

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

**Initial Assessment**

**Annual Surveillance Assessment** (Choose an item.)

**Recertification Assessment (RA 1)**

<b>SIME DARBY PLANTATION BERHAD</b>
Client Company (HQ) Address: Head Office: Group Sustainability Department Level 11, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia
Certification Unit: SOU 3 Elphil Palm Oil Mill & Plantations: Elphil Estate, Kamuning Estate, Kinta Kellas Estate
Date of Final Report: 29/3/2023

**Report prepared by:**  
**VIJAY KANNA PAKIRISAMY** (Lead Auditor)

**Report Number: 3717749**

**Assessment Conducted by:**  
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## Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
<b>Company Name</b>	Sime Darby Plantation Berhad		
<b>Mill/Estate</b>	<b>Certification Unit</b>	<b>MPOB License No.</b>	<b>Expiry Date</b>
	Elphil Palm Oil Mill	540132004000	31/05/2023
	Elphil Estate	529849002000	31/05/2023
	Kamuning Estate	524034002000	30/09/2023
	Kinta Kellas Estate	528648002000	31/03/2023
<b>Address</b>	Level 11, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia		
<b>Management Representative</b>	Mdm. Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr. Rashidi bin Maan (Estate Manager)		
<b>Website</b>	www.simedarbyplantation.com	<b>E-mail</b>	kks.elphil@simedarbyplantati on.com
<b>Telephone</b>	03-78484379 (Head Office)	<b>Facsimile</b>	03-78484356 (Head Office)
1.2 Certification Information			
<b>Certificate Number</b>	Mill: MSPO 705883 Estate: MSPO 705885	<b>Certificate Start Date</b>	25/03/2023
<b>Date of First Certification</b>	25/03/2018	<b>Certificate Expiry Date</b>	24/03/2028
<b>Scope of Certification</b>	<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		
<b>Visit Objectives</b>	The objective of the assessment was to conduct a recertification audit and look for positive evidence to ensure that elements of the scope of certification and the requirements of the management standard are effectively addressed by the organization's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organization's specified objectives, as applicable with regard to the scope of the management standard, and to confirm the on-going achievement and applicability of the forward strategic plan and where applicable to identify potential areas for improvement of the management system.		
<b>Standard</b>	<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		
<b>Recertification Assessment Visit Date (RAV)</b>	27/02/2023 - 02/03/2023		
<b>Continuous Assessment Visit Date (CAV) 1_1</b>	-		

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<b>Continuous Assessment Visit Date (CAV) 1_2</b>	-
<b>Continuous Assessment Visit Date (CAV) 1_3</b>	-
<b>Continuous Assessment Visit Date (CAV) 1_4</b>	-

### 1.3 Other Certifications

Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 550180	RSPO Principles & Criteria for Sustainable Palm Oil Production; Malaysian National Interpretation: 2019	BSI Services Malaysia Sdn Bhd	17/06/2026
MSPO 717672	MSPO Supply Chain Certification Standard (MSPO SCCS) 1 October 2018	BSI Services Malaysia Sdn Bhd	11/11/2024

### 1.4 Location of Certification Unit

Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
Elphil Palm Oil Mill	Elphil Palm Oil Mill, Jalan Lintang, Sungai Siput Utara, 31100 Sungai Siput, Perak, Malaysia	4° 53' 24.30" N	101° 05' 38.70" E
Elphil Estate	Ladang Elphil, Bt. 6, Jalan Lintang, 31100 Sungai Siput(U), Perak, Malaysia	4° 53' 11.40" N	101° 06' 03.20" E
Kamuning Estate	Ladang Kamuning/Changkat Salak, 31100 Sungai Siput, Perak, Malaysia	4° 49' 34.40" N	101° 03' 44.40" E
Kinta Kellas Estate	Ladang Kinta Kellas, P.O. Box 31007, Batu Gajah, Perak, Malaysia	4° 27' 46.10" N	101° 04' 30.70" E

### 1.5 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Elphil Estate	1,660.33	26.53	176.92	1,863.78	89.08
Kamuning estate	2,638.19	84.59	1,165.65	3,888.43	67.85
Kinta Kellas Estate	936.34	3.69	100.71	1,040.74	89.97
<b>Total (ha)</b>	<b>5,234.86</b>	<b>114.81</b>	<b>1,443.28</b>	<b>6,792.95</b>	

### 1.6 Plantings & Cycle

Estate	Age (Years)	Mature	Immature
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	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Elphil Estate	218.63	373.26	156.91	892.43	19.10	1,441.70	218.63
Kamuning Estate	508.00	857.00	237.00	1,036.19	-	2,130.19	508.00
Kinta Kellas Estate	59.61	347.8	-	528.93	-	876.73	59.61
<b>Total (ha)</b>	<b>786.24</b>	<b>1,578.06</b>	<b>393.91</b>	<b>2,457.55</b>	<b>19.10</b>	<b>4,448.62</b>	<b>786.24</b>

### 1.7 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Mar 22 - Feb 23)	Actual (Mar 22 - Jan 23)	Forecast (Mar 23 - Feb 24)
Elphil Estate	31,772.80	22,943.21	26,221.00
Kamuning Estate	38,559.88	22,152.29	29,443.00
Kinta Kellas Estate	15,736.31	6666	15,480.07
Chersonese Estate	-	73.32	-
Kalumpong Estate	-	213.10	-
<b>Total (mt)</b>	<b>86,068.99</b>	<b>52,047.92</b>	<b>71,144.07</b>

### 1.8 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Mar 22 - Feb 23)	Actual (Mar 22 - Jan 23)	Forecast (Mar 23 - Feb 24)
Tang Tatt Trading Sdn Bhd	-	86,225.21	-
Eng Huat Latex Concentrate Sdn Bhd	-	58,211.65	-
Dovenby UAT	-	1776.65	-
<b>Total (mt)</b>	<b>-</b>	<b>146,213.51</b>	<b>-</b>

### 1.9 Certified Tonnage

	Estimated (Mar 22 - Feb 23)	Actual (Mar 22 - Jan 23)	Forecast (Mar 23 - Feb 24)
	<b>Mill Capacity: 45 MT/hr</b>	<b>FFB</b>	<b>FFB</b>
	86,068.99	52,047.92	71,144.07
<b>SCC Model: MB</b>	<b>CPO (OER: 20.75%)</b>	<b>CPO (OER: 19.79%)</b>	<b>CPO (OER: 20.67%)</b>
	17,859.32	10,297.69	14,705.48
	<b>PK (KER: 5.40%)</b>	<b>PK (KER: 4.84%)</b>	<b>PK (KER: 5.24%)</b>
	4,647.73	2,518.82	3,727.95

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<b>1.10 Actual Sold Volume (CPO)</b>					
<b>CPO (mt)</b>	<b>MSPO Certified</b>	<b>Other Schemes Certified</b>		<b>Conventional</b>	<b>Total</b>
		<b>ISCC</b>	<b>RSPO</b>		
10,297.69	-	-	1,448.06	8,429.27	9,877.33

<b>1.11 Actual Sold Volume (PK)</b>					
<b>PK (mt)</b>	<b>MSPO Certified</b>	<b>Other Schemes Certified</b>		<b>Conventional</b>	<b>Total</b>
		<b>ISCC</b>	<b>RSPO</b>		
2,518.82	-	-	163.33	-	163.33

## 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 27/02/2023 - 02/03/2023. The audit programme is included as Section 2.4. The approach to the audit was to treat the mill and plantations 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.

Prior to the initial certification and recertification audit, 30 days Public Notification was made through the BSI website on 23/01/2023 via website [https://www.bsigroup.com/globalassets/localfiles/en-my/mspo/Public%20Notification/2023/01-02-mspo-public-notification\\_recertification\\_sime-darby\\_sou-3-elphil-pom-supply-base\\_english.pdf](https://www.bsigroup.com/globalassets/localfiles/en-my/mspo/Public%20Notification/2023/01-02-mspo-public-notification_recertification_sime-darby_sou-3-elphil-pom-supply-base_english.pdf).

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

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

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

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

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

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

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

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

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

Assessment Program					
Name (Mill / Plantation)	Year 1 (Recertification)	Year 2 (ASA 1_1)	Year 3 (ASA 1_2)	Year 4 (ASA 1_3)	Year 5 (ASA 1_4)
Elphil Palm Oil Mill	✓	✓	✓	✓	✓
Elphil Estate	✓	-	✓	✓	-
Kamuning Estate	✓	✓	-	✓	✓
Kinta Kellas Estate	-	✓	✓	-	✓

**Tentative Date of Next Visit: February 26, 2024 - February 29, 2024**

**Total No. of Mandays: 11 Mandays**

**2.1 BSI Assessment Team**

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Vijay Kanna Pakirisamy (VKP)	Team Leader	<p><b>Education:</b>            Bachelors in Agribusiness Science Management with Honours from University Utara Malaysia in 2010.</p> <p><b>Work Experience:</b>            He gained his working exposure in the plantation sector, serving as an Assistant Manager with KL Kepong and IOI Plantations and as a Sr. Assistant Manager with United Plantations Berhad prior to joining BSI as a Client Manager.</p> <p><b>Training attended:</b>            He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in November 2019, Endorsed RSPO P&amp;C Lead Auditor Course in October 2019, Endorsed RSPO SCCS Lead Auditor Course in August 2020, Endorsed MSPO Lead Auditor Course in November 2019 and attended SMETA Requirements Training in April 2021.</p> <p><b>Aspect covered in this audit:</b></p>



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		<p>During this assessment, he assessed on the aspects of legal, mill best practices, estate best practices, safety and health and environmental aspect.</p> <p><b>Language proficiency:</b>          He is fluent in English, Bahasa Malaysia, Tamil languages.</p>
Muhamad Naqiuddin Mazeli (MNM)	Team Member	<p><b>Education:</b>          Bachelor of Science Horticulture, University Putra Malaysia.</p> <p><b>Work Experience:</b>          11 years working experience in oil palm industry managing sustainability implementation and certification of RSPO P&amp;C, ISCC, ISO 9001 and ISO 45001 (OHS 18001) for the estates, mills, refineries and smallholder scheme. He also supported in providing training related to RSPO and other certifications where applicable to the operations during previous company.</p> <p><b>Training attended:</b>          ISO 9001:2015 LA Training (2018), ISO 14001:2015 LA Training (2019), ISO 45001:2018 LA Training (2019), HCV &amp; HCS Training (2020), RSPO P&amp;C LA Training (2018) and Social Auditing &amp; SMETA Training (2021).</p> <p><b>Aspect covered in this audit:</b>          During this assessment, he has assessed the policy and commitment, social requirements, contract agreement, human rights, workers' welfare, stakeholder consultation, legal requirements, land &amp; legal issue, and transparency requirements.</p> <p><b>Language proficiency:</b>          English and Bahasa Malaysia languages.</p>
Amir Bahari (AB)	Team Member	<p><b>Education:</b>          He obtained qualification in B.Sc. (Hons) Chemistry USM 1985 &amp; Diploma in Palm Oil Milling Tech/Management MPOB 1996.</p> <p><b>Work Experience:</b>          He has been in the plantations industry for 30 years, among others managing rubber factories, palm oil mills and estates.</p> <p><b>Training attended:</b>          During the tenure of employment, he has been trained as an auditor in ISO 9001, ISO 14001, OHSAS 18001, Endorsed RSPO P&amp;C Lead Auditor Course (2019) and HCV Auditing for RSPO &amp; MSPO course (2016).</p> <p><b>Aspect covered in this audit:</b>          During this assessment, he assessed on the aspects of legal, mill best practices, estate best practices, legal requirements, environmental aspects and HCV requirements.</p> <p><b>Language proficiency:</b>          He is fluent in both verbal/written in Bahasa Malaysia and English.</p>
Mohd Sabre Salim (MSS)	Peer Reviewer	<p><b>Education:</b>          Master's in Business Administration (MBA) from UiTM in 2006 and Bachelor Science Agribusiness from UPM in 1986.</p>

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		<p><b>Work Experience:</b>          He gained his working exposure in the plantation sector, serving as a Plantation Manager with Hap Seng Plantation Berhad and currently as consultant, free-lance lecturer, and trainer at MDV Management Sdn Bhd. He has more than 50 MSPO report that has been reviewed.</p> <p><b>Training attended:</b>          He has completed Endorsed Lead Auditor Course and Endorsed MSPO Lead Auditor Course and MSPO Peer Review certificate by MPOCC. He has attended MSPO Peer Reviewer 1 - 2017 by MPOCC.</p> <p><b>Expertise:</b>          General management, leadership &amp; financial management, occupational safety &amp; health management, plantation (agriculture &amp; agribusiness), Management Malaysian Sustainable Palm Oil (MSPO).</p>
Muhammad Sufyan Azmi (MSA)	Peer Reviewer	<p><b>Education:</b>          Master's in Business Administration (MBA) from Open University Of Malaysia and Bachelor Degree in Bioindustry from UPM in 2006.</p> <p><b>Work Experience:</b>          He gained his working exposure in the plantation sector with 15 years' experience, currently serving as a Plantation Manager with TSH Resources Berhad and previously as an Audit Executive with Kulim Malaysia Berhad.</p> <p><b>Training attended:</b>          He has attended MSPO Peer Reviewer 2 - 2017 by MPOCC.</p> <p><b>Expertise:</b>          General management, auditing, environment and plantation management.</p>

**2.2 Impartiality and conflict of interest**

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

**2.3 Accompanying Persons**

No.	Name	Role
	Nil	

**2.4 Assessment Plan**

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

Date	Time	Subjects	VKP	MNM	AB
26/02/2023, Sunday	-	Auditors travel from Kuala Lumpur to Ipoh.	✓	✓	✓

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27/02/2023, Monday	0900 - 0930	Opening meeting - Opening presentation by audit team leader - Confirmation of assessment scope and finalize audit plan	✓	✓	✓
	0930 - 1230	<b>Elphil Estate</b> 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, Scheduled wastes management, workers housing, clinic, Landfill, etc.	✓	✓	✓
	1230 - 1330	Lunch break	✓	✓	✓
	1330 - 1630	<b>Elphil Estate</b> Document review P1 – P7 (MSPO Part 3): General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.	✓	✓	✓
	1630 - 1700	Interim closing meeting	✓	✓	✓
28/02/2023, Tuesday	0900 - 1230	<b>Elphil Estate</b> Continue document review P1 – P7 (MSPO Part 3): General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.	✓	-	-
		<b>Kamuning Estate</b> 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, Scheduled wastes management, workers housing, clinic, Landfill, etc	-	✓	✓
	1000 - 1200	Stakeholder consultation – Government Agencies, NGO, Surrounding Communities, and Contractors/Vendors (Mill and Estate Combine).	✓	-	-
	1230 - 1330	Lunch break	✓	✓	✓
	1330 - 1630	<b>Elphil Estate</b>	✓	-	-

Date	Time	Subjects	VKP	MNM	AB
		<p>Continue document review P1 – P7 (MSPO Part 3): General Documentation e.g. Legal, Manual and Procedure, production &amp; monitoring records, IPM &amp; HCV records, SEIA documents &amp; records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.</p> <p><b>Kamuning Estate</b> Document review P1 – P7 (MSPO Part 3): General Documentation e.g. Legal, Manual and Procedure, production &amp; monitoring records, IPM &amp; HCV records, SEIA documents &amp; records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.</p>	-	✓	✓
	1630 - 1700	Interim closing meeting	✓	✓	✓
01/03/2023, Wednesday	0900 - 1230	<p><b>Kamuning Estate</b> Continue document review P1 – P7 (MSPO Part 3): General Documentation e.g. Legal, Manual and Procedure, production &amp; monitoring records, IPM &amp; HCV records, SEIA documents &amp; records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.</p> <p><b>Elphil POM</b> Site visit: FFB receiving, warehouse, workshop, wastes management &amp; Landfill, Effluent Ponds, OSH &amp; ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders, etc</p>	✓	-	✓
	1230 - 1330	Lunch break	✓	✓	✓
	1330 - 1630	<p><b>Kamuning Estate</b> Continue document review P1 – P7 (MSPO Part 3): General Documentation e.g., Legal, Manual and Procedure, production &amp; monitoring records, IPM &amp; HCV records, SEIA documents &amp; records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.</p>	✓	-	✓

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		<b>Elphil POM</b> Document Review P1 – P6 (MSPO Part 4): SOPs, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation, etc.	-	✓	-
	1630 - 1700	Interim closing meeting	✓	✓	✓
02/03/2023, Thursday	0900 - 1230	<b>Elphil Palm Oil Mill</b> Site visit: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders, etc.	✓	-	✓
	1230 - 1330	Lunch break	✓	-	✓
	1330 - 1600	Document Review P1 – P6 (MSPO Part 4): SOPs, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation, etc.	✓	-	✓
	1600 - 1630	Assessment team discussion and preparation	✓	-	✓
	1630 - 1700	Closing Meeting	✓	-	✓
03/03/2023, Friday	-	Audit team travel from Ipoh to Kuala Lumpur	✓	✓	✓

### Section 3: Assessment Findings

#### 3.1 Details of audit results

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

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

#### 3.2 Details of Nonconformities and Opportunity for improvement

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

During the assessment there were Zero (0) Major nonconformities, One (1) Minor nonconformities and Zero (0) OFI raised. Sime Darby Plantation Berhad SOU 3 Elphil 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. Below is the summary of the non-conformity raised during this assessment.

Non-Conformity Report			
<b>NCR Ref #:</b>	2317021-202302-N1	<b>Issue Date:</b>	02/03/2023
<b>Due Date:</b>	Next Surveillance Assessment	<b>Date of Closure:</b>	Open
<b>Area/Process:</b>	Kamuning Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.5.3.2 Minor
<b>Requirements:</b>	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: a) Identifying and monitoring sources of waste and pollution b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products		
<b>Statement of Nonconformity:</b>	The waste management plan to include recycling and disposal of waste generated from external parties were not comprehensively documented and implemented.		
<b>Objective Evidence:</b>	An onsite interview made with YIH Construction Sdn Bhd has confirmed that machinery maintenance and service was done onsite. Responsibilities of the said Contractor to manage all wastes (SW, recycled, domestic, waste etc. generated accordingly was spelled out under contract form, term of delivery no (iii). This however was not clearly defined under the Waste Management Plan 2023		
<b>Corrections:</b>	Estate Management immediately inform YIH Construction Sdn Bhd not to conduct machinery services on the ground without proper tray and prevent direct		

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	contaminated on the ground. Others, estate management already add on scheduled waste handling by contractor inside waste management plan
<b>Root cause analysis:</b>	The contractor does not adhere as per the contract. The contractor also not clear on how to handle scheduled waste until scheduled waste disposal.
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Estate will include the contractor for scheduled waste training.</li> <li>2. At the same time, Estate will monitor through workplace inspection from time to time at the contractor area and to ensure all scheduled waste dispose as per Environmental Quality Act (Scheduled Waste) Reg 2005.</li> </ol>
<b>Assessment Conclusion:</b>	The submitted CAP detailing on proposed actions to be taken to address the raised nonconformity, based on the root cause identified were reviewed and deemed to be appropriate. Thus, the effectiveness of the CAP will be verified during the next surveillance assessment.

<b>Opportunity For Improvement</b>			
<b>Ref:</b>	-	<b>Clause:</b>	-
<b>Area/Process:</b>	-		
<b>Objective Evidence:</b>	-		

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

**3.3 Status of Nonconformities Previously Identified and OFI**

<b>Non-Conformity Report</b>			
<b>NCR Ref #:</b>	2183025-202203-M1	<b>Issue Date:</b>	17/03/2022
<b>Due Date:</b>	16/06/2022	<b>Date of Closure:</b>	16/06/2022
<b>Area/Process:</b>	Elphil POM	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 4: 4.4.4.2 Major
<b>Requirements:</b>	<p>The occupational safety and health plan should cover the following:</p> <ol style="list-style-type: none"> <li>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).</li> <li>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance with Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000</li> </ol>		
<b>Statement of Nonconformity:</b>	The occupational safety and health plan were not effectively implemented.		

<p><b>Objective Evidence:</b></p>	<p>During site visit at Effluent Pond area Elphil POM, it was found one JCB Driver from contractor KRM Mawar Murni was doing maintenance job without wearing safety helmet and safety shoes (due to diabetic wound) when operating the JCB. It was not in line with Occupational Safety &amp; Health manual Chapter 8 Personal Protective Equipment Version 1, Issue No. 1 dated 20/08/2008 section 11.0 Recommendation PPE for Operating Unit, Type of work Loading &amp; Transporting / Driving &amp; Riding).</p> <p>During site visit at Effluent area Elphil POM, it was found 1 worker who is ETP Chargehand was using modified drinking bottle for refilling petrol to the water pump engine when do maintenance job at that area. It was not in line Occupational Safety &amp; Health manual Chapter 9 Chemical Safety Management Version 1, Issue No. 1 dated 20/08/2008 section 6.0 Procedures for handling.</p>
<p><b>Corrections:</b></p>	<ol style="list-style-type: none"> <li>1. Immediately stop the contract work at effluent pond.</li> <li>2. Conduct PPE, Chemical Safety Management and Handling briefing to our ETP charge hand and contract workers.</li> <li>3. Issue and ensure the right PPE and proper tools to be used for water pump engine maintenance.</li> </ol>
<p><b>Root cause analysis:</b></p>	<ol style="list-style-type: none"> <li>1. Monitoring of contractor worker's safety PPE is less effective.</li> <li>2. ETP Chargehand did not use the proper tools provided to do maintenance job at water pump engine.</li> </ol>
<p><b>Corrective Actions:</b></p>	<ol style="list-style-type: none"> <li>1. Before the work permit is issued our management, representative will brief the safety procedure.</li> <li>2. Management representative or Auxiliary Police will verify PPE for all contract workers comply as per work permit before starting the work.</li> <li>3. Mill management will ensure all workers to carry out job in line with Occupational Safety &amp; Health &amp; Chemical Safety Management. Mill will issue a warning letter to the contractors and will terminate their service if they continuously cannot comply with mill requirements on maintaining good safety.</li> </ol>
<p><b>Assessment Conclusion:</b></p>	<ol style="list-style-type: none"> <li>1. Safety procedure has been briefed before the work permit is given. Refer PPE, Chemical Safety Management and Handling Briefing dated 04/04/2022.</li> <li>2. Inspection by Auxiliary Police has been conducted as per evidence inspection at ETP Elphil POM dated 05/05/2022.</li> <li>3. Control point to ensure the safe work condition has been monitored as per evidence Visitor Chit dated 05/05/2022 and Permit to Work form dated 05/05/2022.</li> </ol> <p>The evidence has been implemented and Major NC was effectively closed on 16/06/2022.</p>
<p><b>Verification Statement:</b></p>	<ol style="list-style-type: none"> <li>1. During the visit to the mill operations, it was verified that all personals were equipped with appropriate PPEs as required by the respective stations. Interview with the sampled workers indicated that they were aware on the importance of wearing appropriate PPEs and the hazards and risks that it controls. They also mention that there was no restriction in obtaining PPEs from the management and they are provided with them free of charge. Records of PPE issuance was also available for verification.</li> <li>2. During the site visit around the mill operation area, stores and workshop, there were no evidence of chemical or hydrocarbons being stored in unlabelled containers. Interview with the foreman and workshop attendants indicated that</li> </ol>



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	<p>they are not allowed to transfer hydrocarbons such as diesel or lubricants into other unlabelled containers.</p> <p>Based on the evidence verified it was confirmed that the implementation of the corrective action plan has been successful to address the previously raised non-conformity. Hence the major non-conformity remains closed.</p>
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<b>Non-Conformity Report</b>			
<b>NCR Ref #:</b>	2183025-202203-M2	<b>Issue Date:</b>	17/03/2022
<b>Due Date:</b>	16/06/2022	<b>Date of Closure:</b>	16/06/2022
<b>Area/Process:</b>	Elphil POM	<b>Clause &amp; Category (Major / Minor)</b>	MSPO 2530 Part 4: 4.3.1.3 Major
<b>Requirements:</b>	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.		
<b>Statement of Nonconformity:</b>	The monitoring of legal requirements register was not effective.		
<b>Objective Evidence:</b>	<p>Legal and other Requirements Register (LORR) – Summary of Compliance for Elphil POM reviewed on 03/03/2022 has shown that all legal and other requirements are complied. However, there was some non-compliance identified during authority visit was not updated in the Legal and other Requirements Register as per notice issued below:</p> <ol style="list-style-type: none"> <li>1. Notice of Prohibition (S/N: 001651) and Arahan Pematuhan Akta Keselamatan dan Kesihatan Pekerjaan (AKKP) 1994 / Akta Kilang dan Jentera (AKJ) issued by DOSH Perak dated 11/02/2022.</li> <li>2. Field Citation report dated 14/03/2022 which has stated non-compliance to the compliance schedule (License No: 001845, validity period: 01/07/2021 – 30/06/2022) items no: 8, 9, 24, 45 and 46.</li> </ol>		
<b>Corrections:</b>	To update noncompliance identified in legal and other requirements register as per notice issued by DOSH Perak and Field Citation report.		
<b>Root cause analysis:</b>	<ol style="list-style-type: none"> <li>1. Monitoring &amp; tracking on LORR documentations for MSPO not effective.</li> <li>2. Immediate update on LORR non-compliance was not done.</li> </ol>		
<b>Corrective Actions:</b>	To update noncompliance identified in legal and other requirements register as per notice issued by DOSH Perak and Field Citation report.		
<b>Assessment Conclusion:</b>	<p>New person in charge on monitoring the LORR has been nominated as per evidence letter dated 25/03/2022 to Assistant Manager. The LORR training by RSQM has been updated in the Training Plan 2022 to ensure the Assistant Manager and QA have good awareness on updating the LORR if any amendment on the Law and Regulation. The LORR has been updated according as per latest amendment.</p> <p>The evidence has been implemented and Major NC was effectively closed on 16/06/2022.</p>		
<b>Verification Statement:</b>	Based on the verification done, the legal register has been updated based on changes on legal requirements, as well as based on the notices issued by authorities such as DOSH or DOE. The LORR was last reviewed on 27/01/2023. The evaluation of compliance score card result shown summary of overall percentage of 100% as		

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	<p>reviewed by Assistant Manager and approved by Mill Manager. The auditors reviewed the compliance and found them to be accurate.</p> <p>Based on the evidence verified it was confirmed that the implementation of the corrective action plan has been successful to address the previously raised non-conformity. Hence the major non-conformity remains closed.</p>
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<b>Opportunity For Improvement</b>			
<b>Ref:</b>	2183025-202203-I1	<b>Clause:</b>	MSPO 2530 Part 3: 4.4.4.2
<b>Area/Process:</b>	Ephil Estate & Kinta Kellas Estate		
<b>Objective Evidence:</b>	<ol style="list-style-type: none"> <li>The weaknesses or any opportunities for improvement while handling the accidents/incidents at the estates can be further improved.</li> <li>Minimum quantity of items in the First Aid Box could be clearly determine and the monthly inspection records could be further improved.</li> </ol>		
<b>Verification Statement:</b>	<ol style="list-style-type: none"> <li>All accidents and incidents in the estates are recorded and reported. For major and critical accidents and incidents, an emergency meeting is called for among the Safety Committee Members to assess and review the control measures to improve the safety standards in place.</li> <li>All first aid boxes were equipped with a list of items that shows the number of items in the box, the name of the items and the expiry dates. Monthly inspection is carried out by the Medical Assistant at the mill for all first aid boxes. Records of inspection was available for verification.</li> </ol>		

### 3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
2317021-202302-N1	4.5.3.2-Part 3 Minor	02/03/2023	Open

### 3.5 Issues Raised by Stakeholders

IS #	Description
<b>1</b>	<p><b>Feedbacks:</b> Gender Committee Representative</p> <p>Each of the operating unit has their own gender committee. Among the main objectives of the committee are:</p> <ul style="list-style-type: none"> <li>- To raise awareness, identify and address issues of concerns, opportunities, and areas for improvement for workers especially women</li> <li>- To create a safe community within operations where women can raise issues and concerns at work and in their lives with a focus on zero tolerance to sexual harassment and gender-biased violence</li> </ul> <p>The committee is required to plan annual activities to achieve the objectives. Among the important activity planned were briefing/training to female workers/employees on understanding the meaning of sexual harassment and domestic violence and method of reporting should it happen. The management has also been very supportive with the programmes in term of financial, facilities and other resources. Since the last audit, there was no sexual harassment case reported.</p>
	<b>Management Responses:</b>

	<p>The management will continue to monitor if there is any case of sexual harassment or violence.</p> <p><b>Audit Team Findings:</b> No further action required.</p>
2	<p><b>Feedbacks:</b> Department of Environment Ipoh</p> <p>The SDPB management was no issue with comply with requirement that have been raised by the DOE. No issue reported so far from SDPB Elphil POM which fall under Kuala Kangsar district. Effective date for the implementation as per Jadual Pematuhan and Environmental Act.</p>
	<p><b>Management Responses:</b> Will continue to communicate with DOE from time to time.</p>
	<p><b>Audit Team Findings:</b> No further issue.</p>
3	<p><b>Feedbacks:</b> SMK Datuk Hj Abdul Wahab</p> <p>Relationship between the school and the company has been very good so far. The school has also been invited to attend the stakeholders’ consultation as a channel to discuss any issues. In term of contribution, the school has brought their requests up during the stakeholders meeting and the company has included the requests in their social management plan. They were also made to understand the mechanism to lodge complaint or grievance should there be any.</p> <p>Headmaster has been ask regarding to minute meeting for stakeholder that been conducted on 9/2/2023 from the SDPB team. They also have request for job opportunities for student that have graduate from the school in estate.</p>
	<p><b>Management Responses:</b> The management was in progress to provide the minute meeting to the stakeholder that have been attended the meeting. There also will inform the stakeholder regarding to any job opportunities during stakeholder meeting. Will continue to give information with stakeholder from time to time.</p>
	<p><b>Audit Team Findings:</b> No further issue.</p>
4	<p><b>Feedbacks:</b> Field workers (estates and mill)</p> <p>The management has been very accommodative to the workers in term of welfare. Safety at the workplace is a top priority imposed by the management. Adequate trainings and free PPE were among the main needs given by the management. With regards to welfare, housing facilities, water &amp; electricity supply were always maintained in good conditions. Workers were also made to understand the mechanism to lodge complaint or grievance should there be any. There has been no issue with regards to delivering the terms &amp; conditions stipulated in the employment contract so far.</p>
	<p><b>Management Responses:</b> No further issue.</p>
	<p><b>Audit Team Findings:</b> No further issue.</p>
5	<p><b>Feedbacks:</b> Contractor (Amusu) – FFB Transporter</p> <p>The contractor has a good relationship with the company where they have been providing the service for many years. The contractor also mentioned that the award of contract was done through fair and unbiased tendering process. The management and staff of the operating units have also been very accommodating should there be any issues of concern. The company has also always invited the contractor’s representative to attend the stakeholder meetings as a channel to discuss any social issues.</p>



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	They were also made to understand the mechanism to lodge complaint or grievance should there be any.
	<b>Management Responses:</b> No further issue.
	<b>Audit Team Findings:</b> No further issue.
<b>6</b>	<p><b>Feedbacks:</b> Local village (Kg Sri Jaya) Representatives</p> <p>The villagers have a very good relationship with the company and has been transparent to the villagers should there be any issues of concern. There has been no undissolved issue so far. The company has also always invited the village representative to attend meetings as a channel to discuss any social issues. They were also made to understand the mechanism to lodge complaint or grievance should there be any. In term of contribution, occasionally the company has provided their machinery and manpower to repair or maintain roads and drainage in the village. There are also several villagers who are working for the company.</p>
	<b>Management Responses:</b> No further issue.
	<b>Audit Team Findings:</b> No further issue.

**3.6 List of Stakeholders Contacted**

<p><b>Government Officer:</b></p> <ol style="list-style-type: none"> <li>1. Department of Environment (DOE), Perak</li> </ol>	<p><b>Community/neighbouring village:</b></p> <ol style="list-style-type: none"> <li>1. SMK Datuk Hj Abdul Wahab</li> <li>2. Local village (Kg Sri Jaya) Representatives</li> </ol>
<p><b>Suppliers/Contractors/Vendors:</b></p> <ol style="list-style-type: none"> <li>1. Contractor (Amusu) – FFB Transporter</li> </ol>	<p><b>Worker’s Representative/Gender Committee:</b></p> <ol style="list-style-type: none"> <li>1. Worker’s Representative</li> <li>2. Gender Committee Representative</li> <li>3. Workers</li> </ol>

**Section 4: Assessment Conclusion and Recommendation**

<b>Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings</b>	
Based on the findings during the assessment Sime Darby Plantation Berhad – SOU3 Elphil Certification Unit complies with the <b>MS 2530-3:2013</b> and <b>MS 2530-4:2013</b> . It is recommended that the certification of Sime Darby Plantation Berhad – SOU3 Elphil Certification Unit is <del>approved</del> and/or continued.	
<b>Acknowledgement of Assessment Findings</b>	<b>Report Prepared by</b>
<b>Name:</b> SHYLAJA DEVI VASUDEVAN NAIR	<b>Name:</b> VIJAY KANNA PAKIRISAMY
<b>Company name:</b> SIME DARBY PLANTATION BERHAD	<b>Company name:</b> BSI SERVICES (MALAYSIA) SDN BHD
<b>Title:</b> HEAD, SUSTAINABILITY COMPALINCE, GSD	<b>Title:</b> CLIENT MANAGER
<b>Signature:</b> 	<b>Signature:</b> 
<b>Date:</b> 27/3/2023	<b>Date:</b> 22/03/2023

**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
<b>4.1 Principle 1: Management commitment &amp; responsibility</b>			
<b>Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy</b>			
<b>4.1.1.1</b>	A policy for the implementation of MSPO shall be established. - <b>Major compliance</b> -	Sime Darby Plantation Berhad has established the policy "Group Sustainability & Quality Policy Statement" signed by the Group Managing Director (Mohamad Helmy Othman Basha), dated 02/12/2019. The implementation of MSPO has been incorporated in the policy.	Complied
<b>4.1.1.2</b>	The policy shall also emphasize commitment to continual improvement. - <b>Major compliance</b> -	Sime Darby Plantation Berhad has established the policy "Group Sustainability & Quality Policy Statement" signed by the Group Managing Director (Mohamad Helmy Othman Basha), dated 02/12/2019. The policy covers commitment to: - Promoting good governance and transparency - Contributing to a better society - Minimizing environmental harm - Delivering sustainability quality The policy is guided by three main documents i.e.: - Responsible Agriculture Charter - Human Rights Charter - Innovation & Productivity Charter	Complied

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Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.1.2 – Internal Audit</b>			
<b>4.1.2.1</b>	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. <b>- Major compliance -</b>	<p>Sime Darby Plantation Berhad has established internal audit procedures documented in Sime Darby Plantation Sustainability and Quality Management (PSQM); Internal Audit Procedure; Doc number: SD/SDP/PSQM/IAP; Revision: 02; Document Date: 01/11/2017.</p> <p>Based on the procedure, the internal audit is to be conducted annually as per Internal Audit Procedure. Verified that both sampled estates have conducted the internal audit on a yearly basis. Records were available for verification as below.</p> <p><u>Elphil Estate</u> MSPO Internal Audit was conducted on 13/12/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.</p> <p><u>Kamuning Estate</u> MSPO Internal Audit was conducted on 14/12/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.</p>	Complied
<b>4.1.2.2</b>	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. <b>- Major compliance -</b>	<p>Sime Darby Plantation Berhad has established internal audit procedures documented in Sime Darby Plantation Sustainability and Quality Management (PSQM); Internal Audit Procedure; Doc number: SD/SDP/PSQM/IAP; Revision: 02; Document Date: 01/11/2017.</p> <p><u>Elphil Estate</u> MSPO Internal Audit was conducted on 13/12/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification. During the assessment, the internal audit team raised 3 Major Non-Conformities in regard to MSPO</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Standard. The root cause was identified, and the corrections and corrective action plans were implemented and closed on 05/01/2023.</p> <p><u>Kamuning Estate</u></p> <p>MSPO Internal Audit was conducted on 14/12/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification. During the assessment, the internal audit team raised 2 Major and 1 Minor Non-Conformities regarding MSPO Standard. The root cause was identified, and the corrections and corrective action plans were implemented and closed on 31/01/2023.</p>	
<b>4.1.2.3</b>	<p>Report shall be made available to the management for their review.</p> <p><b>- Major compliance -</b></p>	<p>The internal audit report was documented and made available for management review. As evidence, all findings from internal audit were responded by Estate Management within the acceptable timeframe. Report details as below.</p> <p><u>Elphil Estate</u></p> <p>MSPO Internal Audit was conducted on 13/12/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.</p> <p><u>Kamuning Estate</u></p> <p>MSPO Internal Audit was conducted on 14/12/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.</p>	Complied
<b>Criterion 4.1.3 – Management Review</b>			
<b>4.1.3.1</b>	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes,</p>	<p>Sime Darby Plantation Berhad has established SOP for Management Review documented in Standard Operation Manual, Sub-Section 5.6,</p>	Complied



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Criterion / Indicator		Assessment Findings	Compliance
	improvement and modification. <b>- Major compliance -</b>	<p>dated: 25/05/2015. Based on the SOP established, the frequency for management review needs to be carried out at least once a year.</p> <ol style="list-style-type: none"> <li>1. Management Review Meeting conducted on 20/12/2022 at Elphil Estate.</li> <li>2. Management Review Meeting conducted on 08/02/2023 at Kamuning Estate.</li> </ol> <p>The agenda discussed during the meeting as follows:</p> <ol style="list-style-type: none"> <li>1. MSPO and RSPO Principle and Criteria findings</li> <li>2. Customer feedbacks</li> <li>3. Process performance and product conformity</li> <li>4. Status of preventive and corrective action</li> <li>5. Follow up action from previous Management Review</li> <li>6. Changes that could affect the management system</li> <li>7. Recommendation for improvement</li> <li>8. Complaints and grievances</li> <li>9. Improvement of the effectiveness of the management system and process</li> <li>10. Resource needs</li> </ol>	
<b>Criterion 4.1.4 – Continual Improvement</b>			
<b>4.1.4.1</b>	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. <b>- Major compliance -</b>	The latest Continual Improvement Plan for 2023 was adopted in the RSPO/MSPO CIP for both estates. The improvement plans include workers welfare, waste management, occupational health & safety, and operations improvements. For example, several improvement	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>projects have been initiated for the field operation and workers quarters. Among CIP verified were:</p> <ol style="list-style-type: none"> <li>1. M Plan FY 2023</li> <li>2. Replanting programme</li> <li>3. Road maintenance programme</li> </ol>	
<b>4.1.4.2</b>	<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><b>- Major compliance -</b></p>	<p>The estates continuously ensure there are improvement practices in line with new information and techniques introduced in the workforce. Kaizen Charter is introduced to ensure improvement projects are in place. Lean Six Sigma is used to minimize waste (money, time, manpower, etc) where improved methods are introduced in the management system.</p>	Complied
<b>4.1.4.3</b>	<p>An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.</p> <p><b>- Major compliance -</b></p>	<p>Where introduction of new machines and new work method, all level of employees will be trained to handle /implement the new techniques and work changes. Monitoring is made by the Estate Managers and Assistants throughout the on-the-job training and familiarization.</p>	Complied
<b>4.2 Principle 2: Transparency</b>			
<b>Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements</b>			
<b>4.2.1.1</b>	<p>The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.</p> <p><b>- Major compliance -</b></p>	<p>The management have communicated the information to the relevant stakeholders during stakeholder meeting. Sampled the latest stakeholder meeting conducted at Elphil Estate dated 09/02/2023.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
<b>4.2.1.2</b>	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. <b>- Major compliance -</b>	Management documents related to sustainability available at each operating units visited during the on-site audit upon request including sustainability policies, procedures, social and environmental assessments as well as management action plans etc. Furthermore, global documents accessible via company's website.	Complied
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			
<b>4.2.2.1</b>	Procedures shall be established for consultation and communication with the relevant stakeholders. <b>- Major compliance -</b>	The management have already established procedures regarding to communication to internal and external stakeholder, documented in Sustainability Plantation Management System (SPMS); Appendix 5 Flowchart and Procedure on Handling Social Issues, dated 01/11/2008. The sub document to SPMS - Estate Quality Management System (EQMS) and Standard Operation Manual (SOM) under Sub section 5.5 procedure for internal and external communication dated 01/11/2008 for estates has elaborated the requirements for consultation and communication with the relevant stakeholders.	Complied
<b>4.2.2.2</b>	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. <b>- Minor compliance -</b>	The estate's management have nominated responsible persons for social issues. As sampled in Kamuning Estate, the Estate Manager, Mr. Rashidi Bin Maan was appointed the PIC for social matters, as stated in the appointment letter dated 01/01/2023.	Complied
<b>4.2.2.3</b>	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. <b>- Major compliance -</b>	List of stakeholders for internal and external parties maintained up to date as of January 2023. The most recent communication with the stakeholders was on 09/02/2023 during the stakeholder meeting.	Complied
<b>Criterion 4.2.3 – Traceability</b>			

Criterion / Indicator		Assessment Findings	Compliance
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). <b>- Major compliance -</b>	Sime Darby Plantation Berhad has developed Plantation Quality Management System – Standard Operating Procedure for Sustainable Supply Chain and Traceability, Doc. No.: SD/SDP/GSD/SCCS/0522/01; Date: 2022. The objective of the procedure is to provide guideline for estates to establish and ensure effective implementation on sustainable supply chain and traceability of certified sustainable materials (FFB).	Complied
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. <b>- Major compliance -</b>	Inspection on the compliance of the traceability system were made on daily basis. The weighbridge operator key in all the related data into the system and verified by the executive at the end of the day. Sighted the weighbridge records and FFB delivery notes to the Elphil Palm Oil Mill.	Complied
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. <b>- Minor compliance -</b>	Assistant Manager from each estate were appointed as the person in charge for Traceability, Environment and Quality Management System. <u>Elphil Estate</u> Mr. Ali Faathir Bin Jamil was appointed as the Person in Charge for Environmental Quality Management Systems, dated 01/01/2023., undersigned by the Estate Manager. The job function states that the person is required to ensure implementation of traceability in the estate. <u>Kamuning Estate</u> Mr. Mohd Nor Subhi Bin Zanal Bidin was appointed as the Person in Charge for Environmental Quality Management Systems, dated 01/09/2022, undersigned by the Estate Manager. The job function states that the person is required to ensure implementation of traceability in the estate.	Complied

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Criterion / Indicator		Assessment Findings	Compliance		
<b>4.2.3.4</b>	Records of sales, delivery or transportation of FFB shall be maintained. <b>- Major compliance -</b>	<p>The estates send the FFB harvested to the Elphil POM. The estate maintains the records of FFB sale/dispatch to the mill. Reviewed the records of FFB dispatch as follows:</p> <table border="1"> <tr> <td> Supplier: Elphil Estate  No. of Bunch: 832  DO No.: 31122203  Product ID: FFB A CROP  Nett weight: 9,940.00 Mt  Delivery date: 31/12/2022  Weighbridge ticket no.: 19136  MSPO certificate no.: MSPO 705885  MSPO certificate validity: 01/07/2019 – 24/03/2023 </td> </tr> <tr> <td> Supplier: Kamuning Estate  No. of Bunch: 1237  Ticket Number No.: 161942  Product ID: FFB A CROP  Nett weight: 10,190.00 Mt  Delivery date: 26/12/2022  MSPO certificate no.: MSPO 705885  MSPO certificate validity: 01/07/2019 – 24/03/2023 </td> </tr> </table>	Supplier: Elphil Estate No. of Bunch: 832 DO No.: 31122203 Product ID: FFB A CROP Nett weight: 9,940.00 Mt Delivery date: 31/12/2022 Weighbridge ticket no.: 19136 MSPO certificate no.: MSPO 705885 MSPO certificate validity: 01/07/2019 – 24/03/2023	Supplier: Kamuning Estate No. of Bunch: 1237 Ticket Number No.: 161942 Product ID: FFB A CROP Nett weight: 10,190.00 Mt Delivery date: 26/12/2022 MSPO certificate no.: MSPO 705885 MSPO certificate validity: 01/07/2019 – 24/03/2023	Complied
Supplier: Elphil Estate No. of Bunch: 832 DO No.: 31122203 Product ID: FFB A CROP Nett weight: 9,940.00 Mt Delivery date: 31/12/2022 Weighbridge ticket no.: 19136 MSPO certificate no.: MSPO 705885 MSPO certificate validity: 01/07/2019 – 24/03/2023					
Supplier: Kamuning Estate No. of Bunch: 1237 Ticket Number No.: 161942 Product ID: FFB A CROP Nett weight: 10,190.00 Mt Delivery date: 26/12/2022 MSPO certificate no.: MSPO 705885 MSPO certificate validity: 01/07/2019 – 24/03/2023					
<b>4.3 Principle 3: Compliance to legal requirements</b>					
<b>Criterion 4.3.1 – Regulatory requirements</b>					
<b>4.3.1.1</b>	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. <b>- Major compliance -</b>	Sime Darby Plantation Berhad have established a mechanism to ensure compliancy to legal and other requirement and documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU3.	Complied		

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	<p>PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Sime Darby Plantation, ESH Management System Manual, ESH Legal &amp; Other Requirements; Guidelines and Procedures; Document ID: SD/SDP/SQM (ESH)/001-2-2; Revision:0. Date: 01/07/2012.</p> <p>Among the License and Permits sampled were:</p> <p><u>Elphil Estate</u></p> <ol style="list-style-type: none"> <li>1. MPOB License; License Number: 529849002000; License Validity Period: 01/06/2022 – 31/05/2023.</li> <li>2. Air Compressor Permit (Air Receiver); Permit Number: PMT-PK/22 83190; Registration Number: PK PMT 6619; Expiry Date: 25/10/2023.</li> <li>3. Permit Barang Kawalan Berjadual; Serial Number: P(A001939); Reference Number: SK/91/B.PGK.KK; Description: Diesel (Euro 2M); Storage Quantity: 5000 Liters; License Validity Period: 25/11/2020 – 24/11/2023.</li> </ol> <p><u>Kamuning Estate</u></p> <ol style="list-style-type: none"> <li>1. MPOB License; License Number: 524034002000; License Validity Period: 01/10/2022 – 30/09/2023.</li> <li>2. Air Compressor Permit (Air Receiver); Permit Number: PMT-PK/22 83930; Registration Number: PK PMT 5556; Expiry Date: 04/12/2023.</li> <li>3. Air Compressor Permit (Air Receiver); Permit Number: PMT-PK/22 83929; Registration Number: PK PMT 5555; Expiry Date: 04/12/2023.</li> </ol>	

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		4. Permit Barang Kawalan Berjadual; Serial Number: P(A001954); Reference Number: SK/22/B.PGK.KK; Description: Diesel; Storage Quantity: 5000 Liters; License Validity Period: 18/02/2021 – 17/02/2024.	
<b>4.3.1.2</b>	The management shall list all laws applicable to their operations in a legal requirements register. <b>- Major compliance -</b>	Documented Procedures have been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10/12/2008.  All legal requirements were documented in Legal and Other Requirement Register available at the estates. The register is reviewed regularly and updated as and when there are new or amended legal requirements that are applicable to the estate operations.	Complied
<b>4.3.1.3</b>	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. <b>- Major compliance -</b>	Documented procedures have been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10/12/2008.  All legal requirement was documented in Legal and Other Requirement Register. Compliance to each applicable law and regulation is monitored by the operating unit. The legal register at the estate were reviewed/updated on a yearly basis / as and when needed for new updates/licenses. Sighted the document 'Summary of Compliance' available at the estates undersigned by the Top Management. The document lists the latest applicable laws and amendments, revision dates and acknowledgement by the management. <ul style="list-style-type: none"> <li>- Latest updated of LORR at Elphil Estate: 16/12/2022</li> <li>- Latest update of LORR at Kamuning Estate: 14/12/2022</li> </ul>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		All the legal and other requirements were registered accordingly and documented in the legal requirement register including new updates for Employment Insurance System (EIS) Amendment Act 2022, Employees Social Security (Amendment) Act 2022 and Anti-Sexual Harassment Act 2021.	
<b>4.3.1.4</b>	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. <b>- Minor compliance -</b>	<p>Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office.</p> <p>On the site verification, interviews with office personnel and records verification indicates that the system is appropriate to the operations. Tracking system on any changes in the law is well implemented.</p> <p>Assistant Manager from each estate were appointed as the person in charge for Traceability, Environment and Quality Management System.</p> <p><u>Elphil Estate</u></p> <p>Mr. Ali Faathir Bin Jamil was appointed as the Person in Charge for Environmental Quality Management Systems, dated 01/01/2023., undersigned by the Estate Manager. The job function states that the person is required to ensure compliance towards legal requirements in the estate.</p> <p><u>Kamuning Estate</u></p> <p>Mr. Mohd Nor Subhi Bin Zanal Bidin was appointed as the Person in Charge for Environmental Quality Management Systems, dated 01/09/2022, undersigned by the Estate Manager. The job function states that the person is required to ensure compliance towards legal requirements in the estate.</p>	Complied
<b>Criterion 4.3.2 – Lands use rights</b>			



Criterion / Indicator		Assessment Findings	Compliance
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. <b>- Major compliance -</b>	No issues of land dispute in all estates within SOU 3 that involved other land user rights since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Complied
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. <b>- Major compliance -</b>	Management of both estates visited on-site provided evidence of the company's legal ownership of the estate land. Verified that Elphil Estate held a total of 21 land titles. Copies of land titles were available as per sample sighted as following: – <ul style="list-style-type: none"> <li>– Title # 45XXX; Lot # 1294; District: Kuala Kangsar; Sub-district: Mukim Sungai Siput; Area: 182.7153 ha</li> <li>– Title # 13XXXX; Lot # 1194; District: Kuala Kangsar; Sub-district: Mukim Pulau Kamiri; Area: 3.3387 ha</li> <li>– Title # 45XXX; Lot # 1230; District: Kuala Kangsar; Subdistrict: Mukim Pulau Kamiri; Area: 20.1634 ha</li> </ul> In Kamuning estate, there are 52 land title in estate. Copies of land titles available as per sample sighted as following: – <ul style="list-style-type: none"> <li>– Title # 4XXX; Lot # 1096; District: Kuala Kangsar; Sub-district: Mukim Sungai Siput; Area: 0.7388 ha</li> <li>– Title # 63XXX; Lot # 3C; District: Kuala Kangsar; Sub-district: Mukim Sungai Siput; Area: 1578.2715 ha</li> <li>– Title # 11XXX; Lot # 1594; District: Kuala Kangsar; Sub-district: Mukim Kota Lama Kanan; Area: 2.6507 ha</li> </ul>	Complied
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.	All the audited units have boundary stone/markers adjacent to forest reserves/neighbouring properties. This is indicated in "GPS Surveyed Map" and verified at each site. The areas visited are as follows.	Complied

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	- Major compliance -	Estates	Field no	Boundary details	
		Elphil	P 99G	Cattle Farm	
		Elphil	P 10B	Government Road	
		Elphil	P 22C	Government Road	
		Kamuning	P 12C	Smallholder	
		Kamuning	P 02C	Government Hospital	
		Kamuning	P 22A	TNB Reserve Area	
		Kamuning	P 02 C	Government Road	
<b>4.3.2.4</b>	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 -	No issues of land dispute issue occurred in all estates within SOU 3 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.			Not Applicable
<b>Criterion 4.3.3 – Customary rights</b>					
<b>4.3.3.1</b>	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There is no land encumbered by customary rights under Elphil certification units' estates. Hence, this indicator is not applicable.			Not Applicable
<b>4.3.3.2</b>	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	There is no land encumbered by customary rights under Elphil certification units' estates. Hence, this indicator is not applicable.			Not Applicable
<b>4.3.3.3</b>	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.	There is no land encumbered by customary rights under Elphil certification units' estates. Hence, this indicator is not applicable.			Not Applicable

Criterion / Indicator		Assessment Findings	Compliance
- Major compliance -			
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			
<b>4.4.1.1</b>	<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>SIA was conducted on 24-27/08/2015, where the assessment was conducted by Social &amp; Environmental Project Unit, PSQM Department. The assessment had identified the issue that effects the stakeholders and workers. The SIA plan was available dated 18/02/2023 for Elphil Estate and 02/01/2023 for Kamuning Estate. Both estates have identified the negative and positive impacts during assessment. These impacts have been available in the plan as per verification. The implementation was verified as per below: -</p> <ol style="list-style-type: none"> <li>1. There were one issue regarding to stray dogs at the workers housing area and have been raised by workers to management during Social Dialogue 18/02/2022. The management have already given Dog collars to dog owner to ensure the dogs not stray in workers housing dated 24/03/2022.</li> </ol>	Complied
<b>Criterion 4.4.2: Complaints and grievances</b>			
<b>4.4.2.1</b>	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>Both Elphil Estate and Kamuning Estate established the Complaint Book (Internal), Complaint/Feedback Form (External) and Communication Book Internal &amp; External to record the communication and complaints. Most of complaints made by internal stakeholders and workers were related to the housing repair which were based on the records. The complaints were acted on and resolved immediately by the estate management. For Complaint/Feedback Form by external stakeholders, action taken by the management was acknowledged by</p>	Complied

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		<p>the complainant and verified to be resolved within the agreed timeframe.</p> <p>Sime Darby Plantation Berhad has established system to handled issue regarding to social as per below; -</p> <ol style="list-style-type: none"> <li>1. Suara Kami (using social dialogue tool kit)            This session is about management and workers engagement between representative of workers, and employer (operating unit management) to resolve workplace and living condition issues through social dialogue. This dialogue frequency will be done every 2 weeks once. The issues that been raised during this dialogue will be recorded under a tracker. This tracker will be captured in the dashboard and available to RGM, RCEO, ILO WG. This system rolled out on 22/12/2021 (Phase 3 &amp; Phase 4) to all operating unit. From the verification the latest record was on 09/02/2023 and previously was on 30/01/2023.</li> <li>2. Oil Palm Pal (OPP)            Establish and started been used on 04/12/2021 in SOU 3 Elphil. This OPP is a digitalized data management, used to capture all complaint/request for repair of workers houses and monitor progress of repair works till completion. The latest record of OPP in Elphil Estate was dated 08/02/2023 regarding to hall ceiling and door that needs repair. The issue was raised on 8/2/2023 and solved on 5/2/2022.</li> </ol>	
<b>4.4.2.2</b>	<p>The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.</p> <p><b>- Major compliance -</b></p>	<p>Most of the complaints were made by internal stakeholders mainly workers and were related to the housing repair. Based on the records taken, actions were taken and resolved immediately by the estate management. For Complaint/Feedback Form by external stakeholders,</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		action taken by the management was acknowledged by the complainant and verified to be resolved within agreed timeframe.	
<b>4.4.2.3</b>	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. <b>- Minor compliance -</b>	The estates have made available complaint and feedback forms for the use of stakeholders and workers. Nevertheless, that is not the only platform for workers and stakeholders to address their complaints and grievances as other platforms such as OPP, Suara Kami, Social Dialog among others are also made available. For Complaint/Feedback Form by external stakeholders, action taken by the management was acknowledged by the complainant to be resolved within the agreed timeframe. Sighted a latest complaint received by Elphil Estate recorded in the OPP Issue Tracking Dated on 06/02/2023 been resolved immediately on 08/02/2023.	Complied
<b>4.4.2.4</b>	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. <b>- Minor compliance -</b>	The new workers induction, HCTP, ILO, Grievance channel and OPP briefing have been conducted to the new workers. There are 40 people have been involved during this training in batch dated on 13/02/2023, 21/11/2022, 02/01/2023 and 17/02/2023. The awareness on surrounding communities for complaints or suggestion have been given during "Program Ramah Mesra dan Mesyuarat Bersama Pihak Berkepentingan" dated 09/02/2023 at Kelab Sri Kamuning, Ladang Kamuning. Attended by 36 people included village head, school representative, OCP supplier, contractor, and others.	Complied
<b>4.4.2.5</b>	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. <b>- Major compliance -</b>	All complaints received and its response are recorded and can be tracked in the estates. Back dated from 24 months, all records were available and could be verified.	Complied
<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			

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<b>4.4.3.1</b>	<p>Growers should contribute to local development in consultation with the local communities.</p> <p><b>- Minor compliance -</b></p>	<p>Contributions made by estates were based in consultation with stakeholders among local communities as per sample sighted as following:</p> <p>For Elphil estate, there was one project with the Temple in Kamiri Division for cleaning works done by the estate workers.</p> <p>For Sime Darby Plantation Berhad (SDPB) and its philanthropic arm, Yayasan Sime Darby (YSD), are providing 51 units of urgently needed ventilators to 12 General Hospitals in Klang Valley and Seremban. This will support the Greater Klang Valley Special Task Force (GKVSTF) following its appeal for assistance for the public health services in the country. SDP and YSD are contributing RM2.5 million each for the purchase of the ventilators as well as 5,000 units of oximeters. Delivery of the ventilators has started since 20/8/2021 and completed by mid-September 2021.</p>	Complied
<b>Criterion 4.4.4: Employees safety and health</b>			
<b>4.4.4.1</b>	<p>An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad have established the Group Policy on Health, Safety &amp; Environment (HSE) Policy Statement signed by the Group Managing Director on 05/05/2022. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice boards within the estates.</p> <p>The GSM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>The estates have established Safety and Health Management Plan and documented in Environment, Safety and Health Plan FY 2023. The management plan includes the ESH Risk Management, Emergency</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Response Procedure, Chemical Safety Management, Noise Boundary Monitoring, Health monitoring.	
<b>4.4.4.2</b>	<p>The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> <li>a) A safety and health policy, which is communicated and implemented.</li> <li>b) The risks of all operations shall be assessed and documented.</li> <li>c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:               <ul style="list-style-type: none"> <li>i. all employees involved shall be adequately trained on safe working practices</li> <li>ii. all precautions attached to products shall be properly observed and applied</li> </ul> </li> <li>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).</li> <li>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.</li> <li>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.</li> </ul>	<p>The occupational safety and health plan cover the following:</p> <ul style="list-style-type: none"> <li>a. Sime Darby Plantation Berhad have established the Group Policy on Health, Safety &amp; Environment (HSE) Policy Statement signed by the Group Managing Director on 05/05/2022. The policy has been communicated to the staffs and workers through induction training for new workers, morning briefing and displayed at various notice boards within the estate. The policy has been briefed to all workers on 08/02/2023 at Elphil Estate and 30/03/2022 at Kamuning Estate.</li> <li>b. Sime Darby Plantation Berhad have established Standard Operating Procedure for Risk Assessment and documented in EQMS/SOM sub-section 5.4, Appendix 5.4.1a. Elphil Estate and Kamuning Estate have conducted risk assessments for all the operations and documented in the Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The assessment covers all main operations and support operations. Among the activities verified in the HIRARC included Manuring, Harvesting, Spraying, etc. HIRARC is reviewed on annually and as and when there are any accidents that occur in the estate.</li> </ul> <p>Chemical Health Risk Assessment was conducted in compliance to the OSHA Act 1994 and the Use and Standard of Exposure of Chemicals Hazardous to Health (USECHH) Regulations 2000 to assess the risks associated to hazardous chemicals used in the estate.</p> <ul style="list-style-type: none"> <li>- Elphil Estate: The Chemical Health Risk Assessment Report (Report Number: HQ/09/ASS/00/124 – 2020/0035) conducted</li> </ul>	Complied

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<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><b>- Major compliance -</b></p>	<p>by Gatconst Sdn Bhd (DOSH Registration: HQ/09/ASS/00/124) on 27/08/2020 was available for verification.</p> <ul style="list-style-type: none"> <li>- Kamuning Estate: The Chemical Health Risk Assessment Report (Report Number: HQ/09/ASS/00/124 – 2020/0034) conducted by Gatconst Sdn Bhd (DOSH Registration: HQ/09/ASS/00/124) on 26/08/2020 was available for verification.</li> </ul> <p>Medical Surveillance was conducted for workers exposed to chemicals and welding fumes in the estate as recommended in the CHRA. The medical surveillance was conducted to monitor the level of exposure on the workers towards the chemicals and fumes.</p> <ul style="list-style-type: none"> <li>- Elphil Estate: Medical Surveillance was conducted on 05/01/2023 and 06/06/2023 at Klinik Tweedie for 7 estate chemical handlers who have been exposed to chemicals. Results indicated that no workers had abnormal results (Occupational or Non occupational caused).</li> <li>- Kamuning Estate: Medical Surveillance was conducted on 16/02/2023 at Klinik Tweedie for 15 estate workers exposed to chemicals in the estate. Results indicated that all workers were fit to work.</li> </ul> <p>Noise Risk Assessment Report (NRA) was conducted in compliance to Occupational Safety &amp; Health (Noise Exposure) Regulations 2019 in the estates.</p> <ul style="list-style-type: none"> <li>- Elphil Estate: The assessment was conducted on 26/06/2020 by SH Safety Consultancy Sdn Bhd. The assessment report was available for verification.</li> <li>- Kamuning Estate: The assessment was conducted on</li> </ul>	



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	<p>26/06/2020 by SH Safety Consultancy Sdn Bhd. The assessment report was available for verification.</p> <p>Audiometric Test was done for workers exposed to excess noise at the workplace in compliance with the Noise Risk Assessment.</p> <ul style="list-style-type: none"> <li>- Elphil Estate: Hearing Assessment was conducted on 15/12/2022 for a total of 27 workers by Procoma Environmental (M) Sdn Bhd and the Audiometric Test Report was available for verification. The results indicated that 2 workers were diagnosed with STS. The estate has proposed to conduct the retest in March 2023.</li> <li>- Kamuning Estate: Baseline Audiometric Testing was conducted on 18/04/2022 for total 6 workers by Procoma Environmental (M) Sdn Bhd and the Audiometric Report was available for verification. The report stated that there were 4 workers with abnormal results, required for retest. The retest was conducted on 23/12/2022 where their results stated that 2 workers had hearing impairment which has been reported to DOSH via JKK7.</li> </ul> <p>c. The estates have established a training program for employees exposed to chemicals used at the palm oil estate to ensure continuous awareness to the employees. The training was conducted by the Manager, Asst. Manager, and representative from the chemical suppliers to the supervisors and operators. Sighted the training records as follows</p> <p><u>Elphil Estate</u></p> <ul style="list-style-type: none"> <li>• SDS Briefing to Mandores – 21/03/2023</li> <li>• Chemical handling Briefing for Sprayer and Chemical Mixers. – 21/07/2022.</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Kamuning Estate</u></p> <ul style="list-style-type: none"> <li>• Chemical Handling, PPE and Sanitation Facility Training– 22/02/2023</li> <li>• Spraying Techniques and Safety Aspects Training by MyCrop Sdn Bhd – 13/01/2023</li> <li>• PPE and Pump Maintenance Training – 04/01/2023</li> </ul> <p>d. SDPB have established a procedure titled Sime Darby Plantation Berhad; Personal Protective Equipment (PPE); Document Number: UM/HSE/OCP/03; Date: 2021. The estates have provided appropriate PPE to all workers according to the job type and requirements. The PPE given as per procedure, HIRARC and Pictorial Safety Standard (PSS) Palm Oil Estates dated 17.03.2008. Sighted the PPE issuance records documented in 'PPE Issuance Record' logbook. The PPE issued recorded by workers and job designation.</p> <p>e. Standard Operating Procedures for Handling of Chemicals were available in several documents such as:</p> <ul style="list-style-type: none"> <li>– Sime Darby Plantation Berhad, Chemical Safety Management; Document No. UM/HSE/OCP/04; dated 2021.</li> </ul> <p>f. Estate management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate Manager.</p> <p><u>Elphil Estate</u></p> <p>The Estate Sr Manager, En. Ahmad Yuzi bin Mardini was appointed to be the Chairman of OSH Committee at the estate as stated in</p>	

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	<p>the appointment letter dated 01/01/2023 undersigned by the Regional CEO, Northern Region.</p> <p><u>Kamuning Estate</u></p> <p>The Estate Manager, En. Rashidi Bin Maan was appointed to be the Chairman of OSH Committee at the estate as stated in the appointment letter dated 01/01/2023 undersigned by the Regional CEO, Northern Region.</p> <p>g. The management conducted regular OSH committee meetings on quarterly basis and when necessary due to accidents that occur. The meeting discussed issues on employees' safety, health and welfare such as operational risks and health achievement report, estate security, safety compliance by contractors, workplace inspection, legal compliance, safety and health training.</p> <p><u>Elphil Estate</u></p> <p>Sighted the OSH Meeting Minutes dated 08/12/2022 (04-2022), 09/09/2022 (03-2022), 07/06/2022 (02-2022) and 09/03/2022 (01-2022).</p> <p><u>Kamuning Estate</u></p> <p>Sighted the OSH Meeting Minutes dated 07/12/2022 (04/2022), 26/09/2022 (03/2022), 09/06/2022 (02/2022) and 11/03/2022 (01/2022).</p> <p>h. Accident and Emergency procedures were available in the Sime Darby Plantation Berhad; Emergency Preparedness &amp; Response Procedures; Document Number: UM/HSE/SP/02; Document Date: 2021.</p> <p>The estate has established Emergency Response Team lead by the Estate Managers. Emergency Response Plans were available for</p>	

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	<p>incidents such as pesticides spillages, Fire, Explosions, Diesel Spillage and Accidents. The ERT chart and Fire Extinguisher Map was also available and verified.</p> <p>Emergency Response Training was conducted as below:</p> <p><u>Elphil Estate</u></p> <ul style="list-style-type: none"> <li>- Fire Drill and ERP Training – 23/02/2023</li> </ul> <p><u>Kamuning Estate</u></p> <ul style="list-style-type: none"> <li>- Fire Drill and ERT Training – 24/02/2023</li> </ul> <p>i. First aiders were assigned to various workstation at the estates. The mandores and staffs were responsible for first aid boxes at each workstation assigned to them by the management. The first aid box was recently replenished with all stated items available in the box. First Aid trainings were conducted regularly at the sampled estates and documents of trainings were verified as below:</p> <ul style="list-style-type: none"> <li>- First Aid Training dated 24/02/2023 at Elphil Estate.</li> <li>- First Aid Training dated 15/02/2023 for Kamuning Estate</li> </ul> <p>j. The estates recorded all accidents reports and reported to HQ using the PSQM-ESH Monthly update form via online through GSQM ESH Portal. The accident occurred was reviewed on quarterly basis during OSH committee meeting.</p> <p><u>Elphil Estate</u></p> <p>There were 4 accident (259 Days LTA) case for the year 2022 reported in the estate. The JKPP 8 form has been submitted to DOSH for the year ending 2022 on 19/01/2023 and documents (Reference Number: JKPP 8/134280/2022) available for</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>verification. For the year 2023 there were no accident case reported as of to date.</p> <p><u>Kamuning Estate</u></p> <p>There were 7 accident (72 Days LTA) case for the year 2022 reported in the estate. The JKPP 8 form has been submitted to DOSH for the year ending 2022 on 26/01/2023 and documents available for verification. For the year 2023 there were 1 accident case reported as of to date. The JKPP6 form was available for verification.</p>	
<b>Criterion 4.4.5: Employment conditions</b>			
<b>4.4.5.1</b>	<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><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established Group Sustainability &amp; Quality Policy Statement dated 02/12/2019 by Group Managing Director where the company is respecting, upholding &amp; no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020.</p> <p>Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020. Sime Darby Plantation Berhad respect and safeguard human rights, notion of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with Sime Darby Plantation Berhad. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, business partners, workers in our operations and supply chains, and communities surrounding our</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		operations. The policies were communicated to the employees during induction training for new employees and morning muster.	
<b>4.4.5.2</b>	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. <b>- Major compliance -</b>	Records of employments and interview conducted on-site with sampled internal and external stakeholders confirmed that the workers and groups including local communities, women, and migrant workers have not been discriminated against.	Complied
<b>4.4.5.3</b>	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. <b>- Major compliance -</b>	Based on agreements and pay slips sighted for sample employees as per indicator 4.4.5.6 below, management has ensured that employees' pay, and conditions meet MAPA Circular No. 4/2020; The Malayan Agricultural Producers Association; Date: 30/01/2020; MAPA/NUPW Field and Other General Employees and Fringe Benefits Agreement Elphil Estate Id workers: <ol style="list-style-type: none"> <li>1. 173282</li> <li>2. 166045</li> <li>3. 170768</li> <li>4. 151219</li> <li>5. 147633</li> <li>6. 135542</li> <li>7. 085191</li> <li>8. 173622</li> <li>9. 173628</li> </ol> Kamuning Estate Id Workers:	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ol style="list-style-type: none"> <li>1. 26404</li> <li>2. 68608</li> <li>3. 71765</li> <li>4. 93343</li> <li>5. 112641</li> <li>6. 169253</li> <li>7. 172942</li> <li>8. 174612</li> <li>9. 174616</li> <li>10. 176965</li> </ol>	
<b>4.4.5.4</b>	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p><b>- Minor compliance -</b></p>	<p>Based on the sample contractors' agreements sighted in Elphil and Kamuning estate. The contractor has been sampled as per below: -</p> <ol style="list-style-type: none"> <li>1. KXX MXXXX MXXXX EXXXXXXXXX (transporter FFB) dated 3/12/2022 valid until 31/12/2023. Workers id for contractor: -               <ol style="list-style-type: none"> <li>a. 860403XXXXXX</li> <li>b. 811202XXXXXX</li> <li>c. 810401XXXXXX</li> </ol> </li> <li>2. YXX CXXXXXXXXXX SXX BXX (Replanting) dated 3/01/2023 valid until 30/06/2023. Workers id for contractor: -               <ol style="list-style-type: none"> <li>a. 760411XXXXXX</li> <li>b. 681014XXXXXX</li> <li>c. 780717XXXXXX</li> </ol> </li> </ol>	Complied

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4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. <b>- Major compliance -</b>	The established records of Employee Master list which is available as a database in computerized Checkroll System is able to provide accurate account of all employees including their particulars of full names, gender, date of birth, date joined company, wages grade and position etc.	Complied
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records. <b>- Major compliance -</b>	Copies of fair contracts that have been signed by both employee and employer were provided to each employee as per records in Elphil Estate and Kamuning estate as per sample as following: Elphil Estate Id workers: – 173282, 166045, 170768, 151219, 147633, 135542, 085191, 173622 and 173628. Kamuning Estate Id Workers: – 26404, 68608, 71765, 93343, 112641, 169253, 172942, 174612, 174616 and 176965.	Complied
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. <b>- Major compliance -</b>	As per verification on attendance (out-turn) and work hours (normal time and overtime) recording system established in both manual and computerized check roll system which makes working hours and overtime transparent for both employees and employer.	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. <b>- Major compliance -</b>	Based on records of sample employees sighted in indicator 4.4.5.6 above, the working hours found in compliance with employees' terms and conditions of MAPA Circular No. 4/2020, The Malayan Agricultural Producers Association; Date: 30/1/2020; MAPA/NUPW Field and Other General Employees and Fringe Benefits Agreement, 2019. This also in line with Malaysia Employment Act 1955.	Complied



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<b>4.4.5.9</b>	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. <b>- Major compliance -</b>	Based on records of sample employees sighted in indicator 4.4.5.6 above, the pay slips found in compliance with employees' terms and conditions of MAPA Circular No. 4/2020; The Malayan Agricultural Producers Association; Date: 30/01/2020; MAPA/NUPW Field and Other General Employees and Fringe Benefits Agreement, 2019. This also in-line with Malaysia Employment Act 1955.	Complied																								
<b>4.4.5.10</b>	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. <b>- Minor compliance -</b>	All local employees are provided with the mandatory Employee Provident Fund (EPF) contributions while both local and foreign employees contributed with Social Security Organization (SOCSO). The record of SOCSO was verified as per below: - Elphil Estate <table border="1" data-bbox="1048 826 1868 963"> <thead> <tr> <th>Month</th> <th>No of Workers</th> <th>Amount (RM)</th> </tr> </thead> <tbody> <tr> <td>January 2023</td> <td>145</td> <td>6,207.10</td> </tr> <tr> <td>November 2022</td> <td>134</td> <td>5,754.00</td> </tr> <tr> <td>July 2022</td> <td>122</td> <td>5,405.80</td> </tr> </tbody> </table> Kamuning Estate <table border="1" data-bbox="1048 1050 1868 1187"> <thead> <tr> <th>Month</th> <th>No of workers</th> <th>Amount (RM)</th> </tr> </thead> <tbody> <tr> <td>January 2023</td> <td>343</td> <td>12,715.40</td> </tr> <tr> <td>July 2022</td> <td>317</td> <td>11,521.40</td> </tr> <tr> <td>December 2022</td> <td>340</td> <td>16,070.40</td> </tr> </tbody> </table>	Month	No of Workers	Amount (RM)	January 2023	145	6,207.10	November 2022	134	5,754.00	July 2022	122	5,405.80	Month	No of workers	Amount (RM)	January 2023	343	12,715.40	July 2022	317	11,521.40	December 2022	340	16,070.40	Complied
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<b>4.4.5.11</b>	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. <b>- Major compliance -</b>	All workers are provided with free housing facilities that included basic amenities such as clean water (25 gallons/month), community hall, sport facilities, etc. were provided to the workers.	Complied																								

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		<p>Electricity which is obtained from the national grid. The housing condition was in accordance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446).</p> <p>Weekly inspections by medical assistant were done to ensure cleanliness of the housing. Records were well maintained. Verification as per below: -</p> <p><u>Elphil Estate</u></p> <ul style="list-style-type: none"> <li>- 17/02/2023 and previously was on 11/02/2023, 03/02/2023</li> </ul> <p><u>Kamuning Estate</u></p> <ul style="list-style-type: none"> <li>- 24/02/2023 and previously was on 17/02/2023, 10/02/2023</li> </ul>	
<b>4.4.5.12</b>	<p>The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p><b>- Major compliance -</b></p>	<p>The management have already established the Sexual Harassment Policy under Human Rights Charter revised 2020. The training was conducted on 30/03/2022 and 09/03/2022 at Sri Kamuning Club at Kamuning Estate.</p> <p>The management established Term of Reference for Gender Representatives and Gender Committees on March 2021. The meeting was conducted every 2 months. The Gender meeting in Elphil estate dated 25/01/2023 and in Kamuning Estate dated 27/01/2023. Gender Meetings were also conducted for SOU level dated 11/02/2023. No issues of sexual harassment have been and confirmed as per verification.</p>	Complied
<b>4.4.5.13</b>	<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>Policy to respect the rights of all employees has been embedded in SDPB established policy of "Group Sustainability &amp; Quality Policy Statement" which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019.</p> <p>Employees were given freedom to associate and bargain collectively with company and to organize among themselves through association</p>	Complied

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	<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><b>- Major compliance -</b></p>	<p>meetings as per sample sighted as per sample latest minutes of meeting between Management and NUPW representatives. Union Meeting sighted in Elphil Estate dated 16/02/2023.</p>																					
<b>4.4.5.14</b>	<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 be exposed to hazardous working conditions.</p> <p><b>- Major compliance -</b></p>	<p>Policy to protect children and young person has been embedded in SDPB's established policy of "Group Sustainability &amp; Quality Policy Statement" which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 02/12/2019.</p> <p>Based on the interview and sighted records of employees' master lists data, no young person below 18 years old employed within all operating units within SOU 3.</p>	Complied																				
<b>Criterion 4.4.6: Training and competency</b>																							
<b>4.4.6.1</b>	<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><b>- Major compliance -</b></p>	<p>SOU 3 Estates have established a training program for all workers based on the training need analysis conducted on a yearly basis. Records of trainings were maintained by the estate as below: -</p> <p>Elphil Estate</p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>SDS Training – Mandores</td> <td>21/01/2023</td> </tr> <tr> <td>HIRARC Training</td> <td>16/02/2023</td> </tr> <tr> <td>Sexual Harassment Refreshment Training</td> <td>02/02/2023</td> </tr> <tr> <td>Driver Maintenance Training</td> <td>30/01/2023</td> </tr> <tr> <td>Grievance Channel Training</td> <td>25/01/2023</td> </tr> <tr> <td>COBC Refresher Training</td> <td>20/01/2023</td> </tr> <tr> <td>Wages Salary and VLP Briefing</td> <td>18/01/2023</td> </tr> <tr> <td>IPM, HCV, Biodiversity and RTE Training</td> <td>11/01/2023</td> </tr> <tr> <td>Lighting Strike SOP Training</td> <td>17/10/2022</td> </tr> </tbody> </table>	Training	Date	SDS Training – Mandores	21/01/2023	HIRARC Training	16/02/2023	Sexual Harassment Refreshment Training	02/02/2023	Driver Maintenance Training	30/01/2023	Grievance Channel Training	25/01/2023	COBC Refresher Training	20/01/2023	Wages Salary and VLP Briefing	18/01/2023	IPM, HCV, Biodiversity and RTE Training	11/01/2023	Lighting Strike SOP Training	17/10/2022	Complied
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<b>4.4.6.2</b>	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. <b>- Major compliance -</b>	SOU 3 Estates have conducted training need analysis for all employees, management and contractors. The training need analysis was conducted based on the job designation and training required by the job type. Sighted the Estate: Recommended Training Needs for the year 2023 for all estates.	Complied																
<b>4.4.6.3</b>	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. <b>- Minor compliance -</b>	A training programme has been developed and available in the Annual Sustainability Programme 2023. The trainings were sighted to have been sub categorised to trainings on Environmental, GAP, SOP, Social and OSH.	Complied																
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>																			
<b>Criterion 4.5.1: Environmental Management Plan</b>																			
<b>4.5.1.1</b>	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be	The Group Upstream Malaysia Safety, Health and Environmental Policy Statement had been established via Group Sustainability & Quality	Complied																

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	developed, effectively communicated and implemented. <b>- Major compliance -</b>	Policy Statement dated 05 May 2022 and implemented. The policy was displayed prominently on notice boards in English and local language Bahasa Malaysia. Therein among others has stated that the Company is committed to protecting the environment and conserving biodiversity through minimizing environmental harms <ul style="list-style-type: none"> <li>a) Protecting and enhancing biodiversity and the ecosystem</li> <li>b) No deforestation and no new development on peat soil</li> <li>c) Enhancing resilience against climate change impact</li> <li>d) Adopting responsible consumption and production.</li> </ul> This policy is prominently displayed in the office along with other Company's Policies. It is communicated to the employees via training and weekly briefing session among others as follows; <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Subject</th> <th style="text-align: center;">Kamuning</th> <th style="text-align: center;">Elphil</th> </tr> </thead> <tbody> <tr> <td>MSPO RSPO Company Policies</td> <td style="text-align: center;">06/02/22</td> <td style="text-align: center;">21/01/22</td> </tr> <tr> <td>SDP Policies Briefing</td> <td style="text-align: center;">13/02/22</td> <td style="text-align: center;">08/02/23</td> </tr> <tr> <td>Scheduled Waste Management</td> <td style="text-align: center;">12/03/22</td> <td style="text-align: center;">09/03/22</td> </tr> <tr> <td>Waste/ Line site hygiene</td> <td style="text-align: center;">13/02/22</td> <td style="text-align: center;">08/02/23</td> </tr> <tr> <td>Recycle Practices</td> <td style="text-align: center;">24/02/23</td> <td style="text-align: center;">19/01/23</td> </tr> </tbody> </table> Subjects on environmental are included the annual training program related to "Environmental Responsibility & Biodiversity-Environmental Aspect Impact Assessment".	Subject	Kamuning	Elphil	MSPO RSPO Company Policies	06/02/22	21/01/22	SDP Policies Briefing	13/02/22	08/02/23	Scheduled Waste Management	12/03/22	09/03/22	Waste/ Line site hygiene	13/02/22	08/02/23	Recycle Practices	24/02/23	19/01/23	
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<b>4.5.1.2</b>	The environmental management plan shall cover the following: <ul style="list-style-type: none"> <li>a) An environmental policy and objectives;</li> <li>b) The aspects and impacts analysis of all operations.</li> </ul> <b>- Major compliance -</b>	The Environmental Policy has been established as described in 4.5.1.1 above. The objectives of the environmental management plan among others include the following. <ul style="list-style-type: none"> <li>1. Implement and comply all prevailing statutory environmental laws</li> </ul>	Complied																		

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	<p>2. Plantation development emphasizing zero burning practices.</p> <p>3. Compliance of DOE - to minimize pollution of land/ water/ air</p> <p>4. To control and practice GAP systems in both mineral/ peat soils</p> <p>5. Identification of HCV and preserving riparian zones</p> <p>The aspects and impacts had been provided in <i>the Environmental Impact Assessment reviewed</i> on Jan 2023 compiled internally.</p> <p>The analysis covered the following activities.</p> <ol style="list-style-type: none"> <li>1. Harvesting/ weeding/ fertilizer application</li> <li>2. Mulching/ road upkeep/ ramp</li> <li>3. Workshop/ chemical store Operations</li> <li>4. Lubricant store/ fertilizer store</li> <li>5. Oil Palm Tree Removal/ Pest &amp; Disease Control</li> <li>6. Impact of field operations activities towards environmental</li> <li>7. Identification of riparian zone</li> <li>8. All the relevant positive/negative impact and mitigation plan,</li> </ol> <p>The plans and impact assessments relating to environmental impacts based on documents for both estates and the mill are elaborated in the following records:</p> <ol style="list-style-type: none"> <li>a. Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, <i>(version 1; year 2008 Issue no. 1; dated 1 April 2009 Register)</i></li> <li>b. Appendix 5.4.1c - Environmental Aspect and Impact Identification form</li> </ol>	

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		<p><i>(version 1; year 2008 Issue no. 1; dated 1 April 2009; MR-01/EAI)</i>                      c. Appendix 5.4.1d – Environmental Impacts Evaluation form  <i>(version 1; year 2008 issue no. 1; dated 1 April 2009; MR-02/EIE)</i>                      The latest register being reviewed dated Jan 2023 to include the following changes and continued being formalized for 2023.</p>																
<b>4.5.1.3</b>	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.                      - <b>Major compliance</b> -</p>	<p>The environmental improvement plans are identified the Environmental Impact Assessment 2023 having details of mitigation of the negative impacts. They are summarized and among others as shown below;</p> <table border="1"> <thead> <tr> <th>Activities</th> <th>Impacts</th> <th>Mitigation plan</th> </tr> </thead> <tbody> <tr> <td>Harvesting</td> <td>Promote positive impact to soil structure through biomass frond &amp; EFB mulching.</td> <td>Practice proper frond stacking. EFB applied to improve nutrient &amp; biomass</td> </tr> <tr> <td>Weeding</td> <td>Negative impact as polluting the soil with usage of chemicals.</td> <td>Dosage of chemicals is monitored &amp; calibrated. Manual weeding practiced at certain areas to reduce reliance of chemical.</td> </tr> <tr> <td>Manuring</td> <td>Over usage of chemical &amp; fertilizer affecting soil toxicity causing leaching/ wash off.</td> <td>Identify buffer zones and to prevent leaching of fertilizer and chemicals. Application along frond stacking rows.</td> </tr> <tr> <td>Road upkeep</td> <td>Damages through grading and chambering</td> <td>Water collected at drain pits is collected to maximize moisture of nearest palm.</td> </tr> </tbody> </table>	Activities	Impacts	Mitigation plan	Harvesting	Promote positive impact to soil structure through biomass frond & EFB mulching.	Practice proper frond stacking. EFB applied to improve nutrient & biomass	Weeding	Negative impact as polluting the soil with usage of chemicals.	Dosage of chemicals is monitored & calibrated. Manual weeding practiced at certain areas to reduce reliance of chemical.	Manuring	Over usage of chemical & fertilizer affecting soil toxicity causing leaching/ wash off.	Identify buffer zones and to prevent leaching of fertilizer and chemicals. Application along frond stacking rows.	Road upkeep	Damages through grading and chambering	Water collected at drain pits is collected to maximize moisture of nearest palm.	Complied
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		Loading Bay	FFB transportation of lorries in minimizing leakages of fuel	Education to drivers and monitoring of vehicles movements.																																												
		Workshop	Spillage to prevent pollution	Availability of spill kit and health surveillance for welding personnel.																																												
<b>4.5.1.4</b>	A programme to promote the positive impacts should be included in the continual improvement plan. <b>- Minor compliance -</b>	This is available as elaborated in indicator 4.5.1.3 above. Improvement planned for both short and long terms are detailed along with the identified issues.			Complied																																											
<b>4.5.1.5</b>	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. <b>- Major compliance -</b>	<p>Training program is available in the SOU 03 Training Program 2023 updated on a yearly basis or revised as per the management requirement. Included in this program are subjects related to environment e.g. environmental, safety &amp; health policy, scheduled waste management, environmental responsibility, HCV &amp; Biodiversity training.</p> <table border="1"> <thead> <tr> <th rowspan="2">Subjects</th> <th colspan="3">Month</th> </tr> <tr> <th>1-4</th> <th>5-8</th> <th>9-12</th> </tr> </thead> <tbody> <tr> <td>ESH Legal &amp; Other requirements</td> <td>✓</td> <td>-</td> <td>-</td> </tr> <tr> <td>ERP Chemical spill, poisoning, Fire</td> <td>✓</td> <td>-</td> <td>✓</td> </tr> <tr> <td>Scheduled waste management</td> <td>✓</td> <td>✓</td> <td>-</td> </tr> <tr> <td>Safe Work Procedure for All Stations</td> <td>✓</td> <td>-</td> <td>✓</td> </tr> <tr> <td>Policy Training</td> <td>✓</td> <td>-</td> <td>✓</td> </tr> <tr> <td>HCV Training for Region</td> <td>-</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Safe handling of Electrical Equipment</td> <td>✓</td> <td>-</td> <td>✓</td> </tr> <tr> <td>MSDS/CSDS</td> <td>✓</td> <td>-</td> <td>✓</td> </tr> <tr> <td>Triple rinsing</td> <td>✓</td> <td>✓</td> <td>-</td> </tr> </tbody> </table>			Subjects	Month			1-4	5-8	9-12	ESH Legal & Other requirements	✓	-	-	ERP Chemical spill, poisoning, Fire	✓	-	✓	Scheduled waste management	✓	✓	-	Safe Work Procedure for All Stations	✓	-	✓	Policy Training	✓	-	✓	HCV Training for Region	-	✓	✓	Safe handling of Electrical Equipment	✓	-	✓	MSDS/CSDS	✓	-	✓	Triple rinsing	✓	✓	-	Complied
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4.5.1.6	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p> <p><b>- Major compliance -</b></p>	<p>The forum used in the estates are the quarterly ESH meeting and the annual management review meeting.</p> <p>a. The latter emphasized more on issues on water management plan, electricity use, diesel consumption, waste management, SIA plan, renewable energy, aspect/impact.</p> <p>b. The Environmental Performance Monitoring Committee is setup to comply with the DOE requirement of Guidance Self-Regulation (GSR). The meetings review the environmental performance within the SOU 03.</p> <p>c. The operating unit level dialogue/ safety meeting/briefing during muster are forums used by the management in disseminating issues relating to environment</p> <table border="1"> <thead> <tr> <th>Estates</th> <th>Date</th> <th>Date</th> <th>Date</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Elphil Estate</td> <td>08/12/22</td> <td>09/09/22</td> <td>29/06/22</td> <td>09/03/22</td> </tr> <tr> <td>Kamuning Estate</td> <td>07/12/22</td> <td>26/09/22</td> <td>09/06/22</td> <td>11/03/22</td> </tr> </tbody> </table>	Estates	Date	Date	Date	Date	Elphil Estate	08/12/22	09/09/22	29/06/22	09/03/22	Kamuning Estate	07/12/22	26/09/22	09/06/22	11/03/22	Complied
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<b>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</b>																		
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><b>- Major compliance -</b></p>	<p>A plan for improving the efficiency of the use of fossil fuels is in place and has been incorporated into the Environmental Aspect and Impact activities report for 2023. The document was reviewed/updated on Jan 2023. The Environment Management Plan for efficiency of fossil fuel usage are detailed below:</p> <table border="1"> <thead> <tr> <th>Target</th> <th>Objective</th> <th>Action plan</th> </tr> </thead> <tbody> <tr> <td>Backhoe tractor</td> <td>To reduce fossil fuel (diesel) consumption from company-owned vehicles</td> <td>To ensure the vehicle engine is turn off during idle time</td> </tr> </tbody> </table>	Target	Objective	Action plan	Backhoe tractor	To reduce fossil fuel (diesel) consumption from company-owned vehicles	To ensure the vehicle engine is turn off during idle time	Complied									
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			and fuel using mobile equipment	To record vehicle activity which consume fuel																																													
	Van/ vehicle	To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment		To record vehicle activity in order to eliminate waste activity which consume fuel. To turn off vehicle engine during idle time.																																													
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<p>The utilization of fossil fuel in 2022 is being monitored with records shown below:</p> <table border="1"> <thead> <tr> <th>Month (2022)</th> <th>Elphil Estate</th> <th>Kamuning Estate</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>1.56</td><td>3.19</td></tr> <tr><td>Feb</td><td>1.93</td><td>2.04</td></tr> <tr><td>Mac</td><td>1.97</td><td>1.93</td></tr> <tr><td>Apr</td><td>2.18</td><td>2.49</td></tr> <tr><td>May</td><td>1.21</td><td>1.96</td></tr> <tr><td>Jun</td><td>1.60</td><td>2.02</td></tr> <tr><td>July</td><td>1.21</td><td>2.28</td></tr> <tr><td>Aug</td><td>1.19</td><td>2.11</td></tr> <tr><td>Sep</td><td>1.32</td><td>2.22</td></tr> <tr><td>Oct</td><td>1.40</td><td>2.17</td></tr> <tr><td>Nov</td><td>1.52</td><td>2.21</td></tr> <tr><td>Dec</td><td>1.37</td><td>2.65</td></tr> <tr><td>Baseline</td><td>1.36</td><td>1.95</td></tr> <tr><td>Total</td><td>38169</td><td>49890</td></tr> </tbody> </table>					Month (2022)	Elphil Estate	Kamuning Estate	Jan	1.56	3.19	Feb	1.93	2.04	Mac	1.97	1.93	Apr	2.18	2.49	May	1.21	1.96	Jun	1.60	2.02	July	1.21	2.28	Aug	1.19	2.11	Sep	1.32	2.22	Oct	1.40	2.17	Nov	1.52	2.21	Dec	1.37	2.65	Baseline	1.36	1.95	Total	38169	49890
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Criterion / Indicator		Assessment Findings	Compliance																	
		<p>The Estates record/monitor the diesel utilization over the running hours of machines and other vehicles running.</p> <p>Performance variation in view of several factors i.e.</p> <ul style="list-style-type: none"> <li>a. Infrastructure of estates,</li> <li>b. Community size / no of gen-sets,</li> <li>c. No. of vehicles / age of machine.</li> <li>d. Weather interference / crop production volume</li> </ul>																		
<b>4.5.2.2</b>	<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><b>- Major compliance -</b></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 in all transport and machinery operations was available in the respective Estates yearly budgets.</p>	Complied																	
<b>4.5.2.3</b>	<p>The use of renewable energy should be applied where possible.</p> <p><b>- Minor compliance -</b></p>	<p>There was no opportunity to use renewable energy (shell/fibre/EFB) in the Estates with the present technology and facilities within the industry.</p>	Complied																	
<b>Criterion 4.5.3: Waste management and disposal</b>																				
<b>4.5.3.1</b>	<p>All waste products and sources of pollution shall be identified and documented.</p> <p><b>- Major compliance -</b></p>	<p>All waste products and sources of pollution 2023 has been identified and documented. Details as follows;</p> <table border="1"> <thead> <tr> <th>Activities</th> <th>Source</th> <th>Waste/ Pollution</th> <th>Affected Environment</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Gen store</td> <td>Petrol oil, lubricant</td> <td rowspan="2">Spillage &amp; contamination</td> <td rowspan="2">Land, water</td> </tr> <tr> <td>Chemical</td> </tr> <tr> <td>SW store</td> <td>Scheduled waste</td> <td>All type of SW</td> <td>Environmental</td> </tr> <tr> <td>Office</td> <td>Domestic/</td> <td>Paper plastic</td> <td>Land, water</td> </tr> </tbody> </table>	Activities	Source	Waste/ Pollution	Affected Environment	Gen store	Petrol oil, lubricant	Spillage & contamination	Land, water	Chemical	SW store	Scheduled waste	All type of SW	Environmental	Office	Domestic/	Paper plastic	Land, water	Complied
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Criterion / Indicator		Assessment Findings				Compliance																								
			office waste Toilet & kitchen	Sewage																										
		W/shop	Used oil & grease Metal waste Oil drum/ tank	Spillage Wastage	Recycled																									
		Labour line	Domestic waste Toilet/ kitchen waste	Solid waste Sewage	Land, water																									
		Field activities	Operation waste	Palm frond, FFB stalk	Land/ water																									
<b>4.5.3.2</b>	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p>a) Identifying and monitoring sources of waste and pollution</p> <p>b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</p> <p><b>- Major compliance -</b></p>	<p>The estates had established the waste and pollution management plan 2023 as shown below. The PIC and time frame was also shown in the management plan.</p> <table border="1"> <thead> <tr> <th>Activity</th> <th>Source</th> <th>Waste/ Pollution</th> <th>Affected Environment</th> </tr> </thead> <tbody> <tr> <td>Gen store</td> <td>Petrol oil, lubricant Chemical</td> <td>Spillage &amp; contamination</td> <td>Land, water</td> </tr> <tr> <td>SW store</td> <td>Scheduled waste</td> <td>All type of SW</td> <td>Environmental</td> </tr> <tr> <td>Office</td> <td>Domestic/ office waste Toilet &amp; kitchen</td> <td>Paper plastic Sewage</td> <td>Land, water</td> </tr> <tr> <td>W/shop</td> <td>Used oil &amp; grease Metal waste Oil drum/ tank</td> <td>Spillage Wastage</td> <td>Recycled</td> </tr> <tr> <td>Labour line</td> <td>Domestic waste Toilet/ kitchen waste</td> <td>Solid waste Sewage</td> <td>Land, water</td> </tr> </tbody> </table>				Activity	Source	Waste/ Pollution	Affected Environment	Gen store	Petrol oil, lubricant Chemical	Spillage & contamination	Land, water	SW store	Scheduled waste	All type of SW	Environmental	Office	Domestic/ office waste Toilet & kitchen	Paper plastic Sewage	Land, water	W/shop	Used oil & grease Metal waste Oil drum/ tank	Spillage Wastage	Recycled	Labour line	Domestic waste Toilet/ kitchen waste	Solid waste Sewage	Land, water	Minor Non-Conformity
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Criterion / Indicator		Assessment Findings				Compliance
		Activity	Source	Prevention	Action Plan	
		Gen store	Petrol oil, lubricant	Keep items in designated area i.e. bund 110% of capacity	Establish recovery procedure - accidental spillage. Kit available	
			Chemical			
		SW store	Scheduled waste	Comply to EQA requirement	Dispose as SW & maintain record.	
		Office	Domestic/ office waste	Implement recycling of waste Provide bins	Continuous education on environmental issues and program.	
			Toilet & kitchen			
		Workshop	Used oil & grease	Display signboards & provide litter bins	Provide training on recycling	
			Metal waste	Collect discarded materials for recycling		
			Oil drum/ tank			
		Labour line	Domestic waste	Display signboards & provide litter bins	Provide training on recycling	
		Labour line	Toilet & kitchen waste	Ensure no accidental spillage	Cease using facilities in event of non-functional	
<p>The Environmental Management Plan review date was sighted and verified with records as follows.</p> <p><u>Elphil Estate:</u></p> <ul style="list-style-type: none"> <li>- Review Date: 01/01/2023; Amendments: Changes updated in the management plan.</li> </ul> <p><u>Kamuning Estate:</u></p>						

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		<ul style="list-style-type: none"> <li>Review Date: 03/01/2023; Amendments: Changes updated in the management plan.</li> </ul> <p>An onsite interview made with YIH Construction Sdn Bhd has confirmed that machinery maintenance and service was done onsite. Responsibilities of the said Contractor to manage all wastes (SW, recycled, domestic, waste etc. generated accordingly was spelled out under contract form, term of delivery no (iii). This however was not clearly defined under the Waste Management Plan 2023. Hence a minor nonconformity was raised.</p>	
<b>4.5.3.3</b>	<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><b>- Major compliance -</b></p>	<p>The SOP on Scheduled Waste disposal is established and implemented. Details as provided in SDP MQMS Standard Operating Procedure Section VII- Scheduled Waste (Hazardous Waste) Management ref no. SD/SDP/PSQM (ESH) /203-EN1 dated 26/2/2015.</p> <p>The inventory of the waste generated is recorded using the "E-SWISS" inventory system. Methodology of SW disposal is also described in indicator 4.5.3.2 above. All SW are disposed to Edgenta Mediserve Sdn Bhd for the SW 404 and Pentas Flora (Ipoh) Sdn Bhd and Kubota Malaysia Sdn Bhd for the workshop lubricant and others waste. The estates scheduled wastes are disposed to Kubota Malaysia collection upon completion of machine/vehicles servicing and maintenance. Records of disposal (SW Consignment Notes) were available for verification during the assessment.</p> <p>Letter form DOE Putrajaya dated 13/04/2022 on the approval for Kubota Malaysia Sdn Bhd for collection and disposal management of scheduled waste from machine/vehicle servicing and maintenance was sighted and verified. Collection made for SW 305 and SW 410.</p>	Complied
<b>4.5.3.4</b>	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there</p>	<p>The SOP of disposal pesticide container is described in the estates in SOU 3, procedure SD/SDP/PSQM (ESH)/203-EN1-Scheduled Wastes</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>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><b>- Major compliance -</b></p>	<p>(Hazardous Waste) Management has been established. Content includes the triple rinsing procedures and the relevant training to be conducted. Under the operational control procedure established as given in 4.5.3.3 above the guideline and practice for handling empty pesticides containers are as follows.</p> <ol style="list-style-type: none"> <li>All class 2 and above containers are tripled rinsed, and holes punctured at the bottom only if the waste generator is to dispose as non-scheduled waste.</li> <li>Containers to be disposed as scheduled waste need not go the triple rinsing and hole punctured process.</li> <li>Empty containers were tripled rinsed, punctured, and delivered as SW 409. Others were used recycled for chemical containers for spraying purposes.</li> </ol>	
<b>4.5.3.5</b>	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p><b>- Minor compliance -</b></p>	<p>Collection and disposal of domestic waste is via licensed 3rd party contractor, Sri AX PXXXX Enterprise. The contract between Elphil Estate and Sri AX PXXXX Enterprise dated 01/03/2022 was sighted and verified. The Contractor collects the domestic waste twice a week at the estate and disposes them at their Municipal Council Bins. The latest payment voucher for rubbish collection was verified dated 10/02/2023 (document ref: ELP/BB/B7/FEB23).</p>	Complied
<b>Criterion 4.5.4: Reduction of pollution and emission</b>			
<b>4.5.4.1</b>	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.</p> <p><b>- Major compliance -</b></p>	<p>The SOP of disposal pesticide container is described in the estates in SOU 3, procedure SD/SDP/PSQM (ESH)/203-EN1–Scheduled Wastes (Hazardous Waste) Management has been established. Content includes the triple rinsing procedures and the relevant training to be conducted. Under the operational control procedure established as</p>	Complied

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		<p>given in 4.5.3.3 above the guideline and practice for handling empty pesticides containers are as follows.</p> <p>a) All class 2 and above containers are tripled rinsed and holes punctured at the bottom only if the waste generator is to dispose as non-scheduled waste.</p> <p>b) Containers to be disposed as scheduled waste need not go the triple rinsing and hole punctured process.</p>	
<b>4.5.4.2</b>	<p>An action plan to reduce identified significant pollutants and emissions shall be established and implemented.</p> <p><b>- Major compliance -</b></p>	<p>Sighted the implementation of Pollution Prevention Plan at the estates as follows:</p> <ul style="list-style-type: none"> <li>- To minimise soil erosion during replanting</li> <li>- To comply with EQA (Scheduled Waste) Reg 2005</li> <li>- To ensure the activates does not pollute the environment.</li> <li>- To ensure no open burning at the workers housing complex area.</li> <li>- To ensure pesticide/ herbicide usage at optimum level.</li> </ul>	Complied
<b>Criterion 4.5.5: Natural water resources</b>			
<b>4.5.5.1</b>	<p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <p>a. Assessment of water usage and sources of supply.</p> <p>b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities.</p> <p>c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application,</p>	<p>SOU 3 estates had established its Water Management Plan 2021 which was developed to maintain the quality and availability of natural water resources. This is made by practicing efficient water consumption through various methods such as.</p> <p>a. Implementation of rainwater harvest</p> <p>b. Construction of water gate and scheduled water pumping for effective management of field drains and field water level</p> <p>c. Daily monitoring of bund / scheduled maintenance</p> <p>d. Establishment of <i>mucuna bracteata</i> to prevent erosion</p>	Complied



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	<p>maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p><b>- Major compliance -</b></p>	<p>e. Side drains at field road to control water, frond stacking</p> <p>f. Enhancement of ground vegetation at bare ground area</p> <p>The water sources are as shown below:</p> <table border="1"> <thead> <tr> <th>Source</th> <th>Usage</th> <th>Monitoring</th> <th>Review status</th> </tr> </thead> <tbody> <tr> <td>LAP</td> <td>Purchased for domestic consumption</td> <td>Monitoring water supply</td> <td>Liaison with Authority</td> </tr> <tr> <td>Rainwater</td> <td>Domestic use Workshop Chemical mixing</td> <td>Rain fall data</td> <td>Water harvesting for general washing</td> </tr> <tr> <td>Water tank</td> <td>Emergency water supply</td> <td>-</td> <td>Request water supply from other estates</td> </tr> </tbody> </table> <p>The contingency plan during water shortage.</p> <table border="1"> <thead> <tr> <th>Incident</th> <th>Action steps</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Water shortage/ prolonged dry season</td> <td>To obtain water from local authority/ Mill catchment To train/ educate staff/ workers to conserve water To seek assistance from local authority To obtain treated water supply from mill's WTP</td> <td>As and when required</td> </tr> <tr> <td>Severe water pollution/</td> <td>To obtain water from LAP</td> <td>As and when required</td> </tr> </tbody> </table>				Source	Usage	Monitoring	Review status	LAP	Purchased for domestic consumption	Monitoring water supply	Liaison with Authority	Rainwater	Domestic use Workshop Chemical mixing	Rain fall data	Water harvesting for general washing	Water tank	Emergency water supply	-	Request water supply from other estates	Incident	Action steps	Status	Water shortage/ prolonged dry season	To obtain water from local authority/ Mill catchment To train/ educate staff/ workers to conserve water To seek assistance from local authority To obtain treated water supply from mill's WTP	As and when required	Severe water pollution/	To obtain water from LAP	As and when required	
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Criterion / Indicator		Assessment Findings		Compliance
		Contamination	<p>To train/ educate staff/ workers to conserve water</p> <p>To seek assistance from local authority</p> <p>To obtain treated water supply from mill's WTP</p>	
		<p>The estates had implemented water managements plans which covered:</p> <ul style="list-style-type: none"> <li>a. Water shortage contingencies</li> <li>b. Water pollution prevention</li> <li>c. Reduce wastage</li> <li>d. Identification &amp; management of waste waters</li> <li>e. Monitoring rainfall</li> <li>f. Regular water quality analysis.</li> </ul> <p>Water management plan review date was sighted and verified with records as follows;</p> <ul style="list-style-type: none"> <li>a. Elphil Estate – Review Date: 04/01/2023; No Changes.</li> <li>b. Kamuning Estate – Review Date: 03/01/2023; No Changes</li> </ul> <p>The water reduction plan is shown below.</p> <ul style="list-style-type: none"> <li>a. Large containers are to be placed at strategic locations to collect rainwater. The rainwater shall be recycled for washing heavy machinery.</li> <li>b. Frequent inspection to detect leakage. Fix any leakage.</li> </ul>		

Criterion / Indicator	Assessment Findings	Compliance
	<p>c. To conserve level of soil moisture. To minimize water stress during dry season</p> <p>d. To recycle water spillage while mixing of chemical at mixing area.</p> <p>e. Avoid excessive usage during cleaning Close pipe to prevent water dripping</p> <p>The estates continued to protect the water courses, including maintaining and restoring appropriate riparian buffer zones along the natural waterways. The estates adopted the existing SDP policy to maintain the buffer by restricting agrochemical application and left undeveloped during replanting. Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones. The guidelines are detailed in the River Reserve Management (Management of River Reserve in Sime Darby Plantation Berhad dated April 2014).</p> <p>The guideline was issued by the GSQM Unit with latest revision dated on 13/06/2011. There was no spraying activities or signs left in such an area. The buffer zones identified at the estates are as follows:</p> <p>a. Elphil Estate – Sungai Kerdah.</p> <p>b. Kamuning Estate – Sungai Nyamuk.</p> <p>Samples are taken from estates for detection of any pollution arising from the mill and estates activities. Water samples from the intake point are taken for phosphate and nitrate analysis for detection of fertilizer application effect to the water courses.</p> <p>There were no issues on the water quality. Variation if any is investigated as per the SOP. Sampling analysis made on quarterly basis. Elphil Estate domestic water Plang Division sampling made on</p>	

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		<p>monthly basis for the following parameters. All results within the specifications.</p> <p>Kamuning Estate made similar practices for Sg. Nyamuk analysis sampling made on quarterly basis for the following parameters. All results within the specifications.</p> <p>Among others management plan taken:</p> <ul style="list-style-type: none"> <li>a. Regular inspection at buffer/ HCV areas</li> <li>b. Monitor water from surrounding areas</li> <li>c. Track, measure and report all activities around river</li> <li>d. Train and educate workers.</li> </ul>	
<b>4.5.5.2</b>	<p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p><b>- Minor compliance -</b></p>	<p>Interviews and feedback received from stakeholders and workers confirmed that there was no construction of bunds, weirs and dams across main rivers or waterways passing through both the estates.</p>	Complied
<b>4.5.5.3</b>	<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><b>- Minor compliance -</b></p>	<p>Practices on water harvesting such as roadside drains had been constructed and water has been directed to conservation terraces, pruned fronds were stacked along the palm row. Practices of water harvesting are mainly constructed on flat areas. Roadside pits were also available at every 3 palm rows, to divert in event of water overflowing and also to benefit the nearest palm at the pit end to obtain additional moisture. This is part of the common practices introduced within the SDP Group Agriculture Procedures.</p>	Complied
<b>Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value</b>			
<b>4.5.6.1</b>	<p>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>The audit findings have confirmed that there is no new planting (refer 7.3.1 to 7.4.2) affecting present HCV and primary forest.</p>	Complied

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<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><b>- Major compliance -</b></p>	<p>Hence the current HCV assessment of the estates remains valid. PSQM Department has conducted HCV assessment for SOU 3 on February 2017. HCV for estate has been identified and documented in the HCV Re-Assessment for SOU 3 – Elphil, Version 2, February 2017.</p> <p>Common wildlife found during the assessment were documented in Table 10 in the HCV Re-Assessment for SOU 3 – Elphil, Version 2, February 2017 Methodology is through site observation, interviews, stakeholders’ consultation and desktop review on available secondary data. The assessment among others covers the following areas.</p> <ol style="list-style-type: none"> <li>1. Overview of HCV assessment.</li> <li>2. Description of assessment areas.</li> <li>3. Finding and discussion               <ul style="list-style-type: none"> <li>- landscape context</li> <li>- HCV criteria and application to agriculture</li> </ul> </li> <li>4. HCV monitoring and management</li> </ol> <p>In summary the areas covered within the SOU 3 landholdings 114.706 ha (Including Kinta Kellas Estate) and the HCV areas presence as summarized as follows.</p> <table border="1" data-bbox="1048 1125 1861 1394"> <thead> <tr> <th>Estate</th> <th>HCV area</th> <th>Area</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Kamuning Estate</td> <td>Slope/ Rocky area</td> <td>54.33</td> <td>4.0</td> </tr> <tr> <td>River reserve (Sg Kerdah)</td> <td>3.66</td> <td>4.0</td> </tr> <tr> <td>Water catchment area</td> <td>9.25</td> <td>4.0</td> </tr> <tr> <td>Isolated Remnant Forest</td> <td>17.35</td> <td>4.0</td> </tr> <tr> <td rowspan="3">Elphil Estate</td> <td>River reserve (Sg Kerdah)</td> <td>17.27</td> <td>4.0</td> </tr> <tr> <td>Water catchment area</td> <td>3.529</td> <td>4.0</td> </tr> <tr> <td>Limestone Hill/ Cave</td> <td>5.627</td> <td>3.0</td> </tr> </tbody> </table>	Estate	HCV area	Area	Type	Kamuning Estate	Slope/ Rocky area	54.33	4.0	River reserve (Sg Kerdah)	3.66	4.0	Water catchment area	9.25	4.0	Isolated Remnant Forest	17.35	4.0	Elphil Estate	River reserve (Sg Kerdah)	17.27	4.0	Water catchment area	3.529	4.0	Limestone Hill/ Cave	5.627	3.0	
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		<p>The high biodiversity is included in the HCV reassessment for SOU 3 report. Birds, mammals, reptiles, insect (least concern and vulnerable) and totally protected and protected wildlife were identified based on the latest HCV report reviewed annually 04/1/21. The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. The HCVs, conservation areas/environmentally sensitive areas e.g. bund along the stretches of river/straits which passes bordering through the estates had been identified and being monitored.</p>	
<b>4.5.6.2</b>	<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"> <li>a. Ensuring that any legal requirements relating to the protection of the species are met.</li> <li>b. Discouraging any illegal or inappropriate hunting, fishing, or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</li> </ul> <p><b>- Major compliance -</b></p>	<p>There was no RTE recorded. Evidence to continuously prevent and discourage illegal or hunting, fishing or collecting activities were maintained and implemented. Signage as well as routine patrolling activities were utilized as part of creating awareness among employees and maintain HCV. The estates had established an HCV action plan for FY2023 such as;</p> <ul style="list-style-type: none"> <li>a) Ensuring all legal requirements to the protection of species/habitat are met</li> <li>b) Controlling any illegal /inappropriate hunting, fishing and developing measures to resolve human-wildlife conflicts</li> <li>c) Protection of buffers zones for respective rivers as identified in the HCV assessment. Communications are made to all employees, contractors, suppliers and neighbour informing that encroachment and hunting are not allowed.</li> </ul> <p>There were programs held by the estates to all employees in pertaining to the awareness of HCV areas and RTE species. Interview with the employees concluded that training and briefing made during the ad hoc session and morning muster. This is also emphasized during the</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance																					
		<p>training held by SQM programs. Employees are aware of the following measures.</p> <p>a) An offence to capture, harm, kills any wildlife.</p> <p>b) Disciplinary measures shall be taken if found violating company rules.</p> <p>c) Riparian buffer zone to be free from any chemical application/pollution</p> <p>Training in relation to the HCV management are provided to the employees as follows.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Subject</th> <th style="text-align: center;">Elphil</th> <th style="text-align: center;">Kamuning</th> </tr> </thead> <tbody> <tr> <td>MSPO RSPO Company Policies</td> <td style="text-align: center;">21/01/22</td> <td style="text-align: center;">06/02/22</td> </tr> <tr> <td>SDP Policies Briefing</td> <td style="text-align: center;">08/02/23</td> <td style="text-align: center;">13/02/22</td> </tr> <tr> <td>Protection -HCV riparian zone</td> <td style="text-align: center;">09/02/22</td> <td style="text-align: center;">08/03/22</td> </tr> <tr> <td>10 Golden Practice - HSE</td> <td style="text-align: center;">19/01/23</td> <td style="text-align: center;">-</td> </tr> <tr> <td>HCV/ Biodiversity Management</td> <td style="text-align: center;">11/01/23</td> <td style="text-align: center;">22/02/23</td> </tr> <tr> <td>Chemical Handling - HCV Buffer</td> <td style="text-align: center;">21/07/22</td> <td style="text-align: center;">22/02/23</td> </tr> </tbody> </table>	Subject	Elphil	Kamuning	MSPO RSPO Company Policies	21/01/22	06/02/22	SDP Policies Briefing	08/02/23	13/02/22	Protection -HCV riparian zone	09/02/22	08/03/22	10 Golden Practice - HSE	19/01/23	-	HCV/ Biodiversity Management	11/01/23	22/02/23	Chemical Handling - HCV Buffer	21/07/22	22/02/23	
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<b>4.5.6.3</b>	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p><b>- Major compliance -</b></p>	<p>All estates had developed Management Plan for the HCV and conservation area to protect from any encroachment.</p> <ol style="list-style-type: none"> <li>1. Habitat protection includes prevention of disturbance by workers through awareness campaigns and regular patrols of the area.</li> <li>2. The estates have installed signboards at prominent areas to prohibit hunting, disturbance of protected areas and the lighting of fires.</li> <li>3. Inspection of housing areas and interview of residents confirmed workers were aware of the company policy that prohibits hunting</li> </ol>	Complied																					

Criterion / Indicator		Assessment Findings	Compliance															
		<p>and collecting activities.</p> <p>4. Monitoring is carried out by the security and staff in charge for the respective area.</p> <p>5. Sime Darby Plantation Berhad in addition established their own disciplinary measures if found any staff or workers found to capture, harm, collect or kill the RTE species in the Estates.</p> <p>6. On-going monitoring for HCV areas for both estates has been verified. The monitoring was made on monthly basis. Dates as sampled below:</p> <table border="1"> <thead> <tr> <th>Estates</th> <th colspan="4">Date</th> </tr> </thead> <tbody> <tr> <td>Elphil</td> <td>22/02/23</td> <td>17/01/23</td> <td>03/01/23</td> <td>14/11/22</td> </tr> <tr> <td>Kamuning</td> <td>07/02/23</td> <td>04/01/23</td> <td>07/12/22</td> <td>08/09/22</td> </tr> </tbody> </table>	Estates	Date				Elphil	22/02/23	17/01/23	03/01/23	14/11/22	Kamuning	07/02/23	04/01/23	07/12/22	08/09/22	
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<b>Criterion 4.5.7: Zero burning practices</b>																		
<b>4.5.7.1</b>	<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><b>- Major compliance -</b></p>	<p>The Group policy of "Zero open burning" is enforced since July 2008. The operating units adhered to the policy of "Zero open burning" for any replanting. Interviews with the workers there is no open burning being practiced in the estates. Both estates had replanting program spanned over the forthcoming years. Refer details in 4.6.2.2. In addition Sime Darby Plantation Berhad assigned 1 person based in HQ being in charge to detect any open fire in the Company's fields using the Global Spot Watch. There was no land preparation of existence or new planting in SOU 03 estates by burning ever since SDB practiced zero burning as per the policy in:</p> <p>a) EQMS-SOP-Section B2 - Under felling/clearing &amp; land preparation  b) Carbon Policy</p>	Complied															



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		As advocated, the estates practiced zero burning. All palms were felled, shredded, windrow-ed and left to decompose.	
<b>4.5.7.2</b>	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. <b>- Major compliance -</b>	NA as no special approval from the relevant authorities.	Not Applicable
<b>4.5.7.3</b>	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. <b>- Major compliance -</b>	NA as no special approval from the relevant authorities to conduct controlled burning.	Not Applicable
<b>4.5.7.4</b>	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. <b>- Minor compliance -</b>	This is included in the specification of work orders in event of land preparation during a replanting. It is a standard practice in Sime Darby Plantation Berhad. However, there are variations of practices between inland and coastal estates. Trunks are felled and chipped without having to shred and windrowed in certain conditions. Adjustment of work requirement are finalized from the directive of the replanting unit and the Region office.	Complied
<b>4.6 Principle 6: Best Practices</b>			
<b>Criterion 4.6.1: Site Management</b>			
<b>4.6.1.1</b>	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. <b>- Major compliance -</b>	SOU 3 estates adopted the following manuals/ guidelines for the day-to day operations of the estates and mill. It includes the operation activities in the estates from seedlings in nursery to planting of young palms and plantation upkeep to mill FFB receipt, grading, processing, quality analysis and security. The SOP for the Mill include the operation	Complied

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	<p>activities from the FFB receipt, grading, processing, quality analysis, effluent management, water treatment and dispatch of CPO &amp; PK.</p> <p>The estates followed the guidelines of the following documents.</p> <ul style="list-style-type: none"> <li>a. Agriculture Reference Manual (ARM) dated 01/07/11.</li> <li>b. Estates Quality Management System (EQMS) Manual dated 01/11/08,</li> <li>c. Safety Standard Operating Procedures (SSOP) dated 25/2/15,</li> </ul> <p>In common both the estates and mill used the following manual and SOP</p> <ul style="list-style-type: none"> <li>a. Sustainable Plantation Management System Manual (SPMS),</li> <li>b. Guidelines on River Management" Manual,</li> <li>c. ESH Management System Manual dated 01/07/2012,</li> <li>d. Occupational Safety and Health Manual dated 03/03/2008,</li> <li>e. Pictorial Safety Standards and Security Guidelines (PSS).</li> </ul> <p>The procedures as documented in the Agriculture Reference Manual were disseminated to the staff/workers through morning briefings and training. The Manuals are kept in the main office for references of employees particularly for the supervisory personnel. Field inspection and interviews with the workers confirmed that the SOP had been implemented and they understood the requirements of the SOP.</p> <p>The mechanisms to check the implementation of procedures were carried out through internal audit, safety and health meeting and routine inspection (workplace inspection) by assistant manager, staff</p>	

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		<p>and hospital assistant. In addition team QA (quality assurance) from HQ has conducted quarterly monitoring regarding on quality of implementation procedure such as loose fruit collection, harvested bunch left and unharvested bunches, Safe working condition, mechanization etc. sighted the report from this team "Structured Crop Recover Assessment (SCRA) During the site visit at both estates/mill all workers were in proper PPE i.e. helmet, gloves, mask, apron, sickle cover, internal management for the estates also implemented daily inspection vehicle (farm tractor) to monitor there was no leakage and missing bolt from tractor or vehicle tyres.</p> <p>The monitoring of the SOP implementation was closely made by all levels of the supervisory personnel with records maintained and checked. Among others the records are.</p> <ul style="list-style-type: none"> <li>a. Daily production/ work records for the core activities at the estates</li> <li>b. Field cost book</li> <li>c. Chemical consumption record</li> <li>d. Mature/ immature field work program               <ul style="list-style-type: none"> <li>- Fertilizer application</li> <li>- Herbicide spraying</li> <li>- Rat baiting</li> <li>- Harvesting and collection of FFB</li> </ul> </li> </ul>	
<b>4.6.1.2</b>	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.	<p>As similar in all SDP estates, the Estates continued to have a management strategy for planting on slopes in order to minimize and control erosion and degradation of soils. The plantings on slopes between 9 and 25 degrees was guided by:</p> <ol style="list-style-type: none"> <li>1. Slope &amp; River Protection Policy</li> </ol>	Complied

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	- Major compliance -	<p>2. Buffer Zone &amp; 25-degree slope</p> <p>3. Land Preparation for terracing in OPC Manual.</p> <p>It was observed that practices to minimize and control erosion and degradation of soils were in place through proper stacking of fronds, EFB application, avoidance of blanket spraying, construction terraces, road maintenance and maintenance of soft vegetation in interlines. Cover crops were planted in the replants and in mature areas. The cover crop <i>Mucuna bracteata</i> had been planted along some slopes by management. Large areas with <i>Neprolepis biserrata</i> in the inter rows were sighted during the visit. The topography maps were provided by R&amp;D-TTAS with details showing the various terrain and slope categories in the Estates.</p>																			
4.6.1.3	<p>A visual identification or reference system shall be established for each field.</p> <p>- Major compliance -</p>	<p>The estates visited had established a visual identification reference system for each field. Field maps had been documented and markings of field boundaries were sighted during field visit. The following markers were sighted and visited.</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Field no</th> <th>Field no</th> <th>Field no</th> <th>Field no</th> <th>Field no</th> </tr> </thead> <tbody> <tr> <td>Elphil Estate</td> <td>P13A</td> <td>P00J</td> <td>P19A</td> <td>P10B</td> <td>P19D</td> </tr> <tr> <td>Kamuning Estate</td> <td>P99B1</td> <td>P10A</td> <td>P00F</td> <td>P99A</td> <td>P02C</td> </tr> </tbody> </table>	Estate	Field no	Field no	Field no	Field no	Field no	Elphil Estate	P13A	P00J	P19A	P10B	P19D	Kamuning Estate	P99B1	P10A	P00F	P99A	P02C	Complied
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<b>Criterion 4.6.2: Economic and financial viability plan</b>																					
4.6.2.1	<p>A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.</p> <p>- Major compliance -</p>	<p>The SOU 3 continued to achieve long term economic and financial viability through documented management plan projected to year 2025. Since there are no smallholders in this Business Unit, therefore a business case for scheme smallholders is not considered.</p> <p>a. A Management Plan including crop forecast, capital expenditure,</p>	Complied																		

Criterion / Indicator	Assessment Findings	Compliance
	<p>operational expenditure, general charges, profit and loss covering the period of 2023 to 2027 had been prepared for all the estates as well as the POM and made available to the audit team.</p> <p>b. This plan had also included mature area and also for the forecasted FFB production per hectare for the period 2023 to 2027.</p> <p>c. All the estates had a standard budgeting format. The records were reviewed during the audit. The Business Plan also included a 5-year budget/forecast financial plan (i.e. 2023-2027) with allocation on the following:</p> <ul style="list-style-type: none"> <li>- Crop yielding area/ Prime mature</li> <li>- Total mature/ Cost/ha</li> <li>- General charges/ upkeep/ collection/ depreciation</li> <li>- CAPEX</li> </ul> <p>d. The component of the budget comprises of the following items;</p> <ul style="list-style-type: none"> <li>- Labour statement/ Allocation of wages</li> <li>- Labour benefit summary/ Labour reconciliation</li> <li>- Yield statement oil palm</li> <li>- Summary of vehicle and running schedule</li> <li>- Job allocation for vehicles/ Summary of workshop running schedule</li> <li>- Summary if budget/ Summary of general charges</li> <li>- CAPEX, oil palm mature and young mature</li> </ul>	

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		Kamuning Estate had a plan in 2024 to convert rubber fields 252 ha to oil palm planting. There was also land sale of 7.87 ha beginning 2025 at field no P01J1 and P02A.																			
<b>4.6.2.2</b>	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. <b>- Major compliance -</b>	<p>The replanting program for the 2 estates is compiled as follows. The program is reviewable on annual basis which is subject to amendment. All figures in ha otherwise stated.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> </tr> </thead> <tbody> <tr> <td>Elphil</td> <td>83.53</td> <td>211.31</td> <td>198.92</td> <td>161.86</td> <td>113.45</td> </tr> <tr> <td>Kamuning</td> <td>195.00</td> <td>357.00</td> <td>290.00</td> <td>318.19</td> <td>218.00</td> </tr> </tbody> </table> <p>Sizes of fields identified for replanting varies subject to factors i.e hilly, yield etc. All replanting program and planning in all the Group estates are monitored by the Replanting Unit. Assistance and audit are performed as and when required and necessary.</p>	Year	2023	2024	2025	2026	2027	Elphil	83.53	211.31	198.92	161.86	113.45	Kamuning	195.00	357.00	290.00	318.19	218.00	Complied
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<b>4.6.2.3</b>	The business or management plan may contain: a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production: cost per tonne of FFB d) Price forecast e) Financial indicators: cost benefit, discounted cash flow, return on investment <b>- Major compliance -</b>	<p>The Business Management Plan also known as Projected Cash flow Statement contained the following details for both estates.</p> <ol style="list-style-type: none"> <li>FFB Crop Production and yield per ha</li> <li>Crop protection from 2023 until year 2027</li> <li>Cost per mt FFB with estimated in RM/FFB</li> <li>Price forecast</li> <li>Financial indicators</li> </ol>	Complied																		
<b>4.6.2.4</b>	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.	This is reviewed on a monthly and annual basis.	Complied																		

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	- Major compliance -	<p>a. All estates performance is established in P/L report. However, this is limited to a higher-level management from RCEO/RGM and above.</p> <p>b. The costing is provided in the estate’s monthly accounts.</p> <p>c. Variation if significant from the budgeted amount is justified with reasons.</p>	
<b>Criterion 4.6.3: Transparent and fair price dealing</b>			
<b>4.6.3.1</b>	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p>- Major compliance -</p>	<p>Pricing mechanism is available in the contract under Transport Rate adjustment mechanism (appendix 2). All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system by MEX. This is made upon job verification by the operating units’ personnel and representatives from HQ for major projects.</p>	Complied
<b>4.6.3.2</b>	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p>	<p>Fair, legal, and transparent contracts sighted as per sample agreed contracts available in Kamuning Estate Contract for the Replanting (“Contract”); Contractor YXX CXXXXXXXXXX SXX BXX (Replanting) dated 03/01/2023 valid until 30/06/2023. Payment made on monthly basis as agreed between both contracting parties.</p>	Complied
<b>Criterion 4.6.4: Contractor</b>			
<b>4.6.4.1</b>	<p>Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.</p> <p>- Major compliance -</p>	<p>All contractors engaged by estates were bound to understand and comply to their contractual agreements that includes MSPO requirements through signing of Vendor Integrity Pledge (VIP) which enable accredited CB to audit them. Verification in Elphil Estate, KXX</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		MXXXX MXXXX EXXXXXXXXX (transporter FFB) dated 3/12/2022 valid until 31/12/2023.	
<b>4.6.4.2</b>	The management shall provide evidence of agreed contracts with the contractor. - <b>Major compliance</b> -	Agreed contracts available as per sample provided by the management in Elphil Estate, KXX MXXXX MXXXX EXXXXXXXXX (transporter FFB) dated 3/12/2022 valid until 31/12/2023 and also for Kamuning Estate was YXX CXXXXXXXXX SXX BXX (Replanting) dated 3/01/2023 valid until 30/06/2023.	Complied
<b>4.6.4.3</b>	The management shall accept MSP0 approved auditors to verify assessments through a physical inspection if required. - <b>Minor compliance</b> -	All contractors engaged by estates were bound to understand and comply to their contractual agreements that includes MSP0 requirements through signing of Vendor Integrity Pledge (VIP) which enable accredited CB to audit them.	Complied
<b>4.6.4.4</b>	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. - <b>Major compliance</b> -	All works performed by the contractors at the estates are checked and verified by the estates' personnel. Projects where tenders are issued by HQ are checked by representative from HQ.	Complied
<b>4.7 Principle 7: Development of new planting</b>			
<b>Criterion 4.7.1: High biodiversity value</b>			
<b>4.7.1.1</b>	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. - <b>Major compliance</b> -	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
<b>4.7.1.2</b>	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA



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Criterion / Indicator		Assessment Findings	Compliance
	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. <b>- Major compliance -</b>		
<b>Criterion 4.7.2: Peat Land</b>			
<b>4.7.2.1</b>	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. <b>- Major compliance -</b>	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
<b>Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)</b>			
<b>4.7.3.1</b>	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. <b>- Major compliance -</b>	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
<b>4.7.3.2</b>	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. <b>- Major compliance -</b>	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
<b>4.7.3.3</b>	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed.	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
<b>Criterion 4.7.4: Soil and topographic information</b>			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
<b>Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils</b>			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA

Criterion / Indicator		Assessment Findings	Compliance
	minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. <b>- Major compliance -</b>		
<b>4.7.5.3</b>	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. <b>- Major compliance -</b>	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
<b>Criterion 4.7.6: Customary land</b>			
<b>4.7.6.1</b>	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. <b>- Major compliance -</b>	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
<b>4.7.6.2</b>	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. <b>- Minor compliance -</b>	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
<b>4.7.6.3</b>	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. <b>- Major compliance -</b>	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
<b>4.7.6.4</b>	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	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA

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Criterion / Indicator		Assessment Findings	Compliance
	agreement. - <b>Major compliance</b> -		
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - <b>Major compliance</b> -	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - <b>Major compliance</b> -	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - <b>Major compliance</b> -	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA
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. - <b>Minor compliance</b> -	There is no development of new planting at both visited estates. Hence, this indicator is not applicable.	NA

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

Criterion / Indicator		Assessment Findings	Compliance
<b>4.1 Principle 1: Management commitment &amp; responsibility</b>			
<b>Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy</b>			
<b>4.1.1.1</b>	Policy for the implementation of MSPO shall be established. - <b>Major compliance -</b>	Sime Darby Plantation Berhad has established the policy "Group Sustainability & Quality Policy Statement" signed by the Group Managing Director (Mohamad Helmy Othman Basha), dated 02/12/2019. The implementation of MSPO has been incorporated in the policy.	Complied
<b>4.1.1.2</b>	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - <b>Major compliance -</b>	Sime Darby Plantation Berhad has established the policy "Group Sustainability & Quality Policy Statement" signed by the Group Managing Director (Mohamad Helmy Othman Basha), dated 02/12/2019. The policy covers commitment to: <ul style="list-style-type: none"> <li>- Promoting good governance and transparency</li> <li>- Contributing to a better society</li> <li>- Minimizing environmental harm</li> <li>- Delivering sustainability quality</li> </ul> The policy is guided by three main documents i.e.: <ul style="list-style-type: none"> <li>- Responsible Agriculture Charter</li> <li>- Human Rights Charter</li> <li>- Innovation &amp; Productivity Charter</li> </ul>	Complied
<b>Criterion 4.1.2 – Internal Audit</b>			

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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><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established internal audit procedures documented in Sime Darby Plantation Sustainability and Quality Management (PSQM); Internal Audit Procedure; Doc number: SD/SDP/PSQM/IAP; Revision: 02; Document Date: 01/11/2017.</p> <p>Based on the procedure, the internal audit is to be conducted annually as per Internal Audit Procedure. Verified that the mill has conducted the internal audit on a yearly basis. Records were available for verification as below.</p> <p>MSPO Internal Audit was conducted on 12/12/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.</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><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established internal audit procedures documented in Sime Darby Plantation Sustainability and Quality Management (PSQM); Internal Audit Procedure; Doc number: SD/SDP/PSQM/IAP; Revision: 02; Document Date: 01/11/2017.</p> <p>MSPO Internal Audit was conducted on 12/12/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.</p> <p>During the assessment, the internal audit team raised 5 Major Non-Conformities in regard to MSPO Standard. The root cause was identified, and the corrections and corrective action plans were implemented and closed on 15/12/2022.</p>	Complied
4.1.2.3	<p>Reports shall be made available to the management for their review.</p> <p><b>- Major compliance -</b></p>	<p>The internal audit report was documented and made available for management review. As evidence, all findings from internal audit</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		were responded by Mill Management within the acceptable timeframe. Report details as below. MSPO Internal Audit was conducted on 12/12/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.	
<b>Criterion 4.1.3 – Management Review</b>			
<b>4.1.3.1</b>	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. <b>- Major compliance -</b>	Sime Darby Plantation Berhad has established SOP for Management Review documented in Standard Operation Manual, Sub-Section 5.6, dated: 25/05/2015. Based on the SOP established, the frequency for management review needs to be carried out at least once a year. – Management Review Meeting conducted on 13/12/2022 at Elphil POM. The agenda discussed during the meeting as follows: 1. MSPO and RSPO Principle and Criteria findings 2. Customer feedbacks 3. Process performance and product conformity 4. Status of preventive and corrective action 5. Follow up action from previous Management Review 6. Changes that could affect the management system 7. Recommendation for improvement 8. Complaints and grievances 9. Improvement of the effectiveness of the management system and process	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		10. Resource needs	
<b>Criterion 4.1.4 – Continual Improvement</b>			
<b>4.1.4.1</b>	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. <b>- Major compliance -</b>	The continual improvement plan includes were incorporated into the management plans such as social management plan, pollution prevention plan, waste management plan, OSH plan, water management plan, etc. The plan consist of the issues and actions plans to address each issue as well. The implantation of the action plans was verified during the assessment.	Complied
<b>4.1.4.2</b>	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. <b>- Major compliance -</b>	This is being made upon confirmation of any new projects. Employees were briefed of any new development in basic understanding during the weekly briefings. The management team will be informed of such development during the monthly management meetings. Dissemination of information by the RCEO and RGM are transacted during the monthly Managers meetings and emails.	Complied
<b>4.2 Principle 2: Transparency</b>			
<b>Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements</b>			
<b>4.2.1.1</b>	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. <b>- Major compliance -</b>	Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 01/04/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate.  Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring	Complied



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		<p>direct feedback and within one week of the completion of the investigation for communication requiring investigation.</p> <p>The Mill Manager is responsible for addressing the communication and requests in a timely manner.</p>	
<b>4.2.1.2</b>	<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><b>- Major compliance -</b></p>	<p>The management has disseminated the information of the documents that made publicly available such as management plan, OSH plan, audit reports and land titles upon request during the stakeholder meetings.</p> <p>Besides, internal and external stakeholders could access to the company's website to obtain information such as policies, annual report and complaint procedures.</p> <p>(<a href="http://www.simedarbyplantation.com/Sustainability.aspx">http://www.simedarbyplantation.com/Sustainability.aspx</a>)</p>	Complied
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			
<b>4.2.2.1</b>	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p><b>- Major compliance -</b></p>	<p>The management have established a document regarding to Communication to Internal and External Stakeholder under Sustainability Planation Management System (SPMS) under Appendix 5 Flowchart and Procedure on handling social issues dated 01/11/2008.</p> <p>This document has elaborated the standard procedure under Estate Quality Management System (EQMS); Standard Operation Manual (SOM) under Sub section 5.5 procedure for internal and external communication dated 1/11/2008 for estate. For Mill Quality Management System for Mill (MQMS) under SOM also dated 01/11/2008.</p>	Complied
<b>4.2.2.2</b>	<p>The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i>.</p>	<p>At each operating unit, the management have nominated a person that is responsible for social issues. Management officials</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- <b>Minor compliance</b> -	nominated are the mill manager and senior assistant manager as per inter-office mail letter of appointment by the Regional CEO dated 02/01/2021.	
<b>4.2.2.3</b>	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. - <b>Major compliance</b> -	<p>The estates visited has established the list of Stakeholders and documented in the List of Stakeholders FY 2023. The stakeholders were categorized as Contractors, Vendors/Suppliers, Local Community and Other Interested Parties (Government Agencies, School, Hospitals, Balai Polis, OCP etc.)</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, Social Dialogue Action Tracker and OPP system report. Government Agencies such as DOSH and DOE recorded their visit reports in the logbook.</p> <p>For internal stakeholders, main grievances recorded were regarding housing repair. The grievances was recorded in the OPP System. All complaints have been satisfactorily addressed by the estate. Additionally, the mill conducted the Social Dialogue on Weekly Basis.</p>	Complied
<b>Criterion 4.2.3 – Traceability</b>			
<b>4.2.3.1</b>	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - <b>Major compliance</b> -	Sime Darby Plantation Berhad has developed Plantation Quality Management System – Standard Operating Procedure for Sustainable Supply Chain and Traceability, Doc. No.: SD/SDP/GSD/SCCS/0522/01; Date: 2022. The objective of the procedure is to provide guideline for estates to establish and ensure effective implementation on sustainable supply chain	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		and traceability of certified sustainable materials (FFB). The Standard Operating Procedures also specifies the identified CCPs of which the risk of mixing of certified and non-certified FFB is possible as well as the control of the flow and transportation of the FFB from the harvesting block to the weighbridge and subsequently to the POM.	
<b>4.2.3.2</b>	The management shall conduct regular inspections on compliance with the established traceability system. <b>- Major compliance -</b>	Inspection on the compliance of the traceability system were made on daily basis. The weighbridge operator key in all the related data into the system and verified by the executive at the end of the day. Sighted the weighbridge records and FFB delivery notes for incoming FFB and outgoing CPO and PK from the mill. The Sustainability Compliance Unit, Group Sustainability Department conducted on a yearly basis to monitor compliance towards traceability at the mill. Verified the latest MSPO Internal Audit Report dated 12/12/2022.	Complied
<b>4.2.3.3</b>	The management shall identified and assign suitable employees to implement and maintain traceability system. <b>- Minor compliance -</b>	Assistant Manager of Elphil POM was appointed as the person in charge for Sustainability Management System as verified in the appointment letter dated 04/01/2023 undersigned by the Manager, Elphil POM. The job functions states that the PIC is responsible for traceability in the mill.	Complied
<b>4.2.3.4</b>	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. <b>- Major compliance -</b>	The Plantation Quality Management System – Standard Operating Procedure for Sustainable Supply Chain and Traceability, Doc. No.: SD/SDP/GSD/SCCS/0522/01; Date: 2022 documented the procedure for traceability. The procedure requires validation of certificate of supplying estates.	Complied

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Criterion / Indicator		Assessment Findings	Compliance																		
		<p>The procedure had identified critical control points to prevent contamination of non-certified FFB. The current traceability system is Sime Weigh System.</p> <p>Reviewed the records of CPO and PK sold as follows:</p> <table border="1"> <thead> <tr> <th>Details</th> <th>CPO</th> <th>PK</th> </tr> </thead> <tbody> <tr> <td>Customer</td> <td>XXX</td> <td>XXX</td> </tr> <tr> <td>Product</td> <td>Crude Palm Oil (CPO)</td> <td>Palm Kernel (PK)</td> </tr> <tr> <td>Date</td> <td>24/02/2023</td> <td>21/02/2023</td> </tr> <tr> <td>Weighbridge Ticket Number</td> <td>022807</td> <td>022776</td> </tr> <tr> <td>Nett Weight</td> <td>39.530 Mt</td> <td>35.920 Mt</td> </tr> </tbody> </table>	Details	CPO	PK	Customer	XXX	XXX	Product	Crude Palm Oil (CPO)	Palm Kernel (PK)	Date	24/02/2023	21/02/2023	Weighbridge Ticket Number	022807	022776	Nett Weight	39.530 Mt	35.920 Mt	
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Nett Weight	39.530 Mt	35.920 Mt																			
<b>4.3 Principle 3: Compliance to legal requirements</b>																					
<b>Criterion 4.3.1 – Regulatory requirements</b>																					
<b>4.3.1.1</b>	<p>All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations.</p> <p><b>- Major compliance -</b></p>	<p>SOU3 Elphil POM continues to demonstrate their commitment towards compliance with legal requirements. Among the evidence of compliance verified were:</p> <ol style="list-style-type: none"> <li>1. MPOB License; License Number: 540132004000; License validity Period: 01/06/2022 – 31/05/2023.</li> <li>2. DOE License – License to occupy and operate at the premise; License Number: 004583; License Expiry Date: 30/06/2022.</li> <li>3. DOE Compliance Schedule; Registration Number: AS(B)A31/152/000/055; License Number: 004583; License Validity Period: 01/07/2022 – 30/06/2023.</li> </ol>	Complied																		

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Criterion / Indicator		Assessment Findings	Compliance
		4. Energy Commission – Private Installation License; Serial Number: 012321/2022; Installation Number: ST(PIP)P/S/PRK/00429; License Valid for 1 year from 30/12/2022.	
<b>4.3.1.2</b>	The management shall list all relevant laws related to their operations in a legal requirements register. <b>- Major compliance -</b>	Documented Procedures have been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.  All legal requirements were documented in Legal and Other Requirement Register available at the estates. The register is reviewed regularly and updated as and when there are new or amended legal requirements that are applicable to the estate operations. The latest review was conducted on 27/01/2023.	Complied
<b>4.3.1.3</b>	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. <b>- Major compliance -</b>	The LORR was last reviewed on 27/01/2023. The evaluation of compliance score card result shown summary of overall percentage of 100% as reviewed by Assistant Manager and approved by Mill Manager.	Complied
<b>4.3.1.4</b>	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. <b>- Minor compliance -</b>	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office.  On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law is well implemented.  Assistant Manager of Elphil POM was appointed as the person in charge for Sustainability Management System as verified in the appointment letter dated 04/01/2023 undersigned by the	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Manager, Elphil POM. The job functions states that the PIC is responsible for legal requirements in the mill.	
<b>Criterion 4.3.2 – Lands use rights</b>			
<b>4.3.2.1</b>	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - <b>Major compliance</b> -	The mill was located within the Elphil Estate land area. The mill has ensured the oil palm milling activities do not diminish the land use rights of other users. No issues of land dispute issue occurred in the mill that involved other land user rights.	Complied
<b>4.3.2.2</b>	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - <b>Major compliance</b> -	The mill located within Elphil Estate land area occupying two lots as following: – Title # 45XXX; Lot # 1195; District: Kuala Kangsar; Sub-district: Mukim Pulau Kamiri; Area: 11.918 ha – Title # 47XXX; Lot # 1223; District: Kuala Kangsar; Sub-district: Mukim Pulau Kamiri; Area: 7.2742 ha	Complied
<b>4.3.2.3</b>	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - <b>Major compliance</b> -	Elphil POM is located within the Elphil Estate land title. Fencing parameters established around the mill building complex to separate the management boundary of estate and the mill. The housing and other recreational facilities are located within the same vicinity for ease of employees’ management.	Complied
<b>4.3.2.4</b>	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). - <b>Minor compliance</b> -	No issues of land dispute issue occur in Elphil POM as well as all estates within SOU 3 Elphil that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted onsite confirmed the information.	Not Applicable
<b>Criterion 4.3.3 – Customary rights</b>			

Criterion / Indicator		Assessment Findings	Compliance
<b>4.3.3.1</b>	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. <b>- Major compliance -</b>	There is no evidence that the land on which the Mill is situated is encumbered by customary rights.	NA
<b>4.3.3.2</b>	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. <b>- Minor compliance -</b>	There is no evidence that the land on which the Mill is situated is encumbered by customary rights.	NA
<b>4.3.3.3</b>	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. <b>- Major compliance -</b>	There is no evidence that the land on which the Mill is situated is encumbered by customary rights.	NA
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			
<b>4.4.1.1</b>	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. <b>- Minor compliance -</b>	Sime Darby Plantation Berhad has conducted the assessment to determine social impact from the mill operation and documented in the Social Impact Assessment Report (SIA) Report SOU 3 Elphil dated 24-27/08/2015. Based on the assessment conducted, the mill has established Management Plan on Social Impact Assessment. The plan was updated on an annual basis with addition of issues raised during stakeholders meeting, NUPW meetings, stakeholders' complaints and grievances, OPP reports, Social Dialogue, feedbacks from Suara Kami, Whistleblowing and Ulala and others. The SIA plan was available dated 04/01/2023.	Complied
<b>Criterion 4.4.2: Complaints and grievances</b>			

Criterion / Indicator	Assessment Findings	Compliance
<p><b>4.4.2.1</b> A system for dealing with complaints and grievances shall be established and documented. <b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad established the Complaint Book (Internal), Complaint/Feedback Form (External) and Communication Book Internal &amp; External to records the communication and complaints. Most of complaints made by internal stakeholders among workers were related to the housing repair which based on the records were acted and resolved immediately by the estate management. For Complaint/Feedback Form by external stakeholders, action taken by the management was acknowledged by the complainant to be resolved within agreed timeframe.</p> <p>Sime Darby Plantation Berhad have established system to handled issue regarding to social as per below; -</p> <ul style="list-style-type: none"> <li>a. Suara Kami (using social dialogue tool kit)           <p>This session is about management and workers engagement between representative of workers, and employer (operating unit management) to resolve workplace and living condition issues through social dialogue. This dialogue frequency will handle every 2 weeks once. The issue that been raised during this dialogue will be recorded under tracker. This tracker will be captured in the dashboard and available to RGM, RCEO, ILO WG. This system rolls out on 22/12/2021 (Phase 3 &amp; Phase 4) to operating unit. From the verification the latest record was on 20/02/2023 and previously conducted on 04/02/2023.</p> </li> <li>b. Oil Palm Palm (OPP)           <p>Establish and start been using on 04/12/2021 in SOU Elphil. This OPP was a digitalized data management to capture all complaint/request for repair of workers houses and monitor</p> </li> </ul>	<p>Complied</p>



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		progress of repair works to completion. The latest record of OPP in Elphil Mill was on 19/2/2023 regarding to bathroom water with low pressure. The issue raised on 19/02/2023 and solved on 23/02/2023.	
<b>4.4.2.2</b>	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. <b>- Major compliance -</b>	Most of complaints made by internal stakeholders among workers were related to the housing repair which based on the records were taken action and resolved immediately by the mill management. For Complaint/Feedback Form by external stakeholders, action taken by the management was acknowledged by the complainant to be resolved within agreed time frame.	Complied
<b>4.4.2.3</b>	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. <b>- Minor compliance -</b>	For Complaint/Feedback Form by external stakeholders, action taken by the management was acknowledged by the complainant to be resolved within agreed timeframe. The recent record was available as per verification dated Dec 2022.	Complied
<b>4.4.2.4</b>	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. <b>- Minor compliance -</b>	The awareness on surrounding communities for complaints or suggestion have been given during "Program Ramah Mesra dan Mesyuarat Bersama Pihak Berkepentingan" dated 09/02/2023 at Kelab Sri Kamuning, Ladang Kamuning. Attended by 36 people included village head, school representative, OCP supplier, contractor and others.  For employees, the management have conducted the training on ILO, Grievance Channel, OPP, Social Dialogue and safety/PTW dated 14/04/2022 which was available for verification.	Complied
<b>4.4.2.5</b>	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.	Record review found that previous complaints and requests for the past 24 months were still available.	Complied

Criterion / Indicator		Assessment Findings	Compliance
- Major compliance -			
<b>Criterion 4.4.3:</b> Commitment to contribute to local sustainable development			
<b>4.4.3.1</b>	<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>Based on consultation with relevant stakeholders among internal and external including local communities, the mill made few contributions amongst all as per sample as following:</p> <ul style="list-style-type: none"> <li>- Family Day for employee dated 16/09/2022</li> <li>- For Sime Darby Plantation Berhad (SDPB) and its philanthropic arm, Yayasan Sime Darby (YSD), are providing 51 units of urgently needed ventilators to 12 general hospitals in the Klang Valley and Seremban. This will support the Greater Klang Valley Special Task Force (GKVSTF) following its appeal for assistance for the public health services in the country. SDP and YSD are contributing RM2.5 million each for the purchase of the ventilators as well as 5000 units of oximeters. Delivery of the ventilators has started since 20 August 2021 and completed by mid-September 2021.</li> </ul>	Complied
<b>Criterion 4.4.4:</b> Employees safety and health			
<b>4.4.4.1</b>	<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>Sime Darby Plantation Berhad have established the Group Policy on Health, Safety &amp; Environment (HSE) Policy Statement signed by the Group Managing Director on 05/05/2022. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice boards within the mill.</p> <p>The GSM team is also committed in establishing various working standards through procedures or pictorial method to improve safe</p>	Complied

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		<p>working condition.</p> <p>The mill has established Safety and Health Management Plan and documented in Environment, Safety and Health Plan FY 2023. The management plan includes the ESH Risk Management, Emergency Response Procedure, Chemical Safety Management, Noise Boundary Monitoring, Health monitoring.</p>	
<b>4.4.4.2</b>	<p>The occupational safety and health plan should cover the following:</p> <ul style="list-style-type: none"> <li>a) A safety and health policy, which is communicated and implemented.</li> <li>b) The risk of all operations shall be assessed and documented.</li> <li>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"> <li>i. All employees involved are adequately trained on safe working practices;</li> <li>ii. All precautions attached to products should be properly observed and applied;</li> </ul> </li> <li>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).</li> <li>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</li> </ul>	<p>The occupational safety and health plan cover the following:</p> <ul style="list-style-type: none"> <li>a. Sime Darby Plantation Berhad have established the Group Policy on Health, Safety &amp; Environment (HSE) Policy Statement signed by the Group Managing Director on 05/05/2022. The policy has been communicated to the staffs and workers through induction training for new workers, morning briefing and displayed at various notice boards within the mill. The policy has been briefed to all workers on 09/01/2023.</li> <li>b. Sime Darby Plantation Berhad have established Standard Operating Procedure for Risk Assessment and documented in EQMS/SOM sub-section 5.4, Appendix 5.4.1a. SOU3 Elphil POM have conducted risk assessments for all the operations and documented in the Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The assessment covers all main operations and support operations. Among the activities verified in the HIRARC included Boiler Station, Sterilizer Station, Fruit Handling, Thresher and FFB Ramp. HIRARC is reviewed on annually and as and when there are any accidents that occur in the mill.</li> </ul> <p>Chemical Health Risk Assessment was conducted in compliance to the OSHA Act 1994 and the Use and Standard</p>	Complied

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	<p>Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p> <p>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><b>- Major compliance -</b></p>	<p>of Exposure of Chemicals Hazardous to Health (USECHH) Regulations 2000 to assess the risks associated to hazardous chemicals used in the estate.</p> <ul style="list-style-type: none"> <li>- The Chemical Health Risk Assessment Report (Report Number: HQ/09/ASS/00/124 – 2020/0033) conducted by Gatconst Sdn Bhd (DOSH Registration: HQ/09/ASS/00/124) on 25/08/2020 was available for verification.</li> </ul> <p>Medical Surveillance was conducted for workers exposed to chemicals and welding fumes in the mill as recommended in the CHRA. The medical surveillance was conducted to monitor the level of exposure on the workers towards the chemicals and fumes.</p> <ul style="list-style-type: none"> <li>- Medical Surveillance was conducted on 21/12/2022 at Klinik Tweedie for 4 mill workers exposed to chemicals in the mill laboratory and workshop. The results indicated that all workers were safe to work.</li> </ul> <p>Noise Risk Assessment Report (NRA) was conducted in compliance to Occupational Safety &amp; Health (Noise Exposure) Regulations 2019 in the estates.</p> <ul style="list-style-type: none"> <li>- The assessment was conducted on 21/12/2020 – 22/12/2020 by SH Safety Consultancy Sdn Bhd. The assessment report (Ref. No: HQ/09/PEB/00/97) was available for verification.</li> </ul> <p>Audiometric Test was done for workers exposed to excess noise at the workplace in compliance with the Noise Risk Assessment.</p> <p>Annual &amp; Baseline Audiometric Testing was conducted on</p>

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	<p>04/01/2022 for total 72 workers by Procoma Environmental (M) Sdn Bhd and the Audiometric Report was available for verification. The report stated that there were 13 workers with abnormal results, required for retest. The retest was conducted on 30/01/2022. The annual &amp; Baseline Audiometric testing for 2023 was conducted on 13/02/2023.</p> <p>c. The mill has established a training program for employees exposed to chemicals used at the palm oil mill to ensure continuous awareness to the employees. The training was conducted by the Manager, Asst. Manager, and representative from the chemical suppliers to the supervisors and operators. Sighted the training records as follows:</p> <ul style="list-style-type: none"> <li>• Chemical Handling (WTP, Kernel Plant, Boiler &amp; Lab) – 12/02/2022.</li> </ul> <p>d. Sime Darby Plantation Berhad have established a procedure titled Sime Darby Plantation Berhad; Personal Protective Equipment (PPE); Document Number: UM/HSE/OCP/03; Date: 2021. The mill has provided appropriate PPE to all workers according to the job type and requirements. Sighted the PPE issuance records documented in 'PPE Issuance Record' logbook. The PPE issued recorded by workers and job designation.</p> <p>e. Standard Operating Procedures for Handling of Chemicals were available in several documents such as:</p> <ul style="list-style-type: none"> <li>– Sime Darby Plantation Berhad, Chemical Safety Management; Document No. UM/HSE/OCP/04; dated 2021.</li> </ul>	

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	<p>f. Mill management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Mill Manager. The Safety and health Committee is guided by the Sime Darby Plantation Berhad; Safety and health Committee Procedures; Document Number: UM/HSE/OCP/08; Date: 2021.</p> <p>The Mill Manager, En. Muhammad Irsan bin Azmi was appointed to be the Chairman of OSH Committee at the mill as stated in the appointment letter dated 01/01/2023 undersigned by the Regional CEO, Central East Region.</p> <p>g. The management conducted regular OSH committee meetings on quarterly basis and when necessary due to accidents that occur. The meeting discussed issues on employees' safety, health and welfare such as operational risks and health achievement report, estate security, safety compliance by contractors, workplace inspection, legal compliance, safety and health training.</p> <p>Sighted the OSH Meeting Minutes dated 05/12/2022 (04/2022), 26/09/2022 (03/2022), 20/06/2022 (02/2022) and 21/03/2022 (01/2022).</p> <p>h. Accident and Emergency procedures were available in the Sime Darby Plantation Berhad; Emergency Preparedness &amp; Response Procedures; Document Number: UM/HSE/SP/02; Document Date: 2021.</p> <p>The mill has established Emergency Response Team lead by the Mill Manager. Emergency Response Plans were available for incidents such as pesticides spillages, Fire, Explosions,</p>	

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		<p>Diesel Spillage and Accidents. The ERT chart and Fire Extinguisher Map was also available and verified.</p> <p>Emergency Response Training was conducted as below:</p> <ul style="list-style-type: none"> <li>- Fire Drill Training – 12/09/2023.</li> </ul> <p>i. First aiders were assigned to various workstation at the mill. The supervisors and staffs were responsible for first aid boxes at each workstation assigned to them by the management. The first aid box was recently replenished with all stated items available in the box. First Aid trainings were conducted regularly at the sampled estates and documents of trainings were verified as below:</p> <ul style="list-style-type: none"> <li>- First Aid Training was conducted on 12/09/2022.</li> </ul> <p>j. The mill recorded all accidents reports and reported to HQ using the PSQM-ESH Monthly update form via online through GSQM ESH Portal. The accident occurred was reviewed on quarterly basis during OSH committee meeting.</p> <p>There were 6 accidents (28 Days LTA) case for the year 2022 reported in the estate. The JKKP 8 form has been submitted to DOSH for the year ending 2022 on 10/01/2023 and documents available for verification. For the year 2023 there were no accident cases reported as of to date.</p>	
<b>Criterion 4.4.5: Employment conditions</b>			
<b>4.4.5.1</b>	<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>The good social practices regarding human rights in respect of industrial harmony has been embedded in SDPB's established policy of "Group Sustainability &amp; Quality Policy Statement" which was signed by the Group Managing Director (Mr. Mohamad Helmy</p>	Complied

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	- <b>Major compliance</b> -	Othman Basha), dated 2/12/2019. This already communicated to employee on policy dated 09/01/2023 (Refresher Training SDP Policy & MSPO/ RSPO Principle) and 16/01/2023 (Refresher Training on SDP Policy and Charter).	
<b>4.4.5.2</b>	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. - <b>Major compliance</b> -	Records of employments and interview conducted on-site with sampled internal and external stakeholders confirmed that the workers and groups including local communities, women, and migrant workers have not been discriminated against. This verified as per interview with gender committee and workers representatives.	Complied
<b>4.4.5.3</b>	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. - <b>Major compliance</b> -	Based on agreements and pay slips sighted for sample employees as per indicator 4.4.5.6 below, management has ensured that employees' pay and conditions meet MAPA Circular No. 4/2020; The Malayan Agricultural Producers Association; Date: 30/01/2020; MAPA/NUPW Field and Other General Employees and Fringe Benefits Agreement, 2019. This were requirements in line with the mandatory Minimum Wage Order 2022 enforced by the government.	Complied
<b>4.4.5.4</b>	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. - <b>Minor compliance</b> -	The mill kept records of contractor's workers agreement (AXXX PXXXXX TXXX EXXXXXXXXXX) agreement date 01/03/2022, attendance and pay slips as per records sighted for the mill Grass cutting at Estate. Employees sampling as following: a. 800219XXXXXX b. 830828XXXXXX c. 851011XXXXXX	Complied
<b>4.4.5.5</b>	The management shall establish records that provide an accurate overview of all employees (including seasonal workers and	The established records of Employee Masterlist which available as a database in computerized Checkroll System able to provide	Complied



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	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. <b>- Major compliance -</b>	accurate account of all employees including their particulars of full names, gender, date of birth, date joined company, wages grade and position etc.	
<b>4.4.5.6</b>	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. <b>- Major compliance -</b>	Copies of fair contracts that have been signed by both employee and employer were provided to each employee as per records in Elphil POM as per sample as following: Employee ID: 66677, 120915, 133147, 134624, 151773, 161660, 167315, 169165, 160249, 160253	Complied
<b>4.4.5.7</b>	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers. <b>- Major compliance -</b>	Attendance (out-turn) and work hours (normal time & overtime) recording system established in both manual and computerized check roll system which makes working hours and overtime transparent for both employees and employer.	Complied
<b>4.4.5.8</b>	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. <b>- Major compliance -</b>	Based on records of sample employees sighted in indicator 4.4.5.6 above, the working hours found in compliance with employees' terms and conditions of MAPA Circular No. 4/2020; The Malayan Agricultural Producers Association; Date: 30/01/2020; MAPA/NUPW Field and Other General Employees and Fringe Benefits Agreement, 2019. This also in-line with Malaysia Employment Act 1955.	Complied
<b>4.4.5.9</b>	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. <b>- Major compliance -</b>	Based on records of sample employees sighted in indicator 4.4.5.6 above, the pay slips found in compliance with employees' terms and conditions of MAPA Circular No. 4/2020; The Malayan Agricultural Producers Association; Date: 30/01/2020;	Complied

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		MAPA/NUPW Field and Other General Employees and Fringe Benefits Agreement, 2019. This also in-line with Malaysia Employment Act 1955.													
<b>4.4.5.10</b>	<p>Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.</p> <p><b>- Minor compliance -</b></p>	<p>All local employees are provided with the mandatory Employee Provident Fund (EPF) contributions while both local and foreign employees contributed with Social Security Organization (SOCSO). Additionally, other benefits offered by the company including the following:</p> <ul style="list-style-type: none"> <li>- Productivity incentive</li> <li>- Out-turn incentive</li> <li>- Transport allowance</li> </ul> <p>Others benefit the management also provided to workers rice (10kg) for every 2 months once and 35-gallon water subsidy every month. The record was available during audit.</p> <table border="1"> <thead> <tr> <th>Month</th> <th>No of workers</th> <th>Amount (RM)</th> </tr> </thead> <tbody> <tr> <td>January 2023</td> <td>122</td> <td>7,614.30</td> </tr> <tr> <td>April 2022</td> <td>104</td> <td>6,265.50</td> </tr> <tr> <td>Dec 2022</td> <td>122</td> <td>8,21.60</td> </tr> </tbody> </table>	Month	No of workers	Amount (RM)	January 2023	122	7,614.30	April 2022	104	6,265.50	Dec 2022	122	8,21.60	Complied
Month	No of workers	Amount (RM)													
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April 2022	104	6,265.50													
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<b>4.4.5.11</b>	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p><b>- Major compliance -</b></p>	<p>All workers are provided with free housing facilities that included basic amenities such as clean water (35 gallons/month), community hall, sport facilities, etc. were provided to the workers. Electricity which is obtained from the national grid. The housing condition was in accordance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446).</p> <p>Weekly inspections (PIOA) by assistant were done to ensure cleanliness of the housing. Records were well maintained. Latest record verified on 06/01/2023, the score showed that</p>	Complied												

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		implementation was 100 percent. There also 3 monthly basis housing inspection (EWC), latest record was on 23/12/2022.	
<b>4.4.5.12</b>	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. <b>- Major compliance -</b>	Policy to prevent all forms of sexual harassment and violence in workplace has been embedded in Sime Darby Plantation Berhad's established policy of "Group Sustainability & Quality Policy Statement" which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019. Communications made mainly during gender committee meeting as per sample latest Elphil POM Gender committee meeting; Date: 11/02/2023.	Complied
<b>4.4.5.13</b>	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. <b>- Major compliance -</b>	For social representative in Mill, Manager En Muhamad Irsan Bin Azmi have been appointed by Chief Executive Officer Northern Region dated 01/01/2023.	Complied
<b>4.4.5.14</b>	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. <b>- Major compliance -</b>	Policy to protect children and young person has been embedded in Sime Darby Plantation Berhad's established policy of "Group Sustainability & Quality Policy Statement" which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 02/12/2019.  Based on the interview and sighted records of employees' master lists data, no young person below 18 years old employed within all operating units within SOU 3.	Complied

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<b>Criterion 4.4.6:</b> Training and competency																							
<b>4.4.6.1</b>	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. <b>- Major compliance -</b>	SOU 3 Elphil POM have established a training program for all workers based on the training need analysis conducted on a yearly basis. Records of trainings were maintained by the estates as below: - <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Sterilizer Station – HIRARC Training</td> <td>10/01/2022</td> </tr> <tr> <td>Training on Chopper Machine</td> <td>20/01/2022</td> </tr> <tr> <td>Noise Conservation Training</td> <td>12/02/2022</td> </tr> <tr> <td>Sexual Harassment Briefing</td> <td>09/03/2022</td> </tr> <tr> <td>Scheduled Waste Training</td> <td>12/03/2022</td> </tr> <tr> <td>Lab Equipments Training</td> <td>27/04/2022</td> </tr> <tr> <td>Safety Harness Training</td> <td>19/12/2022</td> </tr> <tr> <td>Tractor &amp; backhoe Driver Training</td> <td>11/12/2022</td> </tr> <tr> <td>SDP and MSPO Policy Training</td> <td>19/12/2022</td> </tr> </tbody> </table>	Training	Date	Sterilizer Station – HIRARC Training	10/01/2022	Training on Chopper Machine	20/01/2022	Noise Conservation Training	12/02/2022	Sexual Harassment Briefing	09/03/2022	Scheduled Waste Training	12/03/2022	Lab Equipments Training	27/04/2022	Safety Harness Training	19/12/2022	Tractor & backhoe Driver Training	11/12/2022	SDP and MSPO Policy Training	19/12/2022	Complied
Training	Date																						
Sterilizer Station – HIRARC Training	10/01/2022																						
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<b>4.4.6.2</b>	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. <b>- Major compliance -</b>	SOU 3 Elphil POM has conducted training need analysis for all employees, management and contractors. The training need analysis was conducted based on the job designation and training required by the job type. Sighted the Training Requirement for Operating Units (Mill – SOU 3) for the year 2023 for verification.	Complied																				
<b>4.4.6.3</b>	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. <b>- Minor compliance -</b>	A training programme has been developed and available in the Training Requirement for SOU 3 Elphil POM ESH Activities for 2023. The trainings were sighted to have also included Gender Specific Training and involves staffs, workers and contractors.	Complied																				

Criterion / Indicator	Assessment Findings	Compliance	
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>			
<b>Criterion 4.5.1: Environmental Management Plan</b>			
<b>4.5.1.1</b>	<p>An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.</p> <p><b>- Major compliance -</b></p>	<p>The Group Upstream Malaysia Safety, Health and Environmental Policy Statement had been established via Group Sustainability &amp; Quality Policy Statement dated 05/5/2022 and implemented. The policy was displayed prominently on notice boards in English and local language Bahasa Malaysia. Therein among others has stated that the Company is committed to protecting the environment and conserving biodiversity through minimizing environmental harms</p> <ul style="list-style-type: none"> <li>a. Protecting and enhancing biodiversity and the ecosystem</li> <li>b. No deforestation and no new development on peat soil</li> <li>c. Enhancing resilience against climate change impact</li> <li>d. Adopting responsible consumption and production.</li> </ul> <p>This policy is prominently displayed in the office along with other Company's Policies. It is communicated to the employees via training and weekly briefing session among others as follows.</p>	<p>Complied</p>
<b>4.5.1.2</b>	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> <li>a) An environmental policy and objectives;</li> <li>b) The aspects and impacts analysis of all operations</li> </ul> <p><b>- Major compliance -</b></p>	<p>The Environmental Policy has been established as described in 4.5.1.1 above. The objectives of the environmental management plan among others include the following.</p> <ul style="list-style-type: none"> <li>a. Implement and comply all prevailing statutory environmental laws</li> <li>b. Plantation development emphasizing zero burning practices.</li> <li>c. Compliance of DOE - to minimize pollution of land/ water/ air</li> </ul>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>d. To control and practice GAP systems in both mineral/peat soils.</p> <p>e. Identification of HCV and preserving riparian zones.</p> <p>The environmental aspects and impact evaluation covers the following areas/ activities among others.</p> <ul style="list-style-type: none"> <li>a. boiler operation/ power generation</li> <li>b. crude palm oil storage leakage &amp; spillage</li> <li>c. effluent pond ruptured</li> <li>d. Process operations and workshop activities.</li> </ul> <p>The plans and impact assessments relating to environmental impacts based on documents for the mill are elaborated in the following records:</p> <ul style="list-style-type: none"> <li>a. Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, <i>(version 1; year 2008 Issue no. 1; dated 1 April 2009 Register)</i></li> <li>b. Appendix 5.4.1c - Environmental Aspect and Impact Identification form <i>(version 1; year 2008 Issue no. 1; dated 1 April 2009; MR-01/EAI)</i></li> <li>c. Appendix 5.4.1d – Environmental Impacts Evaluation form <i>(version 1; year 2008 issue no. 1; dated 1 April 2009; MR-02/EIE)</i></li> </ul>	

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		The latest register being reviewed dated 03/01/2023 to include the ESP (Electrostatic Precipitator) operations.													
<b>4.5.1.3</b>	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored. <b>- Major compliance -</b>	<p>This plan is available and updated for the FY 2023. The environmental issues for improvement outlined by the mill are shown below;</p> <table border="1"> <thead> <tr> <th>Environmental issues</th> <th>Mitigating Measures</th> </tr> </thead> <tbody> <tr> <td>Meet new regulatory requirement of &lt;15% boiler emission</td> <td>Need to install new dust collecting system to reduce from 40% to 15%.</td> </tr> <tr> <td>Solids from effluent pond</td> <td>Disposed as fertilizer dry basis upon de-sludge</td> </tr> <tr> <td>Leachate into estate trench</td> <td>Drainage system being monitored and ensure proper application of EFB - pumping into effluent pond</td> </tr> <tr> <td>To avail min 2 competent persons for POME &amp; SW</td> <td>Currently with competent personnel in view of transfer and retirement. Liaison with DOE for to comply by 2022.</td> </tr> <tr> <td>To comply with Clean Air Regulations 2014</td> <td>To improve boiler air emission through equipment of new technology ESP - Commissioned in 2022</td> </tr> </tbody> </table> <p>All actions are to be monitored on the indicated frequency shown in the plan.</p>	Environmental issues	Mitigating Measures	Meet new regulatory requirement of <15% boiler emission	Need to install new dust collecting system to reduce from 40% to 15%.	Solids from effluent pond	Disposed as fertilizer dry basis upon de-sludge	Leachate into estate trench	Drainage system being monitored and ensure proper application of EFB - pumping into effluent pond	To avail min 2 competent persons for POME & SW	Currently with competent personnel in view of transfer and retirement. Liaison with DOE for to comply by 2022.	To comply with Clean Air Regulations 2014	To improve boiler air emission through equipment of new technology ESP - Commissioned in 2022	Complied
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<b>4.5.1.4</b>	A programme to promote the positive impacts should be included in the continual improvement plan. <b>- Minor compliance -</b>	The Continual Improvement Plan has incorporated various programs to promote the positive impacts towards the environment and was available in the Environment Management Plan, that had been subcategorized to Waste Management, Water	Complied												

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		Management, HCV Area / Biodiversity, Energy Management, GHG Reductions and Pollution Preventions.																																																																		
<b>4.5.1.5</b>	<p>An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives.</p> <p><b>- Major compliance -</b></p>	<p>A training program is available in the SOU 3 Program updated on a yearly basis or revised as per the management requirement. Programs in relation to environmental among others as follows.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Subjects</th> <th colspan="3">Month</th> </tr> <tr> <th>1-4</th> <th>5-8</th> <th>9-12</th> </tr> </thead> <tbody> <tr> <td>ESH Legal &amp; Other requirements</td> <td>/</td> <td></td> <td></td> </tr> <tr> <td>ER Plan Chemical spill, Fire.</td> <td>/</td> <td></td> <td>/</td> </tr> <tr> <td>Scheduled waste management</td> <td>/</td> <td>/</td> <td></td> </tr> <tr> <td>Policy Training</td> <td>/</td> <td></td> <td>/</td> </tr> <tr> <td>Effective workplace inspection</td> <td></td> <td>/</td> <td>/</td> </tr> <tr> <td>GAP training / SW</td> <td>/</td> <td>/</td> <td>/</td> </tr> <tr> <td>HCV Training for Region</td> <td></td> <td>/</td> <td>/</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Subjects</th> <th>Date</th> <th>Participant</th> </tr> </thead> <tbody> <tr> <td>Environmental Awareness contractors</td> <td>09/02/23</td> <td>36</td> </tr> <tr> <td>MSPO RSPO Policies</td> <td>13/02/23</td> <td>All</td> </tr> <tr> <td>Effluent Management</td> <td>04/04/22</td> <td>4</td> </tr> <tr> <td>ERP Chemical/ SW Handling</td> <td>24/02/23</td> <td>23</td> </tr> <tr> <td>Scheduled Waste Management</td> <td>12/03/22</td> <td>16</td> </tr> <tr> <td>Palm GnG - Understanding</td> <td>13/02/23</td> <td>30</td> </tr> <tr> <td>Waste Management - Line site</td> <td>07/01/23</td> <td>All</td> </tr> <tr> <td>ESP Operation</td> <td>22/08/22</td> <td>12</td> </tr> <tr> <td>High Noise Area - Awareness</td> <td>23/02/23</td> <td>All</td> </tr> </tbody> </table>	Subjects	Month			1-4	5-8	9-12	ESH Legal & Other requirements	/			ER Plan Chemical spill, Fire.	/		/	Scheduled waste management	/	/		Policy Training	/		/	Effective workplace inspection		/	/	GAP training / SW	/	/	/	HCV Training for Region		/	/	Subjects	Date	Participant	Environmental Awareness contractors	09/02/23	36	MSPO RSPO Policies	13/02/23	All	Effluent Management	04/04/22	4	ERP Chemical/ SW Handling	24/02/23	23	Scheduled Waste Management	12/03/22	16	Palm GnG - Understanding	13/02/23	30	Waste Management - Line site	07/01/23	All	ESP Operation	22/08/22	12	High Noise Area - Awareness	23/02/23	All	Complied
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<b>4.5.1.6</b>	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are	The forum used in discussing environmental issues are the quarterly EPMC meeting and the annual management review	Complied																																																																	



Criterion / Indicator		Assessment Findings				Compliance
	discussed. <b>- Major compliance -</b>	meeting (dated 13/12/2022). The latter emphasized more on issues on water management plan, electricity use, diesel consumption, waste management, SIA plan, renewable energy, aspect/impact.				
		EPMC Meeting				
		1	15/12/2022	3	20/06/2022	
		2	19/09/2022	4	21/03/2022	
		The Environmental Performance Monitoring Committee is setup to comply with the DOE requirement of Guidance Self-Regulation (GSR). The meeting it to review environmental performance within the POM.				
Criterion 4.5.2: Efficiency of energy use and use of renewable energy						
<b>4.5.2.1</b>	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  <b>- Major compliance -</b>	A plan for improving the efficiency of the use of fossil fuels is in place and has been incorporated into the Environmental Aspect and Impact activities report for 2023. The document was reviewed/updated on Jan 2023. The Environment Management Plan for efficiency of fossil fuel usage are detailed below:				Complied
		Target	Objective	Action plan		
		Backhoe tractor/ front loader	To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment	To ensure the vehicle engine is turn off during idle time To record vehicle activity which consume fuel		

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		Van/ Supervisory vehicle	To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment	To record vehicle activity to eliminate waste activity which consume fuel. To turn off vehicle engine during idle time.																																																																		
		Electrical supply	To reduce reliance on gen-sets for power supply	Utilization of TNB sources																																																																		
<p>The utilization of fossil fuel in 2022 - total 14720 liters is being monitored with records shown below:</p> <table border="1"> <thead> <tr> <th>Mth</th> <th>Diesel (L)</th> <th>FFB (mt)</th> <th>Diesel/ FFB</th> <th>Mth</th> <th>Diesel (L)</th> <th>FFB (mt)</th> <th>Diesel/ FFB</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>1200</td> <td>13755</td> <td>0.087</td> <td>July</td> <td>1500</td> <td>17870</td> <td>0.084</td> </tr> <tr> <td>Feb</td> <td>760</td> <td>13167</td> <td>0.058</td> <td>Aug</td> <td>1380</td> <td>21076</td> <td>0.065</td> </tr> <tr> <td>Mac</td> <td>800</td> <td>16384</td> <td>0.041</td> <td>Sep</td> <td>1460</td> <td>18936</td> <td>0.077</td> </tr> <tr> <td>Apr</td> <td>1420</td> <td>19447</td> <td>0.073</td> <td>Oct</td> <td>1180</td> <td>16930</td> <td>0.070</td> </tr> <tr> <td>May</td> <td>1180</td> <td>15896</td> <td>0.074</td> <td>Nov</td> <td>1100</td> <td>16014</td> <td>0.069</td> </tr> <tr> <td>Jun</td> <td>1420</td> <td>18726</td> <td>0.076</td> <td>Dec</td> <td>1320</td> <td>17688</td> <td>0.075</td> </tr> <tr> <td colspan="5" style="text-align: center;">Total</td> <td>14720</td> <td>208799</td> <td>0.070</td> </tr> </tbody> </table> <p>The monitoring is recorded in environment performance indicator-electricity generated by steam turbine tabulated for the financial year 2022. It is calculated as electricity generated from turbine that produces power for the mill entire complex operation unit in kwh/mt FFB. A monthly record on energy consumption for both renewable and non-renewable sources were also maintained and</p>							Mth	Diesel (L)	FFB (mt)	Diesel/ FFB	Mth	Diesel (L)	FFB (mt)	Diesel/ FFB	Jan	1200	13755	0.087	July	1500	17870	0.084	Feb	760	13167	0.058	Aug	1380	21076	0.065	Mac	800	16384	0.041	Sep	1460	18936	0.077	Apr	1420	19447	0.073	Oct	1180	16930	0.070	May	1180	15896	0.074	Nov	1100	16014	0.069	Jun	1420	18726	0.076	Dec	1320	17688	0.075	Total					14720	208799	0.070
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		<p>documented. It is monitored to optimize use of renewable energy. The data is compiled for comparison and control for future improvement with aim of gradual reduction particularly diesel. Diesel consumption &amp; ratio diesel used /mt FFB (Baseline set at 0.060).</p> <table border="1"> <thead> <tr> <th>Energy Monitoring</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>TNB (KVARH)</td> <td>811480</td> <td>977039</td> <td>1362210</td> <td>940360</td> </tr> <tr> <td>TNB /mt CPO</td> <td>18.98</td> <td>24.75</td> <td>28.62</td> <td>22.91</td> </tr> <tr> <td>Turbine 1&amp;2 (kWH)</td> <td>46596.8</td> <td>40924.8</td> <td>45920.9</td> <td>45105.0</td> </tr> <tr> <td>Kwh / mt CPO</td> <td>1.090</td> <td>1.036</td> <td>0.965</td> <td>1.099</td> </tr> <tr> <td>FFB processed /mt</td> <td>210873</td> <td>191143</td> <td>227627</td> <td>208798</td> </tr> <tr> <td>CPO produced / mt</td> <td>42738.9</td> <td>39467.4</td> <td>47585.7</td> <td>41032.1</td> </tr> </tbody> </table> <p>The electricity energy monitoring based on CPO produced tabulated as shown below.</p> <p>Variation of ratio in the analysis were explained and justified. Under the energy management plan 2023 the mill aimed for reduction plan among others.</p> <ul style="list-style-type: none"> <li>i. Educate workers on fuel saving practice</li> <li>ii. Avoid leakages during vehicles maintenance.</li> </ul>	Energy Monitoring	2019	2020	2021	2022	TNB (KVARH)	811480	977039	1362210	940360	TNB /mt CPO	18.98	24.75	28.62	22.91	Turbine 1&2 (kWH)	46596.8	40924.8	45920.9	45105.0	Kwh / mt CPO	1.090	1.036	0.965	1.099	FFB processed /mt	210873	191143	227627	208798	CPO produced / mt	42738.9	39467.4	47585.7	41032.1	
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<b>4.5.2.2</b>	<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><b>- Major compliance -</b></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 in all transport and machinery operations was available in the yearly budgets.</p>	Complied																																			

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<b>4.5.2.3</b>	The use of renewable energy should be applied where possible. <b>- Minor compliance -</b>	The fiber and shell are used in the boiler for fuel recycled in the process system. Surplus quantity of shell/fiber are delivered to estates for multi purposes or sold to outside buyers. EFB is used in the estates for mulching. Details of renewable energy fiber/shell used in the mill are shown in 4.5.2.1 above. The mill is adjacent with a Biogas Plant facility. The recovered biogas is used for energy generation (e.g., steam & electricity)	Complied																				
<b>Criterion 4.5.3: Waste management and disposal</b>																							
<b>4.5.3.1</b>	All waste products and sources of pollution shall be identified and documented. <b>- Major compliance -</b>	<p>All waste and pollution are identified and documented in the Waste Management Plan for Financial Year 2023. The waste generated from the mill operations as shown below;</p> <table border="1"> <thead> <tr> <th>Waste</th> <th>Item</th> <th>Sources</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Scheduled Waste</td> <td>Spent lubricants/ hydraulic oil</td> <td>Workshop activities</td> </tr> <tr> <td>Used batteries/ used rags/ empty containers</td> <td>Workshop activities</td> </tr> <tr> <td>Hexane/ spent chemicals/ empty containers</td> <td>Laboratory and boiler station</td> </tr> <tr> <td rowspan="2">Domestic Waste</td> <td>Rubbish</td> <td>Line site/ office &amp; mill complex</td> </tr> <tr> <td>Sewage</td> <td>Line site/ office &amp; mill complex</td> </tr> <tr> <td rowspan="2">Industrial Waste</td> <td>POME</td> <td>Effluent Treatment Plant</td> </tr> <tr> <td>EFB</td> <td>EFB station.</td> </tr> </tbody> </table>	Waste	Item	Sources	Scheduled Waste	Spent lubricants/ hydraulic oil	Workshop activities	Used batteries/ used rags/ empty containers	Workshop activities	Hexane/ spent chemicals/ empty containers	Laboratory and boiler station	Domestic Waste	Rubbish	Line site/ office & mill complex	Sewage	Line site/ office & mill complex	Industrial Waste	POME	Effluent Treatment Plant	EFB	EFB station.	Complied
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		Compost production at time of visit has been shelved by the SDP management until a new directive is announced. The source of mill pollution generated from the mill is the smoke from the boiler. It is monitored from the stack emission during the entire operations. These reports are reviewed by the mill and submitted to DOE. There was no major issue.														
<b>4.5.3.2</b>	<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><b>- Major compliance -</b></p>	<p>The Waste Management Plan for Financial Year 2023 is available and sighted. The plan listed the waste generated from the mill operations as shown in indicator 4.5.3.1 above. The management of the waste aimed for a reduction and improvement are described below;</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Item</th> <th>Action/Program</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Scheduled waste</td> <td>Spent lubricants/ hydraulic oil</td> <td rowspan="3">SOP titled MQMS Section VII Compliance to Environmental Quality Regulation 2005; Establishment &amp; notification of SW Labeling &amp; Coding of SW SW Inventory Disposal &lt; 180 days &amp; approved quantity/volume.</td> </tr> <tr> <td>Used batteries/ used rags/ empty containers</td> </tr> <tr> <td>Hexane/ spent chemicals/ empty containers</td> </tr> <tr> <td rowspan="2">Domestic Waste</td> <td>Rubbish</td> <td>Disposed together with the estate to the Majlis Perbandaran K Kangsar</td> </tr> <tr> <td>Sewage</td> <td>Disposal by local authority</td> </tr> </tbody> </table>	Type	Item	Action/Program	Scheduled waste	Spent lubricants/ hydraulic oil	SOP titled MQMS Section VII Compliance to Environmental Quality Regulation 2005; Establishment & notification of SW Labeling & Coding of SW SW Inventory Disposal < 180 days & approved quantity/volume.	Used batteries/ used rags/ empty containers	Hexane/ spent chemicals/ empty containers	Domestic Waste	Rubbish	Disposed together with the estate to the Majlis Perbandaran K Kangsar	Sewage	Disposal by local authority	Complied
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		Industrial Waste	POME	Monitoring of application & through operation of evaporators	
			EFB	Monitoring of application in the field.	
<b>4.5.3.3</b>	<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><b>- Major compliance -</b></p>	<p>The SOP on Scheduled Waste disposal is established and implemented.</p> <p>a. Details as provided in SDP MQMS Standard Operating Procedure Section VII- Handling of scheduled waste (Hazardous Waste) Management ref no. SD/SDP/PSQM (ESH) /203-EN1 dated 26/2/2015.</p> <p>b. The inventory of the waste generated is recorded using the "E-SWISS" inventory system. Methodology of SW disposal is also described in indicator 4.5.3.2 above.</p> <p>c. All SW are disposed to Pentas Flora Sdn Bhd no 004640 license valid dated 30/4/2023.</p> <p>d. The mill has written on 27/10/22 and received approval from DOE Perak on the storage extension for SW 109 in view of the low quantity to licensed collected Kualiti Alam Sdn Bhd. Letter was sighted and verified.</p>			Complied
<b>4.5.3.4</b>	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p><b>- Minor compliance -</b></p>	<p>The mill and the host estate used the facility available in the District of Kuala Kangsar. All domestic waste is collected 2 to 3 time a week by Majlis Perbandaran Kuala Kangsar eliminating the issue of managing own landfill in the estate property. Collection is made from a centralized point accumulated internally by the estate management from the living quarters and office complex. The risk of contamination has been minimized through this system.</p>			Complied

Criterion / Indicator		Assessment Findings	Compliance								
<b>Criterion 4.5.4:</b> Reduction of pollution and emission											
<b>4.5.4.1</b>	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. <b>- Major compliance -</b>	The polluting activities are identified and documented in the Environmental Aspect & Impact Identification. From the EAI, it will be evaluated for the impact. The identified impact if any will be included in the management plan. The evaluation is documented in the Environmental Impact Evaluation. It was last reviewed on 03/01/2023 to include the ESP operations. Areas of focus include activities at the chemical store, workshop, store, scheduled waste, diesel tank, boiler house, effluent pond, WTP.	Complied								
<b>4.5.4.2</b>	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. <b>- Major compliance -</b>	<p>The pollution prevention plan and plan to reduce GHG emission 2023 dated 11/01/2023, with the mitigation plan, actions and time frame has been identified. In addition, the Environmental Management Plan for FY2023 is available. The monitoring of the plan is available. The following tabled the management action plan to reduce GHG emission from the mill activities.</p> <table border="1"> <thead> <tr> <th>Issues &amp; Strategies</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Reduce diesel consumption at mill operation</td> <td>To monitor diesel usage To ensure vehicle scheduled maintenance Optimum gen set usage</td> </tr> <tr> <td>Reduce smoke emission to the air</td> <td>To effectively implement the CEMS Eliminate use of wet shell as fuel</td> </tr> <tr> <td>Reduce electricity usage</td> <td>Monitor usage vs baseline Install capacitor at identified large power consumption motor Install LED bulb for the lighting system</td> </tr> </tbody> </table>	Issues & Strategies	Action Plan	Reduce diesel consumption at mill operation	To monitor diesel usage To ensure vehicle scheduled maintenance Optimum gen set usage	Reduce smoke emission to the air	To effectively implement the CEMS Eliminate use of wet shell as fuel	Reduce electricity usage	Monitor usage vs baseline Install capacitor at identified large power consumption motor Install LED bulb for the lighting system	Complied
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		<p>All efforts and action plan for the identified pollutants and emission above is adequate to comply with the requirement. All identified issues have significant impacts to the environment. The mill also monitored and maintained records on Palm GHG. This compilation is made at Head Office level and made for the entire SOU. Inclusive in the report are;</p> <p>a) Plantation/field emission</p> <ul style="list-style-type: none"> <li>- data from field emission and sinks (CO2/FFB)</li> </ul> <p>b) mill emission</p> <ul style="list-style-type: none"> <li>- data from mill emission and credits (CO2/FFB)</li> </ul>																																									
<b>4.5.4.3</b>	<p>Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.</p> <p><b>- Major compliance -</b></p>	<p>Based on Jadual Pematuhan EPOM disposed effluent on water discharge. Sighted quarterly report has been submitted to DOE (license no 004583 - 01/07/2022 - 30/06/2023) by quarterly basis. Latest submission for to DOE on as follows. Among others the indicators were:</p> <table border="1"> <thead> <tr> <th>April - Jun 22</th> <th>STD</th> <th>05/10/22</th> <th>03/11/22</th> <th>06/12/22</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>5-9</td> <td>8.37</td> <td>9.21</td> <td>8.42</td> </tr> <tr> <td>BOD mg/l</td> <td>5000</td> <td>318</td> <td>129</td> <td>142</td> </tr> <tr> <td>Total Solids</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>S Solids</td> <td>-</td> <td>1933</td> <td>300</td> <td>180</td> </tr> <tr> <td>Oil &amp; Grease</td> <td>50</td> <td>4</td> <td>4</td> <td>7</td> </tr> <tr> <td>AN</td> <td>150</td> <td>34</td> <td>3</td> <td>3</td> </tr> <tr> <td>TN</td> <td>150</td> <td>98</td> <td>37</td> <td>40</td> </tr> </tbody> </table> <p>All parameters tested complied with regulatory standards.</p>	April - Jun 22	STD	05/10/22	03/11/22	06/12/22	pH	5-9	8.37	9.21	8.42	BOD mg/l	5000	318	129	142	Total Solids	-	-	-	-	S Solids	-	1933	300	180	Oil & Grease	50	4	4	7	AN	150	34	3	3	TN	150	98	37	40	Complied
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<p><b>4.5.5.1</b> The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> <li>a) Assessment of water usage and sources.</li> <li>b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities.</li> <li>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.).</li> </ul> <p><b>- Major compliance -</b></p>	<p>The Water Management Plan for the mill has been established. It was last reviewed on 09/02/2023.</p> <p>The mill processing water are obtained from the water catchment adjacent to the mill complex. The water usage monitoring is made monthly with the latest recording detailed sampled (water usage m<sup>3</sup>/per mt of fresh fruit bunches (FFB) 2022 below.</p> <table border="1" data-bbox="1088 647 1839 1086"> <thead> <tr> <th>Month</th> <th>FFB</th> <th>Water</th> <th>Ratio</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>13755</td><td>16715</td><td>1.22</td></tr> <tr><td>Feb</td><td>13167</td><td>19126</td><td>1.45</td></tr> <tr><td>Mac</td><td>16384</td><td>19915</td><td>1.03</td></tr> <tr><td>April</td><td>19447</td><td>21791</td><td>1.12</td></tr> <tr><td>May</td><td>15896</td><td>19349</td><td>1.22</td></tr> <tr><td>June</td><td>18726</td><td>22182</td><td>1.18</td></tr> <tr><td>July</td><td>17870</td><td>21776</td><td>1.22</td></tr> <tr><td>Aug</td><td>21076</td><td>23023</td><td>1.09</td></tr> <tr><td>Sept</td><td>18936</td><td>21423</td><td>1.13</td></tr> <tr><td>Oct</td><td>16930</td><td>21620</td><td>1.28</td></tr> <tr><td>Nov</td><td>16014</td><td>20321</td><td>1.27</td></tr> <tr><td>Dec</td><td>17688</td><td>21261</td><td>1.20</td></tr> </tbody> </table> <p>A slightly higher water usage noted, probably due to the proportionate reduction in volume of FFB being processed. There were variations of performance. Probable factors are linked to rainy days, significant boiler water rinsing/discharging for maintenance etc.</p> <p>Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones. The guidelines are detailed in the River Reserve Management (Management of</p>	Month	FFB	Water	Ratio	Jan	13755	16715	1.22	Feb	13167	19126	1.45	Mac	16384	19915	1.03	April	19447	21791	1.12	May	15896	19349	1.22	June	18726	22182	1.18	July	17870	21776	1.22	Aug	21076	23023	1.09	Sept	18936	21423	1.13	Oct	16930	21620	1.28	Nov	16014	20321	1.27	Dec	17688	21261	1.20	<p>Complied</p>
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		<p>River Reserve in Sime Darby Plantation Berhad dated April 2014). The buffer zones established are as following:</p> <table border="1"> <thead> <tr> <th>River width (Meters)</th> <th>Buffer Zone (Meters)</th> </tr> </thead> <tbody> <tr> <td>&gt;40</td> <td>50</td> </tr> <tr> <td>20-40</td> <td>40</td> </tr> <tr> <td>10-20</td> <td>20</td> </tr> <tr> <td>5-10</td> <td>10</td> </tr> <tr> <td>&lt;5</td> <td>5</td> </tr> </tbody> </table> <p>The management monitors the water quality through water sampling at 4x /year frequency. The recent analysis being on 05/01/2023</p> <table border="1"> <thead> <tr> <th>Sampling Pt</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>SP 1</td> <td>Water from Sg Kerdah 3 points</td> </tr> <tr> <td>SP 2</td> <td>Water from Mill Reservoir</td> </tr> <tr> <td>SP 3</td> <td>Water from Mill Drain to estate stream</td> </tr> </tbody> </table> <p>The type of analysis category request by the mill as shown below;</p> <table border="1"> <thead> <tr> <th>Point</th> <th>River cutting across estate</th> <th>Raw water catchment</th> <th>Surface Water</th> </tr> </thead> <tbody> <tr> <td>SP 1</td> <td>-</td> <td>/</td> <td>/</td> </tr> <tr> <td>SP 2</td> <td>-</td> <td>/</td> <td>/</td> </tr> <tr> <td>SP 3</td> <td>/</td> <td>-</td> <td>/</td> </tr> </tbody> </table>	River width (Meters)	Buffer Zone (Meters)	>40	50	20-40	40	10-20	20	5-10	10	<5	5	Sampling Pt	Description	SP 1	Water from Sg Kerdah 3 points	SP 2	Water from Mill Reservoir	SP 3	Water from Mill Drain to estate stream	Point	River cutting across estate	Raw water catchment	Surface Water	SP 1	-	/	/	SP 2	-	/	/	SP 3	/	-	/	
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<b>4.5.5.2</b>	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.	POME is discharged through Land Application via Farrows at Elphil Estate field no P17B from the Final Discharge Holding Pond as stated in the DOE Compliance Schedule. Discharge quality of mill	Complied																																				

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	- Major compliance -	effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored. Effluent Analysis conducted by accredited laboratory and submitted to DOE every 3 months through OER (Online Environmental Report) and in compliance with mill's compliance schedule for quarterly. The application field was visited and verified with sign of overflowing observed.	
<b>4.6 Principle 6: Best Practices</b>			
<b>Criterion 4.6.1: Mill Management</b>			
<b>4.6.1.1</b>	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	<p>The mill processing system is documented in the Sustainability Plantation Management System MQMS/SQM/08 v 1 dated 01/11/2008 which includes the mill SOP, and Mill Quality Management Manual v.1 2008/MQMS/QMM/08. These documents provide guidelines and standards in the mill operations. The Standard Operating procedures (SOPs) described details from the reception, sterilisation, threshing, pressing, clarification, nut polishing station, effluent, laboratory, workshop and dispatches.</p> <p>SOU 3 Elphil POM continued to use the documents established by the Sime Darby Plantation Berhad among others as follows.</p> <ol style="list-style-type: none"> <li>1. Plantations / Mill Quality Management System (PQMS/ MQMS) Manual</li> <li>2. PQMS / MQMS Std Operating Manual &amp; Procedures (SOP)</li> <li>3. Sustainable Plantation Management System (SPMS) Manual</li> <li>4. RSPO Supply Chain Manual</li> <li>5. ESH Management System Manual</li> </ol>	Complied

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	<p>6. Occupational Safety and Health Manual            7. Pictorial Safety Standards            8. Laboratory Process Control Manual            9. Security Guidelines.</p> <p>In addition, technical guidelines as listed in the Agricultural Reference Manual were also used. In general the documents included operation activities in the estates and the mills from;</p> <ul style="list-style-type: none"> <li>a. Seedlings in nursery to planting of young palms.</li> <li>b. Plantation upkeep to mill FFB receipt, grading, processing.</li> <li>c. Quality analysis and dispatch of CPO &amp; PK.</li> <li>d. Security in the SOU.</li> </ul> <p>Contents of the Manual were disseminated to the workers through.</p> <ul style="list-style-type: none"> <li>1. Morning muster</li> <li>2. Mill weekly briefings</li> <li>3. Training as ad hoc and programmed basis.</li> </ul> <p>The Manuals are also kept in the administration office to facilitate reference by any interested parties. Site inspection and interview with workers confirmed that the SOP had been implemented and the employees understood the requirements of the SOP. In addition, there are also manuals available within the industry and MPOB that are used as guidelines.</p>	

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4.6.1.2	<p>All palm oil mills shall implement best practices.</p> <p><b>- Major compliance -</b></p>	<p>The monitoring of the mill process is made through the shift supervision headed by An Engineer. All process parameters are documented and summarized in a daily report. The external monitoring is made through visits by the Mill Advisor scheduled on a 6 monthly basis. In addition, there are audits by Regional Head, PSQM and GCAD. This is to ensure compliance to Policies, procedures in relation mill operations, financial, OSH, welfare among others. Report relating to the monitoring i.e daily production report, monthly report, SOU meetings minutes and PSQM internal audit report were sighted, and system adopted is effective.</p> <p>The mill had an established mechanism to perform checking to ensure consistent implementation of procedures. Daily Production Report (sighted 31/12/2022) providing details as follows;</p> <ul style="list-style-type: none"> <li>- FFB received/ processed/ balance</li> <li>- FFB certified non-certified quantity</li> <li>- Produce production/ despatch/ balance</li> <li>- Storage capacity/ status/ laboratory results</li> </ul> <p>The monitoring records maintained among others were related to;</p> <ol style="list-style-type: none"> <li>a. Monitoring of effluent/ black smoke</li> <li>b. Processing &amp; produce parameters</li> <li>c. Dispatches/ scheduled wastes etc.</li> <li>d. Monitoring consistent implementation of procedures through internal audit</li> </ol>	Complied

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		<ul style="list-style-type: none"> <li>e. Daily shift report for the process performance.</li> <li>f. There was a flow chart showing method for monitoring compliance of requirements including legal requirements.</li> <li>g. Internal audits are performed once a year minimum.</li> </ul> <p>Activities carried out by contractors are being monitored via the following among others:</p> <ul style="list-style-type: none"> <li>a. To obtain work permit for confined spaces or work at height in the Mill</li> <li>b. Evidence of competency for specialized work/job</li> <li>c. The mill supervisors and engineers will be onsite to monitor the work.</li> <li>d. The mill monitors to ensure that no contractors bring along their family members to work in the complex.</li> <li>e. The mill ensure that the contractors are providing PPE, suitable working equipment and machinery.</li> </ul> <p>Records of follow up action, if any, are retained where necessary.</p>	
<b>Criterion 4.6.2:</b> Economic and financial viability plan			
<b>4.6.2.1</b>	<p>A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.</p> <p><b>- Major compliance -</b></p>	<p>Elphil Palm Oil Mill continued to achieve long term economic and financial viability through documented management plan projected till year 2027. Since there are no smallholders in this Business Unit, therefore a business case for scheme smallholders is not considered.</p> <ul style="list-style-type: none"> <li>a. A Management Plan including crop forecast, capital expenditure, operational expenditure, general charges, profit</li> </ul>	Complied

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		<p>and loss covering the period of 2023 to 2027 had been prepared and made available to the audit team.</p> <p>b. This plan had also included mature area and also FFB production 2023 to 2027.</p> <p>c. The component of the budget comprises of the following items;</p> <ul style="list-style-type: none"> <li>- Labour statement/ Allocation of wages</li> <li>- Labour benefit summary/ Labour reconciliation</li> <li>- Yield statement oil palm</li> <li>- Summary of vehicle and running schedule</li> <li>- Job allocation for vehicles/ Summary of workshop running schedule</li> <li>- Summary if budget/ Summary of general charges</li> <li>- CAPEX</li> </ul>	
<b>Criterion 4.6.3: Transparent and fair price dealing</b>			
<b>4.6.3.1</b>	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p><b>- Major compliance -</b></p>	<p>This is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation procurement. All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system named SAP (System Application Production). This is made upon job verification by the mill personnel. To date no complaints were received from the vendor/supplier on issues relating to pricing and timing of payment. Details is described in clause no 3 -</p>	Complied

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		Remuneration and Clause 13 Application of transportation rates and quantity.																						
<b>4.6.3.2</b>	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. <b>- Major compliance -</b>	<p>All contracts and purchases are documented i.e. in the form of purchase orders, invoices, and contracts for the larger transaction. All documents are signed by both vendor and mill.</p> <table border="1"> <thead> <tr> <th>Contractor/Vendor</th> <th>Work description</th> <th>Validity</th> </tr> </thead> <tbody> <tr> <td>MXXXXX BXXXXXX</td> <td>CPO Transportation</td> <td>31/12/2023</td> </tr> <tr> <td>NLFCS Sg Krudda</td> <td>Outside Crop Purchase</td> <td>31/12/2023</td> </tr> <tr> <td>NLFCS Sg Siput</td> <td>Outside Crop Purchase</td> <td>31/12/2023</td> </tr> <tr> <td>NLFCS Dovenby</td> <td>Outside Crop Purchase</td> <td>31/12/2023</td> </tr> <tr> <td>Tang Tatt Trading</td> <td>Outside Crop Purchase</td> <td>31/12/2023</td> </tr> <tr> <td>Eng Huat Latex</td> <td>Outside Crop Purchase</td> <td>31/12/2023</td> </tr> </tbody> </table> <p>Inclusive in the contract are clauses 8.5 - 8.12 for the CPO transporter and clauses 12.0 for the OCP respectively containing on the following.</p> <ol style="list-style-type: none"> <li>a. Contractors to comply with laws             <ul style="list-style-type: none"> <li>- Compliance to occupational safety and health Act 1994/EQA 1974</li> </ul> </li> <li>b. Compliance to requirement labour and personnel</li> <li>c. Company and certification body audits</li> <li>d. providing contractor's responsibilities</li> </ol>	Contractor/Vendor	Work description	Validity	MXXXXX BXXXXXX	CPO Transportation	31/12/2023	NLFCS Sg Krudda	Outside Crop Purchase	31/12/2023	NLFCS Sg Siput	Outside Crop Purchase	31/12/2023	NLFCS Dovenby	Outside Crop Purchase	31/12/2023	Tang Tatt Trading	Outside Crop Purchase	31/12/2023	Eng Huat Latex	Outside Crop Purchase	31/12/2023	Complied
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<b>Criterion 4.6.4: Contractor</b>																								
<b>4.6.4.1</b>	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required	This requirement has been specified and explained during the MSPO training and briefing session held on 27/10/2023 which	Complied																					



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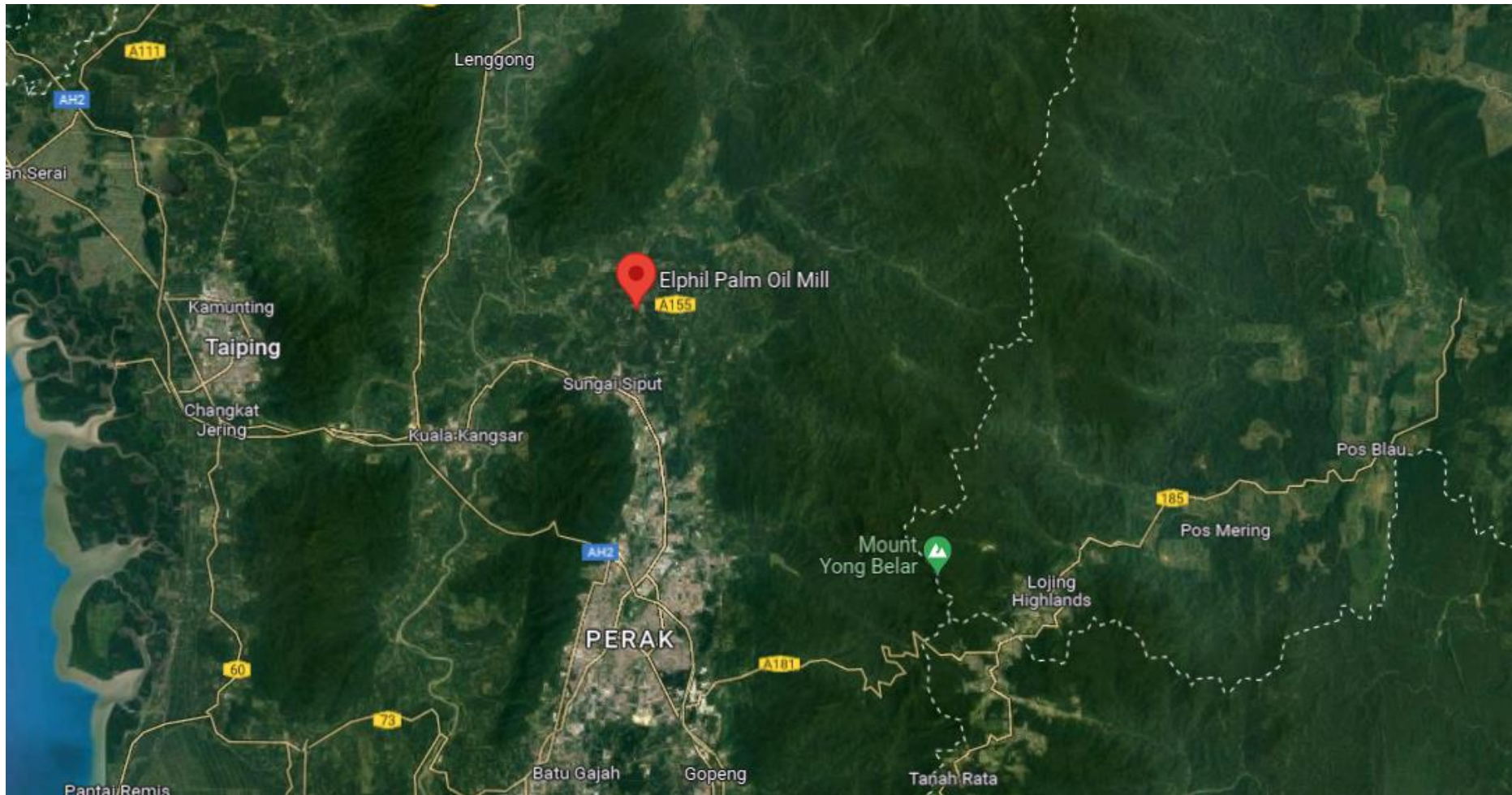
Criterion / Indicator		Assessment Findings	Compliance
	documentation and information. <b>- Major compliance -</b>	includes the presence of Contractors and vendors totalled 8 personnel. All Contractors/Vendors need to follow MSPO guideline in accordance with the Sime Darby Plantation Berhad. In addition, contract has specified the following revised requirement among others. a. Annexure 4.0 Clause 1.1 to 3.2 Company and certification body audits. b. All contractors engaged by estates were bound to understand and comply to their contractual agreements that includes MSPO requirements through signing of Vendor Integrity Pledge (VIP) which enable accredited CB to audit them. c. The contractor shall upon request by the Company allow certification bodies access to audit the Contractors premise or operations if deemed necessary.	
<b>4.6.4.2</b>	The management shall provide evidence of agreed contracts with the contractor. <b>- Major compliance -</b>	This has been established. All contracts/agreement/purchase orders are made in a standard format content of which are variable subject to the type/nature of work to be executed. All contracts are signed by both mill and contractors indicating agreement of the terms and conditions therein.	Complied
<b>4.6.4.3</b>	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. <b>- Minor compliance -</b>	This requirement has been specified and explained during the MSPO training and briefing session held on 01/01/2021 which includes the presence of Contractors and vendors totalled 8 personnel. All Contractors/Vendors need to follow MSPO guideline in accordance with the Sime Darby Plantation Berhad. In addition, contract has specified the following revised requirement. a. Company and certification body audits	Complied

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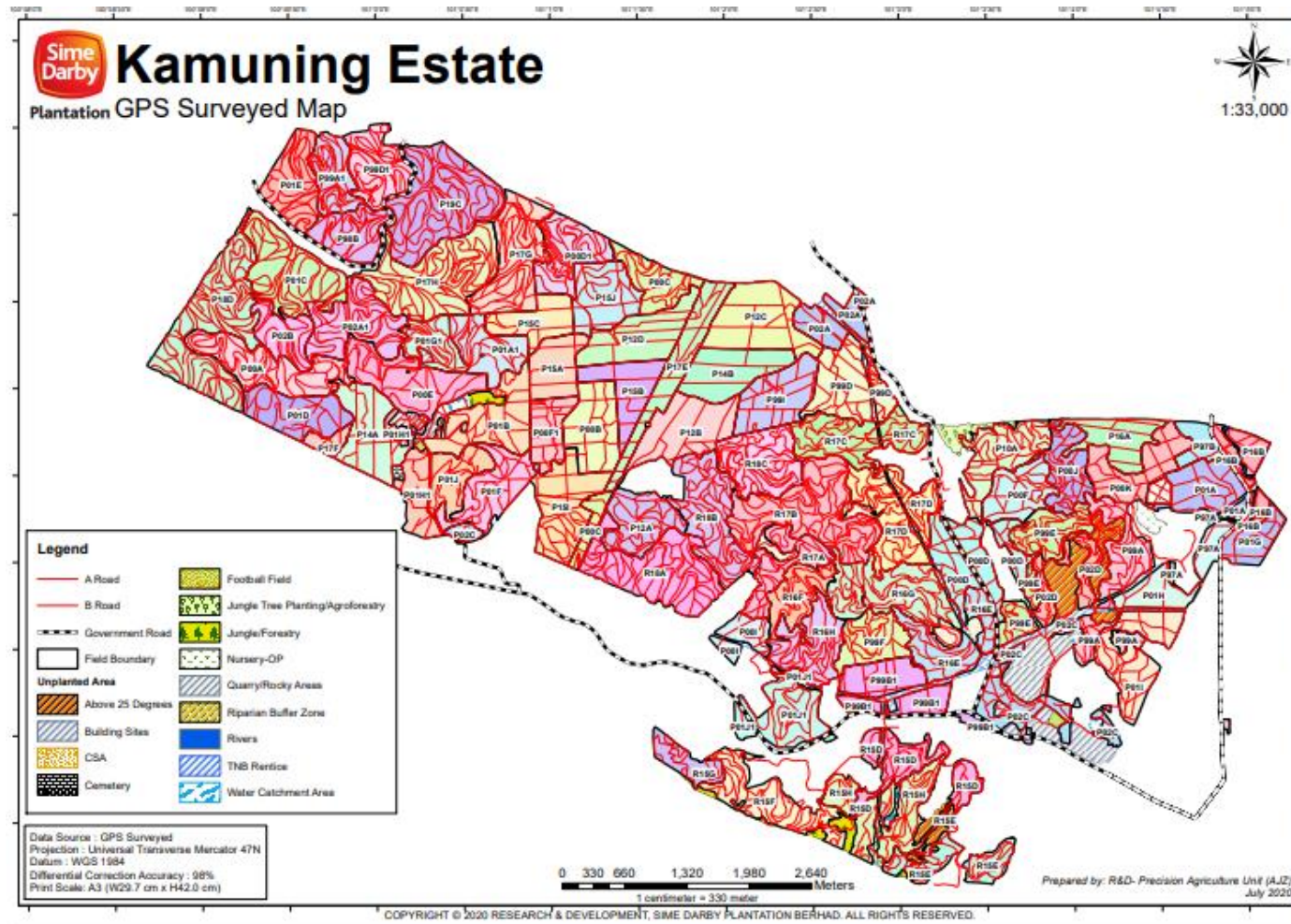
Criterion / Indicator	Assessment Findings	Compliance
	The contractor shall upon request by the Company allow certification bodies access to audit the Contractors premise or operations if deemed necessary.	

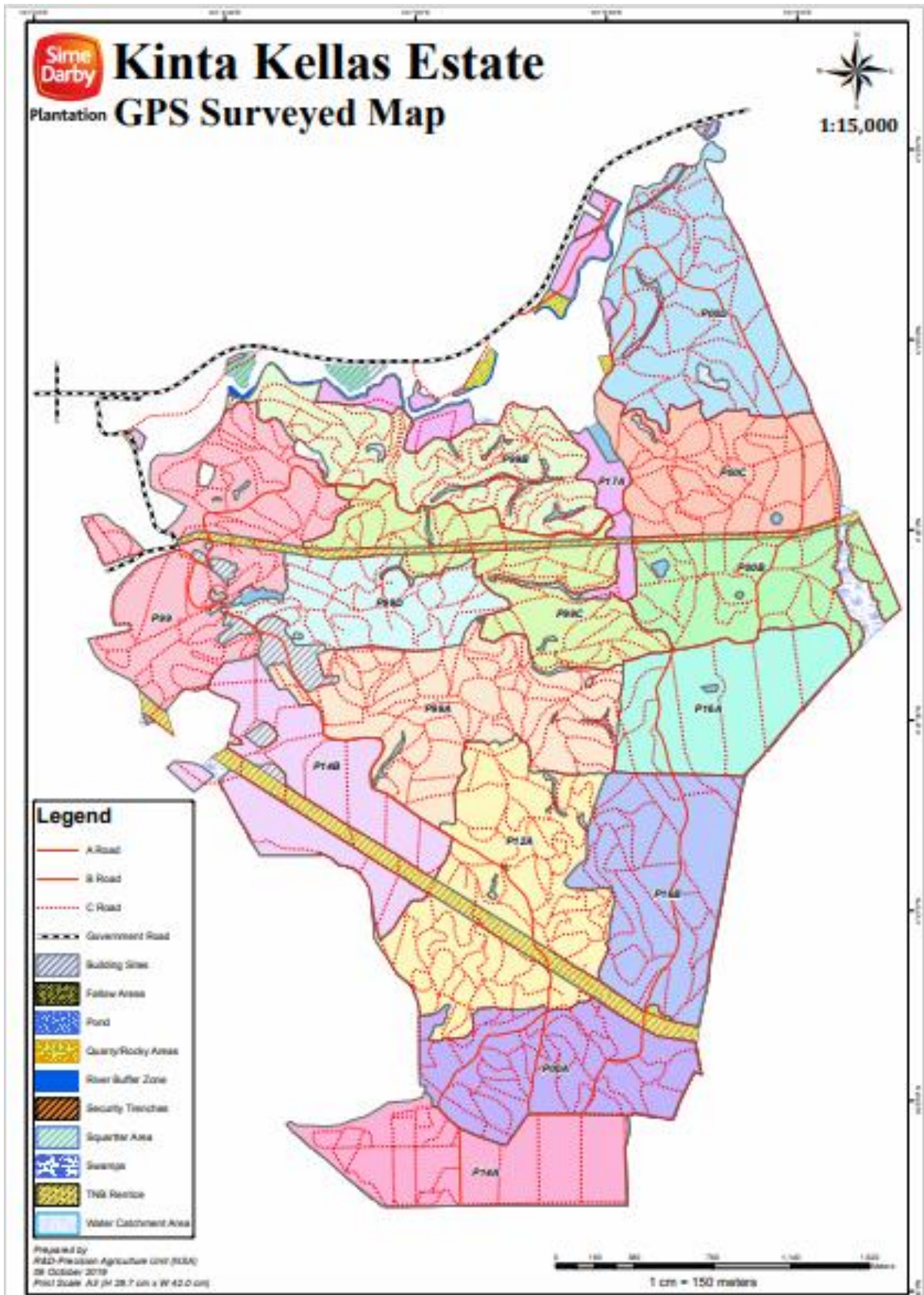


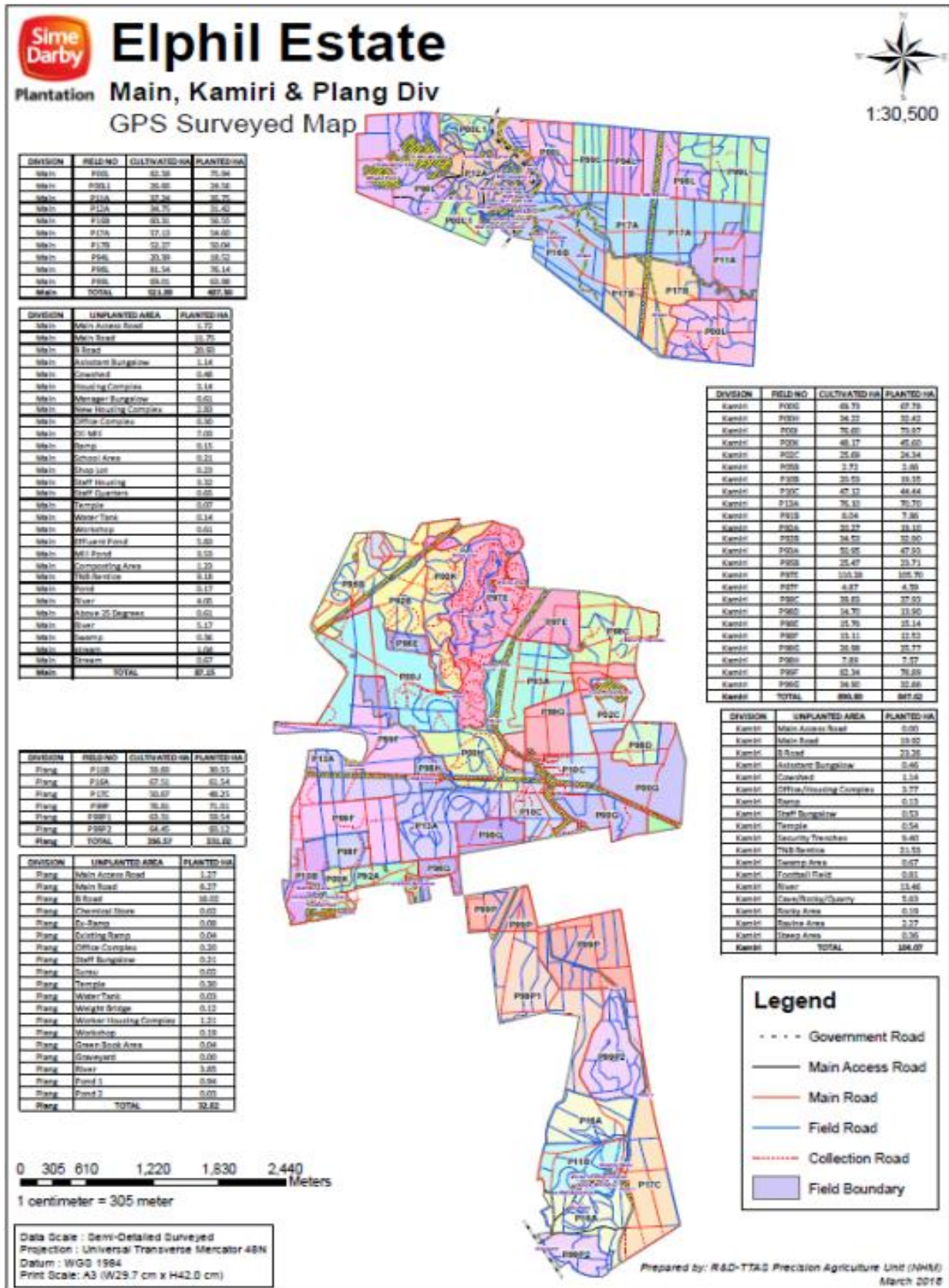
Appendix C: Location and Field Map



**Estate Field Map**







**Appendix D: List of Abbreviations**

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