

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: Strategic Operating Unit (SOU 4) Flemington Palm Oil Mill & Plantations: Flemington Estate, Bagan Datoh Estate, Sabak Bernam Estate, and Sungai Samak Estate
Date of Final Report: 04/11/2022

Report prepared by:
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Report Number: 3511609

Assessment Conducted by:
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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Sime Darby Plantation Berhad		
Mill/Estate	Certification Unit	MPOB License No.	Expiry Date
	Flemington POM	529874004000	31/05/2023
	Flemington Estate	525193002000	30/11/2022
	Bagan Datoh Estate	525521002000	31/12/2022
	Sabak Bernam Estate	545859002000	31/01/2023
	Sungai Samak Estate	526340002000	31/01/2023
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 PSQM) Abd Ghafar Sulaiman (SOU 4 Representative)		
Website	www.simedarbyplantation.com	E-mail	kks.flemington@simedarbyplantation.com
Telephone	03-7848 4379 (Head Office)	Facsimile	03-7848 4356 (Head Office)

1.2 Certification Information			
Certificate Number	Mill: MSPO 682042 Estate: MSPO 690017	Certificate Start Date	09/02/2023
Date of First Certification	09/02/2018	Certificate Expiry Date	08/02/2028
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 assessment 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 (RAV)	15-18/08/2022		

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Continuous Assessment Visit Date (CAV) 1_1	-
Continuous Assessment Visit Date (CAV) 1_2	-
Continuous Assessment Visit Date (CAV) 1_3	-
Continuous Assessment Visit Date (CAV) 1_4	-

1.3 Other Certifications

Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 590802	RSPO Principles & Criteria for Sustainable Palm Oil Production; Malaysian National Interpretation: 2019 Supply Chain CPO Mills: Identity Preserve	BSI Services Malaysia Sdn Bhd	04/10/2026
MSPO 714138	MSPO Supply Chain Certification Standard (MSPO SCCS) 1 October 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
Flemington POM	Lot 5138, Jalan Sg Dulang, Sungai Sumun, 36309 Teluk Intan, Perak, Malaysia	3° 55' 42.30" N	100° 51' 23.70" E
Flemington Estate	Lot 4541, Jalan Simpang Empat - Bagan Datuk, 36309 Teluk Intan, Perak, Malaysia	3° 53' 26.50" N	100° 52' 53.30" E
Bagan Datoh Estate	Lot 3710, Bagan Datuk, 36100 Perak, Malaysia	3° 59' 33.80" N	100° 47' 24.90" E
Sabak Bernam Estate	Lot 4672, Ulu Bernam, 36500 Perak, Malaysia	3° 45' 33.77" N	101° 00' 25.12" E
Sungai Samak Estate	Lot 2094, Jalan Haji Suhaimi, 45307 Sabak Bernam, Selangor, Malaysia	3° 44' 57.30" N	101° 08' 51.90" E

1.5 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Flemington Estate	1,693.81	7.38	205.65	1,906.84	88.81
Bagan Datoh Estate	3,574.83	2.00	253.73	3,830.56	93.32
Sabak Bernam Estate	2,344.36	1.24	165.77	2,511.37	93.35

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Sungai Samak Estate	2,766.43	7.81	251.50	3,025.74	91.65
Total	10,379.43	18.43	876.65	11,274.51	91.79

1.6 Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Flemington Estate	137.63	1,103.68	452.50	-	-	1,556.18	137.63
Bagan Datoh Estate	640.89	2,431.23	198.75	206.20	96.65	2,932.83	640.89
Sabak Bernam Estate	551.44	1,737.46	56.57	-	-	1,794.03	551.44
Sungai Samak Estate	-	925.21	1,841.22	-	-	2,766.43	-
Total (ha)	1329.96	6,197.58	2,549.04	206.20	96.65	9,049.47	1,329.96

1.7 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Feb 2022 - Jan 2023)	Actual (Aug 2021 - July 2022)	Forecast (Feb 2023 - Jan 2024)
Flemington Estate	36,867.00	47,129.18	37,137.93
Bagan Datoh Estate	72,359.00	30,866.62	76,687.00
Sabak Bernam Estate	46,917.32	40,522.36	62,253.00
Sungai Samak Estate	62,607.25	52,620.38	50,957.00
Total (mt)	218,750.57	171,138.54	227,034.93

Note: MSPO Supply Chain Model Conversion from Mass Balance (MB) to Segregation (SG) approved by management on 25/09/2021. Management Decision to stop outside crop for external audit.

1.8 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Feb 2022 - Jan 2023)	Actual (Aug 2021 - July 2022)	Forecast (Feb 2023 - Jan 2024)
N/A	-	-	-
Total	-	-	-

1.9 Certified Tonnage

Mill Capacity: 60 MT/hr	Estimated (Feb 2022 - Jan 2023)	Actual (Aug 2021 - July 2022)	Forecast (Feb 2023 - Jan 2024)
	FFB	FFB	FFB
SCC Model:	218,750.57	171,138.54	227,034.93

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SG	CPO (OER: 21.02%)	CPO (OER: 19.65 %)	CPO (OER: 20.36 %)
	45,981.37	33,628.62	46,224.32
	PK (KER: 5.07%)	PK (KER: 4.53 %)	PK (KER: 4.80 %)
	11,090.66	7,752.58	10,897.68

1.10 Actual Sold Volume (CPO)

CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
33,628.62	-	-	-	33,628.62	33,628.62

1.11 Actual Sold Volume (PK)

PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
7,752.58	-	-	-	7,752.58	7,752.58

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 15-18/08/2022. The audit programme is included as Section 2.4. The approach to the audit was to treat the Sime Darby SOU 4 Flemington POM and Supply Bases (Flemington Estate, Bagan Datoh Estate, Sungai Samak Estate and Sabak Bernam 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. Public notification posted in the BSI website 30 days prior to audit as per the following link:

https://www.bsigroup.com/globalassets/localfiles/en-my/mspo/Public%20Notification/2022/08-1-mspo-public-notification_recertification_sime-darby_sou-4-flemington-pom--supply-base_english.pdf

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

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

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

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

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

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

All the previous nonconformities are remains closed. The assessment findings are detailed in Section 4.2. The Major NC closure was conduct offsite and based on the evidence submitted.

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.

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

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Re-Certification)	Year 2 (ASA 1_1)	Year 3 (ASA 1_2)	Year 4 (ASA 1_3)	Year 5 (ASA 1_4)
Flemington POM	✓	✓	✓	✓	✓
Flemington Estate	-	✓	✓	-	✓
Bagan Datoh Estate	-	✓	-	✓	✓
Sabak Bernam Estate	✓	-	✓	-	-
Sungai Samak Estate	✓	-	-	✓	-

Tentative Date of Next Visit: August 15, 2023 - August 18, 2023

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>
Nor Halis Abu Zar (NHA)	Team Leader	<p>Education: Bachelor of Science, Plantation Technology and Management, graduated from Universiti Teknologi Mara in 2012.</p> <p>Work Experience: He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day-to-day plantation operations. In his career at Kulim Plantation. He had accumulated more than 6 years of sustainability implementation experience. He is a qualified Lead Auditor for MS2530:2013 and has accumulated more than 400 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia.</p> <p>Training attended: He has completed ISO IMS 9001 and 14001 Lead Auditor Course in January 2019, MSPO 2530:2013 Lead Auditor Course in February 2019, Endorsed RSP0 Lead Auditor Course in October 2020, CQI and IRCA Certified ISO 45001 Lead Auditor Course in June 2021, ISO 9001:2015 Lead Auditor Course in April 2019, MSPO SCCS Auditor in February 2019 and also trained in SMETA Requirement Training on May 2021.</p> <p>Aspect covered in this audit: Legal requirements, traceability, occupational health and safety, GAP, training.</p>

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		<p>Language proficiency: Fluent in Bahasa Malaysia and English Language.</p>
Mohd Nazib Marwan (MNZ)	Team Member	<p>Education: He holds Diploma in Mechanical Engineering graduated from Politeknik Sultan Salahuddin Abdul Aziz Shah in 2007.</p> <p>Work Experience: He has 5 years working experience with Department of Occupational Safety and Health Malaysia and has visited/ audited many types of industries including plantation industry. He also has more than 11 years of experiences as auditor for several standards including ISO 9001, ISO 14001, ISO 45001, MSPO and RSPO with previous certification body.</p> <p>Training attended: ISO 9001, ISO 14001, ISO 45001, MSPO and RSPO.</p> <p>Aspect covered in this audit: During this assessment, he assessed on the aspects of social, legal, safety & health, workers & stakeholders’ consultation.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English Language.</p>
Ahmad Rofi Abu Talib Khan (ARK)	Team Member	<p>Education: Bachelor's Degree in Mechanical Engineering from Universiti Teknologi MARA Shah Alam.</p> <p>Work Experience: He gained his working exposure in the plantation sector especially in palm oil mill, serving as an Assistant Manager with Tradewinds Plantation Bhd and United Malacca Berhad, managing day to day mill operation as well as maintenance and projects. He has accumulated 5 years of experience in sustainability implementation throughout his career in the palm oil mill, including workers welfare, health, safety and environments. He is a qualified Lead Auditor for MS 2530 Malaysian Sustainable Palm Oil (MSPO) with experience of more than 300 audit days conducting MSPO Audit in various location all over Malaysia, covering multiple discipline of smallholders, plantations and palm oil mills.</p> <p>Training attended: He has completed CQI – IRCA Endorsed Lead Auditor Training for ISO 9001, ISO 14001, and ISO 45001 in 2021. Prior to that he has attended Integrated Management System Lead Auditor Training (IMS-ISO 9001 and ISO 14001) in the year 2020. He also completed the RSPO Principle & Criteria Lead Auditor Training and RSPO Supply Chain Auditor Training in April and June 2021, as well as MSPO Lead Auditor Training in December 2018.</p> <p>Aspect covered in this audit: During this assessment, he assessed on the aspects of environment, continuous improvement and best practices.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English.</p>

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Mohd Sabre Salim (MSS)	Peer Reviewer	<p>Education: Master's in Business Administration (MBA) from UiTM in 2006 and Bachelor Science Agribusiness from UPM in 1986.</p> <p>Work Experience: He gained his working exposure in the plantation sector, serving as a Plantation Manager with Hap Seng Plantation Berhad and currently as consultant, free-lance lecturer, and trainer at MDV Management Sdn Bhd. He has more than 50 MSPO report that has been reviewed.</p> <p>Training attended: He has completed Endorsed Lead Auditor Course and Endorsed MSPO Lead Auditor Course and MSPO Peer Review certificate by MPOCC. He has attended MSPO Peer Reviewer 1 - 2017 by MPOCC.</p> <p>Expertise: General Management, Leadership & Financial Management, Occupational Safety & Health Management Plantation (Agriculture & Agribusiness) Management Malaysian Sustainable Palm Oil (MSPO).</p>
Muhammad Sufyan Azmi (MSA)	Peer Reviewer	<p>Education: Master's in business administration (MBA) from Open University Of Malaysia and Bachelor Degree in Bioindustry from UPM in 2006.</p> <p>Work Experience: He gained his working exposure in the plantation sector with 15 years' experience, currently serving as a Plantation Manager with TSH Resources Berhad and previously as an Audit Executive with Kulim Malaysia Berhad.</p> <p>Training attended: He has attended MSPO Peer Reviewer 2 - 2017 by MPOCC.</p> <p>Expertise: General Management, Auditing, Environment and Plantation Management.</p>

2.2 Impartiality and conflict of interest

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

2.3 Accompanying Persons

No.	Name	Role
	N/A	

2.4 Assessment Plan

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

Date	Time	Subjects	NHA	MNZ	ARK
Sunday, 14/08/2022	-	Travelling from Kuala Lumpur to Teluk Intan	√	√	√
Monday, 15/08/2022 Sungai Samak Estate	08:30 - 09:00	Opening Meeting <ul style="list-style-type: none"> • Presentation by BSI Lead Auditor - introduction of team member and assessment agenda • Confirmation of assessment scope and finalizing audit scope 	√	√	√
	09:00 - 12:30	Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√
	12:30 - 13:30	Lunch break	√	√	√
	13:30 - 16:30	Document Review (MS 2530:2013 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices, P7: Development of New Planting	√	√	√
	16:30 - 17:00	Interim closing meeting	√	√	√
Tuesday, 16/08/2022 Sungai Samak Estate (NHA) Sabak Bernam Estate (MNM) & (ARK)	09:00 - 12:30	Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√
	10:00 - 12:00	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	-	√	-
	12:30 - 13:30	Lunch break	√	√	√
	13:30 - 16:30	Document Review (MS 2530:2013 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices, P7: Development of New Planting	√	√	√

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Date	Time	Subjects	NHA	MNZ	ARK
	16:30 - 17:00	Interim closing meeting	√	√	√
Wednesday, 17/08/2022 Sabak Bernam Estate (NHA) & (MNM) Flemington POM (ARK)	09:00 - 12:30	Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc. Mill Assessment: Plant visit, FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	√
	12:30 - 13:30	Lunch break	√	√	√
	13:30 - 16:30	Document Review (MS 2530:2011 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices, P7: Development of New Planting Document review (MS 2530:2013 Part 4): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices.	√	√	√
	16:30 - 17:00	Interim closing meeting	√	√	√
Thursday, 18/08/2022 Flemington POM	09:00 - 12:30	Mill Assessment: Plant visit, FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	-
	12:30 - 13:30	Lunch break	√	√	-

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Date	Time	Subjects	NHA	MNZ	ARK
	13:30 - 16:00	Document review (MS2530:2013 Part 4): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices,	√	√	-
	16:00 - 17:00	Assessment team discussion and preparation and 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 & Three (3) Minor nonconformities and Zero (0) OFI raised. Sime Darby SOU 4 Flemington POM and Supply Bases 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 #:	2237838-202208-M1	Issue Date:	18/08/2022
Due Date:	17/11/2022	Date of Closure:	13/10/2022
Area/Process:	Sungai Samak Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.4.2 (e) Major
Requirements:	e) The occupational safety and health plan shall cover the following: The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.		
Statement of Nonconformity:	Standard Operating Procedure on Handling of Chemicals were not effectively implemented.		
Objective Evidence:	During site visit at the Spraying Area at Field P15A, Sungai Samak Estate, it was found that: Pure chemicals were brought into the field (2 bottles of Allion and 5 bottles of Canyon (Ally) and placed in the trailer compartment). It was not in line with SOP Tatacara Kerja Selamat Keselamatan Penggunaan Racun with reference number SSE/SOP-03 Section 3 "Aktiviti campuran racun dan air (PREMIX) hanya boleh dilakukan di tempat yang telah disediakan khas. Campuran racun (PREMIX) hanya boleh dilakukan oleh pekerja yang di latih dan lantik sahaja".		

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	Other than that, Chemicals were transferred to other container without any proper labelling (3 containers were stored with Supremo and Wet & Stick and placed in the trailer compartment). It was not in line with Occupational Safety & Health Manual Chapter 9 Chemical Safety Management V.01 Issue No.01 dated 20/06/2008 6.0 Procedures for Handling a(iii) Ensure that the container is properly labelled, not damaged and no spillage during handling equivalent with Occupational safety and Health (Use and Standard of Exposure Of Chemicals Hazardous To Health) Regulation 2000 Section Regulation 21: Relabeling (1) "When chemical hazardous to health is transferred to another container, other than that which is originally supplied, and the contents of the container are not used within a normal work shift, the employer shall ensure that the container is relabeled".
Corrections:	<ul style="list-style-type: none"> • To immediately remove and only to allow premixed chemical into the field. • All premixed container is labelled with type of chemical and hazard signage. • To provide refresher briefing to all staff, mandore and workers on the SOP of "Tatacara Kerja Selamat Keselamatan Penggunaan Racun"
Root cause analysis:	<ul style="list-style-type: none"> • Insufficient training to workers on SOP of "Tatacara Kerja Selamat Keselamatan Penggunaan Racun". • Inadequate monitoring by the estate management.
Corrective Actions:	<ul style="list-style-type: none"> • Store clerk to issue only required chemical for the day and empty container to dispose as waste. • Trailer compartment to be labelled as "Tools Storage". Only tools related to chemical, and spraying is allowed. "No Pure Chemical Allowed" signage to be labelled on trailer. • All Executive, Mandore & Staff to be given responsibility to do regular inspection on compartment storage. • To provide refresher briefing to all staff, mandore and workers on the SOP of "Tatacara Kerja Selamat Keselamatan Penggunaan Racun".
Assessment Conclusion:	<p>Major NC Close out:</p> <ol style="list-style-type: none"> 1. Briefing on Chemical handling and storage has been conducted on 23/08/2022 to train the store clerk for issuance matters and refresh awareness of workers on chemical handling in the store and field. 2. Trailer compartment has been labelled accordingly as per photo evidence and workers has been briefed on chemical handling especially no pure chemical has been allowed to bring not the field. 3. SOP "Tatacara Kerja Selamat Keselamatan Penggunaan Racun" training has been conducted on 13/09/2022 that involved the management level to ensure that the Regular inspection on tractor compartment storage being carried out to avoid any chemical brought into the field. <p>The evidence submitted has been verified and Major NC was effectively closed on 13/10/2022.</p>

Non-Conformity Report			
NCR Ref #:	2237838-202208-N1	Issue Date:	18/08/2022
Due Date:	Next Surveillance	Date of Closure:	Open

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Area/Process:	Sungai Samak Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.5.11 Minor
Requirements:	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities. Workers Minimum Standards of Housing and Amenities Act 1990.		
Statement of Nonconformity:	The main drain at the housing area was not adequately maintained.		
Objective Evidence:	<p>During linesite visit at Sungai Samak Estate, the drainage at the housing area was found as follow:</p> <p>Behind Block B - found with growth grass and saplings. Behind Block C - found stagnant water with dark colour.</p> <p>This was not in order with Sect 23 (1), (b) Workers Minimum Standards of Housing and Amenities Act 1990 as follow:</p> <p>23 (1) It shall be the duty of the employer of a place of employment where workers and their dependents are provided with housing accommodation to ensure that (b) the perimeter drains around each dwelling or block of dwellings including all outlet drains are kept in a good state of repair and clear refuse or undergrowth to permit free flow of water.</p>		
Corrections:	<ul style="list-style-type: none"> • The management has verified and removed the specific drain block which causing the stagnant water. • The management has removed all growth grass and saplings in all the main drain in housing complex. • To provide briefing to all EWG to prioritize safety and cleanliness in housing area at their dedicated housing block. 		
Root cause analysis:	Inadequate monitoring by the estate management.		
Corrective Actions:	<ul style="list-style-type: none"> • The management has appointed contractor and awarded the contractor to do monthly cleaning to all main drain at housing area. This will be checked by Executive prior to payment before end of the month. • To provide briefing to all EWG to prioritize safety and cleanliness in housing area at their dedicated housing block. • All Executive to involve in monthly EWG & PIOA inspection. • To do periodic flushing (3 months once) at all main drain using water tank / tide water to avoid mud/sludge to accumulate which causing water stagnant. 		
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.		

Non-Conformity Report			
NCR Ref #:	2237838-202208-N2	Issue Date:	18/08/2022
Due Date:	Next Surveillance	Date of Closure:	Open
Area/Process:	Flemington POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.5.1.2 Minor
Requirements:	The environmental management plan shall cover the following: a) An environmental policy and objectives.		

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	b) The aspects and impacts analysis of all operations.
Statement of Nonconformity:	The legal references in environmental aspect and impact identification form were not updated.
Objective Evidence:	Sighted the Environmental Aspect Impact Identification Form (Serial No: EAI/2018/PS/006, Approval Date: 15/06/2018). Verification of activities has been listed, environmental aspect and load item as well as environmental impact has been identified. However, the legal references were not updated according to the latest legislation of the law (Eg; EQ (Clean Air) 78, EQ (Scheduled Waste) Reg 1989).
Corrections:	Arrange the training to review Environmental Aspect & Impact Identification.
Root cause analysis:	Environmental Aspect & Impact Identification was reviewed by Mill Management without proper training conducted.
Corrective Actions:	Conduct evaluation training Environmental Aspect & Impact Identification and review Environmental Aspect & Impact Identification. Reviewed Environmental Aspect & Impact Identification shall be verified by RSQM-NTR.
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.

Non-Conformity Report			
NCR Ref #:	2237838-202208-N3	Issue Date:	18/08/2022
Due Date:	Next Surveillance	Date of Closure:	Open
Area/Process:	Flemington POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.5.4.1 Minor
Requirements:	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes, and effluent.		
Statement of Nonconformity:	The assessment of polluting activities was not fully conducted and implemented.		
Objective Evidence:	During site visit at Flemington Palm Oil Mill canteen, monsoon drain and outside drain, it was noted that there is oil residue from canteen travelling through the monsoon drain and went out to outside of the factory with no mitigation of pollution was available for the following process. Verification of document sighted that Flemington Oil Mill Pollution Prevention Plan for FY 2022, verified that there were no environmental issues listed for the oil residue from canteen to the monsoon drain.		
Corrections:	<ul style="list-style-type: none"> • Review and Identify mill canteen activity in pollution prevention plan • To establish cleaning schedule on weekly basis for mill canteen perimeter drain 		
Root cause analysis:	Insufficient of risk control on oil residue or other wastes from canteen		
Corrective Actions:	<ul style="list-style-type: none"> • To construct oil trap connecting to mill canteen perimeter drain • To establish cleaning schedule on monthly basis for the oil trap • To educate canteen worker on the waste management procedure • To provide container to dispose oil residue from the canteen 		

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Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.
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Opportunity For Improvement	
Ref:	N/A
Area/Process:	N/A
Objective Evidence:	N/A

Noteworthy Positive Comments	
1	Good commitment and corporation from the management.
2	Generally, well implementation of Good Agricultural Practices (GAP).

3.3 Status of Nonconformities Previously Identified and OFI

Non-Conformity Report			
NCR Ref #:	N/A	Issue Date:	N/A
Due Date:	N/A	Date of Closure:	N/A
Area/Process:	N/A	Clause & Category: (Major / Minor)	MSPO Part __:
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		

Opportunity For Improvement	
Ref:	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)
2237838-202208-M1	4.4.4.2 Part 3: Major	18/08/2022	Closed on 13/10/2022
2237838-202208-N1	4.4.5.11 Part 3: Minor	18/08/2022	Open
2237838-202208-N2	4.5.1.2 Part 4: Minor	18/08/2022	Open
2237838-202208-N3	4.5.4.1 Part 4: Minor	18/08/2022	Open

3.5 Issues Raised by Stakeholders

IS #	Description
1	<p>Issues: Contractor (Alpha Meta Agencies Sdn. Bhd, Deen Mulia Enterprise, M.S. Ramu Enterprise, M.K.Kumar Ent. 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>
2	<p>Issues: Village/Community Head (Chieftain representative – Bagan Datok) Mr. Azhari expressed his thanks to the Sime Darby Plantation management especially Flemington (SOU 4) for the participation during CSR programme with PERKESO on 04/08/2022. Job opportunities offered to the local communities and good relationship between Mill & Estates management with nearby villagers.</p>
	<p>Management Responses: The management noted with the respond and will continue to contribute on local and community development.</p>
	<p>Audit Team Findings: No further action needed.</p>
3	<p>Issues: Hutan Melintang Police Station There was no report received so far related to domestic violence or crime from Mill and Estates workers. The police officer informed that they have good communications and relationship with Mill and Estates management. No other issues raised.</p>
	<p>Management Responses: The management noted with the respond and will maintain good relationship with the police.</p>
	<p>Audit Team Findings: No further action needed.</p>
4	<p>Issues: School (SJKT Ladang Flemington) School representatives appreciate on the contribution and support given by the estate management. No other issue raised.</p>
	<p>Management Responses: The management noted with the respond and will continue good relationship with the school.</p>
	<p>Audit Team Findings: No further action needed.</p>


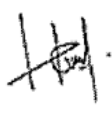
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5	<p>Issues: Worker’s representatives / Gender Committee</p> <p>Sample of local and foreign workers has been interviewed. As per interview, there are no issues has been raised. Policy and procedure have been communicated to all workers. Salary payment 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: Hutan Melintang Police Station SJKT Ladang Flemington</p>	<p>Community/ neighbouring village: Village/Community Head (Chieftain representative – Bagan Datok)</p>
<p>Suppliers/Contractors/Vendors: Alpha Meta Agencies Sdn. Bhd Deen Mulia Enterprise M.S. Ramu Enterprise M.K.Kumar Ent.</p>	<p>Worker’s Representative/Gender Committee: Worker’s representatives Gender Committee</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 Sime Darby SOU 4 Flemington POM and Supply Bases Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013. It is recommended that the certification of Sime Darby SOU 4 Flemington POM and Supply Bases Certification Unit is continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: YUSRI BIN ISA	Name: NOR HALIS ABU ZAR
Company name: SIME DARBY PLANTATION BERHAD	Company name: BSI SERVICES MALAYSIA SDN BHD
Title: SOU 4 CHAIRMAN	Title: CLIENT MANAGER
Signature: 	Signature: 
Date: 14.10.2022	Date: 13/10/2022

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 -	Group Sustainability & Quality Policy Statement has been established dated 02/12/2019 signed by Group Managing Director Mr. Mohamad Helmi Othman Basha.	Complied
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The policy established mention that Sime Darby Plantation Berhad are committed to making: 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: 1. Responsible Agriculture Charter (RAC) 2. Human Right Charter (HRC) 3. Innovation & Productivity Charter (IPC)	Complied
Criterion 4.1.2 – Internal Audit			

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Criterion / Indicator		Assessment Findings	Compliance
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: 1. Sungai Samak Estate – 21/07/2022 2. Sabak Bernam Estate – 22/07/2022	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. 1. Sungai Samak Estate – 1 major noncompliance raised on the contractor worker 2. Sabak Bernam Estate – no noncompliance or OFI raised	Complied
4.1.2.3	Reports 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 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 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: 1. Sungai Samak Estate – conducted on 05/08/2022 2. Sabak Bernam Estate – conducted on 04/08/2022 Meeting minutes is available where the agenda discussed in the meeting is as follow:	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		1. Results of External Audit 2. Customer Feedback 3. Process Performance and Product Conformity 4. Status of Corrective and Preventive Action 5. Follow Up Action from previous MRM 6. Changes that could affect the management systems 7. Recommendations for improvement	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - Major compliance -	The action plan for continual improvement with regards to social and environment impacts, and opportunities were available in the estates for verification. The plan clearly states the possible issues, action to be taken, person in charge, time frame and status of action.	Complied
4.1.4.2	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. - Major compliance -	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. Currently there is no New Technology in the estate.	Complied
4.1.4.3	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.	The estate management shall amend the annual training plan on need basis if any new technology or information were applicable.	Complied

Criterion / Indicator		Assessment Findings	Compliance
- Major compliance -			
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance -	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	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		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.	
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 dated 01/01/2022 approved by Chief Executive Officer, Northern Region. For Sungai Samak Estate, Mr Sooria Ram A/L Simmadoraiappanna dated 15/01/2022 for person in charge issues related to social and communication. For Sabak Bernam Estate, Assistant Manager (Mr Zulkarnain Mohamed) has been appointed as responsible person for issues related to social and communication as per appointment letter dated 01/01/2022 approved by Estate Manager.	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 were updated at each estate has includes authorities, local communities, contractors and vendors/suppliers. Internal stakeholders among all employees including local and foreign workers also available as per List of Local Workers and List of Foreign Workers. Records of communication including confirmation of receipt available as part of publicly available documents including records of Social Impact Assessment (SIA) Report. Management Plan on Social Impact Assessment, Complaint Book (Internal), Complaint Book (External) and stakeholder minutes of meeting.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Consultation and communication with stakeholders were recorded as follows:</p> <ul style="list-style-type: none"> • Sungai Samak Estate, meeting with stakeholders were conducted on 28/06/2022 was attended by representative from contractor, supplier, neighbouring estate, school, clinic and etc. • Sabak Bernam Estate, meeting with stakeholders were conducted on 21/06/2022 and attended by representatives from transporter, BOMBA, school, NUPW, Banks, Village Head and etc. 	
Criterion 4.2.3 – Traceability			
4.2.3.1	<p>The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s).</p> <p>- Major compliance -</p>	<p>The Sustainable Plantation Management System, Appendix 15, SOP for Sustainable Supply Chain and Traceability Version 2, 2018, issue no 5 dated April 2019 documented the procedure for traceability. The procedure requires validation of certificate of supplying estate. The current traceability system is Sime Weigh System.</p>	Complied
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>The Sustainable Plantation Management System, Appendix 15, SOP for Sustainable Supply Chain and Traceability Version 2, 2018, issue no 5 dated April 2019 documented the procedure for traceability. Procedure has combined all related sustainability standard requirements of RSPO/ISCC/MSP0. The current traceability system is Sime Weigh System. Regular inspection was conducted on daily basis from checking by mandora, staff and verified by Assistant Manager and Manager. The document check roll, FFB daily production was referred.</p>	Complied
4.2.3.3	<p>The management should identify and assign suitable employees to implement and maintain the traceability system.</p> <p>- Minor compliance -</p>	<p>The overall personal in charge for the traceability is the Estate Manager and this is addressed in the established procedure [ref.: Clause 4 of SOP for Sustainable Supply Chain and Traceability].</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance																																
		<p>Sighted appointment letter for Mr Sooria Ram A/L Simmadoraiappanna dated 15/01/2022 for Environmental/Quality Management system for Sungai Samak Estate.</p> <p>Sighted appointment letter for Mr Zulkarnain Mohammed dated 03/01/2022 for person in charge Environmental/Quality Management system for Sabak Bernam Estate.</p>																																	
4.2.3.4	<p>Records of sales, delivery or transportation of FFB shall be maintained.</p> <p>- Major compliance -</p>	<p>Records of FFB sales & delivery including FFB Weighbridge Tickets together with FFB Delivery Note (DO Chit) and Daily Record (Daily FFB Despatch Summary Logbook) were maintained based on Standard Operating Procedure; Effective date: 2/5/2012; Chapter 7: Sales of Produce Ex-Estate/Mill Procedures; Section 7.1 FFB Sales and Despatches & Chapter 13: Retention of Documents which specified a minimum retention period of 7 years prior of disposal. Sighted samples record available as following:</p> <p>Sungai Samak Estate</p> <table border="1"> <thead> <tr> <th>Date</th> <th>01/12/2021</th> <th>21/03/2022</th> <th>18/06/2022</th> </tr> </thead> <tbody> <tr> <td>DO / Chit No.</td> <td>43897</td> <td>44888</td> <td>45821</td> </tr> <tr> <td>Lorry No.</td> <td>BMV9650</td> <td>WHB904</td> <td>BMV9650</td> </tr> <tr> <td>Weight, MT</td> <td>9.46</td> <td>10.60</td> <td>17.86</td> </tr> </tbody> </table> <p>Sabak Bernam Estate</p> <table border="1"> <thead> <tr> <th>Date</th> <th>18/12/2021</th> <th>01/03/222</th> <th>21/06/2022</th> </tr> </thead> <tbody> <tr> <td>DO / Chit No.</td> <td>34111</td> <td>34974</td> <td>18871</td> </tr> <tr> <td>Lorry No.</td> <td>NAL2717</td> <td>NBS1249</td> <td>NAL2717</td> </tr> <tr> <td>Weight, MT</td> <td>11.74</td> <td>11.28</td> <td>10.59</td> </tr> </tbody> </table>	Date	01/12/2021	21/03/2022	18/06/2022	DO / Chit No.	43897	44888	45821	Lorry No.	BMV9650	WHB904	BMV9650	Weight, MT	9.46	10.60	17.86	Date	18/12/2021	01/03/222	21/06/2022	DO / Chit No.	34111	34974	18871	Lorry No.	NAL2717	NBS1249	NAL2717	Weight, MT	11.74	11.28	10.59	Complied
Date	01/12/2021	21/03/2022	18/06/2022																																
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Weight, MT	11.74	11.28	10.59																																
4.3 Principle 3: Compliance to legal requirements																																			

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Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	<p>All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.</p> <p>- Major compliance -</p>	<p>Estates 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. Estates had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were: -</p> <p>Sungai Samak Estate</p> <ol style="list-style-type: none"> 1. MPOB License #526340002000 valid from 01/02/2022 to 31/01/2023 2. MPOB License #534975011000 valid from 01/01/2022 to 31/12/2022 3. Air compressor #PK PMT 3426 valid until 10/01/2023 4. Diesel License #A004038 valid from 26/08/2021 to 25/08/2024 5. Weighbridge Gedong Division #D019040 inspected on 21/04/2022 6. Weighbridge Sungai Samak Division #D022496 inspected on 06/07/2021 7. Permit on Salary Deduction for electricity #BHG.PU/9/129 JLD33(53) dated 06/07/2017 <p>Sabak Bernam Estate</p> <ol style="list-style-type: none"> 1. MPOB License #545859002000 valid from 01/02/2022 to 31/01/2023 2. Diesel License #B006456 (15000 Liter) valid from 10/09/2021 to 09/09/2022 3. Air Compressor #SL PMT 4704 valid until 10/02/2023 	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
		4. Weighbridge Sabak Bernam Estate #DE 18 006365 inspected on 05/07/2022	
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirements register. - Major compliance -	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. Refer document LORR Legal and Other Requirement for Sungai Samak Estate and Sabak Bernam Estate updated in July 2022. Sighted sample of new laws and regulation. 1. Akta Pencegahan Dan Pengawalan Penyakit Berjangkit 1988 (Amendment 2020) 2. Minimum wages Order (Amendment 2022) 3. Workers Minimum Standard of Housing and Amenities Act 1990 (Amendment 2020)	Complied
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	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 4. 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	Complied

Criterion / Indicator		Assessment Findings	Compliance
		that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. Refer Legal & Other Requirements Register (LORR) Updated June 2022.	
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 Mr Sooria Ram A/L Simmadoraiappanna dated 15/01/2022 for person in charge Legal & Other Requirement Register (LORR) for Sungai Samak Estate. Sighted appointment letter for Mr Zulkarnain Mohammed dated 03/01/2022 for person in charge Legal & Other Requirement Register (LORR) for Sabak Bernam Estate.	Complied
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	Land titles were made available to the audit team. it was found that the land use right stated in the title is match with the operation conducted by the management.	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 ownership of the land clearly mentioned that it is belong to Sime Darby Plantation Berhad. Example of Land Title will be as following: <u>Sungai Samak Estate –</u> No Hakmilik: 47177 Negeri: Perak Daerah: Hilir Perak	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Mukim: Hutan Melintang Lot: 4189 Luas: 1137.1067 ha Syarat: Tanaman Komersil – Kelapa Sawit Sighted the total of 11 Land Title which all belong to Sungai Samak Estate. <u>Sabak Bernam Estate –</u> No Hakmilik: 29597 Negeri: Selangor Daerah: Sabak Bernam Mukim: Sepintas Lot: 1 Luas: 2023.425 ha Syarat: Kelapa Sawit Sighted the Quit Rent payment voucher as of following.</p> <ol style="list-style-type: none"> 1. Pejabat Daerah dan Tanah – Ref no: 324665, Date: 11/02/2022, PV No: 110222665 2. Pejabat Daerah dan Tanah – Ref no: 324665, Date: 11/02/2022, PV No: 110222664 	
4.3.2.3	<p>Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -</p>	<p>Legal boundaries for all estates visited were clearly demarcated with security trenches and concrete pole with red and white colour. Sabak Bernam Estate – Sighted the border is clearly trenches at block 20A, border with Kampung Suhaimi, and at block 20E border with Kampung Batu 2 Sepintas.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Sungai Samak Estate – The border is clearly marked between Sungai Samak Estate and neighbouring estate (Ulu Bernam Estate).	
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 -	To date, no records of disputes land happened in the estate compound.	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 land encumbered by customary rights under Flemington certification units’ 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 land encumbered by customary rights under Flemington certification units’ 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 land encumbered by customary rights under Flemington certification units’ estates.	Not Applicable
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.	Social Impact Assessment was conducted to Sime Darby Flemington Complex on 27/06 – 01/07/2016, by the PSQM Department. The	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -	<p>assessment involved 1 palm oil mill and 4 estates. Findings and recommendation action plan were recorded in the report at page 10 – 27.</p> <p>Social Impact Assessment Plan was reviewed by each estate and documented in “Management Plan on Social Impact Assessment” based on the feedback received from internal and external stakeholders such as:</p> <ul style="list-style-type: none"> • Sungai Samak Estate, management plan was reviewed on 23/07/2022 with issues identified/ request received from SRK Ulu Bernam (request for asphalt road), SMK Ulu Bernam (school children attendance), Union/NUPW (request for vehicle for workers, request for asphalt road from linesite to office, request for speed breaker within linesite area) and etc. • Sabak Bernam Estate, management plan was reviewed on 25/07/2022 with issues identified from meeting with stakeholders such as livestock issues raised by Hospital and Head of Village, drainage and dust from the estate road during dry season and etc <p>Action Plan, status of action plan, responsible personnel and target dated for completion was identified and monitored.</p>	
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>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</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>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. • 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

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	Based on interview with the stakeholders such as contractors, local communities and workers, it has shown that the stakeholders are aware of how to forward their complaints or suggestions. 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 resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	Record review found that previous complaints and requests including the resolution for the past 24 months were still available to affected stakeholders upon request.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	Contribution to local development in consultation with the local communities was sighted as follows: - <ul style="list-style-type: none"> • Cleaning of Maha Mariamman Temple in February and June 2022 • Voluntary of 5 workers to assist during Majlis Korban Aidul Adha at Masjid Jamek Sultan Hishamuddin Sabak Bernam on 11/07/2022 	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 mill.	Complied

Criterion / Indicator	Assessment Findings	Compliance
	<p>The GSM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>a) The Policy is implemented through the OSH activities by the on-site Safety Officers and monitored by OSH Manager from Head Office.</p> <p>b) Included in the policy is the commitment of the Company to provide and maintain a safe and healthy working environment of its employees & contractors & visitors.</p> <p>Procedure has been established. Refer Health, Safety and Environment Management (HSEMS) Manual dated 09/03/2021 with reference number UM/HSE/MS/01.</p>	
<p>4.4.4.2</p>	<p>The occupational safety and health plan shall cover the following:</p> <p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risks of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:</p> <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p>	<p>Major Non-Conformity</p>

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<p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • Sungai Samak Estate: Workshop dated 30/03/2022 and Collection dated 19/07/2022 • Sabak Bernam Estate: Harvesting dated 01/03/2022 <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"> • Sungai Samak Estate: The Chemical Health Risk Assessment Report (Ref. Number: HQ/09/ASS/00/124 – 2020/0023) conducted by Global Advance Training and Consultancy (DOSH Registration: HQ/09/ASS/00/124) on 25/06/2020. • Sabak Bernam Estate: The Chemical Health Risk Assessment Report (Ref. Number: HQ/09/ASS/00/124 – 2020/0024) conducted by Global Advance Training and Consultancy (DOSH Registration: HQ/09/ASS/00/124) on 26/06/2020. <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</p>	

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	<p>level of exposure on the workers towards the chemicals and fumes.</p> <ul style="list-style-type: none"> Sungai Samak Estate - Medical Surveillance was conducted from 19/11/2021 at Klinik K.S Tan for 10 estate workers, namely sprayers, workshop attendants, mandores, trunk injectors, and manurers who have been exposed to chemicals and fumes. Results indicates all fit to work. Sabak Bernam Estate - Medical Surveillance was conducted from 15/03/2022 by B.P. Clinical Lab Sdn Bhd, for 16 workers exposed to pesticides and organophosphate in the estate. Results indicates all fit to work. <p>Noise Risk Assessment Report (NRA) was conducted in compliance to Occupational Safety & Health (Noise Exposure) Regulations 2019 in the estates. The NRA Reports were available in the sampled estates as below.</p> <ul style="list-style-type: none"> Sungai Samak Estate – Assessment conducted on 08/07/2020 by SH Safety Consultancy Sdn Bhd. The assessment report was available for verification. Sabak Bernam Estate – Assessment conducted on 08/07/2020 by SH Safety Consultancy Sdn Bhd. 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"> Sungai Samak Estate - Refer Section 9.0 Conclusion, since the exposure monitoring below the Noise Exposure Limit (LEX 85.0 dBA) over 8.00 hours workday as stipulated in the Noise Exposure Regulation no further action is required. 	

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	<ul style="list-style-type: none"> • Sabak Bernam Estate - Audiometric Programme was conducted by Procoma Environmnetal (M) Sdn Bhd on 21/04/2022. A total of 26 workers had undergone the audiometric test. Result indicates that 20 workers have normal audiogram while 6 of workers fall under Hearing Impairment. There are no workers fall under Permanent Standard Threshold Shift (STS). c) Estates sampled have established a training program for employees exposed to chemicals used at the palm oil estates to ensure 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. Sighted the training records as follows <ul style="list-style-type: none"> • Sungai Samak Estate – Spraying Training 20/05/2022 • Sabak Bernam Estate – SES Calibration Training dated 25/02/2022 d) SOP on PPE has established as per document Operating Control Procedure Personal Protective Equipment with reference number SD/SDP/PSQM(ESH)/201-OS16 dated 26/02/2015. 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 dated 17/03/2008. Sighted the PPE issuance records documented in 'PPE Issuance Record' logbook. The PPE issued recorded by workers and job designation. e) Standard Operating Procedures for Handling of Chemicals were available 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 in the 	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Chemical and Fertilizer store. Emergency eye wash and portable eye wash were functioned well during inspection. Safety warning and signage were placed at strategic area in order to control the hazard. Chemical register was checked and found in order.</p> <p>Standard Operating Procedure on Handling of Chemicals were not effectively implemented</p> <p>During site visit at the Spraying Area at Field P15A, Sungai Samak Estate, it was found that: Pure chemicals were brought into the field (2 bottles of Allion and 5 bottles of Canyon (Ally) and placed in the trailer compartment. It was not in line with SOP Tatacara Kerja Selamat Keselamatan Penggunaan Racun with reference number SSE/SOP-03 Section 3 "Aktiviti campuran racun dan air (PREMIX) hanya boleh di lakukan di tempat yang telah disediakan khas. Campuran racun (PREMIX) hanya boleh dilakukan oleh pekerja yang dilatih dan lantik sahaja". Other than that, Chemicals were transferred to other container without any proper labelling (3 containers were stored with Supremo and Wet & Stick and placed in the trailer compartment). It was not in line with Occupational Safety & Health Manual Chapter 9 Chemical Safety Management V.01 Issue No.01 dated 20/06/2008 6.0 Procedures for Handling a(iii) Ensure that the container is properly labelled, not damaged and no spillage during handling equivalent with Occupational safety and Health (Use and Standard of Exposure Of Chemicals Hazardous To Health) Regulation 2000 Section Regulation 21: Relabeling (1) "When chemical hazardous to health is transferred to another container, other than that which is originally supplied, and the contents of the container are not used within a normal work shift, the employer shall ensure that the container is relabeled". Thus, Major NC was raised.</p>	

Criterion / Indicator	Assessment Findings	Compliance									
	<p>f) <u>Sungai Samak Estate</u> The Estate Manager, Mr Mohd Sabri Shaffie was appointed to be the Chairman of OSH Committee at the estate as stated in the appointment letter dated 01/01/2022 undersigned by the Regional CEO, Northern 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><u>Sabak Bernam Estate</u> The Estate Manager, Mr Ashok Kumar A/L Yutaman was appointed to be the Chairman of OSH Committee at the estate as stated in the appointment letter dated 01/01/2022 undersigned by the Regional CEO, Northern 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 and when necessary due to accidents that occur. 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" data-bbox="1099 1246 1865 1377"> <thead> <tr> <th>OSH Meeting 2022</th> <th>Sungai Samak Estate</th> <th>Sabak Bernam Estate</th> </tr> </thead> <tbody> <tr> <td>1st Quarter</td> <td>28/01/2022</td> <td>25/02/2022</td> </tr> <tr> <td>2nd Quarter</td> <td>28/04/2022</td> <td>25/05/2022</td> </tr> </tbody> </table>	OSH Meeting 2022	Sungai Samak Estate	Sabak Bernam Estate	1 st Quarter	28/01/2022	25/02/2022	2 nd Quarter	28/04/2022	25/05/2022	
OSH Meeting 2022	Sungai Samak Estate	Sabak Bernam Estate									
1 st Quarter	28/01/2022	25/02/2022									
2 nd Quarter	28/04/2022	25/05/2022									

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Criterion / Indicator		Assessment Findings			Compliance
		3 rd Quarter	29/07/2022	-	
		OSH Meeting 2021	Sungai Samak Estate	Sabak Bernam Estate	
		4 th Quarter	27/11/2021	25/11/2021	
		3 rd Quarter	29/10/2021	07/10/2021	
		<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. The estates have established Emergency Response Team lead by the Estate Managers. The ERT chart and Fire Extinguisher Map was also available and verified. Emergency Response Training was conducted as below:</p> <p>Sungai Samak Estate: 10/09/2021 Sabak Bernam Estate: 19/07/2022</p> <p>i) Refer First Aid in the workplace Procedure dated 09/03/2021 with reference number UM/HSE/OCP/01. 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. First Aid trainings were conducted regularly at the sampled estates and documents of trainings were verified as below.</p> <p>Sungai Samak Estate: 20/07/2022 Sabak Bernam Estate: 21/07/2022</p> <p>j) The estates sampled recorded all accidents reports and reported</p>			

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Criterion / Indicator		Assessment Findings	Compliance
		<p>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.</p> <p><u>Sungai Samak Estate</u></p> <p>There were 5 accident cases recorded with TLA 8 days for the year 2021 reported in the estate. The JKKP 8 form has been submitted to DOSH for the year ending 2021 on 14/03/2022 with reference number JKKP8/113241/2021 and documents available for verification. Notification was late to due to system maintenance by JKKP as notice dated 28/01/2022.</p> <p>For the year 2022 there were 3 accident cases reported with Medical Leaves recorded. Accident investigations, HIRARC Review and Retraining records were available for verification.</p> <p><u>Sabak Bernam Estate</u></p> <p>There were 1 accident cases with TLA 15 days recorded for the year 2021 reported in the estate. The JKKP 8 form has been submitted to DOSH for the year ending 2021 on 20/01/2022 with reference number JKKP 8/97219/2021 and documents available for verification.</p> <p>For the year 2022 there were 2 accident cases reported with Medical Leaves recorded. Accident investigations, HIRARC Review and Retraining records were available for verification.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The	Sime Darby Plantation Berhad has established Group Sustainability & Quality Policy Statement dated 02/12/2019 approved by Group Managing Director where the company is respecting, upholding & no exploitation of fundamental human rights. This policy statement is	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020.</p> <p>Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/03/2020. 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 SDP.</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p>	
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>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 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 can be downloaded from Sime Darby Plantation Berhad website.</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>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</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>- Major compliance -</p>	<p>collective agreement and Employment Act 1955 which have been signed by the worker.</p> <p>Sampled of pay slips for December 2021, February 2022 and May 2022 found that all the workers were paid according to Minimum Wages Order 2022.</p> <p>Samples of pay slip verified is as follows:</p> <p>Sungai Samak Estate – Employee ID No: 132166, 102231, 151754, 155882, 166147, 166582, 168478, 102776, 158031, 155174</p> <p>Sabak Bernam Estate – Employee ID No: 143002, 107933, 129015, 086635, 153026, 155038, 155844, 166772, 019999, 020022, 120670,</p>	
<p>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.</p> <p>- Minor compliance -</p>	<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.</p> <p>Sungai Samak Estate</p> <p>Perumal Samy Enterprise – Workers ID No: 840621-08-XXXX, 010821-06-XXXX, 690821-08-XXXX, 571129-08-XXXX and etc</p> <p>Fame Transportation – Workers ID No: 801112-08-XXXX, 860731-49-XXXX, 830811-08-XXXX, 800623-10-XXXX and etc</p> <p>Rajan Excavator – Workers ID No: 960924-08-XXXX, 750915-08-XXXX, 930401-08-XXXX, 841007-10-XXXX and etc</p> <p>Sabak Bernam Estate</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		Alpha Meta Agencies Sdn. Bhd. – Worker ID No: 781015-08-XXXX, 840103-08-XXXX,	
4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -	The 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 is available for each and every employee indicated in the employment records. - Major compliance -	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.	Complied
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. - Major compliance -	Estate Daily Attendance Report updated on monthly basis to record the number of days work/ total tonnage and hours of overtime work. The report was generated from the daily data recorded in Daily Attendance Form.	Complied
4.4.5.8	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. - Major compliance -	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

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<p>4.4.5.9 Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance -</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. Observed that the wages and overtime payment documented on the pay slips are in line with legal requirement and as stated in the employment contract. <p>Sighted and verified the sampled of payslip for employee with ID no. for the month of August 2021, May 2022 and July 2022 as follows: Sungai Samak Estate – Employee ID No: 132166, 102231, 151754, 155882, 166147, 166582, 168478, 102776, 158031, 155174 Sabak Bernam Estate – Employee ID No: 143002, 107933, 129015, 086635, 153026, 155038, 155844, 166772, 019999, 020022, 120670,</p>	<p>Complied</p>
<p>4.4.5.10 Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions. - Minor compliance -</p>	<p>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> <p>For Sungai Samak Estate, workers were given free treated water supply.</p>	<p>Complied</p>
<p>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 -</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 LAP piping while electricity is via TNB grid supply.</p>	<p>Minor Non-Conformity</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>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 Estate housing inspection i.e. housing complex/NEST/Community Hall Inspections records shown latest inspection done by Medical Assistant or appointed person in charge.</p> <p>At Sungai Samak Estate, Employee Welfare Committee was established, and meeting was conducted quarterly. Meeting minutes is sighted (e.g. dated 29/07/2022, 28/04/2022, 28/01/2022)</p> <p>Linesite inspection was conducted on weekly basis and recorded in Housing Complex/Nest/Community Hall Weekly Inspection.</p> <p>The main drain at the housing area was not adequately maintained. During linesite visit at Sungai Samak Estate, the drainage at the housing area was found as follow:</p> <ol style="list-style-type: none"> 1. Behind Block B - found with growth grass and saplings. 2. Behind Block C - found stagnant water with dark colour <p>This was not in order with Sect 23 (1), (b)Workers Minimum Standards of Housing and Amenities Act 1990 as follow:23 (1)It shall be the duty of the employer of a place of employment where workers and their dependents are provided with housing accommodation to ensure that(b) the perimeter drains around each dwelling or block of dwellings including all outlet drains are kept in a good state of repair and clear refuse or undergrowth to permit free flow of water. Thus, Minor NC was raised.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>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.</p> <p>- Major compliance -</p>	<p>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.</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>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. Latest meeting was conducted as follows: -</p> <ul style="list-style-type: none"> • Sungai Samak Estate – 14/07/2022, 27/06/2022, 23/05/2022, 06/04/2022, 11/03/2022 • Sabak Bernam Estate – 23/05/2022, 11/03/2022 & 24/01/2022 	<p>Complied</p>
<p>4.4.5.13 The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be</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>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
	discriminated against or suffer repercussions. - Major compliance -	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. Meeting records with NUPW sighted for Sungai Samak Estate was verified as per meeting conducted on 13/07/2022 and for Sabak Bernam Estate on 23/02/2022.	
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions. - Major compliance –	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 pornography. They are eradicating child labour in all their supply chain and not employ anyone underage of 18 years.	Complied
Criterion 4.4.6: Training and competency			
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.	Training was provided during musters and in session held in the estate community hall. The following training made for the employees were recorded as follows. Subjects extracted were mainly related to ESH, SOP, and Environment. Estates have established a training program for all workers based on the training need analysis conducted on a	Complied

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Criterion / Indicator	Assessment Findings	Compliance																																												
<p>- Major compliance -</p>	<p>yearly basis. Records of trainings were maintained by the estates as below: -</p> <p>Sungai Samak Estate</p> <table border="1" data-bbox="1048 539 1872 842"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Incident Notification & Reporting Training</td> <td>11/08/2022</td> </tr> <tr> <td>Tractor Driver Training</td> <td>20/07/2022</td> </tr> <tr> <td>First Aid Training</td> <td>20/07/2022</td> </tr> <tr> <td>Spraying Training</td> <td>20/05/2022</td> </tr> <tr> <td>Fire Drill Training</td> <td>10/09/2021</td> </tr> <tr> <td>Harvesting training</td> <td>21/08/2021</td> </tr> <tr> <td>Hearing Conservation Training</td> <td>15/07/2021</td> </tr> <tr> <td>MSPO Policies Training</td> <td>03/07/2021</td> </tr> </tbody> </table> <p>Sabak Bernam Estate</p> <table border="1" data-bbox="1048 935 1872 1370"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>HIRARC Identification Training</td> <td>05/01/2022</td> </tr> <tr> <td>Risk Assessment Training</td> <td>28/11/2021</td> </tr> <tr> <td>Harvesting (Color Code) Training</td> <td>31/03/2022</td> </tr> <tr> <td>Bagworm Census Training</td> <td>07/04/2022</td> </tr> <tr> <td>Safety Drivers Training</td> <td>19/04/2022</td> </tr> <tr> <td>Safety Briefing to Contractor</td> <td>17/05/2022</td> </tr> <tr> <td>Work Quality, PPE and Safety Training</td> <td>21/06/2022</td> </tr> <tr> <td>First aid Training</td> <td>21/07/2022</td> </tr> <tr> <td>Fire Drill Training</td> <td>17/07/2022</td> </tr> <tr> <td>Tractor & Workshop Training</td> <td>21/07/2022</td> </tr> <tr> <td>Replanting Training</td> <td>28/07/2022</td> </tr> <tr> <td>Harvester Training</td> <td>01/08/2022</td> </tr> </tbody> </table>	Training	Date	Incident Notification & Reporting Training	11/08/2022	Tractor Driver Training	20/07/2022	First Aid Training	20/07/2022	Spraying Training	20/05/2022	Fire Drill Training	10/09/2021	Harvesting training	21/08/2021	Hearing Conservation Training	15/07/2021	MSPO Policies Training	03/07/2021	Training	Date	HIRARC Identification Training	05/01/2022	Risk Assessment Training	28/11/2021	Harvesting (Color Code) Training	31/03/2022	Bagworm Census Training	07/04/2022	Safety Drivers Training	19/04/2022	Safety Briefing to Contractor	17/05/2022	Work Quality, PPE and Safety Training	21/06/2022	First aid Training	21/07/2022	Fire Drill Training	17/07/2022	Tractor & Workshop Training	21/07/2022	Replanting Training	28/07/2022	Harvester Training	01/08/2022	
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Criterion / Indicator		Assessment Findings		Compliance
		First Aid Training	15/04/2022	
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>The estates have 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 Estate: Recommended Training Needs for the year 2022 for all estates.</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>A training programme has been developed and available in the Annual Sustainability Programme 2022. The trainings were sighted to have been sub categorised to trainings on Environmental, GAP, SOP, Social and OSH.</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 has established environmental policy documented in Group Sustainability and Quality Statement signed by Group Managing Director dated 02/12/2019 and Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020. In the Policy stated as follows: Group Sustainability and Quality Statement: Minimizing Environmental Harm:</p> <ul style="list-style-type: none"> i. Protecting and enhancing biodiversity and ecosystem ii. No deforestation and no new development on peat land iii. Enhancing resilience against climate change impact iv. Adopting responsible consumption and production 		Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement Environment</p> <ul style="list-style-type: none"> i. Comply to emission and effluent standard ii. Efficient use of water and energy iii. Minimize waste iv. Protect the ecosystem and biodiversity <p>The policy has been communicated to the workers through induction training for new workers, morning briefing, i-CARE Safety and Health Townhall meeting, and displayed at various notice board within the mill.</p> <p>Latest Company Policy training was conducted as per criteria 4.4.6.1. Sighted the Training record for:</p> <ul style="list-style-type: none"> 1. Sungai Samak Estate – 04/07/2022 2. Sabak Bernam Estate – 19/07/2022 	
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. <p>- Major compliance -</p>	<p>The estates sampled conducted Environmental Impact Assessment to identify the environmental aspect in all estate activities and documented in Environmental Aspects Impacts Identification form and Environmental Impacts Evaluation form.</p> <p>The assessment covers all activities in the estates and mill. The assessment was conducted based on SOP established. Refer SOP Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure. The assessment was reviewed at minimum once a year or if there are any changes in operation. Latest review was conducted as follows:</p> <ul style="list-style-type: none"> • Sungai Samak Estate on 01/07/2022 with no changes on made to the EAI and EIE since last review was conducted. 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> Sabak Bernam Estate on 04/01/2022 with no changes on made to the EAI and EIE since last review was conducted. <p>The review was conducted by Assistant Manager and approved by the Manager. The estate visited has established environmental management plan base on aspect and impacts analysis conducted. The environmental management plan was established based on Environmental Aspect Impact Identification and Environmental Impact Evaluation conducted and documented in Pollution Prevention Plan. The EAI/EIE was reviewed by the estate management team.</p>	
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p> <p>- Major compliance -</p>	<p>The estates have established Environmental Management Plan FY 2022. The plan was reviewed on annually basis. Reviewed the implementation of the management plan as follows:</p> <p>Sungai Samak Estate</p> <ul style="list-style-type: none"> To control over usage of chemical spraying, the estate has change spraying equipment from CDA to Inter pump spray. Reviewed the invoice no. 00090420 for purchasing 2 units of inter pump. Reviewed picture the buffer zone at for Sungai Bernam at field 2008C in Flemington Estate dated 23/08/2021. The vegetation was well established and maintain. No evidence of chemical application in the area. <p>Sabak Bernam Estate</p> <ul style="list-style-type: none"> The estate has developed the Environmental management Plan, which include water, waste, and integrated management plan. 	Complied
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p>- Minor compliance -</p>	<p>Program to promote positive impact was documented in Pollution Prevention Plan. Among the promote positive impact as follows:</p> <ul style="list-style-type: none"> To recollect wastewater from chemical mixing process and recycled during premixing. 	Complied

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Criterion / Indicator		Assessment Findings	Compliance						
		<ul style="list-style-type: none"> To continue remind workers no spraying alongside river buffer zone. To continue remind workers and all resident no open burning 							
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 -	The estates visited continue provided training to ensure the awareness regarding the environmental policy among the employees. The management has established annual training program which covers the environmental awareness and compliance related trainings to the executives, staffs and workers.	Complied						
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance -	The estates visited discussed the issues on environmental concern during Environmental, Safety and Health committee meeting conducted on quarterly basis, together with the safety meeting.	Complied						
Criterion 4.5.2: Efficiency of energy use and use of renewable energy									
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period. - Major compliance -	<p>The estates visited has established energy management plan to optimize the consumption of non-renewable energy. sighted the management plan as follows:</p> <ul style="list-style-type: none"> The estate monitors the service maintenance for each vehicle and conducted accordingly as per scheduled. Sighted the vehicle service schedule and vehicle daily monitoring at the workshop board. The estates monitor the diesel consumption for non-renewable energy FY 2022 as follows: <table border="1"> <thead> <tr> <th>Month</th> <th>Sabak Bernam Estate(l)</th> <th>Sungai Samak Estate</th> </tr> </thead> <tbody> <tr> <td>January 2022</td> <td>9100</td> <td>3884.38</td> </tr> </tbody> </table>	Month	Sabak Bernam Estate(l)	Sungai Samak Estate	January 2022	9100	3884.38	Complied
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January 2022	9100	3884.38							

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Criterion / Indicator		Assessment Findings			Compliance																					
		February 2022	681	4197.73																						
		March 2022	7670	4258.2																						
		April 2022	9850	4412.31																						
		May 2022	6820	3841.34																						
		June 2022	8310	4011.91																						
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 determined based on previous year fuel consumption.</p> <p>The estates have been monitoring their electricity consumption for the year 2022. Sighted the records is available at both sample site.</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Sabak Bernam Estate(kwh)</th> <th>Sungai Samak Estate (kwh)</th> </tr> </thead> <tbody> <tr> <td>January 2022</td> <td>17358</td> <td>59591</td> </tr> <tr> <td>February 2022</td> <td>18038</td> <td>59693</td> </tr> <tr> <td>March 2022</td> <td>18634</td> <td>54602</td> </tr> <tr> <td>April 2022</td> <td>19582</td> <td>57129</td> </tr> <tr> <td>May 2022</td> <td>18207</td> <td>52271</td> </tr> <tr> <td>June 2022</td> <td>19328</td> <td>56558</td> </tr> </tbody> </table>			Month	Sabak Bernam Estate(kwh)	Sungai Samak Estate (kwh)	January 2022	17358	59591	February 2022	18038	59693	March 2022	18634	54602	April 2022	19582	57129	May 2022	18207	52271	June 2022	19328	56558	Complied
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4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>There is no big scale renewable energy project are planned, However, a small solar light is currently installed at estate’s manager house for trial.</p>			Complied																					
Criterion 4.5.3: Waste management and disposal																										
4.5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p>	<p>Estate management has established Waste Management Procedure which classified the waste under 3 category, Schedule Waste,</p>			Complied																					

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Criterion / Indicator		Assessment Findings			Compliance									
	- Major compliance -	Domestic Waste and Industrial Waste. The estate management also had identified and documented the waste products and source of pollution. Sighted the plan as follow: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type of Waste</th> <th>Item Description</th> <th>Action to be taken</th> </tr> </thead> <tbody> <tr> <td>Scheduled Waste</td> <td>Scheduled waste</td> <td> As stipulated in PSQM SOP, SD/SDP/PSQM(ESH)203-EN1. Comply to the EQ (Scheduled Waste) Regulation 2005 as follows: <ol style="list-style-type: none"> a. Established list of scheduled waste generated. b. Notify DOE on all scheduled waste generated. c. Ensure of labelling of SW with appropriate label and code. d. Establish SW inventory. e. Establish information of the SW. f. Ensure disposal of schedule waste not more than <20Mt or 180 days. g. Reuse the empty chemical containers h. Monthly update in eSWIS system. </td> </tr> <tr> <td>Domestic Waste</td> <td>Rubbish Sewage</td> <td>Allocate landfill 3km away from natural waterways and resident area.</td> </tr> </tbody> </table>			Type of Waste	Item Description	Action to be taken	Scheduled Waste	Scheduled waste	As stipulated in PSQM SOP, SD/SDP/PSQM(ESH)203-EN1. Comply to the EQ (Scheduled Waste) Regulation 2005 as follows: <ol style="list-style-type: none"> a. Established list of scheduled waste generated. b. Notify DOE on all scheduled waste generated. c. Ensure of labelling of SW with appropriate label and code. d. Establish SW inventory. e. Establish information of the SW. f. Ensure disposal of schedule waste not more than <20Mt or 180 days. g. Reuse the empty chemical containers h. Monthly update in eSWIS system. 	Domestic Waste	Rubbish Sewage	Allocate landfill 3km away from natural waterways and resident area.	
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Scheduled Waste	Scheduled waste	As stipulated in PSQM SOP, SD/SDP/PSQM(ESH)203-EN1. Comply to the EQ (Scheduled Waste) Regulation 2005 as follows: <ol style="list-style-type: none"> a. Established list of scheduled waste generated. b. Notify DOE on all scheduled waste generated. c. Ensure of labelling of SW with appropriate label and code. d. Establish SW inventory. e. Establish information of the SW. f. Ensure disposal of schedule waste not more than <20Mt or 180 days. g. Reuse the empty chemical containers h. Monthly update in eSWIS system. 												
Domestic Waste	Rubbish Sewage	Allocate landfill 3km away from natural waterways and resident area.												

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Criterion / Indicator		Assessment Findings			Compliance
				Provide adequate dustbins at the estate and line site area. Establish collection SOP Establish collection schedule Create awareness on hygiene amongst employees Regular monitoring on cleanliness and hygiene. Provide adequate washrooms at mills and estates. Arrange for sewage disposal by local municipal when necessary. Monitoring by supervision team.	
		Industrial Waste	EFB	Monitoring on collection & application.	
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) 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 -	Estate sampled has established management Plan based on the identification and source of pollutions and the documented in Waste management Plan FY 2022 and were available for review. In the management plan stated the type of waste, description, source of pollution, action to be taken and person responsible. Sighted the implementation as follows: 1. The estates maintain the inventory records for all scheduled waste generated and notify to DOE on monthly basis through e-SWISS. Reviewed the e-SWISS inventory record dated 11/06/2022, and 21/06/2021. 2. Scheduled waste was managed as per SOP established and as per Scheduled Wastes Environmental Quality (Scheduled Wastes)			Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Regulations 2005. Reviewed the disposal records as per criteria 4.5.3.3.</p> <p>3. EFB were disposed to sister estate as nutrient recycle program. Reviewed the application records for Sungai Samak Estate for filed 2012A, 2020C and 2020D</p>	
4.5.3.3	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>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. Both estates visited also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor. Reviewed the sample disposal records as follows:</p> <p>Sabak Bernam Estate</p> <p>SS Setia Teknologi - 18/04/2022 - Tong Racun – 679 units</p> <p>The management has sent the spent lubricant oil (SW 305), oil filter (SW410), and used rags (SW410) out by Kobuta Malaysia Sdn Bhd. Sighted the Bring Back Scheduled Waste Form (Serial No: 0470, Date: 23/05/2022). Quantity as follows:</p> <ul style="list-style-type: none"> a. Spent Lubricant Oil – 109 liters b. Used Oil filters – 22 pcs c. Used rags – 17 pcs 	Complied
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>Empty pesticides containers were identified and disposed as scheduled waste. However, the empty pesticides containers were triple rinse stored in designated storage areas. Some of them were reused as containers for premix chemicals. Others were disposed as scheduled waste. Reviewed the disposal records as per consignment note no. 20210816127G65NU dated 16/08/2021.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses. - Minor compliance -	Domestic waste was collected 2 – 3 time a week and stored in designated dumpsite (BIN) before disposed at Municipal Landfill.	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 -	The estates visited has conducted the assessment of all polluting activities during Environmental Aspects identification, Environmental Impact Evaluation.	Complied
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance –	The action plan to reduce the identified significant impact has been documented in Pollution Prevention Plan and Waste Management Plan.	Complied
Criterion 4.5.5: Natural water resources			
4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities. c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application,	The estates sampled has established Water Management Plan 2022. The management plan stated the water source, areas of concern, Monitoring, contingency plan, person responsible and time frame. The areas of concern focusing on water shortage/dry spell, severe water pollution, contamination of surface and ground water, reduce water usage in chemical activity, excess water in field and management of wastewater a. The water supply to the estate is as the following: <ul style="list-style-type: none"> • Sungai Samak Estate – Lembaga Air Perak and water treatment • Sabak Bernam Estate – Syarikat Air Selangor 	Complied

Criterion / Indicator		Assessment Findings	Compliance																																													
	<p>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>b. Water drinking test has been conducted for Sungai Samak Estate, latest sample was sent to the Sime Darby Lab dated 15/07/2022, Ref no: ML422/2022.</p> <p>c. The estates sampled has established Water Management Plan 2022. The management plan stated the water source, areas of concern, Monitoring, contingency plan, person responsible and time frame. The areas of concern focusing on water shortage/dry spell, severe water pollution, contamination of surface and ground water, reduce water usage in chemical activity, excess water in field and management of wastewater. Water consumption is as for the following:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Sabak Bernam Estate(m3)</th> <th>Sungai Samak Estate (m3)</th> </tr> </thead> <tbody> <tr> <td>January 2022</td> <td>5074</td> <td>10246</td> </tr> <tr> <td>February 2022</td> <td>5085</td> <td>10271</td> </tr> <tr> <td>March 2022</td> <td>5562</td> <td>9915</td> </tr> <tr> <td>April 2022</td> <td>6482</td> <td>10120</td> </tr> <tr> <td>May 2022</td> <td>5789</td> <td>9619</td> </tr> <tr> <td>June 2022</td> <td>5488</td> <td>9805</td> </tr> </tbody> </table> <p>d. The management has maintain the natural vegetation in riparian zone, as per the buffer:</p> <table border="1"> <thead> <tr> <th></th> <th>River width</th> <th>Buffer zone</th> <th></th> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>> 40 m</td> <td>50 m</td> <td>4</td> <td>5 - 10 m</td> <td>10 m</td> </tr> <tr> <td>2</td> <td>20 - 40 m</td> <td>40 m</td> <td>5</td> <td>< 5 m</td> <td>5 m</td> </tr> <tr> <td>3</td> <td>10 - 20 m</td> <td>20 m</td> <td>-</td> <td></td> <td>-</td> </tr> </tbody> </table>	Month	Sabak Bernam Estate(m3)	Sungai Samak Estate (m3)	January 2022	5074	10246	February 2022	5085	10271	March 2022	5562	9915	April 2022	6482	10120	May 2022	5789	9619	June 2022	5488	9805		River width	Buffer zone		River width	Buffer zone	1	> 40 m	50 m	4	5 - 10 m	10 m	2	20 - 40 m	40 m	5	< 5 m	5 m	3	10 - 20 m	20 m	-		-	
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Criterion / Indicator		Assessment Findings	Compliance
		<p>e. The signboards were displayed accordingly at the site where applicable. The guideline was issued by the GSD Unit with latest revision dated on 13/06/2011. During the field visit there was no spraying activities or signs left in such an area. The buffer zones identified at the estates are as follows:</p> <ol style="list-style-type: none"> 1. Sungai Samak Estate – Sg Cawang, Sg Bernam and Sg Erong 2. Sabak Bernam Estate – Sg Bernam <p>f. There is no bore well, being used in the estate.</p>	
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. - Minor compliance -	No construction of bund, weirs and dams across waterways passing through the estates.	Complied
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles). - Minor compliance -	The practice water harvesting of water from road-side drains being directed and stored in conservation roadside pits.	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: <ol style="list-style-type: none"> a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (<i>e.g.</i> The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat 	The reassessment on the HCV area in SOU 4 has been conducted on 22 – 23/6/2020 and documented in Addendum to High conservation value, Final Report for Strategic Operating Unit 4, ver. 2.0 dated July 2020. Only HCV 4 identified during the reassessment conducted in the group estate in SOU 4 with total area of 17.94 ha. The objectives of this assessment were to update the status of existing recommendation area by HCV Assessment Report, verify presence of protected areas, conservation status & legal protection that could be significantly affected and to propose the HSCV Management Area and Plan.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	<p>requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.</p> <p>- Major compliance -</p>	<p>The assessor team also provides managing threats as below:</p> <ul style="list-style-type: none"> • Ensure no agrochemical activities conducted near the catchment area, river reserve and stream buffer. • Cover any bare soil with planting of vetiver grasses to reduce soil erosion. • Erect signboards to create awareness such as, "No Trespassing", "No Hunting" and "No Open Burning". • Liaison with forestry officer and wildlife department on ways to handle any human – wildlife conflict. • Notify the relevant authorities immediately if any fires or illegal activities detected. 	
4.5.6.2	<p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p>- Major compliance -</p>	<p>No RTE species identified in the estate visited as per Addendum to High conservation value, Final Report for Strategic Operating Unit 4, ver. 2.0 dated July 2020</p> <p>The estates management continue to promote awareness on HCV/RTE to the workers during morning briefing and training. Reviewed training records and pictures dated 19/07/2022 for Sabak Bernam Estate and 22/6/ 2022 for Sungai Samak Estate. The signboard was placed at several strategic places in the estates visited such as office compound, muster ground, housing area and HCV area, signage on prohibition of capture, harm, collect or kill RTE species are erected.</p> <p>HCV area are all marked with signboards, with no hunting, spraying, and burning were all communicated through the signboard.</p>	Complied
4.5.6.3	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p>	<p>Estates visited established HCV management plan based on the HCV assessment conducted. Estate visited continue to monitor the HCV area. The issue monitored include of encroachment/Sign of trespassing, wildlife issues/conflicts/sightings, pollution/erosion issue and others. Reviewed the sampled monitoring conducted as follows:</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> • Conduct the HCV Training – July 2022 • Ensuring no agrochemical activities carried out near the areas • To cover bare soil with planting of vetiver grasses, groundcovers to reduce soil erosion. • Muster briefing to include the HCV related (Policy and legal compliance in relating to conservation of RTE Species. • To identify how the task relating to HCV/ Biodiversity are to be performed and competencies required. 	
Criterion 4.5.7: Zero burning practices			
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice. - Major compliance -	Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law – EQA and Regulations 1974.	Complied
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. - Major compliance -	Visit to the estate confirmed that no previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop hence, no special approval been obtained so far. Hence this requirement is not applicable.	N/A
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	Since no special approval been obtained so far for burning, hence this requirement is not applicable.	N/A
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.	Noted based on the records on the land clearing and felling for the replanting at visited estates, method of land clearing and preparation	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -	was used such as felling & chipping, cambering/land forming and path construction	
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 and 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 Internal Visit from HQ. The visit focusing on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep.</p> <p>For Sungai Samak Estate, refer Performance Monitoring Visit Summary Report dated 29/06/2022 and also Estate Structured Crop Recovery Assessment Report (SCRA) dated 12/07/2022.</p> <p>For Sabak Bernam Estate, refer Estate Structured Crop Recovery Assessment Report dated 12/07/2022 and Performance Monitoring Visit Summary Report dated 14/07/2022.</p> <p>Interview with workers and stakeholders confirmed that the SOP had been implemented and they understood the requirements of the SOP, the bottom-line of which is Good Agricultural Practice and the care for their safety and health and the environment.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 to 2027 were sighted. The budget provisions covered activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure, RSPO/MSPO compliance etc. The budgets included projections on yield/ha, and total cost of production per MT & per ha. CAPEX - capital expenditure mainly for buildings, furniture, and others asset related expenses.	Complied

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Criterion / Indicator		Assessment Findings	Compliance																		
4.6.2.2	<p>Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years.</p> <p>- Major compliance –</p>	<p>All estates established a replanting program spanned over a 5-year period till 2027. All programs were sighted.</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> </tr> </thead> <tbody> <tr> <td>Sg Samak</td> <td>78.56</td> <td>79.18</td> <td>144.77</td> <td>145.60</td> <td>191.65</td> </tr> <tr> <td>Sabak Bernam</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Sighted all sampled estate replanting plans, which cover the replanting program for the next 5 years. There is no replanting to be conducted at Sabak Bernam for next 5 years as the replanting program has finished.</p>	Estate	2023	2024	2025	2026	2027	Sg Samak	78.56	79.18	144.77	145.60	191.65	Sabak Bernam	0	0	0	0	0	Complied
Estate	2023	2024	2025	2026	2027																
Sg Samak	78.56	79.18	144.77	145.60	191.65																
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4.6.2.3	<p>The business or management plan may contain:</p> <ul style="list-style-type: none"> a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production: cost per tonne of FFB d) Price forecast e) Financial indicators: cost benefit, discounted cash flow, return on investment <p>- Major compliance –</p>	<p>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, RSPO & MSP0 compliance etc. The budgets included projections on yield/ha, and total cost of production per MT & per ha.</p>	Complied																		
4.6.2.4	<p>The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.</p> <p>- Major compliance -</p>	<p>The management plan was effectively implemented, and the achievement of the goals and objectives were regularly monitored, documented and reviewed through Monthly Progress Reports, Monthly Accounts Reports, Annual Financial Reports, Plantation Advisor Visit Reports and Performance Unit Report.</p>	Complied																		
<p>Criterion 4.6.3: Transparent and fair price dealing</p>																					

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Criterion / Indicator		Assessment Findings	Compliance
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	The documentation of price mechanism for services received from contractors are contained in the respective contracts. For transporter, the group procurement of Sime Darby Plantation Berhad has revised the transportation rates as per memorandum dated 01/07/2022, "New Rates for Land Transportation Services for Sime Darby Plantation Berhad (SDPB) Palm Products (FFB, CPO and PK) in relation to working on Sundays, and Public Holidays" and acknowledged by all FFB transportation contractor as the estates.	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	The contract agreement was made available to the audit team for verification as follow: Sungai Samak Estate 1. Perumal Samy Enterprise – Transporting Out Rubbish From Estate’s Rubbish Collection Point to Changkat Jong Rubbish Dumping Site, Contract Period: 1 year (01/01/2022 – 31/12/2022). 2. Fame Transportation Sdn. Bhd. – Fresh Fruit Bunch Transportation Services dated 16/02/2022 was acknowledged by contractor on 21/03/2022. Contract Period: until 31/12/2022. Sabak Bernam Estate: 1. Contractor: Alpha Meta Agencies Sdn. Bhd., Description: Fresh Fruit Bunch Transportation Services, Terms: 2 years (01/01/2022 – 31/12/2023) was signed by contractor on 12/03/2022.	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.	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/training related to ILO, medical access, freedom of	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	movement, OPP and etc was provided to contractor on 18/05/2022 and 17/05/2022.	
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Contract agreed by the contractor was evidence such as: Sungai Samak Estate 1. Perumal Samy Enterprise – Transporting Out Rubbish from Estate’s Rubbish Collection Point to Changkat Jong Rubbish Dumping Site, Contract Period: 1 year (01/01/2022 – 31/12/2022). 2. Fame Transportation Sdn. Bhd. – Fresh Fruit Bunch Transportation Services dated 16/02/2022 was acknowledged by contractor on 21/03/2022. Contract Period: until 31/12/2022. Sabak Bernam Estate: 1. Contractor: Alpha Meta Agencies Sdn. Bhd., Description: Fresh Fruit Bunch Transportation Services, Terms: 2 years (01/01/2022 – 31/12/2023) was signed by contractor on 12/03/2022.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	All contractors 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. Sighted evidence of agreement doc number RSPO/ISCC/MSPO/SCCS dated 15/06/2022.	Complied
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. - Major compliance -	All works performed 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.	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia’s National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	There is no development of new planting at both visited estates.	N/A
Criterion 4.7.2: Peat Land			
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. - Major compliance -	There is no development of new planting at both visited estates.	N/A
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations.	There is no development of new planting at both visited estates.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	There is no development of new planting at both visited estates.	N/A
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	There is no development of new planting at both visited estates.	N/A

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	There is no development of new planting at both visited estates.	N/A
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites.	There is no development of new planting at both visited estates.	N/A

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Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -		
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	There is no development of new planting at both visited estates.	N/A
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -	There is no development of new planting at both visited estates.	N/A

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.	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: 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: 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. - Major compliance -	Internal audit for Flemington POM was planned to be conducted on yearly basis. Latest internal audit was conducted on 18/07/2022 has covered RSPO, MSPO and MSPO SCCS. Internal audit was conducted	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		by 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 2 major non-conformances were raised. 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 4, Flemington POM was acknowledged by Mill Manager on 18/07/2022 and discussed during management review meeting conducted on 01/08/2022.	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 was planned on yearly basis. Latest management review for Flemington POM was conducted on 01/08/2022. Meeting was chaired by the Mill Manager and attended by key personnel. Management review has discussed on issues as follow: 1. Result of internal audit 2. Customer feedback 3. Status of Corrective /Preventive Actions 4. Follow-Up Action from previous management review	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		5. Changes that could affect the management system 6. 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 -	The action plan for continual improvement with regards to social and environment impacts, and opportunities were available in the estates for verification. The plan clearly states the possible issues, action to be taken, person in charge, time frame and status of action.	Complied
4.1.4.2	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. - Major compliance -	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. Currently there is no New Technology in the mill.	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (subsection 5.5, Appendix 5.5.3.2). The time frame to provide feedback to the stakeholder is documented to be 2 weeks of the date receiving the	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	queries. The Mill Manager is responsible to address all communication and request for documentations that could be made available to public/stakeholders.	
4.2.1.2	The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	Sime Darby Plantation Berhad continued to use the group website for disseminating public information. The Sustainability Report and Group Annual report is available in website. Information relating to land titles, safety and health plans, pollution prevention plans, and annual report are available at the estate. In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates and muster ground notice boards for employees and visitors to view. Procedure for complaints and grievances were available through Sime Darby Plantation Berhad website at: http://www.simedarbyplantation.com/Sustainability	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 -	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 <i>indicator 1</i> . - Minor compliance -	The Mill Manager are responsible to deal with the external stakeholders as stated in the procedure. However, Mill Manager has appointed Assistant Engineer 1 (Fahzol Shawal B Ahmad Shapial) to be responsible for issues related to Indicator as per appointment letter dated 06/01/2020 for Flemington POM.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.2.2.3	<p>A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained.</p> <p>- Major compliance -</p>	<p>Latest list of stakeholders was updated FY2022 has included FFB supply base, CPO & PK transporter, contractor, suppliers, local community heads, other interested parties (e.g., MPOB, DOSH, Hospital, LAP and etc nearby village head, temple, surau, school, NUPW, AMESU, government agencies/authorities, embassy, nearby estates, vendors and customers.</p> <p>Meeting with stakeholders was conducted on 27/05/2022 and attended by representatives from BOMBA Hutan Melintang, contractor, supplier, school and etc. So far, no issues raised during stakeholder meeting.</p>	Complied
Criterion 4.2.3 – Traceability			
4.2.3.1	<p>The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability.</p> <p>- Major compliance -</p>	<p>Sustainability Supply Chain and Traceability Procedure has been established with reference number SD/SDP/GSD/SCCS/0522/01 dated 01/06/2022.</p> <p>The weighbridge ticket provided the following details:</p> <ul style="list-style-type: none"> - Supplied from which estate - Product (FFB or Loose fruit) - Delivery notes from estates stating the weight and fruit grade (A or B). - D.O Number - Weight of the shipment - Date of the shipment <p>For despatch of CPO & PK, the weighbridge ticket includes the following information to enable the customer to trace the CPO source: -</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance																		
		<ul style="list-style-type: none"> - Customer Name - Destination of the CPO - Product - DO number - PO number - Weight of the product. 																			
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	The procedure had identified critical control points to prevent contamination of non-certified FFB. The current traceability system is Sime Weigh System.	Complied																		
4.2.3.3	The management shall identified and assign suitable employees to implement and maintain traceability system. - Minor compliance -	Based on the company's traceability procedure, the overall personal in charge for the traceability is the Mill Manager. The responsibility is stated in the job description. For daily monitoring, mill has assigned person in charge for Environmental / Quality Management System to Mr Fahzol Shawal Bin Ahmad Shapiai dated 20/05/2020.	Complied																		
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	<p>Records of CPO & PK sales & delivery including Weighbridge Tickets together with sales Delivery Note (DO Chit) and Daily Record (Daily CPO/PK Despatch Summary Logbook) were maintained based on Standard Operating Procedure. Sample of ticket as below: -</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>CPO</td> <td>Sample 1</td> <td>Sample 2</td> </tr> <tr> <td>Date</td> <td>30/03/2022</td> <td>27/06/2022</td> </tr> <tr> <td>Chit No.</td> <td>112945</td> <td>114604</td> </tr> <tr> <td>Lorry No.</td> <td>BLB5142</td> <td>MDD7767</td> </tr> <tr> <td>Weight, MT</td> <td>38.64</td> <td>40.17</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>PK</td> <td>Sample 1</td> <td>Sample 2</td> </tr> </tbody> </table>	CPO	Sample 1	Sample 2	Date	30/03/2022	27/06/2022	Chit No.	112945	114604	Lorry No.	BLB5142	MDD7767	Weight, MT	38.64	40.17	PK	Sample 1	Sample 2	Complied
CPO	Sample 1	Sample 2																			
Date	30/03/2022	27/06/2022																			
Chit No.	112945	114604																			
Lorry No.	BLB5142	MDD7767																			
Weight, MT	38.64	40.17																			
PK	Sample 1	Sample 2																			

Criterion / Indicator		Assessment Findings			Compliance
		Date	30/03/2022	27/06/2022	
		Chit No.	020531	020701	
		Lorry No.	BLL8803	BNK2226	
		Weight, MT	29.42	29.55	
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 -	<p>Flemington 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. Last update on 20/07/2022. Among others the licenses/permit viewed were: -</p> <ol style="list-style-type: none"> 1. MPOB License #529874004000 valid from 01/06/2022 to 31/05/2023 2. Boiler #PMD8703 valid until 27/02/2023 3. Thermal Deaerator #PMT 147302 valid until 12/03/2023 4. Sterilizer #PMT 147316 valid until 12/03/2023 5. DOE License No 004234 valid until 30/06/2023 6. Diesel Permit (16000 liters) #A004077 valid from 30/10/2021 to 29/10/2022 7. Measurement & Weighing Certificate #B827064816 inspected on 16/06/2022 8. Measurement & Weighing Certificate #B829135381 inspected on 16/06/2022 			Complied

Criterion / Indicator		Assessment Findings	Compliance
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.</p> <p>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 in June 2022. Among the new LRR were:</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. Occupational Safety and Health (Noise Exposure) Regulation 2019 5. Pesticide (Amendment of First Schedule) Order 2019. 	Complied
4.3.1.3	<p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p>- Major compliance -</p>	<p>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 SOU8. 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.</p>	Complied

Criterion / Indicator		Assessment Findings	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. 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.	
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 responsible to compliance of Law and Regulation. Refer appointment letter person in charge for Environmental / Quality Management System to Mr Fahzol Shawal Bin Ahmad Shapiai dated 20/05/2020.	Complied.
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - Major compliance -	Land titles were made available to the audit team. It was found that the land use right stated in the title is match with the operation conducted by the management.	Complied
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - Major compliance -	The ownership of the land clearly mentioned that it is belong to Sime Darby Plantation Berhad. Example of Land Title will be as following: <u>Flemington POM</u> No Hakmilik: 141481 Negeri: Perak Daerah: Hilir Perak Mukim: Bagan Datok Lot: 5138 Luas: 446.4 ha	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		The Oil Mill is constructed on estate land of Flemington Estate.	
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Legal boundaries for Flemington Oil Mill were clearly demarcated with security gate, and fencing. The effluent pond visited is gated, and fencing is available circumference the whole area.	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 -	To date, no records of disputes land happened in the mill compound.	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 evidence that the land on which the Mill is situated is encumbered by customary rights.	Not Applicable
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	There is no evidence that the land on which the Mill is situated is encumbered by customary rights.	Not Applicable
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	There is no evidence that the land on which the Mill is situated is encumbered by customary rights.	Not Applicable
4.4 Principle 4: Social responsibility, health, safety and employment condition			

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	<p>Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance -</p>	<p>Social Impact Assessment was conducted to Sime Darby Plantation Berhad, Flemington Complex on 27/06–01/07/2016, by the PSQM Department. The assessment involved 1 palm oil mill and 4 estates. Findings and recommendation action plan were recorded in the report at page 10 – 27.</p> <p>The plans were identified and documented in “Action Plan Social Assessment” updated on 14/07/2022 with the responsible person and the status of implementation was identified. Action plan was prepared based on the feedbacks received from internal and external stakeholders such as</p> <ol style="list-style-type: none"> 1. Domestic waste and uncut grass at the POM housing area 2. Heavy machinery such as backhoe entering and parked within POM housing area 3. AMESU representative reported furniture inside his house was damaged. 4. Water cooler at the workshop area was smelly 5. Request to provide/build toilet at the ramp area 	<p>Complied</p>
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>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>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
		<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@simeдарbyplantation.com 	
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> <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 complaints.</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</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		or disputes.	
4.4.2.4	<p>Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.</p> <p>- Minor compliance -</p>	<p>Based on interview with the stakeholders such as contractors, local communities and workers, it has shown that the stakeholders are aware of how to forward their complaints or suggestions.</p> <p>Employees are aware that complaints can be made through "Suara Kami" & Worker helpline - Ulula portal (toll free – 1800819741 or Whatsapp +60162991411 for grievance), Whistleblowing (through website) "Oil Palm Poll (OPP)", communication book/morning briefing and Social Dialog.</p>	Complied
4.4.2.5	<p>Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.</p> <p>- Major compliance -</p>	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	<p>Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.</p> <p>- Minor compliance -</p>	Flemington POM management has contributed to local development in consultation with local communities such as cleaning activities at Flemington Estate housing quarters on 14/06/2022.	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	<p>An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and</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	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>workers through induction training for new workers, morning briefing and displayed at various notice boards within the mill.</p> <p>The GSM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>a) The Policy is implemented through the OSH activities by the on-site Safety Officers and monitored by OSH Manager from Head Office.</p> <p>b) Included in the policy is the commitment of the Company to provide and maintain a safe and healthy working environment of its employees & contractors & visitors.</p> <p>Procedure has been established. Refer Health, Safety and Environment Management (HSEMS) Manual dated 09/03/2021 with reference number UM/HSE/MS/01.</p>	
<p>4.4.4.2 The occupational safety and health plan should cover the following:</p> <p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risk of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:</p> <p>ii. All employees involved are adequately trained on safe working practices;</p> <p>iii. All precautions attached to products should be properly observed and applied;</p>	<p>The occupational safety and health plan cover the following:</p> <p>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 14/06/2022.</p> <p>b) OSH Risk Management Procedure has been established with reference number UM/HSE/SP/01 dated 09/03/2021. HIRARC was available for all operations within the Mill to identify the hazards, assess and recommended control measures to minimize the risks. Among the HIRARC sampled were Kernel Plan dated 14/12/2021, Sterilizer dated 28/03/2022 and Boiler 14/12/2021.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> 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. i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite. j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals. 	<p>Chemical Health Risk Assessment (CHRA) was conducted in compliance with Occupational Safety and Health (USECHH) regulation 2000 on 02/07/2020 by DOSH Registered Assessor, Hj Shaari Chin (HQ/09/ASS/00/124) with the CHRA Report available for verification. The CHRA Report (Report Ref Number: HQ/09/ASS/00/124 – 2020/0026) was available for verification.</p> <p>Medical Surveillance was conducted as per recommendation by the CHRA Assessor Refer Medical Surveillance Report dated August 2021 conducted by BP Clinical lab Teluk Intan</p> <p>Noise Risk Assessment was conducted by SH Safety Consultancy Sdn Bhd on 06/07/2020 for Flemington POM by a Noise Risk Assessor, Mr Muhammad Hafiz Bin Hasan (NRA Reg: HQ/18/PEB/00/00021). Report was available for verification and further action (Audiometric Test) is required as per Section 9.0 Conclusion.</p> <p>Annual & Baseline Audiometric Testing was conducted for all workers exposed to excessive noise in the mill by Procoma Environmental (M) Sdn Bhd. Refer Baseline and Annual Audiometric Testing with reference number PRO/OCT/21 (FOM/31) dated 30/08/2021 and 18/10/2021. 31 workers were examined, and result indicates that 27 workers have normal result, 4 workers fall under hearing impairment and noise induced hearing loss and 1 worker fall under Standard Threshold Shift. Medical examination and retest have been conducted on 27/01/2022 and report was available for verification.</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</p>	

Criterion / Indicator	Assessment Findings	Compliance		
<p>- Major compliance -</p>	<p>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. Refer inventory of Safety Equipment as June 2022.</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) The Mill Manager, Mr Abdul Ghafar Bin Sulaiman was appointed to be the Chairman of OSH Committee at the Mill as stated in the appointment letter dated January 2021 undersigned by the Regional CEO Northern Region. Mill management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, 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. Refer OSH Minutes of as below:</p> <table border="1" data-bbox="1099 1342 1809 1374"> <tr> <td data-bbox="1099 1342 1453 1374">OSH Meeting</td> <td data-bbox="1453 1342 1809 1374">Date</td> </tr> </table>	OSH Meeting	Date	
OSH Meeting	Date			

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		2 nd Quarter 2022	23/06/2022	
		1 st Quarter 2022	28/03/2022	
		4 th Quarter 2021	21/12/2021	
		3 rd Quarter 2021	28/09/2021	
		<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. The mill has established Emergency Response Team lead by the Mill Engineer. Fire Drill Training has been conducted on 17/03/2022.</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 05/04/2022.</p> <p>j) Accident records are recorded and maintained in the mill and discussed during the quarterly held JKPP Meetings. There were 2 reported accidents for the year 2021 in the workplace involved 110 LTA. The accident investigation report was available for verification. Sighted the JKPP 8 form submission to JKPP for the year 2021 as well, submitted on 11/01/2022 with reference number JKPP8/70203/2021. The JKPP6 forms have been submitted to DOSH accordingly and were available for verification. There was 1 accident recorded for the year 2022 as per date of audit.</p>		
<p>Criterion 4.4.5: Employment conditions</p>				

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.1	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation 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.</p> <p>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.</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 POM.</p>	Complied
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>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 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>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		The policy has been briefed to all the employees and stakeholders. The policy can be downloaded from Sime Darby Plantation Berhad website.	
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 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>Sampled of pay slips for September 2021, May 2022 and July 2022 found that all the workers were paid according to Minimum Wages Order 2022.</p> <p>Samples of pay slip verified is as follows: Workers ID No: 024816, 024851, 151656, 096139, 082041, 166690, 167273, 170357</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.</p> <p>Contractor workers' pay slips was verified as follow: -</p> <ol style="list-style-type: none"> 1. M.S. Ramu Enterprise, Workers ID No: 821003-08-XXXX (Excavator) 2. Fame Transportation Sdn. Bhd., Workers ID No: 851125-08-XXXX. 3. Dynamic Attraction Enterprise, Workers ID No: 000603-10-XXXX, 	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 Nepal and Indonesia. They are all under direct employment with POM. 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.	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. - 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).	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>2. Deduction - Union fee (NUPW & AMESU), SOCSO, EPF, electricity deduction and others.</p> <p>Observed that the wages and overtime payment documented on the pay slips are in line with legal requirement and as stated in the employment contract. Sighted and verified the sampled of payslip for employee with ID no. for the month of December 2021, March 2022 and May 2022 as follows:</p>	
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 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.</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>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.5.12 The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -</p>	<p>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.</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 at SOU 4 level was conducted on 14/07/2022, 23/05/2022, 11/03/2022, 24/01/2022.</p>	<p>Complied</p>
<p>4.4.5.13 The management shall respect the right of all employees to form and join trade union and allow workers’ own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. - Major compliance -</p>	<p>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,</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance														
		<p>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>Annual meeting (AMESU & NUPW) with Mill management was conducted on 02/06/2022</p>															
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</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 pornography. They are eradicating child labour in all their supply chain and not employ anyone underage of 18 years.</p>	Complied														
Criterion 4.4.6: Training and competency																	
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>Flemington POM has established a training program for all workers based on the training need analysis conducted on a yearly basis. Records of trainings were maintained by the estates as below: -</p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>MSP0 & RSPO Refresher Training</td> <td>07/02/2022</td> </tr> <tr> <td>Hearing Conservation Training</td> <td>16/06/2022</td> </tr> <tr> <td>First Aid Training</td> <td>05/04/2022</td> </tr> <tr> <td>Chemical Handling Training</td> <td>21/04/2022</td> </tr> <tr> <td>PPE Training</td> <td>23/04/2022</td> </tr> <tr> <td>Managing OSH Program & Training</td> <td>18/05/2022</td> </tr> </tbody> </table>	Training	Date	MSP0 & RSPO Refresher Training	07/02/2022	Hearing Conservation Training	16/06/2022	First Aid Training	05/04/2022	Chemical Handling Training	21/04/2022	PPE Training	23/04/2022	Managing OSH Program & Training	18/05/2022	Complied
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Criterion / Indicator		Assessment Findings		Compliance
		NRA Training	12/03/2022	
		SOP Refresher Training	27/07/2021	
		Fire Drill	17/03/2022	
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	Flemington 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 Flemington POM for the year 2022 for verification.		Complied
4.4.6.3	A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure. - Minor compliance -	A training programme has been developed and available in the Training Requirement for Flemington POM ESH Activities for 2022. The trainings were sighted to have also included Gender Specific Training and involves staffs, workers, and contractors.		Complied
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services				
Criterion 4.5.1: Environmental Management Plan				
4.5.1.1	An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented. - Major compliance -	Sime Darby Plantation Berhad has established environmental policy documented in Group Sustainability and Quality Statement signed by Group Managing Director dated 2/12/2019 and Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020. In the Policy stated as follows: Group Sustainability and Quality Statement: Minimizing Environmental Harm: <ul style="list-style-type: none"> Protecting and enhancing biodiversity and ecosystem No deforestation and no new development on peat land 		Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> Enhancing resilience against climate change impact Adopting responsible consumption and production <p>The policy was communicated to the employees during the training session which were held on annual basis and during the morning briefing during the muster call.</p>	
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations</p> <p>- Major compliance -</p>	<p>The mill had conducted Environmental Impact Assessment to identify the environmental aspect in all estate activities and documented in Environmental Aspects Impacts Identification form and Environmental Impacts Evaluation form.</p> <p>The assessment covers all activities in the estates and mill. The assessment was conducted based on SOP established. Refer SOP Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure. The assessment was reviewed at minimum once a year or if there are any changes in operation. Latest review was conducted on 3/1/2022</p> <p>The legal references in environmental aspect and impact identification form were not updated. Sighted the Environmental Aspect Impact Identification Form (Serial No: EAI/2018/PS/006, Approval Date: 15/06/2018). Verification of activities has been listed, environmental aspect and load item as well as environmental impact has been identified. However, the legal references were not updated according to the latest legislation of the law (Eg; EQ (Clean Air) 78, EQ (Scheduled Waste) Reg 1989). Thus, Minor NC was raised.</p>	Minor Non-Conformity
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p>- Major compliance -</p>	<p>Flemington POM have established Environmental Management Plan FY 2022. The plan was reviewed on annually basis. Reviewed the implementation of the management has been conducted on 20/02/2022. The improvement is towards the following</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> • Energy Management – Electricity, Diesel, and Fibre and shell production • Waste Management – Management of Schedule Waste, Domestic Waste and Mill’s Production Waste. 	
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p>- Minor compliance -</p>	<p>Program to promote positive impact was documented in Pollution Prevention Plan. Among the promote positive impact as follows:</p> <ol style="list-style-type: none"> 1. To send EFB to estate for EFB mulching 2. To conduct training on environment 3. To continue remind workers and all resident no open burning 	Complied
4.5.1.5	<p>An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives.</p> <p>- Major compliance -</p>	<p>Flemington POM continue provided training to ensure the awareness regarding the environmental policy among the employees. The management has established annual training program which covers the environmental awareness and compliance related trainings to the executives, staffs and workers. Sample of training sighted:</p> <ol style="list-style-type: none"> 1. Chemical Handling Training – 21/04/2022 2. HCV & Biodiversity Training – 17/06/2022 	Complied
4.5.1.6	<p>The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>Flemington POM discussed the issues on environmental concern during Environmental, Safety and Health committee meeting conducted on quarterly basis. Environment Meeting was conducted on 28/03/2022 and 29/06/2022 with attendance from Mill Manager, Assistant Manager, and staff. The agenda of the meeting is as following:</p> <ol style="list-style-type: none"> 1. Schedule Waste Management Report 2. EFB Management 3. CEMS Report 	Complied

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Criterion / Indicator		Assessment Findings	Compliance																										
		4. Effluent Discharge Report 5. Water Discharge Report																											
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																													
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period - Major compliance -	<p>Flemington POM has established energy management plan to optimize the consumption of non-renewable energy. sighted the management plan as follows:</p> <ul style="list-style-type: none"> The mill monitors the service maintenance for each vehicle and conducted accordingly as per scheduled. Sighted the vehicle service schedule and vehicle daily monitoring at the workshop board. The mill monitors the diesel consumption for non-renewable energy FY 2021 as follows: <table border="1"> <thead> <tr> <th>Month</th> <th>Liter/FFB process</th> </tr> </thead> <tbody> <tr><td>January</td><td>0.09</td></tr> <tr><td>February</td><td>0.06</td></tr> <tr><td>March</td><td>0.08</td></tr> <tr><td>April</td><td>0.08</td></tr> <tr><td>May</td><td>0.08</td></tr> <tr><td>June</td><td>0.10</td></tr> <tr><td>July</td><td>0.08</td></tr> <tr><td>August</td><td>0.08</td></tr> <tr><td>September</td><td>0.08</td></tr> <tr><td>October</td><td>0.09</td></tr> <tr><td>November</td><td>0.09</td></tr> <tr><td>December</td><td>0.11</td></tr> </tbody> </table>	Month	Liter/FFB process	January	0.09	February	0.06	March	0.08	April	0.08	May	0.08	June	0.10	July	0.08	August	0.08	September	0.08	October	0.09	November	0.09	December	0.11	Complied
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Criterion / Indicator		Assessment Findings	Compliance
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was determined based on previous year fuel consumption. The energy estimate figure is available in the budget book at Flemington POM. The estimation of the energy consumption is through the budgeted FFB Process. The mill budgeted the energy consumption through the production of electricity from Diesel Genset, Turbine, and from TNB (National Provider).	Complied
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Flemington POM main electric is from the turbine, which get the steam from the boiler where the fuel is fibre, and shell. The mill operation is self-sustained and will only use the electric from TNB when they are not process. At the moment, there is no big scale renewable energy is applied, however there are a facility to convert the biogas to electricity is set up by Sime Darby and TNB, that are planned to run in the future.	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 -	Flemington POM has established a list of waste and waste management plan for FY 2022. 6 types of waste identified and listed as following: <ul style="list-style-type: none"> • Domestic Waste – Rubbish, paper, food waste • Industrial Waste – Empty chemical container • Schedule Waste – SW305, SW306, SW410, SW 409, SW 404 • Chemical Waste • Recyclable Waste 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> Sewage / Effluent 	
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. b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</p> <p>- Major compliance -</p>	<p>Waste Management Plan for Flemington POM for the year 2022 is available. Sighted that the plan also listed the pollution source, and how to mitigate the pollution. For example, the air pollution from boiler chimney, the management has installed the ESP at boiler, as well as constructing new boiler which will give a better performance in term of efficiency of burning, and better discharging of flue gas. The mill also is sending the Empty Fruit Bunch (EFB) to estate for mulching.</p> <p>The mill has developed the pollution prevention plan as per the following:</p> <p>a. Erosion of Effluent Pond bund b. Overflow of POME c. Piping of raw pond to biogas plant leaking d. Chemical spillage at chemical store and boiler station e. Overflow of calcium carbonate wastewater to monsoon drain.</p>	Complied
4.5.3.3	<p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p>- Major compliance -</p>	<p>Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1 dated 26/2/2016. Proper disposal of waste material is carried out as per the company procedures. The mill visited also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p>	Complied
4.5.3.4	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p>	<p>The domestic waste is taken and disposed by Municipal of the region.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance																
- Minor compliance -																			
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, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	Flemington POM has conducted the Environmental Aspect and Impact evaluation. Sighted a sample for Process/Area/Canteen (Serial No: EAI/2018/RS/002), The management had reviewed the EAI on 1/7/2022, there is new changes from previous year. The assessment of polluting activities was not fully conducted and implemented. During site visit at Flemington Palm Oil Mill canteen, monsoon drain and outside drain, it was noted that there is oil residue from canteen travelling through the monsoon drain and went out to outside of the factory with no mitigation of pollution was available for the following process. Verification of document sighted that Flemington Oil Mill Pollution Prevention Plan for FY 2022, verified that there were no environmental issues listed for the oil residue from canteen to the monsoon drain. Thus, Minor NC was raised.	Minor Non-Conformity																
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The action plan to reduce the identified significant impact has been documented in Pollution Prevention Plan and Waste Management Plan.	Complied																
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations. - Major compliance -	The management has endured that the POME discharged is according to the Syarat – Syarat Lesen (AS(B)A31/152/000/048), sample report of effluent water test is as the following: <table border="1" data-bbox="1048 1248 1809 1383"> <thead> <tr> <th>Specification</th> <th>Limit</th> <th>13/05/2022</th> <th>07/04/2022</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>5-9</td> <td>9.2</td> <td>9.3</td> </tr> <tr> <td>BOD</td> <td>100</td> <td>45</td> <td>82</td> </tr> <tr> <td>SS</td> <td>400</td> <td>120</td> <td>180</td> </tr> </tbody> </table>	Specification	Limit	13/05/2022	07/04/2022	pH	5-9	9.2	9.3	BOD	100	45	82	SS	400	120	180	Complied
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pH	5-9	9.2	9.3																
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Criterion / Indicator		Assessment Findings				Compliance
		TN	200	45	27	
		AN	150	<1	<1	
		Oil & Grease	50	6	6	
The Management has kept all the parameter within limit except the pH which is slightly above the limit.						
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> <ul style="list-style-type: none"> a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). <p>- Major compliance -</p>	<p>Flemington POM has established Water Management Plan 2022. The management plan stated the water source, areas of concern, Monitoring, contingency plan, person responsible and time frame. The areas of concern focusing on water shortage/dry spell, severe water pollution, contamination of surface and ground water, alkalinity of the water and the management of wastewater</p> <ul style="list-style-type: none"> a. Water supply is from Sungai Perak, drinking water usage is from the Lembaga Air Perak. b. Monitoring of outgoing water has been done as per Water Management Plan 2022. Water is treated for the boiler usage. Water testing for operational is daily tested by lab, as well as by external company every month. c. Ways to optime water usage has been detailed in the Water Management Plan 2022. 				Complied
4.5.5.2	<p>Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.</p> <p>- Major compliance -</p>	<p>The effluent is discharge to the river, with all the discharge parameter complying with the DOE regulation. The result of POME release to river is as per 4.5.4.3.</p>				Complied
4.6 Principle 6: Best Practices						

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.6.1: Mill Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Flemington 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 Manual v.1 2008/MQMS/QMM/08. These documents provide guidelines and standards in the mill operations. The Standard Operating procedure (SOP) described details from the reception, sterilization, threshing, pressing, clarification, 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.	Complied
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	The monitoring of the mill process is made through the shift supervision headed by An Engineer. All process parameters are documented and summarized in a daily report. Internal Visit Report has been conducted for monitoring mill performance. Refer Report Structured Oil Recovery Assessment (SORA) dated 08/07/2022 and Performance Monitoring Unit dated July 2022. This is to ensure compliance to Policies, procedures in relation mill operations, financial, OSH, welfare among others.	Complied
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	Business planning to ensure long-term economic and financial viability was evident. The annual budgets for the period 2022 to 2027 were sighted. The budget provisions covered activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure, RSPO/MSPO compliance etc. The budgets included projections on yield/ha, and total cost of production per MT & per ha. CAPEX -	Complied

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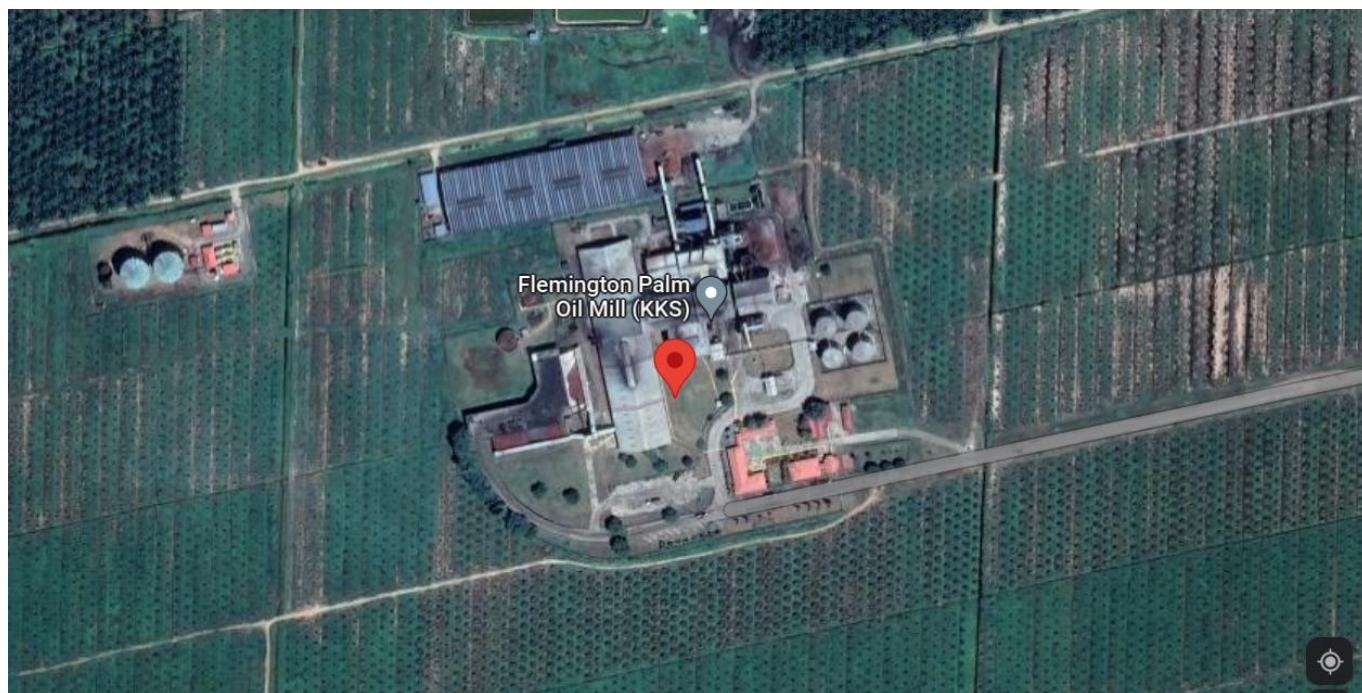
Criterion / Indicator		Assessment Findings	Compliance
		capital expenditure mainly for buildings, furniture and others asset related expenses.	
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	This 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 -	Contract agreement between the group management and Mayang Bayumas Sdn Bhd is referred. Sighted a clause in the agreement stating that, "The transporter shall comply with the General Chain of Custody requirements of the RSPO and MSPO, permit the Certification Bodies appointed by the Company to conduct audit on its or subcontractor's operations and provide access to all relevant systems, documents and records when requested by the CB". Training and briefing were conducted to transporter. Sighted the training record was 13/06/2022 attended by Dynamic Attraction Enterprise, Deen Mulia Enterprise, Mayang Bayumas Sdn. Bhd and etc.	Complied

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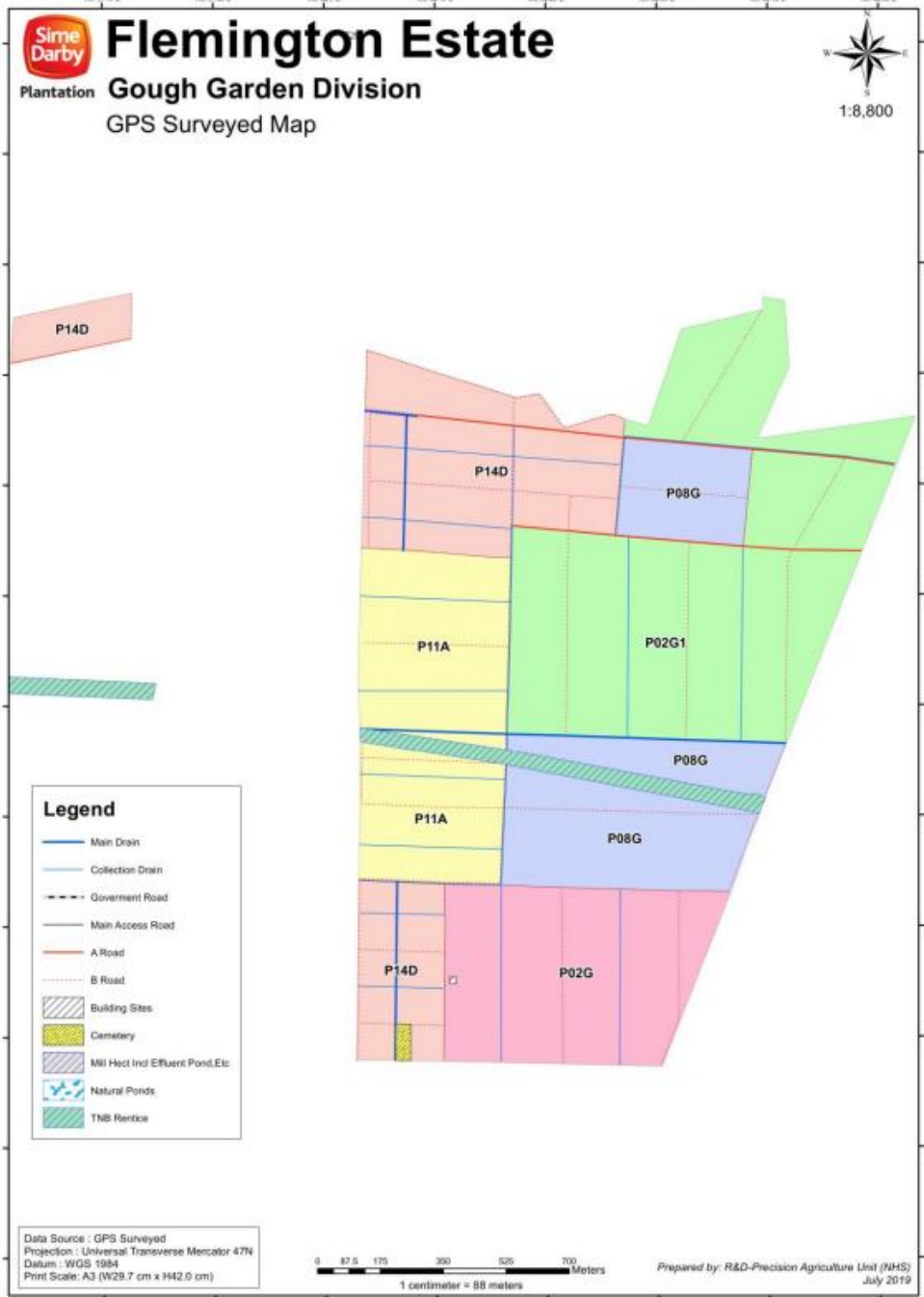
Criterion / Indicator		Assessment Findings	Compliance
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Agreed contract with contractor was verified such as: 1. Contractor: Dynamic Attraction Enterprise, Description: Frame Contract for Contract Labour Supply – KKS Flemington dated 20/04/2022 with contract period 1 year (21/04/2022-20/04/2023) 2. Contractor: M.S. Ramu Enterprise, Description: Rental of Heavy Machineries at Flemington Mill, Letter Ref No: NTR/017/2021/M174 dated 31/03/2021. Contract period: 01/04/2021 – 31/12/2022.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	This requirement has been specified during a briefing by the mill to CPO transporter. In addition, Inclusive in the contract (LOA) is a clause 5 (d) requiring compliance on RSPO and MSPO matters.	Complied

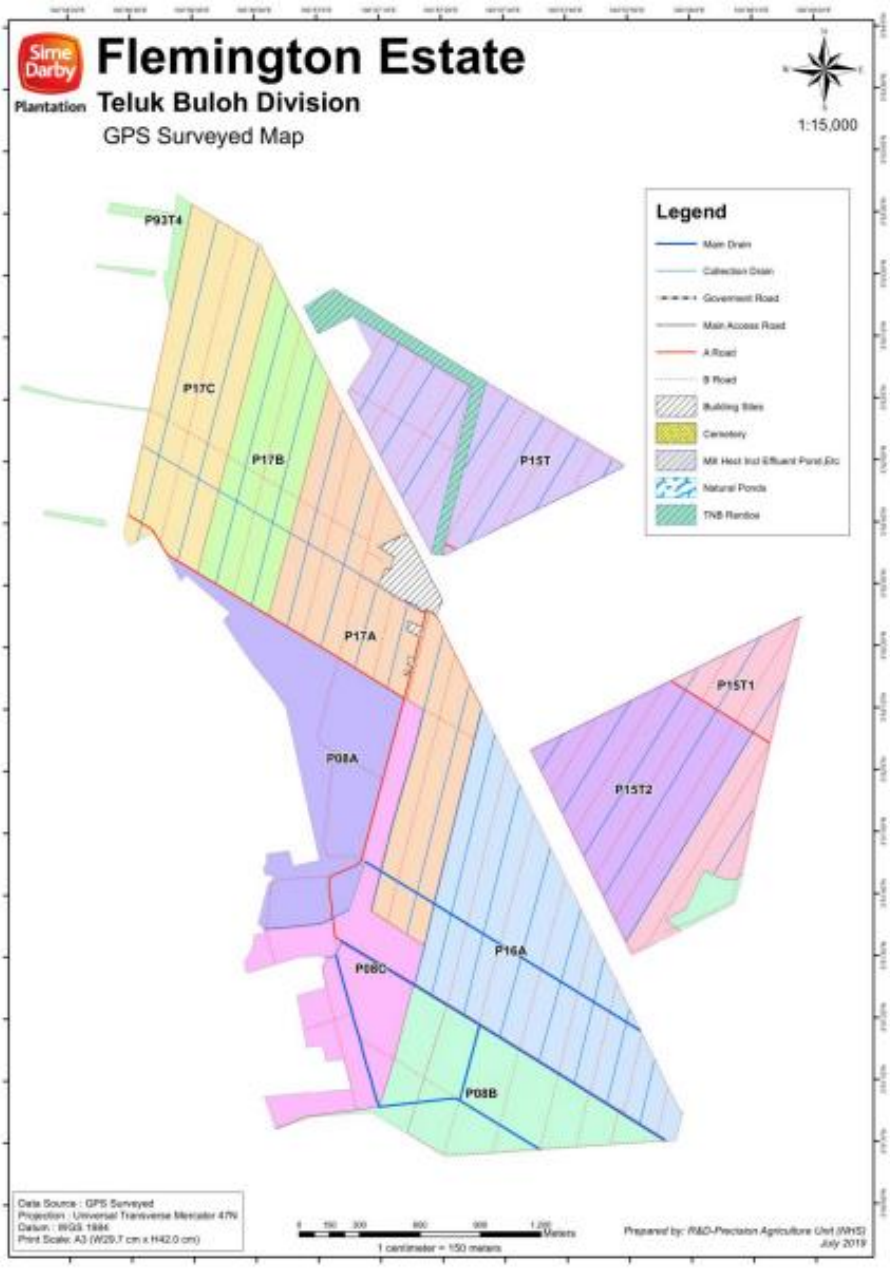
Appendix C: Location and Field Map

Flemington POM

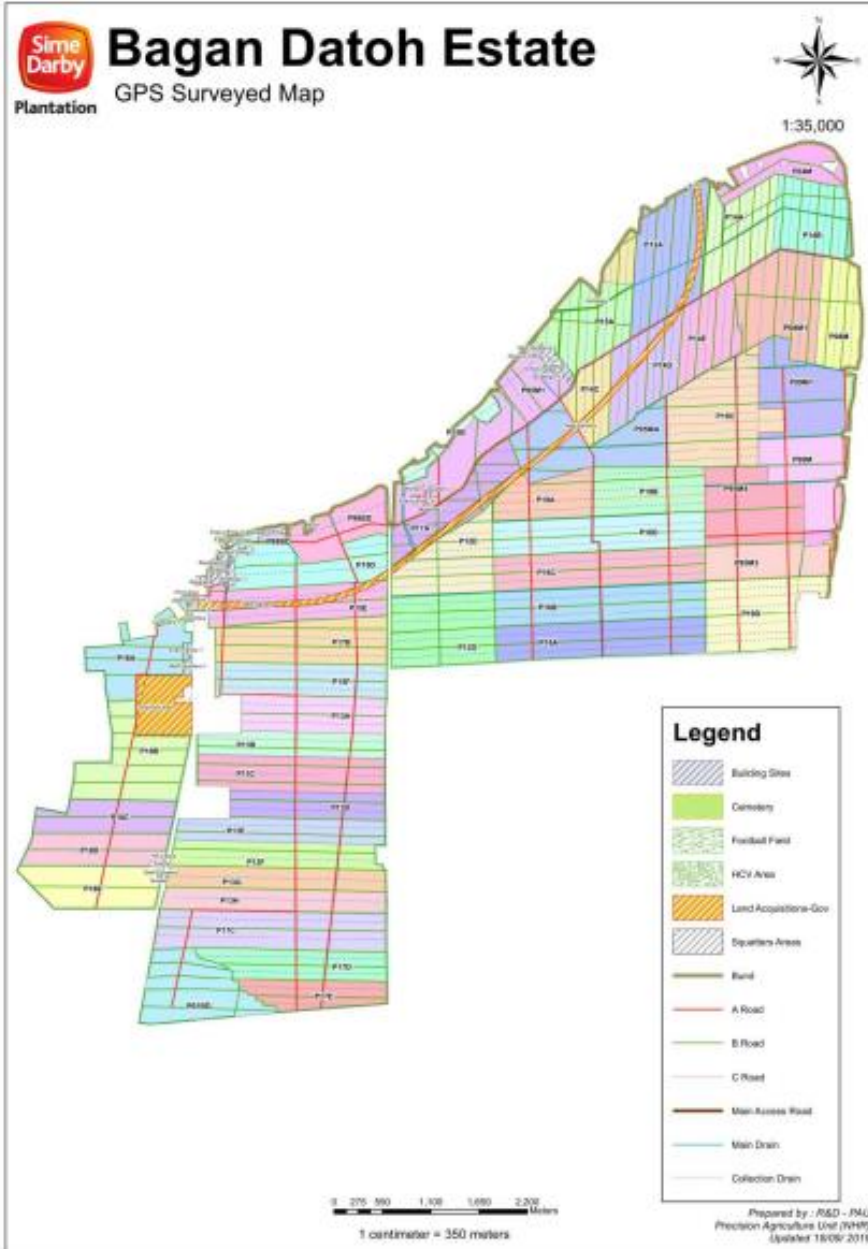


Flemington Estate

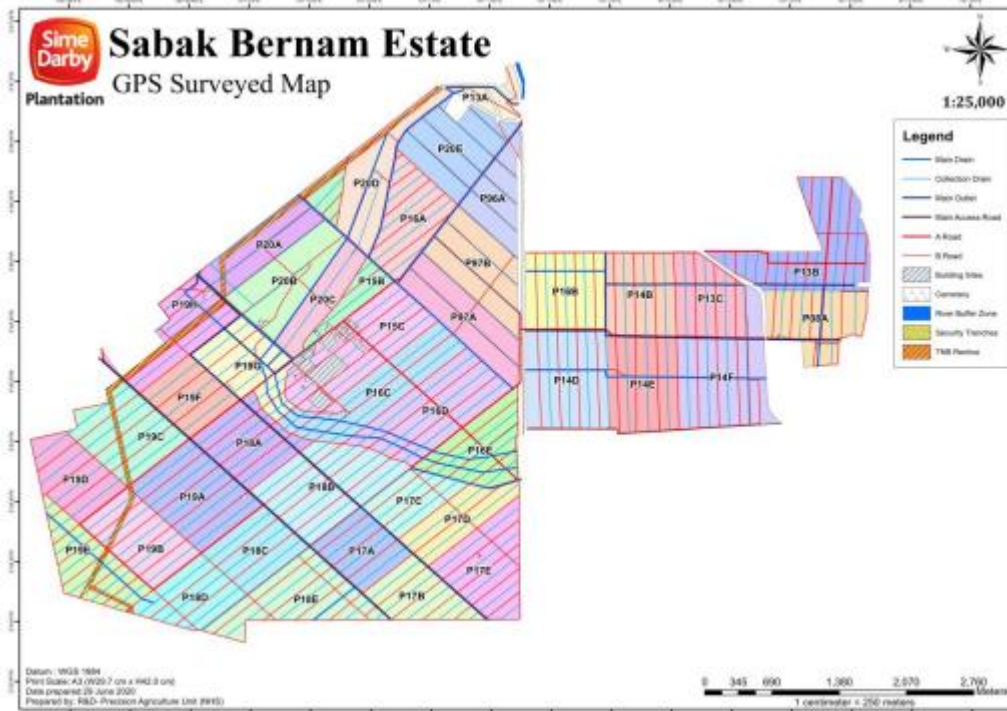




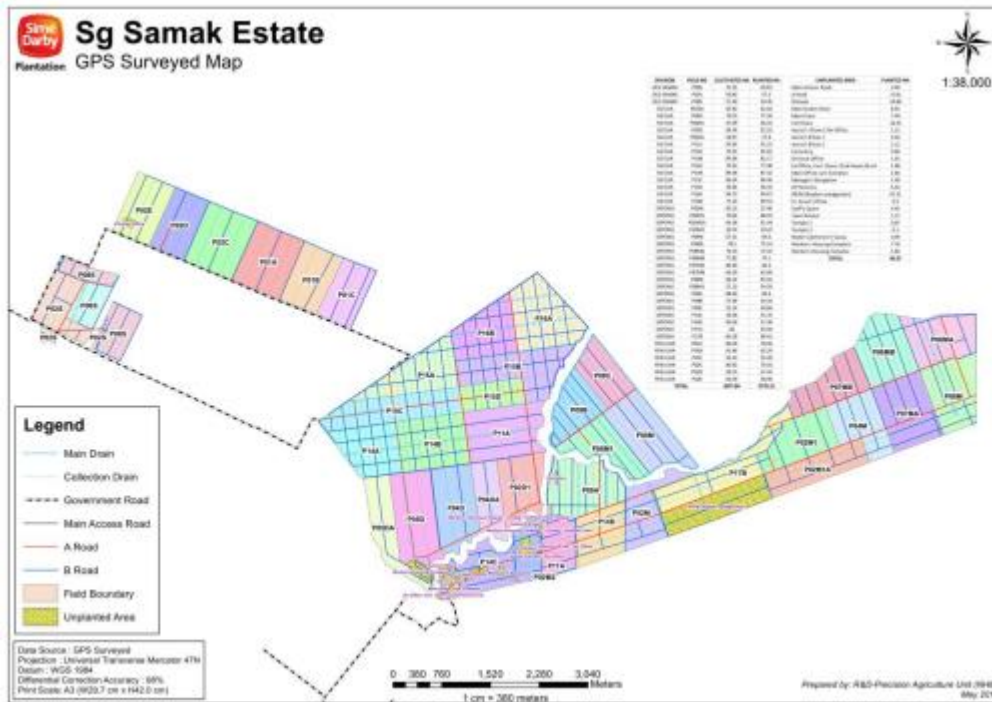
Bagan Datoh Estate



Sabak Bernam Estate



Sungai Samak Estate



Appendix D: List of Abbreviations

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