

MALAYSIAN SUSTAINABLE PALM OIL
MSPO OPMC Public Summary Report

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

BOUSTEAD PLANTATIONS BERHAD
Client Company (HQ) Address: 10th, 11th, 18th Floor, Menara Boustead 69 Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia
Certification Unit: Rimba Nilai Business Unit Rimba Nilai Palm Oil Mill & Plantations: Sungai Sungai 1 Estate, Sungai Sungai 2 Estate, Sungai Sungai 3 Estate, Kawananan Estate & Lembah Paitan Estate
Date of Final Report: 27/12/2022

Report prepared by:
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Report Number: 3746766

Assessment Conducted by:
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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Boustead Plantations Berhad		
Mill/Estate	Certification Unit	MPOB License No.	Expiry Date
	Rimba Nilai Palm Oil Mill	508295404000	31/01/2023
	Sungai Sungai 1 Estate	503941202000	30/04/2023
	Sungai Sungai 2 Estate	503941202000	30/04/2023
	Sungai Sungai 3 Estate	503941202000	30/04/2023
	Kawananan Estate	503941202000	30/04/2023
	Lembah Paitan Estate	503941202000	30/04/2023
Address	10th, 11th, 18th Floor, Menara Boustead, 69 Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia		
Management Representative	Mitah Limpu / Azmariah Muhamed		
Website	https://www.bousteadplantations.com.my/	E-mail	mitah@bplant.com.my / azmariah@bplant.com.my
Telephone	03-2145 2121 ext. 829	Facsimile	03-2144 7917

1.2 Certification Information			
Certificate Number	Mill: MSPO 705567 Estate: MSPO 705568	Certificate Start Date	30/8/2019
Date of First Certification	30/8/2019	Certificate Expiry Date	29/8/2024
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	Determination of the conformity of the client's management system, or parts of it, with audit criteria. Evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory and contractual requirements.		
Standard	<input type="checkbox"/> MSPO MS 2530-2:2013 – General Principles for Independent Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills		
Stage 1 Date	26 - 28/12/2018		
Stage 2 / Initial Assessment Visit Date (IAV)	11 - 15/03/2019		
Continuous Assessment Visit Date (CAV) 1	07 - 11/09/2020		
Continuous Assessment Visit Date (CAV) 2	16 - 20/08/2021: Remote audit		

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Continuous Assessment Visit Date (CAV) 3	15 - 19/08/2022
Continuous Assessment Visit Date (CAV) 4	-

1.3 Other Certifications

Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
QMS 02891	Quality Management System (ISO 9001:2015)	SIRIM QAS International Sdn. Bhd.	28/05/2024
SCCS-046/20	MSPO Supply Chain Certification Standard (MSPO SCCS) 1 October 2018.	NIOSH Certification Sdn. Bhd.	29/11/2025

1.4 Location of Certification Unit

Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
Rimba Nilai Palm Oil Mill	Jalan Nangoh Mukim Sugut, 90100 Beluran, Sabah, Malaysia	6° 15' 27.39" N	117° 18' 46.33" E
Sungai Sungai 1 Estate		6° 15' 02.87" N	117° 18' 33.83" E
Sungai Sungai 2 Estate		6° 09' 48.59" N	117° 07' 28.77" E
Sungai Sungai 3 Estate		6° 16' 25.71" N	117° 19' 24.09" E
Kawananan Estate		6° 24' 28.29" N	117° 11' 35.23" E
Lembah Paitan Estate		6° 25' 31.40" N	117° 14' 45.99" E

1.5 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Sungai Sungai 1 Estate	1,615.30	197.61	160.19	1,973.10	81.87
Sungai Sungai 2 Estate	2,286.50	28.70	27.10	2,342.30	97.62
Sungai Sungai 3 Estate	1,466.50	274.30	14.80	1,755.60	83.53
Kawananan Estate	499.70	238.17	1,847.13	2,585.00	19.33
Lembah Paitan Estate	999.50	125.93	248.27	1,373.70	72.76
Total (ha)	6,867.50	864.71	2,297.49	10,029.70	

Note:

Changes on hectareage since last assessment due to: HCV area 2021 = 208.98 Ha, HCV area 2022 = 197.61 Ha. Difference = -11.37 Ha due to reduce from HCV are due to resurvey of HCV area as per HCV report

Sungai Sungai 3 Estate

- 7.20 hectare of mature area was use as Oil Palm Nursery

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Kawananan Estate

1. Total Planted 2021 = 2,491.50 Ha, total planted 2022 = 499.70. Difference = 1,991.80 Ha due to reduce from total planted. 238.17 Ha is actually HCV area that was not taken out from the planted area in previous report. Only 1,753.33 Ha was converted as set aside area.
2. HCV area 2021: 235.61 Ha, HCV area 2022: 238.17 Ha. Difference: 2.56 Ha (Increase of 2.56 Ha due to resurvey of HCV area).
3. For Infrastructure & Other, 93.80 Ha for Infrastructure & Others and 1,753.33 Ha for Set aside area make it total of 1,847.13 Ha.

Lembah Paitan Estate

1. Resurvey on the HCV area as per HCV report.

1.6 Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Sungai Sungai 1 Estate	185.40	234.00	685.30	510.60	0.00	1,429.90	185.40
Sungai Sungai 2 Estate	0.00	0.00	1,470.00	816.50	0.00	2,286.50	0.00
Sungai Sungai 3 Estate	371.00	0.00	106.00	989.50	0.00	1,095.50	371.00
Kawananan Estate	100.8	0.00	24.60	374.30	0.00	398.9	100.8
Lembah Paitan Estate	0.00	0.00	999.50	0.00	0.00	999.50	0.00
Total (ha)	657.20	234.00	3,285.40	2,690.90	0.00	6,210.30	657.20

1.7 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Aug 21 - Jul 22)	Actual (Aug 21 - Jul 22)	Forecast (Aug 22 - Jul 23)
Sungai Sungai 1 Estate	23,000.00	18,116.05	20,200.00
Sungai Sungai 2 Estate	23,250.00	23,577.53	22,500.00
Sungai Sungai 3 Estate	5,300.00	11,757.14	11,000.00
Kawananan Estate	6,500.00	4,434.67	3,190.00
Lembah Paitan Estate	11,000.00	11,521.00	15,100.00
Sekitani		1,976.68	
Barisan Setiajaya Sdn. Bhd.		3,777.01	
Pelita Jujur		5,654.21	
Hong-Hong Plantation	NA	1,509.67	30,800.00
Masih Jaya Sdn. Bhd.		15,729.27	
Sha Hup Plantation		469.62	
Meridian		569.86	

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Jesselton		184.68	
Mamahat		1,265.03	
Native Capital		12.36	
Total (mt)	69,050.00	100,554.78	102,790.00

1.8 Uncertified Tonnage of FFB				
Estate	Tonnage / year			
	Estimated (Aug 21 - Jul 22)	Actual (Aug 21 - Jul 22)	Forecast (Aug 22 - Jul 23)	
N/A	N/A	N/A	N/A	
Total (mt)	N/A	N/A	N/A	

1.9 Certified Tonnage				
Mill Capacity: 40 MT/hr SCC Model: MB	Estimated (Aug 21 - Jul 22)	Actual (Aug 21 - Jul 22)	Forecast (Aug 22 - Jul 23)	
	FFB	FFB	FFB	
	69,050.00	100,554.78	102,790.00	
	CPO (OER: 21.00 %)	CPO (OER: 19.71 %)	CPO (OER: 20.97%)	
	14,500.50	19,820.81	21,483.11	
	PK (KER: 4.50%)	PK (KER: 4.23 %)	PK (KER: 4.50%)	
	3,107.25	4,256.65	4,625.55	

1.10 Actual Sold Volume (CPO)					
CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
19,820.81	0.00	0.00	0.00	19,380.81	19,380.81

1.11 Actual Sold Volume (PK)					
PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
4,256.65	0.00	0.00	0.00	4,101.08	4,101.08

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 - 19/08/2022. The audit programme is included as Section 2.4. The approach to the audit was to treat the mill and estates as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

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

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

The estates or smallholders sample were determined based on formula $S = r\sqrt{n}$ where n is the number of estates while when applicable, the smallholders sample were determined following the MSPO Certification Requirement.

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

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

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

All the previous nonconformities are remains closed. The assessment findings from the initial assessment are detailed in Section 4.2. Major Non-Conformities closures were conducted offsite due to documentation evidence submitted were sufficient.

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 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Rimba Nilai Palm Oil Mill	X	X	X	X	X
Sungai Sungai 1 Estate	X		X	X	X
Sungai Sungai 2 Estate	X	X		X	X
Sungai Sungai 3 Estate	X	X	X	X	X
Kawananan Estate	X	X	X		X
Lembah Paitan Estate		X	X	X	

Tentative Date of Next Visit: August 7, 2023 - August 11, 2023

Total No. of Mandays: 15 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>
Muhammad Fadzli Masran (MFM)	Team Leader	<p>Education: He holds Degree in Forestry Science, graduated from University Putra Malaysia.</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, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers’ welfare, workers’ occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO 9001 and ISO 14001 at Kulim Plantations.</p> <p>Training attended: He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in April 2018, endorsed RSPO Lead Auditor Course in July 2018, MSP0 Lead Auditor Course in October 2018, endorsed RSPO Supply Chain Certification training course in January 2019, MSP0 Supply Chain Certification System (SCCS) Auditor training Course (MPOCC Endorsed),</p>

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		<p>CQI and IRCA Certified ISO 9001:2015 Lead Auditor Training Course in April 2019, HCV and GIS Training in November 2019 and SMETA Requirements Training in April 2021.</p> <p>Aspect covered in this audit: Mill best practices, Estate best practices, workers welfare, stakeholder consultation, social, long-term economic viability etc. (Principle 2, Principle 3, Principle 4, Principle 6, and Principle 7).</p> <p>Language proficiency: Able to speak and understand Bahasa Malaysia and English.</p>
Hafriazhar Mohd Mokhtar (HMM)	Team Member	<p>Education: Bachelor of Engineering (Hons.) Chemical Engineering from University Teknologi Malaysia.</p> <p>Work Experience: 20 years of working experience in multiple engineering disciplines emphasized on science, technology and sustainability. He acquired many skills from being involved in various industrial environments ranging from construction, plantation and mining before shifted into auditing. In short, his career began as Environmental Officer (2002-2003) in construction, Mill Engineer (2003-2008) in plantation, Project Control Engineer (2008-2011) in mining and Auditor/Client Manager (2011- present) in certifications auditing.</p> <p>Training attended: Attended Social Auditing & SMETA Training (2021), ISO 45001 LA Training (2018), MSPO LA Training (2017), RSPO SCCS LA Training (2016), RSPO P&C LA Training (2015), ISO 9001 LA Training (2013), ISO 50001 LA Training (2012), ISO 14001 LA Training (2011).</p> <p>Aspect covered in this audit: Mill best practices, Estate best practices, workers welfare, stakeholder consultation, social, long-term economic viability etc. (Principle 2, Principle 3, Principle 4, Principle 6, and Principle 7).</p> <p>Language proficiency: Fluent in in both verbal/written Bahasa Malaysia and English Language.</p>
Hanafi bin Shufaat @ Mohd (HS)	Team Member	<p>Education: He holds an Executive Master in Plantation Management from Asean E University and Diploma in Plantation Industry Management from Mara University of Technology.</p> <p>Work Experience: Has 17 years working experience at managerial level of oil palm in plantation industry in Malaysia and aboard. The last position was Senior Manager in Primula Gemilang Sdn Bhd, Sibul, Sarawak and responsible for 12,000 hectare of oil palm plantation.</p> <p>Training attended: Has successfully obtained competency of Quality Management system (ISO 9001:2015) and ISO Integrated Management system (ISO 9001:2015 and ISO 14001:2015) and MSPO SCCS auditor training in 2019 conducted by</p>

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		<p>PSV Sdn. Bhd. He has successfully obtained competency of Malaysia Sustainable Palm oil (MSPO) course for Malaysian Sustainable Palm Oil (MSPO).</p> <p>Aspect covered in this audit: Land and Legal issues, Environment and ecological, Waste management, HCV, OHS, Waste management, environment aspect impact, and environment aspect impact etc. (Principle 1, Principle 3, Principle 4, Principle 5 and Principle 7).</p> <p>Language proficiency: Able to speak and understand Bahasa Malaysia and English.</p>
Mohamad Fitri Mustafa (MF)	Team Member	<p>Education: He graduated in Degree of Agribusiness from University Putra Malaysia.</p> <p>Work Experience: More than 12 years working experience in various plantation company with skills in Good Agricultural Practices (GAP) including Integrated Pest Management (IPM).</p> <p>Training attended: He involved in ISCC and MSPO auditing since September 2017 and qualified as Lead Auditor/Auditor for MSPO and ISO 9001. He has completed the MSPO Auditor Course in 2018 held by SGS (M) Sdn Bhd.</p> <p>Aspect covered in this audit: Land and Legal issues, Environment and ecological, Waste management, HCV, OHS, Waste management, environment aspect impact, and environment aspect impact etc. (Principle 1, Principle 3, Principle 4, Principle 5 and Principle 7).</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English.</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	MFM	HMM	MF	HS
Sunday 14/08/2022	PM	Audit Team Travelling	√	√	√	√
Monday 15/08/2022 Sungai Sungai 1 Estate	08.30 - 09.00	Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan 	√	√	√	√
	09.00 - 12.30	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.	√	√	√	√
	09.00 - 11.30	Stakeholder interviews		√		
	12.30 - 13.30	Lunch/Rest	√	√	√	√
	13.30 - 16.30	Continue with document review Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices, P7: Development of New Planting (if any)	√	√	√	√
	16.30 - 17.00	Interim Closing briefing	√	√	√	√
Tuesday 16/08/2022 Lembah Paitan Estate	08.30 - 13.30	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.	√	√	√	√
	09.00 - 11.30	Stakeholder interviews		√		

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Date	Time	Subjects	MFM	HMM	MF	HS
	12.30 - 13.30	Lunch/Rest	√	√	√	√
	13.30 - 16.30	Continue with document review Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices, P7: Development of New Planting (if any)	√	√	√	√
	16.30 - 17.00	Interim Closing briefing	√	√	√	√
Wednesday 17/08/2022 Rimba Nilai Palm Oil Mill	08.30 - 13.30	Inspection: 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.	√	√	√	√
	09.00 - 11.30	Stakeholder interviews		√		
	12.30 - 13.30	Lunch/Rest	√	√	√	√
	13.30 - 16.30	Continue with document review (MSPO part 4) P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition P5: Environment, natural resources, biodiversity and ecosystem services P6: Best practices	√	√	√	√
	16.30 - 17.00	Interim Closing briefing	√	√	√	√

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Date	Time	Subjects	MFM	HMM	MF	HS
Thursday 18/08/2022 Sungai Sungai 3 Estate	08.30 - 13.30	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.	√	√	√	√
	09.00 - 11.30	Stakeholder interviews		√		
	12.30 - 13.30	Lunch/Rest	√	√	√	√
	13.30 - 16.30	Continue with document review Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices, P7: Development of New Planting (if any)	√	√	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√	√	√
Friday 19/08/2022 Sungai Sungai 2 Estate	08.30 - 13.30	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.	√	√	√	√
	09.00 - 11.30	Stakeholder interviews		√		
	12.30 - 13.30	Lunch/Rest	√	√	√	√

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Date	Time	Subjects	MFM	HMM	MF	HS
	13.30 - 16.00	Continue with document review Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices, P7: Development of New Planting (if any)	√	√	√	√
	16.00 - 16.30	Interim Closing briefing	√	√	√	√
	16.30 - 17.00	Preparation of audit report	√	√	√	√
	17.00 - 17.30	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 two (2) Major & three (3) Minor nonconformities and Zero (0) OFI raised. The Rimba Nilai Palm Oil Mill and Supply Base Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Non-Conformity Report			
NCR Ref #:	2236808-202208-M1	Issue Date:	19/08/2022
Due Date:	16/11/2022	Date of Closure:	14/11/2022
Area/Process:	Rimba Nilai Business Unit – Plantations	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.4.2 Major
Requirements:	The occupational safety and health plan shall cover the following: e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. g) Record latest OSH meeting has discussed on employee’s safety, health and welfare. Verified that estate has sent invitation letter on the acknowledgement on the meeting to all the committee member before the meeting.		
Statement of Nonconformity:	e) The recommendation from risk assessment conducted (CHRA) was not effectively implemented. g) There was no evidence of accident cases occur in the estate has been discussed during the safety and health committee meeting.		
Objective Evidence:	e) Sungai Sungai 1 Estate Noted during document review of CHRA, in section Executive summary CHRA assessor, Mr. Anthony Astral Chan recommended that the warning sign such as warning on the use of hazardous chemicals, no entry sign and no eating and		

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	<p>drinking at the area where chemicals is used to be improved for unit workshop and chemical store. During site inspections at workshop, chemical store and fertilizer store, there was no evidence the recommendation has been implemented.</p> <p>g) Sungai Sungai 2 & 3 Estate</p> <p>During document review, it was noted as follows:</p> <p>Sungai Sungai 3 Estate</p> <ul style="list-style-type: none"> - JKPP 8 submitted to DOSH on 24/01/2022 ref no. JKPP 8/106606/2021. 1 accident cases were reported in year 2021. In year 2022 as at July 2022 there was 21 cases of accident were reported. <p>Sungai Sungai 2 Estate</p> <ul style="list-style-type: none"> - JKPP 8 submitted to DOSH on 24/01/2022 ref no. JKPP 8/1015025/2021. 41 accident cases were reported in year 2021. In year 2022 as at July 2022 there was 6 cases of accident were reported. <p>Noted that majority of the cases was found in harvesting operations.</p> <p>Noted during document review of minutes meeting of Safety and Health Committee no. 01 and 02 for both estates, the accident cases occur during the period was not discussed in the meeting. This was against Occupational Safety and Health (Safety and Health Committee) Regulations 1996, Under Part III - Functions Of Safety And Health Committee, Regulation 13. Investigation into any accident, etc.</p>
<p>Corrections:</p>	<p><u>Sungai Sungai 1 Estate</u></p> <p>Install and display the warning sign i.e., warning on the use of hazardous chemical, no entry sign, no eating or drinking at workshop and chemical store.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>Conduct OSH Committee meeting no. 3 to discuss 21 accidents reported as at July 2022.</p> <p><u>Sungai Sungai 3 Estate</u></p> <p>Conduct OSH Committee meeting no. 3 to discuss 6 accidents reported as at July 2022.</p>
<p>Root cause analysis:</p>	<p><u>Sungai Sungai 1 Estate</u></p> <p>Lack of inspection and monitoring of the warning signs has resulted in the worn-out warning signs not being maintained or replaced.</p> <p><u>Sungai Sungai 2 & Sungai Sungai 3 Estate</u></p> <p>No training conducted regarding Occupational Safety and Health (Safety and Health Committee) Regulations 1996, Under Part III - Functions of Safety and Health Committee to the person in-charge (PIC) for OSH, hence, caused the PIC was unaware of Regulation 13 requirement which is the needs of investigation into any accident.</p>
<p>Corrective Actions:</p>	<p><u>Sungai Sungai 1 Estate</u></p> <ol style="list-style-type: none"> 1. Conduct inspection on all warning signages at workshop and chemical store on monthly basis. 2. Carry out annual maintenance for all worn or damaged warning signs. <p><u>Sungai Sungai 2 & Sungai Sungai 3 Estate</u></p> <ol style="list-style-type: none"> 1. Send PIC for OSH to attend Effective Safety and Health Committee training at NIOSH.

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	<p>2. Discuss reported accidents in the quarterly OSH committee meeting. Review Hazard Investigation, Risk Analysis and Risk Control (HIRARC) whenever accidents occurred.</p>
Assessment Conclusion:	<p>Major NC close out verification:</p> <p><u>Sungai Sungai 1 Estate</u></p> <ol style="list-style-type: none"> The estate has installed signage such as warning on the use of hazardous chemical, no entry sign, no eating or drinking. Reviewed the picture of signage at the chemical storage area. The estate conducted workplace inspection on monthly basis. Among the items in the checklist such as lighting, ventilation, safety data sheet, chemical register, safety work procedure, Safety signage and etc. The estate has included workplace inspection and annual maintenance of safety signage in the Annual Safety and Health Plan. <p><u>Sungai Sungai 2 Estate</u></p> <ol style="list-style-type: none"> The estate has conducted the 3rd Safety and Health Committee Meeting on 14/09/2022. Reviewed the Meeting Invitation Letter dated 10/09/2022 and Minutes for meeting conducted on 14/09/2022. The accidents reports and occupational health has been discussed in the meeting under agenda 4.0 "Laporan Statistik LTI" and 4.6 "Laporan Kes Keracunan atau Penyakit." The estate has nominated the field supervisor to attend Competency Program SHO at NIOSH as per request letter to Head of Rimba Nilai Business Unit dated 04/10/2022 (ref. no. LSS@/(JA/mrz)/(170/10/22) and approval letter by dated 01/11/2022 (ref. no. HBU?LSS@/41-2022/SCM/lm). The estate has reviewed the HIRARC due to accident occurrence. Reviewed the latest HIRARC review for harvesting operation dated 13/09/2022. <p><u>Sungai Sungai 3 Estate</u></p> <ol style="list-style-type: none"> The estate has conducted the 3rd Safety and Health Committee Meeting on 13/09/2022. Reviewed the Minutes for meeting conducted on 13/09/2022. The accidents reports and occupational health has been discussed in the meeting under agenda 3.0 "Laporan Statistik Kemalangan LTI". The estate has reviewed the HIRARC due to accident occurrence. Reviewed the latest HIRARC review for harvesting operation dated 13/09/2022. <p>All the evidence reviewed and found adequate. Thus, the non-conformity was successfully closed on 14/11/2022.</p>

Non-Conformity Report			
NCR Ref #:	2236808-202208-M2	Issue Date:	19/08/2022
Due Date:	16/11/2022	Date of Closure:	14/11/2022
Area/Process:	Rimba Nilai Business Unit – Plantations	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.5.4.1 Major

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Requirements:	An action plan to reduce identified significant pollutants and emissions shall be established and implemented.
Statement of Nonconformity:	Action plan to handle diesel spillage incident not captured in pollution prevention plan.
Objective Evidence:	<p><u>Sungai Sungai 1, Sungai Sungai 3 Estate and Lembah Paitan Estate</u></p> <p>During the audit visit to site, the auditor found incident of diesel spillage at several places: workshop area (Sungai Sungai 1 Estate), genset room (Lembah Paitan Estate), lubricant store (Sungai Sungai 3 Estate). No action was sighted to cleanse or treat the spillage area.</p> <p>According to the Environmental Quality (Scheduled Wastes Regulations 2005, Regulation 8 Responsibility of waste generator, (1) Every waste generator shall ensure that scheduled wastes generated by him are properly stored, treated on-site, recovered on-site for material or product from such scheduled wastes or delivered to and received at prescribed premises for treatment, disposal or recovery of material or product from scheduled wastes.</p>
Corrections:	<p><u>Sungai Sungai 1 Estate</u></p> <ol style="list-style-type: none"> 1. Clean up the workshop area using spill kit (sand). 2. Dispose the used spill kit at scheduled wastes store. 3. Provide sufficient spill tray and spill kit at workshop. <p><u>Sungai Sungai 3 Estate</u></p> <ol style="list-style-type: none"> 1. Clean up the lubricant store area using spill kit (sand). 2. Dispose the used spill kit at scheduled wastes store. 3. Provide sufficient spill tray at spill kit at lubricant store. <p><u>Lembah Paitan Estate</u></p> <ol style="list-style-type: none"> 1. Clean up the genset room area using spill kit (sand). 2. Dispose the used spill kit at scheduled wastes store. 3. Provide sufficient spill tray and spill kit at genset room.
Root cause analysis:	<p><u>Sungai Sungai 1 Estate</u> Insufficient spill tray at LSS1 workshop.</p> <p><u>Sungai Sungai 3 Estate</u> Insufficient spill tray at LSS3 lubricant store.</p> <p><u>Lembah Paitan Estate</u> Lack of maintenance and monitoring on diesel spillage near genset room.</p>
Corrective Actions:	<p><u>Sungai Sungai 1 Estate</u> To purchase adequate spill tray and fully utilize the spill tray.</p> <p><u>Sungai Sungai 3 Estate</u> To purchase adequate spill tray and fully utilize the spill tray.</p>

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	<p><u>Lembah Paitan Estate</u></p> <ol style="list-style-type: none"> 1. Appoint PIC to monitor genset operation. 2. Conduct regular maintenance and monitoring. 3. Purchase spill tray and provide spill tray at genset room. 4. Provide spill kit at genset room.
<p>Assessment Conclusion:</p>	<p>Major NC close out verification</p> <p><u>Sungai Sungai 1 Estate</u></p> <ol style="list-style-type: none"> 1. The estate has cleaned up all the diesel/ lubricant spillage at the workshop area using spill kit (sand). Reviewed the picture before and after cleaning up conducted. 2. The estate has placed spill kit (sand) at the workshop area. 3. The used spill kit has been collected and stored at scheduled waste store as SW 408. 4. The estate has provided aluminium tray at the workshop. The tray was placed below the tractor engine to prevent any spillage/ leakage contaminated the workshop floor. <p><u>Sungai Sungai 2 Estate</u></p> <ol style="list-style-type: none"> 1. The estate has cleaned up all the diesel/ lubricant spillage at the lubricant store using spill kit (sand). Reviewed the picture before and after cleaning up conducted. 2. The estate has placed spill kit (sand) at the lubricant store. 3. The used spill kit has been collected and stored at scheduled waste store as SW 408. 4. The estate has provided aluminium tray at the lubricant store. The tray was placed below the lubricant container to prevent any spillage/ leakage contaminated the floor. Reviewed the stores Requisition Sheet no. 21257 dated 18/08/2022 and Purchase order no. 1939 dated 20/08/2022. <p><u>Lembah Paitan Estate</u></p> <ol style="list-style-type: none"> a) The estate has cleaned up the genset area using spill kit, saw dust and sand. Reviewed the picture before and after cleaning up. b) The estate has placed spill kit and tray at the genset area. c) The estate has conducted training for genset operator on 27/09/2022. Reviewed the training attendance, training material and training evaluation form. d) The estate has appointed Mr. Amir John Abdullah to supervise the genset room operation as per appointment letter dated 29/09/2022 <p>All the evidence reviewed and found adequate. Thus, the non-conformity was successfully closed on 14/11/2022.</p>

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Non-Conformity Report			
NCR Ref #:	2236808-202208-N1	Issue Date:	19/08/2022
Due Date:	Next Assessment	Date of Closure:	Open
Area/Process:	Sungai Sungai 2 & 3 Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.3.1.4 Minor
Requirements:	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.		
Statement of Nonconformity:	The monitoring of compliancy and changes in regulatory requirements was not effectively implemented.		
Objective Evidence:	<u>Sungai Sungai 2 & 3 Estate</u> Noted during document review of "Lesen Untuk Menggaji Pekerja Bukan Pemastautin (Seksyen 118, Ordinan Buruh (Sabah Bab 67))" Sungai-Sungai and Sungai Sungai 2 Estate, it was found that the numbers of employee from Peninsular Malaysia was declared as zero (0) whilst the Estate Manager and Asst. Manager was for both estate is from Peninsular Malaysia.		
Corrections:	<u>Sungai Sungai 2 & Sungai Sungai 3 Estate</u> Declare the number of employees from Peninsular Malaysia in the "Lesen Untuk Menggaji Pekerja Bukan Pemastautin"		
Root cause analysis:	<u>Sungai Sungai 2 & Sungai Sungai 3 Estate</u> Misunderstand to the requirement of 'Lesen Menggaji Pekerja Bukan Pemastautin' is not only for foreign labour but also for non-Sabahan employee.		
Corrective Actions:	<u>Sungai Sungai 2 & Sungai Sungai 3 Estate</u> Conduct training regarding the requirement of 'Lesen Menggaji Pekerja Bukan Pemastautin' to chief clerk and PIC for license renewal.		
Assessment Conclusion:	Evidence submitted <u>Sungai Sungai 2 Estate and Sungai Sungai 3 Estate</u> Both estates has filled form PK(0). JTKS.01(L1) and submitted to Sabah Labour Department on 30/08/2022. Refer letter LSS2(JA/rer/jtk01/(10/2022) dated 30/08/2022. The estate has conducted training on the Employment of Non-Resident Workers dated 28/09/2022 at Sungai Sungai 2 Estate and 07/09/2022 at Sungai Sungai 3 Estate. All the evidence reviewed and found adequate. The effectiveness implementation of the CAP will be assessed during next assessment.		

Non-Conformity Report			
NCR Ref #:	2236808-202208-N2	Issue Date:	19/08/2022
Due Date:	Next Assessment	Date of Closure:	Open
Area/Process:	Rimba Nilai Business Unit – Palm Oil Mill	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.4.2 Minor
Requirements:	The occupational safety and health plan shall cover the following:		

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	e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.
Statement of Nonconformity:	The chemical handling procedure established was not effectively implemented.
Objective Evidence:	<u>Rimba Nilai Palm Oil Mill</u> During site visit to mill utilities store, it was found that chemical (pesticides) "Sentry" with active ingredients <i>glyphosate isopropyl amine</i> and "Fendona" with active ingredients <i>cypermethrin</i> was kept in the store. The chemical was not registered in the Chemical Register for Rimba Nilai Palm Oil Mill list as per latest chemical register dated on 10/02/2022.
Corrections:	<ol style="list-style-type: none"> 1. Update the mill's Chemical Register with added of chemical "Sentry" and "Fendona". 2. Obtain Safety Data Sheet (SDS) for "Sentry" and "Fendona"
Root cause analysis:	<ol style="list-style-type: none"> 1. The chemical "Sentry" and "Fendona" was purchased on 10/03/2022. Mill current practice of updating the chemical register was once a year and the latest update was done on 10/02/2022. 2. Refresher training related to chemical register was not included in annual training program, hence, no refresher training was given to the PIC. As a result, the PIC was not aware that all chemical need to be registered in the chemical register as soon as they are used in the mill.
Corrective Actions:	<ol style="list-style-type: none"> 1. Update chemical register whenever new chemical were used by mill. 2. Conduct training to PIC for updating chemical register regarding the requirement for chemical register list.
Assessment Conclusion:	<p>Evidence submitted</p> <p>The mill has updated the chemical register on 01/09/2022 and included the chemical Fendona SC and Sentry in the register.</p> <p>The mill has acquired the SDS for Sentry and Fendona SC and kept at the store.</p> <p>The mill has conducted training on Guidelines for Preparation of a Chemical register on 04/10/2022.</p> <p>All the evidence reviewed and found adequate. The effectiveness implementation of the CAP will be assessed during next assessment.</p>

Non-Conformity Report			
NCR Ref #:	2236808-202208-N3	Issue Date:	19/08/2022
Due Date:	Next Assessment	Date of Closure:	Open
Area/Process:	Sungai Sungai 1 Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.5.4 Minor
Requirements:	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.		

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Statement of Nonconformity:	Sampled employees of contractors are not fully ensured to be paid based on legal requirements.
Objective Evidence:	<p><u>Sungai Sungai 1 Estate</u></p> <p>Based on records of SOCSO contributions for sample contractors' employees of Sungai Sungai 1 Estate as following:</p> <ol style="list-style-type: none"> 1) Contractor: Jominah Contractor; Employee: Baktiar; Position: Harvester; Date Joined: 1/1/2016; August 2021 SOCSO contribution of RM 16.90 was not made 2) Contractor: Mustamin Contractor; Employee: Nursema Sulle; Position: Field Worker; Date Joined: 1/1/2010; December 2021 SOCSO contribution was insufficient with only RM1.10 contributed instead of RM 10.60 (less RM9.50) <p>These indicated that the sampled employees of contractors are not fully ensured to be paid based on legal requirements. Hence, a Minor NC has been raised on the matter.</p>
Corrections:	<ol style="list-style-type: none"> 1. Submitting the arrears of SOCSO contribution of the contractor's employees to the respective contractor for their further action. 2. Obtain a copy of payment made for the arrears of SOCSO contribution and keep it at office as record.
Root cause analysis:	No proper monitoring of Contractor's Employees SOCSO contributions.
Corrective Actions:	<ol style="list-style-type: none"> 1. Appoint PIC to monitor contractor's employee payment i.e., SOCSO distribution. 2. Prepare checklist of the contractor's employee names for the monthly contribution of the SOCSO. 3. Appointed PIC to monitor contractor's employee monthly SOCSO contribution.
Assessment Conclusion:	The effectiveness implementation of the CAP will be assessed during next assessment.

Opportunity For Improvement

Ref:	N/A	Clause:	MSPO Part __:
Area/Process:	N/A		
Objective Evidence:	N/A		

Noteworthy Positive Comments

1	Good commitment from the management teams on the documentation and preparation of the audit
2	Positive feedbacks from the Internal and External Stakeholders
3	Good maintenance and cleanliness at the housing area
4	Good contribution to the local communities

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3.3 Status of Nonconformities Previously Identified and OFI

Non-Conformity Report			
NCR Ref #:	2092390-202108-M1	Issue Date:	20/08/2021
Due Date:	20/11/2021	Date of Closure:	18/11/2021
Area/Process:	Rimba Nilai Business Unit – Rimba Nilai POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.5.8 Major
Requirements:	The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.		
Statement of Nonconformity:	The working hours and breaks of a mill worker indicated the overtime record was exceeding permitted limit.		
Objective Evidence:	<u>Rimba Nilai POM:</u> Based on the records of Check Roll for the Month of September 2020 for a mill worker named Ekrim Oput (Tractor Driver), the total overtime was 138.5 hours which exceed the JTK overtime limit permit of 120 hours.		
Corrections:	Management to monitor workers overtime to follow JTK permit requirements.		
Root cause analysis:	<u>Rimba Nilai POM:</u> Mill processing hours is higher due to crop diversion received from TH Ladang Memahat. High total overtime for Tractor driver due to extension running hours of mill's Clarification Station which operated by using a Decanter due to Sludge Separator No.5 was under repair. Tractor was used to evacuate the Decanter's waste (Decanter Cake) until Clarification Station shutdown.		
Corrective Actions:	Implementation of Requisition OT Form in order to monitor closely the workers' total overtime since January 2021 and no record of over 120 hours. Upkeep and running the Clarification Station using the Sludge Separators whilst Decanter in standby mode. Tractor was not required as the Separators' waste in the form of wastewater or sludge and to be discharged as raw influent to Anaerobic Pond No.1.		
Assessment Conclusion:	CAP has been accepted and verification of CAP implementation together with its effectiveness was conducted off-site. Documented evidence submitted as following: <ul style="list-style-type: none"> - OT requisition form records for month of September and October 2021 for tractor driver. - Resuming Sludge Separator No. 5 operation upon repair complete. The corrective action and evidence are found to be adequate to close the Major NC, hence, the Major NC was closed on 18/11/2021. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.		
Verification Statement:	<u>ASA3 Verification</u> Management has established proper time recording system that makes working hours and overtime transparent for both employees. Attendance and Overtime record was available and able to trace through Thumb Print Daily Attendance Records.		

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	No re-occurrence of non-conformity. The non-conformity is remained closed.
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Non-Conformity Report			
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NCR Ref #:	2092390-202108-M2	Issue Date:	20/08/2021
Due Date:	20/11/2021	Date of Closure:	18/11/2021
Area/Process:	Rimba Nilai Business Unit – Plantations	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.4.2 Major

Requirements:	<p>1. The occupational safety and health plan shall cover the following:</p> <p style="margin-left: 20px;">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. Chemical Handling Management Procedure (Issue 1, Rev 1, dated 11 Oct 2019), Clause 10.3 – Medical Surveillance Program Health Surveillance Programme is to be conducted on those workers handling any scheduled chemical mentioned in Schedule II of USECCH Regulation 2000 and where an assessment show that:</p> <ul style="list-style-type: none"> i. There is an identifiable work-related disease or adverse health effects for that hazardous chemical used in the works. ii. It is likely that the disease or condition might occur during the conduct of the work; and iii. Valid technique is available to detect early signs of the disease or condition. <p>2. 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 style="margin-left: 20px;">PART IV - MEETINGS OF SAFETY AND HEALTH COMMITTEE, Regulation 21, OSH (Safety and Health Committee) Regulations 1996.</p> <p style="margin-left: 20px;">Frequency of meetings of committee.</p> <p style="margin-left: 20px;">(1) A safety and health committee shall meet as often as may be necessary commensurate with the risks attendant on the nature of work at the place of work but shall not meet less than once in three months.</p>
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Statement of Nonconformity:	<p>1. Annual medical surveillance does not include all workers handling hazardous chemical (contractor workers) and follow up medical surveillance was not conducted for workshop workers as per OHD request.</p> <p>2. OSH Committee meeting was not conducted as per planned and frequency requirements addressed in OSH (Safety and Health Committee) Regulations 1996.</p>
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Objective Evidence:	<p>1. At Sungai Sungai 3 Estate, three (3) contractor workers from Andy Enterprise have not undergone medical surveillance and one (1) workshop worker detected with high exposure of manganese has not been send for follow up medical</p>
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	<p>surveillance after 3 months from the medical surveillance conducted in December 2020.</p> <p>For SS1E, SS2E and KE, OSH committee meeting was not conducted as per OSH plan and requirements addressed in OSH (Safety and Health Committee) Regulations 1996 which stated the meeting shall be conducted at least once in three months.</p>
Corrections:	<p>SS1E, SS2E, KE:</p> <ul style="list-style-type: none"> - To conduct Osh committee meeting on a quarterly basis as per OSH Annual Plan & Schedule LSS3: - To arrange medical surveillance for new sprayer workers for Andy Enterprise and re-medical surveillance for workshop workers.
Root cause analysis:	<p>SS1E, SS2E, KE:</p> <p>Unsuccessful to conduct 2nd OSH committee meeting during 2nd quarter period due to limitation to gather related persons as to comply the MCO Orders by Sabah State and Federal Government regulations / SOP.</p> <p>SS3E:</p> <p>Three (3) contractor workers-Sprayer from Andy Enterprise has not undergone medical surveillance due to new recruit workers also One (1) workshop worker due to unfollow up cases</p>
Corrective Actions:	<p>SS1E, SS2E, KE:</p> <p>Conduct OSH committee meeting every 3 months as required.</p> <p>SS3E:</p> <p>Estate to monitor the medical surveillance results in-case any workers require follow up checking and to update new contractor's workers name on monthly basis in case any require annual medical surveillance.</p>
Assessment Conclusion:	<p>CAP has been accepted and verification of CAP implementation together with its effectiveness was conducted off-site. Documented evidence submitted as following:</p> <ul style="list-style-type: none"> - Records of four quarters 2020 – 2021 minutes of safety committee meeting which were previously conducted informally through text communications and latest meetings in 26/8/2021 and 11/10/2021. - Records of medical surveillance results of new workers and re-medical surveillance of workshop workers dated 22/9/2021 <p>The corrective action and evidence are found to be adequate to close the Major NC, hence, the Major NC was closed on 18/11/2021. Nonetheless, the continuous effective implementation of the corrective action shall be verified in the next assessment visit.</p>
Verification Statement:	<p>ASA 3 Verification</p> <p>There is reoccurrence of non-conformity. Refer non-conformity 2236808-202208-M1.</p>

Non-Conformity Report			
NCR Ref #:	2092390-202108-M3	Issue Date:	20/08/2021
Due Date:	20/11/2021	Date of Closure:	18/11/2021

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Area/Process:	Rimba Nilai Business Unit – Plantations	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.5.3.3 Major
Requirements:	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.		
Statement of Nonconformity:	Disposal of schedule waste not effectively demonstrated.		
Objective Evidence:	During document checking and interview, it was found that Sungai Sungai 2 Estate, Kawananan Estate were stored Schedule waste more than 180 days. Sungai Sungai 2 Estate last disposal on 04/06/2020 and latest one at 30/07/2021, Kawananan Estate last disposal on 29/12/2020 and no disposal has been made after that. It was against Environmental Quality (Scheduled Wastes) Regulation 2005, Environmental Quality Act, 1974 Section 9: Storage of scheduled wastes.		
Corrections:	<p>SS2E: SS2E ensure to follow Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974.</p> <p>KE: To apply from DOE for an extension of SW stored for another 180 days.</p>		
Root cause analysis:	<p>SS2E: The person in charge of monitoring scheduled waste operations has resigned and caused delays in the scheduled waste disposal by the estate.</p> <p>KE: The quantity of scheduled waste is low, so no disposal was made after 180 days of storage.</p>		
Corrective Actions:	<p>SS2E: - SS2E ensures to assign a person in-charge to assist our competent person for Scheduled Wastes operation. - SS2E ensures to prepare physical checking form for monthly inspection. - SS2E ensures to include schedule waste disposal objective into estate Environment Plan.</p> <p>KE: To request a more extended storage period from DOE.</p>		
Assessment Conclusion:	<p>CAP has been accepted and verification of CAP implementation together with its effectiveness was conducted off-site. Documented evidence submitted as following:</p> <ul style="list-style-type: none"> - Response letter by DOE dated 9/11/2021 on scheduled waste storage extension application approved until 8/2/2022. - Appointment letter for person in-charge of scheduled waste dated 24/8/2021 - Form for Scheduled Waste Weekly Physical Checking - Records of updated Environmental Management Program 2021 <p>The corrective action and evidence are found to be adequate to close the Major NC, hence, the Major NC was closed on 18/11/2021. Nonetheless, the continuous</p>		

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	effective implementation of the corrective action shall be verified in the next assessment visit.
Verification Statement:	<p>ASA 3 Verification</p> <p>The scheduled waste disposal was conducted as per SOP established and Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974</p> <p>No re-Occurance of non-conformity. The non-conformity is remained closed.</p>

Opportunity For Improvement			
Ref:	2092390-202108-I1	Clause:	MSPO 2530 Part 3: 4.1.2.2
Area/Process:	Rimba Nilai Business Unit – Kawananan Estate and Sungai Sungai 1 Estate		
Objective Evidence:	Findings status raised during internal audit on 13-16 July 2021 for sample of estates audited (e.g. Kawananan Estate and Sungai Sungai 1 Estate) could be followed-up and closed without undue delay according to Internal Audit Procedure (Issue 1, dated July 2016).		
Verification Statement:	Latest Internal Audit was conducted on 20 – 25/06/2022 for all operating units in Rimba Nilai Business Units. 18 non-conformity and 21 opportunities for Improvement were raised during the audit. The operating units have submitted the corrective action plan to the Internal Audit Team and accepted on 23/07/2022.		

Opportunity For Improvement			
Ref:	2092390-202108-I2	Clause:	MSPO 2530 Part 3: 4.5.1.5
Area/Process:	Rimba Nilai Business Unit – Sungai Sungai 2 Estate		
Objective Evidence:	Management could improve on documented of regularly Environmental Training that has been conducted for employees in Sungai Sungai 2 Estate.		
Verification Statement:	Reviewed the training attendance, training material and training evaluation of environmental training conducted in sampled estates found adequate.		

Opportunity For Improvement			
Ref:	2092390-202108-I3	Clause:	MSPO 2530 Part 3: 4.5.5.1
Area/Process:	Rimba Nilai Business Unit – Sungai Sungai 2 Estate		
Objective Evidence:	Management of Kawananan Estate could improve on monitoring the frequency of water sampling to be sent as recommended and stated in the water management plan.		
Verification Statement:	Estates sampled monitored the river water sampling once a year as per water management plan to 3 rd party lab, DYNAKEY Laboratories. Reviewed the water sampling records FY 2022 for all estates visited.		

3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
1750491-201903-M1	4.2.2.3 Part 3: Major	15/3/2019	Closed on 10/6/2019
1750491-201903-M2	4.3.1.1 Part 3: Major	15/3/2019	Closed on 10/6/2019
1750491-201903-M3	4.3.1.1 Part 3: Major	15/3/2019	Closed on 10/6/2019 & reissue on 7/9/2020
1750491-201903-M4	4.4.5.14 Part 3: Major	15/3/2019	Closed on 10/6/2019
1750491-201903-M5	4.5.4.1 Part 3: Major	15/3/2019	Closed on 10/6/2019
1750491-201903-M6	4.3.1.1 Part 3: Major	15/3/2019	Closed on 10/6/2019
1750491-201903-M7	4.4.5.14 Part 4: Major	15/3/2019	Closed on 10/6/2019
1750491-201903-M8	4.4.5.14 Part 4: Major	15/3/2019	Closed on 10/6/2019
1750491-201903-N1	4.4.5.14 Part 3: Minor	15/3/2019	Closed on 7/9/2020
1750491-201903-N2	4.4.5.14 Part 3: Minor	15/3/2019	Closed on 7/9/2020
1750491-201903-N3	4.4.5.14 Part 3: Minor	15/3/2019	Closed on 7/9/2020 & reissue on 7/9/2020
1750491-201903-N4	4.4.5.14 Part 3: Minor	15/3/2019	Closed on 7/9/2020
1750491-201903-N5	4.5.6.1 Part 3: Minor	15/3/2019	Closed on 7/9/2020
1750491-201903-N6	4.4.1.1 Part 4: Minor	15/3/2019	Closed on 7/9/2020
1750491-201903-N7	4.5.3.3 Part 4: Minor	15/3/2019	Closed on 7/9/2020
1953926-202009-M1	Part 3 – 4.4.5.9: Major	11/9/2020	Closed on 3/12/2020
1953926-202009-M2	Part 3 – 4.4.5.11: Major	11/9/2020	Closed on 3/12/2020
1953926-202009-M3	Part 4 – 4.6.4.1: Major	11/9/2020	Closed on 3/12/2020
1953926-202009-M4	Part 3 – 4.4.4.1: Major	11/9/2020	Closed on 3/12/2020
1953926-202009-M5	Part 3 – 4.5.5.1: Major	11/9/2020	Closed on 3/12/2020
1953926-202009-N1	Part 4 – 4.6.4.3: Minor	11/9/2020	Closed on 16/8/2021
1953926-202009-N2	Part 3 – 4.5.3.5: Minor	11/9/2020	Closed on 16/8/2021
1953926-202009-N3	Part 3 – 4.5.3.3: Minor	11/9/2020	Closed on 16/8/2021
2092390-202108-M1	Part 3 – 4.4.5.8: Major	20/8/2021	Closed on 19/11/2021
2092390-202108-M2	Part 3 – 4.4.4.2: Major	20/8/2021	Closed on 19/11/2021
2092390-202108-M3	Part 3 – 4.5.3.3: Major	20/8/2021	Closed on 19/11/2021
2236808-202208-M1	Part 3 – 4.4.4.2: Major	19/08/2022	Closed on 14/11/2022
2236808-202208-M2	Part 3 – 4.5.4.1: Major	19/08/2022	Closed on 14/11/2022
2236808-202208-N1	Part 3 – 4.3.1.4: Minor	19/08/2022	Open
2236808-202208-N2	Part 4 – 4.4.4.2: Minor	19/08/2022	Open
2236808-202208-N3	Part 3 – 4.4.5.4: Minor	19/08/2022	Open



3.5 Issues Raised by Stakeholders

IS #	Description
<p>1</p>	<p>Issues: Gender committee representative (PEWARNI-Persatuan Wanita Rimba Nilai) Committee members started to conduct meeting and gathering event since no more COVID-19 lockdown in 2022. No issue of sexual harassment or violence ever happen in all operating unit within Rimba Nilai Business Unit.</p> <p>Management Responses: Noted on the positive comment.</p> <p>Audit Team Findings: No further issue.</p>
<p>2</p>	<p>Issues: Local and foreign workers’ representatives Freedom was fully given by management for employee to involve and participate in union activities. Representatives were selected by workers through voting.</p> <p>Management Responses: Noted on the positive comment.</p> <p>Audit Team Findings: No further issue.</p>
<p>3</p>	<p>Issues: SK Binsulung Headmaster & Senior Assistant 1 School admin staff and teachers having good relationship with mill and estate management. Management always support and contributes in school programs.</p> <p>Management Responses: Noted on the positive comment.</p> <p>Audit Team Findings: No further issue.</p>
<p>4</p>	<p>Issues: JNR Enterprise & Mustamin Contractor Having long business relationship with company for more than 10 years. No issue in prices and payment.</p> <p>Management Responses: Noted on the positive comment.</p> <p>Audit Team Findings: No further issue.</p>

3.6 List of Stakeholders Contacted

Government Officer: SK Binsulung Headmaster & Senior Assistant 1	Community/neighbouring village: N/A
Suppliers/Contractors/Vendors: JNR Enterprise Mustamin Contractor	Worker’s Representative/Gender Committee: Gender committee representatives Local workers’ representatives Foreign workers’ representatives

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment Rimba Nilai Palm Oil Mill and Supply Base Certification Unit complies with the MS 2530-3:2013 or MS 2530-4:2013. It is recommended that the certification of Rimba Nilai Palm Oil Mill and Supply Base Certification Unit is approved and continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Mitah Limpu	Name: Muhammad Fadzli b. Masran
Company name: Boustead Plantations Berhad	Company Name: BSI Services Malaysia Sdn. Bhd.
Title: Sustainability Executive	Title: Client Manager
Signature: 	Signature: 
Date: 15/12/2022	Date: 30/11/2022

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 -	The policy for the implementation of MSPO established as BPB Sustainability Policy; Signed by CEO dated on 12/07/2021. The policy available in the company's website as per link as following: https://www.bousteadplantations.com.my/wp-content/uploads/2022/06/BPB-Sustainability-Policy.pdf	Complied
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The policy emphasized the commitment of continuously improve the effectiveness of quality management system for company's traceability and transparency of supply chain. The policy also emphasized commitment of continuous stakeholder engagement that strive to continue to be an active supporter of the sustainability initiative and will work to strengthen MSPO standards and adherence to it. Latest communication of policy to external stakeholders was conducted on 24/3/2022 while individual operating unit consultation with internal stakeholders were conducted from time to time during daily muster rollcall as per sample conducted in Sungai Sungai 1 and Sungai Sungai Estate together with Rimba Nilai POM dated on 7/6/2022.	Complied
Criterion 4.1.2 – Internal Audit			

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Criterion / Indicator		Assessment Findings	Compliance
4.1.2.1	<p>Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established Internal Audit Procedure, Revision no. 2, dated 24/05/2022.</p> <p>As per SOP established, the internal audit shall be carried out once a year guided by the annual audit schedule. Follow up audit can be carried out as and when it is required. The Head of Sustainability Department will fix the date of the audit with management representative.</p> <p>The Internal Auditor communicated regarding the audit schedule with the operating units prior to the Internal Audit. Reviewed the notification letter by the Internal Auditor, Sustainability manager dated 14/06/2022. Refer letter no. SSD/IA//335-22/RNBU.</p> <p>Latest Internal Audit was conducted on 20 – 25/06/2022 for all operating units in Rimba Nilai Business Units. 18 non-conformity and 21 opportunities for Improvement were raised during the audit.</p>	Complied
4.1.2.2	<p>The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established Internal Audit Procedure, Revision no. 2, dated 24/05/2022.</p> <p>The procedure covers the Audit frequency, Audit Schedule, Audit Notification, Audit Team and Performing Audit (Opening Meeting, Auditing, Audit Report, Closing Meeting, Corrective Action, Closing of NCR, and Internal Audit Report).</p> <p>Latest Internal Audit was conducted on 20 – 25/06/2022 for all operating units in Rimba Nilai Business Units. 18 non-conformity and 21 opportunities for Improvement were raised during the audit. The operating units have submitted the corrective action plan to the Internal Audit Team and accepted on 23/07/2022.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	The results of Internal Audit conducted were discussed in the management review. Reviewed the latest management review meeting conducted on 25/06/2022. The operating units maintained all audit reports and corrective action plan and available for review.	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 -	Latest management review meeting was conducted on 25/06/2022. The meeting was chaired by the Rimba Nilai Business Unit Sustainability Chairman and attended by the Acting Head of Sustainability, Sustainability Members, and all operating units Managers and Asst. Managers. Among the discussion in the meeting as follows: <ol style="list-style-type: none"> 1. Minutes/Action of previous meeting 2. MS 2530:3 and MS 2530:4 certification status 3. MSPO SCCS status 4. Results of internal audit 5. Customer feedbacks 6. Preventive and corrective action status 7. Changes affecting Policy 8. Recommendations for improvements 9. Any Other business 	Complied

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	<p>The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.</p> <p>- Major compliance -</p>	<p>The estates visited has established continual improvement plan covers the main social and environmental impacts.</p> <p>Continual improvement plan for the estate being strategized under the following program as follows:</p> <ol style="list-style-type: none"> 1. To upgrade current wooden workers quarters at with concrete workers quarters 2. To upgrade generator set 3. To increase EFB application to reduce chemical usage 4. To use CDA pump or ULV nozzle to reduce pesticide waste 5. Good calibration of chemical to reduce waste 6. To use renewable energy by Installation of 4 Solar Station units at Security Post, Managers’ Bungalow and FFB Ramp. 7. Repairing work carried out as possible for any damage reported regarding workers housing 8. To prepare annual activity and budget for Gender Committee (PEWANIS) 9. To provide crèche with educational toys, books and play equipment 	Complied
4.1.4.2	<p>The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption.</p> <p>- Major compliance -</p>	<p>The new information and techniques to improve practices are obtained mainly through information from communications with suppliers and being members of associations related to palm oil industry.</p> <p>Any new information on new technology will be forwarded to the HQ for approval before any implementation.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.1.4.3	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established. - Major compliance -	Action plans were available in all the sampled estates, the action plan is cover for environment, workers’ needs, safety and others. Trainings on SOPs were also conducted from time to time to enhance the current techniques of agriculture best practice.	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance -	Boustead Plantations Berhad has established BPB Sustainability Policy, dated 12/07/2021 that includes the traceability commitment. Internal and external stakeholder communication on policies were done based on request of information by any stakeholder. Boustead Plantations Berhad has established Grievances Procedure, rev. 0 dated 01/03/2022. Refer doc. no. HR/2022/023/003. The procedure has outlined the communication procedure in the Flow Chart for Grievances Procedure. The consultation and communication were conducted through stakeholder meeting, dialogs, request letter, feedbacks letter phone call between the operating units and stakeholder (internal and external).	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 -	All estates within Rimba Nilai Business Unit holds copies of each of the management documents that are required to be publicly available. Copies of the document such as documents related to environmental and social issues, plans for pollution prevention, records of complaints and grievances were available upon request. All the policies such as Pesticide Use Policy, Human Rights Policy, and Foreign Workers Policy were properly documented and publicly	Complied

Criterion / Indicator		Assessment Findings	Compliance
		available in the company’s website as well as other sustainability information practiced by the company. Refer: https://www.bousteadplantations.com.my/sustainability-approach-policies/	
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	<p>Boustead Plantations Berhad has established Grievances Procedure, rev. 0 dated 01/03/2022. Refer doc. no. HR/2022/023/003. The procedure has outlined the communication procedure in the Flow Chart for Grievances Procedure.</p> <p>The estates have communicated the procedure to the stakeholders during latest External Stakeholders meeting for Rimba Nilai Business Units was conducted on 24/03/2022. The meeting was attended by local authorities, local community representatives, neighbors, vendors and FFB suppliers. During the stakeholders meeting, the operating units have distributed feedbacks form to all the stakeholders to have their feedbacks from the meetings.</p> <p><u>Sungai Sungai 1 Estate</u></p> <p>For Internal Stakeholders, the estates conducted meeting with the workers on annually basis. Latest meeting was conducted on 04/03/2022 attended by all workers.</p> <p>Additionally, the estates have circulated feedbacks form to all workers and external stakeholders. Reviewed the feedbacks form dated March 2022.</p> <p><u>Lembah Paitan Estate</u></p> <p>The estates conducted Internal Stakeholder meeting at minimum of once a year for all workers or periodically with workers committee.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Reviewed minutes meeting with all workers dated 10/06/2022, minutes meeting with workers representative dated 15/07/2022 and Gender committee dated 16/06/2022.</p> <p>Additionally, the estates has circulated feedbacks form to internal and external stakeholders. Reviewed the feedbacks form dated 21/03/2022 from SK Lubang Buaya, Beluran and Agensi Pekerjaan Sri Kencana Sdn. Bhd.</p> <p><u>Sungai Sungai 3 Estate</u></p> <p>The estates conducted Internal Stakeholder meeting at minimum of once a year or periodically with workers committee. The meeting was conducted based on division. Latest meeting was conducted on 08/03/2022 for Division 2, 09/03/2022 for Division 1 and 15/03/2022 for Division 3 and 4. The minutes meeting were available for review.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>The estates conducted Internal Stakeholder meeting at minimum of once a year. Reviewed the minutes meeting with Internal Stakeholders conducted on 16/03/2022.</p> <p>The estate has established workers committee, which selected based on their nationalities. Reviewed the workers committee organization charts FY 2022. The meeting was conducted once every 6 months with workers committee. Reviewed the minutes meeting conducted on 04/07/2022.</p>	
4.2.2.2	<p>A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.</p> <p>- Minor compliance -</p>	<p>The operating units has established Communication Panel to handle the internal and external communication. Reviewed the Communication Panel Organization Chart FY 2022 for all estates sampled.</p> <p><u>Sungai Sungai 1 Estate</u></p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	<p>The Estate has established Communication Panel to handle the internal and external communication as per appointment letter dated 04/01/2022 signed by the Estate Sr. Manger. The panel consist of all positions in the estate such as Asst. Manager, Estate Safety and Health Officer, Estate Medical Asst., Chief clerk, Field Supervisors, and clerk.</p> <p><u>Lembah Paitan Estate</u></p> <p>The estate has established Communication Panel to handle the internal and external communication as per appointment letter dated 04/01/2022 signed by the Estate Manger. The panel consist of all positions in the estate such as Asst. Manager, Estate Safety and Health Officer, Estate Medical Asst., Chief clerk, Field Supervisors, and clerk.</p> <p><u>Sungai Sungai 3 Estate</u></p> <p>The estate has established Communication Panel to handle the internal and external communication as per appointment letter dated 21/02/2022 signed by the Estate Manger. The panel consist of employer and employee representative from all positions in the estate such as Asst. Manager, Estate Safety and Health Officer, Estate Medical Asst., Chief clerk, Field Supervisors, clerk, mandores, workshop operator, driver, security and contractors.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>The estate has established Communication Panel to handle the internal and external communication as per appointment letter dated 01/01/2022 signed by the Estate Manger. The panel consist of all positions in the estate such as Asst. Manager, Chief clerk, Field Supervisors, and clerk.</p>	

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Criterion / Indicator		Assessment Findings	Compliance
4.2.2.3	<p>List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.</p> <p>- Major compliance -</p>	<p>The list of internal and external stakeholders maintained with indication of category for external stakeholder among local communities, authorities, contractors, suppliers and vendors etc. Consultation and communication were conducted through written reports and meetings.</p> <p>Latest External Stakeholders meeting for Rimba Nilai Business Units was conducted on 24/03/2022. The meeting was attended by local authorities, local community representatives, neighbors, vendors and FFB suppliers.</p> <p>For internal stakeholders, the operating units conducted meeting with all workers on annually basis and with workers representative on periodically basis. The minutes meeting was available for review as per criteria 4.2.2.1.</p> <p>Additionally, the operating units has circulated feedbacks form to internal and external stakeholders. The feedback form was available for review as per criteria 4.2.2.1.</p>	Complied
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 established procedure for all estates within Rimba Nilai Business Unit was MSPO Traceability Procedures; Issue 1; Date of issue: July 2016; Rev. # 2; Rev. date: March 2018 for the traceability operation. The procedure specified detail operations related to traceability of FFB. The procedure also includes appendices as following:</p> <ol style="list-style-type: none"> 1. Appendix A: Letter of Appointment 2. Appendix B: List of Supply Base (BU – Business Unit) 3. Appendix C (a): CSPO Sales Contract 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		4. Appendix C (b): CSPK Sales Contract 5. Appendix D (a): Weighbridge Ticket 6. Appendix D (b): DO for CSPO 7. Appendix D (c): DO for CSPK 8. Appendix E: List of Buyer/Transporter 9. Appendix F: Checklist CSPO, CSPK and Palm Shell 10. Appendix G: Quality Certificate.	
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	Based on the traceability procedure, inspections to be conducted on daily basis using FFB Harvesting System Traceability Form (Borang Pemeriksaan Kebolehhesanan Sistem Penuaian Kelapa Sawit) and Fresh Fruit Bunches (FFB) Traceability Checklist Manual Loading Conventional System Monitoring that conducted on planned interval (once a year) through internal audit. Latest inspection record as follows: Sungai Sungai 1 Estate: 13/06/2022 for field PM 99B, the inspection was done by Jiklas Impin, Traceability Officer. Lembah Paitan Estate: 13/08/2022 for field PM 08A, the inspection was done by Mr. Noor Ikmal Hijaz, Traceability Officer. Sungai Sungai 3 Estate: 13/07/2022 for field 99A, the inspection was done by En. Mohamad Hasbulwafi bin Mansor. Sungai Sungai 2 Estate: 13/07/2022 for field YT01, the inspection was done by En. Sabri bin Nasir.	Complied
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	Sighted appointment letter on Person In charge of Traceability: 1) Sungai Sungai 1 Estate: Mr Jiklas Impin dated 04/01/2022. 2) Lembah Paitan Estate: Mr. Noor Ikmal Hijaz dated 04/01/2022.	Complied

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Criterion / Indicator		Assessment Findings	Compliance																																																																		
		3) Sungai Sungai 3 Estate: En. Mohamad Hasbulwafi bin Mansor dated 03/01/2022. 4) Sungai Sungai 2 Estate: En. Sabri bin Nasir dated 04/01/2022.																																																																			
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	Records kept including Logbook for FFB Dispatched Daily Report, FFB Receiving Details Daily Report (by Mill) and FFB dispatch tickets. Sample tickets sighted as per samples as following: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Estate</th> <th>Date</th> <th>Ticket No.</th> <th>Lorry No.</th> <th>Field No.</th> <th>Weight mt</th> </tr> </thead> <tbody> <tr> <td>Sungai Sungai 1</td> <td>29/4/2022</td> <td>414561</td> <td>SSA 7563A</td> <td>PM99B ZON1/02</td> <td>9.66</td> </tr> <tr> <td>Sungai Sungai 1</td> <td>30/5/2022</td> <td>415436</td> <td>SSA 7563A</td> <td>PM14C</td> <td>7.32</td> </tr> <tr> <td>Sungai Sungai 1</td> <td>30/6/2022</td> <td>416421</td> <td>V21</td> <td>PM99Q/24</td> <td>6.25</td> </tr> <tr> <td>Lembah Paitan</td> <td>30/4/2022</td> <td>414582</td> <td>SAB 2921G</td> <td>PM09/B2</td> <td>11.38</td> </tr> <tr> <td>Lembah Paitan</td> <td>30/5/2022</td> <td>415456</td> <td>SSA 5327RA</td> <td>PM14C</td> <td>7.32</td> </tr> <tr> <td>Lembah Paitan</td> <td>30/6/2022</td> <td>416434</td> <td>SA 1106U</td> <td>PM08/C3</td> <td>16.68</td> </tr> <tr> <td>Sungai Sungai 3</td> <td>30/6/2022</td> <td>416419</td> <td>V19</td> <td>ZON4</td> <td>1.40</td> </tr> <tr> <td>Sungai Sungai 3</td> <td>4/8/2022</td> <td>417503</td> <td>SS 6217I</td> <td>HK/13</td> <td>13.93</td> </tr> <tr> <td>Sungai Sungai 3</td> <td>30/6/2022</td> <td>416429</td> <td>KB 13</td> <td>ZON 2</td> <td>4.21</td> </tr> <tr> <td>Sungai Sungai 2</td> <td>17/8/2022</td> <td>417970</td> <td>SS 8035K</td> <td>TL08A</td> <td>12.93</td> </tr> </tbody> </table>	Estate	Date	Ticket No.	Lorry No.	Field No.	Weight mt	Sungai Sungai 1	29/4/2022	414561	SSA 7563A	PM99B ZON1/02	9.66	Sungai Sungai 1	30/5/2022	415436	SSA 7563A	PM14C	7.32	Sungai Sungai 1	30/6/2022	416421	V21	PM99Q/24	6.25	Lembah Paitan	30/4/2022	414582	SAB 2921G	PM09/B2	11.38	Lembah Paitan	30/5/2022	415456	SSA 5327RA	PM14C	7.32	Lembah Paitan	30/6/2022	416434	SA 1106U	PM08/C3	16.68	Sungai Sungai 3	30/6/2022	416419	V19	ZON4	1.40	Sungai Sungai 3	4/8/2022	417503	SS 6217I	HK/13	13.93	Sungai Sungai 3	30/6/2022	416429	KB 13	ZON 2	4.21	Sungai Sungai 2	17/8/2022	417970	SS 8035K	TL08A	12.93	Complied
Estate	Date	Ticket No.	Lorry No.	Field No.	Weight mt																																																																
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Sungai Sungai 2	17/8/2022	417970	SS 8035K	TL08A	12.93																																																																

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Criterion / Indicator		Assessment Findings					Compliance	
		Sungai Sungai 2	30/6/2022	416420	V20	YT/11	3.15	
		Sungai Sungai 2	19/5/2022	415041	SS 6612P	YT/11	19.69	
4.3 Principle 3: Compliance to legal requirements								
Criterion 4.3.1 – Regulatory requirements								
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - Major compliance -	Standard Operating Procedure referred as BEA/LP/2017 dated 01/01/2017 for legal procedure under Chapter 15 was established and maintained. The mechanism of tracking of laws changes was outlined in the flowchart of compliance to legal requirements. The LORR was updated on 01/07/2021.					Complied	
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirements register. - Major compliance -	<p>The Boustead Plantations Berhad management has identified the applicable laws to their operation and available in Legal and Other Requirement Register (LORR) such as:</p> <ol style="list-style-type: none"> 1. Occupational Safety and Health Act, 1994 2. Factories and Machinery Act, 1967 3. Pesticide Act 1974 4. Electricity Supply Act 1990 5. Environmental Quality Act 1974 6. Employee’s Minimum Standards of Housing and Amenities Act 1990 7. Labour Act 1955 and etc Valid license and permit sighted as follows: <p><u>Sungai Sungai 1 Estate</u></p>					Complied	

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	<ul style="list-style-type: none"> - License to operate estate from Trading License Ordinance 1948 referred to license reg no A 437551 issued on 14/01/2022 valid until 31/12/2022, MPOB license 503941202000 is valid from 01/05/2022 - 30/04/2023 for Sungai Sungai 1 Estate ref no 503941202000 valid from 01/05/2022 until 30/04/2023. This license covers 10029.8 ha (Sungai Sungai 1 Estate) - License for hired people are not Sabah as workers ref no JTK.H.SDK.600-4/1/1/01261/002289 this license valid from 10/03/2022 to 09/03/2023. (No company license 346457-W). 71 Indonesian and 3 from Peninsular Malaysia. - Suruhanjaya Tenaga license no. (2021/03240) for Sungai Sungai 1 Estate is available (valid from 17/12/2021 - 16/12/2022 and LSS1 (License No 2021/03240, S/N:53448) electricity installation 68kW valid until 16/12/2022. - Permit to stored diesel for Sungai Sungai 1 Estate is available (Ref No: KPDNHEP.SDN 25/2016(SK), Capacity: 40,000 litres, Cert No: S003391) valid from 30/11/2020 until 29/11/2023. - Perakuan Kelayakan Pengandung Tekanan Tak Berapi – PMT-SB/22 48419. Last check on 12/01/2022 valid until 11/04/2023. No. Pembuat – PU08-023. - MSPO Certification Registration. Hold Certificate Number: MSPO 705568. Expiry date on 29/08/2024. <p><u>Lembah Paitan Estate</u></p> <ul style="list-style-type: none"> - License to operate estate from Trading License Ordinance 1948 referred to license reg no A 437551 issued on 14/01/2022 valid until 31/12/2022. - MPOB license 503941202000 is valid from 01/05/2022 - 30/04/2023 for Lembah Paitan Estate ref no 503941202000 valid from 	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>01/05/2022 until 30/04/2023. This license covers 10029.8 ha (Lembah Paitan Estate).</p> <ul style="list-style-type: none"> - License for hired people are not Sabah as workers ref no JTK.H.SDK.600-4/1/1/01261/004403 this license valid from 11/03/2022 to 10/03/2023. (No company license 3A 437551). 10 Indonesian and 2 from Peninsular Malaysia. - Suruhanjaya Tenaga license no. (2021/02490) for Lembah Paitan Estate is available (valid from 15/10/2021 - 14/10/2022 and LSS1 (License No 2021/03240, S/N:52099) electricity installation 89.25kW and 42.5kW valid until 14/10/2022. - Permit to stored diesel for Lembah Paitan Estate is available (Ref No: PPBNKK.SDK.49/2015(SK), Capacity: 10,000 litres, Cert No: P(Q2033) valid from 30/11/2020 until 23/12/2023. - Perakuan Kelayakan Pengandung Tekanan Tak Berapi – PMT-SB/21 47488. Last check on 09/12/2022 valid until 28/02/2023. No. Pembuat – PU10-146. - MSPO Certification Registration. Hold Certificate Number: MSPO 705568. Expiry date on 29/08/2024. <p><u>Sungai Sungai 3 Estate</u></p> <ul style="list-style-type: none"> - License to operate estate from Trading License Ordinance 1948 referred to license reg no A 437551 issued on 14/01/2022 valid until 31/12/2022. - MPOB license 503941202000 is valid from 01/05/2022 - 30/04/2023 for Sungai Sungai 3 Estate ref no 503941202000 valid from 01/05/2022 until 30/04/2023. This license covers 10,029.80 ha (Sungai Sungai 3 Estate). 	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> - License for hired people are not Sabah as workers ref no JTK.H.SDK.600-4/1/1/01261/008474 this license valid from 27/10/2022 to 26/10/2022. (No. company license 346457-W). 40 Indonesian and 0 from Peninsular Malaysia. - Suruhanjaya Tenaga license no. (2021/02490) for Sungai Sungai 3 Estate is available (valid from 06/10/2021 - 05/10/2022 and LSS1 (License No 2021/03240, S/N:52099) electricity installation 48kW and 42.5kW valid until 14/10/2022. - Permit to stored diesel for Sungai Sungai 3 Estate is available (Ref No: KPDNHEP.SDN.04/2019(SK), Capacity: 18,000 litres, Cert No: S003445 valid from 10/03/2021 until 09/03/2024. - Perakuan Kelayakan Pengandung Tekanan Tak Berapi – PMT-SB/21 47488. Last check on 09/12/2022 valid until 28/02/2023. No. Pembuat – PU10-146. - MSPO Certification Registration. Hold Certificate Number: MSPO 705568. Expiry date on 29/08/2024. <p><u>Sungai Sungai 2 Estate</u></p> <ul style="list-style-type: none"> - License to operate estate from Trading License Ordinance 1948 referred to license reg no A 437551 issued on 14/01/2022 valid until 31/12/2022. - MPOB license 503941202000 is valid from 01/05/2022 - 30/04/2023 for Sungai Sungai 2 Estate ref no 503941202000 valid from 01/05/2022 until 30/04/2023. This license covers 10,029.80 ha (Sungai Sungai 2 Estate). - License for hired people are not Sabah as workers ref no JTK.H.SDK.600-4/1/1/01261/002564 this license valid from 	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>21/10/2022 to 20/07/2023. (No. company license 346457-W). 40 Indonesian and 0 from Peninsular Malaysia.</p> <ul style="list-style-type: none"> - Suruhanjaya Tenaga license no. (2021/02879) for Sungai Sungai 2 Estate is available (valid from 17/11/2021 - 16/11/2022 and LSS2 (License No 2021/03240, S/N:524799) electricity installation 80kW valid until 14/10/2022. - Suruhanjaya Tenaga license no. (2021/02870) for Sungai Sungai 2 Estate is available (valid from 14/12/2021 - 13/12/2022 and LSS2 (License No 2021/03240, S/N:524799) electricity installation 100kW valid until 14/10/2022. - Permit to stored diesel for Sungai Sungai 2 Estate is available (Ref No: PPDNKK.SDK.02/2019(SK), Capacity: 30,000 litres, Cert No: P(Q2017) valid from 28/12/2020 until 27/12/2023. - Perakuan Kelayakan Pengandung Tekanan Tak Berapi – PMT-SB/21 47488. Last check on 09/12/2022 valid until 28/02/2023. No. Pembuat – PU10-146. - MSPO Certification Registration. Hold Certificate Number: MSPO 705568. Expiry date on 29/08/2024. 	
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>The new amendment for Sungai Sungai 1 Estate, Lembah Paitan Estate, Sungai Sungai 3 Estate and Sungai Sungai 2 Estate has been communicated with all dated 01/08/2022 such as Minimum Wages Order 2022.</p>	Complied
4.3.1.4	<p>The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.</p> <p>- Minor compliance -</p>	<p>In Boustead Plantations Berhad, Mr. Rieccky Gregory, Staff OSHA from Sungai Sungai 1 Estate is a person responsible to monitor compliance and to track and to advise operating units on update of any changes in regulatory requirements w.e.f. 02/01/2022 through En. Amirul Nizam bin Abd. Ghani from HQ.</p>	Minor Non-Conformity

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Criterion / Indicator	Assessment Findings	Compliance
	<p>In Boustead Plantations Berhad Pn. Patronille Sia Uynk Lin, Staff OSHA from Lembah Paitan Estate is a person responsible to monitor compliance and to track and to advise operating units on update of any changes in regulatory requirements w.e.f. 01/01/2022 through En. Amirul Nizam bin Abd. Ghani from HQ.</p> <p>In Boustead Plantations Berhad En. Jairin bin Kayapis, Staff OSHA from Sungai Sungai 3 Estate is a person responsible to monitor compliance and to track and to advise operating units on update of any changes in regulatory requirements w.e.f. 01/01/2021 through En. Amirul Nizam bin Abd. Ghani from HQ.</p> <p>In Boustead Plantations Berhad En. Sabri bin Nasir, Staff OSHA from Sungai Sungai 2 Estate is a person responsible to monitor compliance and to track and to advise operating units on update of any changes in regulatory requirements w.e.f. 03/01/2022 through En. Amirul Nizam bin Abd. Ghani from HQ.</p> <p>Latest update was on 03/07/2022 the Minimum Wages Order 2022. For each estate, Estate Manager appointed as Sustainability chairman and responsible for the monitoring of compliance to legal requirements.</p> <p>From the verification of "Lesen Untuk Menggaji Pekerja Bukan Pemastautin (Seksyen 118, Ordinan Buruh (Sabah Bab 67))" Sungai Sungai 3 expiry on 31/12/2022 and for Sungai Sungai 2 Estate expiry on 20/07/2023. From the list of the type of workers, there are no evidence that Sungai Sungai 2 and 3 estates has declare 0 in the list "Semenanjung Malaysia" workers as it was verified the Manager and the Assistant Manager for both estates are from peninsular Malaysia. Thus, the minor non-conformity has been raised.</p>	

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.3.2 – Lands use rights			
4.3.2.1	<p>The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.</p> <p>- Major compliance -</p>	<p>All estates within Rimba Nilai Business Unit cultivated their oil palm within company’s own land without diminishing the land use rights of other users. Copies of ownership available as per sample land titles sighted as following:</p> <p><u>Sungai Sungai 1 Estate</u></p> <p>Holds a combined of 418 land titles divided by 10 groups as following:</p> <ol style="list-style-type: none"> 1) Ting Bin Kuap Group: 10 titles – samples: - Title # Native Title 083167499; Area: 5.920 ha 2) Minsu Tambahan Group: 28 titles – sample: - Title # Native Title 083082222; Area: 5.010 ha 3) Hajah Parantia Group: 77 titles - sample: - Title # Native Title 083071890; Area: 4.919 ha 4) Minsu Pamintar Group: 37 titles – sample: - Title # Native Title 083073189; Area: 5.400 ha 5) Hashim Kaih Group: 118 titles – sample: - Title # Native Title 083088288; Area: 5.430 ha 6) Lot 6A Group: 50 titles – sample: - Title # Native Title 083172123; Area: 4.810 ha 7) Lot 04 Group: 15 titles – sample: - Title # Native Title 083080488; Area: 5.360 ha 8) Weko Erik Group: 14 titles – sample: - Title # Native Title 083139708; Area: 4.503 ha 9) Martin Selamat Group: 30 titles – sample: - Title # Native Title 083067501; Area: 2.958 ha 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>10) Francis Wong Group: 39 titles – sample: - Title # Native Title 083131364; Area: 5.360 ha</p> <p><u>Lembah Paitan Estate</u></p> <p>Hold a combined of 291 land titles divided by 6 groups as following:</p> <ol style="list-style-type: none"> 1) Abdul Kadir Nasruh Group: Total area: 583.91 ha 154 titles – sample: - Title # Native Title 083135951: Area: 1.82 ha. Annual rent: RM2.30. 2) Kutit Bior Group: Total area: 167.10 ha 37 titles – sample: - Title # Native Title 083064519: Area: 4.53 ha. Annual rent: RM5.60. 3) Sani Bangakwan Group: Total area: 100.05 ha 18 title – sample: - Title # Native Title 084008408: Area: 5.19 ha. Annual rent: RM6.50. 4) Abu Gais Bakara Group: Total area: 107.94 ha 20 titles – sample: - Title # Native Title 083157000: Area: 5.45 ha. Annual rent: RM6.80. 5) James Tambung Group: Total area: 107.01 ha 20 titles – sample: - Title # Native Title 083029056: Area: 5.50 ha. Annual rent: RM6.80. 6) Apoh Bagambong Group: Total area: 232.74 ha 42 titles – sample: - Title # Native Title 083060717: Area: 5.93 ha. Annual rent: RM7.70. <p><u>Sungai Sungai 3 Estate</u></p> <p>Hold a combined of 308 land titles divided by 5 groups as following:</p> <ol style="list-style-type: none"> 1) Hashim Kaih Group (Zone 2 & 3): 133 titles – sample: - Title # Native Title 083087101; Area: 4.821 ha 	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>2) Kandangan Panduan Group (Zone 4): 50 titles – sample: - Title # Native Title 083091632; Area: 4.63 ha</p> <p>3) Lot 136 Group (Zone 4 – 05C): 1 title: - Title # Native Title 085336536; Area: 105.350 ha</p> <p>4) Hashim Kaih Group (HK Div.): 63 titles – sample: - Title # Native Title 083097312; Area: 4.841 ha</p> <p>5) Mokmin Jaafar Group (MJ Div.): 61 titles – sample: - Title # Native Title 083162476; Area: 5.880 ha</p> <p><u>Sungai Sungai 2 Estate</u> Hold a combined of 376 land titles divided by 5 groups as following:</p> <p>1) Yahya Tan Division: 165 titles – sample: - Title # Native Title 083158472; Area: 6.02 ha</p> <p>2) Trunkline Division: 22 titles – sample: - Title # Native Title 083158481; Area: 6.03 ha</p> <p>3) Tongod Jaya 1 Division: 85 titles - sample: - Title # Native Title 083149222; Area: 6.07 ha</p> <p>4) Tongod Jaya 1 Division: 104 titles - sample: - Title # Native Title 083149419; Area: 5.48 ha</p>	
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 -	Management has provided all documents showing legal ownership as per sample land titles sighted as per indicator 4.3.2.1 above.	Complied
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The perimeter boundary is clearly demarcated and visibly maintained for all estates within Rimba Nilai Business Unit as per sample boundary stone photos and boundary maps provided.	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There is no land dispute in all estates within Rimba Nilai Business Unit at the time of audit. The lands are country leased and provisional lease to Boustead Plantations Berhad via verified with the land titles. The surrounding was owned by either smallholders or other plantation's companies.	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 in all estates within Rimba Nilai Business Unit. Hence, this requirement is not applicable. Notwithstanding, it was specified in the BPB Sustainability Policy; Signed by CEO dated on 12/07/2021 under clause 3.3 Land Rights # 3.3.1 that the company respect and uphold the land tenure right of indigenous and local communities, including their right to give or withhold their Free, Prior and Informed Consent (FPIC) to operate on land to which they hold legal, communal or customary right in accordance with the United Nations Declarations on the Right Indigenous Peoples (UNDRIP).	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 -	Field maps of appropriate scale available in all sampled estates indicated no customary rights land within Rimba Nilai Business Unit. Hence, this requirement is not applicable.	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 in all estates within Rimba Nilai Business Unit. Hence, no negotiation and FPIC recorded so far, and this requirement is not applicable.	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 impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance -</p>	<p>Social impacts have been identified as per records of Field Findings Social Impact Assessment (SIA) Boustead Plantations for Sungai Sungai 1, Sungai Sungai 2, Sungai Sungai 3, Lembah Paitan and Kawananan Estate presentation slides. Based on the findings and the full assessment report provided by the consultant (MEC); Social Impact Assessment; Boustead Rimba Nilai Sdn Bhd; Beluran District, Sabah Malaysia; October 2018, it was noted in the slide print out that the estate having some issues related to following:</p> <ul style="list-style-type: none"> - Legality of contractor’s workers - Own worker’s passport keeping - Workers’ housing conditions & availability of clean water, wastes & pollutants management and workers PPE compliance as per photos <p>The coverage of the SIA assessment has included relevant stakeholders among internal and external for the assessment. Boustead Rimba Nilai Business Unit has implemented the action plans to mitigate the negative impacts and promote the positive ones based on the assessment findings.</p>	Complied
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established Grievances Procedure, rev. 0 dated 01/03/2022. Refer doc. no. HR/2022/023/003. The procedure has outlined the communication procedure in the Flow Chart for Grievances Procedure.</p> <p>The estates have communicated the procedure to the stakeholders during latest External Stakeholders meeting for Rimba Nilai Business</p>	Complied

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	<p>Units was conducted on 24/03/2022. The meeting was attended by local authorities, local community representatives, neighbors, vendors and FFB suppliers.</p> <p><u>Sungai Sungai 1 Estate</u> For Internal Stakeholders, the estates conducted meeting with the workers on annually basis. Latest meeting was conducted on 04/03/2022 attended by all workers. Additionally, the estates have circulated feedbacks form to all workers. Reviewed the feedbacks form dated March 2022.</p> <p><u>Lembah Paitan Estate</u> The estates conducted Internal Stakeholder meeting at minimum of once a year for all workers or periodically with workers representative. Reviewed minutes meeting with all workers dated 10/06/2022, minutes meeting with workers representative dated 15/07/2022 and Gender committee dated 16/06/2022 Additionally, the estates have circulated feedbacks form to internal and external stakeholders. Reviewed the feedbacks form dated 21/03/2022 from SK Lubang Buaya, Beluran and Agensi Pekerjaan Sri Kencana Sdn. Bhd.</p> <p><u>Sungai Sungai 3 Estate</u> The estates conducted Internal Stakeholder meeting at minimum of once a year or periodically with workers representative. The meeting was conducted based on division. Latest meeting was conducted on</p>	

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		<p>08/03/2022 for Division 2, 09/03/2022 for Division 1 and 15/03/2022 for Division 3 and 4. The minutes meeting were available for review.</p> <p><u>Sungai Sungai 2 Estate</u> The estates conducted Internal Stakeholder meeting at minimum of once a year. Reviewed the minutes meeting with Internal Stakeholders conducted on 16/03/2022.</p> <p>The estate has established workers committee, which selected based on their nationalities. Reviewed the workers committee organization charts FY 2022. The meeting was conducted once every 6 months with workers committee. Reviewed the minutes meeting conducted on 04/07/2022.</p>	
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>Boustead Plantations Berhad has established Grievances Procedure, rev. 0 dated 01/03/2022. Refer doc. no. HR/2022/023/003. In the procedure under section 5. Procedure, subsection 5.3 stated as follows:</p> <p>All grievances must be presented promptly, in fill in the form (appendix 1 (Grievance Form (Internal & External))), but no later than thirty (30) calendar days from the date the grievant became aware of or should have become aware of with the exercise of reasonable diligence.</p> <p>As per procedure established, any issues raised need to be responded within 3 days at immediate supervisor level. If the issues do not resolve or not satisfied with the decision, he may escalate to the Head of Department/Estate Manager. The manager shall give decision within 5 working days. If the issues do not resolve or not satisfied with the decision, he may escalate to Human Resource Department. The HRD shall appoint 3-person panel and conduct meeting and give decision within 10 working days. If the issues do not resolve or not satisfied</p>	Complied

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	<p>with the decision, he may escalate to Chief Executive Officer and the CEO shall give decision within 10 working days. The decision of CEO after full examination of the facts shall be final.</p> <p>Consultation and communication were conducted through written reports and meetings.</p> <p>Any communication/request/grievances from external stakeholder were recorded in the visit logbook, stakeholders' minutes meetings, Grievance Form (Internal & External).</p> <p>Government Agencies communicated with the operating units through letter, email or phone call. Reviewed letter of request and/or notification letter from government agencies at all estates visited. For visit, the report was recorded in the logbook and available for review.</p> <p><u>Sungai Sungai 1 Estate</u></p> <p>Government Agencies recorded their visit reports in the logbook or official letter/email. Reviewed the visit records of DOSH visit records dated 12/01/2022 and Fire Department visit on 04/10/2021.</p> <p>Grievances or complaint were recorded Grievance Form (Internal & External). No grievances from external stakeholders recorded.</p> <p>For internal stakeholders, main grievances recorded were regarding housing/building repair. Reviewed the grievances records as follows:</p> <table border="1" data-bbox="1050 1182 1865 1318"> <thead> <tr> <th>Grievance's date</th> <th>Issue</th> <th>Resolved Date</th> </tr> </thead> <tbody> <tr> <td>25/04/2022</td> <td>Light bulb damage</td> <td>28/04/2022</td> </tr> <tr> <td>05/06/2022</td> <td>Damage to piping, back door, lamp at living hall</td> <td>11/06/2022</td> </tr> </tbody> </table> <p>All the grievances/complaint has been resolved with timely basis and has been acknowledged by the complainant.</p>	Grievance's date	Issue	Resolved Date	25/04/2022	Light bulb damage	28/04/2022	05/06/2022	Damage to piping, back door, lamp at living hall	11/06/2022	
Grievance's date	Issue	Resolved Date									
25/04/2022	Light bulb damage	28/04/2022									
05/06/2022	Damage to piping, back door, lamp at living hall	11/06/2022									

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	<p><u>Lembah Paitan Estate</u></p> <p>Government Agencies recorded their visit reports in the logbook or official letter/email. Reviewed the visit records of DOSH visit records dated 01/12/2021</p> <p>Grievances or complaint were recorded Grievance Form (Internal & External). No grievances from external stakeholders recorded.</p> <p>For internal stakeholders, main grievances recorded were regarding housing/building repair. Reviewed the grievances records as follows:</p> <table border="1" data-bbox="1050 762 1865 1027"> <thead> <tr> <th>Grievance's date</th> <th>Issue</th> <th>Resolved Date</th> </tr> </thead> <tbody> <tr> <td>28/07/2022</td> <td>Kitchen sink damage</td> <td>07/08/2022</td> </tr> <tr> <td>28/06/2022</td> <td>To replace rubber mat and water basin at Creech Ayah's</td> <td>05/08/2022</td> </tr> <tr> <td>28/06/02022</td> <td>Rain gutter damage, door lock damage and toilet lamp damage</td> <td>14/07/2022</td> </tr> <tr> <td>22/06/2022</td> <td>Damage to loading ramp floor</td> <td>01/07/2022</td> </tr> </tbody> </table> <p>All the grievances/complaint has been resolved with timely basis and has been acknowledged by the complainant.</p> <p><u>Sungai Sungai 3 Estate</u></p> <p>Government Agencies recorded their visit reports in the logbook or official letter/email. Reviewed the visit records of DOSH visit records dated 04/07/2022</p> <p>Grievances or complaint were recorded Grievance Form (Internal & External). No grievances from external stakeholders recorded.</p>	Grievance's date	Issue	Resolved Date	28/07/2022	Kitchen sink damage	07/08/2022	28/06/2022	To replace rubber mat and water basin at Creech Ayah's	05/08/2022	28/06/02022	Rain gutter damage, door lock damage and toilet lamp damage	14/07/2022	22/06/2022	Damage to loading ramp floor	01/07/2022	
Grievance's date	Issue	Resolved Date															
28/07/2022	Kitchen sink damage	07/08/2022															
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Criterion / Indicator		Assessment Findings	Compliance																					
		<p>For internal stakeholders, main grievances recorded were regarding housing/building repair. Reviewed the grievances records as follows:</p> <table border="1"> <thead> <tr> <th>Grievance's date</th> <th>Issue</th> <th>Resolved Date</th> </tr> </thead> <tbody> <tr> <td>21/07/2022</td> <td>Light bulb damage</td> <td>27/07/2022</td> </tr> <tr> <td>12/04/2022</td> <td>Often disturbed by boys during breaks, causing disagreements between neighbours</td> <td>27/04/2022</td> </tr> </tbody> </table> <p><u>Sungai Sungai 2 Estate</u></p> <p>Government Agencies recorded their visit reports in the logbook or official letter/email. Reviewed the visit records of DOSH visit records dated 20/06/2022</p> <p>Grievances or complaint were recorded Grievance Form (Internal & External). No grievances from external stakeholders recorded.</p> <p>For internal stakeholders, main grievances recorded were regarding housing/building repair. Reviewed the grievances records as follows:</p> <table border="1"> <thead> <tr> <th>Grievance's date</th> <th>Issue</th> <th>Resolved Date</th> </tr> </thead> <tbody> <tr> <td>09/06/2022</td> <td>Request plywood to repair living room and bedroom</td> <td>13/06/2022</td> </tr> <tr> <td>07/01/2022</td> <td>Damage water tank</td> <td>27/02/2022</td> </tr> <tr> <td>08/06/2022</td> <td>Damage to kitchen and kitchen sink</td> <td>10/06/2022</td> </tr> </tbody> </table> <p>All the grievances/complaint has been resolved with timely and appropriate manner and has been acknowledged by the complainant.</p>	Grievance's date	Issue	Resolved Date	21/07/2022	Light bulb damage	27/07/2022	12/04/2022	Often disturbed by boys during breaks, causing disagreements between neighbours	27/04/2022	Grievance's date	Issue	Resolved Date	09/06/2022	Request plywood to repair living room and bedroom	13/06/2022	07/01/2022	Damage water tank	27/02/2022	08/06/2022	Damage to kitchen and kitchen sink	10/06/2022	
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Criterion / Indicator		Assessment Findings	Compliance
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	All grievances must be presented promptly, in fill in the form (appendix 1 (Grievance Form (Internal & External))), but no later than thirty (30) calendar days from the date the grievant became aware of or should have become aware of with the exercise of reasonable diligence. Complaint form has been established and available for public e.g. outside the office, workers line-site, clinic, store, guard post and etc. The form has the information about complainant details (name, address, phone, etc.), date of complaint, complaint details, complainant acknowledgement signatures, action taken, and status of action taken.	Complied
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	Employees were made aware on the complaints and grievances through various ways such as monthly meeting, periodical training and daily/weekly briefing. The surrounding communities were informed about the mechanism of complaints management through stakeholders' consultation meeting. Latest External Stakeholders meeting for Rimba Nilai Business Units was conducted on 24/03/2022. The meeting was attended by local authorities, local community representatives, neighbors, vendors and FFB suppliers.	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 for the past 24 months were still available.	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.	The estates continuously contribute to the local communities. Among the contributions as follows:	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>- Minor compliance -</p>	<p><u>Sungai Sungai 1 Estate</u></p> <ol style="list-style-type: none"> 1. Borrowing tents/canopy for SK Binsulung School Sports day on 13 – 15/07/2022 2. Approved request to use estate road for SK Binsulung School Sports day (Cross Country) dated 28/05/2022 3. Supply clean water to Sungai Sungai Sugut Police Station dated 21/06/2022 <p><u>Lembah Paitan Estate</u></p> <ol style="list-style-type: none"> 1. Donation for Sport of SK Lubang Buaya as per payment voucher no. CD001/2022 dated 20/07/2022 2. Donation for Sport of SK Kabuluh Paitan as per letter ref. no. 61/LPE/HBU/0722 dated 01/07/2022 3. Road repair work for Kg. Lubang Buaya as per letter dated 04/06/2022 4. Donation 2 units of Uninterruptable Power Supply to Klinik Kesehatan Paitan dated 07/06/2022 <p><u>Sungai Sungai 3 Estate</u></p> <ol style="list-style-type: none"> 1. Road repair work for Kg. Tawanan as dated 18/01/2022 and 07/10/2021 2. Supply clean water to Kg. Sungai Sungai dated 23/05/2022 3. Bridge repair work for Kg. Tawanan as dated 01/12/2022 <p><u>Sungai Sungai 2 Estate</u></p>	

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Criterion / Indicator		Assessment Findings	Compliance
		1. Leveling parking lot for SK Matanggal using backhoe dated 14/04/2022	
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 -	Boustead Rimba Nilai Business Unit adopted Boustead Plantations Berhad’s established “Safety and Health Policy” which has addressed its commitment in providing a safe and healthy workplace for the employees and stakeholders who may be affected by its activities. The policy was approved by CEO (Zainal Abidin Sharif) on 12/07/2021. All estates audited has established OSH Management Plan which include the quarterly OSH Committee meeting, workplace inspection, training and etc.	Complied
4.4.4.2	The occupational safety and health plan shall cover the following: a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).	a) Safety and health policy were communicated by each operating unit through briefing and displayed at notice boards within the estate offices and line site. From the interview 6 Indonesian workers from 2 harvesters and 4 from general/field workers, from Sungai Sungai 1 Estate, 2 harvesters and 1 mandore from Lembah Paitan Estate, 4 harvesters and 1 mandore from Sungai Sungai 3 Estate, 1 harvester and 1 workshop helper from Sungai Sungai 2 Estate, verified their understanding on the new OSH Policy. Verified from the record briefing for Sungai Sungai 3 estate has brief the new OSH Policy on 02/03/2022 at “Bilik Mesyuarat Ladang Sungai Sungai 3/1” attend by 22 workers. b) For four (4) estates, Sungai Sungai 1, Lembah Paitan, Sungai Sungai 3 and Sungai Sungai 2 Estate the Procedure for operational control has been established for identified high risk activities. OSH	Major Non-Conformity

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Criterion / Indicator	Assessment Findings	Compliance
<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>committee (OSH Manual Chapter 4; Occupational & Health Organization) dated 1 Jan 2018.</p> <p>c) Operational risk has been assessed and documented according to HIRARC procedure (Hazard Identification, Risk Assessment and Risk Control, Rev 2) is available dated 29/12/2017. HIRARC was updated for each estates audited such as for</p> <ol style="list-style-type: none"> 1. Sungai Sungai 1 Estate was updated with latest review dated 21/02/2022. Update by Mr. Rieccky Gregory. 2. Lembah Paitan Estate was updated with latest review dated 21/02/2022. Update by Assistant Manager En. Ikmal Hijaz. 3. Sungai Sungai 3 Estate was updated with latest review dated 15/01/2021. Update by Assistant Manager En. Hasbulwafi bin Mansor. The management of Sungai Sungai 3 Estate could improve the activities on HIRARC by update as per frequent accident cases in the estate. 4. Sungai Sungai 2 Estate was updated with latest review dated 18/05/2022. Update by Assistant Manager En. Sabri bin Nasir. <p>d) PPE (OSH Manual Chapter 8: Personal Protective Equipment) dated 1 Jan 2018. The checking on PPE is available under file PPE issuance Record latest for June 2022 issuance for workers name Ina binti Amiruddin. PPE issued to workers such as safety helmet, nitrile glove, rubber boot for Sungai Sungai 1 Estate. Chemical Protection Apron, half face respirator and etc. The checking on PPE is available under file PPE issuance Record latest for June 2022 issuance for workers name Simar. PPE issued</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>to workers such as safety helmet, nitrile glove, rubber boot for Sungai Sungai 3 Estate.</p> <p>The checking on PPE is available under file PPE issuance Record latest for 8/02/2022 issuance for workers name Abdul Azis. PPE issued to workers such as safety helmet, nitrile glove, rubber boot for Sungai Sungai 2 Estate.</p> <p>e)</p> <ol style="list-style-type: none"> 1. Sungai Sungai 1 Estate - Chemical Handling Management procedure (Issue 1, dated 11/10/2019) was established. List of chemicals used at each estate is available in "Register of Chemicals Hazardous to Health". <p>Chemical register was updated on 08/03/2022 prepared by storekeeper and reviewed by Asst Manager. List of chemicals for Sungai 1 identified such as:</p> <ol style="list-style-type: none"> i. Fendona - Alphacypermethrin CAS No. 67375-30-8 - SDS Issuance - nil ii. Basta 15 - Glufosinate Ammonium CAS No. 77182-2 – SDS Issuance - nil iii. Amine - Amine CAS No. – nil - SDS Issuance 14/02/2018 iv. Metron 20 - Methyl 2-(4-methoxy-6-methyl- 1,3,5,-triazine CAS No. 74223-64-6 – SDS Issuance – nil v. Keen – Out - Glyphosate potassium salt CAS No. 70901-12-1 SDS Issuance – 16/01/2020 vi. FC Surfactant - Amitraz – CAS No. – SDS Issuance - nil vii. Cyper H20 – Cypermethrin 	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> viii. Tri Ester – 3,5,6-trochloro-2-pyridyloxyacetic acid – SDS Issuance – 13/08/2018. ix. Hy-Gard – Highly refined minerals oil additives, SDS Issuance 24/10/2019 x. Trans Super 15W-40 SDS Issuance – nil xi. Engine Oil – SDS Issuance – nil xii. Oxygen xiii. Acetylene xiv. Electrode xv. Grease xvi. Air Compressor. xvii. Petrol xviii. Diesel <p>Chemicals stored at designated storage area/warehouse, locked and records updated.</p> <p>Chemical health risk assessment was conducted such as for Sungai Sungai 1 Estate – HQ/15/ASS/00/364-2021/51) by Anthony Astral Chan (019-880 7453), DOSH Registration No. HQ/15/ASS/00/364. Date of assessment from 26/09/2021-15/01/2022 from company OSHE Global Solutions Sdn Bhd. On the "Borang A/CHRA/13" date 20/02/2022 a verification to certify Sungai Sungai 1 Estate has been conducted and explained to the top management and Safety & Health Committee members.</p> <p>From the executive summary CHRA accessor, Mr. Anthony Astral Chan, the warning sign such as warning on the use of</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>hazardous chemicals, no entry sign and no eating and drinking at the area where chemicals is used is recommended to be improved for unit workshop and chemical store. During site inspections of workshop and chemical and fertilizer store, there was no evidence:</p> <ul style="list-style-type: none"> i. Estate has established the warning sign mentioned in the CHRA. ii. SOP for the arrangement and handling chemical and fertilizer store. <p>Thus, minor non-conformity has been raised.</p> <p>Medical surveillance carried out on yearly basis to the workers which are exposed to hazardous chemical as per CHRA recommendation. Latest medical surveillance conducted such as for Sungai Sungai 1 Estate – 23 employees was undergone medical surveillance on 03/02/2022, from the summary of medical surveillance all the workers are fit to work.</p> <p>Sungai Sungai 1 Estate has conducted Noise Risk Assessment on 27 /4/2022, dosh registration no: -(SB/11/04/2289). The NRE was done by Rehpro Scientific Sdn Bhd. Accessor’s name Mr Jesson Oliver Lian Lee, DOSH registration: HQ/19/PEB/00/00032. Report Ref No: RSSB/NOISE/2022-016.</p> <p>2. Lembah Paitan Estate - Chemical Handing Management procedure (Issue 1, dated 11/10/2019) was established. List of chemicals used at each estate is available in "Register of Chemicals Hazardous to Health".</p> <p>Chemical register was updated on 31/07/2022 prepared by storekeeper and reviewed by Asst Manager. List of chemicals for Lembah Paitan Estate identified such as:</p>	

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> i. Famosate 41- Glyphosate Isoprorylammonium CAS No. 38641-94-0 SDS Issuance – 16/07/2018 ii. Ally – Metron 20 CAS No. 74223-64-6 – SDS Issuance – 16/07/2018 iii. Rarity Amine – 2,4-D Dimethylamine salt CAS No. – 2308-39-1 SDS Issuance 14/02/2018 iv. Tri Ester – 3,5,6-trochloro-2-pyridyloxyacetic acid – SDS Issuance – 13/08/2018. v. Sodium Chloride Sodium Chloride CAS No. 7775-09-9 SDS Issuance – 23/03/2018 vi. Touchdown B Touchdown – CAS No. – 39600-42-5 SDS Issuance – 13/05/2021 vii. Bayfolan viii. Rimula 40 ix. 9444 HY Gard x. Shell Spirax xi. SMT Oil xii. Vavoline Oil xiii. ES Compleat EG Premix 60/40 xiv. Oxygen xv. Acetylene xvi. Electrode xvii. Grease xviii. Air Compressor. xix. Petrol 	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>xx. Biodiesel</p> <p>Chemicals stored at designated storage area/warehouse, locked and records updated.</p> <p>Chemical health risk assessment was conducted such as for Lembah Paitan Estate – HQ/15/ASS/00/364-2021/50) by Anthony Astral Chan (019-880 7453), DOSH Registration No. HQ/15/ASS/00/364. Date of assessment from 25/09/2021-15/01/2022 from company OSHE Global Solutions Sdn Bhd. On the "Borang A/CHRA/13" date 10/02/2022 a verification to certify Lembah Paitan Estate has been conducted and explained to the top management and Safety & Health Committee members.</p> <p>From the recommendation and the executive summary of the CHRA report, verified that all the 6 findings from the assessment was done take action by the Lembah Paitan Estate management.</p> <p>Medical surveillance carried out on yearly basis to the workers which are exposed to hazardous chemical as per CHRA recommendation. Latest medical surveillance conducted such as for Lembah Paitan Estate – 16 employees was undergone medical surveillance on 03/02/2022, from the summary of medical surveillance all the workers are fit to work.</p> <p>Lembah Paitan Estate has conducted Noise Risk Assessment on 25 /4/2022, dosh registration no: (SB/11/04/2289). The NRE was done by Rehpro Scientific Sdn Bhd. Accessor’s name Mr Jesson Oliver Lian Lee, DOSH registration: HQ/19/PEB/00/00032. Report Ref No: RSSB/NOISE/2022-015.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>3. Sungai Sungai 3 Estate - Chemical Handling Management procedure (Issue 1, dated 11/10/2019) was established. List of chemicals used at each estate is available in "Register of Chemicals Hazardous to Health".</p> <p>Chemical register was updated on 08/03/2022 prepared by storekeeper and reviewed by Asst Manager. List of chemicals for Sungai 3 identified such as:</p> <ul style="list-style-type: none"> i. Fendona - Alphacypermethrin CAS No. 67375-30-8 - SDS Issuance - nil ii. Basta 15 - Glufosinate Ammonium CAS No. 77182-2 – SDS Issuance - nil iii. Amine - Amine CAS No. – nil - SDS Issuance 14/02/2018 iv. Metron 20 - Methyl 2-(4-methoxy-6-methyl- 1,3,5, -triazine CAS No. 74223-64-6 – SDS Issuance – nil v. Keen – Out - Glyphosate potassium salt CAS No. 70901-12-1 SDS Issuance – 16/01/2020 vi. FC Surfactant - Amitraz – CAS No. – SDS Issuance - nil vii. Cyper H20 – Cypermethrin viii. Tri Ester – 3,5,6-trochloro-2-pyridyloxyacetic acid – SDS Issuance – 13/08/2018. ix. Hy-Gard – Highly refined minerals oil additives, SDS Issuance 24/10/2019 x. Trans Super 15W-40 SDS Issuance – nil xi. Engine Oil – SDS Issuance – nil xii. Oxygen xiii. Acetylene 	

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Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> xiv. Electrode xv. Grease xvi. Air Compressor. xvii. Petrol xviii. Diesel <p>From the recommendation and the executive summary of the CHRA report, verified that all the 6 findings from the assessment was done take action by the Sungai Sungai 3 Estate management.</p> <p>Medical surveillance carried out on yearly basis to the workers which are exposed to hazardous chemical as per CHRA recommendation. Latest medical surveillance conducted such as for Sungai Sungai 3 Estate – 8 employees was undergone medical surveillance on 11/07/2022, from the summary of medical surveillance all the workers are fit to work. The medical surveillance was done by Klinik Elopura Sdn Bhd by Dr. Shaji Prathap Gopal (MMC No. 37551) Dosh registration no. HQ/12/DOC/00/259.</p> <p>Sungai Sungai 3 Estate has conducted Noise Risk Assessment on 26/4/2022, dosh registration no: (SB/11/04/2289). The NRE was done by Rehpro Scientific Sdn Bhd. Accessor’s name Mr Jesson Oliver Lian Lee, DOSH registration: HQ/19/PEB/00/00032. Report Ref No: RSSB/NOISE/2022-017.</p> <p>4. Sungai Sungai 2 Estate - Chemical Handing Management procedure (Issue 1, dated 11/10/2019) was established. List of chemicals used at each estate is available in "Register of Chemicals Hazardous to Health".</p>	

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	<p>Chemical register was updated on 01/07/2022 prepared by storekeeper Cik Farsila binti Jakong and reviewed by Asst Manager. List of chemicals for Sungai Sungai 2 Estate identified such as:</p> <ul style="list-style-type: none"> i. Diesel Euro 5 ii. HY Guard iii. M.P Grease iv. Agrilub v. Shell Hydraulic Oil vi. Rimula 15w-40 vii. Shell Spirax 90 Oil viii. Gas Oxygen ix. Acetylene x. Krush xi. Garlon 250 xii. Op Com 65B xiii. Ammonium sulphate xiv. Muriate of Potash xv. Op Com 32B xvi. Granular Ammonium Chloride <p>Chemicals stored at designated storage area/warehouse, locked and records updated.</p> <p>Chemical health risk assessment was conducted such as for Sungai Sungai 2 Estate – HQ/15/ASS/00/364-2017/15) by Dr. Ahmad Mansor bin Osir, DOSH Registration No.</p>	

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	<p>HQ/11/ASS/00/289. Date of assessment from 15/12/2017 from company Klinik Mansor Sdn Bhd. Certified Sungai Sungai 2 Estate has been conducted and explained to the top management and Safety & Health Committee members.</p> <p>From the recommendation and the executive summary of the CHRA report, verified that all the 6 findings from the assessment was done take action by the Sungai Sungai 2 Estate management.</p> <p>Medical surveillance carried out on yearly basis to the workers which are exposed to hazardous chemical as per CHRA recommendation. Latest medical surveillance conducted such as for Sungai Sungai 2 Estate – 29 employees was undergone medical surveillance on 14/02/2022, from the summary of medical surveillance all the workers are fit to work. The medical surveillance was done by Klinik Mabello Botition by Dr. Mohamad Fikri bin Zainal Abidin (JKKP Registration No. HQ/16/DOC/00/557. Form the result of medical surveillance 4 workers come with abnormality. The report has remarks in USECHH5ii and submit to Director General, Department of Occupational Safety and Health.</p> <p>Sungai Sungai 2 Estate has conducted Noise Risk Assessment on 27 /4/2022, dosh registration no: (SB/11/04/2289). The NRE was done by Rehpro Scientific Sdn Bhd. Accessor’s name Mr Jesson Oliver Lian Lee, DOSH registration: HQ/19/PEB/00/00032. Report Ref No: RSSB/NOISE/2022-032.</p> <p>f) Each estate has established OSH Committee with meeting frequency stated in the OSH (Safety and Health Committee)</p>	

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	<p>Regulation 1996 stated the committee shall meet at least once in 3 months.</p> <p>g) Record latest OSH meeting has discussed on employee’s safety, health and welfare. Verified that estate has sent invitation letter on the acknowledgement on the meeting to all the committee member before the meeting.</p> <p>Sungai Sungai 1 Estate has formed the OSH meeting on 20/04/2022 for first meeting and 29/06/2022 for second meeting. Verified the minute meeting. The meeting was attended by 7 representatives from employee and 7 representatives from employer. Any concern raised including action taken was recorded in the meeting minutes. The meeting also presented the accident statistic and report on the workplace inspections.</p> <p>Lembah Paitan Estate has formed the OSH meeting on 03/02/2022 for first meeting, 26/04/2022 for second meeting and 20/07/2022 for third meeting. Verified the minute meeting. The meeting was attended by 8 representatives from employee and 4 representatives from employer. Any concern raised including action taken was recorded in the meeting minutes. The meeting also presented the accident statistic and report on the workplace inspections.</p> <p><u>OFI/01-HSM</u></p> <p>Management of Lembah Paitan Estate could improve in the minute meeting by had a briefing on the “Work Place Inspections”.</p> <p>Sungai Sungai 3 Estate has formed the OSH meeting on 29/03/2022 for first meeting, 28/06/2022 for second meeting. Verified the minute meeting. The meeting was attended by 8 representatives from employee and 8 representatives from</p>	

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	<p>employer. Any concern raised including action taken was recorded in the meeting minutes. The meeting also presented the accident statistic and report on the workplace inspections.</p> <p>Sungai Sungai 2 Estate has formed the OSH meeting on 9/03/2022 for first meeting, 29/06/2022 for second meeting. Verified the minute meeting. The meeting was attended by 8 representatives from employee and 8 representatives from employer. Any concern raised including action taken was recorded in the meeting minutes. The meeting also presented the accident statistic and report on the workplace inspections.</p> <p>For Sungai Sungai 3 Estate – JKPP 8 submitted to DOSH on 24/01/2022 ref no. JKPP 8/106606/2021. 1 accident cases were reported in year 2021. In year 2022 as at July 2022 there was 21 cases of accident were reported.</p> <p>For Sungai Sungai 2 Estate – JKPP 8 submitted to DOSH on 24/01/2022 ref no. JKPP 8/1015025/2021. 41 accident cases were reported in year 2021. In year 2022 as at July 2022 there was 6 cases of accident were reported.</p> <p>Verified from the major accident cases are from the harvesting activities.</p> <p>From the OSH minute meeting both estates, verified that: -</p> <ol style="list-style-type: none"> 1) Estate does not concern to raise any action plan to reduce the accident. 2) The HIRARC for the activities not been update. <p>Noted during document review of minutes meeting of Safety and Health Committee no. 01 and 02 for both estates, the accident cases occur during the period was not discussed in the meeting. This was against Occupational Safety And Health (Safety And</p>	

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	<p>Health Committee) Regulations 1996, Under Part III - Functions Of Safety And Health Committee, Regulation 13. Investigation into any accident, etc.</p> <p>Thus, minor non-conformity has been raised.</p> <p>h) Accident (OSH Manual Chapter 14: Accident Investigation and Reporting) dated 1 Jan 2018. Emergency Response Plan (OSH Manual Chapter 13: Emergency Response Plan) dated 1 Jan 2018. The organization chart is available for fire outbreak, accident and First Aid team.</p> <p>i) First aid training record available dated on 10/08/2022 by Sungai Sungai 1 by EHA Sungai Sungai 1 Estate. where all field mandores will be person in-charge of keeping the first aid kit at worksite in field. Refresher training for first aider was planned. First Aider for Lembah Paitan Estate – 1. Mr. Jasni Masamin. Expired on 20/10/2024. Certification no: SN:FA3292/21/14829 issued by Cert Academy. The course was held on 20&21/10/2021.</p> <p>Sungai Sungai 3 Estate – 1. Mr. Hasbulwafi bin Mansor. Expired on 20/10/2024. Certification no: SN:FA3292/21/14830 issued by Cert Academy. The course was held on 20&21/10/2021.</p> <p>Sungai Sungai 2 Estate – 1. Mr. Ridzuan bin Zais. Expired on 20/10/2024. Certification no: SN:FA3292/21/14844 issued by Cert Academy. The course was held on 20&21/10/2021.</p> <p>j) Accident records available in Summary of Incident for the year 2022 with no major accident/poisoning reported for 2021.</p> <p>For Sungai Sungai 1 Estate – JKKP 8 submitted to DOSH on 28/01/2021 with total worked man-days is 582,248 or average is 250 workers.</p>	

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		<p>For Lembah Paitan Estate – JKPP 8 submitted to DOSH on 23/02/2022 ref no. JKPP 8/101416/2021. 3 accident cases were reported:</p> <ol style="list-style-type: none"> 1. Jericho Jerry - Date accident 17/02/2021. Thorn pick in the hand. 2. Salleh Yassin – Date accident 06/05/2021. Hand cut with “parang” 3. Iwan Tenriola – Date accident 27/11/2021. Hit by FFB. <p>No mandays lost from the 3 accidents cases. Total worked man-days is 280,800 or average is 117 workers.</p> <p>For Sungai Sungai 3 Estate – JKPP 8 submitted to DOSH on 24/01/2022 ref no. JKPP 8/106606/2021. 1 accident cases were reported in year 2021. In year 2022 as at July 2022 there was 21 cases of accident were reported. From the 21 cases more than 80% case are from the harvesting activities.</p> <p>For Sungai Sungai 2 Estate – JKPP 8 submitted to DOSH on 17/08/2022 ref no. JKPP 8/1015025/2021. 41 accident cases were reported in year 2021. In year 2022 as at July 2022 there was 6 cases of accident were reported. From the 21 cases more than 80% case are from the harvesting activities.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 to implement the good social practices regarding human rights in respect of industrial harmony. The company is committed to ensure every individual are treated with fairness, dignity and respect. The company will respect the rights of</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>every individual. They also recognize their responsibilities to respect human rights and avoid complicity in human rights abuses.</p> <p>Latest briefing of policies to employees were conducted by the management on 12/04/2021 by Rimba Nilai POM. Communication to external stakeholders was latest done on 09/07/2021 during the online external stakeholder consultation meeting.</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>Based on the established Sustainability Policy; Signed by CEO dated on 12/07/2021, Boustead Plantations Berhad ensured all relevant parties will be treated equally and no discrimination based on race, caste, nationalities, religion, gender, age etc. Interview conducted with the workers from different nationalities, gender and age confirmed that no discrimination practice by the management in all estates within Rimba Nilai Business Unit.</p>	Complied
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>Documentations of pay available in the form of Monthly Pay Slip and conditions as per Work Agreement Contract as per sample estate workers sighted as following:</p> <p><u>Sungai Sungai 1 Estate</u></p> <ul style="list-style-type: none"> - Employee ID # 2343G; F; Field Worker; Date Joined: 1/7/2018 - Employee ID # 2634G; M; Gateman; Date Joined: 2/5/2019 - Employee ID # 0125B; F; Creche Ayah; Date Joined: 21/10/2002 - Employee ID # 2637G; M; Harvester; Date Joined: 2/5/2017 - Employee ID # 2346G; F; Line Sweeper; Date Joined: 1/7/2018 - Employee ID # 2654G; M; Harvester; Date Joined: 16/4/2022 - Employee ID # 2634G; M; Gateman; Date Joined: 1/5/2019 <p><u>Lembah Paitan Estate</u></p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Employee ID # 06; F; General Worker; Date Joined: 1/5/2022 - Employee ID # D0051; M; Security Guard; Date Joined: 1/5/2022 - Employee ID # 1016; M; Harvester; Date joined: 12/12/2018 - Employee ID # 1030; M; Tractor Driver; Date joined: 12/5/2012 - Employee ID # 1007; M; Harvester; Date joined: 17/7/2019 - Employee ID # 1067; F; Line Sweeper; Date joined: 4/5/2016 <p><u>Sungai Sungai 2 Estate</u></p> <ul style="list-style-type: none"> - Employee ID # 2001F; F; General Worker; Date Joined: 1/7/2018 - Employee ID # 8056B; M; Field Worker; Date Joined: 20/5/2017 - Employee ID # 8015A; M; Harvester; Date Joined: 8/1/2019 - Employee ID # 4200A; F; General Worker; Date Joined: 17/9/2020 - Employee ID # 7040G; F; Sprayer; Date Joined: 1/3/2017 - Employee ID # 8009B; M; Harvester; Date Joined: 1/12/2019 <p><u>Sungai Sungai 3 Estate</u></p> <ul style="list-style-type: none"> - Employee ID # 2046G; F; General Worker; Date Joined: 15/4/2013 - Employee ID # 2021G; F; Field Worker; Date Joined: 1/10/2017 - Employee ID # 2050G; M; Harvester; Date Joined: 16/2/2020 - Employee ID # 2037G; M; Ramp Loader; Date joined: 2/1/2020 - Employee ID # 2043G; M; Tractor Driver; Date joined: 1/2/2016 	
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the	Contractors and their employees were employed in harvesting operation including for FFB transporters and palm tree felling & chipping of replanting machinery operator.	Minor Non-Conformity

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<p>employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>Sighted sample records of contractor’s workers as following:</p> <p><u>Lembah Paitan Estate</u></p> <ul style="list-style-type: none"> - Contractor: ZNT Bersatu Sdn. Bhd.; Employee ID # 1006 (Danny Petrus); Position: Harvester; Date Joined: 19/7/2014; Payslip March 2022 - Contractor: ZNT Bersatu Sdn. Bhd.; Employee ID # 1033 (Andreanus Laki); Position: Tractor Driver; Date Joined: 1/1/2022; Payslip September 2021 & July 2022 - Contractor: Kontraktor Bakri Bersaudara; Employee ID C4658669 (Kamaruddin Yusuf); Position: Harvester; Date Joined: 19/7/2014; Payslip March 2022 - Contractor: Paulus Enterprise; Employee ID C6539876 (Emen Pati); Position: Lorry Driver; Date Joined: 27/11/2017; Payslip March 2022 <p><u>Sungai Sungai 3 Estate</u></p> <p>Contractor: Andy Enterprise; Employee ID # 1002G (Asrol Bin Nawir); Position: Harvester; Date Joined: 1/110/2016; Payslip: Jul 22; Feb 22; Dec 21</p> <p><u>Sungai Sungai 1 Estate</u></p> <ul style="list-style-type: none"> - Contractor: JNR Enterprise; Employee ID # x (Angga); Position: Harvester; Date Joined: 1/1/2016; Payslip: Mar 22; Dec 21; Aug 21 - Contractor: Jominah Contractor; Employee ID # x (Baktiar); Position: Harvester; Date Joined: 1/1/2016; Payslip: Mar 22; Dec 21; Aug 21 	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>- Contractor: Mustamin Contractor; Employee ID # x (Nursema Sulle); Position: Field Worker; Date Joined: 1/1/2010; Payslip: Mar 22; Dec 21</p> <p>Based on records of SOCSO contributions for sample contractors' employees of Sungai Sungai 1 Estate as following:</p> <ol style="list-style-type: none"> 1) Contractor: Jominah Contractor; Employee: Baktiar; Position: Harvester; Date Joined: 1/1/2016; August 2021 SOCSO contribution of RM 16.90 was not made 2) Contractor: Mustamin Contractor; Employee: Nursema Sulle; Position: Field Worker; Date Joined: 1/1/2010; December 2021 SOCSO contribution was insufficient with only RM1.10 contributed instead of RM 10.60 (less RM9.50) <p>These indicated that the sampled employees of contractors are not fully ensured to be paid based on legal requirements. Hence, a Minor NC has been raised on the matter.</p>	
4.4.5.5	<p>The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	<p>Info provided in workers registration card with information consist of employee number, name, division, pay, NRIC/Passport no, employment category, nationality, DOB, age, race and status in the payroll system.</p>	Complied
4.4.5.6	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.</p>	<p>All estate employees were provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for all employees indicated in the employment records as per sample sighted in indicator 4.4.5.3 above.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
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 -	Management has established proper time recording system that makes working hours and overtime transparent for both employees and employer as per sample sighted in indicator 4.4.5.3 above.	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 -	The working hour and break time have been clearly stated in the employment contract. Besides, the attendance record was available and able to trace through Field & General Workers Daily Attendance Record and Oil Palm Harvester Reception Data sheet.	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 -	Documented payslip was distributed to individual workers on the day of payment. For daily rated workers, wages and overtime were paid according to the check-roll muster attendance records. Total hours of overtime and daily attendance has recorded in the timecard. For piece-rated workers, wages were paid based on the daily check-roll books with records of daily piece-rated work achieved. Payslips sighted available for samples of employees in indicator 4.4.5.3 above.	Complied
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions. - Minor compliance -	Other forms of social benefits including the following: - Local - incentives for good work performance by giving hampers for general workers during annual dinner and for staff is based on KPI eligible for incentive, bonus payment, professional development for only executive and above, medical care and health provisions are for entire work force.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Foreigner – new employees arriving from overseas are given the necessities and food as starter pack. - For both local and foreign workers, mandatory SOCSO contribution was consistently provided by the company. 	
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p> <p>- Major compliance -</p>	<p>Visit to line site area found that playground, football field, mosque and church, etc. were available and free access to all the workers and dependents. Sundry shop and crèche were available at housing compound.</p> <p>The workers quarters have adequate clean water supply by estate management, the management also done the analysis to ensure water was safe for domestic use.</p> <p>Sighted a sample Sungai Sungai 2 Estate VMO visit latest 20/7/2022 by Dr. Shaji A/L Prathap Gopal; Klinik Elopura Sdn. Bhd.</p>	Complied
4.4.5.12	<p>The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 that provide guidelines to prevent all forms of sexual harassment and violence at the workplace. Based on consultation made with sample women employees in the estates, no issue of sexual harassment occurred and they aware on how to report in case of any.</p> <p>Latest Gender Committee (Pewarni) Meeting # 03/2022 was conducted on 23/7/2022.</p>	Complied
4.4.5.13	<p>The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining.</p>	<p>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 that allow all employees to freely associating among themselves. Employees of all estates within Rimba Nilai Business Unit form an employee consultative committee with workers representatives from each foreign county mainly Indonesia</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	<p>Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>and Philippine. Latest employee consultative committee meeting with management was conducted on 7/6/2022.</p>	
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 that practice no child exploitation and comply with Child & Young Person (Employment) (Amendment) Act 2019, where young persons were employed, they are not allowed from carrying out tasks involving any hazardous work or any employment other than those specified in the act.</p>	Complied
Criterion 4.4.6: Training and competency			
4.4.6.1	<p>All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.</p> <p>- Major compliance -</p>	<p>Estates audited has established a training program for all workers based on the training need analysis conducted on a yearly basis. COVID-19 training, and briefings were sighted at the estates. Interview with the workers and staff indicated that they were aware on the SOP during the MCO such as social distancing, use of PPE (Face Mask) and etc. Records of trainings were maintained by the estates such as for Sungai Sungai 1 Estate, trainings conducted as follow:</p> <ol style="list-style-type: none"> 1. Emergency Response Plan training dated 16/03/2022 2. PPE Training dated 6/03/2022 and 27/07/2022 3. First Aid Training dated 10/08/2022 4. HCV Training dated 27/07/2022. 	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	<p>Records of trainings were maintained by the estates such as for Lembah Paitan Estate, trainings conducted as follow:</p> <ol style="list-style-type: none"> 1. Emergency Response Plan training dated 16/03/2022 2. PPE Training dated 6/03/2022 and 27/07/2022 3. First Aid Training dated 10/08/2022. Verified the attendance for 43 participants and the supporting picture of the first aid training activities 4. HCV Training dated 27/07/2022 <p>Records of trainings were maintained by the estates such as for Sungai Sungai 2 Estate, trainings conducted as follow:</p> <ol style="list-style-type: none"> 1. Emergency Response Plan training dated 16/03/2022 2. PPE Training dated 6/03/2022 and 27/07/2022 3. First Aid Training dated 10/08/2022 4. HCV Training dated 27/07/2022 <p>Records of trainings were maintained by the estates such as for Sungai Sungai 3 Estate, trainings conducted as follow:</p> <ol style="list-style-type: none"> 1. Emergency Response Plan training dated 16/03/2022 2. PPE Training dated 6/03/2022 and 27/07/2022 3. First Aid Training dated 10/08/2022 4. HCV Training dated 27/07/2022 5. Kursus Pengurusan Jenazah – 12/06/2022 6. Taklimat Penggunaan Palm Pro – 25/04/2022 7. Taklimat dan Latihan Semburan Racun – 11/04/2022 	

Criterion / Indicator		Assessment Findings	Compliance
		8. Taklimat Mengukur teres – 06/04/2022 9. Policy and Complaint Briefing – 02/03/2022 10. Taklimat Kawasan Penanaman Semula – 25/03/2022 11. Taklimat Sexual Harrasment Managaement at workplace – 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 -	Training needs of individual employees have been identified prior to the planning and implementation of the training programs in order to provide the specific skill and competency required to all employees based on their job description.	Complied
4.4.6.3	A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure. - Minor compliance -	Training programme was planned for year 2022 are available for all four Sungai Sungai 1, Lembah Paitan Estate, Sungai Sungai 2 Estate and Sungai Sungai 3 Estate. ESH program generated by the estates for the year 2022 covers Safety Trainings, OSH Meetings, Fire Extinguisher Inspections, HIRARC Reviews, Workplace Inspections, ERP Trainings, Fire Drills and Medical Surveillance, Audiometric Test First Aid Training and etc.	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 in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. - Major compliance -	Environmental & biodiversity policy was established on 02/12/2019 and approved by the previous Chief Executive Officer, Mr. Ibrahim Majid. The policy emphasized on the company's commitment to ensure continual improvement thru the protection on environment and biodiversity conservation.	Complied

Criterion / Indicator		Assessment Findings	Compliance										
		Communication on the environment policy and management plan were recorded under indicator 4.5.1.5.											
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 objective of the Environmental Policy is as follow:</p> <p>a. To comply the requirement for each stakeholder, laws and regulations related to the environment and biodiversity.</p> <p>b. To shape, conserve and continuously improve the management of operation unit.</p> <p>c. To overcome the negative impact towards the environment & biodiversity that comes from the estates and mills activities.</p> <p>d. To ensure workers understand their responsibilities to conserve the environment besides to implement the best agriculture practices.</p> <p>e. To educate stakeholders thru the organized programs.</p> <p>The estate management have analysis the aspects & impacts of all operations, covers the following: housing compound, creche, clinic, FFB transport, pest & disease, petrol & diesel, power station, schedule waste, store, harvesting & FFB collection, workshop, road, weeding & spraying, correction main entrance & road and water pond.</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Date review</th> </tr> </thead> <tbody> <tr> <td>Sungai Sungai 1</td> <td>04/03/2022</td> </tr> <tr> <td>Lembah Paitan</td> <td>14/01/2022</td> </tr> <tr> <td>Sungai Sungai 2</td> <td>07/03/2022</td> </tr> <tr> <td>Sungai Sungai 3</td> <td>02/03/2022</td> </tr> </tbody> </table>	Estate	Date review	Sungai Sungai 1	04/03/2022	Lembah Paitan	14/01/2022	Sungai Sungai 2	07/03/2022	Sungai Sungai 3	02/03/2022	Complied
Estate	Date review												
Sungai Sungai 1	04/03/2022												
Lembah Paitan	14/01/2022												
Sungai Sungai 2	07/03/2022												
Sungai Sungai 3	02/03/2022												
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.	Plan to mitigate negative impacts and to promote the positive ones had been developed and documented in Continual Improvement Plan.	Complied										

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Criterion / Indicator		Assessment Findings	Compliance																		
	- Major compliance -	The plan was sighted and reviewed. Details of the plan recorded under indicator 4.5.1.4.																			
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	<p>The estate management have developed the continual improvement plan based on the analysis of the operation's aspect & impact assessment. Sighted the plan as below:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Issues</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>To build premix area and washing/changing room.</td> <td>Estate to construct a premixing area and washing/changing room at estate compound and expected to complete by December 2022.</td> </tr> <tr> <td>2</td> <td>Domestic waste</td> <td>To prepare landfill located 1km radius from the housing and office area. To monitor housekeep at line site area. Use of recycle bin located at workers quarters and office. To create waste management & disposal plan/schedule.</td> </tr> <tr> <td>3</td> <td>Oil trap</td> <td>To maintain an inspection of oil trap on monthly basis. To construct chemical trap at chemical store.</td> </tr> <tr> <td>4</td> <td>Schedule waste</td> <td>To improve schedule waste storage To avoid any spill of waste at storage area.</td> </tr> <tr> <td>5</td> <td>Open burning</td> <td>To conduct monthly briefing on the no burning issue.</td> </tr> </tbody> </table>	No	Issues	Action Plan	1	To build premix area and washing/changing room.	Estate to construct a premixing area and washing/changing room at estate compound and expected to complete by December 2022.	2	Domestic waste	To prepare landfill located 1km radius from the housing and office area. To monitor housekeep at line site area. Use of recycle bin located at workers quarters and office. To create waste management & disposal plan/schedule.	3	Oil trap	To maintain an inspection of oil trap on monthly basis. To construct chemical trap at chemical store.	4	Schedule waste	To improve schedule waste storage To avoid any spill of waste at storage area.	5	Open burning	To conduct monthly briefing on the no burning issue.	Complied
No	Issues	Action Plan																			
1	To build premix area and washing/changing room.	Estate to construct a premixing area and washing/changing room at estate compound and expected to complete by December 2022.																			
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4	Schedule waste	To improve schedule waste storage To avoid any spill of waste at storage area.																			
5	Open burning	To conduct monthly briefing on the no burning issue.																			
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	<p><u>Sungai Sungai 1 Estate</u></p> <p>1. Safety in the use of chemical training, conducted on 24/06/2022</p>	Complied																		

Criterion / Indicator	Assessment Findings	Compliance
<p>improvement plans and are working towards achieving the objectives.</p> <p>- Major compliance -</p>	<p>2. Training and briefing on triple rinse procedure, conducted on 08/03/2022</p> <p>3. Training on the company’s policies, conducted on 04/03/2022</p> <p>4. Training and briefing on the emergency management plan, conducted on 05/05/2021</p> <p><u>Lembah Paitan Estate</u></p> <p>1. HCV area training, conducted on 27/07/2022.</p> <p>2. Training on recycle bin, conducted on 03/05/2022</p> <p>3. Training on oil trap maintenance, conducted on 16/04/2022</p> <p>4. Training on schedule waste, conducted on 10/04/2022</p> <p>5. Training on buffer zone area, conducted on 13/03/2022</p> <p>6. Training on premix & emergency shower, conducted on 16/02/2022</p> <p><u>Sungai Sungai 3 Estate</u></p> <p>1. Safety in using chemical training, conducted on 24/06/2022.</p> <p>2. Briefing and training on the chemical spraying, conducted on 11/04/2022.</p> <p>3. Briefing on the company’s policies, conducted on 02/03/2022.</p> <p>4. Triple rinsed for cleaning chemical container procedure, conducted on 08/03/2022.</p> <p>5. Zero burning policy training, conducted on 04/10/2022.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>1. HCV management training, conducted on 16/06/2022</p> <p>2. Triple rinsed procedure training, conducted on 14/06/2022</p> <p>3. Safe work procedure for spraying gang, conducted on 17/03/2022</p>	

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Criterion / Indicator		Assessment Findings	Compliance										
		4. Environmental management training, conducted on 08/08/2022											
4.5.1.6	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>Estate managements had conducted regular meetings with employees as follow:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Sungai Sungai 1</td> <td>29/06/2022</td> </tr> <tr> <td>Lembah Paitan</td> <td>20/07/2022</td> </tr> <tr> <td>Sungai Sungai 2</td> <td>13/06/2022</td> </tr> <tr> <td>Sungai Sungai 3</td> <td>27/06/2022</td> </tr> </tbody> </table> <p>Among the agenda discussed during the meeting are as follow:</p> <ol style="list-style-type: none"> Verification of previous issues. Matters arising. HCV management Others. 	Estate	Date	Sungai Sungai 1	29/06/2022	Lembah Paitan	20/07/2022	Sungai Sungai 2	13/06/2022	Sungai Sungai 3	27/06/2022	Complied
Estate	Date												
Sungai Sungai 1	29/06/2022												
Lembah Paitan	20/07/2022												
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Sungai Sungai 3	27/06/2022												
Criterion 4.5.2: Efficiency of energy use and use of renewable energy													
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.</p> <p>- Major compliance -</p>	<p>Usage of non-renewable energy is monitored monthly. Record on the usage of diesel and electricity is available for review. Monthly records on energy consumption for non-renewable fuel (diesel) were maintained at the POM. Data compiled over past 3 years (2017-2019) for comparison and monitored to optimize the use of non-renewable energy. Records available were verified and showed satisfactory monitoring of the resources.</p> <p>A plan for improving efficiency of the use of fossil fuels was established to include housing quarters, office, meeting room, workshop, fuel consumption at estate Diesel use per Mt FFB was monitored every month.</p>	Complied										

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		<p>The Plan for Improving Fossil Fuel and Palm GHG includes the following:</p> <ul style="list-style-type: none"> a. To minimize and limit electrical usage b. Replace bulb with an energy saving bulb last 10 times longer with 75% less energy c. Switch off or unplug any charges or appliances not in use d. To put in hibernate of sleep mode for all pc not in use e. There was also a monitoring of diesel consumption as part of program to ensure efficient use of fossil fuel. 	
4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the respective estate yearly budgets.</p>	Complied
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>Solar energy to power up the light at the guard post was implemented in the estate premises. Sighted in Sungai Sungai 1 Estate.</p> <p>Estate management used solar powered light at the residential area in Zone 2 Division at Sungai Sungai 3 Estate and Lembah Paitan Estate.</p>	Complied
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>Sighted Schedule Waste Management Procedure has been established dated June 2017, Issue No. 1 Revision No. 1. Refer Section 5.2 Types of Scheduled Waste for Mill / Estate stated on Classification of Waste Name, Waste Source and Waste Code. All waste products and sources</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		of pollution had been identified in Waste Management Action Plan Year 2021 for the estate. Estate management has identified SW as follow; used lubricant, used filter, empty herbicide container, used batteries, electrical waste,	
4.5.3.2	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <ul style="list-style-type: none"> a) Identifying and monitoring sources of waste and pollution b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products <p>- Major compliance -</p>	<p>All the estates have established the waste management plan and the plan was reviewed on annually basis.</p> <p>All the sampled estates have identified all waste products and source of pollution and documented in the Waste Management Plan.</p> <p>The waste identified has been categorized as follows:</p> <ul style="list-style-type: none"> a. Schedule Waste: SW306, SW305, SW102, SW410, SW404 & SW 409. b. Domestic waste: Rubbish, Garden Waste and Sewage c. Recycle waste: Tyres - Clinical waste: Syringe d. Industrial waste: Scrap iron. <p>In the management plan stated the type of waste, source of waste, mitigation plan and person responsible.</p>	Complied
4.5.3.3	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>Boustead Estates Agency Sdn Bhd had developed SOP for Chemical Handling Management, issue no: 1, revision no: 1, dated on 11/10/2019. The objective of the SOP was to increase the knowledge and awareness of personnel on chemical management, to promote safe & healthy work practices among personnel during chemical handling and to guide the control measures that should be provides and action to be taken during.</p> <p>The SOP covers the following section:</p> <ul style="list-style-type: none"> a. Responsibilities (mill and estates) b. Procedure for receiving 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> c. Procedure for handling d. Procedure for storage e. Procedure for disposal f. Training g. Control measures h. Emergency response. <p>Sungai Sungai 3 Estate disposed their schedule waste to Legenda Bumimas on 17/02/2022. Among the SW disposed are SW 409 (used fertilizer bag – 0.120Mt), SW410 (used oil filter – 0.013Mt).</p> <p>Lembah Paitan Estate disposed their schedule waste to Legenda Bumimas on 17/06/2022. Among the SW disposed are SW 110 (used electrical part – 0.020Mt), SW410 (used oil filter – 0.031Mt).</p> <p>Sungai Sungai 2 Estate disposed their schedule waste to Legenda Bumimas on 17/02/2022. Among the SW disposed are SW 205 (used acid battery – 0.120Mt), SW410 (used oil filter – 0.061Mt), SW 409 (contaminated rags – 0.0020Mt)</p>	
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer’s labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>Excess chemical containers that were not used for premixing have been triple rinsed and punctured was categorized under scheduled waste and disposed through scheduled waste contractor Legenda Bumimas Sdn Bhd.</p>	Complied

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Criterion / Indicator		Assessment Findings	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 managed by respective estate. Sighted the location as below: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Estate</th> <th style="width: 50%;">Landfill location</th> </tr> </thead> <tbody> <tr> <td>Sungai Sungai 1 & 3 Estate</td> <td>PM99C</td> </tr> <tr> <td>Lembah Paitan</td> <td>PM07J</td> </tr> <tr> <td>Sungai Sungai 2</td> <td>PM05B</td> </tr> </tbody> </table>	Estate	Landfill location	Sungai Sungai 1 & 3 Estate	PM99C	Lembah Paitan	PM07J	Sungai Sungai 2	PM05B	Complied
Estate	Landfill location										
Sungai Sungai 1 & 3 Estate	PM99C										
Lembah Paitan	PM07J										
Sungai Sungai 2	PM05B										
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 -	All the sampled estates have established Environmental Management Plan/ Pollution Prevention Plan based on the Environmental Aspect Impact Identification and Environmental Impact Evaluation. The plan was reviewed on annual basis. In the plan stated the objectives on the environmental issue, mitigating measures and person responsible. The plan was monitored on monthly basis. During the audit visit to site, the auditor found incident of diesel spillage at several places; workshop area (Sungai Sungai 1 Estate), genset room (Lembah Paitan Estate), lubricant store (Sungai Sungai 3 Estate). No action was sighted to cleanse or treat the spillage area. Thus, Major Non-Conformity has been raised. According to the Environmental Quality (Scheduled Wastes) Regulations 2005, Regulation 8 Responsibility of waste generator, (1) Every waste generator shall ensure that scheduled wastes generated by him are properly stored, treated on-site, recovered on-site for material or product from such scheduled wastes or delivered to and received at prescribed premises for treatment, disposal or recovery of material or product from scheduled wastes.	Major Non-Conformity								

Criterion / Indicator		Assessment Findings	Compliance
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The estates have conducted assessment of all polluting activities in the Environmental Aspect Impact and Environmental Impact Evaluation. A management plan has been established based on the significant aspect which include scheduled waste storage and disposal record. The plan was reviewed on annual basis.	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: <ul style="list-style-type: none"> a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities. c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate. e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented. f. Where bore well is being use for water supply, the level of 	Each estate management has developed water management plan to ensure sufficient water supply to workers and to improve fertility such as drainage water retention. Among the activity carried out by estate management to improve soil fertility such as: <ul style="list-style-type: none"> i. Drainage system. ii. Construct rainwater harvest tank. iii. Planting beneficial plant to control erosion. iv. Provide roadside drain to water outlets. v. Frond stacking (L-shape) to avoid run off. vi. Road chambering at low lying area to prevent flooded. <ul style="list-style-type: none"> a. Sources of water supply comes from the mill’s treated water for Sungai Sungai (1,3) Estate and water spring for Lembah Paitan Estate and Sungai 2 Estate. b. Monitoring of water quality was conducted by Dynkey Laboratories Sdn Bhd. c. Estate practices the rainwater harvest to ensure the sufficient supply of water for the workers. 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	<p>the ground water table should be measured at least annually.</p> <p>- Major compliance -</p>	<p>d. Buffer zone surrounding water course area are well protected and conserved by the</p> <p>e. No vegetation was removed during the audit program. Sighted documented management plan to be done by the estate management should if there is any removal happened.</p> <p>f. No bore well was used as water supply sources in the estate.</p>	
4.5.5.2	<p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p>- Minor compliance -</p>	<p>Confirmed during site visit, there is no construction of bunds, weirs and dams across main rivers or waterways passing through the estates sampled.</p>	Complied
4.5.5.3	<p>Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).</p> <p>- Minor compliance -</p>	<p>Sighted the roadside drain and silt pit to collect rain water for the benefits of the oil palm.</p>	Complied
<p>Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value</p>			

Criterion / Indicator	Assessment Findings	Compliance									
<p>4.5.6.1 Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p> <p>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</p> <p>b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.</p> <p>- Major compliance -</p>	<p>Boustead Rimba Nilai Sdn Bhd had conducted High Conservation Value assessment in September 2018 and produced the report in February 2020. The objective of the assessment was to identify area with HCV within the Boustead Rimba Nilai Sdn Bhd concession and provide guidance for their management in order to comply with the RSPO & MSPO certification schemes.</p> <p>The assessment team has recommended the following to be incorporated in the company's management and monitoring plan.</p> <table border="1" data-bbox="1048 715 1872 1327"> <thead> <tr> <th data-bbox="1048 715 1205 778">HCV</th> <th data-bbox="1205 715 1525 778">Management Recommendations</th> <th data-bbox="1525 715 1872 778">Monitoring Recommendations</th> </tr> </thead> <tbody> <tr> <td data-bbox="1048 778 1205 1098"> HCV 1: Sungai Sungai (1,2,3,) Kawananan Lembah Paitan </td> <td data-bbox="1205 778 1525 1098"> Mark and label boundaries of HCV 1 area. Safeguard existing forested area and restore all removed riparian vegetative. In response to company policies, prescribe, and enforce wildlife related rules. </td> <td data-bbox="1525 778 1872 1098"> Inspection & maintenance of boundary markers. Monitoring of RTE Regular enforcement of estate best practices SOPs and biological control. Conduct regular stakeholder engagement to monitor the acceptance of HCV 1 by the locals and the positive change. </td> </tr> <tr> <td data-bbox="1048 1098 1205 1327"> HCV 2: Sungai Sungai 3 Kawananan Lembah Paitan </td> <td data-bbox="1205 1098 1525 1327"> Mark and label boundaries of HCV 2 areas. Ensure patches of HCV 2 areas and buffers within and around plantations. Avoid construction of new roads than can fragment the continuity of forest. </td> <td data-bbox="1525 1098 1872 1327"> Inspect and maintain boundary markers. Monitor encroachment and activities outside that can be detrimental to HCV 2 area. Monitor illegal logging and land clearing that could destroy biological corridor. </td> </tr> </tbody> </table>	HCV	Management Recommendations	Monitoring Recommendations	HCV 1: Sungai Sungai (1,2,3,) Kawananan Lembah Paitan	Mark and label boundaries of HCV 1 area. Safeguard existing forested area and restore all removed riparian vegetative. In response to company policies, prescribe, and enforce wildlife related rules.	Inspection & maintenance of boundary markers. Monitoring of RTE Regular enforcement of estate best practices SOPs and biological control. Conduct regular stakeholder engagement to monitor the acceptance of HCV 1 by the locals and the positive change.	HCV 2: Sungai Sungai 3 Kawananan Lembah Paitan	Mark and label boundaries of HCV 2 areas. Ensure patches of HCV 2 areas and buffers within and around plantations. Avoid construction of new roads than can fragment the continuity of forest.	Inspect and maintain boundary markers. Monitor encroachment and activities outside that can be detrimental to HCV 2 area. Monitor illegal logging and land clearing that could destroy biological corridor.	<p>Complied</p>
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Criterion / Indicator		Assessment Findings			Compliance
		HCV 3: Sungai Sungai 1,2,3 Lembah Paitan	Maintain communication with management of adjacent development to reduce trans-boundary impacts. Ensure HCV 3 area remain undisturbed.	Regular inspection and patrolling of HCV 3 boundaries. Monitor encroachment and activities outside that can be detrimental to HCV 3 area.	
		HCV 4: Sungai Sungai (1,2,3,) Kawananan Lembah Paitan	Develop appropriate SOP to manage riparian buffers in planted and not planted area. Develop SOP for chemical spraying and fertilizer application in areas close to river buffer.	Monitor annual and seasonal flooding period. Regular review of effectiveness of HCV 4 SOPs	
		HCV 5: Sungai Sungai (1,2,3,) Kawananan Lembah Paitan	Educate and socialize to local communities on the important of maintaining water quality. Enforced containment procedures of oil and chemical spillage so it does not leak.	Water quality monitoring through water analysis Monitoring of sigs erosion and slope.	
		HCV 6: Sungai Sungai 2 & 3	Mark established 1m around HCV 6 sites and erect signage for each site. Maintain communication with local communities to ensure their participation in co-management. Conduct on-going exercise to identify HCV 6 sites that are yet to be discovered.	Inspection and patrolling of HCV boundaries. Monitor on newly identified HCV 6 sites and manage them appropriately.	

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Criterion / Indicator		Assessment Findings	Compliance
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> <ul style="list-style-type: none"> a) Ensuring that any legal requirements relating to the protection of the species are met. b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts. <p>- Major compliance -</p>	<p>Training records were made available to the audit team and reviewed. Details on the records explained under indicator 4.5.1.5.</p> <p>During the site visit, audit team sighted the appropriate signage to reminds the workers regarding on the illegal hunting and to conserve the HCV in the estate compound.</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>Plan to manage high conservation value area was documented and made available to the audit team. Details of the plan was briefed under the indicator 4.5.6.1.</p>	Complied
Criterion 4.5.7: Zero burning practices			
4.5.7.1	<p>Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.</p> <p>- Major compliance -</p>	<p>The company has implemented Clearing Methods (From Oil Palm), O.P.C. No. 51.c – July 1999 where the company implemented zero burning unless there were incidences of Basal Stem Rot [BSR] on the old stands or high risk of Oryctes infestation, then partial burning and pulverization are to be carried out.</p>	Complied
4.5.7.2	<p>A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop.</p> <p>- Major compliance -</p>	<p>Verified through interview confirmed that there is no use of fire for land preparation during replanting. Hence, no special application made, and no approval granted.</p>	Not Applicable

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Criterion / Indicator		Assessment Findings	Compliance														
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 -	Verified through interview confirmed that there is no use of fire for land preparation during replanting. Hence, no special application made, and no approval granted.	Not Applicable														
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	Verified through interview confirmed that there is no use of fire for land preparation during replanting. Hence, no special application made, and no approval granted.	Complied														
4.6 Principle 6: Best Practices																	
Criterion 4.6.1: Site Management																	
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Boustead Plantations Berhad has established the agriculture manual (Oil Palm Circular) covers felling and clearing, planting material, weeding, manuring, pest & disease, census & thinning out, drains, road & bridges, soil/water conservation, boundaries, fences & survey, supplying, pruning, collection (harvesting) and external transport. The latest manual has been revised on 29/6/2021 by the new CEO.	Complied														
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 -	<p>Boustead Plantations Berhad has established SOP related to planting on slope namely Soil Conservation/Water Management was sighted. All the strategy including soil conservation practices, type of vegetation, ground cover establishment were found implemented accordingly in the field.</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>0° to 2°</th> <th>2° to 6°</th> <th>6° to 12°</th> <th>12° to 20°</th> <th>20° to 25°</th> <th>>25°</th> </tr> </thead> <tbody> <tr> <td>Lembah Paitan</td> <td>30ha</td> <td>120ha</td> <td>480ha</td> <td>639.84ha</td> <td>22ha</td> <td>6.80ha</td> </tr> </tbody> </table>	Estate	0° to 2°	2° to 6°	6° to 12°	12° to 20°	20° to 25°	>25°	Lembah Paitan	30ha	120ha	480ha	639.84ha	22ha	6.80ha	Complied
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Criterion / Indicator		Assessment Findings							Compliance
		Sungai Sungai 2	0	0	1829.20ha	685.95ha	457.30ha	0	
		Sungai Sungai 3	4.10ha	198.7ha	129.60ha	545ha	596.30ha	0ha	
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	<p><u>Sungai Sungai 1 Estate</u> Field marking was sighted at Sungai Sungai 1 Estate. Sighted field marking at PM08 Block 1. The management using palm trunk marking or signboard as visual identification or reference system.</p> <p><u>Lembah Paitan Estate</u> Field marking was sighted at Lembah Paitan. Sighted field marking at PM08 Block 1. The management using palm trunk marking or signboard as visual identification or reference system.</p> <p><u>Sungai Sungai 3 Estate</u> Field marking was sighted at Sungai Sungai 2. Sighted field marking at PM09 Block 1. The management using palm trunk marking or signboard as visual identification or reference system.</p> <p><u>Sungai Sungai 2 Estate</u> Field marking was sighted at Sungai Sungai 3. Sighted field marking at PM08H, 33.80ha. The management using palm trunk marking or signboard as visual identification or reference system.</p>							Complied
Criterion 4.6.2: Economic and financial viability plan									
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	All operating Units in Rimba Nilai Business Unit continued the commitment to long term sustainability and improvements through a capital expenditure program. The management has forecasted 5 years business plan from FY 2023 – 2027.							Complied

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 operating Units in Rimba Nilai Business Unit have long range replanting program until FY 2026. Replanting planned for the palm older than 25 years, non-performance field (yield) and ganoderma infected palm. Observed the replanting program for the next financial year as follows:</p> <table border="1"> <thead> <tr> <th rowspan="2">Year</th> <th colspan="4">Hectare</th> </tr> <tr> <th>Sungai Sungai 1 Estate</th> <th>Lembah Paitan Estate</th> <th>Sungai Sungai 3 Estate</th> <th>Sungai Sungai 2 Estate</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>167.10</td> <td>0.00</td> <td>371.00</td> <td>0.00</td> </tr> <tr> <td>2023</td> <td>141.90</td> <td>0.00</td> <td>150.50</td> <td>186.10</td> </tr> <tr> <td>2024</td> <td>182.60</td> <td>0.00</td> <td>183.90</td> <td>209.00</td> </tr> <tr> <td>2025</td> <td>234.3</td> <td>0.00</td> <td>168.90</td> <td>209.60</td> </tr> <tr> <td>2026</td> <td>143.00</td> <td>91.90</td> <td>154.20</td> <td>211.80</td> </tr> </tbody> </table>	Year	Hectare				Sungai Sungai 1 Estate	Lembah Paitan Estate	Sungai Sungai 3 Estate	Sungai Sungai 2 Estate	2022	167.10	0.00	371.00	0.00	2023	141.90	0.00	150.50	186.10	2024	182.60	0.00	183.90	209.00	2025	234.3	0.00	168.90	209.60	2026	143.00	91.90	154.20	211.80	Complied
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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 management has forecasted 5 years business plan documented in Five (5) Years Planning Horizon FY 2023 – 2027. The management plan include:</p> <ul style="list-style-type: none"> 1. Crop Yielding Areas <ul style="list-style-type: none"> a. PM areas (hectares) b. Production (tonnes) 2. Prime Mature Cost of Production <ul style="list-style-type: none"> a. General Charges b. Upkeep c. Manuring d. Collection e. Depreciation 	Complied																																		

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Criterion / Indicator		Assessment Findings	Compliance
		3. Immature Upkeep Cost 4. Capital Expenditure	
4.6.2.4	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. - Major compliance -	The budget plan was reviewed annually with both actual and forecasted amount for 5 years (up to 2027) and well documented upon request. Boustead Plantations Berhad has monitored the estate performance against the estimates. They have monitored the performance through Estate Weekly Report and action plan was developed if necessary.	Complied
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	The pricing mechanism was conducted as per contract agreement between the Contractors with Boustead Rimba Nilai Sdn. Bhd. Pricing of the work were stated in the contract agreement under section 3. Fee and Mode of Payment. Reviewed sampled contract between contractors and Boustead Rimba Nilai Sdn. Bhd. as follows: <u>Sungai Sungai 1 Estate</u> 1. Boustead Rimba Nilai Sdn. Bhd. with JNR Enterprise dated 01/05/2022. Refer contract no. SS1/JNR/-(2)/2022 2. Boustead Rimba Nilai Sdn. Bhd. with Mustamin Contractor dated 01/05/2022. Refer contract no. SS1/MC-(1)/2022 3. Boustead Rimba Nilai Sdn. Bhd. with Hien Lee Contractor Sdn. Bhd. dated 01/01/2022. Refer contract no. SS1/HLCBSB-8(T)/2022 <u>Lembah Paitan Estate</u> 1. Boustead Rimba Nilai Sdn. Bhd. with Kontraktor Bakri Bersaudara dated 01/01/2022. Refer contract no. 08/LPE/KBB/MN/2022.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>2. Boustead Rimba Nilai Sdn. Bhd. with ZNT Bersatu Sdn. Bhd. dated 01/01/2022. Refer contract no. 08/LPE/KBB/MN/2022.</p> <p><u>Sungai Sungai 3 Estate</u></p> <p>1. Boustead Rimba Nilai Sdn. Bhd. with Andy Enterprise dated 01/01/2022. Refer contract no. LSS3/AE/2022.</p> <p>2. Boustead Rimba Nilai Sdn. Bhd. with Kontraktor Salim Jaya dated 01/01/2022. Refer contract no. LSS3/KSJ(1)/2022.</p> <p>3. Boustead Rimba Nilai Sdn. Bhd. with ZNT Bersatu Sdn. Bhd. dated 01/01/2022. Refer contract no. LSS3/ZNT(1)/2022.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>1. Boustead Rimba Nilai Sdn. Bhd. with Norriza Enterprise dated 01/01/2022. Refer contract no. LSS2/NE/2022</p> <p>2. Boustead Rimba Nilai Sdn. Bhd. with Syarikat Pertanian SK dated 01/01/2022. Refer contract no. LSS2/SPSK/2022</p> <p>3. Boustead Rimba Nilai Sdn. Bhd. with Rynah Enterprise dated 01/01/2022. Refer contract no. LSS2/RE/2022</p>	
4.6.3.2	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p>	<p>As per contract agreement under section 3. Fee and Mode of Payment under subsection 3.2 stated as follows:</p> <p>The Estate will make payment due to contractor within fourteen (14) days after submission of the monthly statement.</p> <p>Reviewed the sampled of contract payment as follows:</p> <p><u>Sungai Sungai 1 Estate</u></p> <p>1. Payment to voucher to Mustamin Contractor for Works Order no. MC/01/07/2022(H) and MC/01/07/2022(M) dated 02/08/2022 for Invoice no. M3222122013 dated 31/07/2022.</p>	Complied

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	<p>Payment to voucher to Hien Lee Contractor Sdn. Bhd. for Works Order no. HLCSB/01/07/2022(M) dated 10/08/2022 for Invoice no. H1722122007 dated 31/07/2022.</p> <p><u>Lembah Paitan Estate</u></p> <ol style="list-style-type: none"> 1. Payment to voucher to Kontraktor Bakri Bersaudara for Works Order no. KBB/MN/06/2022 and KBB/HV/06/2022 dated 02/07/2022 for Invoice no. B1422422011 and B1422422012 dated 30/06/2022. 2. Payment voucher to ZNT Bersatu Sdn. Bhd. for Works Order no. ZNT/MN/06/2022-01 and ZNT/MN/06/2022-02 dated 02/07/2022 for Invoice no. Z0122422040 and Z0122422041 dated 30/06/2022. <p><u>Sungai Sungai 3 Estate</u></p> <ol style="list-style-type: none"> 1. Payment to Kontraktor Salim Jaya for Works Order no. KSJ/LSS3/06/2022/1 and KSJ/LSS3/06/2022/1 as per payment voucher no. B-07/2022_sg3(03) dated 07/07/2022 for invoice no. KO531722017 dated 30/06/2022 2. Payment to Andy Enterprise for Works Order no. AE/LSS3/06/2022/H and AE/LSS3/06/2022/M as per payment voucher no. B-07/2022_sg3(01) dated 07/07/2022 for invoice no. A0731722013 dated 30/06/2022 <p><u>Sungai Sungai 2 Estate</u></p> <ol style="list-style-type: none"> 1. Payment to Syarikat Pertanian SK for Works Order no. SK/LSS2/06/2022 as per payment voucher no. B-06/2022_sg2(6) dated 04/07/2022 for invoice no. S7822322041, S7822322042, S7822322043 and S7822322044 dated 30/06/2022 	

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		2. Payment to Syarikat Tai Hing Sdn. Bhd. for Works Order no. STH/LSS2/06/2022 as per payment voucher no. B-07/2022_sg2(7) dated 04/07/2022 for invoice no. T1222322007 dated 30/06/2022	
Criterion 4.6.4: Contractor			
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	<p>As per contract agreement under section 8. Occupational Safety and Health Act 1994 (OSHA) and the Environment Quality Act 1974 (EQA) stated as follows:</p> <p>The contractor shall comply with RSPO, MSPO, OSHA, EQA and any other relevant Enactment or Byelaws pertaining to Occupational Safety and Health and the Environment or any subsequent modification(s) and or Re-enactment(s) thereof.</p> <p>Reviewed sampled contract between contractors and Boustead Rimba Nilai Sdn. Bhd. as follows:</p> <p><u>Sungai Sungai 1 Estate</u></p> <ol style="list-style-type: none"> Boustead Rimba Nilai Sdn. Bhd. with JNR Enterprise dated 01/05/2022. Refer contract no. SS1/JNR/-(2)/2022 Boustead Rimba Nilai Sdn. Bhd. with Mustamin Contractor dated 01/05/2022. Refer contract no. SS1/MC-(1)/2022 Boustead Rimba Nilai Sdn. Bhd. with Hien Lee Contractor Sdn. Bhd. dated 01/01/2022. Refer contract no. SS1/HLCSB-8(T)/2022 <p><u>Lembah Paitan Estate</u></p> <ol style="list-style-type: none"> Boustead Rimba Nilai Sdn. Bhd. with Kontraktor Bakri Bersaudara dated 01/01/2022. Refer contract no. 08/LPE/KBB/MN/2022. Boustead Rimba Nilai Sdn. Bhd. with ZNT Bersatu Sdn. Bhd. dated 01/01/2022. Refer contract no. 08/LPE/KBB/MN/2022. 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p><u>Sungai Sungai 3 Estate</u></p> <ol style="list-style-type: none"> 1. Boustead Rimba Nilai Sdn. Bhd. with Andy Enterprise dated 01/01/2022. Refer contract no. LSS3/AE/2022. 2. Boustead Rimba Nilai Sdn. Bhd. with Kontraktor Salim Jaya dated 01/01/2022. Refer contract no. LSS3/KSJ(1)/2022. 3. Boustead Rimba Nilai Sdn. Bhd. with ZNT Bersatu Sdn. Bhd. dated 01/01/2022. Refer contract no. LSS3/ZNT(1)/2022. <p><u>Sungai Sungai 2 Estate</u></p> <ol style="list-style-type: none"> 1. Boustead Rimba Nilai Sdn. Bhd. with Norriza Enterprise dated 01/01/2022. Refer contract no. LSS2/NE/2022 2. Boustead Rimba Nilai Sdn. Bhd. with Syarikat Pertanian SK dated 01/01/2022. Refer contract no. LSS2/SPSK/2022 3. Boustead Rimba Nilai Sdn. Bhd. with Rynah Enterprise dated 01/01/2022. Refer contract no. LSS2/RE/2022 <p>Additionally, the operating units has communicated to the stakeholders regarding the MSPO requirements during stakeholders meeting. Reviewed the latest External Stakeholders meeting for Rimba Nilai Business Units was conducted on 24/03/2022.</p>	
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Contract agreements between the Boustead Rimba Nilai Sdn. Bhd. and its contractors were made available. Generally, the elements of sustainability such as obligations to legal compliance, workers' welfare, safety and environmental issues.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	As per contract agreement under section 8. Occupational Safety and Health Act 1994 (OSHA) and the Environment Quality Act 1974 (EQA) stated as follows:	Complied

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	<p>The management shall accept MSPO approved auditors to verify assessment through physical inspection if required.</p> <p>Reviewed sampled contract between contractors and Boustead Rimba Nilai Sdn. Bhd. as follows:</p> <p><u>Sungai Sungai 1 Estate</u></p> <ol style="list-style-type: none"> 1. Boustead Rimba Nilai Sdn. Bhd. with JNR Enterprise dated 01/05/2022. Refer contract no. SS1/JNR/-(2)/2022 2. Boustead Rimba Nilai Sdn. Bhd. with Mustamin Contractor dated 01/05/2022. Refer contract no. SS1/MC-(1)/2022 3. Boustead Rimba Nilai Sdn. Bhd. with Hien Lee Contractor Sdn. Bhd. dated 01/01/2022. Refer contract no. SS1/HLCSEB-8(T)/2022 <p><u>Lembah Paitan Estate</u></p> <p>Reviewed the sampled supplement agreement as follows:</p> <ol style="list-style-type: none"> 1. ZNT Bersatu Sdn. Bhd. dated 01/07/2022. Refer supplement no. 04/2022 2. Kontraktor Bakri Bersaudara dated 01/07/2022. Refer supplement no. 04/2022 3. Paulus Enterprise dated 01/07/2022. Refer supplement no. 04/2022 <p><u>Sungai Sungai 3 Estate</u></p> <ol style="list-style-type: none"> 1. Boustead Rimba Nilai Sdn. Bhd. with Andy Enterprise dated 01/01/2022. Refer contract no. LSS3/AE/2022. 2. Boustead Rimba Nilai Sdn. Bhd. with Kontraktor Salim Jaya dated 01/01/2022. Refer contract no. LSS3/KSJ (1)/2022. 	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>3. Boustead Rimba Nilai Sdn. Bhd. with ZNT Bersatu Sdn. Bhd. dated 01/01/2022. Refer contract no. LSS3/ZNT (1)/2022.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>1. Boustead Rimba Nilai Sdn. Bhd. with Norriza Enterprise dated 01/01/2022. Refer contract no. LSS2/NE/2022. Refer Supplementary Agreement dated 01/07/2022</p> <p>2. Boustead Rimba Nilai Sdn. Bhd. with Syarikat Pertanian SK dated 01/01/2022. Refer contract no. LSS2/SPSK/2022. Refer Supplementary Agreement dated 01/07/2022</p> <p>3. Boustead Rimba Nilai Sdn. Bhd. with Rynah Enterprise dated 01/01/2022. Refer contract no. LSS2/RE/2022. Refer Supplementary Agreement dated 01/07/2022</p>	
4.6.4.4	<p>The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted.</p> <p>- Major compliance -</p>	<p>All works performed by the contractors at the estates are checked and verified by the estate’s personnel. After completed assigned works, the contractor will report to the field supervisor. The field supervisor will check and verify the works and recoded in the costing book. At month end, the field supervisor will submit the records to the Asst. Manager for verification of payment and approved by the Estate Manager.</p>	Complied
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	<p>Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation.</p>	<p>No development of new planting at Boustead Rimba Nilai Business Unit.</p>	Not Applicable

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

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

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

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

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

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	The policy for the implementation of MSPO established as BPB Sustainability Policy; Signed by CEO dated on 12/07/2021. The policy available in the company’s website as per link as following: https://www.bousteadplantations.com.my/wp-content/uploads/2022/06/BPB-Sustainability-Policy.pdf	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 emphasized the commitment of continuously improve the effectiveness of quality management system for company’s traceability and transparency of supply chain. The policy also emphasized commitment of continuous stakeholder engagement that strive to continue to be an active supporter of the sustainability initiative and will work to strengthen MSPO standards and adherence to it. Latest communication of policy to external stakeholders was conducted on 24/3/2022 while individual operating unit consultation with internal stakeholders were conducted from time to time during daily muster rollcall as per sample conducted in Sungai Sungai 1 and Sungai Sungai 2 Estate together with Rimba Nilai POM dated on 7/6/2022.	Complied
Criterion 4.1.2 – Internal Audit			

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Criterion / Indicator		Assessment Findings	Compliance
4.1.2.1	<p>Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established Internal Audit Procedure, Revision no. 2, dated 24/05/2022.</p> <p>As per SOP established, the internal audit shall be carried out once a year guided by the annual audit schedule. Follow up audit can be carried out as and when it is required. The Head of Sustainability Department will fix the date of the audit with management representative.</p> <p>The Internal Auditor communicated regarding the audit schedule with the operating units prior to the Internal Audit. Reviewed the notification letter by the Internal Auditor, Sustainability manager dated 14/06/2022. Refer letter no. SSD/IA//335-22/RNBU.</p> <p>Latest Internal Audit was conducted on 20 – 25/06/2022 for all operating units in Rimba Nilai Business Units. 18 non-conformity and 21 opportunities for Improvement were raised during the audit.</p>	Complied
4.1.2.2	<p>The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established Internal Audit Procedure, Revision no. 2, dated 24/05/2022.</p> <p>The procedure covers the Audit frequency, Audit Schedule, Audit Notification, Audit Team and Performing Audit (Opening Meeting, Auditing, Audit Report, Closing Meeting, Corrective Action, Closing of NCR, and Internal Audit Report).</p> <p>Latest Internal Audit was conducted on 20 – 25/06/2022 for all operating units in Rimba Nilai Business Units. 18 non-conformity and 21 opportunities for Improvement were raised during the audit. The operating units have submitted the corrective action plan to the Internal Audit Team and accepted on 23/07/2022.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	The results of Internal Audit conducted were discussed in the management review. Reviewed the latest management review meeting conducted on 25/06/2022. The operating units maintained all audit reports and corrective action plan and available for review.	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 -	Latest management review meeting was conducted on 25/06/2022. The meeting was chaired by the Rimba Nilai Business Unit Sustainability Chairman and attended by the Acting Head of Sustainability, Sustainability Members, and all operating units Managers and Asst. Managers. Among the discussion in the meeting as follows: <ol style="list-style-type: none"> 1. Minutes/Action of previous meeting 2. MS 2530:3 and MS 2530:4 certification status 3. MSPO SCCS status 4. Results of internal audit 5. Customer feedbacks 6. Preventive and corrective action status 7. Changes affecting Policy 8. Recommendations for improvements 9. Any Other business 	Complied

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	<p>The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company.</p> <p>- Major compliance -</p>	<p>The mill visited has established continual improvement plan covers the main social and environmental impacts.</p> <p>Continual improvement plan being strategized under the following sampled program as follows:</p> <ol style="list-style-type: none"> 1. To replace existing units of oil purifier 2. To replace of one unit of 100m³/h Air blower for SBR Plant 3. To register all residence of mill house complex 4. To relocate contractor workshop away from housing area 5. To provide a better playground and educational tools 6. To conduct medical checkup periodically for workers 7. To hold competitions and sports event for workers 8. To replace light bulb with energy saving bulb 9. To minimize and limit the electrical usage based on the electricity scheduled 10. To use time switches and daylight sensor for outside lighting 	Complied
4.1.4.2	<p>The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.</p> <p>- Major compliance -</p>	<p>The new information and techniques to improve practices are obtained mainly through information from communications with suppliers and being members of associations related to palm oil industry.</p> <p>Any new information on new technology will be forwarded to the HQ for approval before any implementation.</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance	
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	<p>The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established BPB Sustainability Policy, dated 12/07/2021 that includes the traceability commitment.</p> <p>Boustead Plantations Berhad has established ISO Quality Assurance Manual, issue no. 1 dated October 2017 under section 7. Support subsection 7.4 Communication.</p> <p>Additionally, the mill has established Consultation and communication Procedure, rev. no. 01 dated 20/08/2020.</p> <p>Boustead Plantations Berhad has established Grievances Procedure, rev. 0 dated 01/03/2022. Refer doc. no. HR/2022/023/003. The procedure has outlined the communication procedure in the Flow Chart for Grievances Procedure.</p> <p>The consultation and communication were conducted through stakeholder meeting, dialogs, request letter, feedbacks letter phone call between the operating units and stakeholder (internal and external).</p>	<p>Complied</p>
4.2.1.2	<p>The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>All estates within Rimba Nilai Business Unit holds copies of each of the management documents that are required to be publicly available.</p> <p>Copies of the document such as documents related to environmental and social issues, plans for pollution prevention, records of complaints and grievances were available upon request.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<p>All the policies such as Pesticide Use Policy, Human Rights Policy, and Foreign Workers Policy were properly documented and publicly available in the company’s website as well as other sustainability information practiced by the company. Refer: https://www.bousteadplantations.com.my/sustainability-approach-policies/</p>	
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established BPB Sustainability Policy, dated 12/07/2021 that includes the traceability commitment.</p> <p>Boustead Plantations Berhad has established ISO Quality Assurance Manual, issue no. 1 dated October 2017 under section 7. Support subsection 7.4 Communication.</p> <p>Additionally, the mill has established Consultation and communication Procedure, rev. no. 01 dated 20/08/2020.</p> <p>As per policy established, Internal and external stakeholder communication on policies were done based on request of information by any stakeholder.</p> <p>The consultation and communication were conducted through stakeholder meeting, dialogs, request letter, feedbacks letter phone call between the operating units and stakeholder (internal and external).</p> <p>The estates have communicated the procedure to the stakeholders during latest External Stakeholders meeting for Rimba Nilai Business Units was conducted on 24/03/2022. The meeting was</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>attended by local authorities, local community representatives, neighbors, vendors and FFB suppliers.</p> <p>For Internal Stakeholders, the mill conducted meeting with the workers on annually basis. Latest meeting was conducted on 07/06/2022 attended by all workers.</p> <p>For workers representative, the mill conducted meeting on periodically basis or when necessary. Reviewed minutes meeting with workers representative dated 16/05/2022.</p> <p>The mill also conducted Interested Parties – Needs and Inspection Survey on annually basis. Reviewed the survey dated 08/06/2022 from IOI Edible Oils Sdn. Bhd. and Pengangkutan Ya Hen Sdn. Bhd.</p>	
4.2.2.2	<p>The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i>.</p> <p>- Minor compliance -</p>	<p>The mill has established Communication Panel to handle the internal and external communication as per appointment letter dated 30/12/2021 signed by the Mill Manger. The panel consist of all positions in the mill such as Asst. Manager, Asst., Chief clerk, mill Supervisors, clerk, and mandore. Reviewed the Communication Organization Chart FY 2022.</p>	Complied
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>The list of internal and external stakeholders maintained with indication of category for external stakeholder among local communities, authorities, contractors, suppliers and vendors etc.</p> <p>Consultation and communication were conducted through written reports and meetings.</p> <p>Latest External Stakeholders meeting for Rimba Nilai Business Units was conducted on 24/03/2022. The meeting was attended by local authorities, local community representatives, neighbors, vendors and FFB suppliers.</p>	Complied

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		<p>For internal stakeholders, the operating units conducted meeting with all workers on annually basis and with workers representative on periodically basis. The minutes meeting was available for review as per criteria 4.2.2.1.</p> <p>Additionally, the operating units has circulated feedbacks form to internal and external stakeholders. The feedback form was available for review as per criteria 4.2.2.1.</p>							
Criterion 4.2.3 – Traceability									
4.2.3.1	<p>The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability.</p> <p>- Major compliance -</p>	<p>The mill established the MSPO Traceability Procedures; Issue 1; Date of issue: 25/01/2022 for the traceability operation. The procedure specified detail operations related to traceability of FFB. The mill established the MSPO Supply Chain (SCC) Procedures; Issue 1; Date of issue: 25/01/2022 for the supply chain operation. The procedure specified detail operations related to supply chain of CPO & PK products. The SOP was prepared by Sustainability Department and Approved by Head Sustainability.</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>Regular inspections on compliance with traceability system conducted through internal audit. Daily implementation monitoring was done by the mill manager and assistant manager.</p> <p>Sample from Quality Certificate for PK on 07/06/2022 Testing time: 11:40. Vehicle number SU 8168E. Bunker/Silo: 4. Load No.: 1.</p> <p>Result from Rimba Nilai Palm Oil Mill:</p> <table border="1"> <thead> <tr> <th>Moisture</th> <th>Dirt</th> <th>FFA</th> </tr> </thead> <tbody> <tr> <td>2.41</td> <td>3.66</td> <td>1.18</td> </tr> </tbody> </table> <p>Job consignment no: 152922 Mill Ticket number: 415597</p>	Moisture	Dirt	FFA	2.41	3.66	1.18	Complied
Moisture	Dirt	FFA							
2.41	3.66	1.18							

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Criterion / Indicator		Assessment Findings	Compliance																									
		PK net weight: 29.93mt Tested by: Lab Assistant Verified by: Mill Manager. Result from IOI Edible Oils Sdn Bhd: <table border="1" style="margin-left: 20px;"> <tr> <td>Moisture</td> <td>Dirt</td> <td>FFA</td> </tr> <tr> <td>4.78</td> <td>5.27</td> <td>1.90</td> </tr> </table> DO no: 2200226 Mill Ticket number: 000154623 PK net weight: 29.96mt Tested by: Jeffry Verified by: Refinery Manager.	Moisture	Dirt	FFA	4.78	5.27	1.90																				
Moisture	Dirt	FFA																										
4.78	5.27	1.90																										
4.2.3.3	The management shall identified and assign suitable employees to implement and maintain traceability system. - Minor compliance -	The mill assigned specific personnel among weighbridge operators, lab assistant and management staff to implement and maintain traceability system with assistance of HQ's sustainability unit personnel. Refer appointment letter Person In charge of Traceability to Mr Iswan Abdurachman dated 25/09/2019. No changes of the person in charge during the Surveillance 3 audit.	Complied																									
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	Record of FFB received were maintained. Records of storage for CPO and PK available in daily production report. Delivery and dispatch records of both CPO and PK and FFB receive were maintained as per sample as following: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Date</th> <th>Product</th> <th>Ticket No.</th> <th>Lorry No.</th> <th>Weight, MT</th> </tr> </thead> <tbody> <tr> <td>27/07/2022</td> <td>CPO</td> <td>R0085887</td> <td>SAB 4928</td> <td>37.12</td> </tr> <tr> <td>02/07/2022</td> <td>PK</td> <td>000156015</td> <td>SU 8168E</td> <td>29.65</td> </tr> <tr> <td>08/06/2022</td> <td>PK</td> <td>000154623</td> <td>SU 8168E</td> <td>29.96</td> </tr> <tr> <td>19/07/2022</td> <td>CPO</td> <td>R0085653</td> <td>QS 8138K</td> <td>39.70</td> </tr> </tbody> </table>	Date	Product	Ticket No.	Lorry No.	Weight, MT	27/07/2022	CPO	R0085887	SAB 4928	37.12	02/07/2022	PK	000156015	SU 8168E	29.65	08/06/2022	PK	000154623	SU 8168E	29.96	19/07/2022	CPO	R0085653	QS 8138K	39.70	Complied
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Criterion / Indicator	Assessment Findings	Compliance	
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 -	Standard Procedure referred as BEA/LP/2017 dated 1/01/2017 for legal procedure under Chapter 15. The mechanism of tracking of laws changes was outlined in the flowchart of compliance to legal requirements. This LORR was last updated on 07/01/2022.	Complied
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirements register. - Major compliance -	The management already have all laws that applicable for their operation in LORR such as per sample as following: - - JTK license (JTK.H.SDK.600-4/1/1/10401/004051) for employment of non-Sabah resident valid until 20/09/2022. Indonesian 11 workers. Application for renewal was submitted to JTK as per letter ref no: RNPOM/GOV04/2021/0227 dated 05/08/2022 and acknowledged receipt on 11/08/2022. Permit Sekatan Kerja Lebih Masa (S/N: 600-1/2/8/184 (08/SDK/2020-0278) valid until 26/08/2022 DOE license for occupying and operating premises (Ref No: 003535) valid until 20/06/2022. Permit Barang Kawalan Berjadual from KPDNHEP for purchase and stored Diesel up to 29,500 litres valid from 09/11/2021 until 24/10/2024 (Ref No: KPDNHEP.SDK.31/2019(SK). No Siri P: S 005387. Fire Certificate form BOMBA (Ref No: JBPM: SB/7/43/2022) valid from 28/03/2022 until 27/03/2023. No Siri: 319638.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>MPOB license referred 508295404000 valid from 01/02/2022 until 31/01/2023 with 192,000mt, up to July 2022, FFB process is 46,907.49mt. No Siri: 246756.</p> <p>License from Suruhanjaya Tenaga (S/N: 46689) license no. 2021/02311 valid from 20/10/2021 until 19/10/2022 for generate electric 3450 kW.</p> <p>Trade Licence BLN/2022/358 for Boustead Rimba Nilai Sdn Bhd application number 358/2022.The license will expire on 31/12/2022.</p>	
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>The new amendment has been communicated in the stakeholder meeting with all dated 07/06/2022 such as Minimum Wages Order 2022.</p>	Complied
4.3.1.4	<p>The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.</p> <p>- Minor compliance -</p>	<p>In Boustead Plantations Berhad, Mr. Amirul Nizam, Safety Officer from HQ is a person responsible to monitor compliance and to track and to advise operating units on update of any changes in regulatory requirements. Ms. Nazriah Atan is responsible to monitor compliance and to track update the changes in regulatory requirements as per appointment letter dated 19/07/2021 (Perlantikan Sebagai Penyelaras Bahagian Pematuhan Penerangan Pekerjaan KKS Rimba Nilai) approved by Mill Manager.</p>	Complied
Criterion 4.3.2 – Lands use rights			
4.3.2.1	<p>The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users.</p> <p>- Major compliance -</p>	<p>Rimba Nilai POM located within Sungai Sungai 1 Estate area. All estates within Rimba Nilai Business Unit cultivated their oil palm within company's own land without diminishing the land use rights of other users. The mill Occupying Sungai Sungai 1 Estate area of 7 plots as following:</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		1) Title # Native Title 083071747; Area: 4.728 ha 2) Title # Native Title 083071738; Area: 4.847 ha 3) Title # Native Title 083071952; Area: 5.13 ha 4) Title # Native Title 083071783; Area: 4.924 ha 5) Title # Native Title 083071774; Area: 5.46 ha 6) Title # Native Title 083071701; Area: 4.732 ha 7) Title # Native Title 083071694; Area: 5.07 ha.	
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 -	Layout plan available indicated the whole mill area within Sungai Sungai 1 Estate area.	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Layout plan available indicated the whole mill area within Sungai Sungai 1 Estate area. Boundary map with other land-owners available at the estate.	Complied
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There is no land dispute in all estates within Rimba Nilai Business Unit at the time of audit. The lands are country leased and provisional lease to Boustead Plantations Berhad via verified with the land titles. The surrounding was owned by either smallholders or other plantation's companies.	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 in all estates within Rimba Nilai Business Unit. Hence, this requirement is not applicable.	Not Applicable

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Criterion / Indicator		Assessment Findings	Compliance
		Notwithstanding, it was specified in the BPB Sustainability Policy; Signed by CEO dated on 12/07/2021 under clause 3.3 Land Rights # 3.3.1 that the company respect and uphold the land tenure right of indigenous and local communities, including their right to give or withhold their Free, Prior and Informed Consent (FPIC) to operate on land to which they hold legal, communal or customary right in accordance with the United Nations Declarations on the Right Indigenous Peoples (UNDRIP).	
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	Available location map of Boustead Rimba Nilai POM shown that the mill occupying Sungai Sungai 1 Estate area and located with no boundary to outsiders other than Sungai Sungai 1 Estate only and no customary rights land within Rimba Nilai Business Unit. Hence, this requirement is not applicable.	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 land encumbered by customary rights in all estates within Rimba Nilai Business Unit. Hence, no negotiation and FPIC recorded so far and this requirement is not applicable.	Not Applicable
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	Social impacts have been identified as per records of Field Findings Social Impact Assessment (SIA) Boustead Plantation for Sungai Sungai 1, Sungai Sungai 2, Sungai Sungai 3, Lembah Paitan and Kawananan Estate presentation slides. Based on the findings and the full assessment report provided by the consultant (MEC); Social Impact Assessment; Boustead Rimba Nilai Sdn Bhd; Beluran	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>District, Sabah Malaysia; October 2018, it was noted in the slide print out that the estate having some issues related to following:</p> <ul style="list-style-type: none"> - Legality of contractor’s workers - Own worker’s passport keeping - Workers’ housing conditions & availability of clean water, wastes & pollutants management and workers PPE compliance as per photos <p>The coverage of the SIA assessment has included relevant stakeholders among internal and external for the assessment. Boustead Rimba Nilai Business Unit has implemented the action plans to mitigate the negative impacts and promote the positive ones based on the assessment findings.</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>Boustead Plantations Berhad has established Grievances Procedure, rev. 0 dated 01/03/2022. Refer doc. no. HR/2022/023/003. The procedure has outlined the communication procedure in the Flow Chart for Grievances Procedure.</p> <p>The estates have communicated the procedure to the stakeholders during latest External Stakeholders meeting for Rimba Nilai Business Units was conducted on 24/03/2022. The meeting was attended by local authorities, local community representatives, neighbors, vendors and FFB suppliers.</p> <p>For Internal Stakeholders, the mill conducted meeting with the workers on annually basis. Latest meeting was conducted on 07/06/2022 attended by all workers.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		For workers representative, the mill conducted meeting on periodically basis or when necessary. Reviewed minutes meeting with workers representative dated 16/05/2022.	
4.4.2.2	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. - Major compliance -	<p>Boustead Plantations Berhad has established Grievances Procedure, rev. 0 dated 01/03/2022. Refer doc. no. HR/2022/023/003. In the procedure under section 5. Procedure, subsection 5.3 stated as follows:</p> <p>All grievances must be presented promptly, in fill in the form (appendix 1 (Grievance Form (Internal & External))), but no later than thirty (30) calendar days from the date the grievant became aware of or should have become aware of with the exercise of reasonable diligence.</p> <p>As per procedure established, any issues raised need to be responded within 3 days at immediate supervisor level. If the issues do not resolve or not satisfied with the decision, he may escalate to the Head of Department/Estate Manager. The manager shall give decision within 5 working days. If the issues do not resolve or not satisfied with the decision, he may escalate to Human Resource Department. The HRD shall appoint 3-person panel and conduct meeting and give decision within 10 working days. If the issues do not resolve or not satisfied with the decision, he may escalated to Chief Executive Officer and the CEO shall give decision within 10 working days. The decision of CEO after full examination of the facts shall be final.</p> <p>Consultation and communication were conducted through written reports and meetings.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance															
	<p>Any communication/request/grievances from external stakeholder were recorded in the visit logbook, stakeholders' minutes meetings, Grievance Form (Internal & External).</p> <p>Government Agencies communicated with the operating units through letter, email or phone call. Reviewed letter of request and/or notification letter from government agencies at all estates visited. For visit, the report was recorded in the logbook. Reviewed the visit records as follows:</p> <ol style="list-style-type: none"> 1. Fire Department Premise Inspection visit dated 07/03/2022 2. DOSH visit report for visit dated 07/07/2022 3. DOE Field Citation no. S006F00235 for visit dated 26/08/2020 <p>Grievances or complaint were recorded Grievance Form (Internal & External). No grievances from external stakeholders recorded.</p> <p>For internal stakeholders, main grievances recorded were regarding housing/building repair. Reviewed the grievances records as follows:</p> <table border="1" data-bbox="1088 1007 1868 1238"> <thead> <tr> <th>Grievance's date</th> <th>Issue</th> <th>Resolved Date</th> </tr> </thead> <tbody> <tr> <td>12/08/2022</td> <td>Light bulb damage at bedrooms and toilet</td> <td>15/08/2022</td> </tr> <tr> <td>28/06/2022</td> <td>Light bulb damage at living room and toilet</td> <td>30/06/2022</td> </tr> <tr> <td>19/07/2022</td> <td>All the lights don't turn on</td> <td>21/07/2022</td> </tr> <tr> <td>12/06/2022</td> <td>Doorknob damaged</td> <td>20/06/2022</td> </tr> </tbody> </table> <p>All the grievances/complaint has been resolved with timely and appropriate manner and has been acknowledged by the complainant.</p>	Grievance's date	Issue	Resolved Date	12/08/2022	Light bulb damage at bedrooms and toilet	15/08/2022	28/06/2022	Light bulb damage at living room and toilet	30/06/2022	19/07/2022	All the lights don't turn on	21/07/2022	12/06/2022	Doorknob damaged	20/06/2022	
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19/07/2022	All the lights don't turn on	21/07/2022															
12/06/2022	Doorknob damaged	20/06/2022															

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	All grievances must be presented promptly, in fill in the form (appendix 1 (Grievance Form (Internal & External))), but no later than thirty (30) calendar days from the date the grievant became aware of or should have become aware of with the exercise of reasonable diligence. Complaint form has been established and available for public outside the office and guard post and etc. The form has the information about complainant details (name, address, phone, etc.), date of complaint, complaint details, complainant acknowledgement signatures, action taken, and status of action taken.	Complied
4.4.2.4	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. - Minor compliance -	Employees were made aware on the complaints and grievances through various ways such as monthly meeting, periodical training and daily/weekly briefing. The surrounding communities were informed about the mechanism of complaints management through stakeholders' consultation meeting. Latest External Stakeholders meeting for Rimba Nilai Business Units was conducted on 24/03/2022. The meeting was attended by local authorities, local community representatives, neighbors, vendors and FFB suppliers.	Complied
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. - Major compliance -	Record review found that previous complaints and requests for the past 24 months were still available.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			

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Criterion / Indicator		Assessment Findings	Compliance
4.4.3.1	<p>Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.</p> <p>- Minor compliance -</p>	<p>The mill continuously contributes to the local communities. Among the contributions as follows:</p> <ol style="list-style-type: none"> 1. Approval to workers request to borrow a canopy for a wedding ceremony as per letter dated 01/08/2022 2. Contribution to purchase hamper for SMK Simpangan school sports day as per payment voucher no. RNPOM-001/07/2022 dated 05/07/2022 3. Transportation for SK Binsulung Netball Team for MSSD Netball Tournament 2022 as per letter dated 01/07/2022 	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 Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established "Safety and Health Policy" which has addressed its commitment in providing a safe and healthy workplace for the employees and stakeholders who may be affected by its activities.</p> <p>The policy was approved by CEO (Zainal Abidin Shariff) on 12/07/2021. Rimba Estate POM has established OSH Management Plan which include the quarterly OSH Committee meeting, workplace inspection, training and etc.</p> <p>The Training on Safety and Health (yearly mill maintenance) on 08/08/2022. The training was brief by En. Mohdar Ejum, Chargeman of Boustead Rimba Nilai Sdn Bhd. Verified the attendance of the training.</p>	Complied
4.4.4.2	<p>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>OSH plan has been established and monitoring activities is available as follows: -</p>	Minor Non-conformity

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Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> b) The risk of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: <ul style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and 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. 	<ul style="list-style-type: none"> a) Safety and Health policy dated 12/07/2021 approved by CEO was displayed at the notice boards within Mill area and briefed to workers during muster call and training. b) Operational risk has been assessed and documented according to HIRARC procedure (Hazard Identification, Risk Assessment and Risk Control, Rev 2) is available dated 29/12/2017. HIRARC was reviewed and updated on 17/02/2022. SOP for operational control has been established for identified high risk activities. The management of Rimba Palm Oil Mill can make an improvement on: - <ul style="list-style-type: none"> i. Low platform ladder on Visitor Path not marking with danger and awareness signages. ii. Drain cover expose and dent can cause stumbled. iii. Congested working space at workshop. c) PPE (OSH Manual Chapter 8: Personal Protective Equipment) dated 01/01/2018. The checking on PPE is available under file PPE issuance Record latest for July 2022 issuance. The record is based on the individual issuance. Sample issuance PPE for Mahmud Masuka for face mask on 3/7/2022. d) Chemical Handling Management procedure (Issue 1, dated 11/10/2019) was established. e) List of chemicals used at POM is available in "Register of Chemicals Hazardous to Health" updated on 10/02/2022 such as: <ul style="list-style-type: none"> 1. Special Grade Sulphite 2. Ametrol 1113 	

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Criterion / Indicator	Assessment Findings	Compliance
<p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<ol style="list-style-type: none"> 3. Adjunt HDM 4. Advantage Plus 1400 Deposit Inhibitor 5. Sodium Hidroksida 0.1N 6. Isoprophyl Alcohol 7. Phenolthalein Indicator 8. Issotane for Spectroscopy 9. Hexane 10. BOD Nutrient 11. Sulphuric Acid 12. Ethanoic Acid, n-Hexane 13. 4 units of eye wash/emergency shower is available within the POM. <p>Medical surveillance was conducted on 27/06/2022 for 28 personnel was found with normal results against the NHexane/manganese. Medical Surveillance done on 27/06/2022 for 27 personnel detected with no abnormal result. Only 6 workers from the medical surveillance need medical attention (Iswan Abdurachman, Peji Angku, Firmansyah Hermansyah, Admirla Ating, Rizalmie Alamjuri and Kunjan Jilih). The test was done by Dr Donny Christanto (OHD) MMC No. 52601. Dosh Registration No: HQ/19/DOC/00/00399.</p> <p>Audiometric test done on 08&09/06/2022 for 27 personnel detected with 4 abnormal results with as below:</p> <ol style="list-style-type: none"> i) Conductive Hearing Loss - Syamsul Norsalleh – to continue annual audiometry, Education & Training, Provision of Provision) 	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>ii) Sensorineural Hearing loss – Peji Angku Alexius Mangatin Albianus Malusin</p> <p>to continue annual audiometry, Education & Training, Provision of Provision, unilateral mild hearing loss repeat audiometry).</p> <p>CHRA assessment (ref no.: HQ/11/ASS/00/298-2018/104) by Dr Mohd Azizan Abdul Aziz (HQ/11/ASS/00298-2018/104) from DAB OH Sdn Bhd dated 09/04/2018. Noise Risk Assessment was conducted on 24/09/2020 by competent assessor Dr. Mohd Azizan bin Abd Aziz Report is available (re no: DABOH/1020/061).</p> <p>During visit to mill utilities store, chemical "Sentry" with active ingredients <i>glyphosate isopropyl amine</i> and "Fendona" with active ingredients <i>cypermethrin</i> was found at the premise. The chemical was not registered in the Chemical Register for Rimba Nilai Palm Oil Mill list. The latest update on 10/02/2022 verified that the chemical mention above was not in the list.</p> <p>Thus, minor non-conformity has been raised.</p> <p>f) Boustead Rimba Nilai Sdn Bhd has appointed HQ as Safety Officer. OSH Committee was established at POM with meeting frequency stated in the OSH (Safety and Health Committee) Regulation 1996 stated the committee shall meet at least once in 3 months. Appointment letter for each committee members</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>is available (e.g., Masrawana bin Mohd Masran – Chairman dated 22/06/2021).</p> <p>g) Safety and Health Committee meeting was conducted on 25/07/2022 – second meeting, 29/01/2022 – First Meeting, has discussed on workplace inspections, employee’s safety, health. Accident report and welfare. Any concern raised including action taken was recorded in the meeting minutes.</p> <p>h) Emergency Response Plan (OSH Manual Chapter 13: Emergency Response Plan) dated 1 Jan 2018. The organization chart is available for fire outbreak, accident and First Aid team is available and maintained. Accident (OSH Manual Chapter 14: Accident Investigation and Reporting) dated 01/01/2018.</p> <p>i) Seven (7) First Aider are available at POM with last training was attended on 19/09/2019 at NIOSH. Total of 8 units of First Aid Box available at guard house, office, engine room, workshop and etc was checked on monthly basis and its usage recorded in “Rekod Penggunaan/Ambil”. Last and latest first Aid Training was held on 20/10/2021. The training was attended by 62 from the surrounding estate and mill representatives.</p> <p>The first ait kit provided in each operation is adequate. The management of Rimba Palm Oil Mill can make improvement on the awareness on expiry of each item in the first aid kit.</p> <p>Yearly accident summary (JKKP 8) was submitted to DOSH via MyKKP ref.no: JKKP 8/101169/2021 on14/01/2022 with total of 237,120 man-days worked for average of 95 personnel. To-date man-days without accident 1,082,464 man-days.</p>	
<p>Criterion 4.4.5: Employment conditions</p>		

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Criterion / Indicator		Assessment Findings	Compliance
4.4.5.1	<p>The management shall establish 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>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 to implement the good social practices regarding human rights in respect of industrial harmony. The company is committed to ensure every individual are treated with fairness, dignity and respect. The company will respect the rights of every individual. They also recognize their responsibilities to respect human rights and avoid complicity in human rights abuses.</p> <p>Latest briefing of policies to employees were conducted by the management on 12/04/2021 by Rimba Nilai POM. Communication to external stakeholders was latest done on 09/07/2021 during the online external stakeholder consultation meeting.</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>Based on the established Sustainability Policy; Signed by CEO dated on 12/07/2021, Boustead Plantations Berhad ensured all relevant parties will be treated equally and no discrimination based on race, caste, nationalities, religion, gender, age etc. Interview conducted with the workers from different nationalities, gender and age confirmed that no discrimination practice by the management in all estates within Rimba Nilai Business Unit.</p>	Complied
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>Documentations of pay available in the form of Monthly Pay Slip and conditions as per Work Agreement Contract for sample mill workers sighted as following:</p> <ol style="list-style-type: none"> 1. Employee ID # 0419J; M; Mill Operator; Date joined: 9/1/2018 2. Employee ID # 0339E; M; Lab; Date joined: 3/2/2020 3. Employee ID # 0317E; M; Water Pump; Date joined: 24/12/2011 4. Employee ID # 0409C; F; Cleaner; Date joined: 3/11/2011 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		5. Employee ID # 0498G; M; Ponging; Date joined: 8/12/2021 6. Employee ID # 0372H; F; Cleaner; Date joined: 9/1/2018 7. Employee ID # 0312J; F; Cleaner; Date joined: 3/11/2011 8. Employee ID # 0455D; F; General; Date joined: 13/6/2014	
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. - Minor compliance -	Contractors and their employees were employed in harvesting operation including for FFB transporters and palm tree felling & chipping of replanting machinery operator. Sighted sample records of contractor’s workers as following: 1. Contractor: Pengangkutan Ya Hen Sdn. Bhd. (CPO Transporter); Sabaruddin Bin Patarai; Driver; Date joined: 1/4/2016 2. Contractor: Pengangkutan Dagang Tera Sdn. Bhd. (CPO Transporter); Yasser Bin Happad Dammang; Driver; Date joined: 1/3/2018	Complied
4.4.5.5	The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -	Info provided in workers registration card with information consist of employee number, name, division, pay, NRIC/Passport no, employment category, nationality, DOB, age, race and status in the payroll system.	Complied
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records. - Major compliance -	The mill employees were provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for all employees indicated in the employment records as per sample sighted in indicator 4.4.5.3 above.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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 -	Management has established proper time recording system that makes working hours and overtime transparent for both employees and employer as per sample sighted in indicator 4.4.5.3 above.	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 -	The working hour and break time have been clearly stated in the employment contract. Besides, the attendance record was available and able to trace through Thumb Print Daily Attendance Records.	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 -	Documented payslip was distributed to individual workers on the day of payment. For daily rated workers, wages and overtime were paid according to the check-roll muster attendance records. Total hours of overtime and daily attendance has recorded in the timecard. Payslips sighted available for samples of employees in indicator 4.4.5.3 above.	Complied
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings. - Minor compliance -	Other forms of social benefits including the following: <ul style="list-style-type: none"> - Local - incentives for good work performance by giving hampers for general workers during annual dinner and for staff is based on KPI eligible for incentive, bonus payment, professional development for only executive and above, medical care and health provisions are for entire work force. - Foreigner – new employees arriving from overseas are given the necessities and food as starter pack. - For both local and foreign workers, mandatory SOCSO contribution was consistently provided by the company. 	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<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. - Major compliance -</p>	<p>Visit to line site area found that playground, football field, mosque and church, etc. were available and free access to all the workers and dependents. Sundry shop and crèche were available at housing compound.</p> <p>The workers quarters have adequate clean water supply by mill management, the management also done the analysis to ensure water was safe for domestic use.</p>	<p>Complied</p>
<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>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 that provide guidelines to prevent all forms of sexual harassment and violence at the workplace. Based on consultation made with sample women employees in the estates, no issue of sexual harassment occurred and they aware on how to report in case of any.</p> <p>Latest Gender Committee (Pewarni) Meeting # 03/2022 was conducted on 23/7/2022.</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>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 that allow all employees to freely associating among themselves. Employees of Rimba Nilai POM form an employee consultative committee with workers representatives from each foreign county mainly Indonesia and Philippine. Latest employee consultative committee meeting with management was conducted on 7/6/2022.</p>	<p>Complied</p>
<p>4.4.5.14 Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p>	<p>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 that practice no child exploitation and comply with Child & Young Person (Employment)</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	(Amendment) Act 2019, where young persons were employed, they are not allowed from carrying out tasks involving any hazardous work or any employment other than those specified in the act.	
Criterion 4.4.6: Training and competency			
4.4.6.1	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. - Major compliance -	Employees and contractors were adequately trained (e.g., during issuance of Permit to Work) such as for all staff on "Working Safety AT Height" 9 - 10/06/2022. 10 personnel were trained with Working at Height. The trainer from NIOSH Sandakan, Sabah. Code:13-03/12/WAH/2022/6. Briefing Safety procedure to contractor Harcos Engineering Sdn Bhd on 30/10/2021. The briefing was done by Mill Manager.	Complied
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	Training needs of individual employees have been identified prior to the planning and implementation of the training programs in order to provide the specific skill and competency required to all employees based on their job description.	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 -	Training programme planned for year 2022 was available during the visit. The OSH program generated by the mill for the year 2022 covers the important aspects of OSH such as Safety Trainings, OSH Meetings, Fire Extinguisher Inspections, HIRARC Reviews, Workplace Inspections, ERP Trainings, Fire Drills and Medical Surveillance & Audiometric Test.	Complied
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			

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Criterion / Indicator		Assessment Findings	Compliance									
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 -	Environmental policy is incorporated in the BPB Sustainability policy, approved by the Mr. Zainal Abidin Shariff (CEO) on 12/07/2021. The environmental management policy covers the following: no deforestation, peatland management, steep slope management, zero burning & GHG management and safe handling of pesticide. The policy and related training had been communicated to the workforce. Details on the training records is mentioned under indicator 4.5.1.5.	Complied									
4.5.1.2	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations - Major compliance -	EIA was developed and reviewed by the audit team. It covers 12 area/station of mill operation. The EIA was reviewed and acknowledged by the mill manager on 03/01/2022.	Complied									
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored. - Major compliance -	Environmental management plan was made available and reviewed. Details as follow: <table border="1" data-bbox="1086 997 1870 1390"> <thead> <tr> <th>Area</th> <th>Issues</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Scheduled waste storage</td> <td>Inadequate space to accommodate the waste produced and to fulfill compliance and storage of scheduled waste in Malaysia.</td> <td>Provision to construct new scheduled waste store in budget 2023.</td> </tr> <tr> <td>POME final discharged</td> <td>Insufficient aeration at SBR plant and to maintain dissolve oxygen.</td> <td>To replace existing unit root blower in next year budget.</td> </tr> </tbody> </table>	Area	Issues	Action Plan	Scheduled waste storage	Inadequate space to accommodate the waste produced and to fulfill compliance and storage of scheduled waste in Malaysia.	Provision to construct new scheduled waste store in budget 2023.	POME final discharged	Insufficient aeration at SBR plant and to maintain dissolve oxygen.	To replace existing unit root blower in next year budget.	Complied
Area	Issues	Action Plan										
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Criterion / Indicator		Assessment Findings			Compliance
		Continuous emissions monitoring system	Existing CEMS unit was faulty due to surge by lighting.	Provision to replace the existing faulty CEMS to comply with EA (Clean Air) Regulation 2014.	
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	The mill has established the Environmental Management Plan based on the Environmental Aspect & Impact Assessment. The mill continues to promote activities that gives positive impact to the environment by continuously providing awareness and training to the employee, implementation of SOPs and Good Agricultural Practices as well as maintaining compliance to legal requirements.			Complied
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives. - Major compliance -	The mill management provided appropriated training and briefing to their workforce. Sighted the document as follow: i. Awareness on MSPO & RSPO certification, conducted on 07/06/2022. ii. Ponding system and sequencing batch reactor system for effluent management, conducted on 18/04/2022. iii. "Latihan Tatacara Kerja Makmal & Rawatan Air", conducted on 21/04/2021. iv. "Seminar orang yang berwibawa", conducted on 25/06/2022. v. Scheduled waste management training, conducted on 18/06/2022.			Complied
4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - Major compliance -	The mill management conducted regular meeting to discuss on the environmental issues with their workers. Sighted minutes of meeting they have conducted dated on 27/04/2022 (first meeting) and 08/08/2022 (second meeting).			Complied

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Criterion / Indicator		Assessment Findings	Compliance																	
		<p>Among the agenda discussed during the meeting are;</p> <ul style="list-style-type: none"> a. Verification on the issues from previous meeting. b. Environmental reports. c. Environmental management reports. d. Environmental continual improvement plan. 																		
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																				
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period</p> <p>- Major compliance -</p>	<p>The mill management have established the records of using non-renewable energy (diesel) for electricity and mill operation. Sighted the records as follow:</p> <table border="1"> <thead> <tr> <th rowspan="2">Year</th> <th colspan="2">Diesel</th> <th rowspan="2">Total</th> <th rowspan="2">FFB</th> </tr> <tr> <th>Genset</th> <th>Operation</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>199,394</td> <td>11,167</td> <td>210,847</td> <td>6,486.32</td> </tr> <tr> <td>2021</td> <td>385,530</td> <td>30514</td> <td>416,570</td> <td>8,142.95</td> </tr> </tbody> </table> <p>A plan for improving efficiency of the use of fossil fuels was established to include mill quarters, office, meeting room, weighbridge, laboratory and mill operation, fuel consumption at estate Diesel use per MT FFB was monitored every month. Refer Plan for Improving Fossil Fuel and Palm GHG FY 2022.</p> <p>Among action plan discussed were:</p> <ul style="list-style-type: none"> a. To minimize and limit the electrical usage based on the electricity scheduled. b. To run steam turbine during non-processing hours at least 2 hours c. To run the lowest kilowatt of diesel genset when electricity load is lower. 	Year	Diesel		Total	FFB	Genset	Operation	2022	199,394	11,167	210,847	6,486.32	2021	385,530	30514	416,570	8,142.95	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 Rimba Nilai POM has estimation of total energy required. This estimation was compared to the actual usage on a monthly basis and reported to the head office for monitoring purposes. The estimation of total energy required is available in the annual budget prepared by the management of the mill.	Complied									
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	There consumed mostly mesocarp fibres together with dried shells and shredded EFB fires as its main source of energy as the steam boiler fuel. Steam turbine was fully in operation when the process runs.	Complied									
Criterion 4.5.3: Waste management and disposal												
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	<p>Waste management plan was made available to the audit team. The mill management had identified 4 types of wastes and action plan to mitigate the negative impact and promote the positive one. Sighted as follow:</p> <table border="1"> <thead> <tr> <th>Type of waste</th> <th>Item description</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Industrial</td> <td>Scrap metal, POME, EFB, shell, fiber, ash.</td> <td>Collected by registered purchaser. Reuse as fuel for mill operation.</td> </tr> <tr> <td>Recycle</td> <td>Paper, glass, plastic.</td> <td>Collected at recycle waste collection center. Collected by registered purchasers.</td> </tr> </tbody> </table>	Type of waste	Item description	Action Plan	Industrial	Scrap metal, POME, EFB, shell, fiber, ash.	Collected by registered purchaser. Reuse as fuel for mill operation.	Recycle	Paper, glass, plastic.	Collected at recycle waste collection center. Collected by registered purchasers.	Complied
Type of waste	Item description	Action Plan										
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Criterion / Indicator		Assessment Findings			Compliance																	
		Domestic	Rubbish	Preparing land fill away from residential & water course area. Established collection schedule and PIC. Monitoring of line site.																		
		Schedule	Empty chemical drum Spent lubricating/ hydraulic oil Rags, contaminated plastic/ papers/ filters CPO laboratories test Florescent tube Used batteries COD vial	Collect and records the SW generated. Labelled with proper SW waste label. Dispose the items through registered contractor and receiver.																		
<p>The mill management had maintained and update the records of schedule waste on daily basis. Sighted the records from E-Swiss and "Rekod Pembuangan Terjadual" logbook.</p> <p>The mill had identified 9 SW which are:</p> <table border="1"> <thead> <tr> <th>SW Code</th> <th>Waste</th> </tr> </thead> <tbody> <tr> <td>SW102</td> <td>Used batteries (wet cell)</td> </tr> <tr> <td>SW 103</td> <td>Used batteries (dry cell)</td> </tr> <tr> <td>SW 109</td> <td>COD vial</td> </tr> <tr> <td>SW 110</td> <td>Florescent tube</td> </tr> <tr> <td>SW 305</td> <td>Spent hydraulic</td> </tr> <tr> <td>SW 306</td> <td>Spent lubricating oil</td> </tr> <tr> <td>SW 322</td> <td>CPO laboratory test products.</td> </tr> <tr> <td>SW 409</td> <td>Empty chemical container</td> </tr> </tbody> </table>						SW Code	Waste	SW102	Used batteries (wet cell)	SW 103	Used batteries (dry cell)	SW 109	COD vial	SW 110	Florescent tube	SW 305	Spent hydraulic	SW 306	Spent lubricating oil	SW 322	CPO laboratory test products.	SW 409
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Criterion / Indicator		Assessment Findings	Compliance		
		<table border="1"> <tr> <td>SW 410</td> <td>Rags, plastics, papers or contaminated filters</td> </tr> </table> <p>Schedule waste disposed to Legenda Bumimas Sdn Bhd (licensed contractor). Latest disposal was done on 06/02/2022 for SW110 (electrical & electronic components - 0.0060 Mt), SW 305 (spent lubricating oil - 1.2200 Mt), SW 102 (lead acid battery – 0.0610 Mt) and SW 410 (cotton rags – 0.0690 Mt, oil filters – 0.0960 Mt)</p>	SW 410	Rags, plastics, papers or contaminated filters	
SW 410	Rags, plastics, papers or contaminated filters				
4.5.3.2	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <p>a) Identifying and monitoring sources of waste and pollution.</p> <p>b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</p> <p>- Major compliance -</p>	<p>The mill management had identified and documented the appropriate action plan to reduce the pollution. The plans were made available to the audit team and reviewed. Details of the plan was mentioned under the indicator 4.5.3.1.</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>Boustead Estates Agency Sdn Bhd had developed SOP for Chemical Handling Management, issue no: 1, revision no: 1, dated on 11/10/2019. The objective of the SOP was to increase the knowledge and awareness of personnel on chemical management, to promote safe & healthy work practices among personnel during chemical handling and to guide the control measures that should be provides and action to be taken during.</p> <p>The SOP covers the following section:</p> <ol style="list-style-type: none"> Responsibilities (mill and estates) Procedure for receiving Procedure for handling Procedure for storage Procedure for disposal 	Complied		

Criterion / Indicator		Assessment Findings	Compliance						
		f. Training g. Control measures h. Emergency response. Mill management had identified 9 type of schedule wastes (details under indicator 4.5.3.1). SW inventory records (both manual logbook and E Swiss were sighted and reviewed by the audit team). Schedule waste disposed to Legenda Bumimas Sdn Bhd (licensed contractor). Latest disposal was done on 06/02/2022 for SW110 (electrical & electronic components - 0.0060 Mt), SW 305 (spent lubricating oil - 1.2200 Mt), SW 102 (lead acid battery – 0.0610 Mt) and SW 410 (cotton rags – 0.0690 Mt, oil filters – 0.0960 Mt)							
4.5.3.4	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse. - Minor compliance -	Domestic waste disposed at landfill in Sungai Sungai 1 Estate. The collection of domestic waste is managed by the mill management scheduled to collect domestic waste from the line site area, office, workshop, store and shop twice a week. Sighted the domestic waste record book, well maintained.	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, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	Assessment of all polluting activities was conducted by the mill management and documented under the file Environmental Aspect & Impact assessment. The finding from the assessment later was transformed into Improving Fossil Fuel and Palm GHG Plan. The management had identified 4 areas to focus on reducing the negative impact from the source of pollution. Sighted the plan follow: <table border="1" data-bbox="1086 1327 1870 1391"> <thead> <tr> <th>Source of pollution</th> <th>Area</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Source of pollution	Area	Action				Complied
Source of pollution	Area	Action							

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Criterion / Indicator		Assessment Findings			Compliance
		Diesel	Mill and estate quarters	To minimize and limit the electrical usage based on the scheduled. Replace the light bulb with energy saving bulb. Turn off the lights and appliances when leave.	
			Office, meeting room, weighbridge	To hibernate all PC when not in used. To switch off and unplug all the electrical equipment. To use light when necessary.	
			Laboratory	To hibernate all PC when not in used. To switch off and unplug all the electrical equipment. To use light when necessary.	
			Mill	To run steam turbine during non-processing hours at least two hours. To run the lowest kilowatt of diesel genset when electricity load is lower.	
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The mill has conducted assessment of all polluting activities in the Environmental Aspect Impact and Environmental Impact Evaluation. A management plan has been established based on the significant aspect and DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling. The plan was reviewed on annual basis.			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	Mr Nahemiah Sakai was appointed as competent person for CePPOME, dated 15/11/2018. Refer Certificate of Analysis for the			Complied

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Criterion / Indicator		Assessment Findings	Compliance																																			
	<p>(Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.</p> <p>- Major compliance -</p>	<p>Final Discharge from the POME Pond dated 15/07/2022 by Testing Services (Sabah) Sdn Bhd.</p> <p>According to the complaint schedule permit, the mill is permitted to discharge the effluent to the water course. DOE have set a permissible level for mill to discharge the effluent to water course as follow:</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Standard</th> </tr> </thead> <tbody> <tr> <td>BOD level</td> <td>20 mg/l</td> </tr> <tr> <td>Suspended solid</td> <td>200 mg/l</td> </tr> <tr> <td>Oil and grease</td> <td>20 mg/l</td> </tr> <tr> <td>Ammonium Nitrate</td> <td>150 mg/l</td> </tr> <tr> <td>Total Nitrogen</td> <td>200 mg/l</td> </tr> <tr> <td>pH</td> <td>5.0 > x >9.0</td> </tr> </tbody> </table> <p><u>POME Analysis Results</u></p> <table border="1"> <thead> <tr> <th>Parameters</th> <th>Units</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td>pH value</td> <td></td> <td>8.93</td> </tr> <tr> <td>BOD</td> <td>Mg/L</td> <td>30</td> </tr> <tr> <td>COD</td> <td>Mg/L</td> <td>277</td> </tr> <tr> <td>Suspended Solids</td> <td>Mg/L</td> <td>68</td> </tr> <tr> <td>Oil & Grease</td> <td>Mg/L</td> <td>2050</td> </tr> <tr> <td>Total Nitrogen</td> <td>Mg/L</td> <td>15</td> </tr> </tbody> </table>	Parameter	Standard	BOD level	20 mg/l	Suspended solid	200 mg/l	Oil and grease	20 mg/l	Ammonium Nitrate	150 mg/l	Total Nitrogen	200 mg/l	pH	5.0 > x >9.0	Parameters	Units	Results	pH value		8.93	BOD	Mg/L	30	COD	Mg/L	277	Suspended Solids	Mg/L	68	Oil & Grease	Mg/L	2050	Total Nitrogen	Mg/L	15	
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Suspended Solids	Mg/L	68																																				
Oil & Grease	Mg/L	2050																																				
Total Nitrogen	Mg/L	15																																				
Criterion 4.5.5: Natural water resources																																						
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p>	<p>Water management plan for mill operation was made available to the audit team, which inclusive of management of water body and wastewater produced. The plan identified the water source, issues, treatment method and action plan.</p>	Complied																																			

Criterion / Indicator		Assessment Findings					Compliance																							
	<p>a) Assessment of water usage and sources.</p> <p>b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities.</p> <p>c) Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>- Major compliance -</p>	<p>a. The mill</p> <table border="1"> <thead> <tr> <th>Area (Mill)</th> <th>Year</th> <th>M3</th> <th>FFB</th> <th>M3/Mt</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Operation</td> <td>2022</td> <td>63,407</td> <td>40,437.17</td> <td>1.57</td> </tr> <tr> <td>2021</td> <td>144,367</td> <td>9,7043</td> <td>1.49</td> </tr> <tr> <td rowspan="2">Housing</td> <td>2022</td> <td>46,909</td> <td>40,437.17</td> <td>1.16</td> </tr> <tr> <td>2021</td> <td>46,623</td> <td>97,043</td> <td>0.48</td> </tr> </tbody> </table> <p>b. Water quality analysis conducted every 3 months once while for microbiology analysis tested by monthly.</p> <p>3 samples were taken to analyse the microorganism and the reading shows that no microorganism was detected. Water quality analysis also shows the satisfactory results which below the parameters permitted by Department of Environment.</p> <p>c. Empty fruit bunch was recycled organic fertilizer to replenish nutrient for palm oil while for excess water is collected and reused for palm oil processing.</p>					Area (Mill)	Year	M3	FFB	M3/Mt	Operation	2022	63,407	40,437.17	1.57	2021	144,367	9,7043	1.49	Housing	2022	46,909	40,437.17	1.16	2021	46,623	97,043	0.48	
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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>Final discharged was channeled to the field thru the sprinkler application method. To serve the purpose, the mill has taken appropriate steps to reduce effluent rate as per guided in the Compliance Schedule.</p> <p>The mill management submitted First Schedule (Regulation 10 (2) every 3 months to Department of Environmental dated on 04/07/2022 and 08/04/2022. Effluent samples analysis result showed that the reading did not exceed the parameter in the Compliance Schedule.</p> <table border="1"> <thead> <tr> <th>Parameters</th> <th>Jan</th> <th>Feb</th> <th>Marc</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>8.89</td> <td>8.88</td> <td>8.24</td> </tr> <tr> <td>BOD</td> <td>16</td> <td>13</td> <td>18</td> </tr> </tbody> </table>					Parameters	Jan	Feb	Marc	pH	8.89	8.88	8.24	BOD	16	13	18	Complied											
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BOD	16	13	18																											

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Criterion / Indicator		Assessment Findings				Compliance
		COD	231	199	242	
		Total Solid	1720	1940	1520	
		SS	38	36	92	
		O&G	8	4	7	
		AN	1	1	1	
		Total N	17	20	14	
		Parameters	April	May	June	
		pH	8.08	8.57	8.23	
		BOD	13	10	13	
		COD	203	206	190	
		Total Solid	1930	2010	1960	
		SS	58	10	7	
		O&G	5	8	5	
		An	1	1	1	
		Total N	10	12	8	
4.6 Principle 6: Best Practices						
Criterion 4.6.1: Mill Management						
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	The standard operating procedure is available as documented as per Boustead Rimba Nilai POM Operation Manual dated 01/10/2017. This manual cover Administrative Procedure, Financial procedures, Field Contracts, Capital contract, Engineering works, Stores Procedures, Sales produce ex estate/mill procedures, Insurance, Annual estimates, computer control, periodically requirements,				Complied

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Criterion / Indicator		Assessment Findings	Compliance
		financial year end requirement, retentions of document, Sundries and Foreign workers expenses.	
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	The standard operating procedure is available as documented as per Boustead Rimba Nilai POM Operation Manual dated 01/10/2017. Verified through interview found all operation were according to company policies and SOP's. Implementation of Mill operation were monitored by Visiting Officer from Technical Engineer and Mill Advisor. Sighted latest visit from Technical Engineer Business Unit/Visiting Engineer, Engineering Service Department, Boustead Estates Agency Sdn Bhd on 26-28/01/2022 and Engineering Visit Report for January – December 2021.	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 -	All operating Units in Rimba Nilai Business Unit continued the commitment to long term sustainability and improvements through a capital expenditure program. The management has forecasted 5 years business plan from FY 2023 – 2027. The management plan include: 1. Throughput a. FFB – Tonne b. OER (%) c. KER (%) 2. Summary of Expenditure a. General Charges	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> b. Manufacture c. Depreciation d. Despatch 3. Capital Expenditure <ul style="list-style-type: none"> a. Buildings, utility b. Buildings, Welfare c. Machinery and Installation d. Vehicle, agricultural machinery e. Office equipment/ furniture f. Domestic equipment/ furniture and fittings 	
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p>- Major compliance -</p>	<p>The pricing mechanism was conducted as per contract agreement between the Contractors or FFB Supplier and Boustead Rimba Nilai Sdn. Bhd.</p> <p>For FFB supplier, the calculation of the price was spelled out under section Pricing/ Based Price. The price was based on MPOB Peninsular Malaysia Monthly Average CPO Delivered price. The Marketing Department in Headquarters will inform the mill through email on the monthly average CPO price on monthly basis. The mill displayed the monthly price at the weighbridge for buyer references.</p> <p>For contractors, the pricing mechanism was spelled out under section 3. Remuneration in Appendix 1.</p> <p>Reviewed the sampled contracts as follows:</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ol style="list-style-type: none"> 1. Boustead Rimba Nilai Sdn. Bhd. with Pengangkutan Dagang Tera Sdn. Bhd. dated 01/09/2018 2. Boustead Rimba Nilai Sdn. Bhd. with Pengangkutan Ya Hen Sdn. Bhd. dated 05/11/2017 3. Boustead Rimba Nilai Sdn. Bhd. with Sekitani Sdn. Bhd. dated 17/07/2017 4. Boustead Rimba Nilai Sdn. Bhd. with Masih Jaya Sdn. Bhd. dated 27/12/2015 5. Boustead Rimba Nilai Sdn. Bhd. with S.H.A Hup Aik Plantation Sdn. Bhd. dated 01/11/2016 	
4.6.3.2	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p>	<p>Contracts between Boustead Rimba Nilai Sdn. Bhd. with FFB supplier and contractors were found fair, legal and transparent and agreed between both parties. The payment terms were spelled out in the contract.</p> <p>As per contract, the payment terms were stated as within fourteen (14) days after submission of the monthly statement.</p> <p>Reviewed the sampled of contract payment as follows:</p> <ol style="list-style-type: none"> 1. Payment to Pengangkutan Dagang Tera Sdn. Bhd. for the month of June by Account Journal no. 10GJB17325 dated 12/07/2022 for Invoice no. PDT/TI/2022-124 dated 30/06/2022 2. Payment to Pengangkutan Ya Hen Sdn. Bhd. for the month of June by Account Journal no. 10GJB17325 dated 12/07/2022 for Invoice no. 00000466 dated 30/06/2022 	Complied
Criterion 4.6.4: Contractor			

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Criterion / Indicator		Assessment Findings	Compliance
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 -	Boustead Plantations Berhad has issued Additional Clause on Contract Agreement to all the contractors. In the additional clause stated as follows: The contractors shall comply with all related MSPO/RSP0 requirements. This includes that the RSP0/MSPO approved auditors have access to verify the assessment through physical inspection. Reviewed the sampled Additional Clause on Contract Agreement as follows: 1. Pengangkutan Ya Hen Sdn. Bhd signed on 10/10/2020 by the Director. 2. Pengangkutan Dagang Tera Sdn. Bhd. signed on 10/10/2020 by the Managing Director.	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Contract agreements between the Boustead Rimba Nilai Sdn. Bhd. and its contractors were made available. Generally, the elements of sustainability such as obligations to legal compliance, workers' welfare, safety and environmental issues.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	Boustead Plantations Berhad has issued Additional Clause on Contract Agreement to all the contractors. In the additional clause stated as follows: The contractors shall comply with all related MSPO/RSP0 requirements. This includes that the RSP0/MSPO approved auditors have access to verify the assessment through physical inspection. Reviewed the sampled Additional Clause on Contract Agreement as follows: 1. Pengangkutan Ya Hen Sdn. Bhd signed on 10/10/2020 by the Director.	Complied

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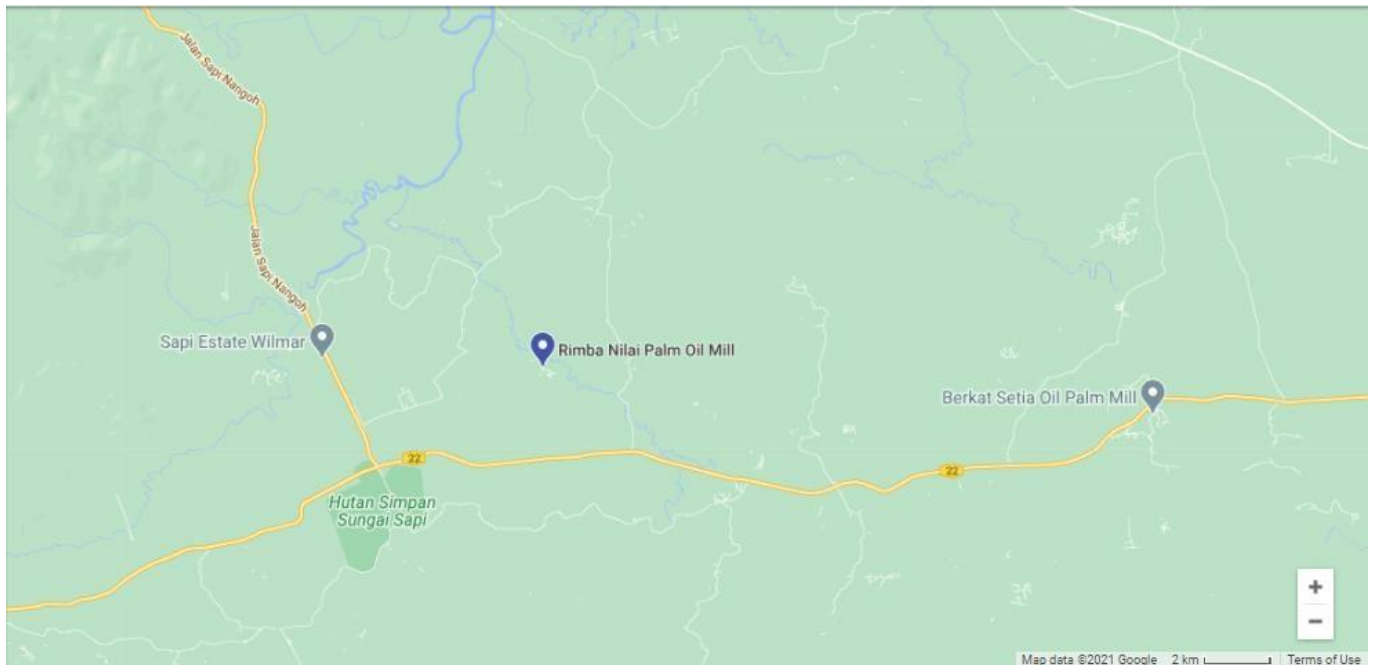
Criterion / Indicator	Assessment Findings	Compliance
	2. Pengangkutan Dagang Tera Sdn. Bhd. signed on 10/10/2020 by the Managing Director.	

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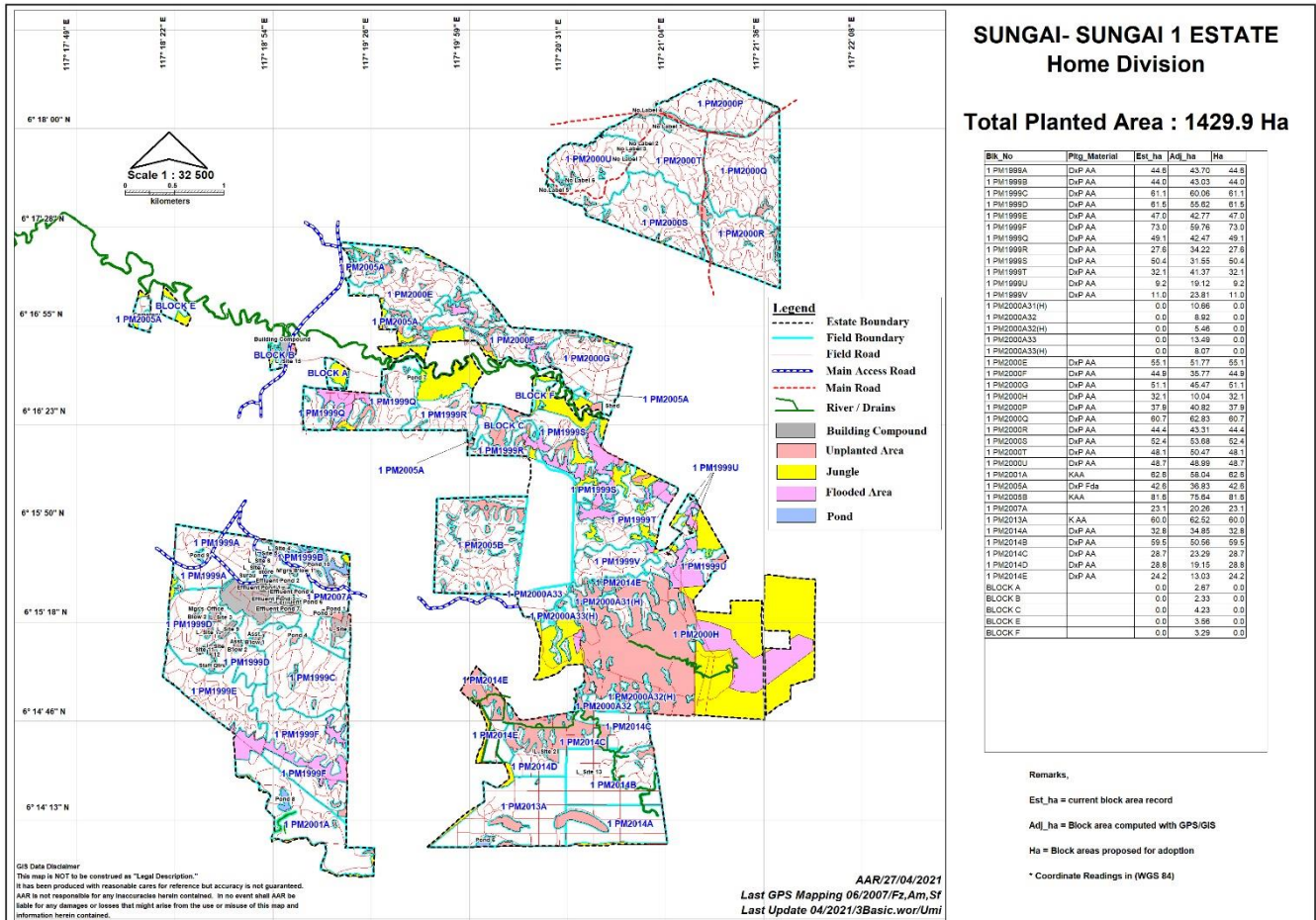
Appendix B: Smallholder Member Details

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

Appendix C: Location and Field Map

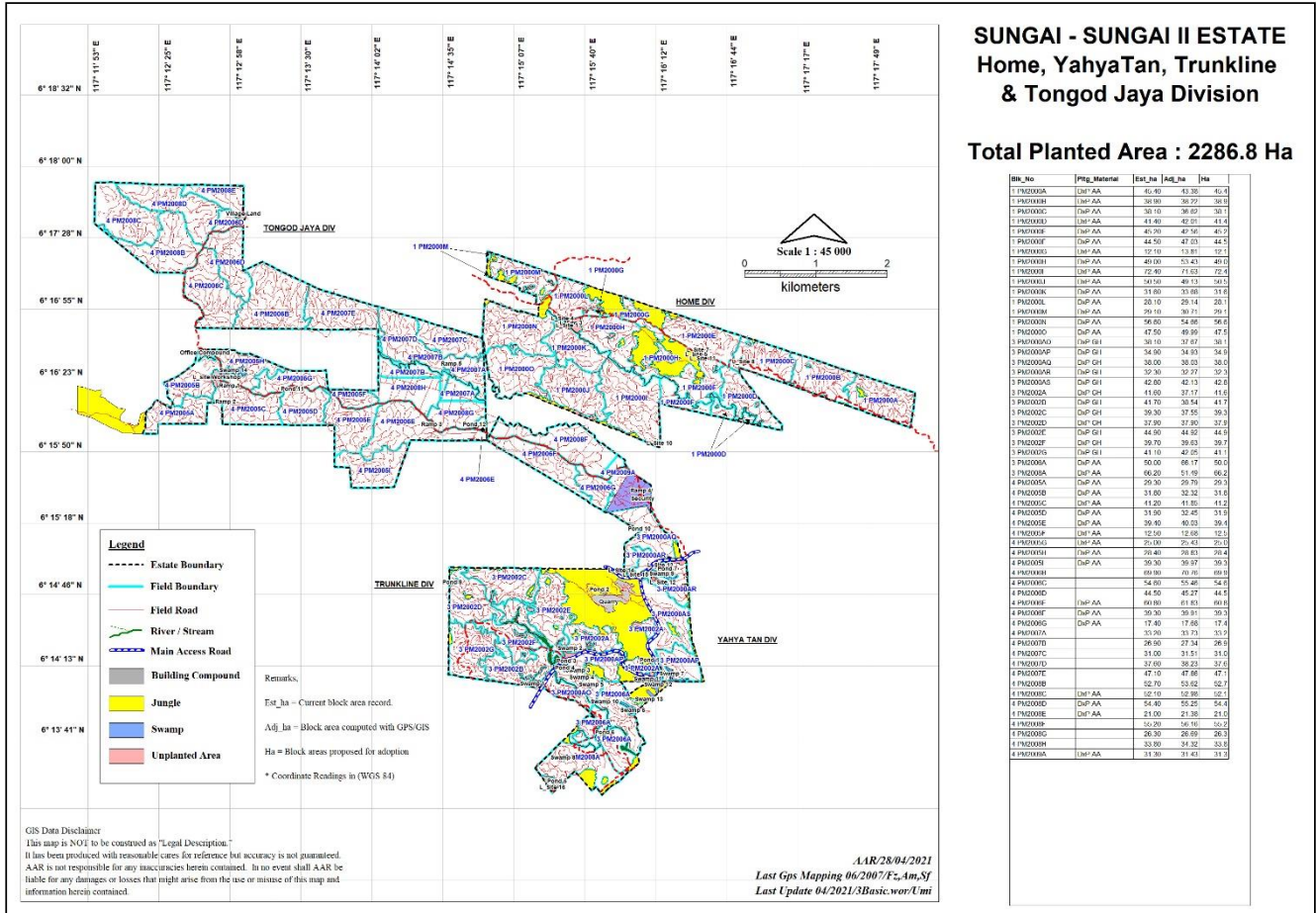


Sungai Sungai 1 Estate

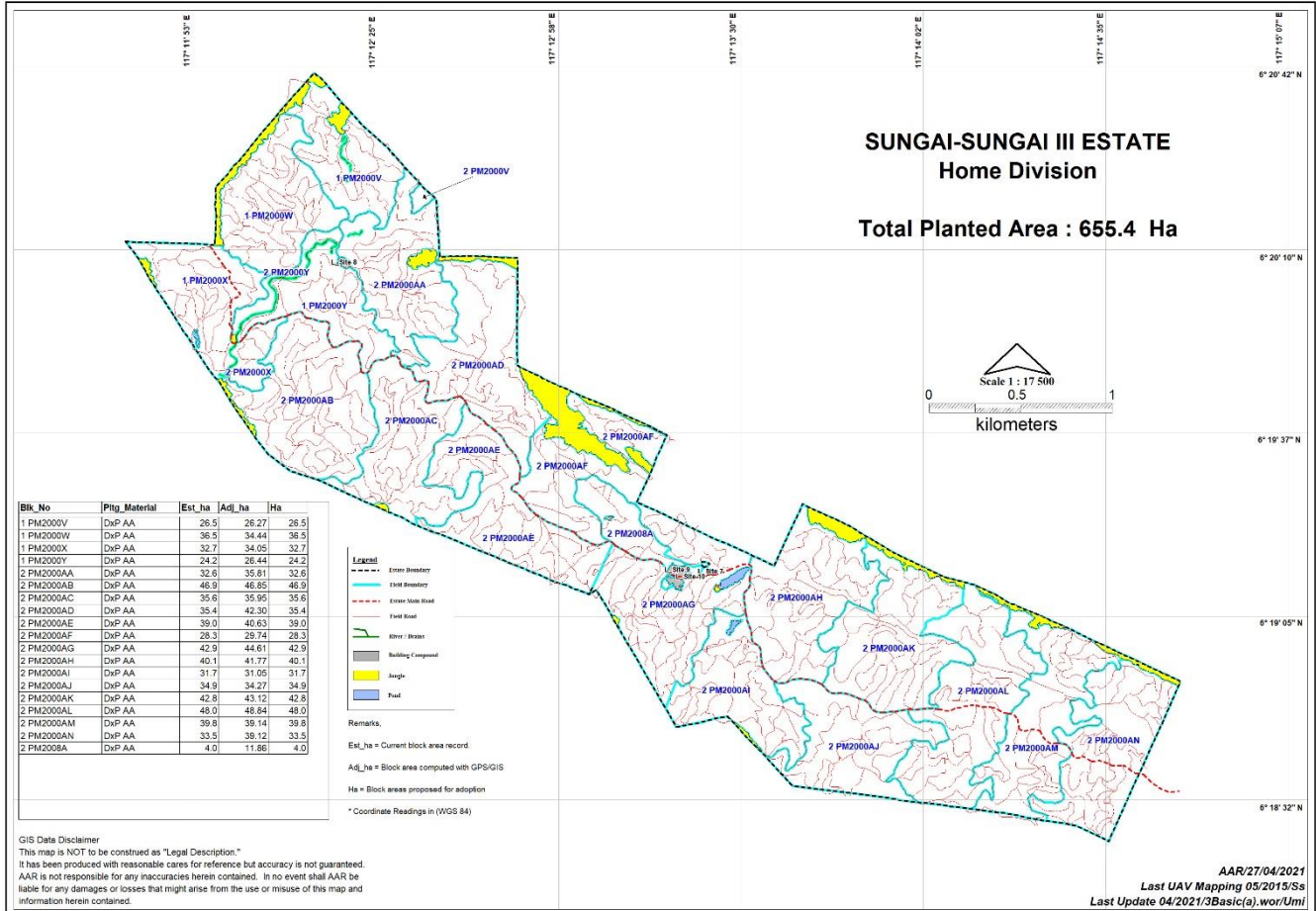


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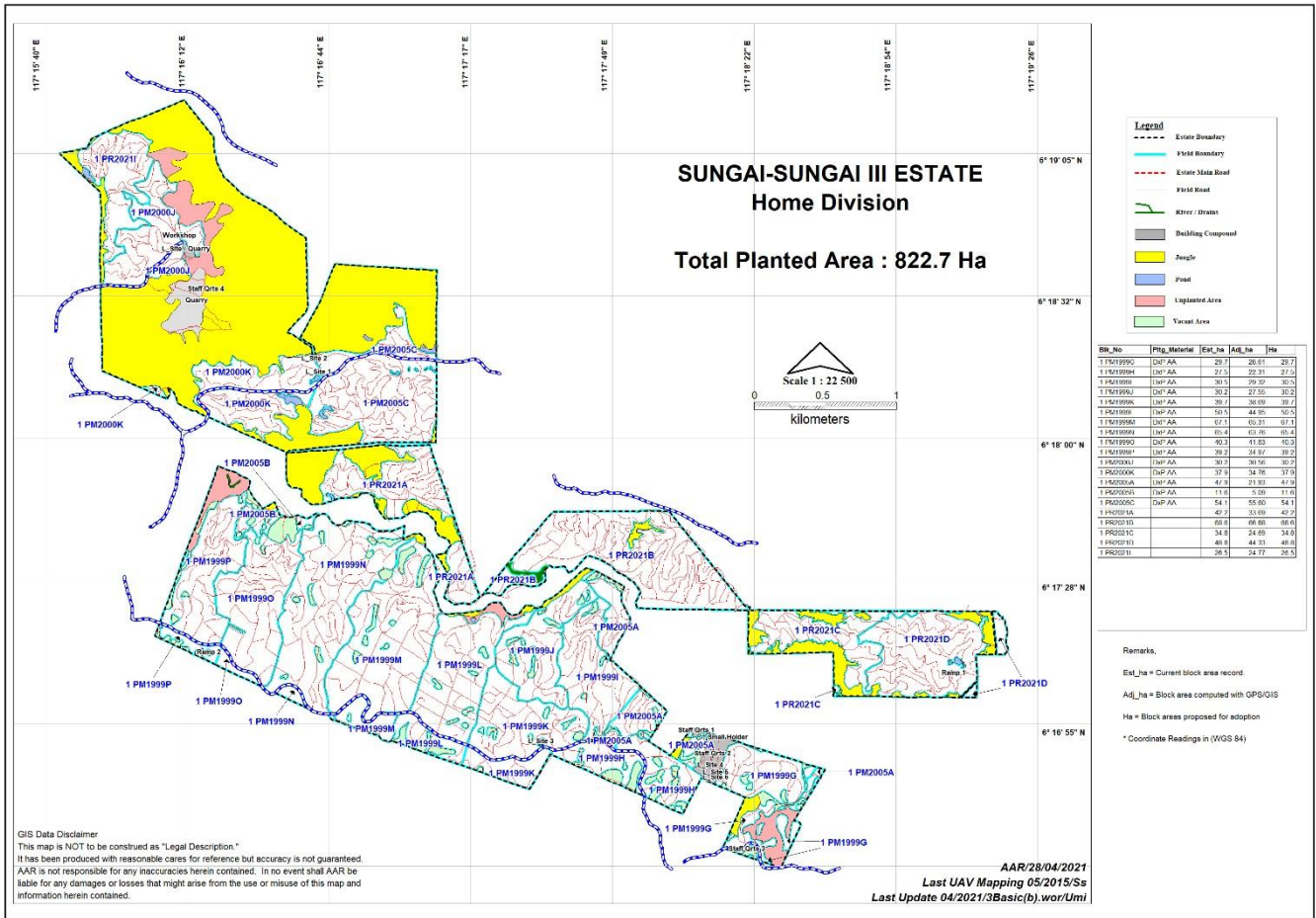
Sungai Sungai 2 Estate



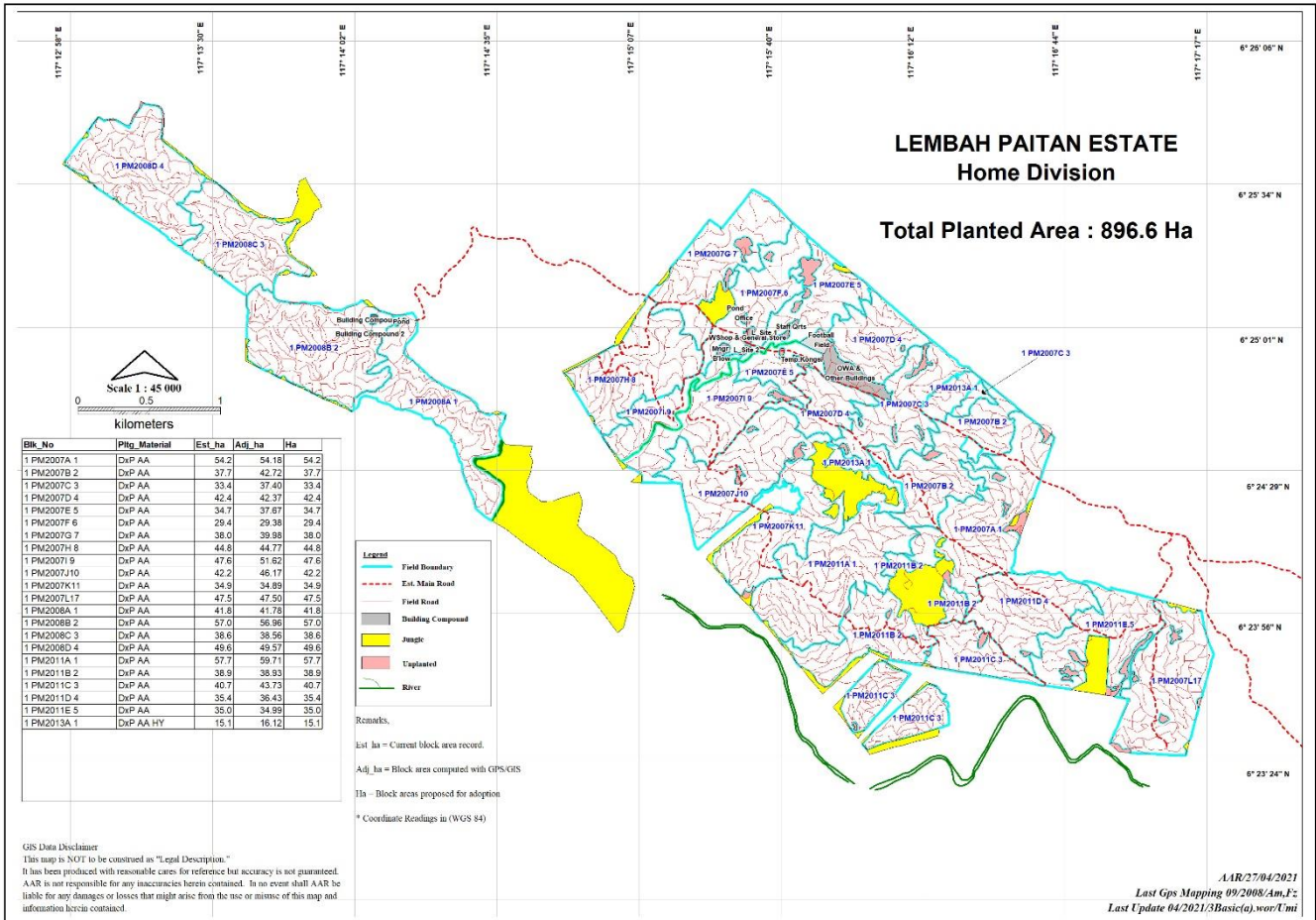
Sungai Sungai 3 Estate



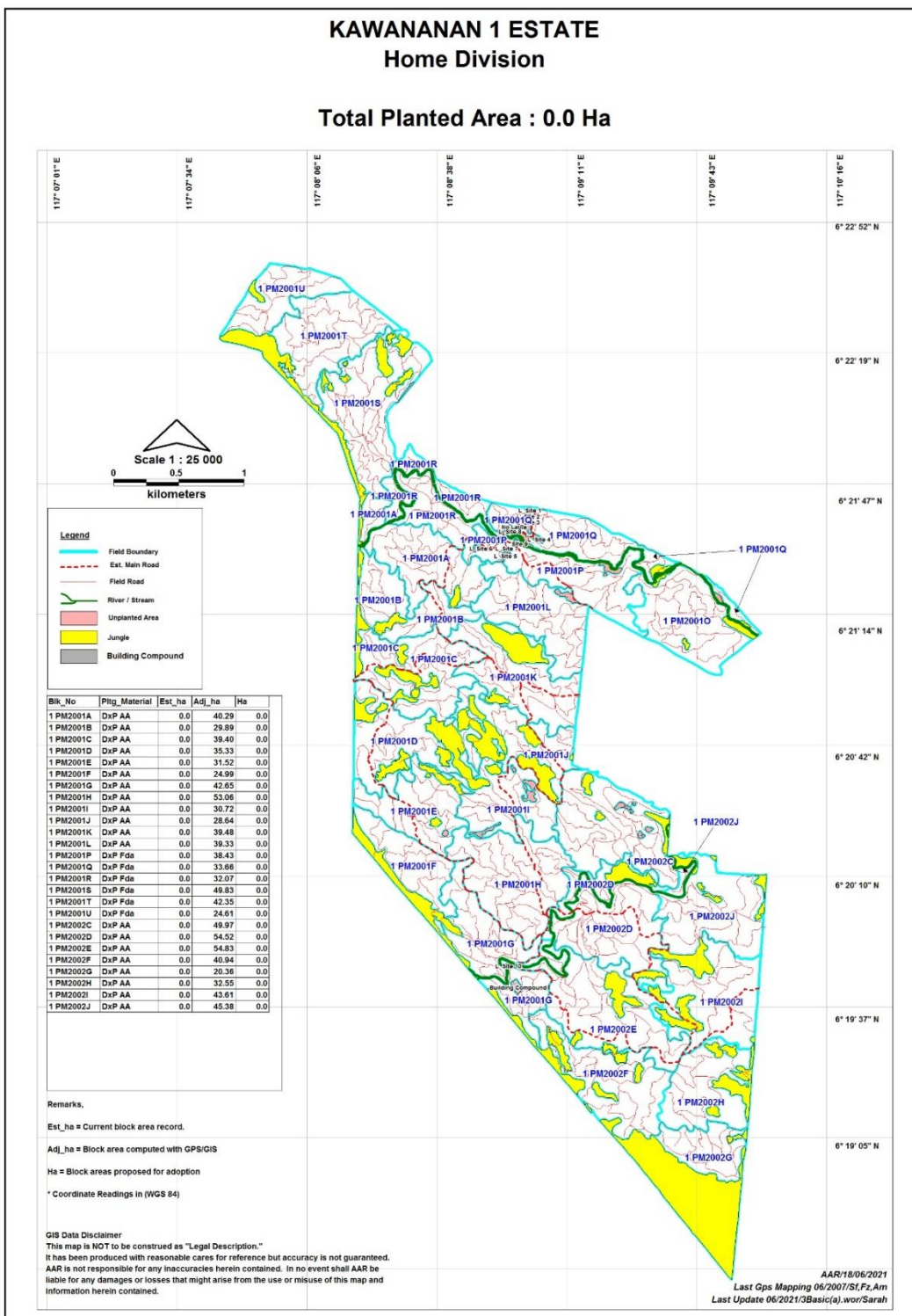
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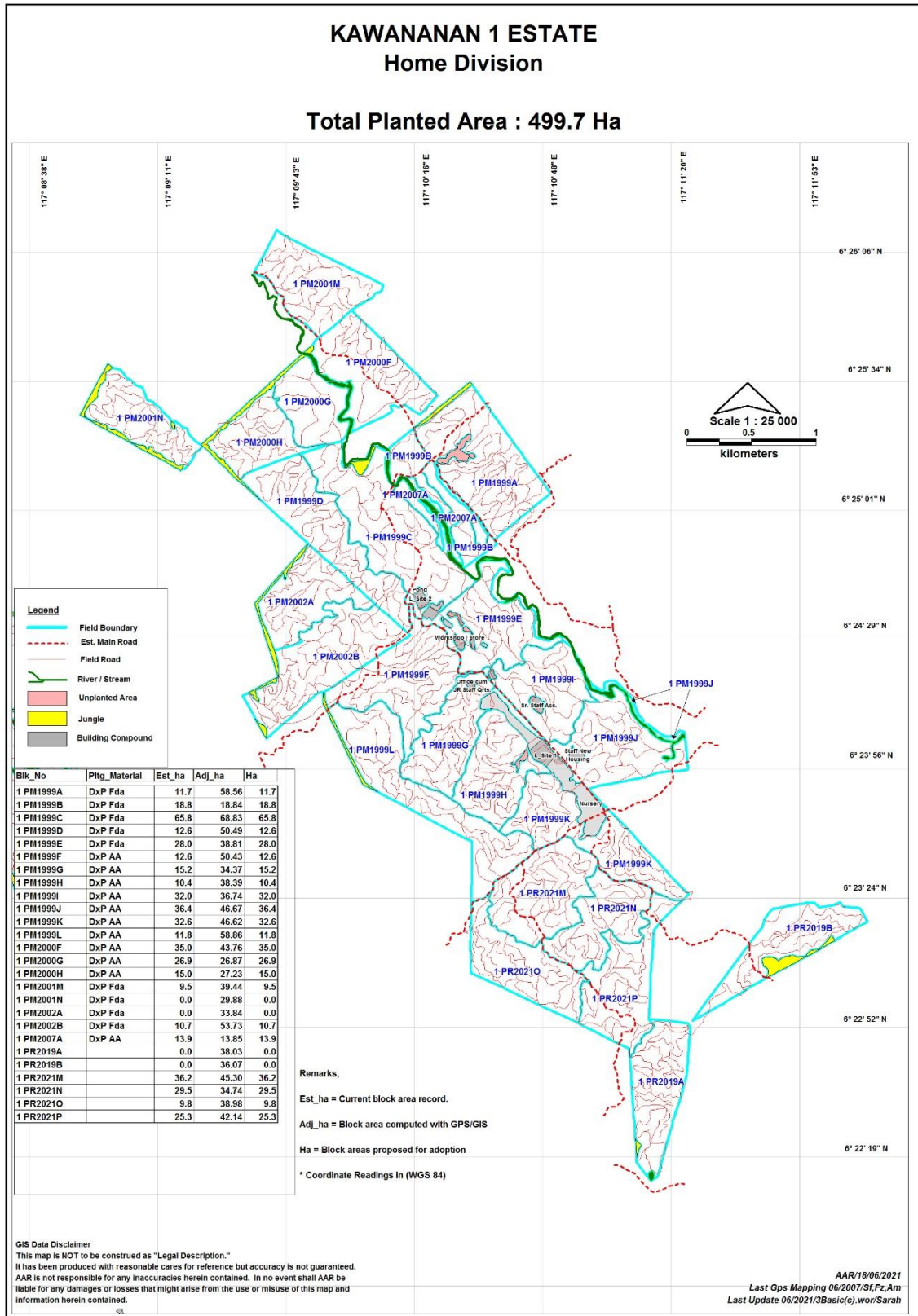


Lembah Paitan Estate



Kawananan 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