action able to be resolved in effective, timely and appropriate manner. Verification of resolution by the Assistant Manager and Manager sighted.</p> <p>Social dialogue, Gender Committee, Union meeting and OSH Committee meeting also recorded any resolution for workers concern or disputes.</p>	Complied
4.4.2.3	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.</p> <p>- Minor compliance -</p>	<p>Complaint forms or logbook is available for external stakeholder. However, workers can make complaints via mobile apps (Oil Palm Poll) to record any defects related to housing facilities.</p> <p>Social dialogue, Gender Committee, Union meeting and OSH Committee meeting also recorded any resolution for workers concern or disputes.</p>	Complied
4.4.2.4	<p>Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.</p> <p>- Minor compliance -</p>	<p>Based on interview with the stakeholders such as contractors, local communities and workers, it has shown that the stakeholders are aware of how to forward their complaints or suggestions.</p> <p>Employees are aware that complaints can be made through "Suara Kami" & Worker helpline - Ulula portal (toll free – 1800819741 or WhatsApp +60162991411 for grievance), Whistleblowing (through website) "Oil</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		Palm Poll (OPP)", communication book/morning briefing and Social Dialog. Training was conducted on 24/05/2022 & 18/04/2022 - Induction Course to Newly Joined workers, COBC Briefing, SD Policy Charter, Grievance Channel, Agreement Briefing, Sexual Harassment Briefing, PDPA and etc.	
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	The complaint record for request for maintenance are available and kept for 10 years according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents. Oil Palm Poll (OPP) records available since January 2022.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	Contribution to local development was sighted as follows:- 1. Repair of septic tank at SRA Ladang Bukit Benut in Apr 2022 2. Food contribution to villagers affected with COVID-19 in July 2021. 3. Vehicle for temple use provided by Lambak Eleais Estate	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -	Sime Darby Plantation Berhad have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the CEO on 01/06/2020. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice boards within the estates. The GSM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition. The estates have established Safety and Health Management Plan and documented in Environment, Safety and Health Plan FY 2020. The	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		management plan includes the ESH Risk Management, Emergency Response Procedure, Chemical Safety Management, Noise Boundary Monitoring, Health monitoring.	
4.4.4.2	<p>The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: d) all employees involved shall be adequately trained on safe working practices e) all precautions attached to products shall be properly observed and applied f) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). g) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and 	<p>The occupational safety and health plan cover the following:</p> <ul style="list-style-type: none"> a) Sime Darby Plantation Berhad have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the CEO on 01/06/2020. The policy has been communicated to the staffs and workers through induction training for new workers, morning briefing and displayed at various notice boards within the estate. The policy has been briefed to all workers on: <ul style="list-style-type: none"> • Bukit Benut Estate: 14/04/2022 • Lambak Elaeis Estate: 14/01/2022 b) Sime Darby Plantation Berhad have established Standard Operating Procedure for Risk Assessment and documented in EQMS/SOM sub-section 5.4, Appendix 5.4.1a. Estates sampled have conducted risk assessments for all the operations and documented in the Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The assessment covers all main operations and support operations. Among the activities verified in the HIRARC included Loading FFB, P&D Circle Application, Harvesting (Carriers), Gardening, etc. HIRARC is reviewed on annually and as and when there are any accidents that occur in the estate. Verified the latest review of HIRARC for the estates as below. <ul style="list-style-type: none"> • Bukit Benut Estate: 25/05/2022 – Harvesting & 31/03/2022 - Manuring • Lambak Elaeis Estate: 01/06/2022 - Spraying 	Major Non-Conformity

MSPO Public Summary Report
Revision 2 (Nov 2021)

	Criterion / Indicator	Assessment Findings	Compliance
	<p>Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>h) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</p> <p>i) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>j) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>k) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>l) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>Chemical Health Risk Assessment was conducted in compliance to the OSHA Act 1994 and the Use and Standard of Exposure of Chemicals Hazardous to Health (USECHH) Regulations 2000 to assess the risks associated to hazardous chemicals used in the estate. The CHRA reports were available in the sampled estates as below:</p> <ul style="list-style-type: none"> • Bukit Benut Estate: The Chemical Health Risk Assessment Report (Ref. Number: HQ/15/ASS/00/363-2022-036) conducted by Nisafety Consultancy (DOSH Registration: HQ/15/ASS/00/363) on 02/03/2022. • Lambak Elaeis Estate: The Chemical Health Risk Assessment Report (Ref. Number: HQ/15/ASS/00/363-2022-037) conducted by Nisafety Consultancy (DOSH Registration: HQ/15/ASS/00/363) on 02/03/2022. <p>Medical Surveillance was conducted for workers exposed to chemicals and welding fumes in the estate as recommended in the CHRA. The medical surveillance was conducted to monitor the level of exposure on the workers towards the chemicals and fumes.</p> <ul style="list-style-type: none"> • Bukit Benut Estate - Medical Surveillance will be conducted at 12-13/07/2022 at Klinik Rengam for 22 estate workers. Results indicated that all workers were fit to work with no major underlying conditions. • Lambak Elaeis Estate - Medical Surveillance was conducted from 06/04/2022 by Klinik Rengam for 18 workers exposed to pesticides and organophosphate in the estate. Results indicated that all workers were fit to work with no major underlying conditions. <p>Noise Risk Assessment Report (NRA) was conducted in compliance to Occupational Safety & Health (Noise Exposure) Regulations 2019 in</p>	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>the estates. The NRA Reports were available in the sampled estates as below.</p> <ul style="list-style-type: none"> • Bukit Benut Estate – Assessment conducted on 02/09/2020 by ETOSH Consult & Engineering Plt. Refer report reference HQ/LPROYKPEB/21/00325. The assessment report was available for verification. • Lambak Elaies Estate – Assessment conducted on 07/09/2020 by ETOSH Consult & Engineering Plt. Refer report reference HQ/LPROYKPEB/21/00326. The assessment report was available for verification. <p>Audiometric Test was conducted in the estates as per the recommendation in the Noise Risk Assessment as below.</p> <ul style="list-style-type: none"> • Bukit Benut Estate - Audiometric Programme was conducted by Nisafety Consultancy on 09/08/2021. A total of 20 workers had undergone the audiometric test. 13 workers have Normal Hearing, 5 workers have hearing loss, 2 workers have hearing impairment and none of the workers fall under Standard Threshold Shift. The workers that required to examine by OHD has been undergo it on 10/12/2021. • Lambak Elaies Estate - Audiometric Programme was conducted by Nisafety Consultancy on 09/08/2021. A total of 26 workers had undergone the audiometric test. 17 workers have Normal Hearing, 5 workers have hearing loss, 4 workers have hearing impairment and none of the workers fall under Standard Threshold Shift. The workers that required to examine by OHD has been undergo it on 10/12/2021. <p>c) Estates sampled have established a training program for employees exposed to chemicals used at the palm oil estates to ensure</p>	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<p>continuous awareness to the employees. The training was conducted by the Manager, Asst. Manager, and representative from the chemical suppliers to the supervisors and operators. Safety Training has been conducted as per Annual Safety plan that has been established at January 2022.</p> <p>d) Personal Protective Equipment (PPE) Procedures has been developed dated 09/03/2021 with reference number UM/HSE/OCP/03. The estates have provided appropriate PPE to all workers according to the job type and requirements. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) Palm Oil Estates. Sighted the PPE issuance records documented in 'PPE Issuance Record' logbook. The PPE issued recorded by workers and job designation.</p> <p>e) Standard Operating Procedures for Handling of Chemicals were available in several documents such as Sime Darby Plantation Berhad, Chemical Safety Management; Document No. SD/SDP/PSQM (ESH)/202-OH4; dated 26/02/2015.</p> <p>Chemical storage was not accordance with procedure. During site checking at General Store Bukit Benut Estate, it was found that Chemical Antracol, Rogor, Bayfolan, Lubricant, 2T STIHL and 2 units of Gas Cylinder were stored not in line with procedure. Refer chemical safety management procedure dated 09/03/2021 section 6.3.1 (a) "Chemical supplied shall be furnished with a complete and updated SDS", Section 6.4.2 "Containers should preferably be placed on skids or a platform", Section 6.4.3 "Chemicals register should be designed to minimize fire hazard and to prevent leakage in the event of spills and the storage area should be bunded". Thus, Non-Compliance was raised for this matter.</p> <p>f) Safety and Health Committee Procedures has been developed dated 17/11/2021 with reference number UM/HSE/OCP/08. The Estate</p>	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance																		
		<p>Manager was appointed to be the Chairman of OSH Committee at the estate as stated in the appointment letter dated undersigned by the Regional General Manager, Southern Region. Estate management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate Manager.</p> <p>g) The management conducted regular OSH committee meetings on quarterly basis as per required by the regulation. The meeting discussed issues on employees' safety, health and welfare such as operational risks and health achievement report, estate security, safety compliance by contractors, workplace inspection, legal compliance, safety and health training. Sighted the OSH Meeting Minutes dated as follows:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Meeting</th> <th style="text-align: center;">Bukit Benut Estate</th> <th style="text-align: center;">Lambak Elaeis Estate</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">2022</td> </tr> <tr> <td style="text-align: center;">1st Quarter</td> <td style="text-align: center;">04/02/2022</td> <td style="text-align: center;">29/03/2022</td> </tr> <tr> <td style="text-align: center;">2nd Quarter</td> <td style="text-align: center;">26/04/2022</td> <td style="text-align: center;">30/05/2022</td> </tr> <tr> <td style="text-align: center;">3rd Quarter</td> <td style="text-align: center;">27/06/2022</td> <td style="text-align: center;">30/06/2022</td> </tr> <tr> <td style="text-align: center;">4th Quarter</td> <td style="text-align: center;">TBC</td> <td style="text-align: center;">TBC</td> </tr> </tbody> </table> <p>h) Accident and Emergency procedures were available in the ESH Management System Manual; Emergency Preparedness & Response Guidelines and Procedures; Doc No: SD/SDP/SQM (ESH)/001-2-6; Revision:0; Date 01/07/2012.</p> <p>The estates have established Emergency Response Team lead by the Estate Managers. The ERT chart and Fire Extinguisher Map was also available and verified.</p>	Meeting	Bukit Benut Estate	Lambak Elaeis Estate	2022			1 st Quarter	04/02/2022	29/03/2022	2 nd Quarter	26/04/2022	30/05/2022	3 rd Quarter	27/06/2022	30/06/2022	4 th Quarter	TBC	TBC	
Meeting	Bukit Benut Estate	Lambak Elaeis Estate																			
2022																					
1 st Quarter	04/02/2022	29/03/2022																			
2 nd Quarter	26/04/2022	30/05/2022																			
3 rd Quarter	27/06/2022	30/06/2022																			
4 th Quarter	TBC	TBC																			

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>Emergency Response Training was conducted as below:</p> <ul style="list-style-type: none"> • Bukit Benut Estate - Fire Drill Training dated 17/06/2022 • Lambak Elaeis Estate - ERP Training dated 19/07/2021 <p>Emergency procedure was not effectively implemented. During site visit at Workshop and Chemical Store area, it was found 1 unit for fire extinguisher at Workshop was expired at 14/04/2022 and 1 unit has been depressurized till empty but still place at Chemical Store area. Thus, Non-Compliance was raised for this matter.</p> <p>i) First aiders were assigned to various workstation at the estates. The mandores and staffs were responsible for first aid boxes at each workstation assigned to them by the management. The first aid box was recently replenished with all stated items available in the box. Sample of inspection of the item was conducted on 18/06/2022 at Bukit Benut estate. First Aid trainings were conducted regularly at the sampled estates and documents of trainings were verified as below. Bukit Benut Estate: 09/06/2022 Lambak Elaeis Estate: 19/07/2021</p> <p>First Aid content was expired. During checking of First Aid box at Workshop Bukit Benut Estate, it was found that 1 unit of item (Dettol) was expired on 08/21. Thus, Major Non-Conformity was raised for this matter.</p> <p>j) The estates sampled recorded all accidents reports and reported to HQ using the PSQM-ESH Monthly update form via online through GSQM ESH Portal. The accident occurred was reviewed on quarterly basis during OSH committee meeting. Bukit Benut Estate - There were 3 accidents (79 Days LTA) case for the year 2021 reported in the estate. The JKKP 8 form has been</p>	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>submitted to DOSH for the year ending 2021 on 24/01/2022 with reference number JKPP8/99633/2021. For the year 2022 there were 1 accident cases reported with dated 25/05/2022 recorded. Accident investigations, HIRARC Review and Retraining records were available for verification.</p> <p>Lambak Elaeis Estate - There were 7 accidents (99 Days LTA) case for the year 2021 reported in the estate. The JKPP 8 form has been submitted to DOSH for the year ending 2021 on 28/01/2022 with reference number JKPP8/110068/2021. For the year 2022 there were 1 accident cases reported with dated 20/05/2022 recorded. Accident investigations, HIRARC Review and Retraining records were available for verification.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established Group Sustainability & Quality Policy Statement dated 2/12/2019 by Group Managing Director where the company is respecting, upholding & no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020. Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020.</p> <p>Sime Darby Plantation Berhad respect and safeguard human rights, notion of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with Sime Darby Plantation Berhad. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, business</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>partners, workers in our operations and supply chains, and communities surrounding our operations. The policies were communicated to the employees during induction training for new employees and morning muster.</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate. Training was conducted on 24/05/2022 & 18/04/2022 - Induction Course to Newly Joined workers, COBC Briefing, Sime Darby Plantation Berhad Policy Charter, Grievance Channel, Agreement Briefing, Sexual Harassment Briefing, PDPA and etc.</p>	
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>Records of employments and interview conducted on-site with sampled internal and external stakeholders confirmed that the workers and groups including local communities, women, and migrant workers have not been discriminated against.</p>	Complied
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>Employment contracts and offer letters for local workers and foreign workers is available. Pay and conditions are documented and achieved the Minimum Wage Order 2022. Sampled of employment contracts confirmed that terms and conditions are clearly outlined as per collective agreement and Employment Act 1955 which have been signed by the worker.</p> <p>Briefing on checkroll worker wages computation walk through dated 11/08/2021. Payslip for the month of Sept 2021, Oct 2021 and February 2022 at Bukit Benut Estate was verified as follows:-</p> <p>Employee No: 17766, 165366, 17800, 163831, 157527, 155621, 157133, 90232, 136523, 96853, 155371</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		For Lambak Elaeis Estate, payslips for the month of July 2021, Dec 2021 and May 2022 was verified as follows Employee No: 18155, 18230. 18330, 37186, 128633, 138781,148724, 154479, 160048, 166698	
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. - Minor compliance -	<p>The management for sampled estates ensured that the employees of the contractors are paid according to these standard requirements by obtaining the pay slips from the contractor. The copies of pay slips were available at the estates for verification. Based on samples of the payslips, it was noted that the employees of the contractors were paid based on minimum standard and employment contract. The amount of EPF & SOCSO contributions were also included in the pay slips. Contractor workers payslips for the month of April 2022, March 2022, Feb 2022 was verified at both estate as follows:-</p> <ul style="list-style-type: none"> • Leok Brothers Sdn. Bhd (Hiring Machinery for Contract Works) Contract period: 01/03/2022 – 28/02/2023) • Syarikat Sin Kim Huat – Workers ID No: 890428-01-XXXX, 621212-71-XXXX, 651011-71-XXXX and 740924-01-XXXX • Banli Construction & Enterprise – Workers ID No: 791002-01-XXXX. • AVN Brothers – Workers ID No: 780816-05-XXXX and 840905-01-XXXX <p>Bukit Benut Estate: Reviewed the records of 2 pay slips for contractor (Zaidah Terus Maju Ent) workers (I/C No.: 760519-01-xxxx and 980811-01-xxxx) for February 2022 until June 2022 found the following issues:</p> <ol style="list-style-type: none"> 1. EPF contribution was not made according to the Employees Provident Fund Act 1991. 	Minor Non-conformity

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>2. Number of working days, public holiday and work on rest day was not indicated in the payslips.</p> <p>3. No evidence on the payment of EIS has been made</p> <p>Thus, Minor Non-conformity was raised.</p>	
4.4.5.5	<p>The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	<p>The estates' management has registered all their workers into Employee Master Details Listing in SEMUA system where personal details such as full name, gender, date of birth, date join company, race, designation and wages were recorded.</p>	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 is available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>The estates' management has employed local and foreign workers from Indonesia, India, Nepal and Bangladesh. They are all under direct employment to the estates. Sampled of employment contracts and all of them have signed on the employment contract prior to work and extension contract where the original contract has expired. Terms and conditions were according to Collective Agreement and Employment Act 1955.</p> <p>For Bukit Benut Estate, employment contract verified is as follow: Employee No: 17766, 165366, 17800, 163831, 157527, 155621, 157133, 90232,136523, 96853,155371 and for Lambak Eleais Estate, contract employment checked is as follows: Employee No: 18155, 18230. 18330, 37186, 128633, 138781,148724, 154479, 160048, 166698</p>	Complied
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p>	<p>Estate Daily Attendance Report updated on monthly basis to record the number of days work/ total tonnage and hours of overtime work. The</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	report was generated from the daily data recorded in Daily Attendance Form.	
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 -	Interviewed with the workers confirmed that they were given rest time in between of the working hours. Overtimes were paid according to the rate stated in the agreement and regulatory requirements. The overtime offered upon mutually agreement.	Complied
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance -	Pay slips of all employees (check roll) are available as evidence of salary payment. The pay slip contains the following information: 1. Earnings - Basic Salary (Daily Rated Work, Work on Rest Day and Work on Holiday), Overtime (Weekdays, Rest days and Holiday). 2. Deduction - Union fee (NUPW & AMESU), SOCSO, EPF, electricity deduction and others. Observed that the wages and overtime payment documented on the pay slips are in line with legal requirement and as stated in the employment contract. At Bukit Benut Estate, payslip for the month of Sept 2021, Oct 2021 and February 2022 was verified as follows:- Employee No: 17766, 165366, 17800, 163831, 157527, 155621, 157133, 90232,136523, 96853,155371 For Lambak Elaeis Estate, payslip for the month of July 2021, Dec 2021 and May 2022 was verified as follows:- Employee No: 18155, 18230. 18330, 37186, 128633, 138781,148724, 154479, 160048, 166698	Complied
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or the community such	Workers and their family are provided with free housing facilities and free medical facilities. The workers are entitled with allowance based on the	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	as incentives for good work performance, bonus payment, professional development, medical care and health provisions. - Minor compliance -	work such as phone allowance of RM5 per month, price bonus, free water up to 35 gallons per employee per day, 10kg of rice once in every two months.	
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 -	Based on document checking and interview with the worker, confirmed that the estates provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446). There is on-going upgrading of housing. Water is supplied to workers housing through LAP piping while electricity is via TNB grid supply. Access to food supply for the workers are considered adequately and sufficiently as the estate is very near to the town. Line site inspection was done weekly by Executive and recorded in the logbook. Weekly summary reported via checklist for Estate housing inspection - Housing complex/NEST/Community Hall Inspections records shown latest inspection done by Medical Assistant or appointed person in charge.	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 -	Sime Darby Plantation Berhad maintained its Human Rights Charter where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They seek to create a working environment with zero tolerance for sexual harassment and abuse and in which violence is never used to resolve issues or conflict. Sime Darby Plantation Berhad has implemented Sexual Harassment Policy dated 01/11/2019 signed by Mr Mohamad Helmy Othman Basha, Group Managing Director Sime Darby Plantation Berhad. The policy has been	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p> <p>Sime Darby Plantation Berhad also has established a procedure on "Bidang Tugas Untuk Wakil Jantina dan Jawatankuasa Jantina" in March 2021. Gender committee meeting was planned and conducted once in every 2 months.</p> <p>Gender Committee meeting for SOU22 was conducted on 27/06/2022. For Bukit Benut Estate, Gender Committee meeting was conducted on 16/04/2022, 20/01/2022 and for Lambak Eleais Estate, Meeting was conducted on 24/06/2022 and 10/03/2022.</p> <p>Sighted training on sexual harassment was conducted on 16/04/2022 and attended by 24 personnel.</p>	
4.4.5.13	<p>The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They respect the rights of their employees to form and join unions and bargain collectively.</p> <p>Sime Darby Plantation Berhad has implemented The Group Sustainability & Quality Policy Statement which signed on 02/12/2019 where the management is respecting Freedom of Association. Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities & Reporting. Refer section 3.2 stated respect the rights of employees to join and form organizations of their own choice and to bargain collectively.</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>Bukit Benut Estate – Meeting minutes with NUPW dated 15/06/2022 and workers elected to represent NUPW at Bukit Benut Estate as per letter Ref No: NUPW/JSB/E/8/2022 dated 16/06/2022 is sighted.</p> <p>Meeting minutes with NUPW dated 15/04/2022 was sighted with currently 76 workers has joined NUPW for Lambak Eleais Estate.</p>	
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not expose to hazardous working conditions.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation’s has established a policy of “Group Sustainability & Quality Policy Statement” which has stated children and young person shall not be employed or exploited which was approved by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019.</p> <p>Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They recognize that protecting the wellbeing of children means safeguarding them from any form of maltreatment or exploitation, including child sex tourism, child trafficking and child pornograph. They are eradicating child labour in all their supply chain and not employ anyone underage of 18 years.</p> <p>Based on the interview and sighted records of employees’ master lists data, no young person below 18 years old employed within all operating units within SOU 22 Bukit Benut.</p>	Complied
Criterion 4.4.6: Training and competency			
4.4.6.1	<p>All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment</p>	<p>The estate has a comprehensive annual training plan for the Staffs and Workers and this was sighted in the training matrix for each staff and workers. Amongst the training that have been conducted as listed herein:</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance																																																				
<p>of training needs and documentation, including records of training shall be kept.</p> <p>- Major compliance -</p>	<p>Bukit Benut Estate</p> <table border="1" data-bbox="1032 472 1890 908"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr><td>Fire Drill Training</td><td>17/06/2022</td></tr> <tr><td>Machine Operator Safety Briefing</td><td>15/06/2022</td></tr> <tr><td>Training on Contract Driver (EFB), PPE and SOP</td><td>11/06/2022</td></tr> <tr><td>First Aid Training</td><td>09/06/2022</td></tr> <tr><td>Induction Briefing to machine specialist</td><td>27/05/2022</td></tr> <tr><td>Benjoni Application Training</td><td>23/05/2022</td></tr> <tr><td>Training on Palm Planting</td><td>17/05/2022</td></tr> <tr><td>Calibration Training for ASP Sprayer</td><td>25/04/2022</td></tr> <tr><td>Inter pump Training</td><td>24/03/2022</td></tr> <tr><td>Bagworm Census Training</td><td>19/02/2022</td></tr> <tr><td>Rat Baiting Briefing</td><td>03/02/2022</td></tr> <tr><td>CDA Training</td><td>08/01/2022</td></tr> </tbody> </table> <p>Lambak Elaeis Estate</p> <table border="1" data-bbox="1032 959 1890 1391"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr><td>Tall Palm Allowance Harvesting</td><td>16/03/2022</td></tr> <tr><td>Loose fruit picker "Adjustable racker"</td><td>19/01/2022</td></tr> <tr><td>Spraying</td><td>18/11/2021</td></tr> <tr><td>HIRARC Manuring</td><td>06/01/2022</td></tr> <tr><td>HIRARC Harvesting</td><td>08/01/2022</td></tr> <tr><td>Inter 16 HIRARC Spraying</td><td>04/01/2022</td></tr> <tr><td>Driver Training</td><td>04/01/2022</td></tr> <tr><td>PPE Training Manuring & Spraying</td><td>27/06/2022</td></tr> <tr><td>Spraying Training</td><td>02/06/2022</td></tr> <tr><td>PMV Training (Tractor)</td><td>28/06/2022</td></tr> <tr><td>First Aid Training</td><td>19/07/2021</td></tr> <tr><td>ERP Training</td><td>19/07/2021</td></tr> </tbody> </table>	Training	Date	Fire Drill Training	17/06/2022	Machine Operator Safety Briefing	15/06/2022	Training on Contract Driver (EFB), PPE and SOP	11/06/2022	First Aid Training	09/06/2022	Induction Briefing to machine specialist	27/05/2022	Benjoni Application Training	23/05/2022	Training on Palm Planting	17/05/2022	Calibration Training for ASP Sprayer	25/04/2022	Inter pump Training	24/03/2022	Bagworm Census Training	19/02/2022	Rat Baiting Briefing	03/02/2022	CDA Training	08/01/2022	Training	Date	Tall Palm Allowance Harvesting	16/03/2022	Loose fruit picker "Adjustable racker"	19/01/2022	Spraying	18/11/2021	HIRARC Manuring	06/01/2022	HIRARC Harvesting	08/01/2022	Inter 16 HIRARC Spraying	04/01/2022	Driver Training	04/01/2022	PPE Training Manuring & Spraying	27/06/2022	Spraying Training	02/06/2022	PMV Training (Tractor)	28/06/2022	First Aid Training	19/07/2021	ERP Training	19/07/2021	
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Criterion / Indicator		Assessment Findings	Compliance
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>Yearly training plan is created based on Training Needs Analysis for workers involved in the operations based on their competencies and job description.</p>	Complied
4.4.6.3	<p>A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>All workers involved in the operations have been adequately trained in safe working practice. The estate has a comprehensive annual training plan for its staffs and workers and this was sighted in the training records file. 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 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the CEO on 01/06/2020. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate. The policy has been briefed to all workers in Main Division Bukit Benut Estate dated on 27/5/2022 and Lambak Elaeis Estate was on 13/1/2022.</p>	Complied
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p>	<p>The Environment Policy is available in the HSE Policy as specified in 4.5.1.1 above. The objectives, target and duration are shown in the Environmental Management program (EMP) incorporating the action plan to be initiated by the estates.</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance								
	b) The aspects and impacts analysis of all operations. - Major compliance -	The EMP for Bukit Benut estates was sighted. Details of the objectives were also mentioned in 4.5.4.1. The estates identified the aspects and impacts analysis of its operations. Areas are activities at; <ul style="list-style-type: none"> • Main entrance/compound/dispensary/store/workshop • Scheduled waste/workshop/weeding/spraying • FFB transportation/manuring/harvesting and collection. 									
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. - Major compliance -	<p>The environmental improvement combined with the pollution prevention plans 1/1/2022 were sighted. Both the estates identified the following activities and areas for Improvement plan:</p> <table border="1"> <thead> <tr> <th>Objective</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>To ensure to send water sampling quarterly</td> <td>To identify person in charge Identify the sampling point Collect and send to R&D</td> </tr> <tr> <td>To ensure SW disposed before 180 days or 20 mt tonne EQA Scheduled waste Reg 2005</td> <td>To identify person in charge Train the PIC To record inventory and dispose</td> </tr> <tr> <td>To reduce any runoff pesticide to land/waterways during chemical mixing</td> <td>To conduct water analysis 3 monthly basis.</td> </tr> </tbody> </table> <p>From the verification of implementation on water sampling in Bukit Benut estate, latest water sampling was on 19/5/2022 and previously conducted on 11/3/2022 and 3/12/2022.</p>	Objective	Action	To ensure to send water sampling quarterly	To identify person in charge Identify the sampling point Collect and send to R&D	To ensure SW disposed before 180 days or 20 mt tonne EQA Scheduled waste Reg 2005	To identify person in charge Train the PIC To record inventory and dispose	To reduce any runoff pesticide to land/waterways during chemical mixing	To conduct water analysis 3 monthly basis.	Complied
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To reduce any runoff pesticide to land/waterways during chemical mixing	To conduct water analysis 3 monthly basis.										
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Based on the Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure, Estates carried out the annual review of environmental impacts documented in Registration of Environmental Aspects and Impacts. The continual improvement plans had programs to promote the positive	Complied								

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		impacts. For example, to reduce any run-off pesticides to land, to eliminate traces of oil spillage at the workshop/tractor parking bay, to reduce massive land contamination at the landfill area and etc.	
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. - Major compliance -	<p>Training program is available in the SOU 22 Bukit Benut Estate Training Program updated on a yearly basis or revised as per the management requirement.</p> <p>Included in this program are subjects related to environment e.g. environmental, safety & health policy, scheduled waste management, environmental responsibility, HCV & Biodiversity training. Guidance was provided by the SQM prior to the approval and implementation by the estates. Trainings conducted in relation to environmental and its improvement plan are shown as follows:</p> <p><u>Bukit Benut Estate</u></p> <p>Induction Course to Newly Joined workers, COBC briefing, SD Policy Charter, Grievance channel, agreement briefing Sexual harassment briefing and PDPA dated 27/5/2022.</p> <p>Benjoni Application Training – 2022 A dated 23/5/2022</p> <p>Training to sprayer regarding to buffer zone dated 17/1/2022</p> <p><u>Lambak Elaies Estate</u></p> <p>Scheduled waste training dated 27/6/2022</p> <p>Spraying training and buffer zone dated 18/11/2021</p>	Complied
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance -	The estate managements continued to have regular meetings with workers were concerns of workers and management about the environmental quality is discussed. The latest environmental meeting (EPMC) was on 25/2/2022 attended by 10 people included representative	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance												
		<p>each worker and management. During meeting more discussion regarding to scheduled waste and domestic waste management, no issue been raised as per minute meeting.</p> <p>For ERCMC meeting latest conducted on 9/12/2021 and previously was on 15/6/2021.</p>													
Criterion 4.5.2: Efficiency of energy use and use of renewable energy															
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within 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.</p> <p>- Major compliance -</p>	<p>Bukit Benut Estate have established an Energy Management Plan which focuses on the efficiency usage of non-renewable energy and renewable energy. At the estates, diesel, water & electricity consumptions were also monitored monthly basis. It was verified that energy usage is being monitored at the operating units for better control and comparison of trends. Sighted the total water, diesel and electricity usage record for year ending 2022 as below:</p> <p>Diesel Usage</p> <table border="1"> <thead> <tr> <th></th> <th>Lambak Elaeis</th> <th>Bukit Benut</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>95,114</td> <td>62,845</td> </tr> <tr> <td>2021</td> <td>46,419</td> <td>71,497</td> </tr> <tr> <td>2022 (June 2022)</td> <td>31,726</td> <td>23,551</td> </tr> </tbody> </table>		Lambak Elaeis	Bukit Benut	2020	95,114	62,845	2021	46,419	71,497	2022 (June 2022)	31,726	23,551	Complied
	Lambak Elaeis	Bukit Benut													
2020	95,114	62,845													
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4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the respective estate yearly budgets.</p>	Complied												

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Sighted that Bukit Benut Estate has implemented rainwater harvesting at workshop and 2 units of straight light at line site using solar energy. No changes as per previous report.	Complied
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	The estate has identified the waste products and source pollution and documented in Environmental Management Plan SOU – Bukit Benut Estate under section Waste Management. The waste identified as follows: a) Domestic waste - Rubbish, Scrap Metal, Used Tyre, Sewage b) Scheduled waste - Used lubricants/hydraulic oil, - Used pesticides containers - Rags, Plastic papers or filters contaminated with scheduled waste. c) Clinical waste d) Recyclable waste - Reuse empty pesticides containers (Premix Containers), - Used PPE. - EFB e) Industrial waste - Scrap metal, used tires	Complied
4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:	a) As per waste management plan, the management already identified the waste that been generate in the estate at each operating unit refer indicator 4.5.3.1	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	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 - Major compliance -	b) The management have using EFB as recycle waste and declare as potential waste as nutrient. This action was to improve soil in the estate that as value added.	
4.5.3.3	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. - Major compliance -	Based on policy to manage used chemical containers, the estates only produce chemical containers Class 2 and above therefore they are treated as recyclable waste and not schedule waste. Empty pesticides containers were collected in the recyclable waste store after being triple rinsed and punctured at the bottom of the containers. Sighted record empty chemical container was recorded. Some of the empty chemical container was used for circle sprayer at the field as a container chemical mixing. The used chemical containers were sold to licensed waste management to be recycled. The estate also generates Schedule Waste as stated in the Second Schedule. Among the schedule waste identified are Spent Lubricant, Clinical Waste and Spent Filter. Sighted the latest Consignment Note for the disposal of Schedule Waste as follows: Bukit Benut Estate Clinical waste (SW 404) Consignment note 2022031708Y4TLHO dated 17/03/2022 at Kualiti Alam Sdn Bhd with total 0.0019mt. Spent lubricant (SW 305) Consignment note 25738 dated 7/3/2022 at Rengkas Maju(M) Sdn Bhd with total 30 liter.	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>Used oil filter (SW 410) Consignment note 25737 dated 7/3/2022 at Rengkas Maju(M) Sdn Bhd with total 5kg.</p> <p>Lambak Elaies Estate Clinical waste (SW 404) As per latest disposal was on 11/4/2022 at Future NRG Sdn Bhd as per consignment note STV149580</p> <p>Used oil filter (SW 410) Consignment note 28164 dated 30/6/2022 at Rengkas Maju(M) Sdn Bhd with total 15kg.</p> <p>Spent lubricant (SW 305) Consignment note 20118 dated 16/3/2022 at Perniagaan Saudara Baru with total 70 liter.</p>	
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer’s labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>Under the operational control procedure established as given in 4.5.3.3 above the guideline and practice for handling empty pesticides containers are as follows:</p> <ul style="list-style-type: none"> • All class 2 and above containers are tripled rinsed and holes punctured at the bottom only if the waste generator is to dispose as non-scheduled waste. • Containers to be disposed as scheduled waste need not go through the triple rinsing and hole punctured process. These guidelines are based on Department of Agriculture ref 91/120/038/014 dated 7/11/2002. During the site visit this has been adhered mainly containers are tripled rinsed and holes punctured at the container base. 	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance												
		The latest disposal empty container was on 16/4/2022 at SS Setia Sdn Bhd. Record as per consignment note 2130 under with total 2560kg for empty fertiliser, 66 pcs 20L container and 10kg ally bottle.													
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses. - Minor compliance -	Bukit Benut Estate after April 2022, all the domestic waste was sent to outside landfill and transport by contractor UER Resources Sdn Bhd at rate RMXXX per round at 6 rounds per month. Verified as per contract between Sime Darby Plantation Berhad and UER Resources Sdn Bhd dated 1/4/2022, this contract valid until 31/12/2023.	Complied												
Criterion 4.5.4: Reduction of pollution and emission															
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	<p>The estate assessed their polluting activities incorporated in the Environmental Improvement Plan/Pollution Prevention Plan 2021. Details as provided in 4.5.1.3 and 4.5.1.4. Therein is given potential sources of pollutants, objective & targets and action to be taken.</p> <table border="1"> <thead> <tr> <th></th> <th>Pollution</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Air</td> <td>Vehicle & gen-sets</td> </tr> <tr> <td>2</td> <td>Water</td> <td>cleaning water & run-off</td> </tr> <tr> <td>3</td> <td>Land</td> <td>SW, domestic waste & industrial waste</td> </tr> </tbody> </table> <p>The GHG final emissions summarised from the estate activities is shown as tCO₂e/tFFB</p>		Pollution	Source	1	Air	Vehicle & gen-sets	2	Water	cleaning water & run-off	3	Land	SW, domestic waste & industrial waste	Complied
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2	Water	cleaning water & run-off													
3	Land	SW, domestic waste & industrial waste													
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	<p>The estate assessed their polluting activities and is tabulated under the environmental management program. Therein is given potential sources of pollutants, objective & targets and action to be taken. Sighted targeted area assessed among other as follows;</p> <table border="1"> <thead> <tr> <th></th> <th>Sources/objective & target</th> <th>Action steps</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Management of HCV river reserve where applicable</td> <td>To train/ retrain sprayers/ manuring gang to avoid any</td> </tr> </tbody> </table>		Sources/objective & target	Action steps	1	Management of HCV river reserve where applicable	To train/ retrain sprayers/ manuring gang to avoid any	Complied						
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MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings		Compliance	
			chemical-related works at the area		
		2	To monitor waste management plan for its suitability		SW disposal monitoring. Delivery to Kualiti Alam Sdn Bhd
		3	To improve employees awareness on pollution prevention at housing complex including zero burning policy		Continuous reminders
		4	To minimise spillage of oil/chemical onto the ground		Continuous training and use of spill trays
		5	To review aspect identification & impact evaluation to identify significant critical points for control		Review through EA/EIE
Criterion 4.5.5: Natural water resources					
4.5.5.1	<p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <p>a. Assessment of water usage and sources of supply.</p> <p>b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.</p>	<p>a) The Water Management Plan for the estates have been established. This is compiled on Group basis and amended to meet demands of specific issue in operating units. It is reviewed on annual basis for the Financial Year 2022 plan dated 30/12/2021. The main water sources for Bukit Benut Estate was from purchase at SAJ (Syarikat Air Johor).</p> <p>b) In Bukit Benut Estate, the monitoring of outgoing water been conducted for Sg. Melantai. To monitor the water outgoing, the management send water sampling to Sime Darby Plantation Berhad to ensure the outgoing water was not pollute with estate activity. Latest record was on 11/3/2022 referred test report no. PL193/2022.</p>		Complied	

Criterion / Indicator		Assessment Findings	Compliance												
	<p>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.).</p> <p>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.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance -</p>	<p>Previously analysis was on 3/12/2022. From the result showed the water was not conform with Class IIA/IIB of NWQS for natural waterways due to sampling during raining season.</p> <p>c) Estate management have introduced water reuse, recycle and ration to reduce water usage. To implement this action management already install a large container for rainwater collection at workshop. The rainwater shall be recycled for workshop activities. The management also conducted daily monitoring on the water piping system. To ensure no leakage in the piping system. This can saw as per worker housing inspection that been done weekly basis.</p> <p>d) Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones. The guidelines are detailed in the River Reserve Management (Management of River Reserve in Sime Darby Plantation dated April 2014). The buffer zones established are as following:</p> <table border="1"> <thead> <tr> <th>River Width</th> <th>Buffer Zone</th> </tr> </thead> <tbody> <tr> <td>< 40m metres</td> <td>50 metres</td> </tr> <tr> <td>20 metres – 40 metres</td> <td>40 metres</td> </tr> <tr> <td>10 metres – 20 metres</td> <td>20 metres</td> </tr> <tr> <td>5 metres – 10 metres</td> <td>10 metres</td> </tr> <tr> <td>< 5 metres</td> <td>5 metres</td> </tr> </tbody> </table> <p>e) Not sighted any vegetation in riparian area has been removed during site verification.</p> <p>f) No bore wellbeing using for water supply, this verified as per interview and site verification.</p>	River Width	Buffer Zone	< 40m metres	50 metres	20 metres – 40 metres	40 metres	10 metres – 20 metres	20 metres	5 metres – 10 metres	10 metres	< 5 metres	5 metres	
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< 5 metres	5 metres														
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.	No bunds, weirs or dams were sighted across main rivers and waterways in Bukit Benut Estate.	Complied												

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance																				
	- Minor compliance -																						
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 -	The practice water harvesting of water from road-side drains being directed and stored in conservation roadside pits was observed in sampling Estate.	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: a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities. - Major compliance -	<p>The management already conducted the HCV assessment for Bukit Benut Estate operating unit. This can refer as per record High Conservation Value (HCV) Re-Assessment for Johor Zone: Strategic Operating Unit (Sou): 22 Bukit Benut and 23 Ulu Remis. This assessment conducted by PSQM Department dated March 2016.</p> <p>Under the report they identified certain flora and fauna that been found as per below:-</p> <p>Birds</p> <table border="1"> <thead> <tr> <th>Scientific name</th> <th>IUCN conservation status</th> </tr> </thead> <tbody> <tr> <td><i>Halcyon smyrnensis</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Acridotheres tristis</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Spilornis cheela</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Tyto alba</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Gallus gallus</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Mesophoyx intermedia</i></td> <td>Least Concern</td> </tr> <tr> <td><i>Dendrocygna Javanica</i></td> <td>Least Concern</td> </tr> </tbody> </table> <p>Mammals</p> <table border="1"> <thead> <tr> <th>Scientific name</th> <th>IUCN conservation status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Scientific name	IUCN conservation status	<i>Halcyon smyrnensis</i>	Least Concern	<i>Acridotheres tristis</i>	Least Concern	<i>Spilornis cheela</i>	Least Concern	<i>Tyto alba</i>	Least Concern	<i>Gallus gallus</i>	Least Concern	<i>Mesophoyx intermedia</i>	Least Concern	<i>Dendrocygna Javanica</i>	Least Concern	Scientific name	IUCN conservation status			Complied
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MSPO Public Summary Report
Revision 2 (Nov 2021)

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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</p>	<p>As per report, the management already establish the HCV action plan as per dated 30/12/2021. This to ensure the buffer zone for water catchment in good condition with signage and educate the workers and stakeholder to ensure no encroachment and no chemical activity in the buffer zone</p>				Complied																																																				

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	<p>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>area. The training already been conducted on October 2021 by PSQM team to SOU 22 Bukit Benut for staff and including workers on 28/1/2022. As per programmed, the management will conduct 4 monthly basis training (June, Sept, and Dec 2022).</p>	
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>During as per verification, on implementation HCV monitoring in Lambak Elaies Estate conducted on weekly basis as per HCV plan. Record verify dated 22/6/2022 and previously conducted on 14/6/2022 and 8/6/2022 showed no encroachment or pollution at the HCV area in Lambak Elaies Estate.</p>	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>The Group policy of "Zero open burning" is enforced since July 2008. The operating units adhered to the policy of "Zero open burning" for any replanting. From field visits and interviews with the workers there is no open burning being practiced in the estates. Both estates had replanting program spanned over the forthcoming years. Refer details in 4.6.2.2. In addition, Sime Darby Plantation assigned 1 person based in HQ being in charge to detect any open fire in the Company's fields using the Global Spot Watch.</p>	Complied
4.5.7.2	<p>A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop.</p> <p>- Major compliance -</p>	N/A. Details in 4.5.7.1 above.	Not Applicable
4.5.7.3	<p>Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities)</p>	N/A. Details in 4.5.7.1 above.	Not Applicable

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	(Open Burning) Order 2003 or other applicable laws. - Major compliance -		
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	No open burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	<p>Estates has a SOP which is SOP EQMS, Pictorial safety Standard, Estate Quality Management System and Agricultural Manual reference. Manual that covered planting material, nursery technique, replanting and preparation, planting density, canopy management etc. was available for verification. Agricultural Manual, Sustainability Plantation Management System and EQMS (Estate Quality Management System) were distributed to all operating units as a guidance document to conduct estate operation.</p> <p>Sime Darby Plantation Berhad has established mechanism to monitor the implementation of their procedure by Plantation Advisor Visit, Performance Monitoring Visit and Agronomist Visit. The visit focusing on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep. For Bukit Benut Estate, refer Performance Monitoring Visit Summary Report dated 22/04/2022 and SCRA/SORA Performance Report dated 25/10/2021. For Lambak Elaeis Estate, refer Agronomist report dated 17/05/2021.</p> <p>Interview with workers and stakeholders confirmed that the SOP had been implemented and they understood the requirements of the SOP, the</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		bottom-line of which is Good Agricultural Practice and the care for their safety and health and the environment.	
4.6.1.2	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. - Major compliance -	Sime Darby Plantation Berhad has established policy on slope protection and documented in Slope and River Protection Policy signed by the Managing Director in Jan 2015. The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the existing crop and vegetation shall be maintained accordingly. All estates had complied with this policy to not plant on slopes above 25° and Buffer Zone. The policy was communicated to the employee during master briefing, townhall training and displayed in several notice board in the estate.	Complied
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	Estates audited had a visual identification/reference system for each established field/block and maps established. Field numbers and hectare were marked on palms and in some areas on signboards as sighted in the fields.	Complied
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	Business planning to ensure long-term economic and financial viability was evident. The annual budgets for the period 2022 - 2026 were sighted. The budget provisions covered activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure, etc. The budgets included projections on yield/ha, and total cost of production per MT & per ha.	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings				Compliance	
4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years. - Major compliance -	Sime Darby Plantation Berhad has established Long Range Replanting Program (LRRP) for all estates. The replanting programme was review yearly at the head office level and details as below: -				Complied	
		Estate	Hectare				
			2022	2023	2024		2025
		Bukit Benut	113.44	144.69	85.78		97.31
Lambak Elaeis	89.11	84.40	69.56	226.87			
4.6.2.3	The business or management plan may contain: a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production: cost per tonne of FFB d) Price forecast e) Financial indicators: cost benefit, discounted cash flow, return on investment - Major compliance -	The business and management plans were available in the annual budget. The annual budget provisions covered activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure, etc. The budgets included projections on yield/ha, and total cost of production per MT & per ha.				Complied	
4.6.2.4	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. - Major compliance -	The management plan was effectively implemented, and the achievement of the goals and objectives were regularly monitored, documented and reviewed through Monthly Progress Reports, Monthly Accounts Reports, Annual Financial Reports, General Manager’s Visit, SORA Visit Reports and Performance Unit Report.				Complied	
Criterion 4.6.3: Transparent and fair price dealing							
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented.	Pricing mechanism is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream Malaysia dated 11/7/2017. All tender and pricing exercises are handled by the HQ				Complied	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	management. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the operating units' personnel and representatives from HQ for major projects.	
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Fair, legal and transparent contracts sighted as per sample agreed contracts available in sampled estate. Payment made on monthly basis as agreed between both contracting parties.	Complied
Criterion 4.6.4: Contractor			
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	The contractors engaged by the estate management has signed on a letter with subject RSPO/ ISCC/ MSPO/ SCCS. Briefing of sustainability were given to contractors on during LOA awards at estate office. Briefing on MSPO requirement was conducted to contractors on 20/06/2022.	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	The contract agreement was made available to the audit team for verification as follow: Bukit Benut Estate <ul style="list-style-type: none"> • Thiagarajan A/L Chellappan – EFB Transport/Tractor/Trailer Rental, Contract No: 9001005573 • Zaidah Binti Md Salikh – Grass Cutting (Zaidah Terus Maju Enterprise – Contract Grass Cutting, Contract No: 9001021927 • Sivanathan A/L M. Baskaran – EFB Transport/EFB Application/Tractor/Trailer Rental, Contract No: 900100555 For Lambak Eleais Estate, contract verified as follows:- <ul style="list-style-type: none"> • AVN Brothers – Rental of Backhoe, Contract No: 9001005379. 	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> Leok Brothers Sdn. Bhd (Hiring Machinery for Contract Works) Contract period: 01/03/2022 – 28/02/2023)). 	
4.6.4.3	<p>The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required.</p> <p>- Minor compliance -</p>	<p>All contractors shall provide access to the RSPO/ ISCC/ MSPO/ SCCS auditors to contractors’ operation site(s) and employees whenever deemed necessary. The contractors have agreed, understood, and acknowledged on the letter.</p> <p>Contractor has acknowledged a memorandum dated 19/07/2021 (e.g. Syarikat Sin Kim Huat).</p>	Complied
4.6.4.4	<p>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.</p> <p>- Major compliance -</p>	<p>All works performed at the estates are checked and verified by the estate’s personnel. Projects where tenders are issued by HQ are checked by representative from HQ.</p>	Complied
4.7 Principle 7: Development of new planting (Not Applicable because no new planting in Sampling estate)			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	<p>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.</p> <p>- Major compliance -</p>	<p>No new planting was observed or planned by the management. Thus, this principle is not applicable.</p>	Not Applicable
4.7.1.2	<p>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</p>	<p>No new planting was observed or planned by the management. Thus, this principle is not applicable.</p>	Not Applicable

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -		
Criterion 4.7.2: Peat Land			
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. - Major compliance -	There is no peat soil or soil categorized as marginal or fragile soil in all estate visited. There was also no new planting in the estate.	Not Applicable
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance -	There is no peat soil or soil categorized as marginal or fragile soil in all estate visited. There was also no new planting in the estate.	Not Applicable
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. - Major compliance -	There is no peat soil or soil categorized as marginal or fragile soil in all estate visited. There was also no new planting in the estate.	Not Applicable
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. - Major compliance -	There is no peat soil or soil categorized as marginal or fragile soil in all estate visited. There was also no new planting in the estate.	Not Applicable

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	There is no peat soil or soil categorized as marginal or fragile soil in all estate visited. There was also no new planting in the estate.	Not Applicable
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	No new planting was observed or planned by the management. Thus, this principle is not applicable.	Not Applicable
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	No new planting was observed or planned by the management. Thus, this principle is not applicable.	Not Applicable
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	No new planting was observed or planned by the management. Thus, this principle is not applicable.	Not Applicable
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.	No new planting was observed or planned by the management. Thus, this principle is not applicable.	Not Applicable

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	No new planting was observed or planned by the management. Thus, this principle is not applicable.	Not Applicable
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	No new planting was observed or planned by the management. Thus, this principle is not applicable.	Not Applicable
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	No new planting was observed or planned by the management. Thus, this principle is not applicable.	Not Applicable
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	No new planting was observed or planned by the management. Thus, this principle is not applicable.	Not Applicable
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.	No new planting was observed or planned by the management. Thus, this principle is not applicable.	Not Applicable

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	No new planting was observed or planned by the management. Thus, this principle is not applicable.	Not Applicable
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance -	No new planting was observed or planned by the management. Thus, this principle is not applicable.	Not Applicable
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	No new planting was observed or planned by the management. Thus, this principle is not applicable.	Not Applicable
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -	No new planting was observed or planned by the management. Thus, this principle is not applicable.	Not Applicable

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

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	Sighted Group Sustainability & Quality Policy Statement dated 02/12/2019 signed by Group Managing Director, Mr. Mohamad Helmi Othman Basha. Policy briefing has been conducted on 27/01/2022.	Complied
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 -	The policy established mention that Sime Darby Plantation Berhad are committed to making: <ol style="list-style-type: none"> 1. Promoting Good Governance and Transparency 2. Contributing to a better society 3. Minimizing environmental harm 4. Delivering sustainability quality This policy shall be guided by the commitment spelt out in the company's: <ol style="list-style-type: none"> 1. Responsible Agriculture Charter (RAC) 2. Human Right Charter (HRC) 3. Innovation & Productivity Charter (IPC) 	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.	Internal audit for Bukit Benut POM was planned on yearly basis. Latest internal audit was conducted on 23/05/2022 has covered RSPO, MSPO and MSPO SCCS. Internal audit was conducted by	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	Sustainability Compliance Unit, Group Sustainability Department (GSD).	
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	Sime Darby Plantation Berhad has established internal audit procedure and documented in SD/SDP/PSQM/IAP Rev 2 dated 01/11/2017. The audit results were documented in Internal System Audit Report Summary with total of 1 minor nonconformances were detected. The NCR status, details of nonconformities raised, root cause, corrective action plan, evidence acceptance and NCR closed. All non-conformity raised during the audit has been addressed by the mill. Root cause analysis and correction and corrective action plan was submitted to the internal auditors for review and closed.	Complied
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	The RSPO + MSPO Internal Audit Report for SOU 22 Bukit Benut POM was acknowledged by Mill Manager and discussed during management review meeting on 17/06/2022.	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 -	Management review for Bukit Benut POM was planned to be conducted at least once a year. Last management review was conducted on 17/06/2022 and 31/12/2021. Meeting was chaired by Mill Manager and attended by key personnel. Management review has discussed on: 1. Matters arising from previous management review 2. Process performance and product conformity 3. Results of internal audit 4. Customer/stakeholders feedback/complaints 5. Resources Needs	Complied

Criterion / Indicator		Assessment Findings	Compliance														
		6. Changes That Could Affect the Management Systems 7. Recommendation for 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 -	<p>The action plan for continual improvement with regards to social and environment impacts, and opportunities were available in the mill in various forms such as social action plan, environmental management plan, and master initiative list to name a few. The plan clearly states the possible issues, action to be taken, person in charge, time frame and status of action. Sample of the plan as below:</p> <table border="1"> <thead> <tr> <th>Improvem ent Issue</th> <th>Station</th> <th>Action Plan</th> <th>Person In charge</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Mill Operation</td> <td>Steriliser</td> <td>To monitoring time cooking at steriliser and the flow of condensate through visually checking and cleaning of strainer inside for each unit biweekly</td> <td>Engineer</td> </tr> <tr> <td>Pressing</td> <td>To ensure oil drainage is flowing optimize from the digester as over drainage will cause high broken Nut percentage</td> <td>Engineer</td> </tr> <tr> <td>Clarification</td> <td>To minimize using clean water for</td> <td>Engineer</td> </tr> </tbody> </table>	Improvem ent Issue	Station	Action Plan	Person In charge	Mill Operation	Steriliser	To monitoring time cooking at steriliser and the flow of condensate through visually checking and cleaning of strainer inside for each unit biweekly	Engineer	Pressing	To ensure oil drainage is flowing optimize from the digester as over drainage will cause high broken Nut percentage	Engineer	Clarification	To minimize using clean water for	Engineer	Complied
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MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings			Compliance
				dilution and ex centrifuge discharge	
		Waste reduction	Leather glove	To clean up and use back all glove within at good condition	Engineer
			Bolt and Nut	To keep open back bolt and nut during maintenance job rather than cut that unit in purpose to used back	Engineer
		People	Mill Plant	Implementing total productive maintenance and 5S activity at all station	Engineer
		Plant	Store	Supervise and store schedule waste at specific area that mill have prepared	Engineer
			Laboratory	Locate proper oil trap to avoid the chemical go into monsoon drain	Engineer
		Profit	Engine room	To fully utilized turbine power thus reduce on TNB consumption	Engineer

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 Regional Offices and Headquarters. Any new information is updated to employees through morning briefings, memo, meetings, station training. Where new technology or system are introduced, awareness briefing is provided to the employees at all levels prior to the implementation. Among new system tabulated in the table below: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">Bukit Benut Mill</td> </tr> <tr> <td style="width: 5%;">1</td> <td style="width: 45%;">Environment</td> <td>Roofing / Bunding of EFB storage area</td> </tr> <tr> <td>2</td> <td>Environment</td> <td>CEMS - RM2M-July 2022 reduce effluent solid</td> </tr> <tr> <td>3</td> <td>Environment</td> <td>Sludge Oil Recovery - RM900K - July 2022</td> </tr> </table>	Bukit Benut Mill			1	Environment	Roofing / Bunding of EFB storage area	2	Environment	CEMS - RM2M-July 2022 reduce effluent solid	3	Environment	Sludge Oil Recovery - RM900K - July 2022	Complied
Bukit Benut Mill															
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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 -	Sime Darby Plantation Mill Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 01/11/2008). The procedure has detailing the process of handling complaints from stakeholders and the time frame for external communication to be dealt with. The time frame to provide feedback is within two weeks of the date of receipt for communication and within one week of the completion of the investigation. Manager is responsible for address the communication and requests.	Complied												
4.2.1.2	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.	Sime Darby Plantation Berhad continued to use the group website for disseminating public information. The Sustainability Report and Group Annual report is available in website. Information relating to land titles, safety and health plans, pollution prevention plans, and	Complied												

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	annual report are available at the estate. In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates and muster ground notice boards for employees and visitors to view. Procedure for complaints and grievances were available through Sime Darby Plantation Berhad website at: http://www.simedarbyplantation.com/Sustainability	
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2). The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.	Complied
4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to indicator 1. - Minor compliance -	The Mill Manager are responsible to deal with the external stakeholders as stated in the procedure. However, Asst Engineer (Mr Sasikumar A/L Hari Krishnan) has been appointed as management official to communicate with relevant stakeholders as per appointment letter dated 20/04/2022 approved by Mill Manager.	Complied
4.2.2.3	A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. - Major compliance -	Stakeholder list for Bukit Benut POM was updated in April 2022 has included the relevant stakeholders such as government agencies, authority, suppliers, contractors and etc. Consultation with stakeholders were conducted on 18/04/2022 together with Bukit Benut Estate. Issues discussed and feedbacks received were documented and monitored in SIA Management Plan.	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 -	Sime Darby Plantation Berhad has developed Plantation Quality Management System – Standard Operating Procedure for Sustainable Supply Chain and Traceability, Doc. No.: Appendix 15, Version 2 dated April 2019 under section 7.0 receiving FFB at the mill and 9.0 Process Monitoring. The objective of the procedure is to provide guideline for Mill to establish and ensure effective implementation on sustainable supply chain and traceability of certified sustainable materials (FFB). The training on RSPO, MSPO and SCCS conducted by Bukit Benut POM on 6/7/2022.	Complied
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	The Mill Management team holds the responsibility on regular inspection of traceability system. Periodical inspections also being conducted through Internal Audit visit, HQ Level visit or Mill Advisor. The effectiveness of the monitoring will evidence in the internal audit and visit report findings. The latest internal audit conducted was on 23/5/2022 and result have 5 major finding. The internal finding closed on 21/6/2022 by Nor Atikah.	Complied
4.2.3.3	The management shall identified and assign suitable employees to implement and maintain traceability system. - Minor compliance -	The mill has appointed their person in charge to monitor Traceability namely En. Tengku Ahmad Nur Aiman Bin Tengku Abdullah, Assistant Engineer and Muhammad Zubair Bin Mat Zani, Assistant Engineer through appointment letter dated 1/4/2022 signed by En. Hj Anuar Hj Zakaria, Mill Manager.	Complied
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	Sime Darby Plantation Berhad has established Standard Operating Procedure to maintain all records of evidence under Sustainability Plantation Management System, Sustainability Supply Chain and	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<p>Traceability, ver. 01 (SD/SDP/GSD/SCCS/0522/01) dated May 2022 under section 5.0: Control of Documents and Records. All traceability records should be maintained at minimum period of 3 years.</p> <p>The records of incoming of FFB and outgoing of CPO and PK sales has been verified. The despatch of the CPO is determined by HQ Sales & Marketing and will be entered into the Sime Weigh System. The weighbridge operator will check the system before releasing the despatch.</p> <p>Bukit Benut POM has received FFB from own supplying estates (Bukit Benut Estate and Lambak Estate) and diversion FFB from certified suppliers under same company. Sampled of the weighbridge tickets/ FFB Consignment Note from own supply estates with information as below:</p> <p>Sampled of the CPO despatch weighbridge ticket as below: Weighbridge Ticket KKS Bukit Benut No: 010194, Date: 6/7/2022, Customer: Sime Darby Oil Commodities, Transporter: Teo Tuan Kwee Sdn Bhd, Collection Order: 457709 Vehicle No: NCY 5208 Net Weight: 37,990 kg</p> <p>Sampled of the PK despatch weighbridge ticket as below: Weighbridge Ticket KKS Bukit Benut No: 010196, Date: 6/7/2022, Customer: SDO Carey Island KCP,</p>	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		Transporter: STB Maju – STB Maju Malaysia Sdn Bhd, Delivery Order: 2442, Purchase Order No: 36059, Vehicle No: BLL8716 Net Weight: 27,790 kg	
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 -	Bukit Benut POM had continued to comply with the legal requirements. Compliance to each applicable law and regulation is monitored by the operating units and SQM sustainability team. Mill had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were: - <ol style="list-style-type: none"> 1. MPOB License no. 528154004000 for processing 120000-ton FFB. Valid until 31/03/2023. 2. DOE License no. 004747, JAS.JHQ.00-3/1/40(02) valid until 30/06/2023 3. Jadual Pematuhan License no. 004747, JAS.JHQ.00-3/1/40(02) valid until 30/06/2023 4. Air Receiver JH PMT 83598 valid until 23/04/2023 5. Air Receiver JH PMT 14290 valid until 23/04/2023 6. Steam Receiver PMT 43561 valid until 23/04/2023 7. Steriliser JH PMT 1960 valid until 23/04/2023 8. Water Tube Boiler JH PMD 940 valid until 23/04/2023 9. Lesen Pemasangan Bekalan Elektrik 001935 still under EC approval 	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance																					
		<p>10. Metrology Corporation Ref D053804 last inspection on 29/11/2021</p> <p>Factory and Machinery Act 1967 – The following competency requirements were verified:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%;">Competent person</th> <th style="width: 25%;">No of personnel.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Steam engineer</td> <td>1st grade – 1</td> </tr> <tr> <td>2</td> <td>Engine Driver (BHC)</td> <td>1 - 2nd grade</td> </tr> <tr> <td>3</td> <td>Boilermen</td> <td>3-1st grade</td> </tr> <tr> <td>4</td> <td>AESP (Authorised Entrant and Standby Person for Confined Space)</td> <td>3 competent persons</td> </tr> <tr> <td>5</td> <td>AGT (Authorised Gas Tester and Entry Supervisor for Confined Space)</td> <td>2 competent persons</td> </tr> <tr> <td>6</td> <td>Electrical Chargemen ref 09393</td> <td>One A4 Chargemen</td> </tr> </tbody> </table>		Competent person	No of personnel.	1	Steam engineer	1 st grade – 1	2	Engine Driver (BHC)	1 - 2 nd grade	3	Boilermen	3-1 st grade	4	AESP (Authorised Entrant and Standby Person for Confined Space)	3 competent persons	5	AGT (Authorised Gas Tester and Entry Supervisor for Confined Space)	2 competent persons	6	Electrical Chargemen ref 09393	One A4 Chargemen	
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4.3.1.2	<p>The management shall list all relevant laws related to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10/12/2008. The mill has established list of all relevant laws and requirement and documented in Legal and Requirement Register. The list was updated on annually basis or new updates on the register. Latest updated on June 2022:</p> <ol style="list-style-type: none"> 1. Perintah Pencegahan dan Pengawalan Penyakit Berjangkit Peraturan-Peraturan Pencegahan Pengawalan Penyakit berjangkit (Pindaan 2020) 2. Workers Minimum Standard of Housing and Amenities (Amendment) Act 2019 3. Minimum Wages Order (Amendment 2022) 4. Akta Levi Keuntungan Luar Biasa 	Complied																					

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		5. OSHA 2022 (Amendment)	
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 -	A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 22. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10/12/2008. Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA circulars.	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 -	Management has assigned person in charge to Tracking system available to identify changes in the relevant regulations Interviews with office personnel and records indicate that the system is appropriate to the operations. Refer appointment letter to Tengku Ahmad Nur Aiman Tengku Abdullah dated 01/04/2022.	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.	Bukit Benut POM is located inside the land of Bukit Benut Estate. The land is belonging to Sime Darby Plantation Sdn. Bhd. The copy	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	of land title is available for verification. There is no issue on land use claims evidence during audit.	
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 -	Bukit Benut POM is located inside the land of Bukit Benut Estate. The land is belonging to Sime Darby Plantation Sdn. Bhd. The copy of land title is available for verification. There is no issue on land use claims evidence during audit.	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The mill is located in the Bukit Benut Estate. It is separated by means of fencing and effluent. The mill operates under Bukit Benut estate land title.	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 Bukit Benut POM at the time of audit. The land belongs to Sime Darby Plantation Berhad with the ownership was verified.	Complied
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There is no customary land or negotiated agreements within the Bukit Benut POM land area.	Not applicable
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	The right to use the land is not disputed and there was no customary land within the Bukit Benut POM.	Not applicable

Criterion / Indicator		Assessment Findings	Compliance				
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	There is no customary land or negotiated agreements within the Bukit Benut POM land area.	Not applicable				
4.4 Principle 4: Social responsibility, health, safety and employment condition							
Criterion 4.4.1: Social Impact Assessment (SIA)							
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	<p>Social impact assessment (SIA) for SOU 22 Bukit Benut was conducted on 16-19/5/2016 by Sustainability Strategy Unit, PSQM Department. There is no new SIA conducted.</p> <p>Management Plan on Social Impact Assessment for Bukit Benut POM has been reviewed by Mill Manager dated 19/02/2022. Issues and action plan were identified with status and person in-charge to monitor the progress has been nominated such as: -</p> <p>The timeline of the completion of activities addressed in the Management Plan on Social Impact Assessment could be more details. This, OFI has been raised.</p> <table border="1"> <tr> <td>To expedite the process of attending to their housing complaints</td> <td>Repair works done by stages</td> </tr> <tr> <td>Cleanliness at Housing Complex to ensure good environmental condition and increase morale</td> <td>Plan to do gotong -royong at housing complex</td> </tr> </table>	To expedite the process of attending to their housing complaints	Repair works done by stages	Cleanliness at Housing Complex to ensure good environmental condition and increase morale	Plan to do gotong -royong at housing complex	OFI
To expedite the process of attending to their housing complaints	Repair works done by stages						
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Criterion 4.4.2: Complaints and grievances							

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>A Standard Operating Manual (SOM) was established and maintained. (Sime Darby Plantation Estate Quality Management System) and system for dealing with complaints and grievance was defined in Sub-section 5.5 Management Responsibility, Appendix 5.5.3.2 Procedure for External Communication, version 2, issue 0, dated 25/5/2015.</p> <p>The complaints and grievances are open to effected parties including internal and external stakeholders. The time frame to deal with external communications should be within two weeks of the date of receipt for communication requiring direct feedback (Clause 6.3 of the procedure) and within one week of the completion of the investigation, for communication required investigation.</p> <p>Grievance channels was stated in the employment contract (Item 21) as follows:</p> <ul style="list-style-type: none"> • Union representative at operating unit. • Workers helpline at 0162991411 (via WhatsApp) and call toll free number 1800819741. • Suara Kami at 1800818771 or SMS 01130116031. • Whistleblowing channel at 1800223388 or +60192797553 (08.30 am – 17.30 pm) or email to whistleblowing@simedarwinplantation.com 	Complied
4.4.2.2	<p>The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties.</p> <p>- Major compliance -</p>	<p>Based on complaints record on housing defects received through OPP application, it was verified that all complaints and action able to be resolved in effective, timely and appropriate manner. Verification of resolution by the Assistant Manager and Manager sighted.</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		Social dialogue, Gender Committee, Union meeting and OSH Committee meeting also recorded any resolution for workers concern or disputes.	
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	Complaint forms or logbook is available for external stakeholder. However, workers can make complaints via mobile apps (Oil Palm Poll) to record any defects related to housing facilities. Social dialogue, Gender Committee, Union meeting and OSH Committee meeting also recorded any resolution for workers concern or disputes.	Complied
4.4.2.4	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. - Minor compliance -	Based on interview with the stakeholders such as contractors, local communities and workers, it has shown that the stakeholders are aware of how to forward their complaints or suggestions. Employees are aware that complaints can be made through "Suara Kami" & Worker helpline - Ulula portal (toll free – 1800819741 or WhatsApp +60162991411 for grievance), Whistleblowing (through website) "Oil Palm Poll (OPP)", communication book/morning briefing and Social Dialog.	Complied
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. - Major compliance -	Record review found that previous complaints and requests including the resolution for the past 24 months were still available to affected stakeholders upon request	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of	Bukit Benut POM has contributed to local communities such as: 1. Ihya' Ramadhan Program for SK Bukit Benut in April 2022 2. Donation to villagers affected to COVID-19 at Kampung Sri	Complied

Criterion / Indicator		Assessment Findings	Compliance
	plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation. - Minor compliance -	Ampangan in June 2021. 3. Donation to Asnaf people on 27/04/2022.	
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 -	Sime Darby Plantation Berhad have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the CEO on 01/06/2020. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice boards within the mill. The GSM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition. Bukit Benut POM has established Safety and Health Management Plan and documented in Environment, Safety and Health Plan FY 2021. The management plan includes the ESH risk management, Emergency Response Procedure, Chemical Safety Management, Noise Boundary Monitoring and Health monitoring.	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. c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:	The occupational safety and health plan cover the following: a) Sime Darby Plantation Berhad have established the Health, Safety & Environment (HSE) Policy Statement signed by the CEO on 01/06/2020. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the mill. The policy has been briefed to all workers on 27/01/2022. b) HIRARC was available for all operations within the Mill to identify the hazards, assess and recommended control	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

	Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements. g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded. h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees. 	<p>measures to minimize the risks. Among the HIRARC sampled were Weighbridge, Ramp, Sterilization, Threshing Station and Pressing. HIRARC have been recently reviewed due to accidents that occur at the related activity and when any amendment of company SOP. Latest Review on HIRARC conducted for Sterilizer Station dated 13/12/2021 and Kernel Recovery Station dated 13/12/2021.</p> <p>Chemical Health Risk Assessment (CHRA) was conducted in compliance with Occupational Safety and Health (USECHH) regulation 2000 on 02/02/2019 by ENV & IH Services. The CHRA Report (Report Ref Number: JKPP HIE 127/171-2(166)-2019/002) was available for verification.</p> <p>Medical Surveillance was conducted to establish workers health status when they work in an environment where they are exposed to hazards. The Mill has conducted the medical surveillance on 12-14/04/2022 for 18 of the workers at Poliklinik Intan where results indicates all of them were fit to work.</p> <p>Noise Risk Assessment was conducted by ETOSH Consult & Engineering Plt. on 13-14/10/2020 for Bukit Benut POM. The NRA Report (Ref. No: HQ/LPROYKPEB/21/00291) was available for verification.</p> <p>Annual & Baseline Audiometric Testing was conducted on 08/11/2021 for all workers exposed to excessive noise in the mill by Procoma Environmental (M) Sdn Bhd. 79 workers were examined, and the results indicated that 14 workers having abnormal audiogram. Management has sent 14 workers to examine and follow up by OHD on 20/03/2022.</p>	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
<p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>Annual Examination and Testing Report of Local Exhaust Ventilation has been conducted on 14/03/2022 by Spectrum Laboratories (JOHORE) Sdn Bhd with Fume Hood System Identification. Refer report with reference number LEV/2203/4133.</p> <p>c) The mill has established a training and awareness program for employees exposed to chemicals used at the palm oil mill to ensure continuous awareness to the employees. The training was conducted by the Manager, Asst. Manager and representative form the chemical suppliers to the supervisors and operators.</p> <p>d) The mill has provided appropriate PPE to all workers according to the job type and requirements. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) Palm Oil Mill dated 17/03/2008. Sighted the PPE issuance records documented in 'PPE Issuance Record' logbook. The PPE issued recorded by workers and job designation.</p> <p>e) Procedures of chemical handling is presented in several documents, such as Sime Darby Plantation, Chemical Safety Management; Document No. SD/SDP/PSQM (ESH)/202-OH4; dated 26/02/2015. SDS were placed at the chemical store.</p> <p>f) Safety and Health Committee Procedures has been developed dated 17/11/2021 with reference number UM/HSE/OCP/08. The Mill Manager, Tuan Haji Anuar Zakaria was appointed to be the Chairman of OSH Committee at the Mill as stated in the appointment letter dated January 2022 undersigned by the Acting Regional General Manager (Johor Central) Southern Region. Estate management has appointed Safety Committee Members consists of OSH Coordinator, Secretary,</p>	

**MSPO Public Summary Report
Revision 2 (Nov 2021)**

Criterion / Indicator		Assessment Findings	Compliance										
		<p>representatives from Employer and representatives from Employee as per appointment letter by the Mill Manager.</p> <p>g) The Mill Management conducted regular OSH committee meetings on quarterly basis and when necessary due to accidents that occur. In the meeting, discussed issue on employees' safety, health, and welfare such as mill safety and health achievement report, mill security, safety compliance by contractors, workplace inspection, legal compliance, safety and health training. OSH Meeting Minutes available for verification.</p> <table border="1"> <thead> <tr> <th>OSH Meeting</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1st Quarter 2022</td> <td>25/02/2022</td> </tr> <tr> <td>2nd Quarter 2022</td> <td>27/05/2022</td> </tr> <tr> <td>4th Quarter 2021</td> <td>18/11/2021</td> </tr> <tr> <td>3rd Quarter 2021</td> <td>20/08/2021</td> </tr> </tbody> </table> <p>h) Accident and emergency procedures are available in the ESH Management System Manual; Emergency Preparedness & Response Guidelines and Procedures; Doc No: SD/SDP/SQM (ESH)/001-2-6; Revision: 0; Date 01/07/2012. Latest workplace inspection has been conducted on June 2022. The mill has established Emergency Response Team lead by the Mill Engineer. ERP Training has been conducted on 17/06/2022.</p> <p>i) First aiders were present at various workstations at the mill such as ramp, boiler station and workshop. The first aiders were responsible for first aid box at each workstation assigned to them by the management. The first aid box was recently replenished with records of monthly monitoring available for verification. The latest First Aid Training was conducted on 06/07/2022.</p>	OSH Meeting	Date	1 st Quarter 2022	25/02/2022	2 nd Quarter 2022	27/05/2022	4 th Quarter 2021	18/11/2021	3 rd Quarter 2021	20/08/2021	
OSH Meeting	Date												
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3 rd Quarter 2021	20/08/2021												

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		j) Accident records are recorded and maintained in the mill and discussed during the quarterly held JKPP Meetings. There were 1 reported accident for the year 2021 in the workplace involved 28 LTA. The accident investigation report was available for verification. JKPP 8 form has been submitted to JKPP on 27/01/2022 with reference number JKPP8/109365/2021. The JKPP6 forms have been submitted to DOSH accordingly and were available for verification.	
Criterion 4.4.5: Employment conditions			
4.4.5.1	The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees. - Major compliance -	Sime Darby Plantation Berhad has established Group Sustainability & Quality Policy Statement dated 02/12/2019 by Group Managing Director where the company is respecting, upholding & no exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020. Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/03/2020. Sime Darby Plantation respect and safeguard human rights, notion of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with SDP. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the POM.	Complied
4.4.5.2	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect,	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They promote diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity union membership, political affiliation or age.</p> <p>The policy has been briefed to all the employees and stakeholders. The policy could be downloaded from https://www.simedarby.com/operating-responsibly/human-rights</p>	
4.4.5.3	<p>Management shall ensure that employees’ pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>Employment contracts and offer letters for local workers and foreign workers is available. Pay and conditions are documented and achieved the Minimum Wage Order 2020. Sampled of employment contracts confirmed that terms and conditions are clearly outlined as per collective agreement and Employment Act 1955 which have been signed by the worker.</p> <p>Sample of pay slips for the month of August 2021, January 2022 and March 2022 as follows:</p> <p>Emp No: 157092, 136372, 164954, 166529, 163941, 161644, 107291, 17516 and 17507</p>	Complied
4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>Employment contract between the contractors and their workers have been made available to the audit team. It was confirmed that the pay for the contractor’s worker has meet the Minimum Wages Order 2020. Contractor worker pay slips for the month of Jan 2022, Feb 2022, March 2022 and Apr 2022 was verified.</p> <p>Contractor: Samareddy Enterprise</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		Employee ID No: 940526-01-XXXX, 990928-01-XXXX, 861010-23-XXXX	
4.4.5.5	The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -	The estates' management has registered all their workers into Employee Master Details Listing in SEMUA system where personal details such as full name, gender, date of birth, date join company, race, designation and wages were recorded.	Complied
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records. - Major compliance -	The mill management employed local workers and foreign workers from Indonesia. They are all under direct employment to the estates. Sampled of employment contracts and all of them have signed on the employment contract prior to work and extension contract where the original contract has expired. Terms and conditions were according to Collective Agreement and Employment Act 1955. Sample of employment contract was verified as follow: Emp No: 157092, 136372, 164954, 166529, 163941, 161644, 107291, 17516 and 17507	Complied
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers. - Major compliance -	Mill Daily Attendance Report updated on monthly basis to record the number of days work, shift and hours of overtime work. The report was generated from the daily data recorded in punch card.	Complied
4.4.5.8	The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.	Interviewed with the workers confirmed that they were given rest time in between of the working hours. Overtimes were paid according to the rate stated in the agreement and regulatory requirements. The overtime offered upon mutually agreement.	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Pay slips of all employees (check roll) are available as evidence of salary payment. The pay slip contains the following information:</p> <ol style="list-style-type: none"> Earnings - Basic Salary (Daily Rated Work, Work on Rest Day and Work on Holiday), Overtime (Weekdays, Rest days and Holiday). Deduction - Union fee (NUPW & AMESU), SOCSO, EPF, electricity deduction and others. <p>Observed that the wages and overtime payment documented on the pay slips are in line with legal requirement and as stated in the employment contract. Sighted and verified the sampled of payslip for employee with ID no. for the month of August 2021, January 2022 and March 2022 as follows:</p> <p>Emp No: 157092, 136372, 164954, 166529, 163941, 161644, 107291, 17516 and 17507</p>	Complied
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>All the workers and their family are provided with free housing facilities and free medical facilities. The workers are entitled with allowance based on the work such as phone allowance of RM5 per month, price bonus, free water up to 35 gallons per employee per day, 10kg of rice once in every two months.</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>Based on document checking and interview with the worker, confirmed that the estates provide adequate housing, water supplies, medical, educational and welfare amenities in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446). There is on-going upgrading of housing. Water is supplied to workers housing through SAJ piping while electricity is</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>via TNB grid supply. Access to food supply for the workers are considered adequately and sufficiently as the estate is very near to the town.</p> <p>Line site inspection was done weekly by Executive and recorded in the logbook. Weekly summary reported via checklist for Mill housing inspection - Housing complex/NEST/Community Hall Inspections records shown latest inspection done by Medical Assistant or appointed person in charge.</p>	
4.4.5.12	<p>The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad had maintained its Human Rights Charter where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They seek to create a working environment with zero tolerance for sexual harassment and abuse and in which violence is never used to resolve issues or conflict.</p> <p>Sime Darby Plantation Berhad has implemented Sexual Harassment Policy dated 01/11/2019 signed by Mr Mohamad Helmy Othman Basha, Group Managing Director Sime Darby Plantation Berhad. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p> <p>Gender Committee meeting for SOU22 was conducted on 27/06/2022.</p>	Complied
4.4.5.13	<p>The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions</p>	<p>Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and</p>	Complied

**MSPO Public Summary Report
Revision 2 (Nov 2021)**

Criterion / Indicator		Assessment Findings	Compliance
	<p>relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>the United Nations Guiding Principles on Business and Human Rights. They respect the rights of their employees to form and join unions and bargain collectively.</p> <p>Sime Darby Plantation Berhad has implemented The Group Sustainability & Quality Policy Statement which signed on 02/12/2019 where the management is respecting Freedom of Association. Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities & Reporting. Refer section 3.2 stated respect the rights of employees to join and form organizations of their own choice and to bargain collectively.</p> <p>Union meeting was conducted on 01/07/2022. Interviewed with NUPW representative, employees were given freedom to join the union.</p>	
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They recognize that protecting the wellbeing of children means safeguarding them from any form of maltreatment or exploitation, including child sex tourism, child trafficking and child pornograph. They are eradicating child labour in all their supply chain and not employ anyone underage of 18 years.</p>	Complied
<p>Criterion 4.4.6: Training and competency</p>			

MSPO Public Summary Report
Revision 2 (Nov 2021)

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>Bukit Benut POM has established a training program for all workers based on the training need analysis conducted on a yearly basis. Interview with the sampled workers and staff indicated that they were aware on the Mill Operation and workstation.</p> <p>Records of trainings were maintained by the mill as below: -</p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>First Aid Training</td> <td>06/07/2022</td> </tr> <tr> <td>ERT Training</td> <td>17/06/2022</td> </tr> <tr> <td>PPE, RSPO/ MSPO/ SCCS & Chemical Handling</td> <td>29/06/2022</td> </tr> <tr> <td>HACCP Food safety Training</td> <td>08/04/2022</td> </tr> <tr> <td>COBC & E Sime System Briefing</td> <td>30/03/2022</td> </tr> <tr> <td>Policies Briefing with Contactor & Vendor</td> <td>27/01/2022</td> </tr> <tr> <td>HIRARC Training</td> <td>23/12/2021</td> </tr> <tr> <td>5S Training</td> <td>16/10/2021</td> </tr> <tr> <td>COBC & Policies Training</td> <td>13/10/2021</td> </tr> <tr> <td>Confined Space & Working at Height Training</td> <td>11/10/2021</td> </tr> </tbody> </table>	Training	Date	First Aid Training	06/07/2022	ERT Training	17/06/2022	PPE, RSPO/ MSPO/ SCCS & Chemical Handling	29/06/2022	HACCP Food safety Training	08/04/2022	COBC & E Sime System Briefing	30/03/2022	Policies Briefing with Contactor & Vendor	27/01/2022	HIRARC Training	23/12/2021	5S Training	16/10/2021	COBC & Policies Training	13/10/2021	Confined Space & Working at Height Training	11/10/2021	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>Bukit Benut POM has conducted training need analysis for all employees, management and contractors. The training need analysis was conducted based on the job designation and training required by the job type. Sighted the Training Requirement for Strategic Operating Units (Mill – SOU 22) for the year 2022 for verification.</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>A training programme has been developed and available in the Training Requirement for Bukit Benut POM ESH Activities for 2022. The trainings were sighted to have also included Gender Specific Training and involves staffs, workers, and contractors.</p>	Complied																						

Criterion / Indicator	Assessment Findings	Compliance	
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>The group has established Group Sustainability & Quality Policy Statement signed by Mohamad Helmy Othman Basha, Group Managing Director on 02/12/2019. The Policy stated: Group Sustainability and Quality Statement: Minimizing environmental Harm:</p> <ol style="list-style-type: none"> 1. Protecting and enhancing biodiversity and ecosystem 2. No deforestation and No new development on peat land 3. Enhancing resilience against climate change impact 4. Adopting responsible consumption and production <p>For upstream operation, safety policy as per document "Upstream Malaysia – Health, Safety & Environment (HSE) Policy Statement" signed by Roslin Azmy Hassan, CEO Upstream Malaysia on 01/06/2020. The Policy stated:</p> <ol style="list-style-type: none"> 1. Comply to emission and effluent standard 2. Efficient use of water and energy 3. Minimize waste 4. Protect the ecosystem and biodiversity 	<p>Complied</p>
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <ol style="list-style-type: none"> a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations 	<p>The Company has established the Standard Operation Manual (SOM) Sub-Section 5.4 Planning, Appendix 5.4.1b - Environmental Aspect/Impacts Evaluation Procedure prepared by the Standards &</p>	<p>Complied</p>

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance										
	- Major compliance -	Compliance Section, Total Quality and Environmental Management (TQEM) Plantation dated 01/11/2008.											
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 -	<p>Environmental aspect and impact review dated 14/12/2020 at BBM Conference Room for ESP (Electrostatic Precipitator).</p> <p>The Environmental Management Plan was incorporated with Pollution Prevention Plans 2022. The Mill identified the following activities and areas for Improvement plan;</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Action plan</th> </tr> </thead> <tbody> <tr> <td>Workshop</td> <td>To ensure all scheduled waste must be accordance as legal requirement To maintain oil trap as to prevent oil spillage and to provide proper spill kit</td> </tr> <tr> <td>Landfill</td> <td>To educate workers on the recycling for domestic waste To ensure domestic waste are buried properly as per SOP</td> </tr> <tr> <td>Workers housing complex</td> <td>To erect open burning signage weekly housing inspection</td> </tr> <tr> <td>Mill</td> <td>Frequent cleaning inside furnace area To ensure maintenance of the fire bar and moving grate are in order Monitoring on the water disposal from the mill storm drain going to the landfill area</td> </tr> </tbody> </table>	Area	Action plan	Workshop	To ensure all scheduled waste must be accordance as legal requirement To maintain oil trap as to prevent oil spillage and to provide proper spill kit	Landfill	To educate workers on the recycling for domestic waste To ensure domestic waste are buried properly as per SOP	Workers housing complex	To erect open burning signage weekly housing inspection	Mill	Frequent cleaning inside furnace area To ensure maintenance of the fire bar and moving grate are in order Monitoring on the water disposal from the mill storm drain going to the landfill area	Complied
Area	Action plan												
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Mill	Frequent cleaning inside furnace area To ensure maintenance of the fire bar and moving grate are in order Monitoring on the water disposal from the mill storm drain going to the landfill area												
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Based on the Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure, Mill carried out the annual review of environmental impacts documented in Registration of Environmental Aspects and Impacts. Amongst the Plan are to comply with EQA (Scheduled	Complied										

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		Waste) Reg 2005. The plan was available at site and verified during audit.	
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 -	Bukit Benut POM continuously provided training to the employee to ensure the understanding on the environmental policy, objectives and management plans. Noted during interview, the understanding on the environmental issue were acceptable. Sighted environment training that has conducted as below: Scheduled waste, sexual harassment, 5s Training dated 16/10/2021 COBC, SDP Policies/Carters & RSPO training dated 13/10/2021.	Complied
4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - Major compliance -	The Mill managements continued to have regular meetings with workers where concerns of workers and management about the environmental quality is discussed. The latest environmental meeting (EPMC) was on 25/2/2022 attended by 10 people included representative each worker and management. During meeting more discussion regarding to scheduled waste and domestic waste management, no issue been raised as per minute meeting. For ERCMC meeting latest conducted on 09/12/2021 and previously was on 15/06/2021.	Complied
Criterion 4.5.2: Efficiency of energy use and use of renewable energy			
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within 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	The monitoring is recorded in environment performance indicator- electricity generated by steam turbine tabulated for the financial year Jan-Dec. It is calculated as electricity generated from turbine that produces power for the mill entire complex operation unit in kwh/mt FFB. A monthly record on energy consumption for both renewable and non-renewable sources were also maintained	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance																																							
	- Major compliance -	<p>documented. It is monitored to optimize use of renewable energy. The data is compiled for comparison and control for future improvement with aim of gradual reduction particularly diesel.</p> <p>Under the annual energy management plan 2021/22 the mill aimed for reduction plan among others;</p> <ul style="list-style-type: none"> educate workers on fuel saving practice avoid leakages during vehicles maintenance. <p>Diesel usage in Bukit Benut POM;-</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Diesel</th> <th>Water usage</th> </tr> </thead> <tbody> <tr><td>Jan 2021</td><td>60.00</td><td>8,095.03</td></tr> <tr><td>Feb 2021</td><td>60.00</td><td>7,780.08</td></tr> <tr><td>Mar 2021</td><td>140.00</td><td>10,192.01</td></tr> <tr><td>Apr 2021</td><td>100.00</td><td>10,033.06</td></tr> <tr><td>May 2021</td><td>136.00</td><td>9,419.99</td></tr> <tr><td>Jun 2021</td><td>137.00</td><td>10,916.10</td></tr> <tr><td>Jul 2021</td><td>137.00</td><td>10,905.66</td></tr> <tr><td>Aug 2021</td><td>150.00</td><td>12,058.94</td></tr> <tr><td>Sep 2021</td><td>150.00</td><td>9,117.76</td></tr> <tr><td>Oct 2021</td><td>150.00</td><td>7,857.59</td></tr> <tr><td>Nov 2021</td><td>128.00</td><td>8,999.53</td></tr> <tr><td>Dec 2021</td><td>128.00</td><td>9,131.30</td></tr> </tbody> </table>	Year	Diesel	Water usage	Jan 2021	60.00	8,095.03	Feb 2021	60.00	7,780.08	Mar 2021	140.00	10,192.01	Apr 2021	100.00	10,033.06	May 2021	136.00	9,419.99	Jun 2021	137.00	10,916.10	Jul 2021	137.00	10,905.66	Aug 2021	150.00	12,058.94	Sep 2021	150.00	9,117.76	Oct 2021	150.00	7,857.59	Nov 2021	128.00	8,999.53	Dec 2021	128.00	9,131.30	
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4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the respective Mill yearly budgets.</p>	Complied																																							

Criterion / Indicator		Assessment Findings	Compliance																		
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	The fibre and shell are used in the boiler for fuel recycled in the process system. Surplus quantity of shell/fibre are delivered to estates for multi purposes or sold to outside buyers. EFB is used in the estates for mulching. In Bukit Benut POM sighted the management using solar light at POME area since 2021.	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 -	<p>Bukit Benut POM had identified all wastes and sources of pollution. The Waste Management Action Plan 2022 were established to mitigate and control the identified wastes and source of pollution. The common significant environmental receptors for the estates and mill operations among others as summarized below;</p> <table border="1"> <thead> <tr> <th></th> <th>Receptor</th> <th>Sources</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Air</td> <td>Sources from boiler stack (smoke and particulate), vehicle & generator (smoke and gases), anaerobic processes (ETP, EFB dumping)-GHG</td> </tr> <tr> <td>2</td> <td>Water</td> <td>Cleaning water/run-off/process station waters (hydro-cyclone /sterilizer condensate/clarification waste) & boiler quenching water and blow down</td> </tr> <tr> <td>3</td> <td>Land</td> <td>Scheduled waste, domestic waste and industrial/process waste</td> </tr> </tbody> </table> <p>All waste and pollution are identified and documented in the Waste Management Plan and Pollution Prevention Plan Financial Year 2022 reviewed annually. The waste generated from the mill/estates operations as shown below:</p> <table border="1"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Receptor	Sources	1	Air	Sources from boiler stack (smoke and particulate), vehicle & generator (smoke and gases), anaerobic processes (ETP, EFB dumping)-GHG	2	Water	Cleaning water/run-off/process station waters (hydro-cyclone /sterilizer condensate/clarification waste) & boiler quenching water and blow down	3	Land	Scheduled waste, domestic waste and industrial/process waste		Type of waste	Details				Complied
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	Type of waste	Details																			

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings		Compliance								
		1	Scheduled waste Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries									
		2	Domestic waste rubbish from the mill/estate complex and employees' quarters									
		3	Industrial waste Fiber, palm kernel shell, boiler ash, scrap iron									
		4	Sewage Sewage from housing/office complex									
		The pollution identified from the mill/estate activities:										
			<table border="1"> <thead> <tr> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1 Black smoke</td> <td>Emission from boilers/ vehicles/ engines</td> </tr> <tr> <td>2 Odor & gases</td> <td>Activities from the effluent treatment</td> </tr> <tr> <td>3 Leakage of lubricant</td> <td>Storage & vehicle maintenance</td> </tr> </tbody> </table>		Type of waste	Details	1 Black smoke	Emission from boilers/ vehicles/ engines	2 Odor & gases	Activities from the effluent treatment	3 Leakage of lubricant	Storage & vehicle maintenance
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MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance																																										
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> <p>a) Identifying and monitoring sources of waste and pollution.</p> <p>b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</p> <p>- Major compliance -</p>	<p>The waste management plan established dated 2/3/2022 by team management. The action plans have been developed to ensure they comply to the legal requirements and to improve efficiency and potential recycling of by product wherever possible. Sighted Fibre and shell been using as biofuel in Bukit Benut estate. The record as per below;-</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Fibre Usage</th> <th>Shell usage</th> </tr> </thead> <tbody> <tr> <td>Jan 2021</td> <td>1310.50</td> <td>354.93</td> </tr> <tr> <td>Feb 2021</td> <td>1294.78</td> <td>350.67</td> </tr> <tr> <td>Mar 2021</td> <td>1734.05</td> <td>469.64</td> </tr> <tr> <td>Apr 2021</td> <td>1757.89</td> <td>476.10</td> </tr> <tr> <td>May 2021</td> <td>1630.50</td> <td>441.59</td> </tr> <tr> <td>June 2021</td> <td>1827.87</td> <td>495.05</td> </tr> <tr> <td>July 2021</td> <td>1874.27</td> <td>507.61</td> </tr> <tr> <td>Aug 2021</td> <td>2122.24</td> <td>574.77</td> </tr> <tr> <td>Sept 2021</td> <td>1598.14</td> <td>432.83</td> </tr> <tr> <td>Oct 2021</td> <td>1333.85</td> <td>361.25</td> </tr> <tr> <td>Nov 2021</td> <td>1543.58</td> <td>418.05</td> </tr> <tr> <td>Dec 2021</td> <td>1544.17</td> <td>418.21</td> </tr> <tr> <td>Total</td> <td>19571.84</td> <td>5300.71</td> </tr> </tbody> </table>	Month	Fibre Usage	Shell usage	Jan 2021	1310.50	354.93	Feb 2021	1294.78	350.67	Mar 2021	1734.05	469.64	Apr 2021	1757.89	476.10	May 2021	1630.50	441.59	June 2021	1827.87	495.05	July 2021	1874.27	507.61	Aug 2021	2122.24	574.77	Sept 2021	1598.14	432.83	Oct 2021	1333.85	361.25	Nov 2021	1543.58	418.05	Dec 2021	1544.17	418.21	Total	19571.84	5300.71	Complied
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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>Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1) dated 26/2/2016. Proper disposal of waste material is carried out as per the company procedures. The procedures are fully understood by management and workers. The mill also has a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor. Stores for scheduled waste were inspected at the mill and disposal was done by scheduled waste disposal</p>	Complied																																										

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance				
	- Major compliance -	<p>company authorized and licensed by Department of Environment. Observed during workers interview with storekeeper shows the understanding the proper disposal for waste as all used lubricant and contaminated spill kit will be collected as Scheduled Waste and stored in designated storage area. Sighted the Scheduled Waste Disposal as per samples below:</p> <p>Disposal record</p> <p>Consignment note 2022011716TV07AW dated 17/1/2022 from SW 306 spent hydraulic oil total 0.0250 metric tonne.</p> <p>Consignment note 2022011716QOMYF4 dated 17/1/2022 from SW 322 waste on non-halogenated organic total 0.0411 metric tonne.</p>					
4.5.3.4	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p>- Minor compliance -</p>	Domestic wastes are disposed to the Bukit Benut Estate land fill site. Collection made at a centralized point in the mill 2x- 3x/week.	Complied				
Criterion 4.5.4: Reduction of pollution and emission							
4.5.4.1	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p>	<p>The mill has conducted assessment of all polluting activities in the Environmental Aspect Impact, Environmental Impact Evaluation. Pollution and Pollution Prevention Plan.</p> <p>Air Emission Analysis (Stack Emission) for Boiler 3 was conducted by Spectrum Laboratories (Johore) Sdn Bhd dated 6/10/2021 (ETD/SE/BBPOM/2021/10/22133) and latest was on 30/5/2022 (ETD/SE/BBPOM/2022/05/23027). The result as follows: -</p> <table border="1"> <tr> <td>ETD/SE/BBPOM/2022/05/23027</td> <td>Description</td> <td>Result</td> <td>Malaysian Clean Air Regulation 2014</td> </tr> </table>	ETD/SE/BBPOM/2022/05/23027	Description	Result	Malaysian Clean Air Regulation 2014	Complied
ETD/SE/BBPOM/2022/05/23027	Description	Result	Malaysian Clean Air Regulation 2014				

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings			Compliance
		Total Particulate matter mg/m3@12%CO2	11.87	150	
		ETD/SE/BBPOM/2021/10/22133			
		Description	Result	Malaysian Clean Air Regulation 2014	
		Total Particulate matter mg/m3@12%CO2	14.65	150	
		<p>The plan to reduce or minimize the GHG emission has been established and implemented. In general, among the action plans were: -</p> <ul style="list-style-type: none"> a. To optimize the usage of diesel b. To apply more organic fertilizer such as bunch ash, EFB therefore reducing inorganic fertilizer dependency <p>There also monitoring on air as per below:- Environmental Air Monitoring (ETD/A/SDPSB/2021-07/21908) dated 21/7/2021</p>			
		Parameter	Point A1	Point A2	Specification Malaysian Ambient Air Quality Standard 2013

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings				Compliance	
		Total suspended Particulate (mg/m3)	29	23	260		
		Sulfur dioxide, SO2 (mg/m3)	<0.7	<0.7	80		
		Nitrogen Dioxide, NO2 (mg/m3)	<6.9	<6.9	70		
		Environmental Air Monitoring (ETD/A/SDPSB/2022-01/22581) dated 27/1/2022					
		Parameter	Point A1	Point A2	Specification Malaysian Ambient Air Quality Standard 2013		
		Total suspended Particulate (mg/m3)	16	12	100		
		Sulfur dioxide, SO2 (mg/m3)	<0.7	<0.7	80		
		Nitrogen Dioxide, NO2 (mg/m3)	<6.9	<6.9	70		
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	Bukit Benut POM Environmental Management Plan was incorporated with Pollution Prevention Plans 2022. The Mill identified the following activities and areas for Improvement plan;					Complied

**MSPO Public Summary Report
Revision 2 (Nov 2021)**

Criterion / Indicator		Assessment Findings				Compliance																
4.5.4.3	<p>Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.</p> <p>- Major compliance -</p>	<p>The POM is treating POME in accordance to the DOE Limits for final discharge into the land application at Bukit Benut Estate. Sighted the Schedule of Compliance (Jadual Pematuhan) from DOE: 004747; JAS.JAQ.600-3/1/40(02) License period: 01/07/2021 until 30/06/2023.</p> <p>DOE Limits for final discharge, land irrigation analysed by Sime Darby Plantation Research Sdn Bhd sample taken on 29/7/2021. Results of the analysis as below: -</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Jan 2022</th> <th>Feb 2022</th> <th>Mar 2022</th> </tr> </thead> <tbody> <tr> <td>pH value</td> <td>8.30</td> <td>8.30</td> <td>8.20</td> </tr> <tr> <td>BOD at 30C</td> <td>525</td> <td>316</td> <td>301</td> </tr> <tr> <td>POME Discharge</td> <td>4354.18</td> <td>2017.1</td> <td>4680.68</td> </tr> </tbody> </table>				Parameter	Jan 2022	Feb 2022	Mar 2022	pH value	8.30	8.30	8.20	BOD at 30C	525	316	301	POME Discharge	4354.18	2017.1	4680.68	Complied
Parameter	Jan 2022	Feb 2022	Mar 2022																			
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POME Discharge	4354.18	2017.1	4680.68																			
Criterion 4.5.5: Natural water resources																						
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <p>a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>- Major compliance -</p>	<p>a) From the water management plan FY 2022 dated 1/1/2022 already identified the water source in mill area as per below:</p> <p>i) Secondary water catchment pond ii) Estate water catchment iii) Water from JBA</p> <p>b) The water analysis for outgoing water for Sg Mengkibol as per test report IE604/2022 dated 11/5/2022. The result as per below:</p> <table border="1"> <thead> <tr> <th>Lab code</th> <th>Sample ref</th> <th>pH</th> <th>BOD</th> <th>COD</th> <th>TS</th> </tr> </thead> <tbody> <tr> <td>C-W-IE-202205-001583</td> <td>Sg 1</td> <td>7.0</td> <td>4</td> <td>40</td> <td>427</td> </tr> </tbody> </table>				Lab code	Sample ref	pH	BOD	COD	TS	C-W-IE-202205-001583	Sg 1	7.0	4	40	427	Complied				
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MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings					Compliance	
		C-W-IE-202205-001584	Sg 2	6.8	3	24	209	
		c) The management established the plan to optimize water and nutrient usage and reduce wastage such as to schedule the water distribution during dry season to optimized the water using.						
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 -	Sighted the Schedule of Compliance (Jadual Pematuhan) from DOE: 004747; JAS.JAQ.600-3/1/40(02) License period: 01/07/2021 until 30/06/2023. DOE Limits for final discharge, land irrigation analysed by Sime Darby Plantation Research Sdn Bhd sample taken on 29/7/2021. Results of the analysis as below: -					Complied	
		Parameter	Jan 2022	Feb 2022	Mar 2022			
		pH value	8.30	8.30	8.20			
		BOD at 30C	525	316	301			
		POME Discharge	4354.18	2017.1	4680.68			
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 -	Bukit Benut POM processing system is documented in the Sustainability Plantation Management System MQMS/SQM/08 v1 dated 01/11/2008 which includes the mill SOP, and Mill Quality Management System (QMM) V.2 dated 25/05/2015. These documents provide guidelines and standards in the mill operations. The Standard Operating procedure (SOP) described details from the reception, sterilisation, threshing, pressing, clarification,					Complied	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		depericarping (nut polishing) station, effluent, laboratory, workshop, despatches etc. In addition, there are also manuals available within the industry and MPOB that are used as guidelines.	
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	The monitoring of the mill process is made through the shift supervision headed by an Engineer. All process parameters are documented and summarized in a daily report. In addition, there are audits by Internal. Refer Structured Oil Recovery Assessment (SORA) report FY2021 R1 that has been conducted on 04-08/04/2022. This is to ensure compliance to Policies, procedures in relation mill operations, financial, OSH, welfare among others. Report relating to the monitoring i.e. daily production report, monthly report, SOU meetings minutes and Group Sustainability Compliance internal audit report were sighted, and system adopted was effective.	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 5 years prepared as guidance for future planning. Sighted the annual budget FY 2022 and business plan FY 2022 – FY 2026. In the 5 years business plan include items as follows: a. Mill intake – FFB input b. Production of CPO c. Production of PK d. Total Palm Oil Extraction e. Total Palm Kernel Extraction f. Mill cost The business plan for FY2022 contains FFB yield, CPO, OER, and KER, costs of production, milling utilization etc. It also includes	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		environment, social (workers and staff's welfare), and health and safety component and associated capital expenditure.	
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 -	The pricing mechanism for the products and other services is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream Malaysia dated 11/7/2017. All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the mill personnel.	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	All contracts were awarded through tendering system at Zone Level. Approved contractors will be given the LOA. Payments were all made in timely manner and no complaint from the contractor so far.	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 engaged by the Mill management has signed a letter regarding the compliance of RSPO/MSPO/SCCS dated 26/07/2021. Briefing to contractor was conducted on 01/06/2022 (e.g. Samareddy Enterprise). Interviewed with the contractors confirmed that they were provided with training/briefing and have signed on the letter.	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Agreed contract with contractor was verified such as Contractor: Samareddy Enterprise, Scope of Work: Transport of Palm Oil Mill Effluent (POME) verified as per Adhoc Contract for the	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

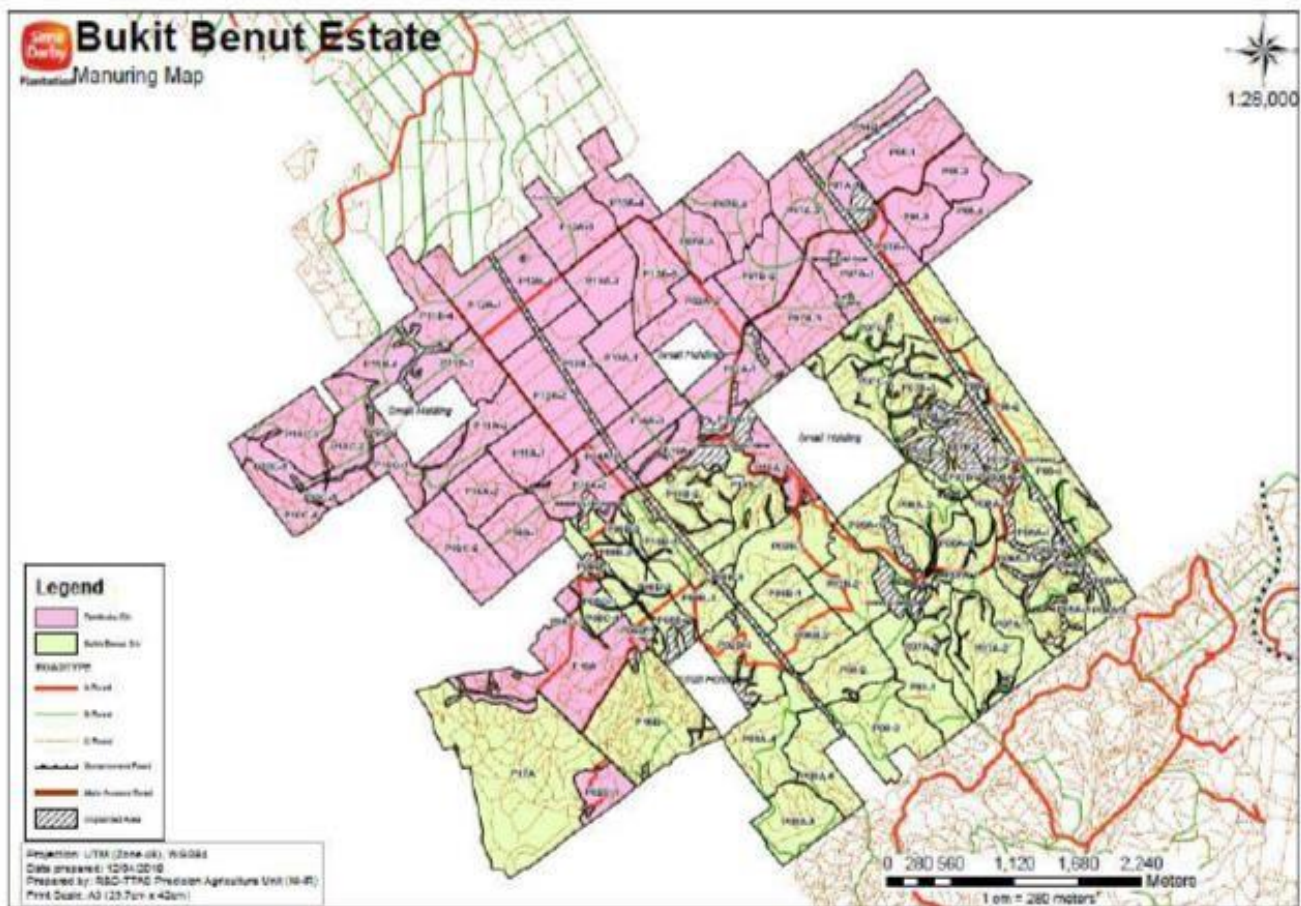
Criterion / Indicator		Assessment Findings	Compliance
		Transportation of POME from Bukit Benut POM to Bukit Benut Estate (Fields: 95, 95A, 97A, 97B, 02A, 07C) dated 31/05/2022, Contract period: 01/06/2022 – 30/09/2022	
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	This requirement has been specified during a briefing by the mill to contractor. In addition, Inclusive in the contract (LOA) is a clause 5 (d) requiring compliance on RSPO and MSPO matters. Briefing to contractor was conducted on 01/06/2022.	Complied

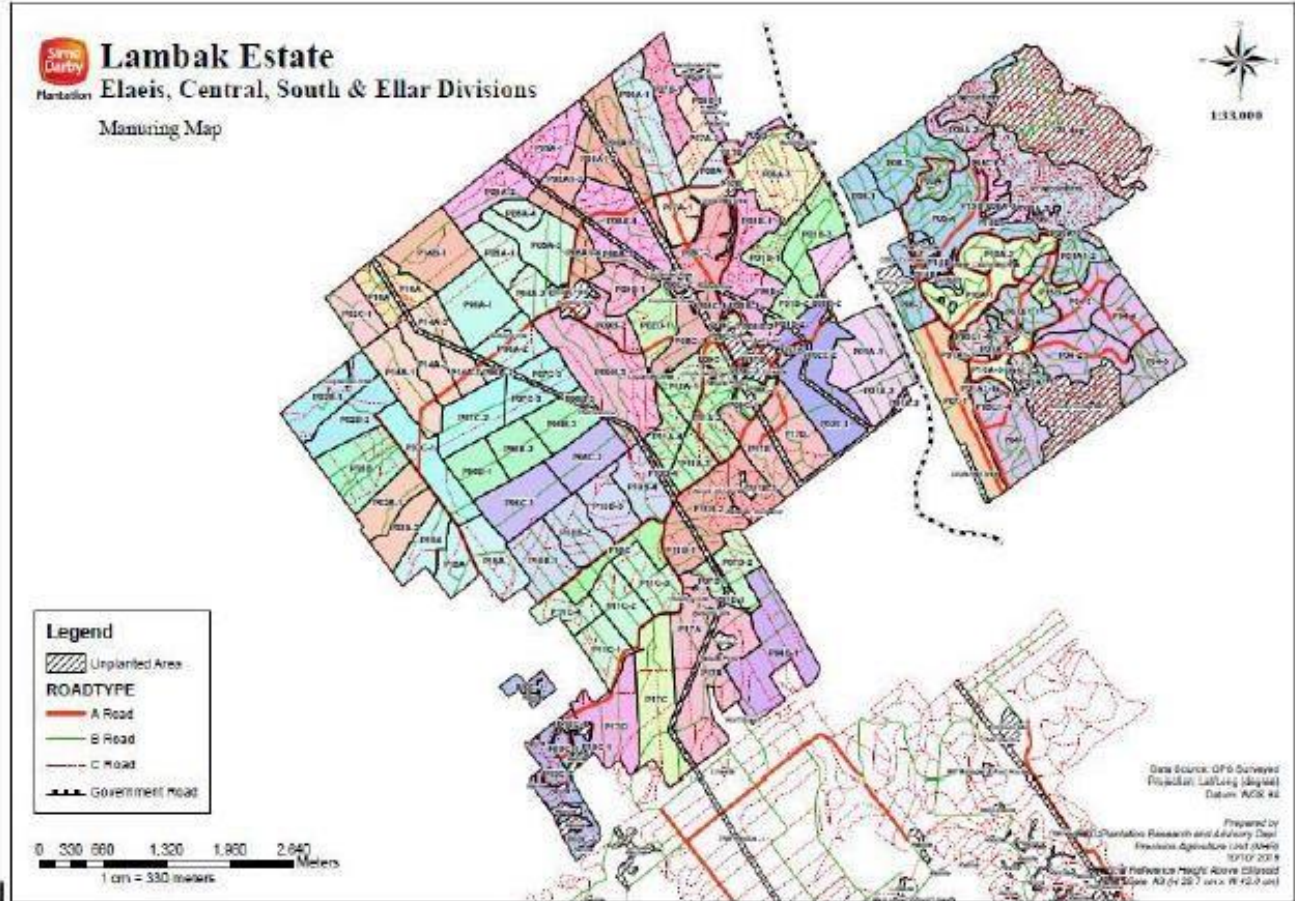
Appendix B: Smallholder Member Details

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

Appendix C: Location and Field Map







Appendix D: List of Abbreviations

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