

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

- Initial Assessment**
- Annual Surveillance Assessment (1_1)**
- Recertification Assessment (Choose an item.)**
- Extension of Scope**

SIME DARBY PLANTATION BERHAD
Client Company (HQ) Address: Level 11, Main Block, Plantation Tower No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia
Certification Unit: Strategic Operating Unit (SOU 1) Sungai Dingin Palm Oil Mill & Supply Base (Sungai Dingin Estate, Padang Buluh Estate, Bukit Selarong Estate, Bukit Hijau Estate, Jentayu Estate, and Somme Estate)
Date of Final Report: 26/07/2023

Report prepared by:
Muhammad Fadzli Masran (Lead Auditor)

Report Number: 3717759

Assessment Conducted by:
BSI Services Malaysia Sdn Bhd,
(DSM Accreditation Number: MSPO 09112018 CB 12)
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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Sime Darby Plantation Berhad		
Mill/Estate	Certification Unit	MPOB License No.	Expiry Date
	Sungai Dingin Palm Oil Mill	530978004000	30/06/2023
	Sungai Dingin Estate	528696002000	31/03/2024
	Padang Buluh Estate	529234002000	30/04/2024
	Bukit Selarong Estate	525104002000	31/05/2023
	Bukit Hijau Estate	524461002000	31/10/2023
	Jentayu Estate	523647002000	30/09/2023
	Somme Estate	524666002000	31/10/2023
Address	Level 11, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia		
Management Representative	Shylaja Devi Vasudevan Nair - Head, Sustainability Compliance Unit, GSD		
Website	www.simedarbyplantation.com	E-mail	shylaja.vasudevan@sime darbyplantation.com
Telephone	+603-78484379	Facsimile	+603-7848437

1.2 Certification Information			
Certificate Number	Mill: MSPO 705584 Estate: MSPO 705628	Certificate Start Date	23/09/2022
Date of First Certification	15/02/2018	Certificate Expiry Date	11/08/2025
Scope of Certification	<input checked="" type="checkbox"/> Mill: Production of Sustainable Palm Oil and Palm Oil Products <input checked="" type="checkbox"/> Estate: Production of Sustainable Oil Palm Fruits		
Visit Objectives	The objective of the assessment was to conduct an annual surveillance assessment 1_1 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 Sungai Dingin POM and Supply Base's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organisation's specified objectives.		
Standard	<input type="checkbox"/> MSPO MS 2530-2:2013 – General Principles for Independent Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills		
Recertification Assessment Visit Date (RA1)	23 - 27/05/2022		

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Continuous Assessment Visit Date (CAV) 1_1	09 - 13/05/2023
Continuous Assessment Visit Date (CAV) 1_2	-
Continuous Assessment Visit Date (CAV) 1_3	-
Continuous Assessment Visit Date (CAV) 1_4	-

1.3 Other Certifications

Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 550179	RSPO Principles & Criteria of Sustainable Palm Oil Production: 2018; Malaysian National Interpretation: 2019	BSI Services Malaysia Sdn. Bhd.	11/08/2025
MSPO 717859	MSPO Supply Chain Certification Standard (MSPO SCCS) 1 October 2018	BSI Services Malaysia Sdn. Bhd.	23/10/2024

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
Sungai Dingin Palm Oil Mill	Jalan Mahang-Kelang Lama, 09700 Karangan, Kedah, Malaysia	5° 23' 38.60" N	100° 42' 36.30" E
Sungai Dingin Estate	Jalan Mahang-Kelang Lama, 09700 Karangan, Kedah, Malaysia	5° 21' 05.22" N	100° 42' 09.32" E
Padang Buluh Estate	Jalan Sidam Kiri, Sungai Petani, Kedah, Malaysia	5° 34' 25.00" N	100° 34' 24.00" E
Bukit Selarong Estate	Jalan Ladang Bukit Selarong, Padang Serai, Kedah, Malaysia	5° 28' 21.25" N	100° 35' 30.55" E
Bukit Hijau Estate	Jalan Kuala Tawar-Sedim, Kuala Ketil, Kedah, Malaysia	5° 33' 04.00" N	100° 45' 25.00" E
Jentayu Estate	K 17, Sungai Petani, Kedah, Malaysia	5° 45' 59.83" N	100° 39' 49.21" E
Somme Estate	Jalan Terap-Serdang, Serdang, Kedah, Malaysia	5° 15' 12.00" N	100° 36' 14.00" E

Notes:

Anak Kulim Estate: 100% leasing to Paulownia effective from September 2022.

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1.5 Certified Area					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Bukit Hijau Estate	1,442.10	5.33	1,277.57	2,725.00	52.93
Jentayu Estate	1,156.39	0.71	986.84	2,143.94	53.94
Sungai Dingin Estate	2,928.17	3.56	1,312.30	4,244.03	69.00
Somme Estate	808.39	0.00	133.17	941.56	85.86
Bukit Selarong Estate	3,552.61	34.24	222.29	3,809.14	93.27
Padang Buluh Estate	3,447.00	14.34	547.13	4,008.47	86.00
Total (ha)	13,334.66	58.18	4,479.30	17,872.14	

Notes:
Anak Kulim Estate: 100% leasing to Paulownia effective from September 2022.

1.6 Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Bukit Hijau Estate	400.66	0.00	809.57	231.87	0.00	1,041.44	400.66
Jentayu Estate	278.12	0.00	480.20	398.07	0.00	878.27	278.12
Sungai Dingin Estate	672.71	116.20	703.39	1,435.87	0.00	2,255.46	672.71
Somme Estate	222.76	184.38	316.62	84.63	0.00	585.63	222.76
Bukit Selarong Estate	684.75	863.45	600.11	1,394.30	10.00	2,867.86	684.75
Padang Buluh Estate	245.00	1,069.00	432.00	1,701.00	0.00	3,202.00	245.00
Total (ha)	2,504.00	2,233.03	3,341.89	5,245.74	10.00	10,830.66	2,504.00

Notes:
Anak Kulim Estate: 100% leasing to Paulownia effective from September 2022.

1.7 Certified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Sep 22 - Aug 23)	Actual (May 22 - Apr 23)	Forecast (Sep 23 - Aug 24)
Bukit Hijau Estate	15,460.73	12,411.32	10,356.18
Jentayu Estate	11,289.00	9,414.91	7,919.00
Sungai Dingin Estate	33,832.00	24,791.31	39,831.00
Somme Estate	11,200.00	11,481.96	11,900.00

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Bukit Selarong Estate	53,795.49	39,151.53	48,646.73
Padang Buluh Estate	51,970.00	45,934.91	52,808.66
Anak Kulim Estate	3,132.00	766.57	-
Holyrood Estate	-	764.24	-
Bukit Sembilan (Genting)	-	266.39	-
Tali Ayer Estate	-	634.67	-
FELCRA Kawasan Sungai Malau	-	766.23	-
Ladang Kupang	-	1,429.71	-
Ladang Sungai Tekai	-	1,937.63	-
Tentumewah	-	506.57	-
Tradewind Corridor Sdn Bhd	-	23,755.10	-
Boleh Jadi	-	48.85	-
Bagan Sena	-	5.26	-
Total	180,679.22	174,067.16	171,461.57

Notes:

Anak Kulim Estate: 100% leasing to Paulownia effective from September 2022.

1.8 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Sep 22 - Aug 23)	Actual (May 22 - Apr 23)	Forecast (Sep 23 - Aug 24)
AAA	-	8,256.61	-
BBB	-	369.25	-
Total (mt)	-	8,625.86	-

1.9 Certified Tonnage

	Estimated (Sep 22 - Aug 23)	Actual (May 22 - Apr 23)	Forecast (Sep 23 - Aug 24)
	FFB	FFB	FFB
Mill Capacity: 80 MT/hr	180,679.22	174,067.16	171,461.57
SCC Model: MB	CPO (OER: 21.05 %)	CPO (OER: 19.09 %)	CPO (OER: 21.30 %)
	38,032.98	33,229.42	36,521.31
	PK (KER: 5.64 %)	PK (KER: 4.83 %)	PK (KER: 5.19 %)
	10,190.31	8,407.44	8,898.86

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1.10 Actual Sold Volume (CPO)					
CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
33,229.42	0.00	0.00	0.00	30,318.08	30,318.08

1.11 Actual Sold Volume (PK)					
PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
8,407.44	0.00	0.00	1,775.73	4,103.07	5,878.80

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 09 – 13/05/2023. The audit programme is included as Section 2.4. The approach to the audit was to treat the Sungai Dingin Palm Oil Mill & Supply Base (Sungai Dingin Estate, Padang Buluh Estate, Bukit Selarong Estate, Bukit Hijau Estate, Jentayu Estate, and Somme Estate) as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

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

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

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

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

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

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

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

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

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

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Re - certification)	Year 2 (ASA 1_1)	Year 3 (ASA 1_2)	Year 4 (ASA 1_3)	Year 5 (ASA 1_4)
Sungai Dingin POM	X	X	X	X	X
Somme Estate		X		X	
Bukit Hijau Estate	X		X		X
Bukit Selarong Estate	X		X		X
Jentayu Estate		X		X	
Padang Buloh Estate	X		X		X
Sungai Dingin Estate		X		X	

Tentative Date of Next Visit: May 6, 2024 - May 10, 2024

Total No. of Mandays: 15 Mandays

2.1 BSI Assessment Team

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Muhammad Fadzli bin Masran (MFM)	Team Leader	<p>Education: Holds a Bachelor Degree in Forestry Science, graduated from University Putra Malaysia.</p> <p>Work Experience: He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day-to-day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO 9001 and ISO 14001 at Kulim Plantations.</p> <p>Training attended: He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in April 2018, endorsed RSPO Lead Auditor Course in July 2018, MSPO Lead Auditor Course in October 2018, endorsed RSPO Supply Chain Certification training course in January 2019, MSPO Supply Chain Certification System (SCCS) Auditor training Course (MPOCC Endorsed),</p>

		<p>CQI and IRCA Certified ISO 9001:2015 Lead Auditor Training Course in April 2019, HCV and GIS Training in November 2019 and SMETA Requirements Training in April 2021.</p> <p>Aspect covered in this audit: Economic management plan, mill best practices, estate best practices, legal requirements, land & Legal issue, Occupation Health Safety requirement, HIRARC, training.</p> <p>Language proficiency: Fluent in both verbal/written Bahasa Malaysia and English.</p>
<p>Nor Halis Abu Zar (NHA)</p>	<p>Team Member</p>	<p>Education: Bachelor of Science, Plantation Technology and Management, graduated from UiTM in 2012 and Diploma in Plantation and Industry Management from UiTM in 2009.</p> <p>Work Experience: He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day-to-day plantation operations. In his career at Kulim Plantation, he had accumulated more than 6 years of sustainability implementation experience. He is a qualified Lead Auditor for MS 2530:2013 and RSPO Auditor for ENV and OSH and has accumulated more than 500 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia.</p> <p>Training attended: He has completed RSPO P&C Lead Auditor Course in Oct 2020, Refresher RSPO P&C Lead Auditor Course in May 2022, RSPO ISH Standard 2019 in December 2021, RSPO SCC 2020 in September 2022, QMS 9001:2015 Lead Auditor Course in April 2019, OSH 45001:2018 Lead Auditor Course in June 2021, IMS (ISO 9001:2015 & ISO 14001:2015) Lead Auditor Course, HCV & HCS Training in August 2022, MSPO 2530:2013 Lead Auditor Course in February 2019, , MSPO SCCS Auditor in February 2019 and also trained in SMETA Requirement Training on May 2021.</p> <p>Aspect covered in this audit: Mill and Estate best practices, Environment and ecological, Waste management, environment aspect impact, and environment aspect impact Waste management, HCV.</p> <p>Language proficiency: Fluent in both verbal/written Bahasa Malaysia and English.</p>
<p>Ahmad Rofi Bin Abu Talib Khan (ARK)</p>	<p>Team member</p>	<p>Education: Bachelor’s Degree in Mechanical Engineering from Universiti Teknologi MARA Shah Alam, graduated in 2015.</p> <p>Work Experience: He started his career as Assistant Mill Manager, managing the day-to-day mill operations. In his five years’ experience, he has experience handling the certification of ISO 9001, OHSAS 18001, ISO 14001 as well as Malaysia Sustainable Palm Oil (MSPO). He is a qualified Lead Auditor for MS 2530:2013 and has accumulated more than 300 audit days throughout his</p>

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		<p>current career as the auditor for multiple disciplines covering all over Malaysia.</p> <p>Training attended: He has completed CQI – IRCA approved ISO 9001, ISO 14001 and ISO 45001 Lead Auditor Course, MSP0 2530:2013 Lead Auditor Course, Endorsed RSPO Lead Auditor and RSPO SCC Auditor course.</p> <p>Aspect covered in this audit: Mill and Estate best practices, Worker’s welfare, stakeholder consultation, social, Land and Legal issues, and contract.</p> <p>Language proficiency: Fluent in both verbal/written Bahasa Malaysia and English.</p>
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2.2 Impartiality and conflict of interest

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

2.3 Accompanying Persons

No.	Name	Role
	N/A	

2.4 Assessment Plan

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

Date	Time	Subjects	MFM	NHA	ARK
Monday 08/05/2023	-	Audit Team Travelling to Seberang Jaya	√	√	√
Tuesday 09/05/2023 Sungai Dingin Palm Oil Mill	08.30 - 09.00	Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan. 	√	√	√
	09.30 - 13.00	Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	√
	09.30 - 12.00	Stakeholder interviews			√
	13.00 - 14.00	Lunch/Rest	√	√	√

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Date	Time	Subjects	MFM	NHA	ARK
	14.00 - 16.30	Continue with document review (MSPO part 4) P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition P5: Environment, natural resources, biodiversity and ecosystem services P6: Best practices	√	√	√
	16.30 - 17.00	Interim Closing briefing	√	√	√
Wednesday 10/05/2023 Jentayu Estate	09.00 - 13.00	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√
	09.30 - 12.00	Stakeholder interviews			√
	13.00 - 14.00	Lunch/Rest	√	√	√
	14.00 - 16.30	Continue with document review. Document review P1 – P7 (MSPO part 3) P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices P7: Development of New Planting (if any)	√	√	√
	16.30 - 17.00	Interim Closing briefing	√	√	√
Thursday 11/05/2023 Jentayu Estate	09.00 - 12.00	Continue with unfinished item in day 1 Continue with document review. Document review P1 – P6 (MSPO part 3) P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment	√		

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Date	Time	Subjects	MFM	NHA	ARK
Somme Estate		condition P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices P7: Development of New Planting (if any)			
	12.00 - 12.30	Interim Closing briefing	√		
	12.30 - 14.00	Lunch and travel to Bukit Somme Estate	√		
	09.00 - 13.00	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√		√
	09.30 - 12.00	Stakeholder interviews			√
	13.00 - 14.00	Lunch/Rest	√		√
	14.00 - 16.30	Continue with document review. Document review P1 – P7 (MSPO part 3) P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices P7: Development of New Planting (if any)	√	√	√
	16.30 - 17.00	Interim Closing briefing	√	√	√
Friday 12/05/2023 Somme Estate	09.00 - 12.00	Continue with unfinished item in day 1 Continue with document review. Document review P1 – P6 (MSPO part 3) P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition	√	√	

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Date	Time	Subjects	MFM	NHA	ARK
Sungai Dingin Estate		P5: Environment, natural resources, biodiversity, and ecosystem services and P6: Best practices P7: Development of New Planting (if any)			
	12.00 - 12.30	Interim Closing briefing	√	√	
	12.30 - 14.30	Lunch, Friday Prayer and travel to Sungai Dingin Estate	√	√	
	09.00 - 13.00	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.			√
	09.30 - 12.00	Stakeholder interviews			√
	13.00 - 14.30	Lunch/Rest and Friday Prayer			√
	14.00 - 16.30	Continue with document review. Document review P1 – P7 (MSP0 part 3) P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices P7: Development of New Planting (if any)	√	√	√
	16.30 - 17.00	Interim Closing briefing	√	√	√
Saturday 13/05/2023 Sungai Dingin Estate	09.00 - 13.00	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√
	09.30 - 12.00	Stakeholder interviews			√
	13.00 - 14.00	Lunch/Rest	√	√	√

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Date	Time	Subjects	MFM	NHA	ARK
	14.00 - 15.30	Continue with document review. Document review P1 – P7 (MSPO part 3) P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition P5: Environment, natural resources, biodiversity, and ecosystem services and P6: Best practices P7: Development of New Planting (if any)	√	√	√
	15.30 - 16.00	Interim Closing briefing	√	√	√
	16.00 - 16.30	Preparation of audit report	√	√	√
	16.30 - 17.00	Closing Meeting	√	√	√
Sunday 14/05/2023	-	Audit team travel 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 & one (1) Minor nonconformities and zero (0) OFI raised. The SOU 1 Sungai Dingin Palm Oil Mill and Supply Base Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The below is the summary of the non-conformity raised during this assessment.

Non-Conformity Report			
NCR Ref #:	2343696-202305-N1	Issue Date:	13/05/2023
Due Date:	Next Assessment	Date of Closure:	Open
Area/Process:	Sungai Dingin POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.5.4 Minor
Requirements:	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.		
Statement of Nonconformity:	The mechanism of ensuring the employees of contractors is paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee was not effectively implemented.		
Objective Evidence:	<p>Verified that the mill has engage with Kxxxxxan Rxxxxo Enterprise for grass cutting work at Sungai Dingin POM.</p> <p>Sample of workers taken. Three sample of workers were taken name:</p> <ol style="list-style-type: none"> 1. Cxxxxxra Mxxxxn A/L Subxxxxxiam 2. Kxxxxan A/L Muxxxxxdy 3. Sxxxxxan A/P Cxxxxxra Mxxxxn. <p>Sighted the employment contract of each employee is available for review, document dated 01/03/2022. The salary offered was RM 1,500.00. However, the salary slip reviewed for the month of January, February, March and April 2023</p>		

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	shows that the salary was at RM 1,200.00. Interview with the workers confirmed that they are receiving RM1,200.00 per month.
Corrections:	The contractor required to re-pay the remaining of the wages as per stated in the Employment Act (Amendment 2022) to every worker.
Root cause analysis:	Incomplete follow up process to ensure the closure of the legal compliance issue. The issue has been detected early February and a reminder letter issued to the contractor on the non-compliance of legal requirement 08/02/2023 by mill management. The contractor then proceeded a letter for price increment request on 13/02/2023.
Corrective Actions:	<ul style="list-style-type: none"> i. Mill to issue letter to instruct contractor to pay remaining of the wages (RM300) to every worker and to continue paying minimum RM1,500 every month. ii. To strengthen monitoring mechanism to close up any non-compliance detected until issue resolved.
Assessment Conclusion:	The corrective action plan submitted found sufficient to close the non-conformity raised. The effectiveness implementation of the corrective action plan will be verified during next assessment.

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

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

3.3 Status of Nonconformities Previously Identified and OFI

Non-Conformity Report			
NCR Ref #:	2203340-202205-N1	Issue Date:	27/05/2022
Due Date:	Next surveillance audit	Date of Closure:	13/05/2023
Area/Process:	Bukit Hijau Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.4.2 Minor
Requirements:	The occupational safety and health plan shall cover the following: 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).		
Statement of Nonconformity:	The monitoring of PPE usage and unsafe act was not effectively implemented.		

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Objective Evidence:	<u>Bukit Hijau Estate</u> During site visit to field 2003B verified that one worker is standing in the loose fruit shiver trailer with full loaded of loose fruit and bunches, while another worker standing at the stand of the loose fruit shiver on the front at the right side of the trailer during the trailer moving towards to unload the trailer to nearest bin point. It also found both of the workers are found not wearing complete proper PPE.
Corrections:	To replace with loaders with motorcycle and conduct safety briefing highlighting the unsafe act to ensure the workers are aware of the hazard and consequence.
Root cause analysis:	The unsafe act occurred due to absence of existing loader meanwhile the replacement loader does not have motorcycle.
Corrective Actions:	Estate management will ensure all loaders have motorcycle and they need to ride a separate motorcycle during work process as per SOP and petrol cost is claimable. Regular refresher training and close monitoring the compliance of SOP is implemented to prevent the recurrence of the unsafe act.
Assessment Conclusion:	The effectiveness implementation of Corrective Action Plan will be assessed during next assessment.
Verification Statement	Bukit Hijau Estate has conducted training on the Safety Work Procedure on Loose Fruit Shiver on 25/05/2022. In the training material stated as follows: <ol style="list-style-type: none"> 1. The workers were prohibited to occupy the loose fruit trailer during transportation. 2. The loose fruit shiver attendant must use own motorcycle for transportation and the fuel will be bear by the management. <p>The operating units have issued PPE to the workers and the PPE issuance records was available for review.</p> <p>The operating units has conducted PPE inspection during Muster Call.</p> <p>During site visit at harvesting and spraying operation at sampled estates, the workers were wearing the appropriate PPE.</p> <p>No reoccurrence of non-conformity. The evidence was adequate to close the minor non-conformity. Thus, the minor non-conformity was effectively closed on 13/05/2023.</p>

Non-Conformity Report			
NCR Ref #:	2203340-202205-N2	Issue Date:	27/05/2022
Due Date:	Next surveillance audit	Date of Closure:	13/05/2023
Area/Process:	Sungai Dingin Palm Oil Mill	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.4.2 Minor
Requirements:	The occupational safety and health plan shall cover the following: 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).		
Statement of Nonconformity:	The monitoring of PPE usage and unsafe act was not effectively implemented.		

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Objective Evidence:	During site visit to mill compound, sighted an activity mobilization cages by crane into the lorry. It was found one of the workers standing straight below the cages while the cages are that already attached with cable and hanging during lifting the cages. It has also found the worker does not wear safety helmet while the work in progress.
Corrections:	Mill management had issue stop work order to the contractor for not complying Permit to Work and to brief again the safety related matter as well as assigned person in charge to monitor the work activity.
Root cause analysis:	Mill had briefed the contractor before executing the work and Permit to Work has been issued prior starting the work. However, there is no specific person in charge to monitor the contractor on the safety related.
Corrective Actions:	To have proper briefing to the contractor regarding on the safety standard prior issue the permit to work. To prepare centralized contractor notice board for monitoring purpose.
Assessment Conclusion:	The effectiveness implementation of Corrective Action Plan will be assessed during next assessment.
Verification Statement	<p>The mill has stopped the contract work due to unsafe act as per Permit to Work dated 23/05/2022.</p> <p>The mill has conducted meeting with all the contractors on 17/08/2022. During the meeting, the management has briefed all contractors on the safety issues such as Permit to Work, Safety Work Procedure and PPE.</p> <p>The mill has established notice board to monitor the contractor's Permit to Work as at the office area.</p> <p>No reoccurrence of non-conformity. The evidence was adequate to close the minor non-conformity. Thus, the minor non-conformity was effectively closed on 13/05/2023.</p>

Non-Conformity Report			
NCR Ref #:	2203340-202205-N3	Issue Date:	27/05/2022
Due Date:	Next surveillance audit	Date of Closure:	13/05/2023
Area/Process:	Sungai Dingin Palm Oil Mill	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.3.1.4 Minor
Requirements:	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.		
Statement of Nonconformity:	The monitoring of implementation and changes of the applicable regulatory requirement was not effectively implemented		
Objective Evidence:	<p>During document review, it was noted that the license for private installation of generating and supplying private used License no: 2020/02851 for the 4920 kW has expired on 31/12/2021 and the renewal was yet to be done during the audit.</p> <p>It has also found that the Legal of Register been miss out on the following:</p> <ol style="list-style-type: none"> 1. Fire Service (Fire Certificate) Amendment Regulations 2020. 2. Pembangunan Sumber Manusia Berhad Act 2001 and its relevant regulations. 		

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Corrections:	Mill had engaged with HQ – Finance for the payment and currently in progress for the payment since the payment can only be made online instead previously can be pay by cheque.
Root cause analysis:	Lack of monitoring for the license renewal due to no person in charge since mill chief clerk retired in August 2021. The position of chief clerk has been filled by Account Administration Officer and share with Sungai Dingin Estate which led to the non-compliance on license validity.
Corrective Actions:	Mill had appointed Person in Charge (AAO and Office Clerk) assisted by mill executive to monitor all the license validity and to ensure all the license are valid.
Assessment Conclusion:	The effectiveness implementation of Corrective Action Plan will be assessed during next assessment.
Verification Statement	<p>The mill has appointed the AAO and Second Clerk as person responsible to monitor and conduct the license renewal in the mill as per appointment letter dated 02/06/2022 signed by the mill manager.</p> <p>The mill has updated all the Legal and Other Requirement Register includes new/amended applicable laws. Reviewed the LORR updated in January 2023.</p> <p>The mill has obtained the Private Installation License no 2022/02458 valid till 28/07/2023.</p> <p>No reoccurrence of non-conformity. The evidence was adequate to close the minor non-conformity. Thus, the minor non-conformity was effectively closed on 13/05/2023.</p>

Opportunity For Improvement			
Ref:	2203340-202205-I1	Clause:	MSPO 2530 Part 3: 4.5.2.2
Area/Process:	Plantations		
Objective Evidence:	To closely monitor the consumption of diesel by the contractors involve in the estate operations.		
Verification Statement	The monitoring of fuel consumption by the contractors was monitored and included in the estate’s operation fuel consumptions.		

3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
2203340-202205-N1	4.6.3.2 Part 4 - Minor	27/05/2022	Closed on 13/05/2023
2203340-202205-N2	4.6.3.2 Part 4 - Minor	27/05/2022	Closed on 13/05/2023
2203340-202205-N3	4.6.3.2 Part 4 - Minor	27/05/2022	Closed on 13/05/2023
2343696-202305-N1	4.4.5.3 Part 4 - Minor	13/05/2023	Open



3.5 Issues Raised by Stakeholders

IS #	Description
1	<p>Issues: Nxxx Axxxxx Sxxxx Entxxxxx, Contractor The estate management has given full cooperation to the contractor in conducting the work, the contractor was briefed about the organisation requirements prior of starting the work. All contractors' workers are given PPE and salary is paid accordingly in complying the Minimum Wages Order 2022. Contractors could explain the complaint flow chart if they wanted to lodge any complaints.</p> <p>Management Responses: Noted on good response, will improve more in the future.</p> <p>Audit Team Findings: No further issue.</p>
2	<p>Issues: Headmaster, Sxx(x) Lxxxxx Sxxxx The estate management has contributed lot of assistance for the school. CSR activities are done. Good relationship between entity.</p> <p>Management Responses: Will continue to good practise to make sure school is maintain in good shape.</p> <p>Audit Team Findings: No further issue.</p>
3	<p>Issues: Gender Committee Representative There is no harassment happened in the working premise as well as off work. The committee will always keep reminding each and every one on how the importance of speaking up if any harassments happen. There is no discrimination during working hour, all workers are treated the same.</p> <p>Management Responses: Will keep maintaining the good practise and will improve further in giving support to all workers.</p> <p>Audit Team Findings: No further issue.</p>
4	<p>Issues: NUPW Representative The worker's representative is elected without the interference of the management unit either the manager or assistant manager. All process is conducted transparently. Almost all the workers join the union, with the union fees bare by the company. The workers are able to voice out any issues during the social dialogue, which the management will take action of each the issues raised.</p> <p>Management Responses: Will keep the good practise, all workers are asset to the company, and they will be taken care.</p> <p>Audit Team Findings: No further issues.</p>

3.6 List of Stakeholders Contacted

Government Officer: Headmaster, Sxx(x) Lxxxx Sxxxx	Community/neighbouring village: Kampung Kxxxx Sxx Kampung Sxxxxxx Pxxxxx
Suppliers/Contractors/Vendors: Kxxxx Sxxxx Nxxx Axxxx Sxxxx Entxxxx	Worker’s Representative/Gender Committee: Gender Committee Representative NUPW Representative Workers Representative

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment SOU 1 Sg. Dingin Palm Oil Mill and Supply Base Certification Unit complies with the MS 2530-3:2013 or MS 2530-4:2013. It is recommended that the certification of SOU 1 Sg. Dingin Palm Oil Mill and Supply Base Certification Unit is continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Shylaja Devi Vasudevan Nair	Name: Muhammad Fadzli b. Masran
Company name: Sime Darby Plantation Bhd	Company Name: BSI Services Malaysia Sdn. Bhd.
Title: Head, Sustainability Compliance Unit, Group Sustainability Dept.	Title: Client Manager
Signature: 	Signature: 
Date: 28/07/2023	Date: 10/07/2023

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
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	Sime Darby Plantation Berhad maintain the current Group Sustainability & Quality Policy signed by Group Managing Director on 02/12/2019 include the statement on commitment towards MSPO implementation. The memo describes company commitment to comply on the MSPO standards implementation and towards certified sustainable palm oil products.	Complied
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The policy established mention that Sime Darby Plantation Berhad are committed to making: <ol style="list-style-type: none"> 1. Promoting Good Governance and Transparency 2. Contributing to a better society 3. Minimizing environmental harm 4. Delivering sustainability quality <p>This policy shall be guided by the commitment spelt out in the company's:</p> <ol style="list-style-type: none"> 1. Responsible Agriculture Charter (RAC) 2. Human Right Charter (HRC) 3. Innovation & Productivity Charter (IPC) 	Complied

Criterion / Indicator		Assessment Findings	Compliance																				
Criterion 4.1.2 – Internal Audit																							
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	Internal Audit for has been planned and conducted. Seen the Internal Audit Report with root cause identified for the non-conformities raised. All the non-conformities closed accordingly. Refer Sustainability Certification Online Tracking System (SCOTS). Internal audit date as below: Jentayu Estate: 06/03/2023 Somme Estate: 13/03/2023 Sungai Dingin Estate: 09/03/2023	Complied																				
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strength and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	Internal audit procedure has been established. Refer Internal audit Procedure with reference number SDP/GSD/SCU/IAP dated 31/01/2023. Summary of findings as below: <table border="1" data-bbox="1041 912 1863 1050"> <thead> <tr> <th>Estate</th> <th>Date</th> <th>Major NC</th> <th>Minor NC</th> <th>OFI</th> </tr> </thead> <tbody> <tr> <td>Jentayu</td> <td>06/03/2023</td> <td>3</td> <td>0</td> <td>1</td> </tr> <tr> <td>Somme</td> <td>13/03/2023</td> <td>0</td> <td>1</td> <td>0</td> </tr> <tr> <td>Sungai Dingin</td> <td>09/03/2023</td> <td>4</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>There are nonconformities raised during the internal audit for sampled estates. The root cause, correction and corrective action has been documented and accepted by the internal lead auditor and NCR was closed accordingly.</p>	Estate	Date	Major NC	Minor NC	OFI	Jentayu	06/03/2023	3	0	1	Somme	13/03/2023	0	1	0	Sungai Dingin	09/03/2023	4	1	0	Complied
Estate	Date	Major NC	Minor NC	OFI																			
Jentayu	06/03/2023	3	0	1																			
Somme	13/03/2023	0	1	0																			
Sungai Dingin	09/03/2023	4	1	0																			
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	The internal audit report has been prepared in the Sustainability Certification Online Tracking System (SCOTS). Management review meeting was conducted to review the findings of the internal audit.	Complied																				

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Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.1.3 – Management Review			
4.1.3.1	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p>- Major compliance -</p>	<p>Management review meeting was conducted to review the findings of the internal audit. Latest management review meeting conducted as below.</p> <p>Jentayu Estate: 20/03/2023 Somme Estate: 22/03/2023 Sungai Dingin Estate: 08/04/2023</p> <p>The agenda discussed as below:</p> <ol style="list-style-type: none"> 1. Opening remarks 2. Result of internal audit 3. Customer feedback 4. Process performance and product conformity 5. Status of preventive and corrective actions 6. Follow up action from management review 7. Changes that could affect the management system 8. Recommendation for improvement 9. Other matters 	<p>Complied</p>
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	<p>The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.</p> <p>- Major compliance -</p>	<p>The operating units has established continual improvement plan in consideration of social and environmental impacts. Among the plan established as follows:</p> <ol style="list-style-type: none"> 1. To replace double bed, mattress and pillow for workers 	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<ol style="list-style-type: none"> 2. To install ceiling fan in worker’s house 3. To upgrade chemical mixing area 4. To build volleyball/ badminton court 5. Upgrading road from AP Post (entrance) to staff house 6. Continuously plant the LCC and Mucuna Bracteata at replanting area and also high risk of soil erosion 7. Planting of LCC to reduce the usage of pesticide spraying 8. Planting of Nephrolepis can reduce the usage of herbicide spraying 9. Improve the density of beneficial plant coverage, recommended at 2dm per ha to reduce pesticide usage for controlling bagworm and nettle caterpillar population 10. To ensure application of EFB as per SOP and ARM to prevent breeding site for RB 11. Construction of Close Ended Conservation Trenches (CECT) in replanting area to reduce the breeding ground for RB 	
4.1.4.2	<p>The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption.</p> <p>- Major compliance -</p>	<p>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.</p>	Complied
4.1.4.3	<p>An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.</p> <p>- Major compliance -</p>	<p>Where 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

Criterion / Indicator	Assessment Findings	Compliance	
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	<p>The management shall communicate 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>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has revised their Grievance Response Standard Operating Procedure, ver. 2, approved on 18/07/2022. Procedure describes the process for handling communication with external parties on social matters includes complaints, grievances, request and process for handling communication regarding social issues. The record of communication with the internal and external stakeholder was available and verified during audit. The implementation was followed as per procedure.</p> <p>Manager is responsible for address the communication and requests. Latest record communication was on 11/04/2023 at Jentayu Estate, 06/03/2023 at Somme Estate and 22/03/2023 for Sungai Dingin Estate during the external stakeholders meeting.</p>	Complied
4.2.1.2	<p>Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>The management has disseminated the information of the documents that made publicly available such as management plan, OSH plan, audit reports and land titles upon request during the stakeholder meetings. Besides, internal and external stakeholders could access to the company’s website to obtain information such as policies, annual report and complaint procedures. The link for publicly available https://simedarbyplantation.com/sustainability/</p>	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p>	<p>Sime Darby Plantation Berhad has revised their Grievance Response Standard Operating Procedure, ver. 2, approved on 18/07/2022. Procedure describes the process for handling communication with</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	external parties on social matters includes complaints, grievances, request, and process for handling communication regarding social issues. The record of communication with the internal and external stakeholder was available and verified during audit. The implementation was followed as per procedure.	
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	<p>The estate visited has appointed personnel to be responsible for Social Issues as per appointment letter which state the responsible of the PIC as follows:</p> <ol style="list-style-type: none"> 1. Investigate any complaint or grievances on social issue and suggest appropriate disciplinary action 2. Keep and keep secret every record of complaint or grievances on social issue 3. Give advice and counselling to workers 4. Organize social activity/program <p><u>Jentayu Estate</u> The management has appointed the Estate Manager as Person Responsible for Social Issue as per appointment letter dated 01/01/2023 signed by the Regional CEO.</p> <p><u>Somme Estate</u> The management has appointed the Estate Manager n as Person Responsible for Social Issue as per appointment letter dated 01/01/2023 signed by the Regional CEO.</p> <p><u>Sungai Dingin Estate</u> The management has appointed the Estate Manager as Person Responsible for Social Issue as per appointment letter dated 01/01/2023 signed by the Regional CEO.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.2.2.3 List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.</p> <p>- Major compliance -</p>	<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, and Police Station etc. Stakeholders list for Jentayu Estate has been update on 01/01/2023, for Somme Estate on May 2023 and for Sungai Dingin Estate on 01/01/2023.</p> <p>Consultation and communication were conducted through written reports and meetings.</p> <p><u>Jentayu Estate</u> Sighted stakeholders meeting has been conducted on 11/04/2023 and with villagers, government officers, and smallholder. Sighted evidence of minutes of meeting and attendance.</p> <p><u>Somme Estate</u> Sighted stakeholders meeting has been conducted on 06/03/2023 and with villagers, government officers, and smallholder. Sighted evidence of minutes of meeting and attendance.</p> <p><u>Sungai Dingin Estate</u> Sighted stakeholders meeting has been conducted on 22/03/2023 and with villagers, government officers, and smallholder. Sighted evidence of minutes of meeting and attendance.</p> <p>Any communication/request/grievances from external stakeholder were recorded in the communication logbook. No complaints or grievances were recorded from external stakeholders.</p>	<p>Complied</p>
<p>Criterion 4.2.3 – Traceability</p>		

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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). - Major compliance -	Procedure on Traceability has been established. Refer Sustainable Supply Chain and Traceability Procedure for Upstream Malaysia with reference number SD/SDP/GSD/SCCS/05222/01 dated 01/06/2022.	Complied															
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	Management has conducted regular inspection on compliance with the traceability system. The method of inspection is by conducting MSPO internal audit. Based on the inspection, there was no finding raised with regards to the implementation of traceability procedure.	Complied															
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	Refer Procedure on Traceability has been established. Refer Sustainable Supply Chain and Traceability Procedure for Upstream Malaysia with reference number SD/SDP/GSD/SCCS/05222/01 dated 01/06/2022 Section 4.0 Responsibilities. In the operating units, management has assigned Person In charge for Environmental/ Quality Management System. Refer Appointment letter to: Jentayu Estate: dated 01/03/2023 Somme Estate: dated 06/01/2023 Sungai Dingin Estate: dated 02/05/2023	Complied															
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	Record of sales, delivery, and transportation of FFB has been maintained by sampled estates. Sample as below: Jentayu Estate <table border="1" data-bbox="1041 1185 1861 1355"> <tbody> <tr> <td>Date</td> <td>09/05/2023</td> <td>30/04/2023</td> </tr> <tr> <td>Ticket No</td> <td>15203</td> <td>15194</td> </tr> <tr> <td>Lorry No</td> <td>KDE 2826</td> <td>KDM 3554</td> </tr> <tr> <td>Field</td> <td>P02JA</td> <td>P07JB, P00JA</td> </tr> <tr> <td>Weight, MT</td> <td>14.76</td> <td>21.60</td> </tr> </tbody> </table>	Date	09/05/2023	30/04/2023	Ticket No	15203	15194	Lorry No	KDE 2826	KDM 3554	Field	P02JA	P07JB, P00JA	Weight, MT	14.76	21.60	Complied
Date	09/05/2023	30/04/2023																
Ticket No	15203	15194																
Lorry No	KDE 2826	KDM 3554																
Field	P02JA	P07JB, P00JA																
Weight, MT	14.76	21.60																

Criterion / Indicator		Assessment Findings	Compliance																														
		<p>Somme Estate</p> <table border="1"> <tr> <td>Date</td> <td>28/02/2023</td> <td>27/03/2023</td> </tr> <tr> <td>Ticket No</td> <td>1655</td> <td>279697</td> </tr> <tr> <td>Lorry No</td> <td>PPN 669</td> <td>TCH 669</td> </tr> <tr> <td>Field</td> <td>P09C, P10A, P19A</td> <td>P09B, P10B</td> </tr> <tr> <td>Weight, MT</td> <td>25.98</td> <td>12.68</td> </tr> </table> <p>Sungai Dingin Estate</p> <table border="1"> <tr> <td>Date</td> <td>01/03/2023</td> <td>30/04/2023</td> </tr> <tr> <td>Ticket No</td> <td>68249</td> <td>68602</td> </tr> <tr> <td>Lorry No</td> <td>PKF 8100</td> <td>JPD 4461</td> </tr> <tr> <td>Field</td> <td>P2010C</td> <td>P00C, P00C1</td> </tr> <tr> <td>Weight, MT</td> <td>6.71 MT</td> <td>9.41 MT</td> </tr> </table>	Date	28/02/2023	27/03/2023	Ticket No	1655	279697	Lorry No	PPN 669	TCH 669	Field	P09C, P10A, P19A	P09B, P10B	Weight, MT	25.98	12.68	Date	01/03/2023	30/04/2023	Ticket No	68249	68602	Lorry No	PKF 8100	JPD 4461	Field	P2010C	P00C, P00C1	Weight, MT	6.71 MT	9.41 MT	
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4.3 Principle 3: Compliance to legal requirements																																	
Criterion 4.3.1 – Regulatory requirements																																	
4.3.1.1	<p>All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.</p> <p>- Major compliance -</p>	<p>Estates had continued to comply with the legal requirements. Compliance to each applicable law and regulation is monitored by the operating units and sustainability team. Estates had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were:</p> <p><u>Jentayu Estate</u></p> <ol style="list-style-type: none"> MPOB License #523647002000 valid from 12/01/2023 to 30/09/2023 Diesel permit #KPDNHEP(SP)-600-5/1/3-52 10,000 Liters valid from 24/05/2022 to 23/05/2025 	Complied																														

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Criterion / Indicator	Assessment Findings	Compliance
	<p>3. Diesel permit #B.PGK(SP)007/2016(SK) 8,000 Liters valid 29/09/2021 to 28/09/2024</p> <p>4. Nursery MPOB License #621189011000 valid from 12/08/2022 to 31/07/2023</p> <p>5. Vertical Air Receiver #KD PMT 7995 valid until 13/10/2023</p> <p>6. Weighbridge #D005535 inspected on 21/06/2023.</p> <p>7. Water Abstraction License #600-10/2/18 valid from 01/01/2023 to 31/12/2025</p> <p><u>Somme Estate</u></p> <p>1. MPOB License #524666002000 valid from 01/11/2022 to 31/10/2023</p> <p>2. Diesel permit #KPDNHEP.KLM(P)14/1999, 7,500 liters valid from 16/01/2022 to 15/01/2025</p> <p>3. Air Receiver #KD PMT 1801 valid until 25/09/2023</p> <p>4. Weighbridge #D142408 inspected by De Metrology Sdn Bhd on 23/06/2022</p> <p>5. Vehicle Road tax #BMQ9744 valid until 18/07/2023</p> <p><u>Sungai Dingin Estate</u></p> <p>1. MPOB License #528696002000 valid from 01/04/2023 to 31/03/2024</p> <p>2. Nursery MPOB License #620325011000 valid from 01/07/2022 to 30/06/2023</p> <p>3. Air Receiver Tank #KD PMT 4198 valid until 18/07/2024</p> <p>4. Vehicle Road Tax #VBE9141 valid until 01/04/2024</p>	

Criterion / Indicator		Assessment Findings	Compliance
		5. Weighbridge calibration #D121286 inspected by De Metrology Sdn Bhd on 14/11/2022	
4.3.1.2	The management shall list all laws applicable to their operations in a legal requirements register. - Major compliance -	Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10/12/2008. Refer document LORR Legal and Other Requirement for Sampled estates updated in January 2023. Sighted sample of new laws and regulation. 1. Employees' Social Security (Amendment) Act 2022 2. Minimum Wages Order (Amendment 2022) 3. Workers Minimum Standard of Housing and Amenities Act 1990 (Amendment 2020) 4. Employment (Amendment) Act 2022 5. Control of Supplies Act 1961	Complied
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	A mechanism to ensure compliance to legal and other requirement has been documented in EQMS (Estate Quality Management System) under Standard Operation Manual distributed to all operating units. HQ Department and respective operating units will undertake the responsibility of identifying, managing, updating, and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Estate Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10/12/2008. Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		appropriate to the operations. Tracking system on any changes in the law been well implemented. Refer Legal & Other Requirements Register (LORR) Updated January 2023.	
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. Tracking system on any changes in the law been well implemented. E.g., regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA circulars. In the operating units, management has assigned Person In charge for Environmental/ Quality Management System. Refer Appointment letter as follows: Jentayu Estate: dated 01/03/2023 Somme Estate: dated 06/01/2023 Sungai Dingin Estate: dated 02/05/2023	Complied
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	There was no evidence to show that Oil Palm cultivation activities of both the estates had diminished the land use rights of others. The management had documents to show legal ownership of its land.	Complied
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	Documents showing legal ownership or lease, history of land tenure and the actual legal use (agriculture) of the land were made available at Jentayu Estate. Sample of land title based on the latest quit rent for 2022 are: <u>Jentayu Estate</u>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	<p>There is total 5 land titles in Jentayu Estate, and it was sighted the ownership of the land belongs to (Austral Enterprise Berhad). Sampled some of the land title as follow:</p> <ul style="list-style-type: none"> a. Land title no: 59xx. Lot No: 32xx, Ha: 119.7 ha b. Land title no: 59xx, Lot No: 32xx, Ha: 291.8 ha c. Land title no: 59xx, Lot No: 32xx, Ha: 1004 ha d. Land title no: 19xx, Lot No: 55xx, Ha: 50.06221 ha e. Land title no: 19xx, Lot No: 55xx, Ha: 7143612.7779 m² <p><u>Somme Estate</u></p> <p>There is total 124 land titles in Somme Estate. Sampled some of the land title as follow:</p> <ul style="list-style-type: none"> a. Land title no: 000xx. Lot No: 18xx, Ha: 1.67 ha b. Land title no: 477xx, Lot No: 7xx, Ha: 3.1534 ha c. Land title no: 482xx, Lot No: 9xx, Ha: 3.8487 ha d. Land title no: 474xx, Lot No: 8xx, Ha: 2.8378 ha <p><u>Sungai Dingin Estate</u></p> <p>There is total 17 land titles in Sungai Dingin Estate. Sampled some of the land title as follow:</p> <ul style="list-style-type: none"> a. Land title no: 968xx. Lot No: 1x, Ha: 156.57 ha b. Land title no: 338xx, Lot No: 3xx, Ha: 58.94 ha c. Land title no: 71xx, Lot No: 6xx, Ha: 1052.53 ha d. Land title no: 49xx, Lot No: 7xx, Ha: 218.00 ha 	

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Criterion / Indicator		Assessment Findings	Compliance																
4.3.2.3	<p>Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.</p> <p>- Major compliance -</p>	<p>The Estate have maps showing the locations of boundary stones that have been physically located and marked. Boundaries stones/markers/trenching at the estate, during the audit document and photos inspection confirmed that they were clearly marked and maintained. Site visit further confirmed this compliance.</p> <table border="1"> <thead> <tr> <th></th> <th>Estate</th> <th>Boundary</th> <th>Neighbouring</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Jentayu</td> <td>P01JA</td> <td>Government Road</td> </tr> <tr> <td>2</td> <td>Somme</td> <td>P13B</td> <td>Kxxxxx Pxxxx Sxxxx</td> </tr> <tr> <td>3</td> <td>Sungai Dingin</td> <td>R17B</td> <td>Gunung Inas</td> </tr> </tbody> </table>		Estate	Boundary	Neighbouring	1	Jentayu	P01JA	Government Road	2	Somme	P13B	Kxxxxx Pxxxx Sxxxx	3	Sungai Dingin	R17B	Gunung Inas	Complied
	Estate	Boundary	Neighbouring																
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2	Somme	P13B	Kxxxxx Pxxxx Sxxxx																
3	Sungai Dingin	R17B	Gunung Inas																
4.3.2.4	<p>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).</p> <p>- Minor compliance -</p>	<p>There is no land dispute in the SOU 1 estates at the time of audit. The land belongs to Sime Darby Plantation Berhad and land ownership documents verified.</p>	Not Applicable																
Criterion 4.3.3 – Customary rights																			
4.3.3.1	<p>Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.</p> <p>- Major compliance -</p>	<p>As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.</p>	Not Applicable																
4.3.3.2	<p>Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available.</p> <p>- Minor compliance -</p>	<p>As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.</p>	Not Applicable																
4.3.3.3	<p>Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.</p>	<p>As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.</p>	Not Applicable																

Criterion / Indicator		Assessment Findings	Compliance
- Major compliance -			
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	<p>Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance -</p>	<p>The estates visited has conducted Social Impact Assessment (SIA) conducted on 23/02/2015 to 05/03/2015. The assessment conducted was include the feedbacks from the stakeholder engagement meeting Besides providing socio-economic baseline data, the report highlighted various issues (complaints, requests, and comments) raised by the stakeholders of the respective estates and mill (in SOU 1) action plans for handling the identified issues were also presented in the report.</p> <p>The social management plan has been updated on 01/05/2023 at Jentayu Estate, 06/01/2023 at Somme Estate, and 05/04/2023 at Sungai Dingin Estate.</p> <p>The management has monitored the objectives taken in the management plan in quarterly basis.</p>	Complied
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has revised their Grievance Response Standard Operating Procedure, ver. 2, approved on 18/07/2022. Procedure describes the process for handling communication with external parties on social matters includes complaints, grievances, request, and process for handling communication regarding social issues. The record of communication with the internal and external stakeholder was available and verified during audit. The implementation was followed as per procedure.</p>	Complied

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4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. - Major compliance -	The estates adopt SDPB HQ Oil Palm Pal (OPP) online platform to record any housing repair from workers. Based on the records, all the complaints were lodged on defects of housing facility, and request of facility (e.g., room door damage, lamp malfunctions, etc.). There was no complaint or grievance lodged by external stakeholder since the last assessment. Verification of the records of complaints lodged the actions taken by the management were found to be appropriate and timely manner. Any communication/request/grievances from external stakeholder were recorded in the visit logbook, stakeholders' minutes meetings, Social Dialogue Action Tracker and OPP system report.	Complied
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	The estates adopt SDPB HQ Oil Palm Pal (OPP) online platform to record any housing repair from workers. The platform is available with QR code and both estate management established manual complain platform through Complaint Book available at estate. Onsite interviewed with attended external stakeholders informed they are aware of the complaint mechanism. Onsite interviewed with sampled workers informed they aware on the online platform via OPP and 'Suara Kami'.	Complied
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	Sime Darby Plantation Berhad has implemented Flowchart and Procedure on Handling Social Issues, version 1 and dated 1/11/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders. Verified through stakeholder's interview.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Employees and the surrounding communities were made aware that complaints or suggestions can be made any time through various meetings such as morning muster, training/briefing and stakeholder consultation.</p> <p>Based on interview with the stakeholders, it was noted that they were aware of the complaint's procedure including the platform of 'Suara kami', Whistle Blowing, Workers Helpline, Oil Palm Pal (OPP) and Social Dialogue and they were briefed by the management during stakeholder meeting and morning briefing.</p> <p>Latest awareness training on grievance channel has been conducted on 03/02/2023 at Jentayu Estate, on 14/01/2023 at Somme Estate, and on 15/02/2023 at Sungai Dingin Estate.</p>	
4.4.2.5	<p>Complaints and resolutions for the last 24 month shall be documented and made available to affected stakeholders upon request.</p> <p>- Major compliance -</p>	<p>The complaint record for request for maintenance are available and kept for 10 years according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents. There is no complaint since 2021 recorded in the book. However, the complaint regarding the housing defect can be seen through the online reporting summary report.</p>	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	<p>Growers should contribute to local development in consultation with the local communities.</p> <p>- Minor compliance -</p>	<p>Among contribution made to the local communities as follows:</p> <p><u>Jentayu Estate</u></p> <ol style="list-style-type: none"> 1. Job opportunities to local 2. Volunteer on cleaning and painting school and Mosque under 200 years of volunteerism program dated 17/12/2022 3. Jamuan Berbuka Puasa to workers and staff – dated 13/04/2023 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<u>Somme Estate</u> 1. Job opportunities availability to local. 2. Contribution to staff's children going to school. 3. Water tank lending to local communities.	
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -	<p>Sime Darby Plantation Berhad has established SDP Group Health, Safety & Environment (HSE) Policy dated 05/05/2022 signed by the Group Managing Director.</p> <p>In the policy stated the company commitment to the well-being of its employee, providing safe and healthy working environment, pre-emptively preventing our employees and external parties in the operations from injury and ill health as well as operating in an environmentally responsible manner at global operating sites.</p> <p>Policy also stated the commitment to comply with statutory requirements, inculcating the culture of safety and health, improving the management of occupational safety, health related and environmental matters eliminating or minimizing any potential adverse effect on the environment arising from or business activities and to educate and encourage stakeholders in maintaining and enhancing the quality of the health, safety and environment.</p> <p>The GSD and RSQM Department is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>The estates sampled established Safety and Health Plan and reviewed on annually basis. The plan covers on OSH Legal Compliance, Emergency Response Plan, OSH Management System and Risk</p>	Complied

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	<p>Management, HIRADC, training, OSH committee meeting, workplace inspection, medical surveillance and etc.</p> <p>Reviewed the implementation of the management plan as follows:</p> <p><u>Jentayu Estate</u></p> <ol style="list-style-type: none"> 1. The estate conducted monitoring of Contractors safety and health performance on monthly basis. Reviewed the monitoring records for RNZ Technology Sdn. Bhd. dated 21/03/2023, 28/02/2023 and 31/01/2023. 2. The estate conducted medical surveillance for workers expose for welders and chemical handlers on annually basis. Latest medical surveillance was conducted on 15/04/2023 by OHD with DOSH reg. no. HQ/OHD(R)/21/01490. 15 workers were sent and found fit to work. 3. Latest audiometric test was conducted on 18 - 20/04/2022 by OHD with DOSH reg. no. HQ/08/DOC/00/3. 1 worker was found with NIHL and the estate has notify DOSH through JKKP 7 form on 15/08/2022 <p><u>Somme Estate</u></p> <ol style="list-style-type: none"> 1. The estate conducted first aid kit inspection and monitoring on monthly basis. reviewed the inspection records dated 08/05/2023, 06/04/2023 and 10/03/2023. 2. The estate conducted workplace inspection on quarterly basis prior to safety and health committee meeting. Reviewed the inspection records dated 15/03/2023 and 15/12/2022. 3. The estate conducted fire extinguisher monitoring on monthly basis. reviewed the monitoring records dated 21/01/2023, 16/02/2023, 20/03/2023 and 19/04/2023. 	

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		<p>4. The estate conducted audiometric test on annually basis. latest test was conducted on 11/04/2022 by OHD with DOSH reg. no. HQ/08/DOC/00/3. 4 worker was found with NIHL, and the estate has notified DOSH through JKKP 7 form on 15/08/2022.</p> <p>5. The estate conducted medical surveillance on annually basis. latest surveillance was conducted on 15/03/2023 by OHD with DOSH reg. no. HQ/12/DOC/00/262. 16 workers were sent for surveillance. 1 worker was found unfit and has reassign to another workstation as per letter dated 18/04/2023.</p> <p><u>Sungai Dingin Estate</u></p> <p>1. The estate conducted workplace inspection on quarterly basis prior to safety and health committee meeting. Reviewed the inspection records dated 16/03/2023, 23/12/2022 and 20/09/2022.</p> <p>2. Latest medical surveillance was conducted on 14/01/2023 by OHD with DOSH reg. no. HQ/12/DOC/00/262. 29 workers were sent for surveillance and found fit to work as chemical handlers.</p> <p>3. The estate conducted audiometric test on annually basis. latest test was conducted on 11/04/2022 by OHD with DOSH reg. no. HQ/08/DOC/00/3. 5 worker was found with NIHL, and the estate has notified DOSH through JKKP 7 form on 17/08/2022.</p> <p>4. The estate conducted first aid kit inspection on monthly basis. Reviewed the inspection records for the month of April, March and February 2023.</p>	
4.4.4.2	The occupational safety and health plan shall cover the following:	a) Sime Darby Plantation Berhad has established Group HSE Policy dated 15/05/2022 signed by the Group Managing Director.	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risks of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:</p> <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting</p>	<p>The policy is written in Bahasa and English language that can be easily understood by all levels of its employees.</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing, iCARE Safety and Health Townhall meeting, and displayed at various notice board within the estates.</p> <p>Reviewed the training records as follows:</p> <ol style="list-style-type: none"> 1. SDPB Policy, COBC Policy, Whistle blowing, and grievance channel training dated 03/02/2023 at Jentayu Estate 2. PPE, "Suara Kami" sticker, HIRARC and SDPB Policies and Charter briefing dated 21/03/2023 at Somme Estate 3. Company policies and charter (Sustainability, Safety and Health, Human Right Defender and Human Right Charter) training dated 04/01/2023 at Sungai Dingin Estate <p>b) The operating units sampled has conducted assessment for risk on all the operations. Reviewed the risk assessment as follows:</p> <p><u>Jentayu Estate</u></p> <ol style="list-style-type: none"> 1. Latest CHRA conducted on 16/10/2020 by assessor with DOSH reg. no. HQ/09/ass/00/124. Refer report no. HQ/09/ASS/00/124-2020/0053. 2. Noise Risk Assessment was conducted on 10/03/2020 by assessor with DOSH reg. no. HQ/18/PEB/00/00021. 3. The HIRARC register has been established for all operation in the estate. Latest review was conducted on 25/01/2023 due to accident occur 20/01/2023 in harvesting operation. 	

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<p>their business such as employee’s health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p><u>Somme Estate</u></p> <ol style="list-style-type: none"> 1. Noise Risk Assessment was conducted on 12/03/2020 by assessor with DOSH reg. no. HQ/18/PEB/00/00021. 2. Latest CHRA conducted on 07/10/2020 by assessor with DOSH reg. no. HQ/09/ass/00/124. Refer report no. HQ/09/ASS/00/124-2020/0051. 3. The HIRARC register has been established for all operation in the estate. Latest review was conducted on 19/04/2023 due to accident occur 15/04/2023 in harvesting operation. <p><u>Sungai Dingin Estate</u></p> <ol style="list-style-type: none"> 1. Latest CHRA conducted on 06/10/2020 by assessor with DOSH reg. no. HQ/09/ass/00/124. Refer report no. HQ/09/ASS/00/124-2020/0050. 2. The estate has conducted Noise Risk Assessment on 09/03/2020 by assessor with DOSH reg. no. HQ/18/PEB/00/00021. 3. Latest HIRARC review was conducted on 02/03/2023 in New Methodology/ Technology (Innovation) as new activities of ASP Sprayer were introduce in the estate. <p>c) The estate has established training program for employees exposed to pesticides to ensure the continuous awareness to the employee. Reviewed the training plan and record as follows:</p> <p><u>Jentayu Estate</u></p>	

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	<ul style="list-style-type: none"> 1. Inter pump services and refresher training dated 02/06/2022 2. Chemical handling for storekeeper training dated 02/06/2022 <p><u>Somme Estate</u></p> <ul style="list-style-type: none"> 1. PPE special toolbox for chemical handlers training dated 22/12/2022 2. Spraying techniques and safety aspects and maintenance of Inter pump training dated 19/01/2023 <p><u>Sungai Dingin Estate</u></p> <ul style="list-style-type: none"> 1. Spraying techniques and safety aspects and maintenance of Inter pump training dated 02/02/2023 2. PPE and chemical handling training dated 30/12/2022 3. PPE special toolbox briefing for chemical handler dated 22/12/2022 <p>d) The mill provided appropriate PPE to all workers according to the job type. The PPE given as per CHRA report, NRA report, HIRARC, Safety Work Procedure Oil Palm Estate Operation dated 01/11/2021 and Personal Protective Equipment (PPE) Procedure, doc ref. no. UM/HSE/OCP/03 dated 09/03/2021. Reviewed the PPE issuance records for workers as follows:</p> <ul style="list-style-type: none"> 1. Reviewed the PPE issuance for respirator, respirator filter, nitrile glove and safety goggles for sprayers and welding shield, leather gloves and facemask for workshop operator in Jentayu Estate 	

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	<p>2. Reviewed PPE issuance records for sprayers dated 04/05/2023, 28/03/2023 and 22/03/2023, harvester dated 29/03/2023 and manuring dated 27/03/2023 in Somme Estate.</p> <p>3. Reviewed PPE issuance records for sprayers dated 14/09/2022, 10/02/2023, 11/03/2023 and 04/04/2023 in PPE record book in Sungai Dingin Estate</p> <p>The estate conducted daily PPE usage inspection. Reviewed the inspection records for the month of April and May 2023.</p> <p>e) Procedure for chemical handling was address in the Chemical Safety management Procedure, ver. 0, dated 09/03/2021. Refer doc. no. UM/HSE/OCP/04.</p> <p>Pesticides were stored in the designated Chemical Store in accordance with the Occupational Safety and Health Act 1994 (Act 514) and Pesticides Act 1974 (Act 149) and 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. The stores were at all times locked and at the time of visit the store clerk was seen to unlock the padlock to open entrance door for auditor to inspect the store. At the entrance door, signage requiring donning of PPE were visibly posted. The Chemical Store signage with required Hazard Symbols were available at the entrance. The facility ventilation fan was found working with adequate ventilation available, up-to-date chemical register, trade and generic names, and their Safety data Sheet were available.</p>	

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		<p>f) The respective Estates Manager has been appointed as Person Responsible / Chairman for Safety and Health in the estate as per appointment letter dated signed by the Regional CEO, Northern Region. This is accordance to the Safety and Health Committee Procedures, ver. 0 dated 17/11/2021 under section 4. Roles & Responsibilities and section 6. Composition of Safety and Health Committee under subsection 6.2. Appointment of Chairman, Secretary and Other Members. Refer doc. No. UM/HSE/OCP/08.</p> <p>g) The management has established Safety Committee Member consist of Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate/Mill Manager. The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting.</p> <p>The estates conducted safety and health committee meeting as per Safety and Health Committee Procedures, ver. 0 dated 17/11/2021 under section 7. Meetings of Safety and health Committee under subsection 7.1. Frequency of Meetings of Committee. Reviewed the minutes meeting conducted as follows:</p> <p>Jentayu Estate</p> <table border="1"> <tr> <td>01/2023</td> <td>04/2022</td> <td>03/2022</td> <td>02/2022</td> </tr> <tr> <td>10/03/2023</td> <td>12/12/2022</td> <td>15/09/2022</td> <td>16/06/2022</td> </tr> </table> <p>Somme Estate</p> <table border="1"> <tr> <td>02/2023</td> <td>01/2023</td> <td>04/2022</td> <td>03/2022</td> </tr> <tr> <td>20/04/2023</td> <td>24/01/2023</td> <td>21/10/2022</td> <td>21/07/2022</td> </tr> </table>	01/2023	04/2022	03/2022	02/2022	10/03/2023	12/12/2022	15/09/2022	16/06/2022	02/2023	01/2023	04/2022	03/2022	20/04/2023	24/01/2023	21/10/2022	21/07/2022	
01/2023	04/2022	03/2022	02/2022																
10/03/2023	12/12/2022	15/09/2022	16/06/2022																
02/2023	01/2023	04/2022	03/2022																
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	<p>Sungai Dingin Estate</p> <table border="1" data-bbox="1084 520 1827 587"> <tr> <td>01/2023</td> <td>04/2022</td> <td>03/2022</td> <td>02/2022</td> </tr> <tr> <td>31/03/2023</td> <td>29/12/2022</td> <td>27/09/2022</td> <td>30/06/2022</td> </tr> </table> <p>h) Sime Darby Plantation Berhad has established Accident and emergency procedures under procedure as follows:</p> <ol style="list-style-type: none"> 1. Incidents, Accidents and Non-compliance Management Procedures, ver. 1, dated 01/06/2022. Refer doc. no. UM/HSE/SP/03 2. Emergency Preparedness Response Procedure, ver. 0, dated 17/11/2021. Refer doc. no. UM/HSE/SP/02 <p>The estates maintain the records of accidents including JKPP 6 forms reported to DOE, medical leaves certificates, accidents investigations reports and HIRARC review. The accidents occurrence was reported to the Headquarters through Rapid 4 systems and DOSH by submitting the JKPP 6 form through MyKKP system. Reviewed the accident records as follows:</p> <ol style="list-style-type: none"> 1. Reviewed the Rapid 4 reports dated 26/01/2023 for accident occur on 20/01/2023 in harvesting operations and JKPP 7 reports for NIHL cases dated 15/08/2022 in Jentayu Estate. 2. Reviewed Rapid 4 reports dated 15/04/2023 for accident occur on 15/04/2023 in harvesting operations and Rapid 4 and JKPP 7 reports for medical removal cases dated 18/04/2023 and NIHL cases dated 15/08/2022 in Somme Estate. 3. Reviewed the Rapid 4 reports dated 17/01/2023 for incident occur on Mechanical Spraying operation on 02/01/2023, 	01/2023	04/2022	03/2022	02/2022	31/03/2023	29/12/2022	27/09/2022	30/06/2022	
01/2023	04/2022	03/2022	02/2022							
31/03/2023	29/12/2022	27/09/2022	30/06/2022							

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	<p>17/02/2023 for accident occur in harvesting operation on 15/02/2023 and 20/01/2023 for accident occur in pruning operation on 17/01/2023 in Sungai Dingin Estate.</p> <p>The estates office buildings and housing area were equipped with appropriate firefighting equipment. Sighted during site visit, the fire extinguishers were in satisfactory condition. The estates conducted firefighting training/ Fire Drill on annually basis. Reviewed the latest fire drill training as follows:</p> <ol style="list-style-type: none"> 1. Fire drill training with collaboration with Amanjaya Fire Department dated 13/12/2022 in Jentayu Estate 2. Fire drill training with collaboration with Kulim Hi-Tech Fire Department dated 06/03/2023 in Somme Estate 3. Evacuation drill with collaboration with Kulim Hi-Tech Fire Department dated 16/02/2023 in Sungai Dingin Estate <p>Noted during interview with the workers, the understanding of the emergency procedures and usage of firefighting equipment was satisfactory.</p> <p>i) Sime Darby Plantation Berhad has established First Aid in Workplace Procedure, ver. 0, dated 09/03/2021. Refer doc. No. UM/HSE/OCP/01.</p> <p>First aid kit and first aider present at various workstation at the estate. For estate operation, the estate has appointed the field mandores as trained first aider in the estate.</p> <p>The estates continuously provided training to the appointed first aider to enhance the knowledge training for appointed First Aider. Reviewed the training conducted as follows:</p>	

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		<ol style="list-style-type: none"> 1. First aid and EPR training dated 12/01/2023 in Jentayu Estate 2. First Aid kit training dated 08/03/2023 in Somme Estate 3. First aid kit and CPR training dated 27/12/2022 in Sungai Dingin Estate 4. Basic Occupational First Aid, AED training dated 20/12/2022 in Sungai Dingin Estate <p>The estates Medical Assistant/ Hospital Assistant/ Healthcare Assistant conducted First Aid monitoring and replenishing on monthly basis. Reviewed the monitoring records for the month of January, February and March 2023.</p> <p>j) Records of all accidents are kept. Accident incidences are reviewed during the safety meetings. Records on Lost Time Accident (LTA) metrics was maintained. Accident records are found to be updated. JKPP 8 form were submitted to DOE through MyKKP systems. Sighted the samples of accident statistic FY 2022 as as follows:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Accident Cases</th> <th>LTA</th> </tr> </thead> <tbody> <tr> <td>Jentayu Estate</td> <td>1</td> <td>4</td> </tr> <tr> <td>Somme Estate</td> <td>0</td> <td>0</td> </tr> <tr> <td>Sungai Dingin Estate</td> <td>3</td> <td>57</td> </tr> </tbody> </table>	Estate	Accident Cases	LTA	Jentayu Estate	1	4	Somme Estate	0	0	Sungai Dingin Estate	3	57	
Estate	Accident Cases	LTA													
Jentayu Estate	1	4													
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Sungai Dingin Estate	3	57													
Criterion 4.4.5: Employment conditions															
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established Group Sustainability & Quality Policy Statement dated 2/12/2019 by Group Managing Director where the company is respecting, upholding & no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised</p>	Complied												

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		<p>2020. Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020. Sime Darby Plantation respect and safeguard human rights, notion of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with Sime Darby Plantation Berhad. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, and business partners, workers in our operations and supply chains, and communities surrounding our operations.</p> <p>The policy has been communicated to Jentayu Estate workers on 03/02/2023, Somme Estate workers on 21/03/2023, and on 04/01/2023 to Sungai Dingin Estate.</p>	
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has implemented The Group Sustainability & Quality Policy Statement which signed on 02/12/2019. Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities & Reporting.</p> <p>Refer section 3.2 Respect and Uphold Labour Right where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation union membership, political view, religion and/or age.</p>	Complied
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based</p>	<p>Employment contracts are available and explained in language that understood by workers and signed by the workers (Local, Indonesian and Bangladesh). Besides, for workers who workers more than 2 years</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>on minimum wage. - Major compliance -</p>	<p>(Indonesian) and 3 years (other nationalities) have signed an extension contract.</p> <p>There were employment contracts for staffs and workers. Pay and conditions are documented and achieved the Minimum Wage Order 2022. Sampled of employment contracts confirmed that terms and conditions are clearly outlined as per collective agreement and Employment Act 1955 which have been signed by the worker.</p> <p>Sampled of agreement and payslip for September 2022, December 2022 and March 2023 for each estate as below:</p> <p><u>Jentayu Estate</u> Employee Id: xxx745 Employee Id: xxx052 Employee Id: xxx740 Employee Id: xxx474 Employee Id: xxx722 Employee Id: xxx991 Employee Id: xxx295</p> <p><u>Somme Estate</u> Employee Id: xxx697 Employee Id: xxx923 Employee Id: xxx932 Employee Id: xxx196 Employee Id: xxx029</p>	

Criterion / Indicator		Assessment Findings	Compliance
		Employee Id: xxx316 <u>Sungai Dingin Estate</u> Employee Id: xxx077 Employee Id: xxx594 Employee Id: xxx040 Employee Id: xxx997 Employee Id: xxx998 Employee Id: xxx715 Employee Id: xxx716 Employee Id: xxx643 Employee Id: xxx931 Employee Id: xxx939	
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. - Minor compliance -	Contractor for the estate were mainly for works such as FFB evacuation and transportation and replanting works. Noted that all the contract workers were provided with appropriate employment contract. A copy of employment contract and pay slips were submitted to the estates visited for monitoring purpose. Based on the payment voucher checked, daily rate for contract workers is RM 57.69/day. Pay slip/cash voucher of the workers were sighted that it is according to the employment contract. The records are documented and available for review. Refer employee of contractor's agreement as per contractor Jentayu Estate, PT Mxxxxx Sdn Bhd. Sample has been taken for the month of January 2023, February 2023, and March 2023. Sample of three workers sighted and verified that they are paid accordingly to their work agreement.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Somme Estate, EM Ixxxxx Sxxxx Enterprise. Sample has been taken for the month of January 2023, February 2023, and March 2023. Sample of three workers sighted and verified that they are paid accordingly to their work agreement.	
4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -	The estate has established the workers master list which contain information such as Checkroll type, designation, race, religion, nationality, sex, name, date of birth, date joined, work permit expiry date, passport expiry date, EPF no., Work permits no, SOCSO, IC/Permit no., Income tax no, Employment no.	Complied
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records. - Major compliance -	All the workers were provided with fair contracts which has been explained, understand, agreed, and signed by bot employee and employer. In the employment contracts confirmed that terms and conditions are clearly outlined as per collective agreement and Employment Act 1955 which have been signed by the worker. The sampled was followed as per indicator 4.4.5.3.	Complied
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. - Major compliance -	All the daily attendance and overtime work were recorded in Estate Daily Attendance Report. Sampled of agreement and payslip for June 2022, July 2022 and August 2022 for each estate as below: <u>Jentayu Estate</u> Employee Id: xxx745 Employee Id: xxx052 Employee Id: xxx740 Employee Id: xxx474 Employee Id: xxx722 Employee Id: xxx991	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Employee Id: xxx295 <u>Somme Estate</u> Employee Id: xxx697 Employee Id: xxx923 Employee Id: xxx932 Employee Id: xxx196 Employee Id: xxx029 Employee Id: xxx316 <u>Sungai Dingin Estate</u> Employee Id: xxx077 Employee Id: xxx594 Employee Id: xxx040 Employee Id: xxx997 Employee Id: xxx998 Employee Id: xxx715 Employee Id: xxx716 Employee Id: xxx643 Employee Id: xxx931 Employee Id: xxx939	
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	All the daily attendance and overtime work were recorded in Estate Daily Attendance Report. Sampled of agreement and payslip for June 2022, July 2022 and August 2022 for each estate as below:	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.</p> <p>- Major compliance -</p>	<p><u>Jentayu Estate</u> Employee Id: xxx745 Employee Id: xxx052 Employee Id: xxx740 Employee Id: xxx474 Employee Id: xxx722 Employee Id: xxx991 Employee Id: xxx295</p> <p><u>Somme Estate</u> Employee Id: xxx697 Employee Id: xxx923 Employee Id: xxx932 Employee Id: xxx196 Employee Id: xxx029 Employee Id: xxx316</p> <p><u>Sungai Dingin Estate</u> Employee Id: xxx077 Employee Id: xxx594 Employee Id: xxx040 Employee Id: xxx997 Employee Id: xxx998 Employee Id: xxx715</p>	

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Criterion / Indicator		Assessment Findings	Compliance
		Employee Id: xxx716 Employee Id: xxx643 Employee Id: xxx931 Employee Id: xxx939	
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance -	Wages and overtime were paid according to the Estate Daily Attendance Report. Total hours of overtime and daily attendance has recorded in the Estate Daily Attendance. All of the sampled employees above have been paid in accordance to the Minimum Wage Order 2022. Hours of overtime has recorded in the payslip and the payment for overtime were paid according to the legal requirements.	Complied
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions. - Minor compliance -	The management has contributed 10 kg of rice once every 2 months for all their workers. Apart from that, all the workers are provided with free medical facilities. In additional, all the workers are entitled with the phone allowance of RM5 for every month. Free housing facilities were provided to all the workers and their families.	Complied
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation. - Major compliance -	The estates' management has provided free housing facilities to all the workers. Basic amenities such as water and electricity were provided to the workers. Linesite inspection was carried out on weekly basis by Medical Assistant using Housing Complex/ Nest/ Community Hall Inspections. The housing weekly inspections (PIOA) sample in Jentayu Estate dated 02/05/2023, Somme Estate has conducted the inspection on 04/05/2023, and Sungai Dingin Estate has conducted the assessment on 09/05/2023. Verified that the management of all the estates has conducted the assessment on weekly basis.	Complied

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		The EWC Meeting for Jentayu Estate was conducted on 09/02/2023 for Selambau Division and 10/02/2023. Somme Estate has conducted the meeting on 17/04/2023. Sungai Dingin Estate has been conducted on 20/03/2023.	
4.4.5.12	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They seek to create a working environment with zero tolerance for sexual harassment and abuse and in which violence is never used to resolve issues or conflict. The regional Gender Committee was conducted on 17/03/2023, with the attendance from each Gender Committee representative from respective operating unit. Gender Committee was established in Jentayu Estate to monitor if there is any case of sexual harassment reported. The last meeting was carried out on 19/01/2023. Issues reported were recorded in the minutes. Interviewed with the female workers found that no sexual harassment or violence case reported so far.	Complied
4.4.5.13	The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer	Sime Darby Plantation Berhad has implemented The Group Sustainability & Quality Policy Statement which signed on 02/12/2019 where the management is respecting Freedom of Association. Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities & Reporting. The latest Union Meeting dated 19/10/2022 in Jentayu Estate between the management and the union representative.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>repercussions.</p> <p>- Major compliance -</p>	<p>Somme Estate union member has conducted their general meeting. Sighted the record of minute meeting dated 13/06/2022.</p> <p>Jentayu Estate also conducted social dialogue meeting which are conducted twice a month. The latest meeting was done on 29/04/2023. The meeting was conducted with each workers group representative from each nationality.</p> <p>Somme Estate also conducted social dialogue meeting which are conducted twice a month. The latest meeting was done on 05/05/2023. The meeting was conducted with each workers group representative from each nationality.</p> <p>Sungai Dingin Estate also conducted social dialogue meeting which are conducted twice a month. The latest meeting was done on 28/04/2023. The meeting was conducted with each workers group representative from each nationality.</p> <p>Interview with the Union representative verified that there is no interference from management in the union, as all the process are handled by the union member.</p>	
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They recognize that protecting the wellbeing of children means safeguarding them from any form of maltreatment or exploitation, including child sex tourism, child trafficking and child pornography. They are eradicating child labour in all their supply chain and not employ anyone underage of 18 years.</p> <p>No employees below the age of 18 were sighted through verified the Employee Master Listing and interviewed with the workers.</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.4.6: Training and competency			
<p>4.4.6.1</p>	<p>All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.</p> <p>- Major compliance -</p>	<p>The estates sampled maintained the training records conducted. Reviewed the sampled training records as follows:</p> <p><u>Jentayu Estate</u></p> <ol style="list-style-type: none"> 1. Sexual harassment awareness and grievances channel training dated 14 – 19/04/2023 2. EAI/ EIE and water quality management training dated 04/04/2023 3. E-SIME Card briefing dated 04/05/2023 4. Hearing conservation training dated 02/02/2023 5. Golden rules pack – health and safety and environment upstream Malaysia briefing dated 30/01/2023 6. Harvesting competency training dated 13/01/2023 7. Manuring calibration and fertilizer application training dated 01/12/2022 8. PPE special toolbox training dated 31/10/2022 <p><u>Somme Estate</u></p> <ol style="list-style-type: none"> 1. Learn from incident and PPE awareness training dated 14/02/2023 2. High conservation value briefing dated 15/04/2022 3. Basic occupational first aid, CPR and AED training dated 20 – 21/12/2022 4. Driver tractor and workshop briefing dated 06/12/2022 5. Onsite tractor driver training dated 25 -26/10/2022 6. Lightning safety awareness briefing dated 21/10/2022 	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		7. Tractor and implement safety briefing dated 06/07/2022 8. Safety guard protective eyeware for harvesting training dated 14/05/2022 <u>Sungai Dingin Estate</u> 1. Sexual harassment briefing dated 19/04/2023 and 27/04/2023 2. Water sampling training dated 27/03/2023 3. Accident alert, harvesting and PPE training dated 26/02/2023 4. Learning from incident/ HSE alert briefing dated 20/02/2023 5. Sexual harassment, wages, salary, overtime, safety and PPE, OPP and passport keeping briefing dated 09/02/2023 6. Water saving and electricity usage reduction briefing dated 02/02/2023 7. Safety training to all mechanize driver refresher training dated 17/12/2022	
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	The estates have conducted training need analysis for all employee, management and contractors. The analysis was conducted based on the job designation and training required by the job type. Reviewed the training need analysis for all estates sampled documented in the FY 2023 Training Requirement for Operating Units.	Complied
4.4.6.3	A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.	The estates have established training schedule FY 2023 based on training need analysis conducted. The training program covers Policy, operation and OSH/others.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -	<p>Reviewed the training plan FY 2023. The program involves the executive, staff/ supervisor, workers and contractors. The identified training was programmed throughout the year.</p> <p>The program involves the executive, staff/ supervisor, workers and contractors. The identified training was programmed throughout the year.</p>	
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>A Policy related to Environment has been established. Refer:</p> <ol style="list-style-type: none"> 1. Group Sustainability & Quality Policy Statement undersigned Group Managing Director dated 02/12/2019. 2. SDP Group Health, Safety & Environment (HSE) Policy undersigned Group Managing Director dated 05/05/2022. 3. Upstream Malaysia – Health, Safety & Environment (HSE) Policy Statement undersigned Chief Executive Officer dated 01/06/2020 <p>Environmental Management Plan was established and be in line with the relevant country and state environmental laws. The management plan was covered on:</p> <ol style="list-style-type: none"> 1. Environment Management Plan 2. Water Management Plan 3. Waste Management Plan 4. Biodiversity Action Plan 5. Pollution and Prevention Plan 	Complied

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4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established Environmental management Plan FY2023. The management plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated Environmental Issue, Mitigation Measures and Person Responsible. Among the plan tabulated in the table below:</p> <table border="1"> <thead> <tr> <th>Area/ Issue</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Leakage of pesticides during chemical spraying at the field</td> <td>To check of the pump in good condition before starting the work</td> </tr> <tr> <td>Exhaust gas from vehicle pollute the air</td> <td>Regular services and maintenance of vehicle and daily routine maintenance also to be conducted</td> </tr> <tr> <td>Water pollution during chemical mixing and washing</td> <td>To recollect water used at chemical mixing area to be recycled during mixing</td> </tr> <tr> <td>Land contamination during chemical mixing, transportation and washing</td> <td>To recollect water used at chemical missing area to be recycled during mixing and use proper container to avoid leakage</td> </tr> <tr> <td>Open burning</td> <td>To ensure no open burning activity at estate compound and conduct awareness training to all employee during muster morning</td> </tr> </tbody> </table>	Area/ Issue	Action Plan	Leakage of pesticides during chemical spraying at the field	To check of the pump in good condition before starting the work	Exhaust gas from vehicle pollute the air	Regular services and maintenance of vehicle and daily routine maintenance also to be conducted	Water pollution during chemical mixing and washing	To recollect water used at chemical mixing area to be recycled during mixing	Land contamination during chemical mixing, transportation and washing	To recollect water used at chemical missing area to be recycled during mixing and use proper container to avoid leakage	Open burning	To ensure no open burning activity at estate compound and conduct awareness training to all employee during muster morning	Complied
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Land contamination during chemical mixing, transportation and washing	To recollect water used at chemical missing area to be recycled during mixing and use proper container to avoid leakage														
Open burning	To ensure no open burning activity at estate compound and conduct awareness training to all employee during muster morning														
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p>	<p>Estate visited has established Environmental Management Plan. The plan was reviewed by the mill management on annual basis. Sighted the scheduled waste management plan as one on the environment</p>	Complied												

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	improvement plans were carry out to ensure the wastes were properly managed by the estate management.	
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Environmental Management Plan was established and be in line with the relevant country and state environmental laws. The management plan was covered on: 1. Water Management Plan 2. Waste Management Plan 3. Biodiversity Action Plan 4. Pollution and Prevention Plan The plan was reviewed by the estates management on annual basis. Environmental improvement plan was mitigating the negative impacts and promote the positive ones. The implementation was monitored by person in charge.	Complied
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. - Major compliance -	An awareness and training programme has been established and implemented. Workers were understanding the policy and objectives of the environmental management and improvement. Briefing and training program were conducted by the estate management to the employees. Sighted the records as follow: <u>Jentayu Estate</u> <ul style="list-style-type: none"> • HCV Training dated 13/06/2022 • SW Training dated 13/06/2022 • Environment Sustainability Training dated 01/04/2022 <u>Somme Estate</u> <ul style="list-style-type: none"> • Schedule waste management training dated 05/05/2023 • Briefing Schedule waste Management dated 12/07/2022 	Complied

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Criterion / Indicator		Assessment Findings	Compliance																				
		<p><u>Sungai Dingin Estate</u></p> <ul style="list-style-type: none"> Schedule waste training dated 22/03/2023 HCV Training dated 09/01/2023 																					
4.5.1.6	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>Management has organized and conducted regular meetings with workers where concerns of workers about the environmental quality. Refer latest Environmental Regulatory Compliance Monitoring Committee:</p> <p>Jentayu Estate: 10/03/2023 Somme Estate: 20/04/2023 Sungai Dingin Estate: 31/03/2023</p>	Complied																				
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																							
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.</p> <p>- Major compliance -</p>	<p>Consumption of non-renewable energy has been recorded. Estates visited has established management plan to optimize the usage of non-renewable energy and monitor it on monthly basis. Refer monitoring Diesel Use Per Ton of FFB FY 2022.</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Diesel, MT</th> <th>FFB, MT</th> <th>Diesel/FFB</th> </tr> </thead> <tbody> <tr> <td>Jentayu</td> <td>20,101.00</td> <td>10,490.30</td> <td>1.92</td> </tr> <tr> <td>Somme</td> <td>30,449.00</td> <td>12,172.56</td> <td>2.64</td> </tr> <tr> <td>Sungai Dingin</td> <td>66,179.00</td> <td>22,798.29</td> <td>2.90</td> </tr> </tbody> </table> <p>Fossil fuel management plan FY2023 has been established. Among the plan was:</p> <table border="1"> <thead> <tr> <th>Issue</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>To reduce consumption of diesel in estate</td> <td>To keep maintenance of tractor To plan the activity using muster chit</td> </tr> </tbody> </table>	Estate	Diesel, MT	FFB, MT	Diesel/FFB	Jentayu	20,101.00	10,490.30	1.92	Somme	30,449.00	12,172.56	2.64	Sungai Dingin	66,179.00	22,798.29	2.90	Issue	Action Plan	To reduce consumption of diesel in estate	To keep maintenance of tractor To plan the activity using muster chit	Complied
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Criterion / Indicator		Assessment Findings		Compliance
			To ensure keep tracking the record of diesel consumption To conduct training and awareness to all driver	
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel in all transport and machinery operations was available in the respective estate yearly budgets.		Complied
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	During the audit, sampled estates was yet to use of renewable energy. Verification through interview and site visit.		Complied
Criterion 4.5.3: Waste management and disposal				
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	Procedure of Schedule waste management has been established. Refer Waste Management Procedure for Estates & Mill dated May 2022 with reference number SD/SDH/GSD/HSE/0522/01. Other reference made was Guidelines for Packaging, Labelling and Storage of Scheduled Wastes in Malaysia. Addressed in the Waste Management Procedure for Estates & Mill dated May 2022 with reference number SD/SDH/GSD/HSE/0522/01. Waste management were based on their categorization which is: <ul style="list-style-type: none"> • Scheduled Waste • Hazardous waste • Non-Hazardous waste 		Complied

Criterion / Indicator		Assessment Findings	Compliance								
		<ul style="list-style-type: none"> Industrial waste Construction waste Agricultural waste Office waste General waste 									
4.5.3.2	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <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>- Major compliance -</p>	<p>Management has established Waste Management Plan 2023. Among details in the management plan tabulated in the table below:</p> <table border="1"> <thead> <tr> <th>Waste Generation</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Scheduled waste</td> <td> <ol style="list-style-type: none"> Comply with Schedule waste regulation. Update inventory of SW in E-Swiss on monthly basis Ensure storage of SW not exceed 180 days Ensure each SW have labels </td> </tr> <tr> <td>Industrial waste</td> <td> <ol style="list-style-type: none"> Liaise with Procurement Department for tendering process to appoint vendor to collect scrap metals Ensure the contractor to dispose the debris after work completion </td> </tr> <tr> <td>Domestic waste</td> <td> <ol style="list-style-type: none"> Rubbish collected to be disposed at landfill operated by local authority. Provide adequate dustbins at the mill and linesite Create awareness on hygiene among employees Regular monitoring on cleanliness and hygiene </td> </tr> </tbody> </table>	Waste Generation	Action Plan	Scheduled waste	<ol style="list-style-type: none"> Comply with Schedule waste regulation. Update inventory of SW in E-Swiss on monthly basis Ensure storage of SW not exceed 180 days Ensure each SW have labels 	Industrial waste	<ol style="list-style-type: none"> Liaise with Procurement Department for tendering process to appoint vendor to collect scrap metals Ensure the contractor to dispose the debris after work completion 	Domestic waste	<ol style="list-style-type: none"> Rubbish collected to be disposed at landfill operated by local authority. Provide adequate dustbins at the mill and linesite Create awareness on hygiene among employees Regular monitoring on cleanliness and hygiene 	Complied
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Criterion / Indicator		Assessment Findings		Compliance
		Industrial Waste	1. Monitoring of EFB Collection and Application	
4.5.3.3	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>Procedure of Schedule waste management has been established. Refer Waste Management Procedure for Estates & Mill dated May 2022 with reference number SD/SDH/GSD/HSE/0522/01. Other reference made was Guidelines for Packaging, Labelling and Storage of Scheduled Wastes in Malaysia.</p> <p>Awareness training on Schedule waste has been conducted as per 4.4.6.1. Generally, the workers have demonstrated good understanding in proper disposal of wastes.</p> <p>Record of Inventory of Schedule Waste and Disposal Record as per details below:</p> <p><u>Jentayu Estate</u></p> <p>Inventory</p> <ul style="list-style-type: none"> • File reference Number: 091SDNHJ • Date Reporting: 18/02/2023 • Waste Generated: SW404, SW409 <p>Disposal</p> <ul style="list-style-type: none"> • Consignment notes: 202302213624TAGO • Date Disposal: 21/02/2023 • Code of SW: SW404 • Type of waste: Clinical waste • Amount, MT: 0.002 • Contractors: Kxxxxxx Axxx Sdn Bhd 		Complied

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Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Somme Estate</u></p> <p>Inventory</p> <ul style="list-style-type: none"> • File reference Number: JAS.KKU.600-3/10/0038 • Date Reporting: 10/05/2023 • Waste Generated: SW404, SW409 <p>Disposal</p> <ul style="list-style-type: none"> • Consignment notes: 202207242022SD6B6B • Date Disposal: 24/07/2022 • Code of SW: SW404 • Type of waste: Clinical waste • Amount, MT: 0.400 • Contractors: Kxxxxxx Axxx Sdn Bhd <p><u>Sungai Dingin Estate</u></p> <p>Inventory</p> <ul style="list-style-type: none"> • File reference Number: JAS.KKU.600-3/10/0041 • Date Reporting: 30/04/2023 • Waste Generated: SW305, SW306, SW404, SW409 <p>Disposal</p> <ul style="list-style-type: none"> • Consignment notes: 2022111517IZELA • Date Disposal: 15/11/2022 • Code of SW: SW305 • Type of waste: Spent Lubricating Oil • Amount, MT: 0.6140 	

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> Contractors: Cxx Cxxxxxxxxxxx (PG) Sdn Bhd <p>Sungai Dingin Estate has requested extension for storage Schedule waste more than 180 days as per latter to DOE dated 02/05/2023.</p>	
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer’s labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>Empty pesticides container was identified as recycle waste. All empty pesticides containers were triple rinse, puncture and stored at designated stored before disposed to licensed contractors:</p> <ul style="list-style-type: none"> Kxxxxxx Axxx Sdn Bhd - Jentayu Estate Cxx Cxxxxxxxxxxx (PG) Sdn Bhd - Sungai Dingin Estate Kxxxxxx Axxx Sdn Bhd - Somme Estate <p>Refer approval letter from DOE no: AS (B) J 91/110/xx9/xx9 Jld 3(37) dated 24/10/2018. Sighted the implementation of the triple rinse during site visit at the storage area.</p>	Complied
4.5.3.5	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>Domestic waste for Jentayu Estate disposed Landfill area at P15A. Sighted domestic waste collection record.</p> <p>Domestic waste for Somme Estate disposed at landfill in block P2010A. Sighted the signboard showing the open and close date of the landfill.</p> <p>Domestic waste for Sungai Dingin Estate disposed at Municipal Council Bin and handled by contractors. Sighted evidence of domestic waste collection record.</p>	Complied
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.</p>	<p>Estates visited has established management plan to reduce the significant pollutants and documented in the Pollution Prevention Plan and Energy Management Plan. In the management plan stated the plan</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance												
	- Major compliance -	to reduce identified significant pollutants and emissions such as Energy Management, Diesel Reduction Plan and GHG Reduction Plan.													
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	<p>The estate management has established Pollution Management Plan and assessed the potential of polluting the environment. Sighted the plan as below:</p> <table border="1"> <thead> <tr> <th>Environmental Issues</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Fuel and lubricant leakage discharged to the land.</td> <td>To do everyday basis inspection on every estate vehicle. To provide tray at the parking bay for all estate vehicles. To replace the vehicles component when needed.</td> </tr> <tr> <td>Chemical herbicides & pesticide spillage discharged to the land</td> <td>To recollect water used at the chemical mixing area to be recycled during mixing. To construct containment, sum at the chemical mixing area of a certain chemical</td> </tr> <tr> <td>Dust polluted the air.</td> <td>To spray water along the office and workers quarters at the estate compound.</td> </tr> <tr> <td>Air pollution from vehicles.</td> <td>To frequently conduct maintenance on the vehicle to reduce air pollution.</td> </tr> <tr> <td>Waste handling</td> <td>To ensure all SW are stored at the schedule waste store. To ensure all domestic wastes are collected. To encourage recycling practice.</td> </tr> </tbody> </table>	Environmental Issues	Action Plan	Fuel and lubricant leakage discharged to the land.	To do everyday basis inspection on every estate vehicle. To provide tray at the parking bay for all estate vehicles. To replace the vehicles component when needed.	Chemical herbicides & pesticide spillage discharged to the land	To recollect water used at the chemical mixing area to be recycled during mixing. To construct containment, sum at the chemical mixing area of a certain chemical	Dust polluted the air.	To spray water along the office and workers quarters at the estate compound.	Air pollution from vehicles.	To frequently conduct maintenance on the vehicle to reduce air pollution.	Waste handling	To ensure all SW are stored at the schedule waste store. To ensure all domestic wastes are collected. To encourage recycling practice.	Complied
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Criterion / Indicator		Assessment Findings		Compliance											
			To give awareness briefing among employees.												
Criterion 4.5.5: Natural water resources															
4.5.5.1	<p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities. c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate. e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented. f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually. <p>- Major compliance -</p>	<p>Water management plan has been established at sampled estates. Details tabulated in the table below:</p> <table border="1"> <thead> <tr> <th>Objective</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Water shortage/ Dry Spell</td> <td>Vending/ Dispensing Machine was placed</td> </tr> <tr> <td>Severe water pollution</td> <td>To perform treatment of polluted water</td> </tr> <tr> <td>Rainwater collection</td> <td>Large containers to be placed at strategic location to collect rainwater</td> </tr> <tr> <td>Domestic water usage</td> <td>Educate to reduce wastage by making internal save water training</td> </tr> <tr> <td>Water sampling Point</td> <td>Water analysis by R&D</td> </tr> </tbody> </table> <ul style="list-style-type: none"> a. Source of water supply for sampled estate was from Syarikat Air Darul Aman (SADA) and Tube well for domestic used. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities has been monitored. <p>Jentayu Estate – Water sampling for Bore well dated 29/03/2023 with reference number IE429/2023</p> <p>Somme Estate – Water sampling for stream dated 20/04/2023 with reference number IE532/2023</p> <p>Sungai Dingin Estate – Water sampling for river dated 31/03/2023 with reference number IE442/2023</p>	Objective	Action Plan	Water shortage/ Dry Spell	Vending/ Dispensing Machine was placed	Severe water pollution	To perform treatment of polluted water	Rainwater collection	Large containers to be placed at strategic location to collect rainwater	Domestic water usage	Educate to reduce wastage by making internal save water training	Water sampling Point	Water analysis by R&D	Complied
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		<p>c. Ways to optimize water and nutrient usage to reduce wastage has been detailed in the water management plan. Among the plan were:</p> <ul style="list-style-type: none"> - Awareness to workers on water consumption with care - Collect waste wastewater in sump for premixing usage. - Use rainwater harvest for general cleaning. <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 has been established. All buffer zone area was marked with white paint. Verification through site visit, there is no chemical activities at buffer zone area.</p> <p>e. There is no natural vegetation in riparian areas has been removed.</p> <p>f. Bore well is being use for water supply at Jentayu estate, the level of the ground water table has been measured annually and record was verified. Refer report "Keputusan Ujian Pengepaman" from Dxxx Rxxx Sdn Bhd dated 21/01/2022.</p>	
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. - Minor compliance -	There is no construction of bunds, weirs and dams across main rivers or waterways passing through an estate. Verification through site visit, there is no encroachment near waterways in the estate.	Complied
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles). - Minor compliance -	Roadside drains been practice in the field especially on the hilly area. Water harvesting in the workshop and was practices for daily general cleaning usage.	Complied
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value			

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Criterion / Indicator		Assessment Findings	Compliance																
4.5.6.1	<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> <ul style="list-style-type: none"> a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (<i>e.g.</i> The International Union on Conservation of Nature and Natural Resources (IUCN) status 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>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has conducted HCV and Biodiversity Assessment for SOU 1 Operating units dated 27-30/04/2015. Details of HCV area as below:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Area</th> <th>Hectarage, Ha</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Sungai Dingin Estate</td> <td>River reserve</td> <td>3.56</td> <td>HCV 4</td> </tr> <tr> <td>Jentayu Estate</td> <td>Pond</td> <td>0.71</td> <td>HCV 4</td> </tr> <tr> <td>Somme Estate</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table> <p>The HCV report has detailed up the information on Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that significantly affected by the estate activities and Conservation status (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).</p>	Estate	Area	Hectarage, Ha	HCV	Sungai Dingin Estate	River reserve	3.56	HCV 4	Jentayu Estate	Pond	0.71	HCV 4	Somme Estate	N/A	N/A	N/A	Complied
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4.5.6.2	<p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <ul style="list-style-type: none"> a) Ensuring that any legal requirements relating to the protection of the species are met. b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts. <p>- Major compliance -</p>	<p>Monitoring of HCV area has been conducted by the management and reported in the Sire Observation reports. The is no RTE as per HCV report in the sampled estates. Monitoring of HCV & Conservation Areas has details up if any:</p> <ol style="list-style-type: none"> 1. Encroachment/ sign of trespassing 2. Wildlife issue/ conflict/ sightings 3. Pollution/ erosion/ issue 4. Others <p>Latest monitoring report sighted on April 2023. Samples estate has placed awareness signage on Discouraging any illegal or inappropriate hunting, fishing or collecting activities at HCV area.</p> <p>Awareness training related HCV and Biodiversity has been conducted: Jentayu Estate: 16/03/2023</p>	Complied																

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Criterion / Indicator		Assessment Findings	Compliance												
		Somme estate: 20/04/2023 Sungai Dingin Estate: 27/02/2023													
4.5.6.3	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required. - Major compliance -	Refer HCV / Biodiversity Management Plan FY2023. Details tabulated in the table below: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Objective</th> <th style="width: 50%;">Action Plan</th> </tr> </thead> <tbody> <tr> <td>To keep maintain buffer zone markers with white paint</td> <td>Marking the palm oil trunk with white paint</td> </tr> <tr> <td>To install the signage at site and retrievable on Map (HCV 4)</td> <td>Marking of slope (erosion prone area) on the map and in the field</td> </tr> <tr> <td>To conduct buffer zone training for sprayers</td> <td>To conduct training during morning muster</td> </tr> <tr> <td>To monitor and record the wildlife</td> <td>Monitoring conduct by AP</td> </tr> <tr> <td>Promote soil conservation and prevent erosion</td> <td>Judicious spraying and minimal spray brief during training</td> </tr> </tbody> </table>	Objective	Action Plan	To keep maintain buffer zone markers with white paint	Marking the palm oil trunk with white paint	To install the signage at site and retrievable on Map (HCV 4)	Marking of slope (erosion prone area) on the map and in the field	To conduct buffer zone training for sprayers	To conduct training during morning muster	To monitor and record the wildlife	Monitoring conduct by AP	Promote soil conservation and prevent erosion	Judicious spraying and minimal spray brief during training	Complied
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To monitor and record the wildlife	Monitoring conduct by AP														
Promote soil conservation and prevent erosion	Judicious spraying and minimal spray brief during training														
Criterion 4.5.7: Zero burning practices															
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice. - Major compliance -	The group has established Responsible Agriculture Charter, revised in 2020, stating that under section 3.2: Commitment Towards No Deforestation and New Development on Peat, paragraph 3.2.5: Zero use of fire for land preparation and establish effective monitoring and prevention as well as proactive firefighting measures within a reasonable radius beyond our operational boundaries.	Complied												
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop.	Visit to the estate confirmed that no previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop hence, no special approval been obtained so far. Hence this requirement is not applicable.	Not Applicable												

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	Since no special approval been obtained so far for burning, hence this requirement is not applicable.	Not Applicable
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	Noted based on the records on the land clearing and felling for the replanting at visited estates, method of land clearing, and preparation was used such as felling & chipping, cambering/land forming and path construction.	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	For estates daily operation, the estate adopted the Sime Darby Plantation Agricultural Reference Manual, latest update issue no. 2, dated June 2021. The SOP covers as follows: <ol style="list-style-type: none"> 1. Planting Materials 2. Nursery Techniques 3. Replanting 4. Land Preparation 5. Planting Density 6. Maturity Age 7. Field upkeep 8. Manuring 9. Canopy Management 	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	<p>10. Water Management in Coastal and Peat Planting 11. Ablation 12. Ripeness Standard 13. Harvesting Interval 14. Loose fruit collection 15. Crop Protection 16. Weed Control 17. Leguminous Cover Crop Establishment 18. Rainfall Recording</p> <p>For Health, Safety and Environment, both mill and estates, Sime Darby Plantation Berhad has issued Health, Safety and Environment (HSE) Management System and Standard Operating Procedures.</p> <p>Sime Darby Plantation Berhad continuously updated the SOP established. Among the latest updated SOP as follows:</p> <ol style="list-style-type: none"> 1. UM HSE Management System Manual, UM/HSE/MS/01 2. First Aid in Workplace Procedure, UM/HSE/OCP/01 3. Safety Harvesting Procedure, UM/HSE/OCP/02 4. Personal Protective Equipment Procedure, UM/HSE/OCP/03 5. Chemical Safety Management Procedure, UM/HSE/OCP/04 6. Permit to Work (PTW) Procedure, UM/HSE/OCP/05 7. OSH Risk Management Procedure, UM/HSE/SE/01 <p>Sime Darby Plantation Berhad has established mechanism to check the effective implementation of the procedure. Among the mechanism such as Performance Monitoring Visit, SORA/SCRA visit, Agronomist visit and Internal Audit.</p>	

Criterion / Indicator		Assessment Findings	Compliance
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals. - Major compliance -	Addressed in the Sime Darby Plantation Group Sustainability and Quality Policy Statement signed by the Group Managing Director on 2/12/2019 and Responsible Agriculture Charter under section 3.1 Protect and conserve biodiversity and ecosystems stated as follows: "3.1.2 - Management of erosion by protection of steep slopes and river reserves within our operations and promote restoration programs." Sime Darby Plantation Berhad has also established Interim Guideline titled Reclassification of Conservation Set Aside (CSA) for Upstream Operation. Refer doc. no. PSQM/ENV/GD/INT02, ver. 2 dated 01/04/2019 under section 3.0 The Reclassification Process. The guideline stated as follows: "3.1.2 - R&D-PAU will provide the estate with geo-referenced elevation map for them to demarcate the above 25-degree areas in the replant. *No replanting is allowed of any individual, contiguous area of steep slopes (greater than 25 degrees) larger than 25 ha within the Unit of Certification."	Complied
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	Estates visited had a visual identification/reference system for each established field/block and maps established. Field numbers and hectare were marked on palms and in some areas on concrete slaps.	Complied
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	SOU 1 has continued its commitment to long term sustainability and improvements through a capital expenditure program. The management has forecasted 5 years business plan from FY 2023 – FY 2027.	Complied

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Criterion / Indicator		Assessment Findings	Compliance						
		<p>Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. Sighted the annual budget FY 2023 and business plan FY 2023 – FY 2027.</p> <p>In the 5 years business plan include items as follows:</p> <p>Oil Palm Estate</p> <ul style="list-style-type: none"> i. Total crop projection and yield potential ii. Activity direct cost <ul style="list-style-type: none"> a. Mature upkeep b. Manuring c. Harvesting and collection d. Transportation e. Nursery iii. Estate administration <ul style="list-style-type: none"> a. Admin Cost iv. Labour overhead v. Road and bridges vi. Cost of production <p>The budget plan was reviewed annually with both actual and forecasted amount for 5 years (up to 2027) and well documented upon request.</p>							
4.6.2.2	<p>Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years.</p> <p>- Major compliance -</p>	<p>SOU 1 has long range replanting program until FY 2027. Replanting planned for the palm older than 25 years, non-performance field (yield) and Ganoderma infected palm. Observed the replanting program for the next financial year as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 10%;">2023</td> <td style="width: 10%;">2024</td> <td style="width: 10%;">2025</td> <td style="width: 10%;">2026</td> <td style="width: 10%;">2027</td> </tr> </table>		2023	2024	2025	2026	2027	Complied
	2023	2024	2025	2026	2027				

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Criterion / Indicator		Assessment Findings					Compliance	
		Jentayu Estate	113.48	0.00	156.12	171.46	0.00	
		Somme Estate	0.00	0.00	0.00	0.00	0.00	
		Sungai Dingin Estate	204.30	216.60	264.51	253.41	266.40	
4.6.2.3	<p>The business or management plan may contain:</p> <ul style="list-style-type: none"> a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production: cost per tonne of FFB d) Price forecast e) Financial indicators: cost benefit, discounted cash flow, return on investment <p>- Major compliance -</p>	<p>All relevant information contained in the annual budget plan for as sighted in annual budget FY2023 such as:</p> <ul style="list-style-type: none"> i. Total crop projection and yield potential ii. Activity direct cost <ul style="list-style-type: none"> a. Mature upkeep b. Manuring c. Harvesting and collection d. Transportation e. Nursery iii. Estate administration <ul style="list-style-type: none"> a. Admin Cost iv. Labour overhead v. Road and bridges vi. Cost of production 					Complied	
4.6.2.4	<p>The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.</p> <p>- Major compliance -</p>	<p>The budget plan was reviewed annually with both actual and forecasted amount for 5 years (up to 2027) and well documented. The document was available for review upon request.</p>					Complied	

Criterion / Indicator		Assessment Findings	Compliance																		
Criterion 4.6.3: Transparent and fair price dealing																					
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	The pricing mechanism was included contract agreement between the Contractors and Sime Darby Plantation Berhad. Reviewed the contract agreement as follows: 1. Letter of Appointment between Sime Darby Plantation Berhad and Rxx Txxxxxxxx Sdn. Bhd., refer LOA no. NTR/xxx/2021/SOU 1/x under section 2. Rate of Service 2. Contract agreement between Sime Darby Plantation Berhad and Sxxxxxxxx Kxxxxx Enterprise under section 2. Payment 3. Contract agreement between Sime Darby Plantation Berhad and Kxxxxxxx Rxxxx Enterprise under section 2. Payment	Complied																		
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	The contractors were provided with contract that are fair, legal and transparent and agreed payments terms. The payment terms were included in the contract agreement under section 3.0 Payment Terms. The payments were made as per payment terms agreed in the contract. Reviewed payment made to the FFB supplier/ contractors as follows: <table border="1" data-bbox="1041 1061 1870 1260"> <thead> <tr> <th>Contractor</th> <th>Invoice Date</th> <th>Payment Date</th> </tr> </thead> <tbody> <tr> <td>Rxx Txxxxxxxx Sdn. Bhd</td> <td>12/02/2023</td> <td>28/02/2023</td> </tr> <tr> <td>Sxxxxxxxx Kxxxxx Enterprise</td> <td>03/03/2023</td> <td>06/03/2023</td> </tr> <tr> <td></td> <td>03/04/2023</td> <td>07/04/2023</td> </tr> <tr> <td>Kxxxxxxx Rxxxx Enterprise</td> <td>31/03/2023</td> <td>05/04/2023</td> </tr> <tr> <td></td> <td>30/04/2023</td> <td>09/05/2023</td> </tr> </tbody> </table>	Contractor	Invoice Date	Payment Date	Rxx Txxxxxxxx Sdn. Bhd	12/02/2023	28/02/2023	Sxxxxxxxx Kxxxxx Enterprise	03/03/2023	06/03/2023		03/04/2023	07/04/2023	Kxxxxxxx Rxxxx Enterprise	31/03/2023	05/04/2023		30/04/2023	09/05/2023	Complied
Contractor	Invoice Date	Payment Date																			
Rxx Txxxxxxxx Sdn. Bhd	12/02/2023	28/02/2023																			
Sxxxxxxxx Kxxxxx Enterprise	03/03/2023	06/03/2023																			
	03/04/2023	07/04/2023																			
Kxxxxxxx Rxxxx Enterprise	31/03/2023	05/04/2023																			
	30/04/2023	09/05/2023																			
Criterion 4.6.4: Contractor																					

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Criterion / Indicator		Assessment Findings	Compliance
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	The contractors were made to understand the MSPO requirements and shall provide the required documentation and information through meetings and trainings. Records of attendance of the meetings were available for verification. All contracted parties/vendors were required to signed Vendor Integrity Pledge (VIP) and to comply with para: - a (i); Vendor Code of Business Conduct (VCOBC) - a (ii); all applicable laws and regulations related anti-bribery, fraud, and corruption.	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Contract agreements between the mill and its contractors were made available. Generally, the elements of sustainability such as obligations to legal compliance, workers' welfare, safety and environmental issues. Reviewed the contract agreement as follows: 1. Letter of Appointment between Sime Darby Plantation Berhad and Rxx Txxxxxxxx Sdn. Bhd., refer LOA no. NTR/xxx/2021/SOU 1/x under section 2. Rate of Service 2. Contract agreement between Sime Darby Plantation Berhad and Sxxxxxxxx Kxxxxx Enterprise under section 2. Payment 3. Contract agreement between Sime Darby Plantation Berhad and Kxxxxxxx Rxxxx Enterprise under section 2. Payment	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	All contracted parties/vendors were required to signed Vendor Integrity Pledge (VIP) and to comply with para: - a (i); Vendor Code of Business Conduct (VCOBC) - a (ii); all applicable laws and regulations related anti-bribery, fraud, and corruption.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		In the VCOBC under section 4. Responsibility and Compliance with the Vendor COBC stated as follows: "We have the rights to audit the vendors to verify compliance with this Vendor COBC and/or with the requirements set out in the third-party agreements to permit ongoing assessment of risk"	
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. - Major compliance -	All works performed at the estates are checked and verified by the estate's personnel. Projects where tenders are issued by HQ are checked by representative from HQ.	Complied
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.7.2: Peat Land			
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed.	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable

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Criterion / Indicator		Assessment Findings	Compliance
- Minor compliance -			
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable

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Criterion / Indicator		Assessment Findings	Compliance
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -	No development of new planting in SOU 1 Sungai Dingin. Thus, the indicator was not applicable.	Not Applicable

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

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	Sime Darby Plantation Berhad maintain the current Group Sustainability & Quality Policy signed by Group Managing Director on 02/12/2019 include the statement on commitment towards MSPO implementation. The memo describes company commitment to comply on the MSPO standards implementation and towards certified sustainable palm oil products.	Complied
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	The policy established mention that Sime Darby Plantation Berhad are committed to making: 1. Promoting Good Governance and Transparency 2. Contributing to a better society 3. Minimizing environmental harm 4. Delivering sustainability quality This policy shall be guided by the commitment spelt out in the company's: 1. Responsible Agriculture Charter (RAC) 2. Human Right Charter (HRC) 3. Innovation & Productivity Charter (IPC)	Complied

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	MSPO Internal Audit for has been conducted on 10/03/2023. Total 3 major, 0 minor non-conformity and 0 Opportunity for Improvement raised. Seen the Internal Audit Report with root cause identified for the non-conformities raised. All the non-conformities closed accordingly. Refer Sustainability Certification Online Tracking System (SCOTS).	Complied
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strength and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	Internal audit procedure has been established. Refer Internal audit Procedure with reference number SDP/GSD/SCU/IAP dated 31/01/2023. Total 3 major, 0 minor non-conformity and 0 Opportunity for Improvement raised. Seen the Internal Audit Report with root cause identified for the non-conformities and OFIs raised. All the non-conformities closed accordingly. Refer Sustainability Certification Online Tracking System (SCOTS).	Complied
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	The internal audit report has been prepared in the Sustainability Certification Online Tracking System (SCOTS). Management review meeting was conducted to review the findings of the internal audit.	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	Sime Darby Plantation Berhad has established SOP for Management Review documented in Standard Operation Manual, Sub-Section 5.6, dated: 25/5/2015. Based on the SOP established, the frequency for management review needs to be carried out at least once a year.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>The latest management review meeting was carried out on 05/05/2023 at Sungai Dingin POM where the agenda that discussed as below:</p> <ol style="list-style-type: none"> 1. Opening by Chairman 2. Result of internal audit 3. Customer feedback 4. Process performance and product conformity 5. Status of preventive and corrective action 6. Follow up action from management review 7. Recommendation of improvement 	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	<p>The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company.</p> <p>- Major compliance -</p>	<p>In consideration to of environmental and social impact, the operating units has established continuous improvement plan. Reviewed the sampled established FY 2023 as follows:</p> <ol style="list-style-type: none"> 1. Refurbish toilet and bathroom floor and wall tilling at worker housing complex 2. Heavy duty premix road from main road to the worker housing complex estimated 1000m 3. Gas detector – to comply with the ICOP 2010, confined space 4. Streetlight from main road to the AP post Sedim 5. Expansion building for Surau for male/female 	Complied
4.1.4.2	<p>The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.</p>	<p>Any new technology and/or innovation equipment is subject to approval by Regional Offices and Headquarters. The new</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	information is updated to employees through morning briefings, memo, meetings, station training. Whenever new technology or system are introduced, awareness briefing is provided to the employees at all levels prior to the implementation.	
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. - Major compliance -	Sime Darby Plantation Berhad has revised their Grievance Response Standard Operating Procedure, ver. 2, approved on 18/07/2022. Procedure describes the process for handling communication with external parties on social matters includes complaints, grievances, request and process for handling communication regarding social issues. The record of communication with the internal and external stakeholder was available and verified during audit. The implementation was followed as per procedure.	Complied
4.2.1.2	The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	The management has disseminated the information of the documents that made publicly available such as management plan, OSH plan, audit reports and land titles upon request during the stakeholder meetings. Besides, internal and external stakeholders could access to the company's website to obtain information such as policies, annual report and complaint procedures. The link for publicly available https://simedarbyplantation.com/sustainability/	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			

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Criterion / Indicator		Assessment Findings	Compliance
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	Sime Darby Plantation Berhad has revised their Grievance Response Standard Operating Procedure, ver. 2, approved on 18/07/2022. Procedure describes the process for handling communication with external parties on social matters includes complaints, grievances, request and process for handling communication regarding social issues. The record of communication with the internal and external stakeholder was available and verified during audit. The implementation was followed as per procedure.	Complied
4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> . - Minor compliance -	The management has appointed Sr. Manager Mill for the Social Person in Charge for Sungai Dingin POM.	Complied
4.2.2.3	A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. - Major compliance -	Sighted List of stakeholders for the year of 2023. The list was updated on 01/01/2023. Latest meeting with stakeholder conducted on 22/03/2023.	Complied
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - Major compliance -	Procedure on Traceability has been established. Refer Sustainable Supply Chain and Traceability Procedure for Upstream Malaysia with reference number SD/SDP/GSD/SCCS/05222/01 dated 01/06/2022. Sungai Dingin POM has implemented and maintained the requirement of traceability system by kept all record weighbridge ticket and daily monitoring report. The weighbridge ticket provided the following details: <ul style="list-style-type: none"> • Supplied from which estate • Product (FFB or Loose fruit) 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> • Delivery notes from estates stating the weight and fruit grade (A or B) • D.O Number • Weight of the shipment • Date of the shipment <p>For despatch of CPO & PK, the weighbridge ticket includes the following information to enable the customer to trace the CPO source:</p> <ul style="list-style-type: none"> • Customer Name • Destination of the CPO • Product • DO number • PO number • Weight of the product. 	
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	Management has conducted regular inspection on compliance with the traceability system. The method of inspection is by conducting MSPO internal audit. Based on the inspection, there was no finding raised with regards to the implementation of traceability procedure.	Complied
4.2.3.3	The management shall identified and assign suitable employees to implement and maintain traceability system. - Minor compliance -	The overall personal in charge for the traceability is the Head of Operating Unit. Refer Procedure on Traceability has been established. Refer Sustainable Supply Chain and Traceability Procedure for Upstream Malaysia with reference number SD/SDP/GSD/SCCS/05222/01 dated 01/06/2022 Section 4.0 Responsibilities.	Complied

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Criterion / Indicator		Assessment Findings	Compliance															
		In the operating units, management has assigned Person In charge for Environmental/ Quality Management System. Refer Appointments letters dated 05/01/2023.																
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	Records of CPO & PK sales & delivery including Weighbridge Tickets together with sales Delivery Note (DO Chit) and Daily Record (Daily CPO/PK Despatch Summary Logbook) were maintained based on Standard Operating Procedure. Sample of ticket as below: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>CPO</th> <th>PK</th> </tr> </thead> <tbody> <tr> <td>Date</td> <td>01/04/2023</td> <td>31/03/2023</td> </tr> <tr> <td>Document No.</td> <td>028469</td> <td>028463</td> </tr> <tr> <td>Lorry No.</td> <td>BQG7767</td> <td>WRX8796</td> </tr> <tr> <td>Weight, MT</td> <td>40.54</td> <td>36.09</td> </tr> </tbody> </table>		CPO	PK	Date	01/04/2023	31/03/2023	Document No.	028469	028463	Lorry No.	BQG7767	WRX8796	Weight, MT	40.54	36.09	Complied
	CPO	PK																
Date	01/04/2023	31/03/2023																
Document No.	028469	028463																
Lorry No.	BQG7767	WRX8796																
Weight, MT	40.54	36.09																
4.3 Principle 3: Compliance to legal requirements																		
Criterion 4.3.1 – Regulatory requirements																		
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance -	Sime Darby Plantation Berhad have established a mechanism to ensure compliance to legal and other requirement and documented in MQMS (Mill Quality Management System) under Standard Operation Manual distributed to all operating units. As to date, Sungai Dingin POM comply with all the applicable local, state, national and ratified international laws and regulations. Among the Permits and License sampled were: <ol style="list-style-type: none"> 1. MPOB Licence #530978004000 valid from 01/07/2022 to 30/06/2023 2. Energy Commission Permit #56988 valid from 29/07/2022 to 28/07/2023 	Complied															

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Criterion / Indicator		Assessment Findings	Compliance
		3. DOE Licence #003648 valid from 01/07/2022 to 30/06/2023 4. Syarat-Syarat Lesen #AS(B)K31/152/000/010 JLD12 valid from 01/07/2022 to 30/06/2023 5. Weighbridge calibration by De Metrology Sdn Bhd #C038061429 inspected on 03/11/2022 6. Salary deduction permit #PMT/10203/2017/0025(6) dated 04/06/2017 7. Competence person #CePPOME/2218247 to NRIC 820701-XX-XXXX valid from 12/10/2022 to 12/10/2023 8. Authorize Entrant and Standby Person for Confined Space #NW-HQ-AE-3889-P to NRIC 770215-XX-XXXX	
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirements register. - Major compliance -	Sungai Dingin POM Certification Units has ensured legal compliance is in place. Refer Legal Other Requirement Register (LORR) Summary of Compliance updated January 2023. The system purposely to track changes to the laws and regulations. Among the latest updated laws were: <ul style="list-style-type: none"> • Minimum wages order 2022 • Employees’ Social Security (Amendment) Act 2022 • Employment Insurance System (EIS) (Amendment) Act 202 • Employment (Amendment) Act 2022 	Complied
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units. HQ Department and respective operating units will undertake the responsibility of identifying,	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance.</p> <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. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. E.g., regular notification by Head Office and regular updates from the DOE/DOSH websites as well as from MAPA circulars.</p>	
4.3.1.4	<p>The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.</p> <p>- Minor compliance -</p>	<p>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 indicate that the system is appropriate to the operations. Tracking system on any changes in the law is well implemented.</p> <p>In the operating units, management has assigned Person In charge for Environmental/ Quality Management System. Refer Appointment letters dated 05/01/2023.</p>	Complied
Criterion 4.3.2 – Lands use rights			
4.3.2.1	<p>The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users.</p> <p>- Major compliance -</p>	<p>Sungai Dingin POM located on a land under the Lot No. 57xxx with the land title still stated the name of Kumpulan Jerai Sdn Bhd. The changing of name and land title condition is still in process.</p>	Complied
4.3.2.2	<p>The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.</p>	<p>Verified the copy of the land title Lot 57xxx for Sungai Dingin POM of ownership by Sungai Dingin Estate. Noticed a letter from Kedah Zone Office dated 14/04/2022 pertaining the change of ownership</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	of the mentioned Land title. Verified that the process of changing the name and conditions of land title is still ongoing.	
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	A fence was erected as boundary along Sungai Dingin POM.	Complied
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	At time of visit, there was no evidence to show of any land disputes in SOU 1 operating units. The land belongs to Sime Darby Plantation Berhad and land ownership documents verified. Noted during consultation with the local communities confirmed that no encroachment of land and land dispute reported.	Not Applicable
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes. Thus, the criteria were not applicable.	Not Applicable
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes. Thus, the criteria were not applicable.	Not Applicable
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes. Thus, the criteria were not applicable.	Not Applicable
4.4 Principle 4: Social responsibility, health, safety and employment condition			

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	<p>Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance -</p>	<p>The mill has conducted Social Impact Assessment (SIA) conducted in February to March 2015. The assessment conducted was include the feedbacks from the stakeholder engagement meeting. Besides providing socio-economic baseline data, the report highlighted various issues (complaints, requests and comments) raised by the stakeholders of mill.</p> <p>The mill has established action plan for Social Assessment year 2023. The action plan taking consideration issue such as issue from Workers, surrounding communities, government agencies, suppliers, contractors, staff and management.</p>	Complied
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has revised their Grievance Response Standard Operating Procedure, ver. 2, approved on 18/07/2022. Procedure describes the process for handling communication with external parties on social matters includes complaints, grievances, request and process for handling communication regarding social issues. The record of communication with the internal and external stakeholder was available and verified during audit. The implementation was followed as per procedure.</p>	Complied
4.4.2.2	<p>The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties.</p> <p>- Major compliance -</p>	<p>The mill adopts Sime Darby Plantation Berhad HQ Oil Palm Pal (OPP) online platform to record any housing repair from workers. Based on the records, all the complaints were lodged on defects of housing facility, and request of facility (e.g., room door damage, lamp malfunctions, etc.)</p>	Complied

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		<p>There was no complaint or grievance lodged by external stakeholder since the last assessment. Verification of the records of complaints lodged the actions taken by the management were found to be appropriate and timely manner.</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.</p> <p>Consultation and communication were conducted through written reports and meetings. Any communication/request/grievances from external stakeholder were recorded in the communication logbook or complaints form for stakeholders.</p> <p>For internal stakeholders, main grievances recorded were regarding housing repair. Sighted the Housing Repair form with latest report dated 18/03/2023. All complaints have been satisfactorily addressed by the mill.</p>	
4.4.2.3	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints.</p> <p>- Minor compliance -</p>	<p>The mill adopts SDPB HQ Oil Palm Pal (OPP) online platform to record any housing repair from workers.</p> <p>The platform is available with QR code and both estate management established manual complain platform through Complaint Book available at estate.</p> <p>Onsite interviewed with attended external stakeholders informed they are aware of the complaint mechanism.</p> <p>Onsite interviewed with sampled workers informed they aware on the online platform via OPP and 'Suara Kami'.</p>	Complied
4.4.2.4	<p>Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.</p>	<p>Interview with the internal and external stakeholders during stakeholder consultation found that they were aware of the complaint procedure, and they were briefed by the management</p>	Complied

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	- Minor compliance -	during stakeholder meeting. "Workers Helpline System was the latest method for workers to make any complaint and grievances, Awareness training has been conducted 30/06/2022.	
4.4.2.5	Complaints and solutions within the past 24 month shall be documented and be made available to affected stakeholders upon request. - Major compliance -	Record review found that previous complaints and requests for the past 24 months are available.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation. - Minor compliance -	Since the last assessment, among the contributions from the mill were: 1. Local job opportunity. 2. Hindu Religion prayers dated 01/05/2022 – The event was conducted at Mill’s premise. The mill also approved using the mill transportation for the event as well as providing food and beverages. 3. Local stakeholder donation event on 22/05/2022.	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented. - Major compliance -	Sime Darby Plantation Berhad has established Group HSE Policy dated 15/05/2022 signed by the Group Managing Director. In the policy stated the company commitment to the well-being of its employee, providing safe and healthy working environment, pre-emptively preventing our employees and external parties in the operations from injury and ill health as well as operating in an environmentally responsible manner at global operating sites.	Complied

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	<p>Policy also stated the commitment to comply with statutory requirements, inculcating the culture of safety and health, improving the management of occupational safety, health related and environmental matters eliminating or minimizing any potential adverse effect on the environment arising from or business activities and to educate and encourage stakeholders in maintaining and enhancing the quality of the health, safety and environment.</p> <p>The GSD and RSQM Department is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>The mill has established Safety and Health Plan and reviewed on annually basis. The plan covers on OSH Legal Compliance, Emergency Response Plan, OSH Management System and Risk Management, HIRADC, training, OSH committee meeting, workplace inspection, medical surveillance and etc.</p> <p>Reviewed the implementation of the management plan as follows:</p> <ol style="list-style-type: none"> 1. As per CHRA recommendation, the mill conducted medical surveillance for workers expose to N-Hexane and Manganese Welding Fumes on annually basis. Latest medical surveillance was conducted on 10/05/2022 by OHD with DOSH reg. no. HQ/12/DOC/00/262. 18 workers were examined and found fit to work as chemical handlers. 2. The mill monitored the Contractors safety and health performance on monthly basis. Reviewed the monitoring records for Krishnan Ramoo Enterprise dated 04/04/2023, 31/03/2023, 28/02/2023 and 31/01/2023. 	

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		<p>3. As per NRA report, the mill conducted audiometric test on annually basis. latest test was conducted on 11/04/2022 – 25/04/2022 by OHD with DOSH reg. no. HQ/08/DOC/00/3. From 8 workers sent for test, 6 were found with STS and required for OHD examination. The examination was conducted on 31/10/2022 – 24/11/2022.</p> <p>4. The mill conducted fire extinguisher monitoring on monthly basis. Reviewed the monitoring records dated 28/04/2023.</p>	
4.4.4.2	<p>The occupational safety and health plan should cover the following:</p> <p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risk of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:</p> <p>i. All employees involved are adequately trained on safe working practices;</p> <p>ii. All precautions attached to products should be properly observed and applied;</p> <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997</p>	<p>a) Sime Darby Plantation Berhad has established Group HSE Policy dated 15/05/2022 signed by the Group Managing Director. The policy is written in Bahasa and English language that can be easily understood by all levels of its employees. The policy has been communicated to the workers through induction training for new workers, morning briefing, iCARE Safety and Health Townhall meeting, and displayed at various notice board within the mill. Reviewed the training records entitled New workers, ILO briefing, employment conditions, Safety Policy, Human Right Charter, Responsible Agriculture charter training dated 21/03/2022 and 09/09/2022</p> <p>b) The operating units sampled has conducted assessment for risk on all the operations. Reviewed the risk assessment as follows:</p> <p>1. Latest CHRA conducted on 16/10/2020 by assessor with DOSH reg. no. HQ/09/ass/00/124. Refer report no. HQ/09/ASS/00/124-2020/0058.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>2. Noise Risk Assessment was conducted on 11/03/2020 by assessor with DOSH reg. no. HQ/18/PEB/00/00021.</p> <p>3. The mill has established the HIRARC register for all operation. Latest review was conducted on 23/03/2023 on Threshing Station due to accident occur on 16/03/2023</p> <p>c) The mill has established training program for employees exposed to chemicals used at the palm oil mill to ensure the continuous awareness to the employee. Reviewed the training records as follows:</p> <ol style="list-style-type: none"> 1. Chemical handling and oil spillage training dated 21/05/2022 2. Chemical exposure monitoring and LEV briefing dated 27/03/2023 3. PPE special toolbox for chemical handlers as per CHRA training dated 23/12/2022 <p>d) The mill provided appropriate PPE to all workers according to the job type. The PPE given as per CHRA report, NRA report, HIRARC, Safety Work Procedure Oil Palm Estate Operation dated 01/11/2021 and Personal Protective Equipment (PPE) Procedure, doc ref. no. UM/HSE/OCP/03 dated 09/03/2021.</p> <p>Reviewed the PPE issuance records for workers in Laboratory and Workshop recorded in "Rekod Penyerahan & Pemakaian Pakaian Perlindungan Diri (PPE)".</p>	

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	<p>e) Procedure for chemical handling was address in the Chemical Safety management Procedure, ver. 0, dated 09/03/2021. Refer doc. no. UM/HSE/OCP/04.</p> <p>The chemical for water treatment and laboratory for boiler were stored in the designated store under lock and key. in accordance with the Occupational Safety and Health Act 1994 (Act 514) and Pesticides Act 1974 (Act 149) and Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The Mill Manager has been appointed as Person Responsible / Chairman for Safety and Health in the estate as per appointment letter dated 01/01/2023 signed by the Regional CEO, Northern Region. This is accordance to the Safety and Health Committee Procedures, ver. 0 dated 17/11/2021 under section 4. Roles & Responsibilities and section 6. Composition of Safety and Health Committee under subsection 6.2. Appointment of Chairman, Secretary and Other Members. Refer doc. No. UM/HSE/OCP/08.</p> <p>The management has established Safety Committee Member consist of Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate/Mill Manager. The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting.</p>	

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	<p>g) The operating units conducted safety and health committee meeting as per Safety and Health Committee Procedures, ver. 0 dated 17/11/2021 under section 7. Meetings of Safety and health Committee under subsection 7.1. Frequency of Meetings of Committee. Reviewed the minutes meeting conducted as follows:</p> <table border="1" data-bbox="1131 635 1872 703"> <tr> <td>02/2023</td> <td>01/2023</td> <td>04/2022</td> <td>03/2022</td> </tr> <tr> <td>07/03/2023</td> <td>09/01/2023</td> <td>15/10/2022</td> <td>15/07/2022</td> </tr> </table> <p>h) Sime Darby Plantation Berhad has established Accident and emergency procedures under procedure as follows:</p> <ol style="list-style-type: none"> 1. Incidents, Accidents and Non-compliance Management Procedures, ver. 1, dated 01/06/2022. Refer doc. no. UM/HSE/SP/03 2. Emergency Preparedness Response Procedure, ver. 0, dated 17/11/2021. Refer doc. no. UM/HSE/SP/02 <p>The mill maintains the records of accidents including JKKP 6 forms reported to DOE, medical leaves certificates, accidents investigations reports and HIRARC review. The accidents occurrence was reported to the Headquarters through Rapid 4 systems and DOSH by submitting the JKKP 6 form through MyKKP system. Reviewed Rapid 4 reports dated 04/04/2023 and 14/03/2023, JKKP 6 for accident occurred on 22/09/2022 and 25/07/2022 and JKKP 7 dated 28/07/2022.</p> <p>The mill was equipped the mill and housing area with appropriate firefighting equipment. Sighted during site visit, the fire extinguishers were in satisfactory condition. The mill conducted firefighting training/ Fire Drill on annually basis.</p>	02/2023	01/2023	04/2022	03/2022	07/03/2023	09/01/2023	15/10/2022	15/07/2022	
02/2023	01/2023	04/2022	03/2022							
07/03/2023	09/01/2023	15/10/2022	15/07/2022							

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		<p>Reviewed the latest fire drill training collaboration with Kulim Hi-Tech Fire Department dated 25/10/2022.</p> <p>Noted during interview with the workers, the understanding of the emergency procedures and usage of firefighting equipment was satisfactory.</p> <p>i) Sime Darby Plantation Berhad has established First Aid in Workplace Procedure, ver. 0, dated 09/03/2021. Refer doc. No. UM/HSE/OCP/01.</p> <p>First aid kit and first aider present at various workstation at the mill. The mill has appointed the field supervisor as trained first aider. The first aid kit monitoring was conducted on monthly basis. reviewed the monitoring records in First Aid Kit Inspection form dated 28/04/2023.</p> <p>The mill continuously provided training to the appointed first aider to enhance the knowledge training for appointed First Aider. Reviewed the training conducted on 02/05/2023. The mill also sends the trained first aider to attend Competent First Aider training.</p> <p>j) Records of all accidents are kept. Accident incidences are reviewed during the safety meetings. Records on Lost Time Accident (LTA) metrics was maintained. Accident records are found to be updated. JKKP 8 form were submitted to DOE through MyKKP systems. Sighted the samples of accident statistic FY 2022 as follows:</p> <table border="1" data-bbox="1131 1337 1615 1367"> <tr> <td>Accident Cases</td> <td>LTA</td> </tr> </table>	Accident Cases	LTA	
Accident Cases	LTA				

Criterion / Indicator		Assessment Findings		Compliance
		3	73	
Criterion 4.4.5: Employment conditions				
4.4.5.1	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established Group Sustainability & Quality Policy Statement dated 2/12/2019 by Group Managing Director where the company is respecting, upholding & no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020. Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020. 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 SDPB. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, and business partners, workers in our operations and supply chains, and communities surrounding our operations.</p> <p>The policies were communicated to the employees during induction training for new employees and morning muster. Latest Policy Briefing was conducted at Sungai Dingin POM on 13/01/2023.</p>		Complied
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human</p>		Complied

Criterion / Indicator		Assessment Findings	Compliance
		Rights. They promote diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity union membership, political affiliation or age. The policy has been briefed to all the employees on 30/01/2023 and to stakeholders during the stakeholder meeting on 22/03/2023.	
4.4.5.3	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage. - Major compliance -	There were employment contracts for staffs and workers. Pay and conditions are documented and achieved the Minimum Wage Order 2022. Sampled of employment contracts confirmed that terms and conditions are clearly outlined as per collective agreement and Employment Act 1955 which have been signed by the worker. Sampled of agreement pay slips for Aug 2022, Oct 2022 and Feb 2023 as below: Employee Id: 0000xxx089 Employee Id: 0000xxx995 Employee Id: 0000xxx572 Employee Id: 0000xxx730 Employee Id: 0000xxx192 Employee Id: 0000xxx824	Complied
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. - Minor compliance -	Verified that the mill has engage with Kxxxxxx Rxxxx Enterprise for grass cutting work at Sungai Dingen POM. Sample of workers taken. Three sample of workers were taken name: 1. Cxxxxxxx Mxxxx A/L Sxxxxxxxxxxx 2. Kxxxxxx A/L Mxxxxxxx	Minor Non-conformity

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		<p>3. Sxxxxxxxx A/P Cxxxxxx Mxxxx.</p> <p>Sighted the employment contract of each employee is available for review, document dated 01/03/2022. The salary offered was RM 1,500.00. However, the salary slips reviewed shows that the salary was at RM 1,200.00. Interview with the workers verified that they are receiving RM1,200.00 per month. Thus, the Minor NC is raised.</p>	
4.4.5.5	<p>The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	<p>The mill management has registered all their workers into Employee Master Details Listing in SEMUA system where personal details such as full name, gender, date of birth, date join company, race, designation, and wages were recorded.</p>	Complied
4.4.5.6	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>The mill management has employed local and foreign workers from Indonesia. They are all under direct employment to the mill. All of them have signed on the employment contract prior to work and extension contract where the original contract has expired. Terms and conditions were according to Collective Agreement and Employment Act 1955. Sample of contract sample for the following employees were sighted:</p> <p>Employee Id: 0000xxx089 Employee Id: 0000xxx995 Employee Id: 0000xxx572 Employee Id: 0000xxx730 Employee Id: 0000xxx192 Employee Id: 0000xxx824</p>	Complied

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4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers. - Major compliance -	All the daily attendance were recorded by punch card system on daily basis and overtime was recorded in the individual card. Besides, the summary of Mill Daily Attendance Report for every month was developed and maintained as well.	Complied
4.4.5.8	The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable. - Major compliance -	All the daily attendance were recorded by punch card system on daily basis and overtime was recorded in the individual card. Sime Darby Plantation Berhad has obtain permit for overtime work not more than 130 hours per month from Peninsular Malaysia Labour Office as per letter dated 27/3/2017. Refer letter ref. no. BHG.PU/9/134 JLD 9 (11).	Complied
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance -	Wages and overtime were paid according to the "Punch card system". Total hours of overtime and daily attendance has recorded in the individual card. All of the sampled employees above have been paid in accordance to the Minimum Wage Order 2022 i.e. RM1500/month or RM57.69/day. Hours of overtime has recorded in the payslip and the payment for overtime were paid according to the legal requirements. Sampled of agreement pay slips for Aug 2022, Oct 2022 and Feb 2023 as below: Employee Id: 0000xxx089 Employee Id: 0000xxx995 Employee Id: 0000xxx572 Employee Id: 0000xxx730 Employee Id: 0000xxx192	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Employee Id: 0000xxx824	
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings. - Minor compliance -	The management has contributed 10kg of rice once every 2 months for all their workers. Apart from that, all the workers are provided with free medical facilities. In addition, all the workers are entitled with the phone allowance of RM5 for every month. Free housing facilities were provided to all the workers and their families.	Complied
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities. - Major compliance -	The mill’s management has provided free housing facilities to all the workers. Basic amenities such as water and electricity were provided to the workers. The mill workers are using SADA water. Linesite inspection was carried out on weekly basis by Medical Assistant using Housing Complex/ Nest/ Community Hall Inspections. PIOA, EWR, and Canteen – inspection conducted on 08/04/2023	Complied
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They seek to create a working environment with zero tolerance for sexual harassment and abuse and in which violence is never used to resolve issues or conflict. Latest Policy Briefing was conducted at Sungai Dingin POM on 13/01/2023 and latest Gender Committee meeting was conducted on 17/03/2023. The management has conducted the sexual harassment training on 05/04/2023.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.5.13 The management shall respect the right of all employees to form and join trade union and allow workers’ own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>Union meeting conducted on 29/12/2022 at Sungai Dingin POM. Attended by 13 employees, and workers representative. The minute of meeting is sighted, together with the attendance list.</p>	<p>Complied</p>
<p>4.4.5.14 Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has incorporated its policy on protecting the rights of children in the “Group Sustainability & Quality Policy Statement” mention in Indicator 4.1.1.2. Based on verification of workers register, there was no evidence that anyone below 18 years of age was recruited for employment.</p>	<p>Complied</p>
<p>Criterion 4.4.6: Training and competency</p>		
<p>4.4.6.1 All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.</p> <p>- Major compliance -</p>	<p>The mill maintained the training records conducted. Reviewed the sampled training records as follows:</p> <ol style="list-style-type: none"> 1. Welding SOP training dated 20 – 21/03/2023 2. Laboratory and sampling training dated 13/07/2022 3. ETP Operations and analytical testing 2022 (ETPOT 2022) training dated 30/08/2022 4. On site tractor (OST) driver training dated 25 – 26/10/2022 5. RSPO Supply chain standard training dated 29/09/2022 6. Fixing, operating and maintenance training dated 25/08/2022 7. SOP for boiler training dated 18/07/2022 	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		8. Safety and PPE training dated 25/04/2022	
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>The mill has conducted training need analysis for all employee, management and contractors. The need analysis was conducted based on the job designation and training required by the job type. Reviewed the training need analysis documented in the SOU 1 – KKS Sungai Dingin FY 2023 Training Requirement for Operating Units. 17 training were identified in the analysis conducted.</p>	Complied
4.4.6.3	<p>A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>The mill has established training schedule FY 2023 based on training need analysis conducted. The training program covers Policy, operation and OSH/others.</p> <p>Reviewed the training plan FY 2023. The program involves the executive, staff/ supervisor, workers and contractors. The identified training was programmed throughout the year.</p> <p>The program involves the executive, staff/ supervisor, workers and contractors. The identified training was programmed throughout the year.</p>	Complied
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>A Policy related to Environment has been established. Refer:</p> <ol style="list-style-type: none"> 1. Group Sustainability & Quality Policy Statement undersigned Group Managing Director dated 02/12/2019. 2. SDP Group Health, Safety & Environment (HSE) Policy undersigned Group Managing Director dated 05/05/2022. 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>3. Upstream Malaysia – Health, safety & Environment (HSE) Policy Statement undersigned Chief Executive Officer dated 01/06/2020.</p> <p>Environmental Management Plan was established and be in line with the relevant country and state environmental laws. The management plan was covered on:</p> <ol style="list-style-type: none"> 1. Waste Management Plan FY 2023 2. Biodiversity Action Plan FY2023 3. Identification & Management of Wastewater FY2023 4. Pollution and Prevention Plan FY2023 	
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <ol style="list-style-type: none"> a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations <p>- Major compliance -</p>	<p>The aspects and impacts analysis of all operations was documented in the Register of Environmental Aspects & Impacts, prepared on 16/01/2023. Applicable Legal updated as below:</p> <ol style="list-style-type: none"> 1. EQ (Clean Air) Reg. 1978 to EQ (Clean Air) Reg. 2014 2. FMA (Vehicle & Motor Noise) Reg 1989 to Occupational Safety & Health (Noise Exposure) Regulation 2019. <p>The mill had listed 14 areas or location for assessment for the mill activities. Among the station were:</p> <ol style="list-style-type: none"> 1. Reception 2. Sterilization 3. Thresher 4. Pressing 5. Clarification 6. Depericarping 7. Kernel Recovery 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		8. Boiler 9. Power Generation 10. Palm Product & Dispatch 11. Laboratory 12. Effluent Treatment 13. Workshop 14. Water Treatment Plan	
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored. - Major compliance -	Environmental Management Plan was established and be in line with the relevant country and state environmental laws. The management plan was covered on: 1. Waste Management Plan FY2023 2. Biodiversity Action Plan FY2023 3. Identification & Management of Wastewater FY2023 4. Pollution and Prevention Plan FY2023 The plan was reviewed by the mill management on annual basis. Environmental improvement plan was mitigating the negative impacts and promote the positive ones. The implementation was monitored by person in charge.	Complied
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Program to promote positive impact was documented in the Environmental Management Plan. The mechanism to promote it was conducted by Annual Training, Campaign, and Environment Meeting.	Complied
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards	Regular training and briefing were conducted by the mill manager to the employees. Sighted the annual training program and records related to the environmental training and briefing (refer to indicator	Complied

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Criterion / Indicator		Assessment Findings	Compliance								
	achieving objectives. - Major compliance -	4.4.6.1). Interview with the employees during the site visit indicated their good understanding regarding on the environmental issues. 1. Refer Policy, COBC Training dated 20/03/2023 2. HCV Management Training dated 10/04/2023									
4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - Major compliance -	Management has organized and conducted regular meetings with workers where concerns of workers about the environmental quality. Refer latest Environmental Performance Monitoring Committee (EPMC) dated 27/02/2023.	Complied								
Criterion 4.5.2: Efficiency of energy use and use of renewable energy											
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period - Major compliance -	Consumption of nonrenewable energy has been monitored as per established baseline value in the budget. Refer Energy Management Plan FY2023. <table border="1" data-bbox="1093 954 1865 1348"> <thead> <tr> <th>Objective</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td rowspan="2">To reduce diesel usage by shovel and forklift</td> <td>To ensure that the usage of shovel and forklift is minimized, and unnecessary usage is stopped</td> </tr> <tr> <td>To ensure that shovel and forklift engine is turned off when shovel and forklift in not in use for a long time</td> </tr> <tr> <td rowspan="2">To reduce fossil fuel (diesel) consumption from company owned fuel suing vehicle</td> <td>To ensure the vehicle engine is turn off during idle time</td> </tr> <tr> <td>To record vehicle activity in order to eliminate wasteful</td> </tr> </tbody> </table>	Objective	Action Plan	To reduce diesel usage by shovel and forklift	To ensure that the usage of shovel and forklift is minimized, and unnecessary usage is stopped	To ensure that shovel and forklift engine is turned off when shovel and forklift in not in use for a long time	To reduce fossil fuel (diesel) consumption from company owned fuel suing vehicle	To ensure the vehicle engine is turn off during idle time	To record vehicle activity in order to eliminate wasteful	Complied
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Criterion / Indicator		Assessment Findings	Compliance												
		<p>Sighted the sampled monitoring records for diesel record FY 2022 and TDT FY2023.</p> <p>Diesel</p> <table border="1"> <thead> <tr> <th>Month / Year</th> <th>Diesel, MT</th> <th>FFB, MT</th> <th>Diesel / FFB</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>43840.00</td> <td>39099.80</td> <td>1.12</td> </tr> <tr> <td>TDT Apr 2023</td> <td>9480.00</td> <td>11268.40</td> <td>0.70</td> </tr> </tbody> </table>	Month / Year	Diesel, MT	FFB, MT	Diesel / FFB	2022	43840.00	39099.80	1.12	TDT Apr 2023	9480.00	11268.40	0.70	
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4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>Sungai Dingin POM has estimation of total energy required. This estimation was compared to the actual usage monthly and reported to the head office for monitoring purposes. The estimation of total energy required is available in the annual budget prepared by the management of Sungai Dingin POM.</p>	Complied												
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimize use of renewable energy. Data is being compiled for comparison and control for future improvement. Apart from use of diesel for electricity, palm fiber and shells were also used to generate electricity through steam turbine and boiler.</p> <p>The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO. Electricity generation was through steam turbine and boiler where Palm fibre and PK shells were used as renewable energy/fuel.</p>	Complied												
Criterion 4.5.3: Waste management and disposal															
4.5.3.1	<p>All waste products and sources of pollution shall be identified and</p>	<p>Procedure of Schedule waste management has been established. Refer Waste Management Procedure for Estates & Mill dated May</p>	Complied												

Criterion / Indicator		Assessment Findings	Compliance				
	documented. - Major compliance -	<p>2022 with reference number SD/SDH/GSD/HSE/0522/01. Other reference made was Guidelines for Packaging, Labelling and Storage of Scheduled Wastes In Malaysia.</p> <p>Addressed in the Waste Management Procedure for Estates & Mill dated May 2022 with reference number SD/SDH/GSD/HSE/0522/01. Waste management were based on their categorization which is:</p> <ul style="list-style-type: none"> • Scheduled Waste • Hazardous waste • Non-Hazardous waste • Industrial waste • Construction waste • Agricultural waste • Office waste • General waste 					
4.5.3.2	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <p>a) Identifying and monitoring sources of waste and pollution.</p> <p>b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</p> <p>- Major compliance -</p>	<p>Management has established Waste Management Plan 2023. Among details in the management plan tabulated in the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Waste Generation</th> <th style="width: 50%;">Action Plan</th> </tr> </thead> <tbody> <tr> <td>Scheduled waste</td> <td> <ol style="list-style-type: none"> 1. Comply with Schedule waste regulation 2. Update inventory of SW in E-Swiss on monthly basis 3. Ensure storage of SW not exceed 180 days 4. Ensure each SW have labels </td> </tr> </tbody> </table>	Waste Generation	Action Plan	Scheduled waste	<ol style="list-style-type: none"> 1. Comply with Schedule waste regulation 2. Update inventory of SW in E-Swiss on monthly basis 3. Ensure storage of SW not exceed 180 days 4. Ensure each SW have labels 	Complied
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Criterion / Indicator		Assessment Findings		Compliance
		Industrial waste	<ol style="list-style-type: none"> 1. Liaise with Procurement Department for tendering process to appoint vendor to collect scrap metals 2. Ensure the contractor to dispose the debris after work completion 	
		Domestic waste	<ol style="list-style-type: none"> 1. Rubbish collected to be disposed at landfill operated by local authority 2. Provide adequate dustbins at the mill and linesite 3. Create awareness on hygiene among employees 4. Regular monitoring on cleanliness and hygiene 	
		Industrial Waste	<ol style="list-style-type: none"> 1. Monitoring of EFB Collection and Application 	
4.5.3.3	<p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p>- Major compliance -</p>	<p>Procedure of Schedule waste management has been established. Refer Waste Management Procedure for Estates & Mill dated May 2022 with reference number SD/SDH/GSD/HSE/0522/01. Other reference made was Guidelines for Packaging, Labelling and Storage of Scheduled Wastes In Malaysia.</p> <p>Based on the interview, generally, the workers have demonstrated good understanding in proper disposal of wastes. Training on schedule waste management has been conducted and record was available for verification.</p> <p>Record of Inventory of Schedule Waste and Disposal Record as per details below: Sungai Dingin POM</p>		Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Inventory</p> <ul style="list-style-type: none"> File reference Number: JAS.KKU.600-3/1/006 Date Reporting: 09/05/2023 Waste Generated: SW322, SW409 and SW410 <p>Disposal</p> <p>Sample 1</p> <ul style="list-style-type: none"> Disposal consignment note: 202212241226Z714 Date Disposal: 24/12/2023 SW409 (Disposed chemical containers): 0.10600 MT disposed by Pxxxxx Fxxxx (Penang) Sdn Bhd <p>Sample 2</p> <ul style="list-style-type: none"> Disposal consignment note: 2022121209L9E6S2 Date Disposal: 12/12/2022 SW410 (Rags/Paper Plastics contaminated with SW): 0.1140 MT disposed by Pxxxxx Fxxxx (Penang) Sdn Bhd 	
4.5.3.4	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse. - Minor compliance -	Domestic waste for mill was managed by the Sungai Dingin Estate management. Domestic waste was handled by contractor and disposed at the centre bin municipal council. All record was verified at Sungai Dingin Estate.	Complied
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	Mill has assessed all polluting activities including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. The mill has assessed of all polluting activities during Environmental Aspects Identification and Environmental	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Impact Evaluation. A management plan has been established based on the significant aspect and DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.	
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	<p>Management has established Pollution Prevention Plan FY2023 dated 16/01/2023. Among the mitigation plan were:</p> <ol style="list-style-type: none"> 1. Containment via bunds and proper flooring, spillage kits, oil trap, disposal as schedule waste. 2. Proper waste management system 3. Awareness and supervision 4. Regular service and maintenance of vehicles and machinery 5. Anaerobic pond for effluent treatment before discharge to water ways 6. Monitoring of continuous Monitoring System (CEMS) 7. GHG Emission reduction from biodiesel and electricity <p>As prescribed under DOE’s Compliance Schedule, the mill is obliged to conduct stack sampling minimum once a year. Below are the verified reports (Isokinetic Stack & Air Emission Monitoring Report):</p> <ul style="list-style-type: none"> • Report no.: L-PG-KC2304CSD-0195 • Report date: 03/05/2023 • Result: Dust: 38.20 mg/m3 (Boiler KD) vs limit 150, CO: 60.80 mg/m3 vs limit 1000 @ 12% CO2 <p>Environmental audit by 3rd party has been conducted 2 times yearly by Assessor with reg. no EA0112 dated 14/12/2022.</p> <p>Refer Ambient Air Quality Monitoring Report by Exxxxxxxx Sxxxxxx (M) Sdn Bhd:</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance																								
		<ul style="list-style-type: none"> Report no.: L-PG-KC2304CSD-0194 Report date: 13/04/2023 																									
4.5.4.3	<p>Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.</p> <p>- Major compliance -</p>	<p>Mill effluent is treated through biological anaerobic treatment. Regular monitoring was conducted as per requirement. Monthly and quarterly report was submitted to DOE accordingly. Reviewed the Quarterly Return Form to DOE as follows:</p> <table border="1"> <thead> <tr> <th>Report Date</th> <th>Quarter/Week</th> <th>BOD (5000mg/L)</th> </tr> </thead> <tbody> <tr> <td rowspan="3">10/04/2023</td> <td>1stweek/1st Month</td> <td>110.00</td> </tr> <tr> <td>5thweek/2nd Month</td> <td>1535.00</td> </tr> <tr> <td>9thweek/3rd Month</td> <td>469.00</td> </tr> <tr> <td rowspan="3">05/01/2023</td> <td>1stweek/1st Month</td> <td>78.00</td> </tr> <tr> <td>5thweek/2nd Month</td> <td>1180.00</td> </tr> <tr> <td>9thweek/3rd Month</td> <td>485.00</td> </tr> <tr> <td rowspan="3">05/10/2022</td> <td>1stweek/1st Month</td> <td>133.00</td> </tr> <tr> <td>5thweek/2nd Month</td> <td>128.00</td> </tr> <tr> <td>9thweek/3rd Month</td> <td>318.00</td> </tr> </tbody> </table>	Report Date	Quarter/Week	BOD (5000mg/L)	10/04/2023	1 st week/1 st Month	110.00	5 th week/2 nd Month	1535.00	9 th week/3 rd Month	469.00	05/01/2023	1 st week/1 st Month	78.00	5 th week/2 nd Month	1180.00	9 th week/3 rd Month	485.00	05/10/2022	1 st week/1 st Month	133.00	5 th week/2 nd Month	128.00	9 th week/3 rd Month	318.00	Complied
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Criterion 4.5.5: Natural water resources																											
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <p>a) Assessment of water usage and sources.</p> <p>b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities.</p>	<p>a) Water Management was established and verified to state the following:</p> <p>Water Contingency Plan</p> <ul style="list-style-type: none"> To purchase water from government / Jabatan Bekalan Air To get water from sister estate / mill To train staff / workers to take necessary steps to conserve water. <p>To reduce freshwater usage</p>	Complied																								

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	<p>c) Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>- Major compliance -</p>	<ul style="list-style-type: none"> • Large containers are able to be placed at strategic locations to collect rainwater. • Rainwater shall be recycled for washing heavy machinery. • To educate staff / workers to reduce wastage of water by making internal save water training. • Water analysis by R&D <p>b) Monitoring of outgoing water was monitored. Refer latest Industrial Water Analysis Report IE495/2023 dated 12/04/2023 by R&D Department.</p> <p>c) Ways to optimized water has been detailed in the water management plan FY2023. To reduce freshwater usage by:</p> <ul style="list-style-type: none"> • Large containers are able to be placed at strategic locations to collect rainwater. • Rainwater shall be recycled for washing heavy machinery. • To educate staff / workers to reduce wastage of water by making internal save water training. • Water analysis by R&D 	
4.5.5.2	<p>Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.</p> <p>- Major compliance -</p>	<p>POME was discharge through furrow system. Visited at field P91 found all furrow has been maintained accordingly. Mill ensures all environmental requirements that have been detailed out in the DOE Compliance schedule are complied.</p>	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Mill Management			

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.1.1 Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -</p>	<p>Sime Darby Plantation Berhad has established SOP, Sustainable Plantation Management System (SPMS), ver. 1 dated 01/11/2008 and Mill Quality Management System (MQMS) ver. 1 dated 01/11/2008. The SOP were distributed to all operating units as a guidance document to conduct operation.</p> <p>For palm oil mill operation, the mill adopted the Sime Darby Plantation Berhad Standard Operating Procedure for Palm Oil Mills, doc. no. SDP/SOP/01, ver. 2, rev. 0 dated 01/01/2019. The SOP covers as follows:</p> <ol style="list-style-type: none"> 1. Reception Station 2. Fruit Handling Station 3. Sterilization Station 4. Threshing Station 5. Pressing Station 6. Clarification Station 7. Depericarping Station 8. Kernel Recovery Station 9. Boiler Station 10. Power Generation 11. Product Storage and Dispatch 12. Laboratory 13. Oil Recovery Station 14. Water Treatment Plant 15. Effluent Treatment Plant 16. EFB Disposal Station 	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<p>For Health, Safety and Environment, both mill and estates, Sime Darby has issued Health, Safety and Environment (HSE) Management System and Standard Operating Procedures. SDPB continuously updated the SOP established. Among the latest updated SOP as follows:</p> <ol style="list-style-type: none"> 1. UM HSE Management System Manual, UM/HSE/MS/01 2. First Aid in Workplace Procedure, UM/HSE/OCP/01 3. Safety Harvesting Procedure, UM/HSE/OCP/02 4. Personal Protective Equipment Procedure, UM/HSE/OCP/03 5. Chemical Safety Management Procedure, UM/HSE/OCP/04 6. Permit to Work (PTW) Procedure, UM/HSE/OCP/05 7. OSH Risk Management Procedure, UM/HSE/SP/01 	
4.6.1.2	<p>All palm oil mills shall implement best practices. - Major compliance -</p>	<p>A mechanism on checking the consistency of mill implementation of their procedures were in place. Among the mechanism such as Performance Monitoring Visit, SORA/SCRA visit, and Internal Audit. Sample of records were verified:</p> <ol style="list-style-type: none"> 1. Structured Oil Recovery Assessment (SORA) dated 21-25/11/2022 2. Performance Monitoring Unit (PMU) Report dated 21-25/11/2022 3. Internal Audit Report dated 10/03/2023 	Complied
<p>Criterion 4.6.2: Economic and financial viability plan</p>			

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Criterion / Indicator		Assessment Findings	Compliance
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 mill continued its commitment to long term sustainability and improvements through a capital expenditure program. The management has forecasted 5 years business plan from FY 2023 – FY 2027</p> <p>Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. Sighted the annual budget FY 2023 and business plan FY 2023 – FY 2027</p> <p>In the 5 years business plan include items as follows:</p> <ul style="list-style-type: none"> a. Palm oil mill <ul style="list-style-type: none"> i. Mill intake – FFB input ii. Production of CPO iii. Production of PK iv. Total Palm Oil Extraction v. Total Palm Kernel Extraction vi. Mill cost 	Complied
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p>- Major compliance -</p>	<p>The pricing mechanism was included contract agreement between the FFB Supplier/ Contractors and Sime Darby Plantation Berhad.</p> <p>Reviewed the contract agreement as follows:</p> <ol style="list-style-type: none"> 1. Contract agreement between Sime Darby Plantation Berhad and Kxxxx Exxxx Dxxxxxxxxxxxx Cxxxxxxxxxxx (Pxxx Lxxxx Bxxxx Pxxxx Uxxxx), refer contract agreement no. P/P/0123/FFB04xxxx under section 8. Pricing of the FFB 	Complied

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Criterion / Indicator		Assessment Findings	Compliance									
		2. Contract agreement between Sime Darby Plantation Berhad and Kxxxx Exxxx Dxxxxxxxxxxxx Cxxxxxxxxxx (Pxxx Lxxxx Sxxxx Uxxx), refer contract agreement no. P/P/0123/FFB04xxxx under section 8. Pricing of the FFB 3. Letter of Award between Sime Darby Plantation Berhad and Mxxxx Bxxxxxx Sdn. Bhd., refer LOA no. T/SDPB/PEN/CPO/0xxx/xxx under section 2. Transport Fee 4. Letter of Award between KKS Sungai Dingin and Kxxxxxx Rxxxx Enterprise, refer LOA no. NTR/048/2020/xxxx under section 2. Rates										
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	The FFB supplier/ contractors were provided with contract that are fair, legal and transparent and agreed payments terms. The payment terms were included in the contract agreement under section 9.0 Payments for FFB Suppliers and section 3.0 Payment Terms for Contractor/ CPO transporter. The payments were made as per payment terms agreed in the contract. Reviewed payment made to the FFB supplier/ contractors as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>FFB Supplier/ Contractor</th> <th>Invoice Date</th> <th>Payment Date</th> </tr> </thead> <tbody> <tr> <td>Pxxx Lxxxx Sxxxx Uxxx</td> <td>28/02/2023</td> <td>09/03/2023</td> </tr> <tr> <td>Pxxx Lxxxx Bxxxx Pxxxx Uxxxx</td> <td>15/02/2023</td> <td>20/02/2023</td> </tr> </tbody> </table>	FFB Supplier/ Contractor	Invoice Date	Payment Date	Pxxx Lxxxx Sxxxx Uxxx	28/02/2023	09/03/2023	Pxxx Lxxxx Bxxxx Pxxxx Uxxxx	15/02/2023	20/02/2023	Complied
FFB Supplier/ Contractor	Invoice Date	Payment Date										
Pxxx Lxxxx Sxxxx Uxxx	28/02/2023	09/03/2023										
Pxxx Lxxxx Bxxxx Pxxxx Uxxxx	15/02/2023	20/02/2023										
Criterion 4.6.4: Contractor												
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required	The contractors were made to understand the MSPO requirements and shall provide the required documentation and information	Complied									

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Criterion / Indicator		Assessment Findings	Compliance
	documentation and information. - Major compliance -	through meetings and trainings. Records of attendance of the meetings were available for verification. All contracted parties/vendors were required to signed Vendor Integrity Pledge (VIP) and to comply with para: - a (i); Vendor Code of Business Conduct (VCOBC) - a (ii); all applicable laws and regulations related anti-bribery, fraud and corruption.	
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Contract agreements between the mill and its contractors were made available. Generally, the elements of sustainability such as obligations to legal compliance, workers' welfare, safety and environmental issues. Reviewed the contract agreement as follows: 1. Contract agreement between Sime Darby Plantation Berhad and Kxxxx Exxxx Dxxxxxxxxxxxx Cxxxxxxxxxx (Pxxx Lxxxx Bxxxx Pxxxx Uxxxx), refer contract agreement no. P/P/0123/FFB04xxxx 2. Contract agreement between Sime Darby Plantation Berhad and Kxxxx Exxxx Dxxxxxxxxxxxx Cxxxxxxxxxx (Pxxx Lxxxx Sxxxx Uxxx), refer contract agreement no. P/P/0123/FFB04xxxx 3. Letter of Award between Sime Darby Plantation Berhad and Mxxxx Bxxxxxx Sdn. Bhd., refer LOA no. T/SDPB/PEN/CPO/0xxx/xxx 4. Letter of Award between KKS Sungai Dingin and Kxxxxxxxx Rxxxxx Enterprise, refer LOA no. NTR/048/2020/xxxx	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required.	All contracted parties/vendors were required to signed Vendor Integrity Pledge (VIP) and to comply with para:	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>- Minor compliance -</p>	<p>- a (i); Vendor Code of Business Conduct (VCOBC) - a (ii); all applicable laws and regulations related anti-bribery, fraud and corruption. In the VCOBC under section 4. Responsibility and Compliance with the Vendor COBC stated as follows: "We have the rights to audit the vendors to verify compliance with this Vendor COBC and/or with the requirements set out in the third-party agreements to permit ongoing assessment of risk"</p>	

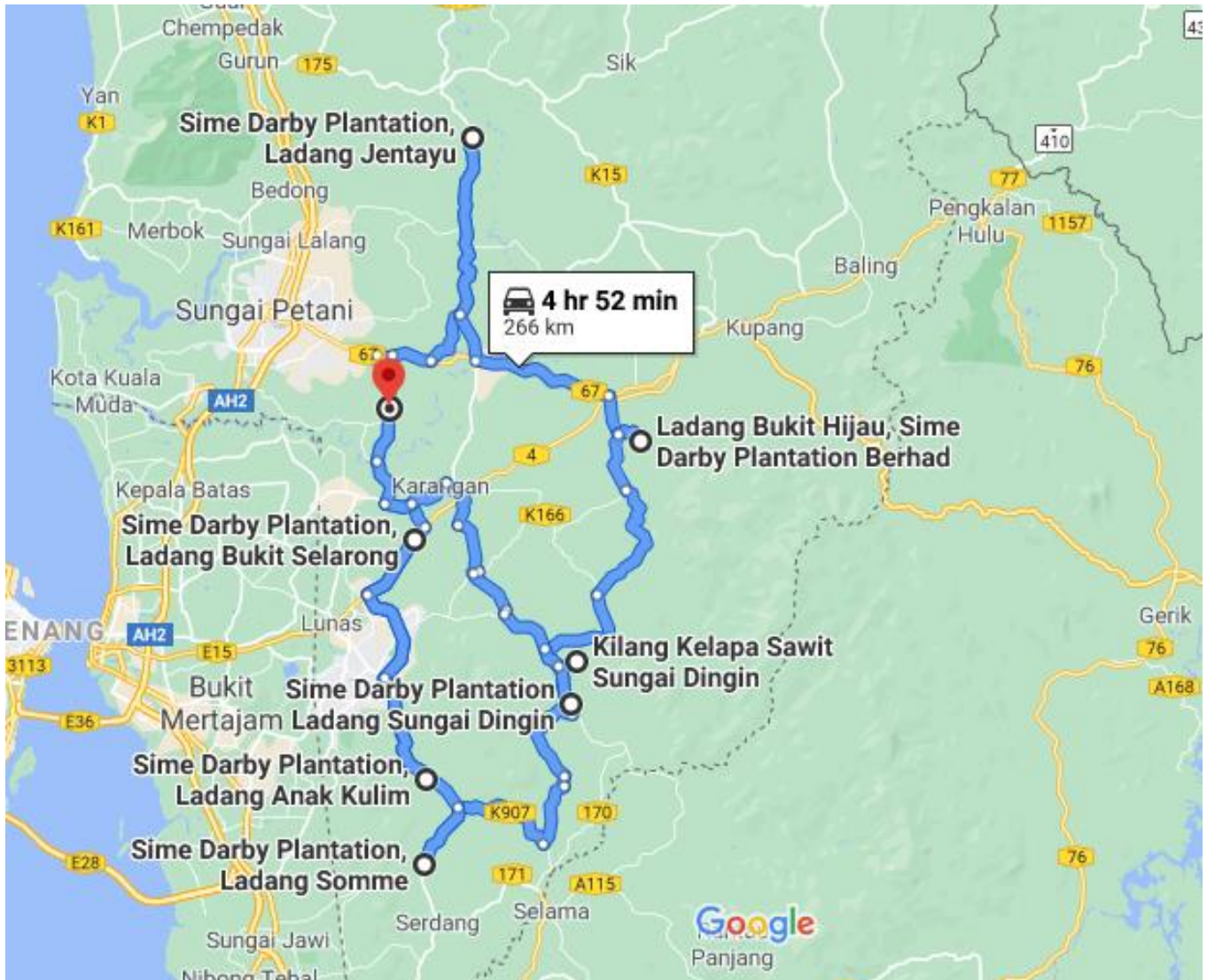
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Appendix B: Smallholder Member Details

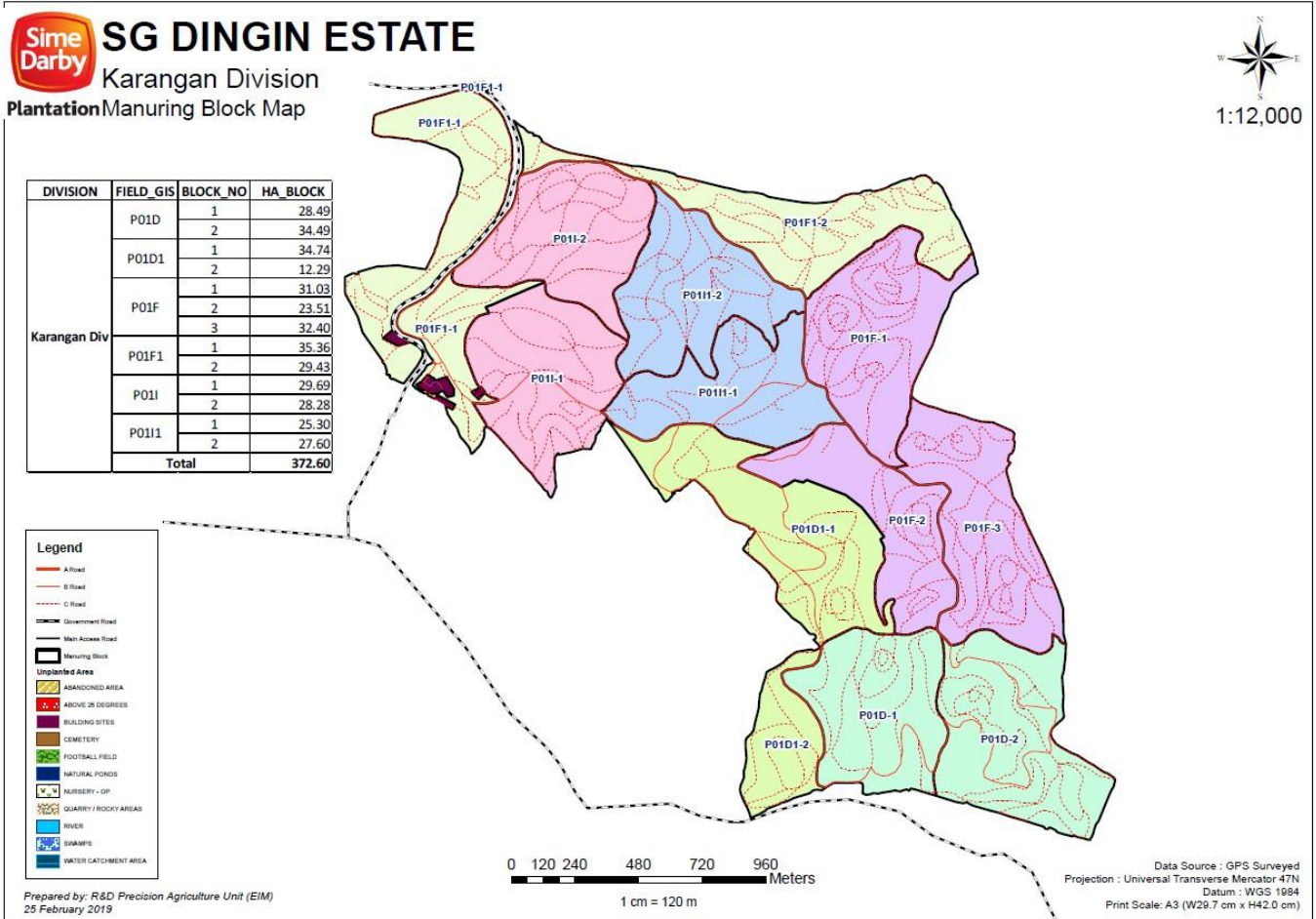
No.	Smallholder		Location of Planted Area (District)	GPS Coordinates		Certified Area (ha)	Planted Area (ha)
	Name	MPOB License Number		Latitude	Longitude		
	N/A						

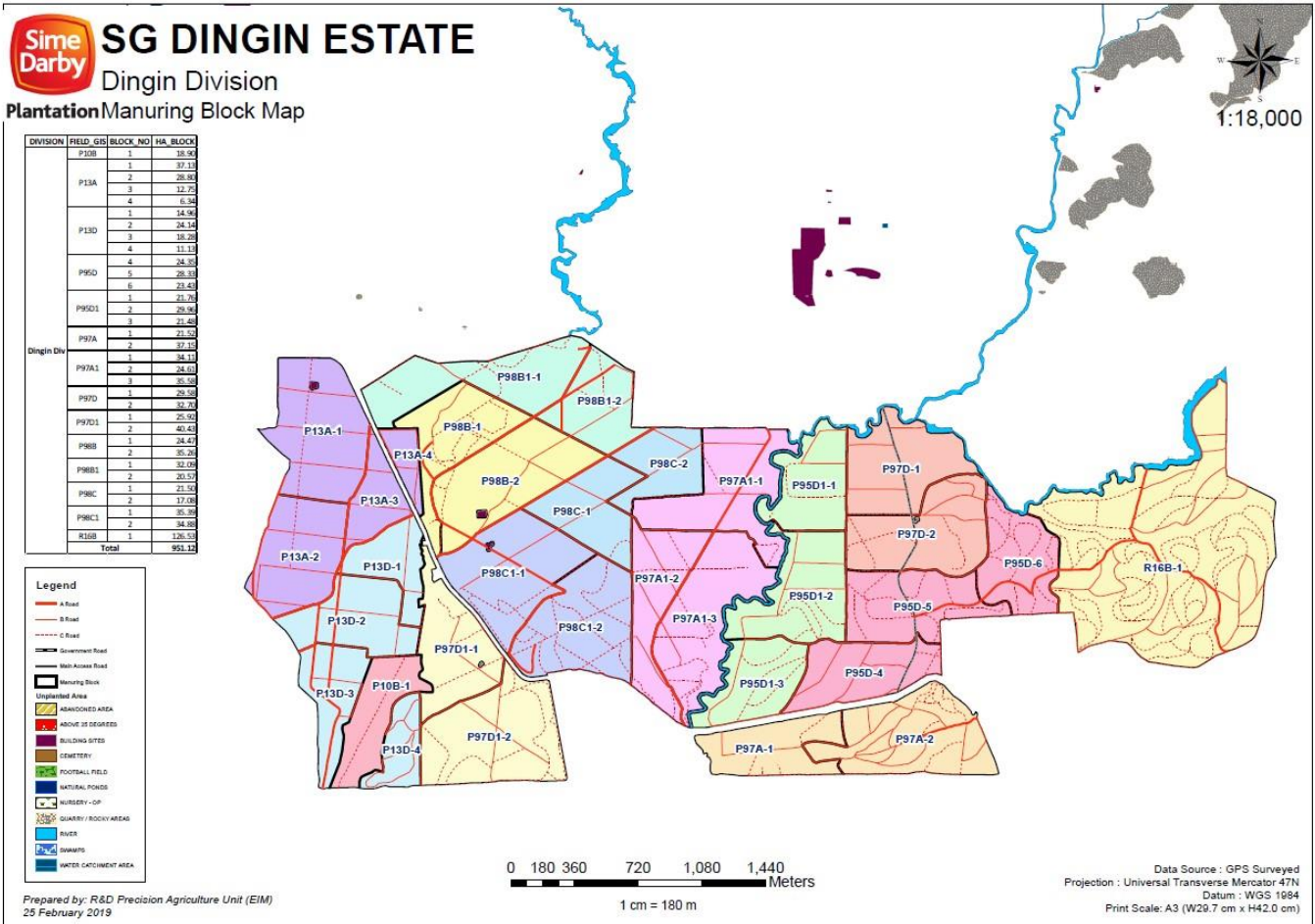
Appendix C: Location and Field Map

Sungai Dingin POM

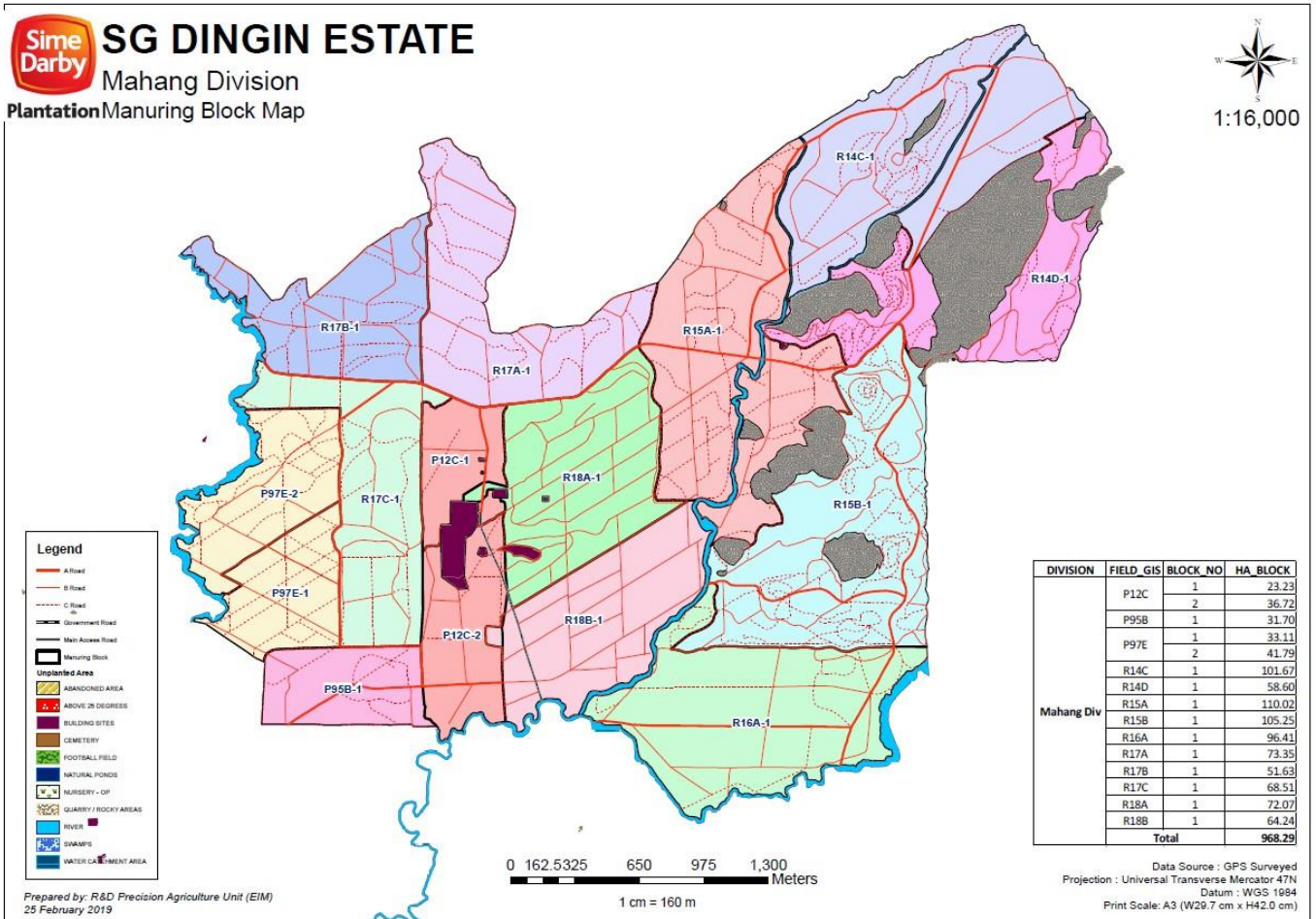


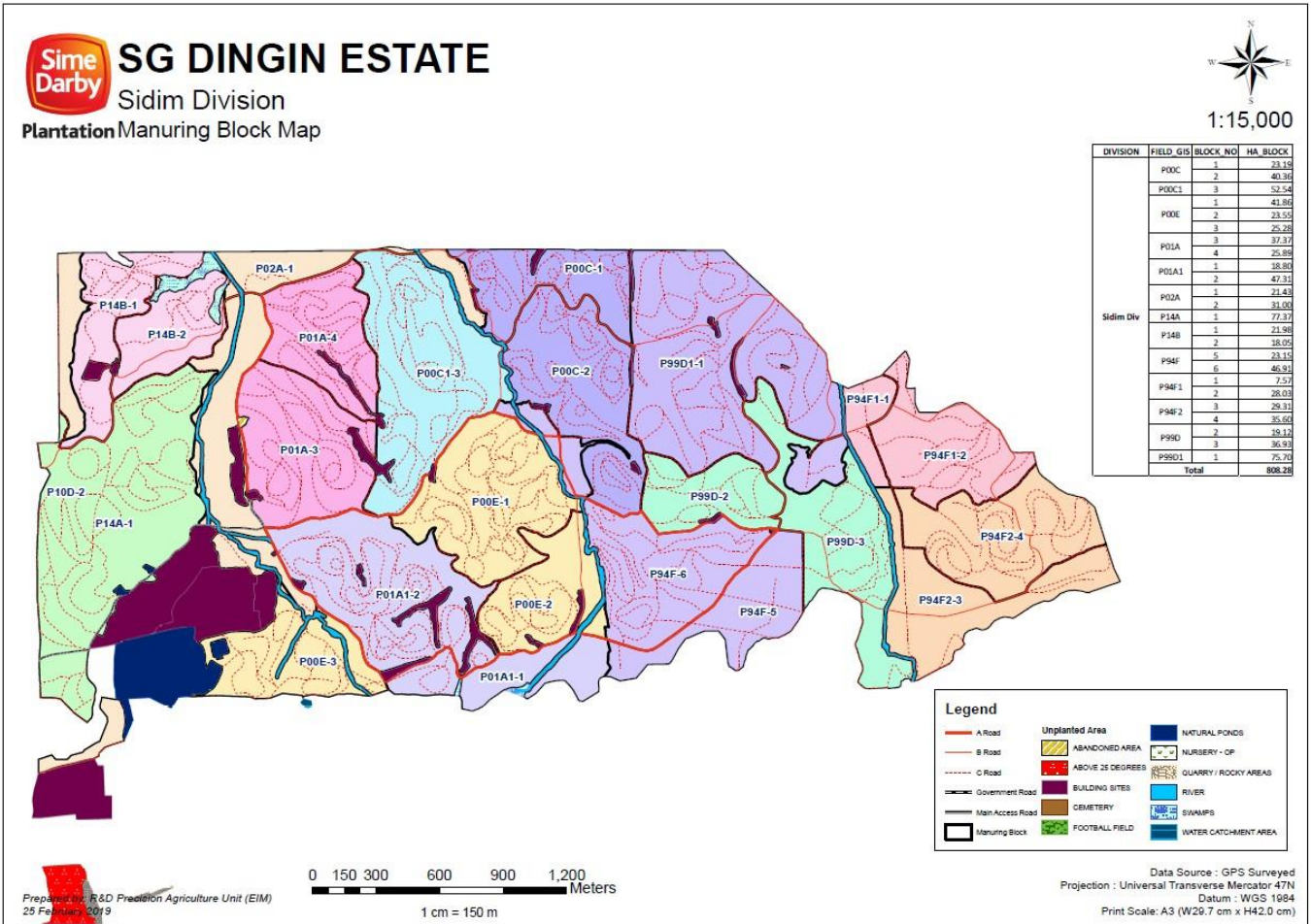
Sungai Dingin Estate

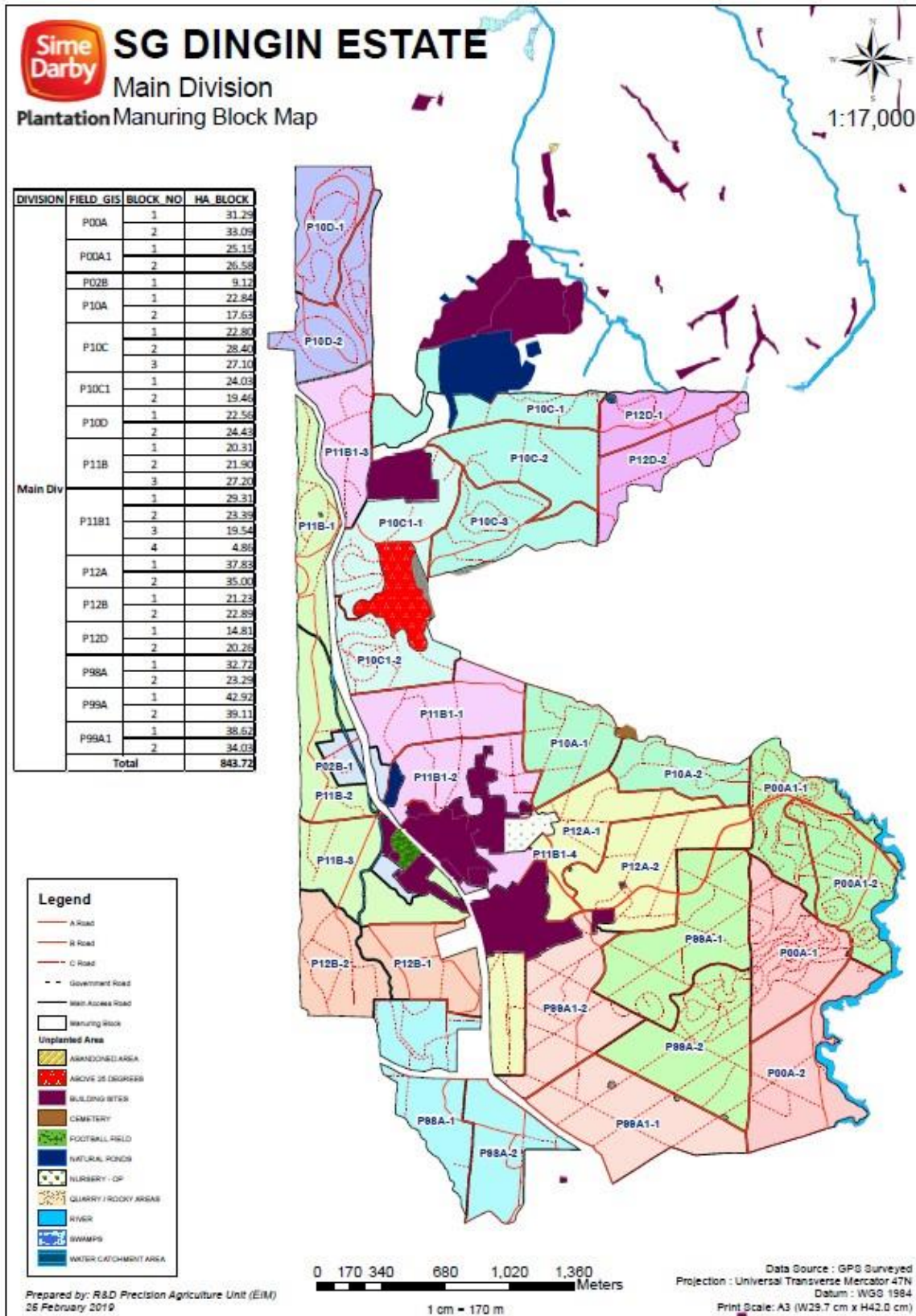




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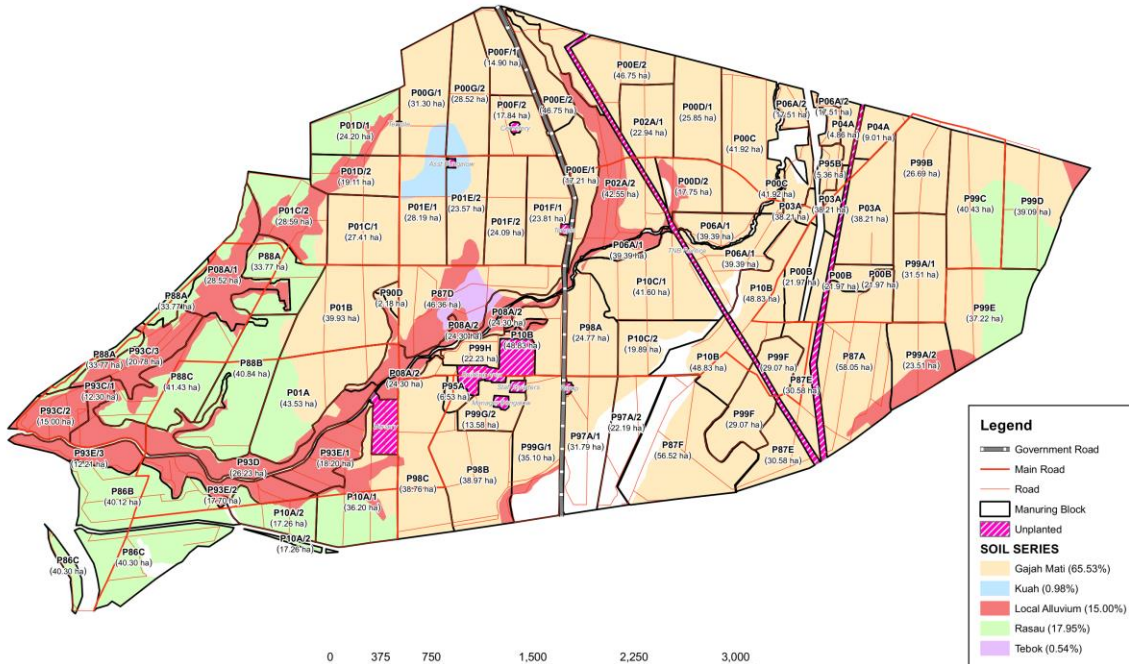


Padang Buluh Estate



Padang Buluh Estate

Plantation Padang Buluh Division
Manuring Block and Soil Series Map

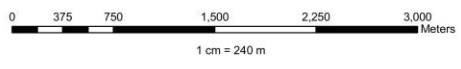


Legend

- Government Road
- Main Road
- Road
- Manuring Block
- Unplanted

SOIL SERIES

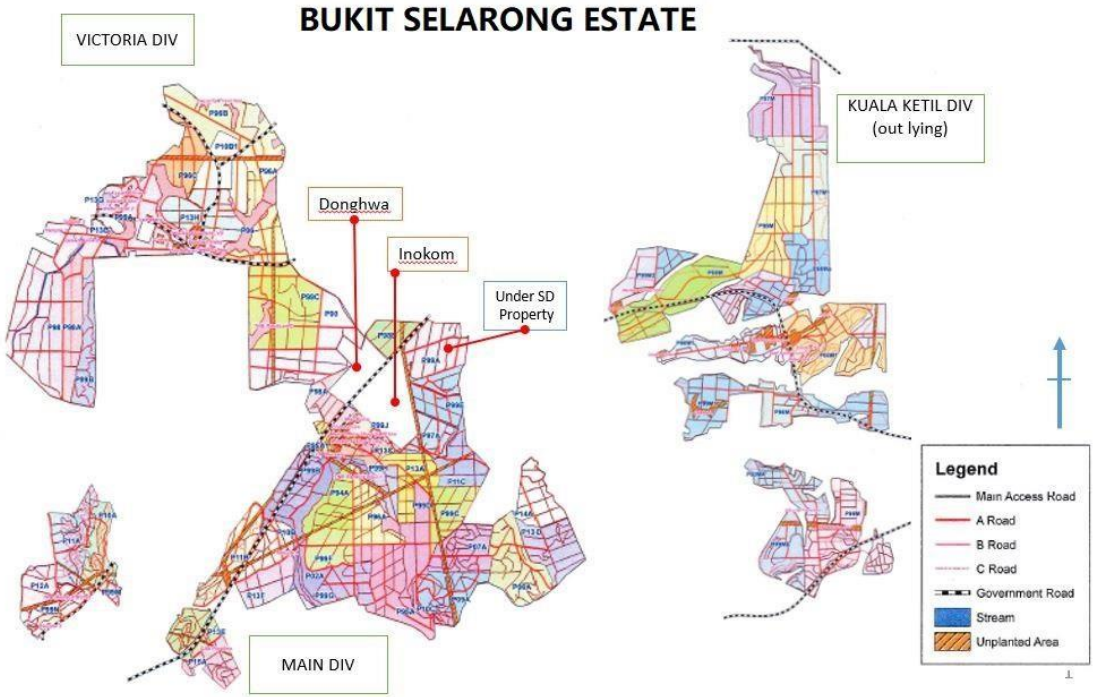
- Gajah Mati (65.53%)
- Kuah (0.98%)
- Local Alluvium (15.00%)
- Rasau (17.95%)
- Tebok (0.54%)



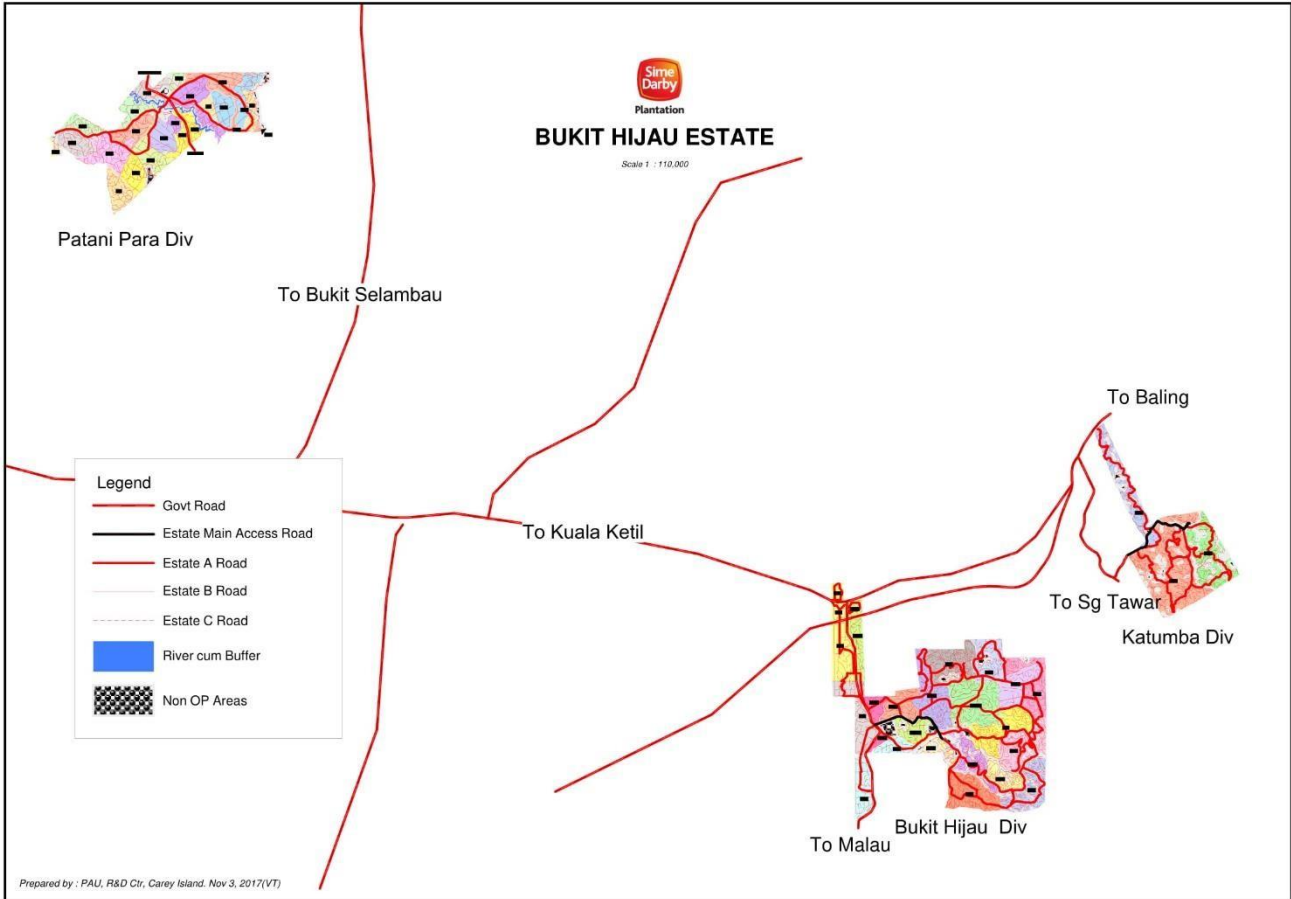
Data Source:
a. Semi Detailed Soil Survey (20ch x 20ch)
b. GPS Survey
Projection : Rectified Skew Orthomorphic (RSO)
Datum: Keratau 1948
Date Prepared: 5 January 2012
Prepared By: R&D - TTAS Precision Agriculture Unit (MMZ)
Print Scale : A3 (H 29.7 cm x W 42.0 cm)

Bukit Selarong Estate

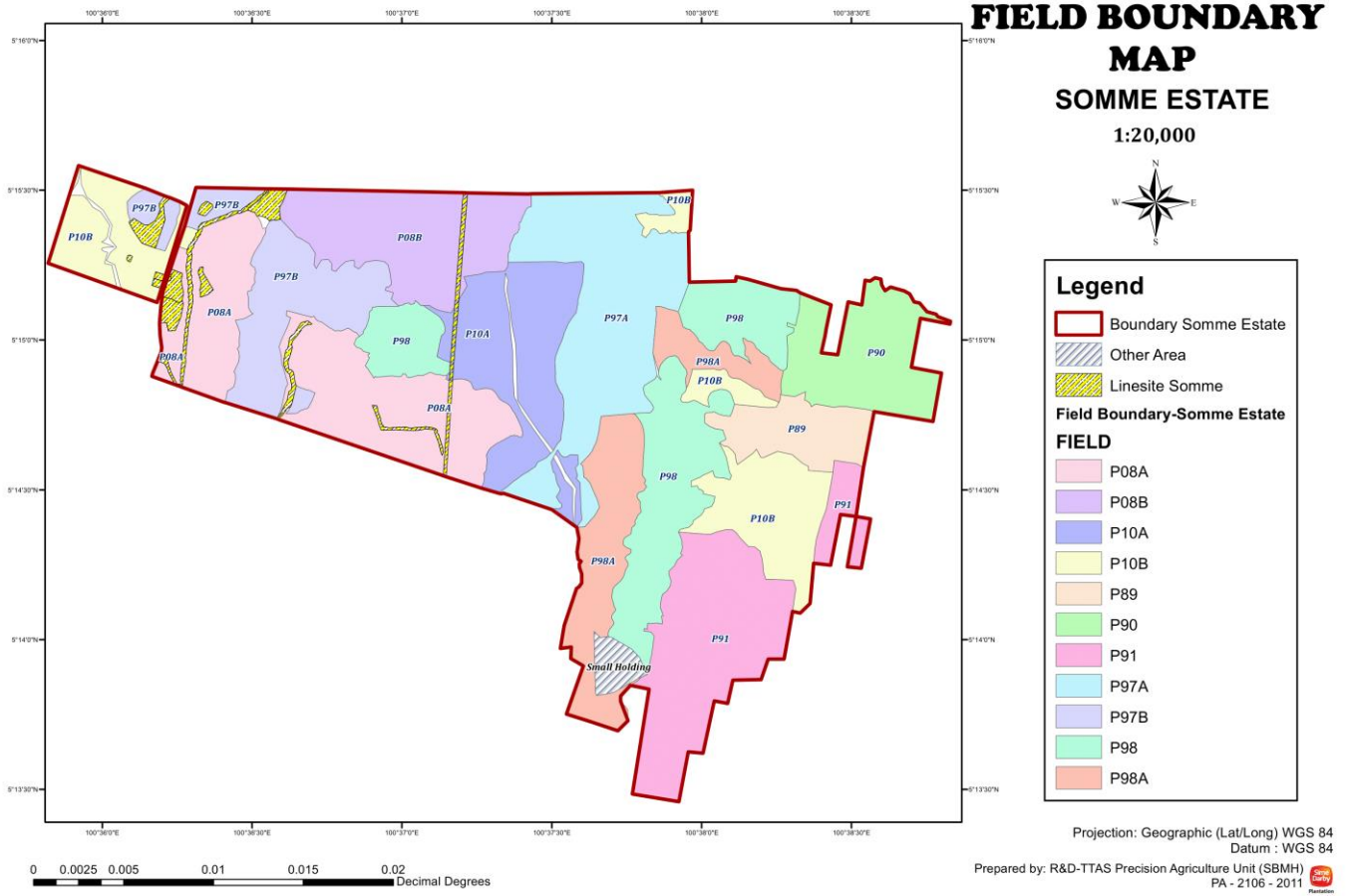
ESTATE MAP



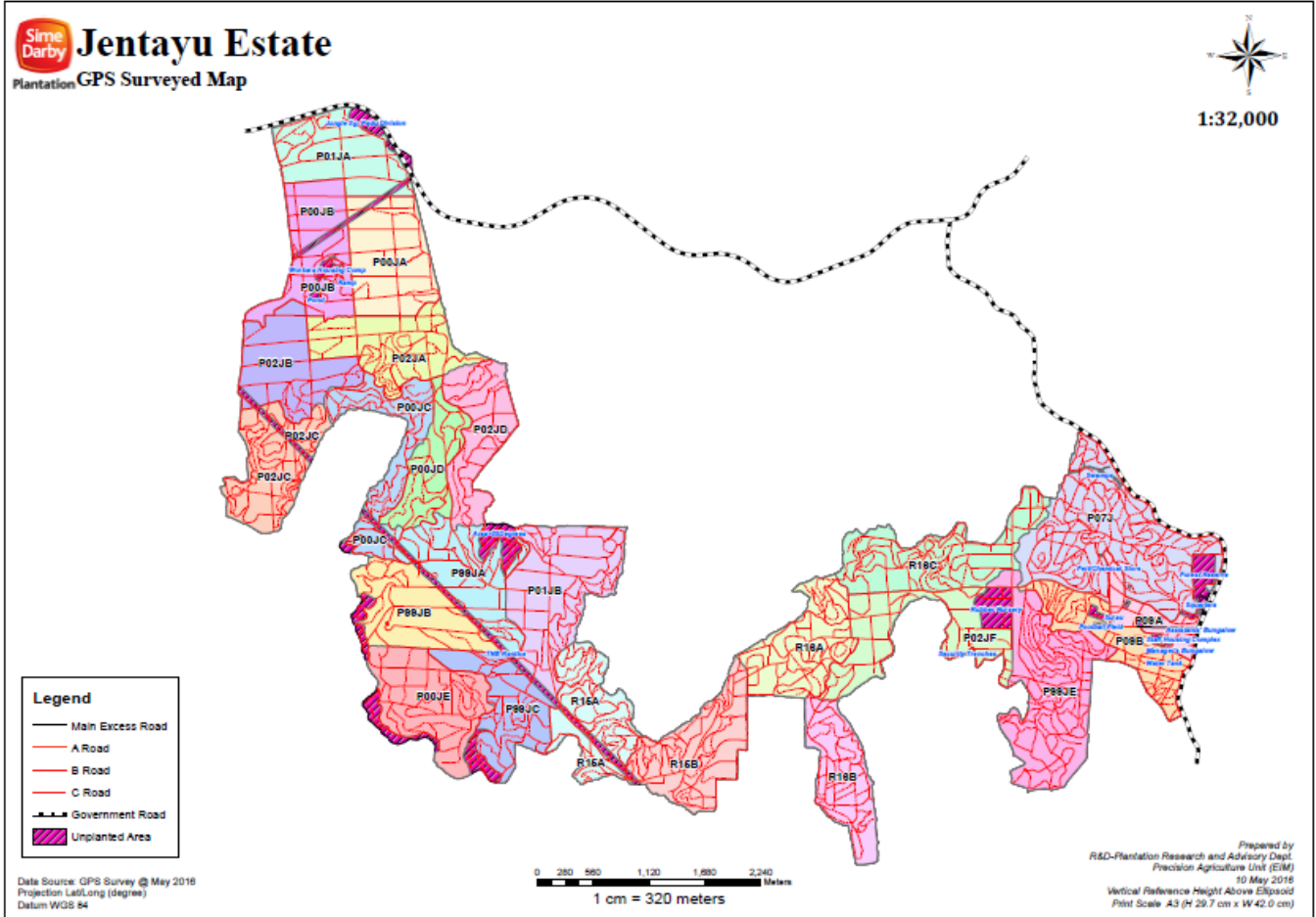
Bukit Hijau Estate



Somme Estate



Jentayu Estate



Appendix D: List of Abbreviations

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