

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

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

<b>SIME DARBY PLANTATION BERHAD</b>
Client Company (HQ) Address: Level 11, Main Block, Plantation Tower No. 2, Jalan P.J.U 1A/7, 47301 Ara Damansara Selangor, Malaysia
Certification Unit: SOU 8 East Palm Oil Mill & Plantations: East Estate, Dusun Durian Estate, & Sepang Estate
Date of Final Report: 27/7/2023

**Report prepared by:**  
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**Report Number: 3717758**

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

1.1 Organizational Information and Contact Person			
<b>Company Name</b>	Sime Darby Plantation Berhad		
<b>Mill/Estate</b>	<b>Certification Unit</b>	<b>MPOB License No.</b>	<b>Expiry Date</b>
	East Palm Oil Mill	533088004000	30/09/2023
	East Estate	531308002000	31/07/2023
	Dusun Durian Estate	528976002000	31/04/2023
	Sepang Estate	533267002000	30/09/2023
<b>Address</b>	Level 11, Main Block, Plantation Tower, No. 2, Jalan P.J.U 1A/7, 47301 Ara Damansara, Selangor, Malaysia		
<b>Management Representative</b>	Shylaja Devi Vasudevan Nair - Head, Sustainability Compliance Unit, GSD Khairisyahrin Bin Mukhtar - SOU 8 Chairman		
<b>Website</b>	www.simedarbyplantation.com	<b>E-mail</b>	shylaja.vasudevan@simedarbyplantation.com
<b>Telephone</b>	+6013-6334305 (Mill)	<b>Facsimile</b>	+6013-6334305 (Mill)
1.2 Certification Information			
<b>Certificate Number</b>	Mill: MSPO 682045 Estate: MSPO 687976	<b>Certificate Start Date</b>	13/06/2022
<b>Date of First Certification</b>	10/01/2018	<b>Certificate Expiry Date</b>	18/05/2025
<b>Scope of Certification</b>	<input checked="" type="checkbox"/> Mill: Production of Sustainable Palm Oil and Palm Oil Products <input checked="" type="checkbox"/> Estate: Production of Sustainable Oil Palm Fruits		
<b>Visit Objectives</b>	The objective of the assessment was to conduct an annual surveillance audit 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 the organization's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organization's specified objectives, as applicable with regard to the scope of the management standard, and to confirm the on-going achievement and applicability of the forward strategic plan and where applicable to identify potential areas for improvement of the management system.		
<b>Standard</b>	<input type="checkbox"/> MSPO MS 2530-2:2013 – General Principles for Independent Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills		
<b>Recertification Visit Date (RAV)</b>	14-17/02/2022		
<b>Continuous Assessment Visit Date (CAV) 1_1</b>	13-16/03/2023		

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

### 1.3 Other Certifications

Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 543543	RSPO Principles & Criteria of Sustainable Palm Oil Production: 2018; Malaysian National Interpretation: 2019	BSI Services Malaysia Sdn. Bhd.	18/05/2025
MSPO 714129	MSPO Supply Chain Certification Standard (MSPO SCCS) 1 October 2018	BSI Services Malaysia Sdn. Bhd.	22/07/2024

### 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
East Palm Oil Mill	East Palm Oil Mill, 42960 Carey Island, Selangor, Malaysia	2° 53' 1.49" N	101° 26' 10.50" E
East Estate	East Estate, 42960 Carey Island, Selangor, Malaysia	2° 54' 2.45" N	101° 23' 50.97" E
Dusun Durian Estate	Dusun Durian Estate, 42700 Banting, Selangor, Malaysia	2° 48' 02.30" N	101° 27' 43.00" E
Sepang Estate	Sepang Estate, 43900 Sepang, Selangor, Malaysia	2° 42' 12.80" N	101° 44' 36.51" E

### 1.5 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
East Estate	4,963.88	135.38	658.42	5,757.68	86.21
Sepang Estate	2,689.13	2.00	467.27	3,158.80	85.13
Dusun Durian Estate	1,913.99*	0.00	77.46	1,991.45	96.11
<b>Total (ha)</b>	<b>9,567.00</b>	<b>137.38</b>	<b>1,203.15</b>	<b>10,907.93</b>	

Note: \* Reduction of 51.8 ha at Dusun Durian Estate due to sold to Klang Group.

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1.6 Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
East Estate	491.00	2,709.02	1,763.86	0.00	0.00	4,472.88	491.00
Sepang Estate	124.62	1,022.27	1,017.15	525.09	0.00	2,564.51	124.62
Dusun Durian Estate	137.36	916.13	849.72	10.78	0.00	1,776.63	137.36
<b>Total (ha)</b>	<b>752.98</b>	<b>4,647.42</b>	<b>3,630.73</b>	<b>535.87</b>	<b>0.0</b>	<b>8,814.02</b>	<b>752.98</b>

1.7 Certified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (May 2022 - Apr 2023)	Actual (Feb 2022 - Feb 2023)	Forecast (May 2023 - Apr 2024)
East Estate	45,000.00	17,844.62	95,441.93
Dusun Durian Estate	51,102.00	41,392.31	40,983.15
Sepang Estate	65,892.00	30,439.37	51,589.67
Bkt Kerayong Estate	0.00	138.10	0.00
Sg Buloh Estate	0.00	97.54	0.00
West Estate	0.00	2,864.08	0.00
<b>Total</b>	<b>161,994.00</b>	<b>92,776.02</b>	<b>188,014.75</b>

1.8 Uncertified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (May 2022 - Apr 2023)	Actual (Feb 2022 - Feb 2023)	Forecast (May 2023 - Apr 2024)
Nil	N/A	N/A	N/A
<b>Total (mt)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

1.9 Certified Tonnage			
Mill Capacity: 30 MT/hr  SCC Model: SG	Estimated (May 2022 - Apr 2023)	Actual (Feb 2022 - Feb 2023)	Forecast (May 2023 - Apr 2024)
	FFB	FFB	FFB
	161,994.00	92,776.02	188,014.75
	CPO (OER: 22.00%)	CPO (OER: 19.45%)	CPO (OER: 21.50%)
	35,638.68	18,042.45	40,423.00
	PK (KER: 5.00%)	PK (KER: 4.75%)	PK (KER: 5.20%)
8,099.70	4,410.95	9,776.77	

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<b>1.10 Actual Sold Volume (CPO)</b>					
CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
18,042.45	0.00	1,498.86	6,865.71	9,511.03	17,875.60

<b>1.11 Actual Sold Volume (PK)</b>					
PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
4,410.95	0.00	0	3,915.24	435.82	4,351.06

## 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 13-16/03/2023. The audit programme is included as Section 2.4. The approach to the audit was to treat the SOU 8 – East Palm Oil Mill and Supply Bases (East Estate, Dusun Durian Estate and Sepang 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  $S = r\sqrt{n}$  where  $n$  is the number of estates while when applicable, the smallholders sample were determined following the MSPO Certification Requirement. The sampling of smallholders were based on the formula  $(r\sqrt{n})$ ; where  $r$  is the risk factor (may defers 1, 1.5 and 2 depending on risk), where  $n$  is total number of group members. The sampled smallholder listed in Appendix B.

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

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

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

All the previous nonconformities are remains closed. The assessment findings 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 (Recertification)	Year 2 (ASA 1_1)	Year 3 (ASA 1_2)	Year 4 (ASA 1_3)	Year 5 (ASA 1_4)
East Palm Oil Mill	√	√	√	√	√
East Estate	-	√	√	-	√
Dusun Durian Estate	√	√	-	√	-
Sepang Estate	√	-	√	-	√

**Tentative Date of Next Visit: March 4, 2024 - March 7, 2024**

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

**2.1 BSI Assessment Team**

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Ahmad Rufi Bin Abu Talib Khan (ARK)	Team Leader	<p><b>Education:</b> Bachelor Degree In Mechanical Engineering from Universiti Teknologi MARA Shah Alam, graduated in 2015.</p> <p><b>Work Experience:</b> 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 400 audit days throughout his current career as the auditor for multiple disciplines covering all over Malaysia.</p> <p><b>Training attended:</b> He has completed CQI – IRCA approved ISO 9001, ISO 14001 and ISO 45001 Lead Auditor Course, MSPO 2530:2013 Lead Auditor Course, Endorsed RSPO Lead Auditor and RSPO SCC Auditor course.</p> <p><b>Aspect covered in this audit:</b> Policy and commitment, internal audit, management review, occupational safety and health, HIRADC, trainings, mill and estate best practise.</p> <p><b>Language proficiency:</b> He is fluent in English and Bahasa Malaysia languages.</p>



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<p>Vijay Kanna Pakirisamy (VKP)</p>	<p>Team Member</p>	<p><b>Education:</b>            Bachelor’s Degree in Agribusiness Science Management with Honours from University Utara Malaysia in 2010.</p> <p><b>Work Experience:</b>            He gained his working exposure in the plantation sector, serving as an Assistant Manager with KL Kepong and IOI Plantations and as a Sr. Assistant Manager with United Plantations Berhad prior to joining BSI as a Client Manager.</p> <p><b>Training attended:</b>            He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in November 2019, Endorsed RSPO P&amp;C Lead Auditor Course in October 2019, Endorsed RSPO SCCS Lead Auditor Course in August 2020, Endorsed MSPO Lead Auditor Course in November 2019 and attended SMETA Requirements Training in April 2021.</p> <p><b>Aspect covered in this audit:</b>            Legal requirements, occupational safety and health issue and MSPO requirements traceability, best practices.</p> <p><b>Language proficiency:</b>            He is fluent in English, Bahasa Malaysia, Tamil languages.</p>
<p>Muhammad Fadzli Masran (MFM)</p>	<p>Team Member</p>	<p><b>Education:</b>            He holds Bachelor Degree in Forestry Science, graduated from University Putra Malaysia.</p> <p><b>Work Experience:</b>            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 &amp; 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><b>Training attended:</b>            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), 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><b>Aspect covered in this audit:</b>            During the assessment he covered mills and estates best practices, legal requirements, land &amp; legal issue environmental and HCV, environmental aspect impact, environmental management plan, GHG and RSPO supply chain requirements.</p>

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		<b>Language proficiency:</b> He is fluent in English and Bahasa Malaysia languages.
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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
1	Mr Salahudin Yaacob	External Reviewer - Department of Standard Malaysia (DSM)
2	Ms Nor Faizah Azizan	Observer - BSI

**2.4 Assessment Plan**

The assessment plan was sent to the client prior to the assessment dated 04/03/2023.

Date	Time	Subjects	ARK	MFM	VKP
Sunday, 12/03/2023		Audit team travel to Teluk Panglima Garang	√	√	√
Monday, 13/03/2023  East Estate All Auditors	0800 - 0930	Audit team travel to East Estate Opening Meeting: <ul style="list-style-type: none"> <li>Opening Presentation by Audit team leader.</li> <li>Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation).</li> <li>Verification on previous audit findings.</li> </ul>	√	√	√
	0930 - 1230	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled wastes management, worker housing, clinic, landfill, etc.	√	√	√
	1230 - 1330	Lunch	√	√	√
	1330 - 1700	Document Review (MS 2530:2013 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices, P7: Development of New Planting	√	√	√
	1700 - 1730	Interim closing meeting	√	√	√

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Date	Time	Subjects	ARK	MFM	VKP
Tuesday, 14/03/2023	0900 - 1230	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled wastes management, worker housing, clinic, landfill, etc.	√	√	√
	1230 - 1330	Lunch	√	√	√
	1330 - 1700	Document Review (MS 2530:2013 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices, P7: Development of New Planting	√	√	√
	1700 - 1730	Interim closing meeting	√	√	√
Wednesday, 15/03/2023	0900 - 1230	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled wastes management, worker housing, clinic, landfill, etc.  Assessment: Plant visit, FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc. - VKP	√	√	√
	1230 - 1330	Lunch	√	√	√
	1330 - 1700	Document Review (MS 2530:2013 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices, P7: Development of New Planting	√	√	√
		Document review (MS2530:2013 Part 4): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices - VKP			

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Date	Time	Subjects	ARK	MFM	VKP
	1700 - 1730	Interim closing meeting	√	√	√
Thursday, 16/03/2023  ARK & MFM - East Palm Oil Mill	0900 - 1230	Assessment: Plant visit, FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	
	1000 - 1200	Stakeholder Consultation Meeting – (Government, Village Rep, Smallholders, Union Leaders, Contractors) – East Palm Oil Mill	√		
	1230 - 1330	Lunch	√	√	
	1330 - 1530	Document review (MS 2530:2013 Part 4): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices	√	√	
	1530 - 1600	Interim closing meeting			
	1600 - 1630	Auditor meeting & closing meeting preparation	√	√	
	1630 - 1700	Closing Meeting	√	√	√

### Section 3: Assessment Findings

#### 3.1 Details of audit results

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

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

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

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

During the assessment there were three (3) Major & one (1) Minor nonconformities and zero (0) OFI raised. The Sime Darby Plantation Berhad SOU 8 East Palm Oil Mill and Supply Bases Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Non-Conformity Report			
<b>NCR Ref #:</b>	2323648-202303-M1	<b>Issue Date:</b>	16/03/2023
<b>Due Date:</b>	16/06/2023	<b>Date of Closure:</b>	14/06/2023
<b>Area/Process:</b>	East Estate & Dusun Durian Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.4.4.2 Major
<b>Requirements:</b>	The occupational safety and health plan shall cover the following: <ul style="list-style-type: none"> <li>b. The risks of all operations shall be assessed and documented.</li> <li>d. The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</li> <li>e. The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</li> <li>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.</li> </ul>		

<p><b>Statement of Nonconformity:</b></p>	<p>The implementation of Safety and Health Plan was inadequate.</p>
<p><b>Objective Evidence:</b></p>	<p>The Health and Safety plan was not adequately implemented. Evidence as below.</p> <p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>1. During the visit to the Trunk Injection Gang, it was noticed that mixture of Petrol and 2T Oil was stored on plastic mineral water bottle, with mineral water label still attached to it. It was not in line with the requirement of OSH (USECHH) Regulations 2000, Part VI Labelling &amp; Relabelling: 21,(1) and (2).</li> <li>2. During the site visit to the Workshop, it was noticed that the Workshop Attendants were not using appropriate PPE (Safety Helmet) while working at the Workshop. This was not in line with the HIRARC – Workshop dated 16/08/2022, which states Current Risk Control: Safety Helmet.</li> <li>3. During the site visit to the workshop compound, it was notices that 2 MTG Tractor Drivers were not using appropriate PPE (Safety Shoes) while the tractor was in motion. This was not in line with the HIRARC – Harvesting dated 01/01/2023, which states Current Risk Control: Safety Shoes.</li> </ol> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>1. Visit to the FFB Evacuation operation, it was sighted that the MTG Tractor Driver was not wearing appropriate PPE (Safety Helmet) while the tractor was in motion. This was not in line with the HIRARC – Harvesting dated 23/03/2022, which states Current Risk Control: Safety Helmet.</li> <li>2. Visit to the FFB Harvesting operation, it was sighted that 1 worker was not wearing appropriate PPE (Boots) while conducting harvesting operations. This was not in line with the HIRARC – Harvesting dated 07/11/2022, which states Current Risk Control: Boots.</li> <li>3. Visit to the FFB Harvesting operation, it was sighted that the mandore was equipped with First Aid Box. Nevertheless, the First Aid Box was not equipped with sufficient items as stated in the List of First Aid items which was available in the box. The box did not have (5) Elastic bandage and (9) Adhesive Tape. The “Monthly Checklist/Monitoring for First Aid” record was cross checked and was stated as all items available as at Mac 2023.</li> </ol>
<p><b>Corrections:</b></p>	<p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>1. To immediately remove the Petrol and 2T Oil from the plastic bottle container to label container as per OSH (USECHH) Regulations 2000. Reminder given to Mandore as not following instructions from management.</li> <li>2. Reminder given to all workshop attendants to ensure they priorities their safety and always wear safety helmet while working. Replacement helmet given to both workshop attendants. Management to brief all workshop attendants and staff on the importance of wearing PPE.</li> <li>3. Both workers already given the safety shoe and instruction given by the management to the supervisor, that no work shall be carried out until workers wearing complete PPE. (Safety shoes as mentioned in HIRARC).</li> </ol> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>1. To brief the MTG Tractor Driver to wear the safety helmet while working and adhering to PPE compliance.</li> </ol>

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	<ol style="list-style-type: none"> <li>2. Verification of PPE wellington Boots issuance carried out (Evidence: 18/2/2023 PPE issuance record, crosschecked). The worker was briefed to wear the proper wellington boots while working and adhering to the PPE compliance.</li> <li>3. The First Aid Box utilised items has been replenished immediately on 15/03/2023.</li> </ol>
<p><b>Root cause analysis:</b></p>	<p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>1. Mandore failed to store mixture of petrol and 2T in proper label container due to unavailability of label container provided at field. Management have ordered proper container to store petrol and yet to receive on the day audit was conducted.</li> <li>2. Workshop attendant did not aware on the importance of wearing PPE (safety helmet) at the workshop due to lack of awareness and enforcement by the management.</li> <li>3. Both MTG driver were FFB cutter in previous task and recently reassigned as MTG driver. Management have ordered the safety shoes on 07/03/2023 and delay in receiving.</li> </ol> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>1. Lack of understanding on the importance of PPE usage during working by the MTG tractor driver, as the helmet was placed just beside him during the audit. The same goes for the harvesting worker as the other harvesting workers are complying to the requirement.</li> <li>2. All first aid boxes was inspected and replenished by MA on 10/03/2023. The usage was on 13/03/2023 (2 days before audit). The mandore overlooked to record the usage despite attended training on First Aid, CPR and Choking Training by Medical Assistant (MA) on 6/12/22. Post training evaluation for the mandore indicated that he understood the requirement to maintain the record of first aid kit items.</li> </ol>
<p><b>Corrective Actions:</b></p>	<p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>1. Briefing given to all mandore and workers to not keep any chemicals in drinking bottle and ensure container stored with chemicals have label on it. Mandore to update management on the chemical container compliance by reporting in operation group before start working.</li> <li>2. Mandore to update management on the PPE compliance by reporting (sending photo) in operation group (WhatsApp) together with PPE checklist to ensure compliance before start working.</li> <li>3. Management to ensure that no work is assign without proper PPE. Briefing given to all staff that no works shall be carried out by workers without complete PPE. Mandore to check the PPE compliance for MTG driver during Muster Ground and recorded in PPE checklist.</li> </ol> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>1. PPE training was conducted by SA on the 25/03/2023 to harvesting gang including MTG driver. Monitoring will be done during morning muster as well as during working hour (by mandore) as well as disciplinary action if necessary (advised by HR) for any incompliance.</li> <li>2. Estate Management to modify the stock card/ usage list in all first aid boxes for easier recording and brief all first aiders on the new method</li> </ol>

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<b>Assessment Conclusion:</b>	Sighted the records of training were conducted for MTG driver on the PPE usage was conducted 09/04/2023 at East Estate and 17/05/2023 at Dusun Durian Estate. The issuance of PPE record was sighted at East Estate. The management has issued new PPE for MTG driver as well as workshop attendant. With the issuance of PPE, the management has conducted the PPE training for all workers, as well as chemical handling training dated 04/04/2023. The estate management has received daily update through the estate whatsapp group regarding the PPE application on the critical workers before they started working. The East Estate management has issued the warning letter to the workers that is not wearing proper PPE and workers that are not handling the chemical that did not follow the company procedure. With all action taken from the management, it can be concluded that the Major NC is closed. Further verification will be conducted in the next surveillance audit.
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Non-Conformity Report			
<b>NCR Ref #:</b>	2323648-202303-M2	<b>Issue Date:</b>	16/03/2023
<b>Due Date:</b>	16/06/2023	<b>Date of Closure:</b>	14/06/2023
<b>Area/Process:</b>	East Estate & Dusun Durian Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.4.5.11 Major
<b>Requirements:</b>	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.		
<b>Statement of Nonconformity:</b>	The maintenance of drain is not accordance with the Act 446.		
<b>Objective Evidence:</b>	<p>Site visit at both East Estate and Dusun Durian Estate housing area found that there is drain are blocked and water is stagnant in the drain. Incident were sighted at house number B49 at East Estate and 10B Bukit Tinggi Division Dusun Durian Estate.</p> <p>This is against the requirement in the Workers Minimum Standards Housing And Amenities Section 23 (1)(b) It shall be the duty of the employer of a place of employment where employees and their dependants are provided with housing accommodation to ensure that - the perimeter drains around each dwelling or block of dwellings including all outlet drains are kept in a good state of repair and clear of refuse or undergrowth to permit free flow of water</p>		
<b>Corrections:</b>	<p><u>Dusun Durian Estate</u> Clearing the clogged drain immediately, removing the damaged concrete drain debris and accumulated silt removed ensuring no stagnant water.</p> <p><u>East Estate</u> Replace new culvert on 14/03/2023. Regular drain maintenance and cleaning shall be carried out to ensure no blockage and smooth flow of drain water.</p>		
<b>Root cause analysis:</b>	<p><u>Dusun Durian Estate</u> Inspection on housing was not comprehensive. Weekly linesite inspection record dated 08/03/2023 by PIOA showed that the drainage system was in compliance with requirement and in good condition, in contrast with the actual condition.</p> <p><u>East Estate</u></p>		



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	Latest weekly inspection was conducted on 8/3/2023. From the inspection record, the drainage system category stated complied. However, as per communication with estate management the culvert was broken after the latest inspection hence cause water stagnant at house number B49.
<b>Corrective Actions:</b>	<p><u>Dusun Durian Estate</u></p> <p>Estate management to train PIOA on the requirement for weekly linesite inspection, which emphasis on the details of housing areas to be covered and liaise with workers' representative to ensure that all complaints regarding housing will be addressed accordingly by Estate Management.</p> <p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>To include linesite inspection by person in charge of accommodation (PIOA) in workplace inspection (WPI) - quarterly.</li> <li>To give awareness to workers to report immediately in Oil Palm Pal (OPP) system on any drainage blockage during muster ground.</li> </ol>
<b>Assessment Conclusion:</b>	Sighted that the affected drainage was repaired by the estate management dated 14/03/2023 at East Estate and Dusun Durian Estate. PIAO and OPP training has been given to staff that are conducting the weekly assessment. Sighted the training records on 05/04/2023. The Major NC is closed, further verification will be conducted in the next assessment.

<b>Non-Conformity Report</b>			
<b>NCR Ref #:</b>	2323648-202303-M3	<b>Issue Date:</b>	16/03/2023
<b>Due Date:</b>	16/06/2023	<b>Date of Closure:</b>	14/06/2023
<b>Area/Process:</b>	East Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.5.4.2 Major
<b>Requirements:</b>	An action plan to reduce identified significant pollutants and emissions shall be established and implemented.		
<b>Statement of Nonconformity:</b>	The Pollution Prevention Plan established was not implemented effectively.		
<b>Objective Evidence:</b>	<p><u>East Estate</u></p> <p>As per Environmental Management Plan dated 03/01/2023 under Section Pollution Prevention Plan, subsection workshop, the objectives stated, "To ensure the work activity do not pollute the environment."</p> <p>During site visit at the workshop, sighted evidence as follows:</p> <ol style="list-style-type: none"> <li>The workers has conducted drain and Oil Trap cleaning and maintenance. However, it was noted that some residue from the activity was left on the ground besides the Oil Trap.</li> <li>At vehicle washing bay, it was sighted that the drain that flow water into Oil Trap was damage.</li> <li>At the scrap vehicle area, it was sighted that evidence of pollution from lubricant under the vehicle engine.</li> </ol>		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>Oil residual immediately disposed as SW 305 and stored in scheduled waste store on 14/3/2023.</li> <li>Contractors was appointed to immediately repaired the drain on 14/3/2023.</li> </ol>		

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	Lubricant was disposed as SW 305 and tray was placed under all vehicle at scrap iron area.
<b>Root cause analysis:</b>	<ol style="list-style-type: none"> <li>1. Lack of supervision and briefing from workshop PIC on cleaning residual from oil trap. Thus, the workers unaware on proper handling of scheduled waste.</li> <li>2. Drain that flow water into Oil Trap was damaged due to tractor activities at the workshop and no report was done by PIC (foreman).</li> <li>3. Inspecting scrap area was not included in previous WPI inspection. Thus, the inspection was not conducted.</li> </ol>
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>a) Enhance the workplace inspection activities by include in WPI checklist and immediately report to management on action to be taken.</li> <li>b) To give training to all PIC on how to do proper oil trap cleaning and maintenance.</li> <li>c) To discuss this on scheduled waste management at workshop in OSH meeting</li> </ol>
<b>Assessment Conclusion:</b>	The management of East Estate has conducted the training to the workshop attendant which include the PPE usage, together with the OPP report tools as well as oil trap management training. The management has informed on the frequency of conducting the cleaning of oil trap. The affected broken drain was repaired dated 15/05/2023 with the quotation were issued on 16/03/2023. The management has disposed the affected the pollutant through Schedule Waste process will sending them Pentas Flora Environmental Services with the Consignment Note No: 2023051518D6M2Y0 dated 15/05/2023. Thus, the Major NC is closed, with further verification will be conducted in the next surveillance audit.

Non-Conformity Report			
<b>NCR Ref #:</b>	2323648-202303-N1	<b>Issue Date:</b>	16/03/2023
<b>Due Date:</b>	Next Surveillance	<b>Date of Closure:</b>	Open
<b>Area/Process:</b>	East Palm Oil Mill	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 4: 4.4.6.3 Minor
<b>Requirements:</b>	A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance with the documented training procedure.		
<b>Statement of Nonconformity:</b>	Evidence of training records were not available for sample workers.		
<b>Objective Evidence:</b>	Workers were sampled and interviewed from the Ramp Station, Sterilizer Station, and Workshop. There was no evidence of these workers being trained on their job function and responsibility. The management have conducted daily morning briefing for their workers, but the three were no evidence of attendance records for the sampled workers. This was not in line with the procedure, Environment, Safety & Health (ESH) Competence, Training and Awareness Procedure; Document ID: SD/SDH/GSQM/ESH/203; Date: 01/07/16 which states, 6.7 – Training Records; training records for both employees and contractors shall be kept. ESH related training records shall include, but not limited to the following: No. 5 - Training Attendance.		
<b>Corrections:</b>	QA/Supervisors have been assigned to ensure the participants/workers of the training/morning briefing to record their attendance of the training.		

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<b>Root cause analysis:</b>	Insufficient records for training conducted due to lack of monitoring on the use of attendance record. There is no PIC to ensure that all attendees signed the attendance list.
<b>Corrective Actions:</b>	In addition to QA/supervisors, trainers to ensure all participants sign the attendance and ensure the record been filled.
<b>Assessment Conclusion:</b>	The correction and corrective action are accepted. The evidence of effective implementation shall be verified in the next assessment visit.

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

Noteworthy Positive Comments	
1.	Good relationship being maintained with surrounding communities and stakeholders.
2.	Good commitment from the management on maintaining the certification.

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

Non-Conformity Report			
<b>NCR Ref #:</b>	2165781-202202-M1	<b>Issue Date:</b>	17/02/2022
<b>Due Date:</b>	17/05/2022	<b>Date of Closure:</b>	13/05/2022
<b>Area/Process:</b>	East Palm Oil Mill	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 4: 4.4.4.2 Major
<b>Requirements:</b>	The occupational safety and health plan should 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). j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.		
<b>Statement of Nonconformity:</b>	The occupational safety and health plan were not effectively implemented.		
<b>Objective Evidence:</b>	During site visit at the workshop, it was sighted that the Oxygen and Acetylene gas container used for welding/cutting works was not installed with flash back arrestor. This was against the Safety Work Procedure for Workshop, rev. no. 2, issued on 07/01/2008 under section 18.4 (b) "Install Flash Back Arrestor". During site visit at the Kernel Dispatch area, sighted a lorry driver for lorry with reg. no. BLV 8186 was working on top of the trailer and not wearing safety harness while tarpaulin the canvas after loaded the lorry with palm kernels. The hooked at the safety rails was available there. This was against Safety Work Procedure for Oil Palm and Kernel Dispatch, rev. no. 4, issued on 07/01/2008 under section B (11).		

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	<p>During document review, it was noted that an accident occurs on 13/09/2021 at boiler operation involving workers with id no. 850809-XX-XXXX with 19 days medical leaves. However, the JKPP 6 notification was submitted to DOSH on 01/10/2021, 18 days after the accident happen. This was against the Standard Operating Procedure of Incidents, Accidents &amp; Non-Conformance Management. Refer SOP no. SDP/SQM/(ESH)/001-2-9 rev. 1 dated 30/05/2019.</p>
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>Flash back arrestor has been installed to all oxygen and acetylene tank on 1/3/2022.</li> <li>The manager will monitor compliance with DOSH and supported by RSQM.</li> <li>Signboard for wearing Safety Harness has been put in place to remind the drivers to wear Safety Harness. The driver and those involved in this work will be briefed on 7/3/2022 to enhance their understanding and awareness.</li> <li>To implement CPO despatch checklist to kernel despatch operation.</li> </ol>
<b>Root cause analysis:</b>	<p>Monitoring and controls on the implementation of all the Safety and Health Plan components in accordance to the SOPs are inadequate.</p>
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>To brief/ remind Safety &amp; Health Committee on their role to monitor the implementation of risk control stated in HIRARC and CHRA during SHC Meeting.</li> <li>Biannually monitoring/inspection of DOSH compliance by the Manager supported by RSQM/ SSSO to be put in place (covering all the components of the OSH Plan and in accordance to SOPs).</li> <li>To discuss in social dialogue and get the Worker Representative to explain to the workers on HIRARC and the importance of PPE.</li> <li>To review and brief HIRARC with the respective team consist of worker representative for the activity and management team by RSQM.</li> </ol>
<b>Assessment Conclusion:</b>	<p><u>Major NC Close Out</u></p> <ol style="list-style-type: none"> <li>Safety committee meeting has been conducted on 30/03/2022 at East POM chaired by Manager Mr Hudal Firdaus. Refer section 3.8.5, Safety &amp; Health Committee has been briefed on their role to monitor the implementation of risk control.</li> <li>Monthly inspection will be done at least once a month to make sure all operation accordance with the SOPs as stated in the OSH Meeting date 30/03/2022 section 3.5.1.</li> <li>Social dialogue with workers representative has been conducted. HIRARC and PPE matters has been discussed during the dialogue. Latest inspection of PPE has been conducted on 14/05/2022.</li> <li>HIRARC has been reviewed hand briefed to workers on 14/05/2022. Refer HIRARC Briefing Kernel Despatch attendance. Based on the above evidence, the Major Non-Conformity is closed effectively on 21/05/2022. Continuous implementation will be further verified in the next assessment.</li> </ol>
<b>Verification Statement:</b>	<p>During the visit to the mill operations area, the following was observed.</p> <ol style="list-style-type: none"> <li>All acetylene and oxygen tanks were well equipped with flashback arrestors. Interview with the foreman and workshop attendees indicated that they were well aware on the Risk Controls that are to be adhered to during welding operations in the mill. The mill management conduct monthly Work Site Inspections, where they monitor the usage of flashback arrestors as part of the inspections.</li> </ol>

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	<p>2. Visit to the kernel dispatch area indicated that the area is equipped with ladder for the driver to climb the lorry. Overhead railing was available where the driver can attach safety harness while working at the top of the lorry and fixing the canvas.</p> <p>3. Accidents records were available for inspection. As for the mill all occupational accidents exceeding 4 days of LTA has been reported to DOSH within 14 days of the accident date.</p> <p>Based on the evidence available, the major NC remains closed.</p>
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<b>Non-Conformity Report</b>			
<b>NCR Ref #:</b>	2165781-202202-M2	<b>Issue Date:</b>	17/02/2022
<b>Due Date:</b>	17/05/2022	<b>Date of Closure:</b>	13/05/2022
<b>Area/Process:</b>	Dusun Durian Estate and Sepang Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.4.4.2 Major
<b>Requirements:</b>	<p>d) The occupational safety and health plan shall cover the following: 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>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee’s health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded</p>		
<b>Statement of Nonconformity:</b>	The occupational safety and health plan were not effectively implemented.		
<b>Objective Evidence:</b>	<p>During the site visit to Dusun Durian Estate, Sg. Buaia Division at P04 B, it was found 3 workers who conducted rat baiting were wearing cotton gloves. It was not in line with HIRARC dated 2020 Section Pests &amp; Diseases Risk Control “Safety Awareness training, nitrile gloves, wellington boots, google” and SDS Ebor Baits dated April 2018 Section 8 (c) “Wear rubber gloves when handling the product”.</p> <p>During verification of OSH Minutes of meeting of Sepang estate, 1st Quarter meeting has been planned but postponed due to MCO as per letter dated 04/02/2021. OSH Meeting has been conducted on 08/12/2021. For Dusun Durian Estate, 1st Quarter and 3rd Quarter meeting has been planned but postponed due to MCO as per letter dated 13/01/2021 and 05/07/2021. OSH Meeting has been conducted on 20/04/2021 and 18/11/2021 respectively. As per new FAQ by DOSH “Soalan Lazim Berkaitan Perintah Kawalan Pergerakan JKPP Bil. 1 dated 30/04/2020” stated 2 options which is “Melaksanakan mesyuarat menggunakan kaedah alternatif seperti telesidang” atau “Tangguh dan adakan mesyuarat selepas tempoh PKP berakhir”, “Namun majikan perlu memastikan mesyuarat JKK dijalankan sekurang-kurangnya 4 kali setahun dan diminitkan satu persatu”. MCO at Sepang Estate commences on June 2021 and August 2021 however, only 1 OSH meeting recorded for the year 2021. For Dusun Durian Estate, MCO on January 2021 and July 2021 however only 2 OSH Meeting conducted. It was not in line with OSH Act 1994, Regulation 21 Frequency of meeting of committee.</p>		

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<p><b>Corrections:</b></p>	<ol style="list-style-type: none"> <li>1. Estate management will ensure to conduct the OSH meeting in quarterly basis in order to comply the OSH Act 1994, Regulation 21.</li> <li>2. To pre-schedule annual plan of OSH meeting in OU annual calendar where it must be conducted 4 times a year without fail and minutes of meeting being recorded.</li> <li>3. Refresher training for PPE and HIRARC regarding on rat baiting operation has been conducted to the workers on 17/2/2022 at Sungai Buaia Division Office.</li> </ol>
<p><b>Root cause analysis:</b></p>	<p>OU Management not aware of the FAQ by DOSH “Soalan Lazim Berkaitan Perintah Kawalan Pergerakan” and only following the MCO, Lockdown &amp; NRP announcement by the Government.</p> <p>The management is concerned about the outbreak of COVID-19 and to prevent the infection to our workers and the elderly living at our Workers housing therefore we discourage any physical meeting and ultimately postpone the OSH meeting. Selangor state have the highest numbers of COVID-19 cases therefore we particularly concerned about our safety and wellbeing coupled with confirm death cases due to COVID-19 surrounding our area. The Year started with the continuity of Recovery MCO from 01/01/2021 until 31/03/2021, Total Lockdown for 1 month from 01/06/2021 until 28/06/2021 and followed by National Recovery Plan (NRP/PPN) until 01/10/2021.</p>
<p><b>Corrective Actions:</b></p>	<ol style="list-style-type: none"> <li>1. Moving forward, the Management will conduct the meeting as per schedule.</li> <li>2. RSQM will monitor &amp; assess compliance to these procedures as stated under Roles &amp; Responsibility in Safety and Health Committee Procedures.</li> </ol>
<p><b>Assessment Conclusion:</b></p>	<p><u>Major NC Close Out</u></p> <ol style="list-style-type: none"> <li>1. Latest OSH Meeting has been conducted on 19/05/2022. Invitation to the meeting has been sent to the respective representative. Meeting conducted as per schedule.</li> <li>2. ILO Assessment Checklist has been used to monitor and assess compliance of procedures. Latest monitoring was conducted on 17/02/2022. Based on the above evidence, the major NC is closed effectively on 21/05/2022. Continuous implementation will be further verified in the next assessment.</li> </ol>
<p><b>Verification Statement:</b></p>	<p><u>ASA 2 Verification</u></p> <ol style="list-style-type: none"> <li>1. During the visit to the sampled operation in East Estate and Dusun Durian Estate, it was noticed the usage of PPE were adequately implemented. There were certain operations where the workers and operators were not wearing the appropriate PPE’s as per the estates HIRARC. The evidence is provided in the MSP0 2530 Part 3: 4.4.4.2 and a Critical Non-Conformity has been raised for the issues.</li> <li>2. Both estate management conducted OSH committee meetings on quarterly basis and when necessary due to accidents that occur. The meeting discussed issues on employees’ safety, health and welfare such as operational risks and health achievement report, estate security, safety compliance by contractors, workplace inspection, legal compliance, safety and health training. OSH Meeting Minutes were available for verification as below.</li> </ol> <p><u>East Estate</u>  Sighted the OSH Meeting Minutes dated 23/02/2023 (01-2023), 13/12/2022 (04-2022), 10/09/2022 (03-2022) and 16/06/2022 (02-2022).</p> <p><u>Dusun Durian Estate</u></p>

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	Sighted the OSH Meeting Minutes dated 10/02/2023 (01/2023), 21/11/2022 (04/2023) and 12/08/2022 (03/2022). Due to the continuous issues, the Major Non-Conformity has been reissued.
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<b>Non-Conformity Report</b>			
<b>NCR Ref #:</b>	2165781-202202-M3	<b>Issue Date:</b>	17/02/2022
<b>Due Date:</b>	17/05/2022	<b>Date of Closure:</b>	13/05/2022
<b>Area/Process:</b>	Dusun Durian Estate and Sepang Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.5.3.2 Major
<b>Requirements:</b>	a) A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: Identifying and monitoring sources of waste and pollution. b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products.		
<b>Statement of Nonconformity:</b>	Waste management plan and procedure was not effectively implemented.		
<b>Objective Evidence:</b>	<p>During site visit at Sepang Estate, Main Division, it was found 10 units of used fluorescent (SW110) tube stored at the fertilizer store. These tubes were not identified and captured in the estate’s Waste Management Plan and Inventory of Schedule Waste for latest record on January 2022 respectively. It was not in line with Scheduled Wastes (Hazardous Waste) Management Procedure, SD/SDP/PSQM(ESH)/203-EN1, dated on 26/02/2015, under section 6.0: Requirement &amp; Procedure, point 6.1.1; “OU shall identify all types of scheduled waste produced from the operational process by understanding the inputs into the waste stream e.g., referring to Material Safety Data Sheet (MSDS) or Chemical Safety Data Sheet (CSDS)”.</p> <p>During the site visit at Sepang Estate, Main Division Block P21 (immature area), it was found 1 unit of chemical container brand “Cypermethrin” left unattended. Further checked shows it contained water. It was no indicator showing the empty chemical container for premix container / pure chemical / clean water. It was not in line with Scheduled Wastes (Hazardous Waste) Management Procedure, SD/SDP/PSQM(ESH)203-EN1, dated on 26/02/2015, under section 6.0 Requirement &amp; Procedure, point no 6.6 Treatment &amp; Disposal, 6.6.11 Management of Class 2 (and higher) Chemical Container; “All class 2 and above chemical container shall be triple rinsed, make hole at the bottom, only if the waste generator is to dispose as non-scheduled wastes. On the other hand, if the containers are to be disposed as scheduled wastes, no washing &amp; triple rinsing required. Disposal shall be by licenses scheduled waste contractors only”.</p>		
<b>Corrections:</b>	1. Management has identified the person who brought the item in the field and issue warning letter to contractor Txxxxx Enterprise for using the chemical container without permission for the said accident. Appendix IV (1). The empty container will be collected and disposed as scheduled waste according to batches records. 2. To identify and register florescent tubes into waste management plan. The management have updated the notification waste for SW109 through E-SWIS		

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	application and will assign the contractor (3X Qxxxx Sdn Bhd) for collection. Appendix IV (2).
<b>Root cause analysis:</b>	Insufficient training on implementation of waste management plan and procedure to the worker.
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Estate will ensure the empty chemical container are not being used for any activities without permission by the management (PIC).</li> <li>2. Practise bin card inventory check list for each of waste product (Empty chemical container) by division and submit to Manager for verification for each month.</li> <li>3. Estate management will ensure to do the proper marking on empty container for upkeep work used.</li> <li>4. To communicate and emphasize on the consequences of using empty chemical container to the workers via social dialogue and during morning muster.</li> </ol>
<b>Assessment Conclusion:</b>	<p><u>Major NC Close Out</u></p> <ol style="list-style-type: none"> <li>1. Briefing on management of empty chemical container has been conducted during "Social Dialog Bersama Perwakilan Pekerja Ladang Sepang" dated 10/03/2022, Refer section II.</li> <li>2. Bin card inventory of waste product has been monitored by person in-charge and verified by manager. Latest record sighted on 13/05/2022.</li> <li>3. Proper marking for empty chemical container has been conducted and updated for premix container as per photo evidence.</li> <li>4. Communication for emphasizing the consequence of empty chemical container has been conducted during "Social Dialog Bersama Perwakilan Pekerja Ladang Sepang" dated 10/03/2022, Refer section II.</li> </ol> <p>Based on the above evidence, the major NC is closed effectively on 21/05/2022. Continuous implementation will be further verified in the next assessment.</p>
<b>Verification Statement:</b>	<p>The estate sampled maintained the inventory all scheduled waste generated documented in BIN card and reported to DOE through ESWISS.</p> <p>Empty chemical container was reuse for chemical premixing container or triple rinsed and puncture and stored at designated storage area before disposed through approved recycle contractor or disposed as SW 409.</p> <p>Empty chemical containers were reuse for chemical premixing container were marked with red colour skull (poisonous).</p> <p>No reoccurrence of non-conformity, thus the non-conformity was effectively closed.</p>

<b>Non-Conformity Report</b>			
<b>NCR Ref #:</b>	2165781-202202-N1	<b>Issue Date:</b>	17/02/2022
<b>Due Date:</b>	16/03/2023	<b>Date of Closure:</b>	16/03/2023
<b>Area/Process:</b>	Sepang Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.4.5.10 Minor
<b>Requirements:</b>	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions.		
<b>Statement of Nonconformity:</b>	Mechanism on monitoring of other benefit given (HIS Incentive) was not effectively implemented.		



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<p><b>Objective Evidence:</b></p>	<p>A grievance was received from consultation made with the harvesting gang during field visit in Sepang Estate (Sungai Linau Division), revealed that the cutters were not getting payment of their newly implemented incentive schemes for harvesters.</p> <p>Trailing with the documented information found that effective from 15/11/2021, Sepang Estate has been selected as pilot site to implement the Harvesting Incentive Scheme (HIS) with incentives Allowance Codes as following: Code Description Code Description A194 Harvesting Incentive A195 Harvesting Staff Incentive A196 One-Off Introducer Incentive A197 One-Off Training Incentive A198 Cutter Incentive</p> <p>Where, based on certain criteria of pre-qualification such as outturn, quality and yield bracket tonnage etc., a cutter of harvesting gang are entitled for Code A194 and A198 incentives while the other harvesting operation workers such as carrier etc. are entitled for A194 incentive if all criteria fulfilled accordingly.</p> <p>Sepang Estate management has briefed the affected workers of the scheme on 18/11/2021 and were required to monitor the scheme for 90 days. Based on the records of December 2021 payslip for the harvesting gang sampled, it was found that two cutters were entitled and qualified for payment of Code A194 and A198 as following: - Employee # 127686; M; Date joined: 10/11/2016; Cutter - Employee # 132827; M; Date joined: 17/4/2017; Cutter</p> <p>Where based on the HIS analysis monitoring records, both cutters met both criteria of A194 and A198 and entitled as following: Code Cutter Eligibility RM Incentive Code Cutter Eligibility RM Incentive A194 Employee # 127686 100% Eligible RM 400.00 A194 Employee # 132827 100% Eligible RM 400.00 A198 Employee # 127686 100% Eligible RM 250.00 A198 Employee # 132827 100% Eligible RM 250.00</p> <p>However, the payslips reviewed for both cutters shown that only A198 incentive was paid for December 2021 although they were qualified. All other sampled harvesting gang workers were paid with their qualified incentives entitlement accordingly except for the sample cutters above. This confirmed the grievance of consulted workers was valid, hence, a non-compliance has been raised on the matter</p>
<p><b>Corrections:</b></p>	<p>To issue notification letter to the affected workers and informed the worker that they will be reimbursed payment due to them in February 2022 wages. Briefed and explained to the workers on the underpaid payment for Harvesting Incentive in month of December 2021 done on 22/02/2022 together with workers representative. The workers will receive the payment by this month of February 2022 through bank account and not payment by cash. The briefing conducted to ensure the workers understood for the payment parameter. The payment made by the system in account code A194.</p>
<p><b>Root cause analysis:</b></p>	<p>The implementation of the HIS incentive is on a pilot phase and system input has not yet been fully automated, moreover implementation of the incentive has been fairly recent and the clerk carrying out manual input has not yet fully familiarized with the system inputs details hence subjected to human error.</p>
<p><b>Corrective Actions:</b></p>	<ol style="list-style-type: none"> <li>1. OU to escalate this matter to Region HR for IT Checkroll team together with Group HR to put in place auto calculation and tighten the system controls when the full implementation of these incentives take place across all OUs in Malaysia Interim.</li> </ol>

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	<p>2. Additional monitoring and checking by assistant on the payment of HIS to each harvester eligible during month end closing before upload the worker's salary into the system and re-confirm back through payslip for each eligible workers.</p> <p>3. Strengthening of the understanding of the clerk carrying out the system inputs through additional refresher trainings</p>
<b>Assessment Conclusion:</b>	The correction and corrective action are accepted. The evidence of effective implementation shall be verified in the next assessment visit.
<b>Verification Statement:</b>	<p>An official notification letter was issued to the affected workers, informing them about the reimbursement of the underpaid amount in their February 2022 wages. A comprehensive briefing session was conducted in the presence of workers' representatives to ensure understanding of the payment parameters. The reimbursement was made through bank accounts instead of cash to streamline the process. Sighted the briefing records for workers regarding the harvesting scheme. During site visit, interview conducted with harvester found that they understand the concept of the new harvesting scheme.</p> <p>To prevent future occurrences, the Estate escalated the matter to the Region HR for IT Checkroll team and Group HR. They collaborated to implement an automated calculation system and enhance system controls for incentives across all Operational Units in Malaysia, ensuring accurate and timely payments.</p> <p>Additional monitoring and checks were implemented during month-end closing by the assistant responsible for payroll. They verified the payment of Harvesting Incentives for eligible harvesters, cross-referencing with payslips to ensure accuracy and prevent discrepancies.</p> <p>To reinforce accuracy in system inputs, the clerk responsible received additional refresher training, improving their understanding of the system and data entry processes. Sighted the training records are available for the staff.</p> <p>These corrective actions demonstrate a commitment to rectifying the non-conformance and ensuring fair compensation practices for workers. Thus, the Minor NC was closed.</p>

Opportunity For Improvement			
<b>Ref:</b>	2165781-202202-I1	<b>Clause:</b>	MSPO 2530 Part 3: 4.5.4.2
<b>Area/Process:</b>	Dusun Durian Estate		
<b>Objective Evidence:</b>	Management could improve on availability of prevention method at all workplace either fixed or temporary place that possibly having spill of chemicals, oil, and lubricant, etc. when conducting any operations related		
<b>Verification Statement:</b>	The estates have stored liquid items such as chemical, oil, lubricants and etc. in designated store. The liquid item the kept in aluminum tray. The store was equipped with secondary containment bund to prevent any chemical spillage polluted/flow into nearest drainage. The store was also equipped with appropriate spill kits.		

Opportunity For Improvement			
<b>Ref:</b>	2165781-202202-I2	<b>Clause:</b>	MSPO 2530 Part 3: 4.4.5.11
<b>Area/Process:</b>	Dusun Durian Estate		

<b>Objective Evidence:</b>	Housing Complex/Nest/Community Hall Weekly Inspections (PIQA) could be further improved and inspection criteria could include the requirements documented as per "Perjanjian Menduduki Rumah, Perumahan Sime Darby Plantation Berhad".
<b>Verification Statement:</b>	<p>The inspection criteria were reviewed and updated to incorporate the specific requirements outlined in the "Perjanjian Menduduki Rumah." This ensures that the inspections comprehensively assess compliance with the agreed terms and conditions for occupying the housing complex.</p> <p>The frequency of inspections was adjusted to align with the weekly inspection schedule. This ensures regular monitoring and timely identification of any deviations from the documented requirements.</p> <p>By implementing these actions, the Housing Complex/Nest/Community Hall Weekly Inspections (PIQA) have been further improved, and the inspection criteria now include the necessary requirements documented in the "Perjanjian Menduduki Rumah."</p>

### 3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
2165781-202202-M1	Part 4: 4.4.4.2 Major	17/02/2022	Closed on 21/05/2022
2165781-202202-M2	Part 3: 4.4.4.2 Major	17/02/2022	Closed on 21/05/2022 - reraised as 2165781-202202-M1
2165781-202202-M3	Part 3: 4.5.3.2 Major	17/02/2022	Closed on 21/05/2022
2165781-202202-N1	Part 3: 4.4.5.10 Minor	17/02/2022	Closed on 16/03/2023
2165781-202202-M1	Part 3: 4.4.4.2 Major	16/03/2023	Closed on 14/06/2023
2165781-202202-M2	Part 3: 4.4.5.11 Major	16/03/2023	Closed on 14/06/2023
2165781-202202-M3	Part 3: 4.5.4.2 Major	16/03/2023	Closed on 14/06/2023
2165781-202202-N1	Part 4: 4.4.6.3 Minor	16/03/2023	Open

### 3.5 Issues Raised by Stakeholders

IS #	Description
<b>1</b>	<p><b>Issues:</b> GXX TXXXX YXXX, Contractor</p> <p>The estate management has given full cooperation to the contractor in conducting the work, the contractor were 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. Now, there is no complaint in conducting the work in West Estate.</p> <p><b>Management Responses:</b></p> <p>Noted on good response, will improve more in the future.</p> <p><b>Audit Team Findings:</b></p> <p>No further issue.</p>



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2	<p><b>Issues:</b> Kedai Runcit Ladang East</p> <p>The price of goods is well shown in the filing, and at each of the product, the estate has made compulsory for each groceries store in the estate to show the price. Found the price are reasonable. The rental of the store is affordable and able to reduce the price due to low rental. Management also do check on pricing.</p>
	<p><b>Management Responses:</b></p> <p>Will continue to good practise to make sure workers are able to purchase goods at affordable price without the need to go out town.</p>
	<p><b>Audit Team Findings:</b></p> <p>No further issue.</p>
3	<p><b>Issues:</b> Gender Committee Representative</p> <p>There is no harassment happened in the working premise as well as off work. The committee will always keep reminding each and everyone 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><b>Management Responses:</b></p> <p>Will keep maintaining the good practise and will improve further in giving support to all workers.</p>
	<p><b>Audit Team Findings:</b></p> <p>No further issue.</p>
4	<p><b>Issues:</b> NUPW Representative</p> <p>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.</p> <p>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><b>Management Responses:</b></p> <p>Will keep the good practise, all workers are asset to the company, and they will be taken care.</p>
	<p><b>Audit Team Findings:</b></p> <p>No further issues.</p>

**3.6 List of Stakeholders Contacted**

<p><b>Government Officer:</b></p> <p>Nil</p>	<p><b>Community/neighbouring village:</b></p> <p>Nil</p>
<p><b>Suppliers/Contractors/Vendors:</b></p> <p>G.S.P xxxxxxxx Sdn Bhd  Munixxx Engxxxxxx Wxxxx  Gax Txxxx Yxxx  Kedai Runcit Ladang East</p>	<p><b>Worker’s Representative/Gender Committee:</b></p> <p>Estate and Mill Gender Committee Representative  Estate and Mill NUPW Representative</p>

**Section 4: Assessment Conclusion and Recommendation**

<b>Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings</b>	
Based on the findings during the assessment Sime Darby Plantation Berhad SOU 8 East Palm Oil Mill and Supply Bases Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013. It is recommended that the certification of Sime Darby Plantation Berhad SOU 8 East Palm Oil Mill and Supply Bases Certification Unit is continued.	
<b>Acknowledgement of Assessment Findings</b>	<b>Report Prepared by</b>
<b>Name:</b> <b>SHYLAJA DEVI VASUDEVAN NAIR</b>	<b>Name:</b> <b>AHMAD RUFİ BIN ABU TALİB KHAN</b>
<b>Company name:</b> <b>SİME DARBY PLANTATION BERHAD</b>	<b>Company name:</b> <b>BSI SERVICE MALAYSIA SDN BHD</b>
<b>Title:</b> <b>HEAD, SUSTAINABILITY COMPLIANCE UNIT, GROUP SUSTAINABILITY DEPARTMENT</b>	<b>Title:</b> <b>CLIENT MANAGER</b>
<b>Signature:</b>  <b>Date: 07/07/2023</b>	<b>Signature:</b>  <b>Date: 20/06/2023</b>

**Appendix A: Summary of the findings by Principles and Criteria**

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

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

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Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.1.2 – Internal Audit</b>			
<b>4.1.2.1</b>	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. <b>- Major compliance -</b>	<p>Sime Darby Plantation Berhad has established internal audit procedures documented in Sime Darby Plantation Quality Management System (PQMS); Internal Audit Procedure; Doc number: SD/SDP/PQMS/IAP; Revision: 02; Document Date: 01/11/2017.</p> <p>Based on the procedure, the internal audit is to be conducted annually as per Internal Audit Procedure. Verified that both sampled estates have conducted the internal audit on a yearly basis. Records were available for verification as below.</p> <p><u>East Estate</u> MSPO Internal Audit was conducted on 21/11/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.</p> <p><u>Dusun Durian Estate</u> MSPO Internal Audit was conducted on 23/11/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.</p>	Complied
<b>4.1.2.2</b>	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. <b>- Major compliance -</b>	<p>Sime Darby Plantation Berhad has established internal audit procedures documented in Sime Darby Plantation Quality Management System (PQMS); Internal Audit Procedure; Doc number: SD/SDP/PSQM/IAP; Revision: 02; Document Date: 01/11/2017.</p> <p><u>East Estate</u> MSPO Internal Audit was conducted on 21/11/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification. During the assessment, the internal audit team raised 2 Major and 2 Minor Non-Conformities in</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>regard to MSPO Standard. The root cause was identified, and the corrections and corrective action plans were implemented and closed on 03/03/2023.</p> <p><u>Dusun Durian Estate</u></p> <p>MSPO Internal Audit was conducted on 23/11/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification. During the assessment, the internal audit team raised 7 Major and 1 Minor Non-Conformities in regard to MSPO Standard. The root cause was identified, and the corrections and corrective action plans were implemented and closed on 28/02/2023.</p>	
<b>4.1.2.3</b>	<p>Report shall be made available to the management for their review.</p> <p><b>- Major compliance -</b></p>	<p>The internal audit report was documented and made available for management review. As evidence, all findings from internal audit were responded by Estate Management within the acceptable timeframe. Report details as below.</p> <p><u>East Estate</u></p> <p>MSPO Internal Audit was conducted on 21/11/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.</p> <p><u>Dusun Durian Estate</u></p> <p>MSPO Internal Audit was conducted on 23/11/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.</p>	Complied
<b>Criterion 4.1.3 – Management Review</b>			
<b>4.1.3.1</b>	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for</p>	<p>Sime Darby Plantation Berhad has established SOP for Management Review documented in Standard Operation Manual, Sub-Section 5.6,</p>	Complied



Criterion / Indicator		Assessment Findings	Compliance
	<p>effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p><b>- Major compliance -</b></p>	<p>dated: 25/05/2015. Based on the SOP established, the frequency for management review needs to be carried out at least once a year.</p> <ol style="list-style-type: none"> <li>1. Management Review Meeting conducted on 07/11/2023 at East Estate.</li> <li>2. Management Review Meeting conducted on 16/01/2023 at Dusun Durian Estate.</li> </ol> <p>The agenda discussed during the meeting as follows:</p> <ol style="list-style-type: none"> <li>1. MSPO and RSPO Principle and Criteria findings.</li> <li>2. Customer feedbacks.</li> <li>3. Process performance and product conformity.</li> <li>4. Status of preventive and corrective action.</li> <li>5. Follow up action from previous Management Review.</li> <li>6. Changes that could affect the management system.</li> <li>7. Recommendation for improvement.</li> <li>8. Complaints and grievances.</li> <li>9. Improvement of the effectiveness of the management system and process.</li> <li>10. Resource needs.</li> </ol>	
<b>Criterion 4.1.4 – Continual Improvement</b>			
<b>4.1.4.1</b>	<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><b>- Major compliance -</b></p>	<p>The estates visited has established continual improvement plan covers the main social and environmental impacts.</p> <p>Continual improvement plan for the estate being strategized under the following program as follows:</p> <p><u>East Estate</u></p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ol style="list-style-type: none"> <li>To reduce usage of manpower in pesticides spraying at immature field by using Selarong Eagle Sprayer (SES) for P&amp;D Immature Spray.</li> <li>To maintain proper records maintenance record at the office by sorted, labelling according to the category and month.</li> <li>To improve workers living facility and house condition by repair housing drainage system.</li> </ol> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>Repainting 2 units of workers housing.</li> <li>To build multipurpose court for various sports.</li> <li>Upgrading existing estate gravel roads to tarmac.</li> <li>Mechanizing spraying and manuring work and to improve productivity and to reduce manpower dependency.</li> </ol>	
<b>4.1.4.2</b>	<p>The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption.</p> <p><b>- Major compliance -</b></p>	<p>Any new technology and/or innovation equipment is subject to approval by Regional Offices and Headquarters.</p> <p>Any new information is updated to employees through morning briefings, memo, meetings, station training. So far, no new technology at estates sampled.</p>	Complied
<b>4.1.4.3</b>	<p>An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.</p> <p><b>- Major compliance -</b></p>	<p>Implementation of new techniques or industry standard will be conducted thru briefing and set of training provided by the estate management or by the third parties. These new trainings and briefing will be included into their annual training program whenever necessary.</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance	
<b>4.2 Principle 2: Transparency</b>			
<b>Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements</b>			
<b>4.2.1.1</b>	<p>The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established Communication Procedure either Internal or External Stakeholders. The information was available in two (2) languages English and Malay. This document was accessible to stakeholder as sighted at Estate notice board. The information being disseminated to the Internal and External Stakeholders either through Townhall Session or External Stakeholders’ Meeting.</p> <p>Latest stakeholder meeting was conducted on 08/12/2022, with attendance of 182 attendees from various group of stakeholders including the Government Agencies, Local Community and neighboring estates. The stakeholder consultation was conducted at 2<sup>nd</sup> Ballroom Ecogarden.</p> <p>Dusun Durian Estate conducted the stakeholder meeting on 14/12/2022 at Dusun Durian Estate meeting room. 11 external stakeholders attended the meeting.</p>	<p>Complied</p>
<b>4.2.1.2</b>	<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><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established Estate Quality Management System, Level 2, Standard Operation Manual Sub – Section 5.5 Management Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1, Year 2008, Issue No 1 dated 01/11/2008.</p> <p>The mechanism is to enable effective and timely communication with employees and external interested parties. The audit team observed that the above SOP specifies the means to communicate and consult</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<p>with the relevant stakeholders pertaining to the company’s safety &amp; health, social, environmental and other aspects.</p> <p>Information relating to land titles, safety and health plans, pollution prevention plans was made available at all Estates. Among the documents that were made available for viewing were land titles, occupational health and safety plans, EIA reports, SIA reports, details of complaints and grievances, negotiation procedures, continuous improvement plans, and human rights policy.</p> <p>Furthermore, information regards to Sustainability Reports, sustainability policies, Human Rights Charter, practices and key initiatives which include Lean Six Sigma and Continuous Improvement, Safety and Health, Environment, Biodiversity Conservation, Environmental Conservation can be retrieve through the company’s website.</p> <p>Confidential documents such as financial, personal and etc. are not allowed to be shared publicly. The Estate Manager is responsible to address all communication and request for documentations that could be made available to public or stakeholders.</p>	
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			
<b>4.2.2.1</b>	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established Estate Quality Management System, Level 2, Standard Operation Manual Sub – Section 5.5 Management Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1, Year 2008, Issue No 1 dated 1st April 2008.</p> <p>The procedure for Internal Stakeholders was described in the Sustainable Plantation Management System, Appendix 5, Version 1,</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>and Issue No.1, dated 01/11/2008 on Flowchart and Procedures on handling Internal Issues.</p> <p>The mechanism is to enable effective and timely communication with employees and external interested parties. The audit team observed that the above SOP specifies the means to communicate and consult with the relevant stakeholders pertaining to the company's safety &amp; health, social, environmental and other aspects.</p> <p>The SOP also specifies the timeframe to be taken to provide feedback to the stakeholder is: -</p> <p>Within 2 weeks from the date receiving the queries.</p> <p>Within one week of the completion of the investigation for communication requiring investigation.</p> <p>The management has developed the Workers Housing Management Procedure dated 26/11/2021. The procedure is regarding the process and time frame of housing complaints management.</p>	
<b>4.2.2.2</b>	<p>A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.</p> <p><b>- Minor compliance -</b></p>	<p>The management nominated their assistant in each estate to be an official for social and stakeholder communication. The appointment letter was available in each estate. The appointed Social and Communication Officer are as following:</p> <ol style="list-style-type: none"> <li>1. Shahril Imran Ibrahim dated 31/12/2022 – East Estate</li> <li>2. Alias Bin Kasman dated 01/01/2021 – Dusun Durian Estate</li> </ol> <p>The job scope of the appointed social and communication officer is as the following:</p> <ol style="list-style-type: none"> <li>1. Investigate social issue complaints</li> <li>2. Keep the records of complaints</li> </ol>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		3. To give counseling and motivation to workers 4. Help the estate in conducting the activity regarding social issues.	
<b>4.2.2.3</b>	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. <b>- Major compliance -</b>	List of stakeholders for all the operating units were last updated on 03/01/2023 at East Estate and 16/11/2022 at Dusun Durian Estate. The list consists of various group of stakeholders such as government authorities, contractors/suppliers, NGOs, local communities and also internal stakeholders such as workers and representatives. Records of consultation generally recorded in the stakeholders' consultation minute of meeting. The last meeting was conducted on 08/12/2022 at East Estate and 14/12/2022 at Dusun Durian Estate.	Complied
<b>Criterion 4.2.3 – Traceability</b>			
<b>4.2.3.1</b>	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). <b>- Major compliance -</b>	Sime Darby Plantation Berhad has established SOP for traceability and documented in Sime Darby Plantation, Sustainable Supply Chain and Traceability for Upstream Malaysia ver. 01, dated May 2022. Refer document no. SD/SDP/GSD/SCCS/0522/01.	Complied
<b>4.2.3.2</b>	The management shall conduct regular inspections on compliance with the established traceability system. <b>- Major compliance -</b>	SIME Semua 2.0 (CRS system) for traceability. Electronic tag/chip is used for each and every load/consignment. Chip is linked to Semua apps and scanned and before weigh and despatch. All information were recorded in the system which traceable to identify [field, crop type, harvesting date, number of bunches, weight etc]. Person in charge for each load/consignment is harvesting mandore and bunch counter.	Complied
<b>4.2.3.3</b>	The management should identify and assign suitable employees to implement and maintain the traceability system. <b>- Minor compliance -</b>	<u>East Estate</u> The estate has appointed the Asst. Manager as person responsible for implementation and maintaining the traceability system in the estate	Complied

Criterion / Indicator		Assessment Findings	Compliance																				
		<p>as per appointment letter dated 01/01/2023 signed by the Estate Sr. Manager.</p> <p><u>Dusun Durian Estate</u></p> <p>The Sr. Asst. Manager has been appointed as person responsible to implement and maintain the traceability system in the estate as per appointment letter dated 01/01/2023 signed by the Estate Manager.</p>																					
<b>4.2.3.4</b>	<p>Records of sales, delivery or transportation of FFB shall be maintained.</p> <p><b>- Major compliance -</b></p>	<p>The estate maintain the records of FFB sale/dispatch to the mill. Reviewed the records of FFB dispatch as follows:</p> <table border="1"> <tbody> <tr> <td>a. Supplier: East Estate</td> </tr> <tr> <td>b. Product ID: 0002-FFB B Crop</td> </tr> <tr> <td>c. Nett weight: 7,890 kg</td> </tr> <tr> <td>d. Delivery date: 11/01/2023</td> </tr> <tr> <td>e. Weighbridge ticket no.: 222710</td> </tr> <tr> <td>f. D.O. no.; 446835</td> </tr> <tr> <td>g. MSP0 certificate no.: MSP0 687976</td> </tr> <tr> <td>h. MSP0 certificate validity: 18/05/2023</td> </tr> <tr> <td>a. Supplier: East Estate</td> </tr> <tr> <td>b. Product ID: 0002-FFB C Crop</td> </tr> <tr> <td>c. Nett weight: 8,650 kg</td> </tr> <tr> <td>d. Delivery date: 10/01/2023</td> </tr> <tr> <td>e. Weighbridge ticket no.: 222661</td> </tr> <tr> <td>f. D.O. no.; 446713</td> </tr> <tr> <td>g. MSP0 certificate no.: MSP0 687976</td> </tr> <tr> <td>h. MSP0 certificate validity: 18/05/2023</td> </tr> <tr> <td>a. Supplier: Dusun Durian Estate</td> </tr> <tr> <td>b. Product ID: 0002-FFB C Crop</td> </tr> <tr> <td>c. Nett weight: 9,330 kg</td> </tr> <tr> <td>d. Delivery date: 10/02/2023</td> </tr> </tbody> </table>	a. Supplier: East Estate	b. Product ID: 0002-FFB B Crop	c. Nett weight: 7,890 kg	d. Delivery date: 11/01/2023	e. Weighbridge ticket no.: 222710	f. D.O. no.; 446835	g. MSP0 certificate no.: MSP0 687976	h. MSP0 certificate validity: 18/05/2023	a. Supplier: East Estate	b. Product ID: 0002-FFB C Crop	c. Nett weight: 8,650 kg	d. Delivery date: 10/01/2023	e. Weighbridge ticket no.: 222661	f. D.O. no.; 446713	g. MSP0 certificate no.: MSP0 687976	h. MSP0 certificate validity: 18/05/2023	a. Supplier: Dusun Durian Estate	b. Product ID: 0002-FFB C Crop	c. Nett weight: 9,330 kg	d. Delivery date: 10/02/2023	Complied
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Criterion / Indicator		Assessment Findings		Compliance
		e. Weighbridge ticket no.: 329527 f. D.O. no.; 82444 g. MSPO certificate no.: MSPO 687976 h. MSPO certificate validity: 18/05/2023		
		a. Supplier: Dusun Durian Estate b. Product ID: 0002-FFB B Crop c. Nett weight: 9,340 kg d. Delivery date: 11/02/2023 e. Weighbridge ticket no.: 329527 f. D.O. no.; 82447 g. MSPO certificate no.: MSPO 687976 h. MSPO certificate validity: 18/05/2023		
<b>4.3 Principle 3: Compliance to legal requirements</b>				
<b>Criterion 4.3.1 – Regulatory requirements</b>				
<b>4.3.1.1</b>	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. <b>- Major compliance -</b>	The operating units continued to comply with the legal requirements. Among the evidence of legal compliance as follows: <u>East Estate</u> 1. MPOB License no. 531308002000 valid till 31/07/2023 2. Permit for Scheduled Controlled Goods, Diesel Purchase and Storage permit no. B.PGK.SEL/01023 valid till 09/02/2024 3. Air Compressor Certificate of Fitness no. a. PMT-SL/22 287881 valid till 29/08/2023 b. PMT-SL/22 287882 valid till 29/08/2023 <u>Dusun Durian Estate</u> 1. MPOB License no. 528976002000 valid till 30/04/2024		Complied



Criterion / Indicator		Assessment Findings	Compliance
		2. MPOB License for Oil Palm Nursery no. 563441011000 valid till 31/07/2023 3. Permit for Scheduled Controlled Goods, Diesel Purchase and Storage permit no. B.PGK.SEL/01375 valid till 12/01/2024 4. Air Compressor Certificate of Fitness no. a. PMT-SL/22 284017 valid till 29/06/2023	
<b>4.3.1.2</b>	The management shall list all laws applicable to their operations in a legal requirements register. <b>- Major compliance -</b>	All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. Refer to legal register dated January 2023 with addition to applicable laws since last assessment as follows: 1. Minimum Wages Order 2022 2. Fire Services Act 1988 (Act 341) Amendment 2020 3. "Pembangunan Sumber Manusia Berhad" Act 2000 4. Anti-Sexual Harassment Act 2021 5. Employees' Social Security (Amendment) Act 2022 6. Employment Insurance System (EIS) (Amendment) Act 2022 7. Control of Supplies Act 1961 8. Employment (Amendment) Act 2022	Complied
<b>4.3.1.3</b>	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. <b>- Major compliance -</b>	Documented 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. A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 8.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		GSD 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.	
<b>4.3.1.4</b>	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. <b>- Minor compliance -</b>	Group Sustainability Department will update the operating regarding any changes on applicable laws to the operating units. The person responsible appointed at the operating units will update the changes in the Legal Register. <u>East Estate</u> The Asst. Manager has been appointed as person responsible to monitor any changes to the LORR and update when necessary, as per appointment letter dated 01/01/2023 signed by the Estate Sr. Manager. <u>Dusun Durian Estate</u> The estate has appointed Sr. Asst. Manager as person responsible to monitor any changes to the LORR and update when necessary, as per appointment letter dated 01/01/2023 signed by the Estate Manager.	Complied
<b>Criterion 4.3.2 – Lands use rights</b>			
<b>4.3.2.1</b>	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. <b>- Major compliance -</b>	The was no evidence to show that oil palm cultivation activities in both estates visited had diminished the land use rights of others. Verified documents to show legal ownership of its land.	Complied
<b>4.3.2.2</b>	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. <b>- Major compliance -</b>	Sime Darby Plantation Berhad did not acquire land from landowners but leased it directly from the government. The quit rent payment was done accordingly as requirement from the state government. Sighted the sampled land title as follows:	Complied

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**Revision 2 (Nov 2021)**

Criterion / Indicator		Assessment Findings	Compliance																																							
		<p><u>Dusun Durian Estate</u> There are 40 land title with total 2361.136 Ha. Sample of land titles is the per the table below:</p> <table border="1"> <thead> <tr> <th>Title No</th> <th>Area (Ha)</th> <th>Term of used</th> </tr> </thead> <tbody> <tr> <td>GM 16xx</td> <td>1.2899</td> <td>Agriculture</td> </tr> <tr> <td>GM 16xx</td> <td>1.3785</td> <td>Agriculture</td> </tr> <tr> <td>GM 16xx</td> <td>1.6415</td> <td>Agriculture</td> </tr> <tr> <td>GM 16xx</td> <td>2.7139</td> <td>Agriculture</td> </tr> <tr> <td>GRN 48xxx</td> <td>320.1058</td> <td>Nil</td> </tr> <tr> <td>GRN 48xxx</td> <td>807.3213</td> <td>Nil</td> </tr> </tbody> </table> <p><u>East Estate</u> There 21 grant title in East Estate, Sample of land title as the following:</p> <table border="1"> <thead> <tr> <th>Lot No</th> <th>Area (Ha)</th> <th>Term of used</th> </tr> </thead> <tbody> <tr> <td>GM 21xx</td> <td>0.2485</td> <td>Agriculture</td> </tr> <tr> <td>GM 10xx</td> <td>0.7787</td> <td>Agriculture</td> </tr> <tr> <td>GM 16xx</td> <td>0.0664</td> <td>Agriculture</td> </tr> <tr> <td>GM 16xx</td> <td>0.5750</td> <td>Agriculture</td> </tr> <tr> <td>GRN 47xxx</td> <td>5366.00</td> <td>Nil</td> </tr> </tbody> </table>	Title No	Area (Ha)	Term of used	GM 16xx	1.2899	Agriculture	GM 16xx	1.3785	Agriculture	GM 16xx	1.6415	Agriculture	GM 16xx	2.7139	Agriculture	GRN 48xxx	320.1058	Nil	GRN 48xxx	807.3213	Nil	Lot No	Area (Ha)	Term of used	GM 21xx	0.2485	Agriculture	GM 10xx	0.7787	Agriculture	GM 16xx	0.0664	Agriculture	GM 16xx	0.5750	Agriculture	GRN 47xxx	5366.00	Nil	
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<b>4.3.2.3</b>	<p>Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.</p> <p><b>- Major compliance -</b></p>	<p>The estate legal boundary was clearly demarcated with security trenches as sighted during site visit in East Estate at field P08 C2 adjacent with Kg. Kepau Laut and Kg. Sg. Rambai and in Dusun Durian Estate at field P08 K adjacent with Sekolah Agama Menengah Unwanus Saadah and P06 K1 adjacent to Kg. Kanchong Darat.</p>	Complied																																							
<b>4.3.2.4</b>	<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</p>	<p>There was no land dispute at all the sampled estates. The company has the legal ownership documents as demonstrated by possessing a land title.</p>	N/A																																							

Criterion / Indicator		Assessment Findings	Compliance
	be made available and that these should have been accepted with free prior informed consent (FPIC). <b>- Minor compliance -</b>		
<b>Criterion 4.3.3 – Customary rights</b>			
<b>4.3.3.1</b>	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. <b>- Major compliance -</b>	There is no customary land or negotiated agreements at all the sampled estates. The management established procedure as per Sime Darby Plantation (Plantation Quality Management System) Appendix 3: Flowchart and Procedures on Handling Land Disputes version:2 dated 1/11/2008. There is no customary land within or surrounding in all sample estates. There are also no land disputes or claims involving the estates. The company has proper legal land titles for the land ownership.	N/A
<b>4.3.3.2</b>	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. <b>- Minor compliance -</b>	There is no customary land or negotiated agreements at all the sampled estates. The management established procedure as per Sime Darby Plantation (Plantation Quality Management System) Appendix 3: Flowchart and Procedures on Handling Land Disputes version:2 dated 1/11/2008. There is no customary land within or surrounding in all sample estates. There are also no land disputes or claims involving the estates. The company has proper legal land titles for the land ownership.	N/A
<b>4.3.3.3</b>	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. <b>- Major compliance -</b>	There is no customary land or negotiated agreements at all the sampled estates.	N/A
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			
<b>4.4.1.1</b>	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. <b>- Minor compliance -</b>	Sighted main template of Social Impact Assessment for SOU 08 East Palm Oil Mill and supply bases being established on 24-26/03/2014. Social impact has been identified based on consultative process to mitigate the negative impacts and promote the positive one. Based on the social impact improvement plan, total of 6 positive impacts identified with proposed mitigation plan for improvement.  The management has developed the management plan for social assessment which are conducted yearly. The current 2023 management was prepared on 03/01/2023 at East Estate, and 08/02/2023 at Dusun Durian Estate.	Complied
<b>Criterion 4.4.2: Complaints and grievances</b>			
<b>4.4.2.1</b>	A system for dealing with complaints and grievances shall be established and documented. <b>- Major compliance -</b>	Management System, Level 2, Standard Operation Manual Sub – Section 5.5 Management Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1 Year 2008, Issue No 1 dated 1/11/2008.  The procedure for handling internal social issue was described in the Sustainable Plantation Management System, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008 on Flowchart and Procedures on handling Social Issues.  The mechanism is to enable effective and timely communication with employees and external interested parties.	Complied
<b>4.4.2.2</b>	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. <b>- Major compliance -</b>	The Standard operation Manual under clause 6.3 Timeframe for External Communication has stated:	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Within 2 weeks of the date of receipt for communication requiring direct feedback. Within 1 week of the completion of the investigation for communication requiring investigation.</p> <p>The relevant management personnel may extend due to extenuating circumstances or with justifiable reasons time limit. So far, no complaint received from internal and external except for housing maintenance. Evidence, all the stakeholders are informed on the progress of their grievances.</p> <p>Sighted the Records of Grievances is available in each estate.</p> <p>The latest procedure on complaint dated 26/11/2021 on Workers Housing Management Procedure and 'OilPalmPal' Digital Housing Complaint System (OPP DHCS). Referred IOM ref; UM/HSE/013/11/2021. This procedure already been brief to workers dated 01/10/2022, during the Grievances and Freedom of Movement – East Estate.</p>	
<b>4.4.2.3</b>	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.</p> <p><b>- Minor compliance -</b></p>	<p>The complaint forms were available at the operating unit's office, where the stakeholders can easily access should it be needed. Among the information available in the form is name of requestor/complainant, date of request, details of complaint/grievance, details of action taken including dates and acknowledgement signature of the requestor. However, the Estate has established 5 types of new complaints medium as per below:</p> <ul style="list-style-type: none"> <li>• Complaint Book – Housing Repairs</li> <li>• Complaint Book – Electricity Repairs</li> <li>• Letter by complainant</li> <li>• Suara Kami</li> <li>• Whistle Blowing</li> </ul>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>OilPalmPal (Digital Housing Complaint System)</li> </ul> <p>Complaint Form can be obtained at the Estate Office. Interview with the local and foreign confirmed they are aware of the above process. Merely, complaints on Housing Maintenance being observed in all sampled Estates.</p> <p>Under Group policies and authority's GPA No 85 Whistleblowing channels are established to help all stakeholders raise concerns, without fear or retaliation, on any wrongdoing that they may observe in the Sime Darby Group. The statement can be viewed through <a href="https://simedarbyplantation.com/contact-us/">https://simedarbyplantation.com/contact-us/</a></p> <p>Instead of whistle blowing, the workers have another medium to relay their complaints and grievances through SUARA KAMI – TALIAN BANTUAN PEKERJA. The complaints will be directed to Sime Darby Plantation Berhad HQ for investigation. This medium being handled by 3rd party.</p>	
4.4.2.4	<p>Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.</p> <p><b>- Minor compliance -</b></p>	<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. Employees and the surrounding communities were communicated through:</p> <p>The latest procedure on complaint dated 26/11/2021 on Workers Housing Management Procedure and 'OilPalmPal' Digital Housing Complaint System (OPP DHCS). Referred IOM ref; UM/HSE/013/11/2021.</p> <p>This procedure already been brief to workers dated 14/01/2023 at Dusun Durian Estate. Interview with workers, verified that they are able to understand the process of the complaint.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
<b>4.4.2.5</b>	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. <b>- Major compliance -</b>	The complaints and resolutions for the past 24 months (i.e. from October 2019) were well maintained by the both estates and available upon request.	Complied
<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			
<b>4.4.3.1</b>	Growers should contribute to local development in consultation with the local communities. <b>- Minor compliance -</b>	<p>The estate management have made contribution to both internal and external stakeholders. Estate is committed and have contributed to local development. The contribution made to the internal. As evidence, the followings:</p> <p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>1. Flood Assistance at Kampung Bakar Leleh, Pulau Carey dated 03/01/2022</li> <li>2. Desilting Main Drain at Kg Bakar Leleh &amp; India Baharu dated 12/01/2022</li> <li>3. Desilting Main Drain at Kg Sungai Bumbum dated 10/01/2022</li> <li>4. Grass cutting work at Kg Sungai Bumbum dated 14/02/2022</li> <li>5. Hari Raya Korban – 20/08/2022</li> <li>6. East Estate – Sports Day – 18/10/2022</li> <li>7. Grass cutting work at Kampung Melayu Pulau Carey, 02/03/2022</li> </ol> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>1. School transport subsidy for worker’s children</li> <li>2. Flood assistance to staff, January 2022</li> <li>3. Flood Assistance for local communities, January 2022</li> </ol>	Complied



Criterion / Indicator		Assessment Findings	Compliance
		4. Provide rice and cooking oil to workers, every alternate months.	
<b>Criterion 4.4.4: Employees safety and health</b>			
<b>4.4.4.1</b>	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. <b>- Major compliance -</b>	Sime Darby Plantation Berhad have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the Group Managing Director on 05/05/2022. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice boards within the estates.  The Group Sustainability Department (GSD) team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.  The estates have established Safety and Health Management Plan and documented in Environment, Safety and Health Plan FY 2023. The management plan includes the ESH Risk Management, Emergency Response Procedure, Chemical Safety Management, Noise Boundary Monitoring, Health monitoring.	Complied
<b>4.4.4.2</b>	The occupational safety and health plan shall cover the following: a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: i. all employees involved shall be adequately trained on safe working practices	The occupational safety and health plan cover the following: a. Sime Darby Plantation Berhad have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the Group Managing Director on 05/05/2022. The policy has been communicated to the staffs and workers through induction training for new workers, morning briefing and displayed at various notice boards within the estate. The policy has been briefed to all workers on 03/01/2023 at East Estate and 17/11/2022 at Dusun Durian Estate.  b. Sime Darby Plantation Berhad have established Standard	Major Non-Conformity

Criterion / Indicator	Assessment Findings	Compliance
<ul style="list-style-type: none"> <li>ii. all precautions attached to products shall be properly observed and applied</li> <li>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</li> <li>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</li> <li>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</li> <li>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</li> <li>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</li> <li>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.</li> </ul>	<p>Operating Procedure for Risk Assessment and documented in EQMS/SOM sub-section 5.4, Appendix 5.4.1a. East Estate and Dusun Durian Estate have conducted risk assessments for all the operations and documented in the Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The assessment covers all main operations and support operations. Among the activities verified in the HIRARC included Manuring, Harvesting, Spraying, etc. HIRARC is reviewed on annually and as and when there are any accidents that occur in the estate.</p> <p>Chemical Health Risk Assessment was conducted in compliance to the OSHA Act 1994 and the Use and Standard of Exposure of Chemicals Hazardous to Health (USECHH) Regulations 2000 to assess the risks associated to hazardous chemicals used in the estate.</p> <ul style="list-style-type: none"> <li>- East Estate: The Chemical Health Risk Assessment Report (Report Number: HQ/09/ASS/00/124 – 2020/0043) conducted by Gatconst Sdn Bhd (DOSH Registration: HQ/09/ASS/00/124) on 27/08/2020 was available for verification.</li> <li>- Dusun Durian Estate: The Chemical Health Risk Assessment Report (Report Number: HQ/09/ASS/00/124 – 2020/0045) conducted by Gatconst Sdn Bhd (DOSH Registration: HQ/09/ASS/00/124) on 12/11/2020 was available for verification.</li> </ul> <p>Medical Surveillance was conducted for workers exposed to chemicals and welding fumes in the estate as recommended in the CHRA. The medical surveillance was conducted to monitor the level of exposure on the workers towards the chemicals and fumes.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p><b>- Major compliance -</b></p>	<ul style="list-style-type: none"> <li>- East Estate: Medical Surveillance was conducted on 18/08/2023 at Klinik Faridah for 52 estate chemical handlers and welders and who have been exposed to chemicals. Results indicated that no workers had abnormal results (Occupational or Non occupational caused).</li> <li>- Dusun Durian Estate: Medical Surveillance was conducted on 01/12/2022 at Klinik Farisah for 21 estate workers exposed to chemicals and hazardous fumes in the estate. Results indicated that all workers were fit to work.</li> </ul> <p>Noise Risk Assessment Report (NRA) was conducted in compliance to Occupational Safety &amp; Health (Noise Exposure) Regulations 2019 in the estates.</p> <ul style="list-style-type: none"> <li>- East Estate: The assessment was conducted on 27/10/2021 by Renash Solution (M) Sdn Bhd. The assessment report (Report Number: HQ/10/PEB/00/112 – 177/2021) was available for verification.</li> <li>- Dusun Durian Estate: The assessment was conducted on 28/10/2021 by Rxxxxxx Solxxxxx (M) Sdn Bhd Sdn Bhd. The assessment report was available for verification.</li> </ul> <p>Audiometric Test was done for workers exposed to excess noise at the workplace in compliance with the Noise Risk Assessment.</p> <ul style="list-style-type: none"> <li>- East Estate: Hearing Assessment was conducted on 15/11/2022 for a total of 54 workers by Proxxxx Environxxxxxx (M) Sdn Bhd and the Audiometric Test Report was available for verification. The results indicated that 11 workers were diagnosed with abnormal audiometric result. The 11 workers were retested on 09/12/2022 where 4 workers were confirmed with abnormal results and reported to DOSH via JKKP 7.</li> </ul>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>– Dusun Durian Estate: Audiometric Testing was conducted on 13/01/2023 for total 19 workers by Rexxxx Solxxxx (M) Sdn Bhd and the Audiometric Report was available for verification. The report stated that there were 6 workers with hearing impairment, required for retest. The retest was conducted on 26/01/2023 where their results confirmed that the 6 workers had hearing impairment which has been reported to DOSH via JKPP 7.</p> <p>c. The estates have established a training program for employees exposed to chemicals used at the palm oil estate to ensure continuous awareness to the employees. The training was conducted by the Manager, Asst. Manager, and representative from the chemical suppliers to the supervisors and operators. Sighted the training records as follows:</p> <p><u>East Estate</u></p> <ul style="list-style-type: none"> <li>• Chemical Handling and Emergency Eye Wash Training – 06/03/2023</li> <li>• SDS Training – 24/02/2023</li> <li>• Chemical Safety Training – 21/02/2023</li> </ul> <p><u>Dusun Durian Estate</u></p> <ul style="list-style-type: none"> <li>• Chemical Handling Training – 17/01/2023</li> <li>• Chemical and Spraying Safe Operating Procedure, PPE, Chemical Handling and Spillage Training – 09/03/2023</li> </ul> <p>d. Sime Darby Plantation Berhad have established a procedure titled Sime Darby Plantation Berhad; Personal Protective Equipment (PPE); Document Number: UM/HSE/OCP/03; Date: 2021. The estates have provided appropriate PPE to all workers according to</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>the job type and requirements. The PPE given as per procedure, HIRARC and Pictorial Safety Standard (PSS) Palm Oil Estates dated 17.03.2008.</p> <p>Sighted the PPE issuance records documented in 'PPE Issuance Record' logbook. The PPE issued recorded by workers and job designation.</p> <p>e. Standard Operating Procedures for Handling of Chemicals were available in several documents such as:</p> <ul style="list-style-type: none"> <li>- Sime Darby Plantation Berhad, Chemical Safety Management; Document No. UM/HSE/OCP/04; dated 2021.</li> </ul> <p>f. Estate management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate Manager.</p> <p><u>East Estate</u></p> <p>The Estate Sr Manager, En. Khairisyahrin Bin Mukhtar was appointed to be the Chairman of OSH Committee at the estate as stated in the appointment letter dated 03/01/2023 undersigned by the Regional CEO, Central East Region.</p> <p><u>Dusun Durian Estate</u></p> <p>The Estate Manager, En. Amirudin Bin Said was appointed to be the Chairman of OSH Committee at the estate as stated in the appointment letter dated 01/11/2021 undersigned by the Regional CEO, Central East Region.</p> <p>g. The management conducted regular OSH committee meetings on quarterly basis and when necessary due to accidents that occur. The meeting discussed issues on employees' safety, health and</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>welfare such as operational risks and health achievement report, estate security, safety compliance by contractors, workplace inspection, legal compliance, safety and health training.</p> <p><u>East Estate</u> Sighted the OSH Meeting Minutes dated 23/02/2023 (01-2023), 13/12/2022 (04-2022), 10/09/2022 (03-2022) and 16/06/2022 (02-2022).</p> <p><u>Dusun Durian Estate</u> Sighted the OSH Meeting Minutes dated 10/02/2023 (01/2023), 21/11/2022 (04/2023) and 12/08/2022 (03/2022).</p> <p>h. Accident and Emergency procedures were available in the Sime Darby Plantation Berhad; Emergency Preparedness &amp; Response Procedures; Document Number: UM/HSE/SP/02; Document Date: 2021.</p> <p>The estate has established Emergency Response Team lead by the Estate Managers. Emergency Response Plans were available for incidents such as pesticides spillages, Fire, Explosions, Diesel Spillage and Accidents. The ERT chart and Fire Extinguisher Map was also available and verified.</p> <p>Emergency Response Training was conducted as below:</p> <p><u>East Estate</u></p> <ul style="list-style-type: none"> <li>• Fire Drill and ERP Training – 12/05/2022</li> </ul> <p><u>Dusun Durian Estate</u></p> <ul style="list-style-type: none"> <li>• Fire Drill and Chemical Spillage Training – 19/10/2022</li> </ul> <p>i. First aiders were assigned to various workstation at the estates. The mandores and staffs were responsible for first aid boxes at each workstation assigned to them by the management. The first</p>	

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	<p>aid box was recently replenished with all stated items available in the box. First Aid trainings were conducted regularly at the sampled estates and documents of trainings were verified as below:</p> <ul style="list-style-type: none"> <li>• First Aid Training dated 24/02/2023 and 23/12/2022 at East Estate.</li> <li>• First Aid Training dated 10/03/2023 for Dusun Durian Estate.</li> </ul> <p>j. The estates recorded all accidents reports and reported to HQ using the PSQM-ESH Monthly update form via online through GSQM ESH Portal. The accident occurred was reviewed on quarterly basis during OSH committee meeting.</p> <p><u>East Estate</u></p> <p>There were 16 accident (162 Days LTA) case for the year 2022 reported in the estate. The JKPP 8 form has been submitted to DOSH for the year ending 2022 on 13/01/2023 and documents (Reference Number: JKPP 8/124281/2023) available for verification. For the year 2023 there were 4 accident case reported as of to date. The accident investigation reports and HIRARC reviews were available for verification.</p> <p><u>Dusun Durian Estate</u></p> <p>There were 6 accident (50 Days LTA) case for the year 2022 reported in the estate. The JKPP 8 form has been submitted to DOSH for the year ending 2022 on 12/01/2023 and documents available for verification. For the year 2023 there were no accident case reported as of to date.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Nevertheless, the Health and Safety plan was not adequately implemented. Evidence as below.</p> <p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>1. During the visit to the Trunk Injection Gang, it was noticed that mixture of Petrol and 2T Oil was stored on plastic mineral water bottle, with mineral water label still attached to it. It was not in line with the requirement of OSH (USECHH) Regulations 2000, Part VI Labelling &amp; Relabelling: 21, (1) and (2).</li> <li>2. During the site visit to the Workshop, it was noticed that the Workshop Attendants were not using appropriate PPE (Safety Helmet) while working at the Workshop. This was not in line with the HIRARC – Workshop dated 16/08/2022, which states Current Risk Control: Safety Helmet.</li> <li>3. During the site visit to the workshop compound, it was notices that 2 MTG Tractor Drivers were not using appropriate PPE (Safety Shoes) while the tractor was in motion. This was not in line with the HIRARC – Harvesting dated 01/01/2023, which states Current Risk Control: Safety Shoes.</li> </ol> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>1. Visit to the FFB Evacuation operation, it was sighted that the MTG Tractor Driver was not wearing appropriate PPE (Safety Helmet) while the tractor was in motion. This was not in line with the HIRARC – Harvesting dated 23/03/2022, which states Current Risk Control: Safety Helmet.</li> <li>2. Visit to the FFB Harvesting operation, it was sighted that 1 worker was not wearing appropriate PPE (Boots) while conducting harvesting operations. This was not in line with the HIRARC –</li> </ol>	



Criterion / Indicator		Assessment Findings	Compliance
		<p>Harvesting dated 07/11/2022, which states Current Risk Control: Boots.</p> <p>3. Visit to the FFB Harvesting operation, it was sighted that the mandore was equipped with First Aid Box. Nevertheless, the First Aid Box was not equipped with sufficient items as stated in the List of First Aid items which was available in the box. The box did not have (5) Elastic bandage and (9) Adhesive Tape. The "Monthly Checklist/Monitoring for First Aid" record was cross checked and was stated as all items available as at Mac 2023.</p>	
<b>Criterion 4.4.5: Employment conditions</b>			
<b>4.4.5.1</b>	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established Group Sustainability and Quality Policy Statement signed by Mohamad Helmy Othman Basha; Group Managing Director dated 2nd December 2019. Human rights element being spelt out under the followings: -</p> <p>Human Rights Charter – Clause 3.2, We respect the rights of our employees, our workers in our operations and our communities through our commitments which include, but are not limited to:</p> <ul style="list-style-type: none"> <li>a) Providing equal opportunities</li> <li>b) Respecting freedom of association</li> <li>c) Eradicating any form of exploitation</li> <li>d) Ensuring favorable working conditions</li> <li>e) Enhancing safety and health</li> <li>f) Respecting community rights and the rights of indigenous people</li> <li>g) Protecting the Rights of vulnerable people</li> <li>h) Protecting the rights of children</li> </ul>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>i) Eliminating violence and sexual harassment</p> <p>Responsible Agriculture Charter – Human Rights and Social Development Commitments Clause 2.1, Respect Human Rights &amp; empower communities and Clause 2.2 Protect Labor standards and enhance employment conditions.</p> <p>Sime Darby Plantation Group, Vendor COBC dated 30/5/2018 under Clause 5, Labor and Human Rights. Communication of all the policies to workforce is through Town hall, training and during muster call.</p> <p>The policy is communicated externally during the stakeholder meeting and internal workers during muster call and trainings. Sample taken at Dusun Durian Estate training; the verification found that briefing regarding policy was conducted on 17/11/2022</p>	
<b>4.4.5.2</b>	<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><b>- Major compliance -</b></p>	<p>The management establish sustainable policy to commit to their transparent respect and recognition of the right of all their employee including contract, temporary and migrant workers as well as people living nearby and adjacent communities. Other support such as job opportunities and amenities such as free housing, water and medical care are given to all employees without discrimination.</p> <p>Based on worker employment master record, there are mixed of India, Nepal, Bangladesh and Indonesia foreign workers lives and work with local employees. Interview with office staff and general workers who mentioned their job selection process was fair and transparent.</p> <p>This policy is available in English and Malay displayed at the estate office wall and notice boards.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		No evidence of discrimination based on race, skin colour, religion, gender, national origin, ancestry, disability, marital status, and sexual orientation was found in both Estates.	
<b>4.4.5.3</b>	<p>Management shall ensure that employees’ pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p><b>- Major compliance -</b></p>	<p>All the workers are under direct employment. The payslip has included basic income, allowance pay, working days, medical leave, and deduction of salary and others as per employment contract. The payroll for the following sampled workers for Jan 2020 and Sept 2020 were verified to be consistent with the Minimum Wages Order 2020. For the new Minimum Wages Order 2020 implementation:</p> <p><u>East Estate:</u></p> <ol style="list-style-type: none"> <li>1. Employee ID: 0000xxx016</li> <li>2. Employee ID: 0000xxx140</li> <li>3. Employee ID: 0000xxx988</li> <li>4. Employee ID: 0000xxx934</li> <li>5. Employee ID: 0000xxx186</li> <li>6. Employee ID: 0000xxx443</li> <li>7. Employee ID: 0000xxx861</li> </ol> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>1. Employee ID: xxx451</li> <li>2. Employee ID: xxx031</li> <li>3. Employee ID: xxx244</li> <li>4. Employee ID: xxx135</li> </ol>	Complied
<b>4.4.5.4</b>	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the	The estate management has hired the contractors in the estate operations, sample of contractor’s workers are as following:	Complied

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<p>employment contract agreed between the contractor and his employee. <b>- Minor compliance -</b></p>	<p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>1. Munuxxxx &amp; Sxx Enterprise – Shaxxxxx Bxx Sxxx, Appointment date 01/04/2022. Salary Verification on the month of January 2023, November 2022 and September 2022</li> <li>2. Tixxx Yixx Enterxxxxx Sdn Bhd – Sivaxxxxx A/L Koxxxx, Appointment date 01/06/2018, salary revise according to Minimum Wages Order 2022 on 01/05/2022. Salary Verification on the month of January 2023, November 2022 and September 2022</li> <li>3. Cxxx Hxxxx Exxxxxxxx Wxxxx – Zxxxx Bxx Dxxxxx, Appointment date 02/04/2014. Salary Verification on the month of January 2023, November 2022 and September 2022</li> <li>4. Axx Txxxxxx – Rxxxxxxxxx A/L Axxxxxxx, Appointment date 02/01/2016. Salary Verification on the month of January 2023, November 2022 and September 2022</li> </ol> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>1. Gxx Lexxxxx Sdn Bhd – Din Islam – Salary verification for the month of November 2022, December 2022 and January 2023</li> <li>2. Gxx Lexxxxx Sdn Bhd Ruhul Amin – Salary verification for the month of November 2022, December 2022 and January 2023</li> <li>3. Gxx Esxxxx Manaxxxxxx Sdn Bhd – Sxxxxx - Salary varification for the month of October 2022, November 2022 and December 2022</li> <li>4. Gxx Esxxxx Manaxxxxxx Sdn Bhd – Axxxxx Sxxxxxx - Salary verification for the month of October 2022, November 2022 and December 2022</li> </ol> <p>The verification of payslip and employment contract has confirmed that employees of contractors are paid based on legal or industry minimum</p>	

Criterion / Indicator		Assessment Findings	Compliance
		standards according to the employment contract agreed between the contractor and his employee.	
4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. <b>- Major compliance -</b>	The workers master list was reviewed. The list includes names, NRIC & Passports numbers, Expiry dates of Passports & Work Permits, date of birth, date joined, gender etc.	Complied
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records. <b>- Major compliance -</b>	<p>Employees had been provided with fair contracts that have been signed by both employee and employer. Foreign migrant Indonesian workers are recruited with 2 years contract. Local workers are on a long-term employment basis.</p> <p>The following contracts has been verified to confirm that workers have binding working agreement with the company:</p> <p>Employment contracts are available and explained in language that understood by workers. The contract was signed by the workers and sampled of contracts as below:</p> <p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>1. Employee ID: 0000xxx016</li> <li>2. Employee ID: 0000xxx140</li> <li>3. Employee ID: 0000xxx988</li> <li>4. Employee ID: 0000xxx934</li> <li>5. Employee ID: 0000xxx186</li> <li>6. Employee ID: 0000xxx443</li> <li>7. Employee ID: 0000xxx861</li> </ol>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<u>Dusun Durian Estate</u> 1. Employee ID: xxx451 2. Employee ID: xxx031 3. Employee ID: xxx244 4. Employee ID: xxx135	
<b>4.4.5.7</b>	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. <b>- Major compliance -</b>	The company working hours is 7.5 hours. From Monday to Saturday. The overtime maximum is 104 hours according to Malaysian Law. Seen the working hours being displayed at the notice board. The office will be working from 8.00 am to 5.00pm and break time at 1.00 pm to 3.00 pm. The workers are from 6.30 am to 2.00pm. Verified on the sample workers check roll record was verified.	Complied
<b>4.4.5.8</b>	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. <b>- Major compliance -</b>	The management of both estates had informed all workers the working hours and breaks times. The working hours and break times complied with legal regulations and collective agreements. The working hours and break time was exhibited on notice boards. Working time was from 6.30am to 2.00pm while the break time was from 11.00am to 11.30am.	Complied
<b>4.4.5.9</b>	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. <b>- Major compliance -</b>	The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements of Employment Act 1955 and worker's employment contract. <u>East Estate</u> 1. Employee ID: 0000xxx016 2. Employee ID: 0000xxx140 3. Employee ID: 0000xxx988 4. Employee ID: 0000xxx934	Complied

Criterion / Indicator		Assessment Findings	Compliance
		5. Employee ID: 0000xxx186 6. Employee ID: 0000xxx443 7. Employee ID: 0000xxx861  <u>Dusun Durian Estate</u> 1. Employee ID: xxx451 2. Employee ID: xxx031 3. Employee ID: xxx244 4. Employee ID: xxx135  Salary slips clearly shows the calculations of gross salary, all deductions and net salary of a worker. Workers interviewed confirmed that they are being paid more than the stipulated minimum wage and that they understand all the deductions being made. Documented pay slip was distributed to individual workers on the day of payment.	
<b>4.4.5.10</b>	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions.  <b>- Minor compliance -</b>	The company provides free medical benefit and free housing to foreign workers. All workers have been provided with medical and accident insurance. With regards to local and foreign workers, staffs and executives, all of them are covered under EPF & SOCSO as required by the Malaysian Laws and Regulations.  All workers are provided with housing facilities at workers line site. Medical Assistant is responsible to carry out the monitoring at workers quarters. In addition, there is football field, mosque, community hall was provided.	Complied
<b>4.4.5.11</b>	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities	Estate worker lived in 1 house with 3 rooms, which shared 2 persons in a room (maximum 6 person per dwelling). Water for domestic usage is provided from SYABAS and Tenaga Nasional Berhad with subsidize	Major Non-Conformity

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	<p>in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p> <p><b>- Major compliance -</b></p>	<p>rate as per agreement which is 50 kWh per month for electric and 35 gallon/people. Linesite inspection was carried out on weekly basis by Estate Hospital Assistant.</p> <p>East Estate and Dusun Durian Estate latest line site inspection was conducted on 08/03/2023 and 09/03/2023.</p> <p><u>Major NC</u></p> <p>Site visit at both East Estate and Dusun Durian Estate housing area found that there is drain are blocked and water is stagnant in the drain. Incident were sighted at house number B49 at East Estate and 10B Bukit Tinggi Division Dusun Durian Estate.</p> <p>Workers Minimum Standards Housing and Amenities Section 23 (1)(b) It shall be the duty of the employer of a place of employment where employees and their dependants are provided with housing accommodation to ensure that— the perimeter drains around each dwelling or block of dwellings including all outlet drains are kept in a good state of repair and clear of refuse or undergrowth to permit free flow of water.</p>	
<b>4.4.5.12</b>	<p>The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p><b>- Major compliance -</b></p>	<p>The company has implemented Policy on Harassment at Workplace dated June 2018 where the company is committed to promote a safe and healthy working environment. The company has zero tolerance for any form of harassment at workplace. The policy serves as a guidance on handling matters related to harassment. The briefing of Policy was conducted at respective unit and the record was available at East Estate on 03/01/2023 and Dusun Durian Estate on 17/11/2022.</p>	Complied
<b>4.4.5.13</b>	<p>The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees</p>	<p>Sighted in Sime Darby Plantation Human Rights Charter under 3.2 Respect and Uphold Labour Rights clause: -</p>	Complied



Criterion / Indicator	Assessment Findings	Compliance
<p>shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p><b>- Major compliance -</b></p>	<p>3.2.4 Respecting Freedom of Association by respecting the rights of employees to form and join unions and bargain collectively. In jurisdictions where this right is limited, we will provide alternative means of employee engagement and grievance redressal.</p> <p>Worker’s interview found they are aware on their rights to voice out any issues and they are allowed to join the Union. The policy being briefed to all workers during Town Hall Session and Stakeholder Meeting either at Estates or Mill. The documented social policy as specified above outlined the company’s commitment to allow the workers to join and formed union among the workers. There is also a specific procedure (in the form of a flowchart) in both English and Malay namely Sexual Harassment Procedure which outlines the basic framework for handling of sexual harassment complaints.</p> <p>There is no sexual harassment case reported through interview and document reviewed in Estate. The workers have the right to join or form trade unions of their own choosing without prior authorization and to bargain collectively. The policy has been displayed at notice board in office and linesite.</p> <p>There is social dialogue being conducted at each estate. This meeting is conducted twice a month, and it is a compulsory measure made the top management. Sighted the social dialogue minutes of meeting conducted at Dusun Durian Estate dated 10/03/2023.</p> <p>Interviewed with workers verified that they do understand the social dialogue process, and each community representative were elected among them to part of social dialogue.</p>	
<p><b>4.4.5.14</b> Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children and young persons is acceptable on</p>	<p>Based on the employee’s record compiled in Check-roll Employment Listing, reviewed of the name list of workers found that there no workers recruited under the age of 18 years old.</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance																																
	family farms, under adult supervision, and when not interfering with their education. They shall not be exposed to hazardous working conditions. <b>- Major compliance -</b>																																		
<b>Criterion 4.4.6: Training and competency</b>																																			
<b>4.4.6.1</b>	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. <b>- Major compliance -</b>	<p>SOU 8 Estates have established a training program for all workers based on the training need analysis conducted on a yearly basis. Records of trainings were maintained by the estate as below:</p> <p><u>East Estate</u></p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>IPM of Bagworm and Nettle Caterpillars Training</td> <td>02/03/2023</td> </tr> <tr> <td>Transport Safety and Defensive Training</td> <td>24/02/2023</td> </tr> <tr> <td>Pruning Training</td> <td>05/12/2022</td> </tr> <tr> <td>Kubota Driver Training</td> <td>03/11/2022</td> </tr> <tr> <td>Harvesting and Pruning Training</td> <td>02/11/2022</td> </tr> <tr> <td>ILO Refresher Briefing</td> <td>08/11/2022</td> </tr> <tr> <td>Lightning Protection Training</td> <td>19/10/2022</td> </tr> <tr> <td>PPE and Eye Protection Wear</td> <td>08/08/2022</td> </tr> <tr> <td>Social Dialog Engagement</td> <td>19/04/2022</td> </tr> </tbody> </table> <p><u>Dusun Durian Estate</u></p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Harvesting Training</td> <td>28/01/2022</td> </tr> <tr> <td>Spraying Training</td> <td>24/01/2022</td> </tr> <tr> <td>Rat Baiting Training</td> <td>17/02/2022</td> </tr> <tr> <td>Frond Stacking Training</td> <td>27/05/2022</td> </tr> <tr> <td>Nursery Training</td> <td>05/01/2022</td> </tr> </tbody> </table>	Training	Date	IPM of Bagworm and Nettle Caterpillars Training	02/03/2023	Transport Safety and Defensive Training	24/02/2023	Pruning Training	05/12/2022	Kubota Driver Training	03/11/2022	Harvesting and Pruning Training	02/11/2022	ILO Refresher Briefing	08/11/2022	Lightning Protection Training	19/10/2022	PPE and Eye Protection Wear	08/08/2022	Social Dialog Engagement	19/04/2022	Training	Date	Harvesting Training	28/01/2022	Spraying Training	24/01/2022	Rat Baiting Training	17/02/2022	Frond Stacking Training	27/05/2022	Nursery Training	05/01/2022	Complied
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Criterion / Indicator		Assessment Findings		Compliance
		Contractor Worker’s Safety Training	07/06/2022	
		SDPB Policy Training	17/11/2022	
		Hearing Test Training	22/08/2022	
		PPE Training	17/11/2022	
		Briefing on Eye Protection for Harvesters	16/11/2022	
<b>4.4.6.2</b>	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. <b>- Major compliance -</b>	SOU 8 Estates have conducted training need analysis for all employees, management and contractors. The training need analysis was conducted based on the job designation and training required by the job type. Sighted the Estate: Recommended Training Needs for the year 2023 for all estates.		Complied
<b>4.4.6.3</b>	A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure. <b>- Minor compliance -</b>	A training programme has been developed and available in the Annual Sustainability Programme 2023. The trainings were sighted to have been sub categorised to trainings on Environmental, GAP, SOP, Social and OSH.		Complied
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>				
<b>Criterion 4.5.1: Environmental Management Plan</b>				
<b>4.5.1.1</b>	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. <b>- Major compliance -</b>	Sime Darby Plantation Berhad have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the Group Managing Director on 05/05/2022. In the Policy stated as follows: Group Sustainability and Quality Statement: Minimizing Environmental Harm: i) Protecting and enhancing biodiversity and ecosystem		Complied

Criterion / Indicator		Assessment Findings	Compliance
		ii) No deforestation and no new development on peat land iii) Enhancing resilience against climate change impact iv) Adopting responsible consumption and production Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement Environment i) Comply to emission and effluent standard ii) Efficient use of water and energy iii) Minimize waste iv) Protect the ecosystem and biodiversity The Policy has been communicated to the workers during townhall meeting. Reviewed the briefing records as follows: Company Policies (Sustainability, Safety and Health and Human Right Defender) & Charter training dated 03/01/2023 at East Estate. Company Policies (Sustainability, Safety and Health and Human Right Defender) & Charter training dated 17/11/2022 at Dusun Durian Estate.	
<b>4.5.1.2</b>	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. <b>- Major compliance -</b>	The estate visited has established environmental management plan base on aspect and impacts analysis conducted. The environmental management plan was established based on Environmental Aspect Impact Identification and Environmental Impact Evaluation conducted and documented in Pollution Prevention Plan. The EAI/EIE was reviewed by the estate management team. The EAI/EIE and management plan was reviewed on annually basis. Latest review was conducted as follows:	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ol style="list-style-type: none"> <li>1. East Estate conducted EAI review on 01/03/2022 due to new implementation of mechanized Pest and Disease spraying using Selarong Eagle System.</li> <li>2. Dusun Durian Estate conducted EAI review on 05/01/2023 due to new activities of nursery/immature spraying using drone (P&amp;D).</li> </ol> <p>The management plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated Environmental Issue, Mitigation Measures and Person Responsible.</p>	
<b>4.5.1.3</b>	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p> <p><b>- Major compliance -</b></p>	<p>The estates have established Environmental Management Plan. The plan was reviewed on annually basis. Reviewed the implementation of the management plan FY 2022 as follows:</p> <p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>1. The estate applied EFB as nutrient cycle program. Reviewed the application records as FY 2022 at 19,216.72 tons.</li> <li>2. The estate maintains the inventory records of the recycle waste and scheduled waste generated in the estate recorded in BIN Card. Reviewed the records for empty chemical container, paper boxes, plastics and scheduled inventory FY 2022.</li> <li>3. To ensure the vehicle and machinery works on optimize condition and used optimize fuel, the estate conduct preventive maintenance vehicle on daily basis. Reviewed the records of PMV for the month of December 2022, January and February 2023 for vehicle no. TM 052 and TM 010.</li> <li>4. The estate conducted oil trap maintenance on quarterly basis or when as necessary. Reviewed maintenance records dated 09/12/2022 and 03/03/2023.</li> </ol>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>5. The estate has erected signboard on prohibited activities at the HCV area such as hunting, fishing and cutting of protected flora as sighted during site visit at HCV area for Fringe Mangrove area and Erosion Control Bund at field P08 C2 and P08 C3.</p> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>1. The estate implemented the integrated pest management (Barn Owl Box) to optimize the usage of chemical in rat control. The estate conducted barn owl census on bi-monthly basis. Reviewed the barn owl census records for the month of October 2022 and December 2022 with ration of born owl box per ha recorded at 1: 23.16 ha and occupancy at 54%.</li> <li>2. The estate planted beneficial along the main road as habitat for predator to pest such as bagworm. Sighted during sit visit, <i>Antigonon leptopus</i> were planted along the road to field P08 K and P06 K1.</li> <li>3. To ensure no oil leakage for vehicle polluted the workshop/ parking bay floor/ground, the management has provided tray under the vehicle during repair or parking as sighted during site visit at the workshop. Spill kit was also provided if any spillage/leakage occur. Noted during interview with the foreman, the understanding is satisfactory.</li> </ol>	
<b>4.5.1.4</b>	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p><b>- Minor compliance -</b></p>	<p>Program to promote positive impact was documented in Pollution Prevention Plan.</p> <p>Among the promote positive impact as follows:</p> <p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>1. The estate continuously promoted and implemented reduce, reuse and recycle activities in the estate. Reviewed the records of recycle</li> </ol>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>waste sold as per official receipt no. 85534 dated 11/03/2023, 2144 kg dated 09/07/2022 and 2061 kg dated 10/02/2022.</p> <p>2. The estate applied POME in the field as nutrient cycle program. Reviewed the application records for the month of January 2023 at 7,967.11 tons and February 2023 at 9,870.07 tons.</p> <p><u>Dusun Durian Estate</u>                      The estate continuously promoted reduce, reuse and recycle activities in the estate. Reviewed the briefing and attendance records for 3R reduce, reuse and recycle to all workers during morning muster dated 10/11/2022</p>	
<b>4.5.1.5</b>	<p>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.</p> <p><b>- Major compliance -</b></p>	<p>The estates continuously provide training to the workers to create awareness regarding the environmental policy and management plan established. Reviewed the training records as follows:</p> <p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>1. Company Policies (Sustainability, Safety and Health and Human Right Defender) &amp; Charter training dated 03/01/2023 at East Estate</li> <li>2. High Conservation Value (CV) Area briefing dated 06/01/2023</li> <li>3. Chemical spillage handling SOP briefing during OSH committee meeting dated 13/12/2022</li> <li>4. HCV and riparian buffer zone briefing during OSH committee meeting dated 13/12/2022</li> <li>5. Riparian buffer zone, prohibition of open burning and scheduled waste briefing during OSH committee meeting dated 23/02/2023</li> </ol> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>1. Empty chemical containers (scheduled waste) training dated 22/02/2022</li> </ol>	Complied

Criterion / Indicator		Assessment Findings	Compliance																														
		2. Riparian Buffer zone briefing during OSH committee meeting dated 10/02/2023 3. Prohibition of open burning during OSH committee meeting dated 10/02/2023 4. No chemical spraying in natural waterways briefing dated 16/11/2022																															
<b>4.5.1.6</b>	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. <b>- Major compliance -</b>	The estates visited discussed the issues on environmental concern during Environmental, Safety and Health committee meeting conducted on quarterly basis. Reviewed the minutes meeting dated 13/12/2022 and 23/02/2023 for East Estate and 10/02/2023 and 21/11/2022 for Dusun Durian Estate.	Complied																														
<b>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</b>																																	
<b>4.5.2.1</b>	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within 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. <b>- Major compliance -</b>	The estate has established Energy Management Plan. Reviewed implementation of the plan as follows: 1. The estates monitor the diesel consumption per ton FFB produce on monthly basis. Reviewed the records as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Estate</th> <th>East Estate</th> <th>Dusun Durian Estate</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>1.32</td><td>1.44</td></tr> <tr><td>Feb</td><td>1.23</td><td>1.39</td></tr> <tr><td>Mar</td><td>1.45</td><td>1.22</td></tr> <tr><td>Apr</td><td>1.44</td><td>1.12</td></tr> <tr><td>May</td><td>1.58</td><td>1.23</td></tr> <tr><td>Jun</td><td>1.77</td><td>1.28</td></tr> <tr><td>Jul</td><td>1.88</td><td>1.22</td></tr> <tr><td>Aug</td><td>1.94</td><td>1.31</td></tr> <tr><td>Sep</td><td>1.81</td><td>1.23</td></tr> </tbody> </table>	Estate	East Estate	Dusun Durian Estate	Jan	1.32	1.44	Feb	1.23	1.39	Mar	1.45	1.22	Apr	1.44	1.12	May	1.58	1.23	Jun	1.77	1.28	Jul	1.88	1.22	Aug	1.94	1.31	Sep	1.81	1.23	Complied
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		Oct	1.71	1.31	
		Nov	2.44	1.47	
		Dec	2.76	1.72	
		Average	1.77	1.33	
		To ensure the vehicle and machinery works on optimize condition and used optimize fuel, the estate conduct preventive maintenance vehicle on daily basis. Reviewed the records of PMV for the month of December 2022, January and February 2023 for vehicle no. TM 052 and TM010.			
<b>4.5.2.2</b>	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. <b>- Major compliance -</b>	The estates visited has established the direct usage of non-renewable energy such as diesel and electricity base on the consumption of the annual budget.			Complied
<b>4.5.2.3</b>	The use of renewable energy should be applied where possible. <b>- Minor compliance -</b>	No renewable energy used in both estates sampled.			Complied
<b>Criterion 4.5.3: Waste management and disposal</b>					
<b>4.5.3.1</b>	All waste products and sources of pollution shall be identified and documented. <b>- Major compliance -</b>	The operating units has identified the waste generated from the estate operations documented in the Waste Management Plan. Reviewed the waste identification categorized as follows:			Complied
		Category	Types/Location		
		Domestic Waste	<ul style="list-style-type: none"> <li>• Rubbish (Workers housing Complex, Office, Workshop, Store, Shop)</li> <li>• Sewage (Septic Tank at workers Housing Complex &amp; Office)</li> </ul>		

Criterion / Indicator		Assessment Findings		Compliance
		Industrial Waste	<ul style="list-style-type: none"> <li>Scrap metal</li> </ul>	
		Scheduled Waste	<ul style="list-style-type: none"> <li>Used lubricant container, pesticide/ Chemical container, fertilizer bags (inner)</li> <li>Used batteries</li> <li>Contaminated rags</li> <li>Clinical waste</li> </ul>	
		Recyclable Waste	<ul style="list-style-type: none"> <li>Empty pesticide container, reuse empty container</li> <li>EFB</li> <li>POME</li> </ul>	
<b>4.5.3.2</b>	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p>a) Identifying and monitoring sources of waste and pollution</p> <p>b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</p> <p><b>- Major compliance -</b></p>	<p>Estates sampled has established management Plan based on the identification and source of pollutions and the documented in Waste management Plan FY 2022 and were available for review. In the management plan stated the type of waste, description, source of pollution, action to be taken and person responsible.</p> <p>Reviewed the implementation of the management plan as follows:</p> <p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>The estate maintains the inventory records of the recycle waste and scheduled waste generated in the estate recorded in BIN Card. Reviewed the records for empty chemical container, paper boxes, plastics and scheduled inventory FY 2022. Inventory for scheduled waste were notify to DOE through ESWISS. Reviewed the fifth scheduled dated 11/03/2023, 25/02/2023 and 18/01/2023.</li> <li>The estate applied POME in the field as nutrient cycle program. Reviewed the application records for the month of January 2023 at 7967.11 tons and February 2023 at 9870.07 tons.</li> <li>The estate applied EFB as nutrient cycle program. Reviewed the application records as FY 2022 at 19216.72 tons.</li> </ol>		Complied

Criterion / Indicator		Assessment Findings	Compliance												
		<p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>1. The estate maintains the inventory records of scheduled waste generated in the estate and reported to DOE through eSWISS System. Reviewed the fifth scheduled records dated 13/03/2023, 28/02/2023, and 19/01/2023.</li> <li>2. The estate collected domestic waste 2 times a week and disposed at designated landfill. Reviewed the collection records dated 04/10/2022, 06/10/2022, 06/01/2023 and 09/01/2023.</li> <li>3. The estate continuously promoted reduce, reuse and recycle activities in the estate. Reviewed the briefing and attendance records for 3R reduce, reuse and recycle to all workers during morning muster dated 10/11/2022.</li> </ol>													
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><b>- Major compliance -</b></p>	<p>Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1 dated 26/2/2016. Proper disposal of waste material is carried out as per the company procedures.</p> <p>The estates also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor. Stores for scheduled waste were inspected at both estates visited.</p> <p>Reviewed the latest disposal records as follows:</p> <p><u>East Estate</u></p> <table border="1"> <thead> <tr> <th>Date</th> <th>SW</th> <th>Consignment notes no</th> </tr> </thead> <tbody> <tr> <td>18/01/2023</td> <td>404</td> <td>202301181146YHAE</td> </tr> <tr> <td>13/12/2022</td> <td>404</td> <td>2022121312ZIXO3C</td> </tr> <tr> <td>13/10/2022</td> <td>305</td> <td>2022101310MSEO5U</td> </tr> </tbody> </table>	Date	SW	Consignment notes no	18/01/2023	404	202301181146YHAE	13/12/2022	404	2022121312ZIXO3C	13/10/2022	305	2022101310MSEO5U	Complied
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		<p>For SW 305 spent lubricant and SW 410 oil filter, the vehicle servicing contractors, Sime Darby Industrial Sdn. Bhd. and Kubota Malaysia Sdn. Bhd. brought out the schedule waste for disposal as they have acquired approval to conduct off-site scheduled waste disposal from DOE as per approval letter as follows:</p> <ol style="list-style-type: none"> <li>1. Approval letter to Sime Darby Industrial Sdn. Bhd. no. AS(BB)91/110/619/161 Jilid 14 (69) dated 06/09/2011</li> <li>2. Approval letter to Kubota Malaysia Sdn. Bhd. no. JAS 600-3/25/11 Jilid 14(17) dated 13/04/2022</li> </ol>	
<b>4.5.3.4</b>	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer’s labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p><b>- Major compliance -</b></p>	<p>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, SS Sxxxx Txxxxxxx Exxxxxxx. Refer approval letter from DOE no AS (B) J 91/110/619/069 Jld 3(37) dated 24/10/2018. Sighted the implementation of the triple rinse during site visit at the storage area.</p> <p>Empty container was triple rinse, reuse back as premix chemical containers or puncture disposed as recycle waste through licensed contractors, Sx Sxxxx. Reviewed latest disposal records dated as per official receipt no. 2256 dated 14/01/2023 and 2144 dated 09/07/2022 for East Estate and 2239 and 2281 dated 03/03/2023 and 2178 dated 09/09/2022 for Dusun Durian Estate.</p>	Complied
<b>4.5.3.5</b>	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p><b>- Minor compliance -</b></p>	<p><u>East Estate</u></p> <p>Domestic wastes were collected 2 times a week and disposed at Kuala Langat Municipal landfill. Reviewed the collection and disposal records for the month of December 2022 and January and February 2023.</p> <p><u>Dusun Durian Estate</u></p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		The estate has disposed domestic waste at designated landfill located away from waterways and housing area. Sighted during site visit, the landfill area only domestic waste was disposed in the area.	
<b>Criterion 4.5.4:</b> Reduction of pollution and emission			
<b>4.5.4.1</b>	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. <b>- Major compliance -</b>	The estates visited has conducted the assessment of all polluting activities during Environmental Aspects identification, Environmental Impact Evaluation.	Complied
<b>4.5.4.2</b>	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. <b>- Major compliance -</b>	The estate sampled has established Pollution Prevention Plan. Among the plan as follows: Replanting Activities <ol style="list-style-type: none"> <li>1. To minimize soil erosion during replanting by planting LCC</li> <li>2. To prevent the destruction to riparian by area demarcation</li> <li>3. To ensure all Scheduled Waste management must be accordance as per legal requirement</li> <li>4. To maintain oil trap as to prevent oil spillage and to provide proper spill kit</li> <li>5. To carry out refresher training on spillage management</li> <li>6. Monitoring effectiveness of preventive maintenance vehicle (PMV) checklist</li> <li>7. To provide tray and prevent pesticides direct contact to soil</li> <li>8. To erect no open burning signage</li> </ol>	Major Non-Conformity

Criterion / Indicator		Assessment Findings	Compliance
		<p>As per Environmental Management Plan dated 03/01/2023 under Section Pollution Prevention Plan, subsection workshop, the objectives stated, "To ensure the work activity do not pollute the environment."</p> <p>During site visit at the workshop, sighted evidence as follows:</p> <ol style="list-style-type: none"> <li>1. The workers have conducted drain and Oil Trap cleaning and maintenance. However, it was noted that some residue from the activity was left on the ground besides the Oil Trap.</li> <li>2. At vehicle washing bay, it was sighted that the drain that flow water into Oil Trap was damage.</li> <li>3. At the scrap vehicle area, it was sighted that evidence of pollution from lubricant under the vehicle engine. Thus, the Major NC was raised.</li> </ol>	
<b>Criterion 4.5.5: Natural water resources</b>			
<b>4.5.5.1</b>	<p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ol style="list-style-type: none"> <li>a. Assessment of water usage and sources of supply.</li> <li>b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.</li> <li>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.).</li> </ol>	<p>The sampled estates provided clean water to the workers from government water supplies, SYABAS.</p> <p>The estate has established Water Management Plan and reviewed on annually basis. The Water Management Plan FY 2022 focusing on contingency during water shortage, monitor the usage of fresh water on monthly basis, to reuse/ recycle wastewater and to avoid soil erosion/ bund collapse. Reviewed the implementation of the management plan as follows:</p> <p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>a. The estate maintains and monitor screw gate condition on daily basis by conducting bund monitoring to prevent saltwater intrusion on daily basis recorded in bund monitoring logbook. Reviewed the monitoring records for the month of October, November and</li> </ol>	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p><b>- Major compliance -</b></p>	<p>December 2022 and January and February 2023. The estate conducted tide gate repair and maintenance as when necessary. Reviewed the repair and maintenance records as per contract form no. 4300605012 dated 13/03/2023.</p> <p>b. The estate maintains soil and ground cover at bund by grass cutting as when necessary. Reviewed the records of grass cutting at bund area records for the month of November and December 2022.</p> <p>c. The estate continuously creates awareness to the workers on optimizing usage of water and no wasting water. Reviewed the briefing on the water usage to the workers during Social Dialogue Meeting dated 09/06/2022.</p> <p>d. No natural river water flow through the estate. The estate has established buffer zone for main drain and collection drain in the field. The signage on prohibition of chemical application along the last palm adjacent to drain as sighted in field P08 C2 and P08 C3. During the field visit, no chemical application along the drain area.</p> <p><u>Dusun Durian Estate</u></p> <p>a. The estate conducted Pesticides in Water analysis on quarterly basis to monitor the effect of estate operation to the waterways. Reviewed the test report no. PL97/2023 dated 28/02/2023 and no pollution detected. The estate also conducted water quality analysis on quarterly basis. Reviewed the test results no. IE 621/2022 dated 02/02/2023 and the results was not conformed to NWQS class II and III. The estate has conducted investigation and issue Corrective/Preventive Action Report dated 02/02/2023.</p> <p>b. To ensure no water waste from broken piping at the housing area, the estate conducted repair immediately based on report made by</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>the workers in Oil Palm Pal system. Reviewed the reports and date completed dated 08/02/2022, 09/02/2022, 08/03/2022, 24/06/2022 and 04/02/2023</p> <p>c. No natural river water flow through the estate. The estate has established buffer zone for main drain and collection drain in the field. The estate continuously conducted awareness training on prohibition of chemical spraying along waterways. Reviewed No chemical spraying in natural waterways briefing dated 16/11/2022. Sighted during site visit, no chemical spraying conducted along the main drain.</p> <p>The estate continuously conducted training to educate and encourage awareness among workers to optimize the usage of water and prevent wastage. Reviewed the training records conducted on 03/10/2022.</p>	
<b>4.5.5.2</b>	<p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p><b>- Minor compliance -</b></p>	<p>Verified during site visit, no natural rivers flow through the estates sampled.</p>	Complied
<b>4.5.5.3</b>	<p>Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).</p> <p><b>- Minor compliance -</b></p>	<p>The practice water harvesting of water from road-side drains being directed and stored in conservation roadside pits was observed in estate visited.</p>	Complied
<b>Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value</b>			
<b>4.5.6.1</b>	<p>Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p>	<p>Sime Darby Plantation Berhad has conducted reassessment on High Conservation Value and High Biodiversity Value area in the SOU 8 East POM and Supply Base documented in Addendum to HCV Re-assessment Report for Strategic Operating Unit (SOU): 8 (East), 9)</p>	Complied



Criterion / Indicator		Assessment Findings	Compliance																		
	<p>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</p> <p>b) Conservation status (<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> <p><b>- Major compliance -</b></p>	<p>West) and 9A (Sepang) dated October 2020 by Conservation &amp; Biodiversity Unit, Group Sustainability Department.</p> <p>The High Conservation Value and High Biodiversity Value identified in the operating units documented in Table 5: Summary of revised HCV areas and hectareage. Among the HCV area identified in the sampled operating units as follows:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>HCV Area</th> <th>Hectare</th> <th>HCV Class</th> </tr> </thead> <tbody> <tr> <td rowspan="3">East Estate</td> <td>Mah Meri tribe graveyard</td> <td>0.815</td> <td>HCV 6</td> </tr> <tr> <td>Fridge Mangrove</td> <td>52.72</td> <td>HCV 4</td> </tr> <tr> <td>Erosion control bunds</td> <td>81.84</td> <td>HCV 4</td> </tr> <tr> <td>Dusun Durian Estate</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>	Estate	HCV Area	Hectare	HCV Class	East Estate	Mah Meri tribe graveyard	0.815	HCV 6	Fridge Mangrove	52.72	HCV 4	Erosion control bunds	81.84	HCV 4	Dusun Durian Estate	Nil	Nil	Nil	
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<b>4.5.6.2</b>	<p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p><b>- Major compliance -</b></p>	<p>No RTE species were identified in the assessment conducted as per Addendum to HCV Re-assessment Report for Strategic Operating Unit (SOU): 8 (East), 9 (West) and 9A (Sepang) dated October 2020.</p> <p>The estate has established HCV/Biodiversity Management Plan base on the HCV identified in the report. The plan was reviewed on annually basis.</p>	Complied																		
<b>4.5.6.3</b>	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p><b>- Major compliance -</b></p>	<p>The estate has established HCV/Biodiversity Management Plan base on the HCV identified in the report. Reviewed and sighted the implementation of the management plan as follows:</p> <p><u>East Estate</u></p> <p>1. The estate continuously conducted training and briefing to the workers to ensure the awareness of the workers on HCV area and</p>	Complied																		

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Criterion / Indicator		Assessment Findings	Compliance
		<p>RTE species. Reviewed the HCV area briefing records conducted on 06/01/2023</p> <p>2. The estate has erected signboard on prohibited activities at the HCV area such as hunting, fishing and cutting of protected flora as sighted during site visit at HCV area for Fridge Mangrove area and Erosion Control Bund at field P08 C2 and P08 C3.</p> <p>3. The estate conducted monitoring on HCV area on monthly basis. The monitoring focusing on encroachment/ sign of trespassing, wildlife issues/ conflicts/ Sightings, Pollution/ erosion issues and others. Reviewed the HCV area monitoring records dated 25/02/2023, 06/01/2023, 09/12/2022 and 08/11/2022. Noted during site visit, the condition of the HCV area was consistent with the reports.</p> <p>4. The estate conducted tide gate/ Bund inspection on weekly basis. Reviewed the inspection records dated 06/03/2023, 27/02/2023, and 20/02/2023.</p>	
<b>Criterion 4.5.7: Zero burning practices</b>			
<b>4.5.7.1</b>	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. <b>- Major compliance -</b>	Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law –EQA and Regulations 1974.	Complied
<b>4.5.7.2</b>	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. <b>- Major compliance -</b>	No open burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	N/A

Criterion / Indicator		Assessment Findings	Compliance
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - <b>Major compliance</b> -	No controlled burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction	N/A
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - <b>Minor compliance</b> -	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
<b>4.6 Principle 6: Best Practices</b>			
<b>Criterion 4.6.1: Site Management</b>			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - <b>Major compliance</b> -	SOP was established for the estates. Sime Darby Plantation Berhad SOP issued 02/01/2008 and Agricultural reference Manual, Sustainability Plantation Management System (SPMS) and EQMS (Estate Quality Management System) were distributed to all operating units under SOU 8 as a guidance document to conduct estate operation. The estates also hold the Safety Work Procedure.  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:  1. Planting Materials 2. Nursery Techniques 3. Replanting 4. Land Preparation 5. Planting Density	Complied

Criterion / Indicator	Assessment Findings	Compliance
	<p>6. Maturity Age 7. Field upkeep 8. Manuring 9. Canopy Management 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 continuously updated the SOP established. Among the latest updated SOP as follows:</p> <ol style="list-style-type: none"> <li>1. UM HSE Management System Manual, UM/HSE/MS/01</li> <li>2. First Aid in Workplace Procedure, UM/HSE/OCP/01</li> <li>3. Safety Harvesting Procedure, UM/HSE/OCP/02</li> <li>4. Personal Protective Equipment Procedure, UM/HSE/OCP/03</li> <li>5. Chemical Safety Management Procedure, UM/HSE/OCP/04</li> <li>6. Permit to Work (PTW) Procedure, UM/HSE/OCP/05</li> </ol>	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>7. OSH Risk Management Procedure, UM/HSE/SE/01</p> <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> <p>Reviewed the reports as follows:</p> <p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>1. Performance Monitoring Visit Summary Reports by Structured Estate Performance Assessment Units (SEPA) dated 28/10/2022</li> <li>2. Ladang East Agronomic &amp; Fertiliser Recommendations Reports – Oil Palm by Agronomist dated 07/09/2022</li> </ol> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>1. Estate Structured Crop Recovery Assessment Report by Performance Monitoring Units dated 24/10/2022</li> <li>2. Performance Monitoring Visit Summary Reports by Structured Estate Performance Assessment Units (SEPA) dated 26/10/2022</li> </ol> <p>RSPO + MSP0 Internal Audit Report for SOU 8: East dated 23/11/2022. Corrective Action Plan and evidence to close the non-conformity raised has been submitted and accepted by the Internal Auditor as per communication email dated 03/03/2023.</p>	
<b>4.6.1.2</b>	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.	<p>Sime Darby Plantation Berhad has established policy on slope protection and documented in the Group Sustainability &amp; Quality Statement endorsed by group Managing Director dated 02/12/2019 which include the slope protection which is covered under clause 3.1.2 of Responsible Agriculture Charter Slope.</p> <p>Landscapes of both estates visited are mostly flat. Sime Darby Plantation Berhad has established Responsible Agriculture Charter</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance																		
	- Major compliance -	revised 2020. The charter stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the existing crop and vegetation shall be maintained accordingly.																			
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	Both 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																		
<b>Criterion 4.6.2: Economic and financial viability plan</b>																					
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	Business planning to ensure long-term economic and financial viability was evident. The annual budgets for the period 2023 to 2027 were sighted. The budget provisions covered activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure, RSPO/MSPO compliance etc. The budgets included projections on yield/ha, and total cost of production per MT & per ha. CAPEX - capital expenditure mainly for buildings, furniture and others asset related expenses.	Complied																		
4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years. - Major compliance -	All estates established a replanting program spanned over a 5-year period till 2025. All programs were available for verification. <table border="1" data-bbox="1048 1117 1870 1252"> <thead> <tr> <th>Estate</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> </tr> </thead> <tbody> <tr> <td>East Estate</td> <td>195.37</td> <td>93.12</td> <td>123.78</td> <td>110.93</td> <td>267.71</td> </tr> <tr> <td>Dusun Durian Estate</td> <td>-</td> <td>83.33</td> <td>138.34</td> <td>158.70</td> <td>185.92</td> </tr> </tbody> </table>	Estate	2023	2024	2025	2026	2027	East Estate	195.37	93.12	123.78	110.93	267.71	Dusun Durian Estate	-	83.33	138.34	158.70	185.92	Complied
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Dusun Durian Estate	-	83.33	138.34	158.70	185.92																
4.6.2.3	The business or management plan may contain: a) Attention to quality of planting materials and FFB	The business and management plans were available in the annual budget. The annual budget provisions covered activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure,	Complied																		

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Criterion / Indicator		Assessment Findings	Compliance
	b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production: cost per tonne of FFB d) Price forecast e) Financial indicators: cost benefit, discounted cash flow, return on investment <b>- Major compliance -</b>	RSPO & MSP0 compliance etc. The budgets included projections on yield/ha, and total cost of production per MT & per ha.	
<b>4.6.2.4</b>	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. <b>- Major compliance -</b>	The estates performance is recorded in the monthly progress report. a. Details on the actual vs budget i.e. crop production, fixed and direct cost are shown therein. b. The management also provides variance report on the performance and reviewed on a monthly basis. c. The supervisory personnel maintained a daily cost for the field operations. d. The SOU meeting involving the Managers sits monthly with the Regional CEO for the performance review.	Complied
<b>Criterion 4.6.3: Transparent and fair price dealing</b>			
<b>4.6.3.1</b>	Pricing mechanisms for the products and other services shall be documented and effectively implemented. <b>- Major compliance -</b>	The pricing mechanism was conducted as per contract agreement between the Contractors with Sime Darby Plantation Berhad. Pricing of the work were stated in the contract agreement and tenancy agreement. Reviewed sampled contract/Letter of Award between contractors and Sime Darby Plantation Berhad as follows: <u>East Estate</u>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>a. Letter of Award between RCxx Enterxxxxx with Sime Darby Plantation Berhad dated 30/12/2022. Reference Number: BCE/FCR/008/2023.</p> <p>b. Letter of Award between Kxx Enterxxxxx Sdn Bhd with Sime Darby Plantation Berhad dated 22/02/2022.</p> <p><u>Dusun Durian Estate</u></p> <p>a. Tenancy Agreement between Sime Darby Plantation Berhad (Reg Number: 200401009263 and Gxx Esxxxx Manxxxxx Sdn Bhd (Company Number: 1214781-U) dated 16/10/2022.</p> <p>b. Letter of Award between Fresh Fruit Bunch Transportation Services for Sime Darby Plantation Berhad’s Estates between (transporter) Txxxx Yxxx Enterprise Sdn Bhd and (company) Sime Darby Plantation Berhad dated 22/02/2022.</p>	
<b>4.6.3.2</b>	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p><b>- Major compliance -</b></p>	<p>Payment terms for contract work were stated in the contract agreement.</p> <p>Noted during interview with the contractors, all payments were made as per payment terms stated in the contracts. No delayed of payments recorded. Verified payments for the month of Dec 2022 for Gxx Lecxxxxx Sdn Bhd and Tixxx Yxxx Enterxxxxx Sdn Bhd (Ref. TYESB/DEC22/006) dated 02/01/2023.</p>	Complied
<b>Criterion 4.6.4: Contractor</b>			
<b>4.6.4.1</b>	<p>Where contractors are engaged, they shall understand the MSP0 requirements and shall provide the required documentation and information.</p> <p><b>- Major compliance -</b></p>	<p>All contractors engaged by estates were bound to understand and comply to their contractual agreements that includes MSP0 requirements through signing of Vendor Integrity Pledge (VIP) which enable accredited CB to audit them. Verified Contract Agreements and Addendums as well as VIPs as below.</p>	Complied



Criterion / Indicator		Assessment Findings	Compliance
		<p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>Tenancy Agreement between Sime Darby Plantation Berhad (Reg Number: 200401009263 and Gxx Esxxxx Manaxxxx Sdn Bhd (Company Number: 1214781-U) dated 16/10/2022.</li> <li>Letter of Award between Fresh Fruit Bunch Transportation Services for Sime Darby Plantation Berhad’s Estates between (transporter) Txxxx Yxxx Enterprise Sdn Bhd and (company) Sime Darby Plantation Berhad dated 22/02/2022.</li> </ol> <p><u>East Estate</u></p> <ol style="list-style-type: none"> <li>Contract agreement and addendum between East Estate and ATx Trxxxx signed on 05/01/2022.</li> <li>Contract agreement and addendum between East Estate and Tixxx Yixxx Entexxxx signed on 04/01/2022.</li> </ol>	
<b>4.6.4.2</b>	<p>The management shall provide evidence of agreed contracts with the contractor.</p> <p><b>- Major compliance -</b></p>	<p>Awarded contractors are provided with Letter of Offer (contract agreement) which spelt out the conditions such as commencement, service contract, bank guarantee, insurance policies, failure to provide service, responsibility and indemnity, termination, governing laws, transportation rate and rate adjustment mechanism.</p> <p>Reviewed the contract agreement and addendum as follows:</p> <p><u>Dusun Durian Estate</u></p> <ol style="list-style-type: none"> <li>Tenancy Agreement between Sime Darby Plantation Berhad (Reg Number: 200401009263 and Gxx Esxxxx Manaxxxx Sdn Bhd (Company Number: 1214781-U) dated 16/10/2022.</li> <li>Letter of Award between Fresh Fruit Bunch Transportation Services for Sime Darby Plantation Berhad’s Estates between (transporter) Txxxx Yxxx Enterprise Sdn Bhd and (company) Sime Darby Plantation Berhad dated 22/02/2022.</li> </ol>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<u>East Estate</u> 1. Contract agreement and addendum between East Estate and ATx Trxxxxx signed on 05/01/2022. 2. Contract agreement and addendum between East Estate and Tixxx Yixxx Entexxxxx signed on 04/01/2022.	
<b>4.6.4.3</b>	The management shall accept MSP0 approved auditors to verify assessments through a physical inspection if required. <b>- Minor compliance -</b>	All contractors engaged by estates were bound to understand and comply to their contractual agreements that includes MSP0 requirements through signing of Vendor Integrity Pledge (VIP) which enable accredited CB to audit them.	Complied
<b>4.6.4.4</b>	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. <b>- Major compliance -</b>	All works performed by the contractors at the estates are checked and verified by the estates' personnel. Projects where tenders are issued by HQ are checked by representative from HQ.	Complied
<b>4.7 Principle 7: Development of new planting</b>			
<b>Criterion 4.7.1: High biodiversity value</b>			
<b>4.7.1.1</b>	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. <b>- Major compliance -</b>	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A
<b>4.7.1.2</b>	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	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A

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

Criterion / Indicator		Assessment Findings	Compliance
<b>4.7.3.4</b>	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. <b>- Minor compliance -</b>	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A
<b>Criterion 4.7.4:</b> Soil and topographic information			
<b>4.7.4.1</b>	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. <b>- Major compliance -</b>	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A
<b>4.7.4.2</b>	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. <b>- Major compliance -</b>	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A
<b>Criterion 4.7.5:</b> Planting on steep terrain, marginal and fragile soils			
<b>4.7.5.1</b>	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. <b>- Major compliance -</b>	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A
<b>4.7.5.2</b>	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.	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A
<b>Criterion 4.7.6: Customary land</b>			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement.	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	- <b>Major compliance</b> -		
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - <b>Major compliance</b> -	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - <b>Major compliance</b> -	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - <b>Major compliance</b> -	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - <b>Minor compliance</b> -	There are no new planting is available at the site. Thus, the indicator is not applicable.	N/A

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

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

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Criterion / Indicator		Assessment Findings	Compliance
4.1.2.1	<p>Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established internal audit procedures documented in Sime Darby Plantation Quality Management System (PQMS); Internal Audit Procedure; Doc number: SD/SDP/PQMS/IAP; Revision: 02; Document Date: 01/11/2017.</p> <p>Based on the procedure, the internal audit is to be conducted annually as per Internal Audit Procedure. Verified that the mill has conducted the internal audit on a yearly basis. Records were available for verification as below.</p> <p>MSPO Internal Audit was conducted on 22/11/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.</p>	Complied
4.1.2.2	<p>The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established internal audit procedures documented in Sime Darby Plantation Berhad - Plantation Quality Management System (PQMS); Internal Audit Procedure; Doc number: SD/SDP/PSQM/IAP; Revision: 02; Document Date: 01/11/2017.</p> <p>MSPO Internal Audit was conducted on 22/11/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.</p> <p>During the assessment, the internal audit team raised 10 Major Non-Conformities and 1 OFI regarding MSPO Standard. The root cause was identified, and the corrections and corrective action plans were implemented and closed on 24/02/2022.</p>	Complied
4.1.2.3	<p>Reports shall be made available to the management for their review.</p> <p><b>- Major compliance -</b></p>	<p>The internal audit report was documented and made available for management review. As evidence, all findings from internal audit</p>	Complied



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Criterion / Indicator		Assessment Findings	Compliance
		were responded by Mill Management within the acceptable timeframe. Report details as below. MSPO Internal Audit was conducted on 22/11/2022 by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.	
<b>Criterion 4.1.3 – Management Review</b>			
<b>4.1.3.1</b>	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. <b>- Major compliance -</b>	Sime Darby Plantation Berhad has established SOP for Management Review documented in Standard Operation Manual, Sub-Section 5.6, dated: 25/05/2015. Based on the SOP established, the frequency for management review needs to be carried out at least once a year. Management Review Meeting conducted on 29/12/2022 at East POM. The agenda discussed during the meeting as follows: 1. MSPO and RSPO Principle and Criteria findings 2. Customer feedbacks 3. Process performance and product conformity 4. Status of preventive and corrective action 5. Follow up action from previous Management Review 6. Changes that could affect the management system 7. Recommendation for improvement 8. Complaints and grievances 9. Improvement of the effectiveness of the management system and process	Complied

Criterion / Indicator		Assessment Findings	Compliance
		10. Resource needs	
<b>Criterion 4.1.4 – Continual Improvement</b>			
<b>4.1.4.1</b>	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. <b>- Major compliance -</b>	The mill visited has established continual improvement plan covers the main social and environmental impacts. Continual improvement plan for the estate being strategized under the following program as follows: 1. Upgrading mill perimeter road 2. Extension of ramp platform 3. Upgrading EFB yard c/w concrete and leachate drain and sump 4. To build new biomass boiler 5. Proposal to build new biogas plant and supply methane gas to biodiesel plant.	Complied
<b>4.1.4.2</b>	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. <b>- Major compliance -</b>	Any new technology and/or innovation equipment is subject to approval by Regional Offices and Headquarters. Any new information is updated to employees through morning briefings, memo, meetings, station training. Where new technology or system are introduced, awareness briefing is provided to the employees at all levels prior to the implementation	Complied
<b>4.2 Principle 2: Transparency</b>			
<b>Criterion 4.2.1 – Transparency of information and documents relevant to MSP0 requirements</b>			

Criterion / Indicator		Assessment Findings	Compliance
4.2.1.1	<p>The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established Communication Procedure either Internal or External Stakeholders. The information was available in two (2) languages English and Malay. This document was accessible to stakeholder as sighted at Mill notices board. The information being disseminated to the Internal and External Stakeholders either through Townhall Session or External Stakeholders’ Meeting.</p> <p>In view of Internal Stakeholder communication, the details as below:</p> <p>Stakeholder consultation was conducted on 08/12/2022, with attendance of contractors, government officer and local villagers.</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><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established Mill Quality Management System, Level 2, Standard Operation Manual Sub – Section 5.5 Management Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1, Year 2008, Issue No 1 dated 1/11/2008.</p> <p>The mechanism is to enable effective and timely communication with employees and external interested parties. The audit team observed that the above SOP specifies the means to communicate and consult with the relevant stakeholders pertaining to the company’s safety &amp; health, social, environmental, and other aspects.</p> <p>Information relating to land titles, safety and health plans, pollution prevention plans was made available at all Mill. Among the documents that were made available for viewing were land titles, occupational health and safety plans, EIA reports, SIA reports, details of complaints and grievances, negotiation procedures, continuous improvement plans, and human rights policy.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			
<b>4.2.2.1</b>	Procedures shall be established for consultation and communication with the relevant stakeholders. <b>- Major compliance -</b>	<p>Sime Darby Plantation Berhad has established Mill Quality Management System, Level 2, Standard Operation Manual Sub – Section 5.5 Management Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1, Year 2008, Issue No 1 dated 01/011/2008.</p> <p>The procedure for Internal Stakeholders was described in the Sustainable Plantation Management System, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008 on Flowchart and Procedures on handling Internal Issues.</p> <p>The mechanism is to enable effective and timely communication with employees and external interested parties.</p> <p>The SOP also specifies the timeframe to be taken to provide feedback to the stakeholder is:</p> <ol style="list-style-type: none"> <li>a. Within 2 weeks from the date receiving the queries.</li> <li>b. Within one week of the completion of the investigation for communication requiring investigation.</li> </ol>	Complied
<b>4.2.2.2</b>	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> . <b>- Minor compliance -</b>	The mill has appointed their person in charge to monitor Consultation and communication namely En. Mohd Nizar Bin Mohd Junaidi, through appointment letter dated 08/12/2022 signed Mill Manager.	Complied
<b>4.2.2.3</b>	A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. <b>- Major compliance -</b>	List of stakeholders for all the operating units were last updated on 01/01/2023. The list consists of various group of stakeholders such as government authorities, contractors/suppliers, NGOs, local communities, and also internal stakeholders such as workers and representatives.	Complied

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Criterion / Indicator		Assessment Findings	Compliance																
		Stakeholder consultation was conducted on 08/12/2022, with attendance of contractors, government officer and local villagers. The records of attendance, briefing materials, and photos are available and maintained.																	
<b>Criterion 4.2.3 – Traceability</b>																			
<b>4.2.3.1</b>	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. <b>- Major compliance -</b>	Sime Darby Plantation Berhad has established SOP for traceability and documented in Sime Darby Plantation Berhad, Sustainable Supply Chain and Traceability for Upstream Malaysia ver. 01, dated May 2022. Refer document no. SD/SDP/GSD/SCCS/0522/01.	Complied																
<b>4.2.3.2</b>	The management shall conduct regular inspections on compliance with the established traceability system. <b>- Major compliance -</b>	Sime Darby Plantation Berhad has established SOP for traceability and documented in Sime Darby Plantation Berhad, Sustainable Supply Chain and Traceability for Upstream Malaysia ver. 01, dated May 2022. Refer document no. SD/SDP/GSD/SCCS/0522/01.  The procedure requires validation of certificate of supplying estate and had identified critical control points to prevent contamination of non-certified FFB. The current traceability system is Sime Weigh System.  Reviewed the records of FFB received as follows: <table border="1" data-bbox="1086 1117 1657 1372"> <tr> <td>a.</td> <td>Supplier: East Estate</td> </tr> <tr> <td>b.</td> <td>Product ID: 0002-FFB B Crop</td> </tr> <tr> <td>c.</td> <td>Nett weight: 7,890 kg</td> </tr> <tr> <td>d.</td> <td>Delivery date: 11/01/2023</td> </tr> <tr> <td>e.</td> <td>Weighbridge ticket no.: 222710</td> </tr> <tr> <td>f.</td> <td>D.O. no.; 446835</td> </tr> <tr> <td>g.</td> <td>MSPO certificate no.: MSPO 687976</td> </tr> <tr> <td>h.</td> <td>MSPO certificate validity: 18/05/2023</td> </tr> </table>	a.	Supplier: East Estate	b.	Product ID: 0002-FFB B Crop	c.	Nett weight: 7,890 kg	d.	Delivery date: 11/01/2023	e.	Weighbridge ticket no.: 222710	f.	D.O. no.; 446835	g.	MSPO certificate no.: MSPO 687976	h.	MSPO certificate validity: 18/05/2023	Complied
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Criterion / Indicator		Assessment Findings		Compliance
		<ul style="list-style-type: none"> <li>a. Supplier: East Estate</li> <li>b. Product ID: 0002-FFB C Crop</li> <li>c. Nett weight: 8,650 kg</li> <li>d. Delivery date: 10/01/2023</li> <li>e. Weighbridge ticket no.: 222661</li> <li>f. D.O. no.; 446713</li> <li>g. MSPO certificate no.: MSPO 687976</li> <li>h. MSPO certificate validity: 18/05/2023</li> </ul>		
		<ul style="list-style-type: none"> <li>a. Supplier: Dusun Durian Estate</li> <li>b. Product ID: 0002-FFB C Crop</li> <li>c. Nett weight: 9,330 kg</li> <li>d. Delivery date: 10/02/2023</li> <li>e. Weighbridge ticket no.: 329527</li> <li>f. D.O. no.; 82444</li> <li>g. MSPO certificate no.: MSPO 687976</li> <li>h. MSPO certificate validity: 18/05/2023</li> </ul>		
		<ul style="list-style-type: none"> <li>a. Supplier: Dusun Durian Estate</li> <li>b. Product ID: 0002-FFB B Crop</li> <li>c. Nett weight: 9,340 kg</li> <li>d. Delivery date: 11/02/2023</li> <li>e. Weighbridge ticket no.: 329527</li> <li>f. D.O. no.; 82447</li> <li>g. MSPO certificate no.: MSPO 687976</li> <li>h. MSPO certificate validity: 18/05/2023</li> </ul>		
<b>4.2.3.3</b>	The management shall identify and assign suitable employees to implement and maintain the traceability system. <b>- Minor compliance -</b>	The estate has appointed personnel to be responsible for Supply Chain Certification System as per appointment letter which state the responsible of the PIC as follows: 1. Assisting Assistant on Supply Chain Certification System		Complied

Criterion / Indicator		Assessment Findings	Compliance
		2. Other related issues on SCCS The mill has appointed the Admin Account Officer as Person Responsible for SCCS as per Appointment Letter dated 01/02/2021 signed by the Mill Manager.	
<b>4.2.3.4</b>	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. <b>- Major compliance -</b>	The mill maintains the records of CPO/PK storage and recorded in the Daily Production Summary Report. For CPO and PK dispatch, the mill maintains records in Oil Dispatch Summary form. No MSPO certified products were sold since last audit.	Complied
<b>4.3 Principle 3: Compliance to legal requirements</b>			
<b>Criterion 4.3.1 – Regulatory requirements</b>			
<b>4.3.1.1</b>	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. <b>- Major compliance -</b>	The mill had continued to comply with the legal requirements. Compliance to each applicable law and regulation is monitored by the operating units and SQM sustainability team. The mill had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were: 1. MPOB License no. 533088004000, valid till 30/09/2023. 2. DOE license no. 003180 with compliance schedule no. AS(B)31/152/000/086, valid till 30/06/2024 3. Private Installation License no. 2022/03218, valid till 10/11/2023 4. Weighbridge calibration certificate serial no. 0107222-6JK with safety sticker no. DE18-012366 dated 03/02/2024 5. Fire Certificate no. JBPM:SL-7/1083/2023, valid till 10/01/2024	Complied

Criterion / Indicator		Assessment Findings	Compliance
		6. Competent person a. Authorised Gas Tester and Entry Supervisor (AGTES) reg. no. HQ/20/AGTES/01/17862 valid till 08/09/2024 b. Steam Engineer 1 <sup>st</sup> grade cert. no. 077/2008 c. Engine driver 1st grade cert. no. SL/12/EIP/01/7 d. Engine driver 2 <sup>nd</sup> grade cert. no. SL/22/EIS/02/00230 e. CePSWaM cert. no. CePSWaM/02033 f. CePPOME cert. no. CePPOME/00073	
<b>4.3.1.2</b>	The management shall list all relevant laws related to their operations in a legal requirements register. <b>- Major compliance -</b>	All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. Refer to legal register dated January 2023 with addition to applicable laws since last assessment as follows: 1. Minimum Wages Order 2022 2. Fire Services Act 1988 (Act 341) Amendment 2020 3. "Pembangunan Sumber Manusia Berhad" Act 2000 4. Anti-Sexual Harassment Act 2021 5. Employees' Social Security (Amendment) Act 2022 6. Employment Insurance System (EIS) (Amendment) Act 2022 7. Control of Supplies Act 1961 8. Employment (Amendment) Act 2022	Complied
<b>4.3.1.3</b>	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. <b>- Major compliance -</b>	Documented 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. A mechanism to ensure compliance to legal and other requirement has been documented	Complied



Criterion / Indicator		Assessment Findings	Compliance
		in Mill Quality Management System (MQMS) under Standard Operation Manual distributed to all operating units under SOU 8. Group Sustainability 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.	
<b>4.3.1.4</b>	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. <b>- Minor compliance -</b>	Group Sustainability Department will update the operating regarding any changes on applicable laws to the operating units. The person responsible appointed at the operating units will update the changes in the Legal Register.  The estate has appointed Admin Account Officer as person responsible to monitor any changes to the LORR and update, when necessary, as per appointment letter dated 01/02/2021 signed by the Mill Manager.	Complied
<b>Criterion 4.3.2 – Lands use rights</b>			
<b>4.3.2.1</b>	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. <b>- Major compliance -</b>	East Palm Oil Mill is located in the East Estate. The land title is available for review during the audit. The land title details are as following: Ownership No: GRNxxxx67 Lot No: Lot xx64, Lot xx66 District: Jugra, Kuala Langat Hectarage: 6,145.5616 ha Condition: Nil	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. <b>- Major compliance -</b>	The mill located in East Estate, D Division under land title no. GRNxxxx67, Lot No: xx64. A copy of the land title was available at the office for review.	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. <b>- Major compliance -</b>	The palm oil mill is located within the Estate compound properly demarcated with fences.	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). <b>- Minor compliance -</b>	There was no land dispute at the certification unit. The company has the legal ownership documents as demonstrated by possessing land titles.	N/A
<b>Criterion 4.3.3 – Customary rights</b>			
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. <b>- Major compliance -</b>	There is no customary land within or surrounding in the Mill. There are also no land disputes or claims involving the Mill. The company has proper legal land titles for the land ownership.	N/A
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. <b>- Minor compliance -</b>	There is no customary land within or surrounding in the Mill. There are also no land disputes or claims involving the Mill. The company has proper legal land titles for the land ownership.	N/A
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. <b>- Major compliance -</b>	There is no customary land within or surrounding in the Mill. There are also no land disputes or claims involving the Mill. The company has proper legal land titles for the land ownership.	N/A

Criterion / Indicator		Assessment Findings	Compliance
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			
<b>4.4.1.1</b>	<p>Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.</p> <p><b>- Minor compliance -</b></p>	<p>The mill has last reviewed their SIA conducted o 24-26/03/2014 and 23/05/2014 by Social and Environment Project unit, PSQM Department. The method of identifying the social impacts was by conducting both internal and external stakeholder meeting. Among the group of stakeholders outreached by the governmental organization, gender representatives, NGO, neighboring estates, religious representatives, employees, contractors, suppliers and village representatives. Generally, among the impacts identified were those related to compliance with legal requirements, workers welfare, handling of complaints &amp; grievances and socio-economic impact on surrounding communities. The mill management will update their Social Management Plan accordingly. The plan will consist of the issue raise from internal and external stakeholders. The management plan for the year was updated on 08/02/2023, with four objectives, 14 categories were planned and being monitored.</p>	Complied
<b>Criterion 4.4.2: Complaints and grievances</b>			
<b>4.4.2.1</b>	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p><b>- Major compliance -</b></p>	<p>Management System, Level 2, Standard Operation Manual Sub – Section 5.5 Management Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1 Year 2008, Issue No 1 dated 1/11/2008. The procedure for handling internal social issue was described in the Sustainable Plantation Management System, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008 on Flowchart and Procedures on handling Social Issues. The</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		mechanism is to enable effective and timely communication with employees and external interested parties. Under Group policies and authority's GPA No 85 Whistleblowing channels are established to help all stakeholders raise concerns, without fear or retaliation.	
<b>4.4.2.2</b>	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. - <b>Major compliance</b> -	The mill is having a format to record complaints or requests from the stakeholders. Based on the records, most of the complaints were about defects of housing facility. Verification of the records of complaints has been made in the OPP Housing complain Logbook.	Complied
<b>4.4.2.3</b>	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - <b>Minor compliance</b> -	The complaint forms were available at the operating unit's office, where the stakeholders can easily access should it be needed. Among the information available in the form is name of requestor/complainant, date of request, details of complaint/grievance, details of action taken including dates and acknowledgement signature of the requestor.  The management has developed new ways to lodge complaint which include the social dialogue, Sxxxx Kxxx, Oxx Pxxx Pxx, and Uxxxx network. Interviewed with the stakeholder confirmed that the management has trained them on the usage of the complaint platform. Training was conducted during the Townhall meeting dated 15/07/2022 and 20/08/2022 regarding the grievance channel.	Complied
<b>4.4.2.4</b>	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. - <b>Minor compliance</b> -	Training conducted with workers and evaluation available to confirm their understanding of the complaint and grievance process. There is no grievance recorded for the pass 2 years. Only request for maintenance housing is made by workers.  Employees and the surrounding communities were made aware that complaints or suggestions can be made any time through	Complied

Criterion / Indicator		Assessment Findings	Compliance
		various meetings such as morning muster, training/briefing and stakeholder consultation.	
<b>4.4.2.5</b>	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. <b>- Major compliance -</b>	Sighted all internal complaints filled, responded and the records being maintained for the last 24 months. No negative complaints made by external stakeholders within last 24 months at the mill.	Complied
<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			
<b>4.4.3.1</b>	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. <b>- Minor compliance -</b>	The mill management has made contribution to the stakeholders such as contributed of cooking oil to all the workers during festive season, subsidized of electricity and water, provide clinic facilities etc. Programmed with stakeholders (internal and external) was also plan and included in the social improvement plan such as family days, sport event etc.  Sighted the social activity records and photos of the event. The management has organised the Mill Prayers on 18/02/2023 Health Screening with PERKESO dated 24/11/2022 and Sports Day on 19/04/2022.	Complied
<b>Criterion 4.4.4: Employees safety and health</b>			
<b>4.4.4.1</b>	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. <b>- Major compliance -</b>	Sime Darby Plantation Berhad have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the Group Managing Director on 05/05/2022. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice boards within the mill.  GSD is also committed in establishing various working standards	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>through procedures or pictorial method to improve safe working condition.</p> <p>The mill has established Safety and Health Management Plan and documented in Environment, Safety and Health Plan FY 2023. The management plan includes the ESH Risk Management, Emergency Response Procedure, Chemical Safety Management, Noise Boundary Monitoring, Health monitoring.</p>	
<b>4.4.4.2</b>	<p>The occupational safety and health plan should cover the following:</p> <ul style="list-style-type: none"> <li>a) A safety and health policy, which is communicated and implemented.</li> <li>b) The risk of all operations shall be assessed and documented.</li> <li>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:               <ul style="list-style-type: none"> <li>i. All employees involved are adequately trained on safe working practices;</li> <li>ii. All precautions attached to products should be properly observed and applied;</li> </ul> </li> <li>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</li> <li>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997</li> </ul>	<p>The occupational safety and health plan cover the following:</p> <ul style="list-style-type: none"> <li>a. Sime Darby Plantation Berhad have established the Group Policy on Health, Safety &amp; Environment (HSE) Policy Statement signed by the Group Managing Director on 05/05/2022. The policy has been communicated to the staffs and workers through induction training for new workers, morning briefing and displayed at various notice boards within the mill.</li> <li>b. Sime Darby Plantation Berhad have established Standard Operating Procedure for Risk Assessment and documented in EQMS/SOM sub-section 5.4, Appendix 5.4.1a. SOU 8 East POM have conducted risk assessments for all the operations and documented in the Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The assessment covers all main operations and support operations. Among the activities verified in the HIRARC included Boiler Station, Sterilizer Station, Fruit Handling, Thresher and FFB Ramp. HIRARC is reviewed on annually and as and when there are any accidents that occur in the mill.</li> </ul> <p>Chemical Health Risk Assessment was conducted in compliance to the OSHA Act 1994 and the Use and Standard of Exposure of Chemicals Hazardous to Health (USECHH) Regulations 2000</p>	Complied

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><b>- Major compliance -</b></p>	<p>to assess the risks associated to hazardous chemicals used in the estate.</p> <ul style="list-style-type: none"> <li>- The Chemical Health Risk Assessment Report (Report Number: HQ/09/ASS/00/124 – 2020/0011) conducted by Gatconst Sdn Bhd (DOSH Registration: HQ/09/ASS/00/124) on 25/08/2020 was available for verification.</li> </ul> <p>Medical Surveillance was conducted for workers exposed to chemicals and welding fumes in the mill as recommended in the CHRA. The medical surveillance was conducted to monitor the level of exposure on the workers towards the chemicals and fumes.</p> <ul style="list-style-type: none"> <li>- Medical Surveillance was conducted on 17/10/2022 at Klinik Hartati for 17 mill workers exposed to chemicals in the mill laboratory and workshop. The results indicated that all workers were safe to work.</li> </ul> <p>Noise Risk Assessment Report (NRA) was conducted in compliance to Occupational Safety &amp; Health (Noise Exposure) Regulations 2019 in the estates.</p> <ul style="list-style-type: none"> <li>- The assessment was conducted on 21/12/2020 – 04/02/2022 by Proxxxx Environxxxxx (M) Sdn Bhd. The assessment report was available for verification.</li> </ul> <p>Audiometric Test was done for workers exposed to excess noise at the workplace in compliance with the Noise Risk Assessment.</p> <ul style="list-style-type: none"> <li>- Annual &amp; Baseline Audiometric Testing was conducted on 21/11/2022 for total 65 workers Specialist Mobile Safety Supplies Sdn Bhd and the Audiometric Report was available for verification. The report stated that there were 9 workers</li> </ul>

Criterion / Indicator	Assessment Findings	Compliance
	<p>with abnormal results, required for OHD Examination. The retest was conducted on 13/03/2023.</p> <p>c. The mill has established a training program for employees exposed to chemicals used at the palm oil mill to ensure continuous awareness to the employees. The training was conducted by the Manager, Asst. Manager, and representative from the chemical suppliers to the supervisors and operators. Sighted the training records as follows:</p> <ul style="list-style-type: none"> <li>• Chemical Handling (Laboratory) – 08/03/2023.</li> </ul> <p>d. Sime Darby Plantation Berhad have established a procedure titled Sime Darby Plantation Berhad; Personal Protective Equipment (PPE); Document Number: UM/HSE/OCP/03; Date: 2021. The mill has provided appropriate PPE to all workers according to the job type and requirements.</p> <p>Sighted the PPE issuance records documented in 'PPE Issuance Record' logbook. The PPE issued recorded by workers and job designation.</p> <p>e. Standard Operating Procedures for Handling of Chemicals were available in several documents such as:</p> <ul style="list-style-type: none"> <li>– Sime Darby Plantation Berhad, Chemical Safety Management; Document No. UM/HSE/OCP/04; dated 2021.</li> </ul> <p>f. Mill management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Mill Manager. The Safety and health Committee is guided by the Sime Darby Plantation Berhad;</p>	



Criterion / Indicator	Assessment Findings	Compliance
	<p>Safety and health Committee Procedures; Document Number: UM/HSE/OCP/08; Date: 2021.</p> <p>The Mill Manager, En. Hj. Hudal Firdaus Bin Lahuri was appointed to be the Chairman of OSH Committee at the mill as stated in the appointment letter dated 01/01/2023 undersigned by the Regional CEO, Central East Region.</p> <p>g. The management conducted regular OSH committee meetings on quarterly basis and when necessary due to accidents that occur. The meeting discussed issues on employees' safety, health and welfare such as operational risks and health achievement report, estate security, safety compliance by contractors, workplace inspection, legal compliance, safety and health training.</p> <p>Sighted the OSH Meeting Minutes dated 29/12/2022 (04/2022), 21/09/2022 (03/2022), 20/06/2022 (02/2022) and 30/03/2022 (01/2022).</p> <p>h. Accident and Emergency procedures were available in the Sime Darby Plantation Berhad; Emergency Preparedness &amp; Response Procedures; Document Number: UM/HSE/SP/02; Document Date: 2021.</p> <p>The mill has established Emergency Response Team lead by the Mill Manager. Emergency Response Plans were available for incidents such as pesticides spillages, Fire, Explosions, Diesel Spillage and Accidents. The ERT chart and Fire Extinguisher Map was also available and verified.</p> <p>Emergency Response Training was conducted as below:</p> <ul style="list-style-type: none"> <li>• Fire Drill Training – 20/01/2023</li> </ul> <p>i. First aiders were assigned to various workstation at the mill.</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>The supervisors and staffs were responsible for first aid boxes at each workstation assigned to them by the management. The first aid box was recently replenished with all stated items available in the box. First Aid trainings were conducted regularly at the sampled estates and documents of trainings were verified as below:</p> <ul style="list-style-type: none"> <li>- First Aid Training was conducted on 22/10/2022.</li> </ul> <p>j. The mill recorded all accidents reports and reported to HQ using the PSQM-ESH Monthly update form via online through GSQM ESH Portal. The accident occurred was reviewed on quarterly basis during OSH committee meeting.</p> <p>There were 5 accidents (28 Days LTA) case for the year 2022 reported in the estate. The JKPP 8 form has been submitted to DOSH for the year ending 2022 on 12/01/2023 and documents available for verification. For the year 2023 there were no accident cases reported as of to date.</p>	
<b>Criterion 4.4.5:</b> Employment conditions			
<b>4.4.5.1</b>	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad has established Group Sustainability and Quality Policy Statement signed by Mohamad Helmy Othman Basha; Group Managing Director dated 02/12/2019. Human rights element being spelt out under the followings: - Human Rights Charter – Clause 3.2, We respect the rights of our employees, our workers in our operations and our communities through our commitments which include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Providing equal opportunities</li> <li>2. Respecting freedom of association</li> </ol>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		3. Eradicating any form of exploitation 4. Ensuring favorable working conditions 5. Enhancing safety and health 6. Respecting community rights and the rights of indigenous people 7. Protecting the Rights of vulnerable people 8. Protecting the rights of children 9. Eliminating violence and sexual harassment  Responsible Agriculture Charter – Human Rights and Social Development Commitments Clause 2.1, Respect Human Rights & empower communities and Clause 2.2 Protect Labor standards and enhance employment conditions. Sime Darby Plantation Group, Vendor COBC dated 30/05/2018 under Clause 5, Labor and Human Rights. Communication of all the policies to workforce is through Town hall meeting dated 16/01/2023. The briefing material available for review in mill	
<b>4.4.5.2</b>	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics. <b>- Major compliance -</b>	Sime Darby Plantation Berhad, Non-Discrimination and Equal Opportunity Policy stated in Sime Darby Plantation Human Rights Charter under 3.2 Respect and Uphold Labour Rights, 3.2.5 Promoting 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.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Based on worker employment master record, there are mixed of India and Indonesia foreign workers lives and work with local employees. Interview with office staff and general workers who mentioned their job selection process was fair and transparent.</p> <p>This policy is available in English and Malay displayed at the Mill office wall and notice boards. No evidence of discrimination based on race, skin color, religion, gender, national origin, ancestry, disability, marital status, and sexual orientation was found in the Mill.</p>	
<b>4.4.5.3</b>	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p><b>- Major compliance -</b></p>	<p>Pay and conditions are documented in the workers' Contract Agreement and wage payment records / pay slip. The salary is according to 'Guidelines on the Implementation on the Minimum Wages'. National Wages Consultative Council Act 2022 (Act 732) Malaysian minimum salary is RM1500.00 as stated in the guidelines.</p> <p>Rate of pay is based on MAPA / NUPW Agreement Salary Scale as seen in the Contract Agreement and pay-slip. All the workers are under Mill pay-roll system. Sample taken on the workers below:</p> <ol style="list-style-type: none"> <li>1. Employee ID: 0000xxxx49</li> <li>2. Employee ID: 0000xxxx58</li> <li>3. Employee ID: 0000xxxx89</li> <li>4. Employee ID: 0000xxxx71</li> <li>5. Employee ID: 0000xxxx66</li> </ol>	Complied
<b>4.4.5.4</b>	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p>	<p>There are contractors working in the mill, sample of contractors were taken, sighted the appointment letter, salary slip, EPF and SOCSO Contribution and attendance records.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- <b>Minor compliance</b> -	<ol style="list-style-type: none"> <li>1. Axx Mxxx Enterxxxx – 9710xx-xx-xxxx- Appointment letter 01/07/2022 – Salary slips and attendance records – Month of October 2022, November 2022 and December 2022.</li> <li>2. Munxxxx &amp; Sox Enterpxxxx – 7404xx-xx-xxxx – Appointment Letter 16/01/2023 – 9501xx-xx-xxxx – Appointment Letter 01/12/2022 - Salary slip and attendance records – Month of October 2022, November 2022 and December 2022.</li> </ol>	
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>- <b>Major compliance</b> -</p>	<p>Sime Darby Plantation Berhad has established Check-roll Employee Listing system for all data of their workers. Sighted at East POM the Personal Particulars data for all the workers in The Check-roll Employee Listing. The report stated the Offered Position, Personal Details, Date Employed, Educational background and Family Data</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>- <b>Major compliance</b> -</p>	<p>Employment contract stated the offered position, wages implied, working hours, OT, allowances, rest day, working on holiday etc. The contract is in their origin country languages or English. as it is easy to be understood by workers.</p> <p>This contract is signed by both employee and employer and accompanied with respective witnesses. Workers employed consisted of Malaysian, Indian and Indonesian. Sample taken on the following workers for East POM sample on the following workers:</p> <ol style="list-style-type: none"> <li>1. Employee ID: 0000xxxx49</li> <li>2. Employee ID: 0000xxxx58</li> <li>3. Employee ID: 0000xxxx89</li> <li>4. Employee ID: 0000xxxx71</li> </ol>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		5. Employee ID: 0000xxxx66	
<b>4.4.5.7</b>	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers. <b>- Major compliance -</b>	The management had established a time recording system that makes working hours and overtime transparent using the Punch Card and Pocket Check roll system. Sighted the Punch Cards record and pocket check roll record of the following workers: 1. Employee ID: 0000xxxx49 2. Employee ID: 0000xxxx58 3. Employee ID: 0000xxxx89 4. Employee ID: 0000xxxx71 5. Employee ID: 0000xxxx66	Complied
<b>4.4.5.8</b>	The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable. <b>- Major compliance -</b>	The working hours and breaks of the individual worker indicated in the time records complied with legal regulations and collective agreements. The working hours and break times was exhibited on notice boards. Working time from 7.30 am to 3.00pm were given a 1 hour and 15 minutes break. The workers could take their breaks at their own convenient times. The working hour has changes due to amendment of labour law stating that working hour per week is 45 hours compared to 48 hours previously	Complied
<b>4.4.5.9</b>	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. <b>- Major compliance -</b>	The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements of Employment Act 1955 and worker's employment contract. The payroll for the following sampled workers for July 2022, August 2022 and September 2022 were verified to be consistent with the Minimum Wages Order 2022	Complied
<b>4.4.5.10</b>	Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good	All workers have been provided with medical and accident insurance.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings. <b>- Minor compliance -</b>	With regards to local and foreign workers, staffs and executives, all of them are covered under EPF & SOCSO as required by the Malaysian Laws and Regulations. All workers are provided with housing facilities at workers line site. Medical Assistant is responsible to carry out the monitoring at workers quarters.	
<b>4.4.5.11</b>	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities. <b>- Major compliance -</b>	The mill workers are provided with free housing facilities which includes potable water and electricity. Housing inspection by the medical assistants was also carried out on weekly basis which criteria is mainly focusing on cleanliness and safety. Records of inspection were well maintained for verification. Sighted the sample of housing inspection record conducted on 09/03/2023.	Complied
<b>4.4.5.12</b>	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. <b>- Major compliance -</b>	Sighted in Sime Darby Plantation Human Rights Charter under 3.2 Respect and Uphold Labour Rights clause: - -3.2.5 We will facilitate opportunities for advancement for our employees, especially women, by removing barriers to progress and respecting reproductive and maternal rights. -3.2.6 Creating a working environment with zero tolerance for sexual harassment and abuse, and in which violence is never used to resolve issues or conflict. The mill has formed Gender Committee. Sighted the Gender Committee Handbook (First Edition) in English details out specifically on establishing & managing gender committee and complaints and grievance procedures to address gender-based issues. There is also a specific procedure (in the form of a flowchart) in both English and Malay namely Sexual Harassment	Complied

Criterion / Indicator		Assessment Findings	Compliance				
		<p>Procedure which outlines the basic framework for handling of sexual harassment complaints.</p> <p>Latest gender meeting conducted on 02/03/2023. Sime Darby Plantation Berhad establish Term of Reference for Gender representative and Gender Committees dated March 2021.</p> <p>There is no sexual harassment case reported through interview and document reviewed at Mill.</p>					
<b>4.4.5.13</b>	<p>The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions 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><b>- Major compliance -</b></p>	<p>The management respected 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.</p> <p>The workers are able to join National Union of Plantation Workers (NUPW). During interview session conducted, verified that all interviewees are NUPW members mentioned that the management has open to the workers to part of the union.</p>	Complied				
<b>4.4.5.14</b>	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p> <p><b>- Major compliance -</b></p>	<p>Based on the employee's record compiled in Check-roll Employee Listing, sighted that there is no child labour or young person employed by the Mill</p>	Complied				
<b>Criterion 4.4.6: Training and competency</b>							
<b>4.4.6.1</b>	<p>All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.</p> <p><b>- Major compliance -</b></p>	<p>SOU 8 East POM have established a training program for all workers based on the training need analysis conducted on a yearly basis.</p> <p>Records of trainings were maintained by the estates as below:</p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>PPE &amp; Safety Training</td> <td>23/03/2022</td> </tr> </tbody> </table>	Training	Date	PPE & Safety Training	23/03/2022	Complied
Training	Date						
PPE & Safety Training	23/03/2022						



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Criterion / Indicator		Assessment Findings		Compliance
		MSPO Standards Briefing	17/02/2023	
		Scheduled Waste and eSWIS Training	14/02/2023	
<b>4.4.6.2</b>	<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><b>- Major compliance -</b></p>	<p>SOU 8 East POM has conducted training need analysis for all employees, management and contractors. The training need analysis was conducted based on the job designation and training required by the job type. Sighted the Training Requirement for Operating Units (Mill – SOU 08) for the year 2023 for verification.</p>		Complied
<b>4.4.6.3</b>	<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><b>- Minor compliance -</b></p>	<p>A training programme has been developed and available in the Training Requirement for SOU 8 East POM ESH Activities for 2023. The trainings were sighted to have also included Gender Specific Training and involves staffs, workers, and contractors.</p> <p>Workers were sampled and interviewed from the Ramp Station, Sterilizer Station, and Workshop. There was no evidence of the workers being trained on their job function and responsibility. The management have conducted daily morning briefing for the workers, but the three were no attendance records for the sampled workers. This was not in line with the procedure, Environment, Safety &amp; Health (ESH) Competence, Training and Awareness Procedure; Document ID: SD/SDH/GSQM/ESH/203; Date: 01/07/16 which states, 6.7 – Training Records; training records for both employees and contractors shall be kept. ESH related training records shall include, but not limited to the following: No. 5 - Training Attendance.</p>		Minor Non-Conformity
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>				
<b>Criterion 4.5.1:</b> Environmental Management Plan				

Criterion / Indicator		Assessment Findings	Compliance
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><b>- Major compliance -</b></p>	<p>Sime Darby Plantation Berhad have established the Group Policy on Health, Safety &amp; Environment (HSE) Policy Statement signed by the Group Managing Director on 05/05/2022.</p> <p>In the Policy stated as follows:</p> <p>Group Sustainability and Quality Statement:</p> <p>Minimizing Environmental Harm:</p> <ul style="list-style-type: none"> <li>i) Protecting and enhancing biodiversity and ecosystem</li> <li>ii) No deforestation and No new development on peat land</li> <li>iii) Enhancing resilience against climate change impact</li> <li>iv) Adopting responsible consumption and production</li> </ul> <p>Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement</p> <p>Environment</p> <ul style="list-style-type: none"> <li>i) Comply to emission and effluent standard</li> <li>ii) Efficient use of water and energy</li> <li>iii) Minimize waste</li> <li>iv) Protect the ecosystem and biodiversity</li> </ul> <p>The Policy has been communicated to the workers during townhall meeting. Reviewed the briefing records conducted on 16/01/2023.</p>	Complied
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> <li>a) An environmental policy and objectives;</li> <li>b) The aspects and impacts analysis of all operations</li> </ul> <p><b>- Major compliance -</b></p>	<p>The estate visited has established environmental management plan base on aspect and impacts analysis conducted.</p> <p>The environmental management plan was established based on Environmental Aspect Impact Identification and Environmental Impact Evaluation conducted and documented in Pollution</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Prevention Plan. The EAI/EIE was reviewed by the estate management team.</p> <p>The EAI/EIE and management plan was reviewed on annually basis. Latest review was conducted on 08/03/2022.</p>	
<b>4.5.1.3</b>	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p><b>- Major compliance -</b></p>	<p>The mill has established Environmental Management Plan. The plan was reviewed on annually basis. Reviewed the implementation of the management plan FY 2022 as follows:</p> <ol style="list-style-type: none"> <li>1. To ensure the leachate from EFB storage area not polluted the environment and address opportunity for improvement in Environmental Compliance Audit, the mill has started the construction for upgrading the EFB yard c/w concrete and leachate drain and sump. Reviewed the CAPEX ref. no. X2022/M178/00000041 and sighted the construction work during site visit.</li> <li>2. To ensure no pollution operation from mill polluted the waterways, the mill has upgraded the mill drainage system. Reviewed the CAPEX ref. no. X2022/M178/00000017. Sighted the construction of drainage upgrading work during site visit.</li> <li>3. To ensure compliance to DOE license no. 003772 and compliance scheduled no. AS(B)31/152/000/308, mill has started the process for desludging of aerobic and anaerobic pond. Reviewed the invitation letter to tender signed by the Regional CEO, Central East Region. Refer letter no. ESM/Tender/Feb23-ETP/01.</li> <li>4. The mill disposed EFB through application at sister estate, East estate and submitted to DOE through Quarterly Return Form on quarterly basis. Reviewed the EFB disposal records for Quarter 3 and 4 FY 2022.</li> </ol>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. <b>- Minor compliance -</b>	Program to promote positive impact was documented in Environmental Management Plan. Among the promote positive impact as follows: 1. The mill disposed EFB through field application as nutrient cycle strategy at sister estate, East estate and submitted to DOE through Quarterly Return Form on quarterly basis. Reviewed the EFB disposal records for Quarter 3 and 4 FY 2022. 2. The mill used shell and fiber as renewable fuel for boiler. Reviewed the consumption records of shell sue FY 2022.	Complied
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives. <b>- Major compliance -</b>	The estates visited continuously provide training to the workers to create awareness regarding the environmental policy and management plan established. Sighted the training records as stated in criteria 4.4.6.1.	Complied
4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. <b>- Major compliance -</b>	The mill has discussed on environmental issue during Environmental Performance Monitoring Committee meeting where representative of the management and employee raised their concerns about environmental quality in the mill. Reviewed the minutes meeting conducted on 29/12/2022 and 21/09/2022.	Complied
<b>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</b>			
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period	The estate has established Energy Management Plan. Reviewed implementation of the plan as follows: 1. The mill monitors the electricity consumption on monthly basis. reviewed the electricity consumption per FFB processed as follows:	Complied

Criterion / Indicator		Assessment Findings		Compliance																												
	- Major compliance -	<table border="1"> <thead> <tr> <th>Month</th> <th>Consumption / ton FFB</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>9.56</td></tr> <tr><td>Feb</td><td>8.16</td></tr> <tr><td>Mar</td><td>15.60</td></tr> <tr><td>Apr</td><td>5.31</td></tr> <tr><td>May</td><td>6.60</td></tr> <tr><td>Jun</td><td>8.59</td></tr> <tr><td>Jul</td><td>10.79</td></tr> <tr><td>Aug</td><td>9.31</td></tr> <tr><td>Sep</td><td>8.62</td></tr> <tr><td>Oct</td><td>11.47</td></tr> <tr><td>Nov</td><td>10.19</td></tr> <tr><td>Dec</td><td>9.39</td></tr> <tr><td>Average</td><td>9.14</td></tr> </tbody> </table>	Month	Consumption / ton FFB	Jan	9.56	Feb	8.16	Mar	15.60	Apr	5.31	May	6.60	Jun	8.59	Jul	10.79	Aug	9.31	Sep	8.62	Oct	11.47	Nov	10.19	Dec	9.39	Average	9.14		
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Average	9.14																															
		The mill used shell as renewable fuel for boiler. Reviewed the consumption records FY 2022 at 6,171.93 ton.																														
4.5.2.2	Palm oil millers shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. - Major compliance -	The mill has established the direct usage of non-renewable energy such as diesel and electricity base on the consumption of previous year.		Complied																												
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	The mill used shell as renewable fuel for boiler. Reviewed the consumption records FY 2022 at 6,171.93 ton.		Complied																												
<b>Criterion 4.5.3: Waste management and disposal</b>																																

Criterion / Indicator		Assessment Findings	Compliance										
4.5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p><b>- Major compliance -</b></p>	<p>The operating units has identified the waste generated from the estate operations documented in the Waste Management Plan. Reviewed the waste identification categorized as follows:</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Types/Location</th> </tr> </thead> <tbody> <tr> <td>Domestic Waste</td> <td> <ul style="list-style-type: none"> <li>• Rubbish (Workers housing Complex, Office, Workshop, Store, Shop)</li> <li>• Sewage (Septic Tank at workers Housing Complex &amp; Office)</li> </ul> </td> </tr> <tr> <td>Industrial Waste</td> <td> <ul style="list-style-type: none"> <li>• Scrap metal</li> </ul> </td> </tr> <tr> <td>Scheduled Waste</td> <td> <ul style="list-style-type: none"> <li>• Used lubricant container, pesticide/ Chemical container, fertilizer bags (inner)</li> <li>• Used batteries</li> <li>• Contaminated rags</li> <li>• Spent Chemicals</li> </ul> </td> </tr> <tr> <td>Recyclable Waste</td> <td> <ul style="list-style-type: none"> <li>• EFB</li> <li>• POME</li> <li>• Fibre</li> <li>• Shell</li> <li>• Boiler Ash</li> </ul> </td> </tr> </tbody> </table>	Category	Types/Location	Domestic Waste	<ul style="list-style-type: none"> <li>• Rubbish (Workers housing Complex, Office, Workshop, Store, Shop)</li> <li>• Sewage (Septic Tank at workers Housing Complex &amp; Office)</li> </ul>	Industrial Waste	<ul style="list-style-type: none"> <li>• Scrap metal</li> </ul>	Scheduled Waste	<ul style="list-style-type: none"> <li>• Used lubricant container, pesticide/ Chemical container, fertilizer bags (inner)</li> <li>• Used batteries</li> <li>• Contaminated rags</li> <li>• Spent Chemicals</li> </ul>	Recyclable Waste	<ul style="list-style-type: none"> <li>• EFB</li> <li>• POME</li> <li>• Fibre</li> <li>• Shell</li> <li>• Boiler Ash</li> </ul>	Complied
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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><b>- Major compliance -</b></p>	<p>The mill has established management Plan based on the identification and source of pollutions and the documented in Waste management Plan FY 2022 and were available for review. In the management plan stated the type of waste, description, source of pollution, action to be taken and person responsible.</p> <p>Reviewed the implementation of the management plan as follows:</p> <p>1. The scheduled waste was stored at designated store under lock and key. The storage has containment bund to prevent any</p>	Complied										

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Criterion / Indicator		Assessment Findings	Compliance														
		<p>scheduled waste spillage flow into perimeter drain. The store also provided with adequate spill kit.</p> <ol style="list-style-type: none"> <li>The mill maintains the inventory of all scheduled waste and recorded in a BIN Card. Reviewed the inventory for SW 305, SW 409 and SW 322.</li> <li>The mill reports the inventory of waste generated through ESWISS. Reviewed the inventory records for the month of December 2022, January 2023 and February 2023.</li> <li>The mill disposed EFB through field application as nutrient cycle strategy at sister estate, East estate and submitted to DOE through Quarterly Return Form on quarterly basis. Reviewed the EFB disposal records for Quarter 3 and 4 FY 2022.</li> </ol>															
<b>4.5.3.3</b>	<p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p><b>- Major compliance -</b></p>	<p>Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1 dated 26/2/2016. Proper disposal of waste material is carried out as per the company procedures.</p> <p>The estates also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor. Stores for scheduled waste were inspected at both estates visited.</p> <p>Reviewed the latest disposal records as follows:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>SW</th> <th>Consignment notes no</th> </tr> </thead> <tbody> <tr> <td rowspan="5">07/11/2022</td> <td>410</td> <td>20221107157I8RDM</td> </tr> <tr> <td>409</td> <td>202211071508N45K</td> </tr> <tr> <td>322</td> <td>2022110715R6L5J1</td> </tr> <tr> <td>109</td> <td>2022110715UOA792</td> </tr> <tr> <td>325</td> <td>2022110716Q3O8RW</td> </tr> </tbody> </table>	Date	SW	Consignment notes no	07/11/2022	410	20221107157I8RDM	409	202211071508N45K	322	2022110715R6L5J1	109	2022110715UOA792	325	2022110716Q3O8RW	Complied
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Criterion / Indicator		Assessment Findings	Compliance													
4.5.3.4	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse. - <b>Minor compliance</b> -	Domestic wastes were collected 2 times a week and disposed at Kuala Langat Municipal landfill. Reviewed the collection and disposal records for the month of December 2022 and January and February 2023.	Complied													
<b>Criterion 4.5.4:</b> Reduction of pollution and emission including greenhouse gas																
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. - <b>Major compliance</b> -	The mill has conducted assessment of all polluting activities in the Environmental Aspect Impact and Environmental Impact Evaluation. A management plan has been established based on the significant aspect and DOE license compliance schedule which include documented in Pollution prevention Plan.	Complied													
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - <b>Major compliance</b> -	A management plan has been established based on the significant aspect and DOE license compliance schedule which include documented in Pollution prevention Plan. The plan was reviewed on annual basis.	Complied													
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (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. - <b>Major compliance</b> -	Treated POME discharge was regularly monitored as prescribed under Compliance Schedule License no. 001456. Limit of Biochemical Oxygen Demand (BOD) discharge is 500 mg/l for land application. Regular monitoring was done on monthly basis and every quarterly via Quarterly return form to DOE for compliance. Sighted the quarterly return form as follows: 3 <sup>rd</sup> quarter 2022 <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Month</th> <th>Test</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td rowspan="2">July</td> <td>pH</td> <td>7.50</td> </tr> <tr> <td>BOD</td> <td>1120.00</td> </tr> <tr> <td rowspan="2">August</td> <td>pH</td> <td>7.50</td> </tr> <tr> <td>BOD</td> <td>385.00</td> </tr> </tbody> </table>	Month	Test	Results	July	pH	7.50	BOD	1120.00	August	pH	7.50	BOD	385.00	Complied
Month	Test	Results														
July	pH	7.50														
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Criterion / Indicator		Assessment Findings			Compliance
		September	pH	7.77	
			BOD	332.00	
		4 <sup>th</sup> quarter			
		Month	Test	Results	
		October	pH	7.91	
			BOD	938.00	
		November	pH	7.68	
			BOD	300.00	
		December	pH	7.51	
			BOD	543.00	
The effluent analysis confirms with condition prescribed under Compliance Schedule.					
<b>Criterion 4.5.5: Natural water resources</b>					
<b>4.5.5.1</b>	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> <li>a) Assessment of water usage and sources.</li> <li>b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities.</li> <li>c) Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</li> </ul>	<p>The mill has established water management plan documented in Environmental Management Plan under section Water Management. The plan was reviewed on annually basis. The plan focusing on monitoring of water quality of main water inlet and outlet for pollutants from mill's operations, monitor the quality of water for domestic usage and monitor the usage of treated water and monitor usage by flowmeter. Reviewed the implementation of the management plan as follows:</p> <ul style="list-style-type: none"> <li>a) The mill conducted water sampling for ETP at sampling point agreed by DOE as per compliance schedule requirement on monthly basis and reported to DOE. Reviewed the water sampling records no. EP107/2023 dated 22/02/2023,</li> </ul>			Complied

Criterion / Indicator		Assessment Findings	Compliance																												
	- Major compliance -	<p>EP620/2022 dated 20/12/2022 and EP546/2022 dated 07/11/2022</p> <p>b) The mill monitors the water consumption per FFB process on monthly basis. reviewed the records as follows:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Water consumption / FFB process</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>1.14</td></tr> <tr><td>Feb</td><td>1.95</td></tr> <tr><td>Mar</td><td>2.52</td></tr> <tr><td>Apr</td><td>1.71</td></tr> <tr><td>May</td><td>1.77</td></tr> <tr><td>Jun</td><td>1.57</td></tr> <tr><td>Jul</td><td>0.81</td></tr> <tr><td>Aug</td><td>1.36</td></tr> <tr><td>Sep</td><td>1.23</td></tr> <tr><td>Oct</td><td>1.58</td></tr> <tr><td>Nov</td><td>1.36</td></tr> <tr><td>Dec</td><td>1.24</td></tr> <tr><td>Average</td><td>1.46</td></tr> </tbody> </table>	Month	Water consumption / FFB process	Jan	1.14	Feb	1.95	Mar	2.52	Apr	1.71	May	1.77	Jun	1.57	Jul	0.81	Aug	1.36	Sep	1.23	Oct	1.58	Nov	1.36	Dec	1.24	Average	1.46	
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<b>4.5.5.2</b>	<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>Treated POME discharge was regularly monitored as prescribed under Compliance Schedule License no. 006385. Limit of Biochemical Oxygen Demand (BOD) discharge is 2500 mg/l for land application. Regular monitoring was done on monthly basis and every quarterly via Quarterly return form to DOE for compliance. The effluent analysis confirms with condition prescribed under Compliance Schedule.</p>	Complied																												
<b>4.6 Principle 6: Best Practices</b>																															

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.6.1: Mill Management</b>			
<b>4.6.1.1</b>	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. <b>- Major compliance -</b>	<p>The mill processing system is documented in the Sustainability Plantation Management System SPMS/SQM/08 v 1 dated 01/11/2008 which includes:</p> <ul style="list-style-type: none"> <li>a. The mill SOP</li> <li>b. The Mill Quality Management System v.1 2008/MQMS/08.</li> </ul> <p>These documents provide guidelines and standards in the mill operations. The Standard Operating procedure (SOP) described details from:</p> <p>Sime Darby Plantation Berhad has established a system to monitor the mill operation. Structured Oil Recovery Assessment (SORA) and Performance Monitoring Unit (PMU) visits the operating units on timely basis. Their reports cover on all aspect of operation where they rate the performance of the mill and estates.</p>	Complied
<b>4.6.1.2</b>	All palm oil mills shall implement best practices. <b>- Major compliance -</b>	<p>The monitoring of the mill process is made through the shift supervision headed by assistant mill managers. All process parameters are documented and summarized in a daily report. The external monitoring is made through visits by Regional General Manager and RSQM. This is to ensure compliance with policies, procedures in relation mill operations, financial, OSH, welfare to name a few.</p>	Complied
<b>Criterion 4.6.2: Economic and financial viability plan</b>			

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><b>- Major compliance -</b></p>	<p>The annual business plan is available. The document is in the form of annual budget and the projection for 5 years (2023-2028) prepared as guidance for future planning. The business plan contains:</p> <ul style="list-style-type: none"> <li>a. FFB processed production of CPO &amp; CPK.</li> <li>b. Component of operating expenditure includes: <ul style="list-style-type: none"> <li>- process labour</li> <li>- maintenance external/maintenance parts</li> <li>- consumable/EVIT</li> <li>- admin cost/labour overhead.</li> </ul> </li> </ul> <p>Inclusive in the business plan is also Capital Expenditure (CAPEX) among others replacement/ upgrading of building/machinery, workers amenities for the mill. The M Plan for 2023 was made available for verification which include the calculation of seeking the profitability quantum. This is a standard format provided from the Regional CEO to the Manager and treated in high confidentiality.</p>	Complied
<b>Criterion 4.6.3: Transparent and fair price dealing</b>			
4.6.3.1	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p><b>- Major compliance -</b></p>	<p>This is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation procurement. All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system named SAP (System Application Production). This is made upon job verification by the mill personnel. To date no complaints were received from the vendor/supplier on issues relating to pricing and timing of</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		payment. Details is described in clause no 3 - Remuneration and Clause 13 Application of transportation rates and quantity.	
<b>4.6.3.2</b>	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. <b>- Major compliance -</b>	<p>All contracts and purchases are documented i.e. in the form of purchase orders, invoices, and contracts for the larger transaction. All documents are signed by both vendor and mill.</p> <p>Verified contract agreement between Sime Darby Plantation Berhad and the contractor as below:</p> <ul style="list-style-type: none"> <li>• Penxxxxxxx Sxx Txxxxxx Sexxx Sdn Bhd Doc Number: T/SDPB/PEN/CPO/0720/003; Contract Date: 12/12/2020; Contract Period: 01/11/2020 – 31/12/2023.</li> </ul> <p>Inclusive in the contract are clauses 8.5 - 8.12 for the CPO transporter and clauses 12.0 for the OCP respectively containing on the following:</p> <ol style="list-style-type: none"> <li>Contractors to comply with laws               <ul style="list-style-type: none"> <li>- Compliance to occupational safety and health Act 1994/EQA 1974</li> </ul> </li> <li>Compliance to requirement labour and personnel</li> <li>Company and certification body audits</li> <li>providing contractor’s responsibilities.</li> </ol>	Complied
<b>Criterion 4.6.4: Contractor</b>			
<b>4.6.4.1</b>	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. <b>- Major compliance -</b>	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.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>All contracted parties/vendors were required to signed Vendor Integrity Pledge (VIP) and to comply with para</p> <ul style="list-style-type: none"> <li>- a (i); Vendor Code of Business Conduct (VCOBC)</li> <li>- a (ii); all applicable laws and regulations related anti-bribery, fraud and corruption.</li> </ul> <p>Verified VIP as below:</p> <p>Penxxxxxxx Sxx Txxxxxx Sexxx Sdn Bhd; Doc Number: T/SDPB/PEN/CPO/0720/003; Contract Date: 12/12/2020; Contract Period: 01/11/2020 – 31/12/2023.</p>	
<b>4.6.4.2</b>	<p>The management shall provide evidence of agreed contracts with the contractor.</p> <p><b>- Major compliance -</b></p>	<p>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.</p> <p>Verified contract agreement between Sime Darby Plantation Berhad and the contractor as below:</p> <p>Penxxxxxxx Sxx Txxxxxx Sexxx Sdn Bhd; Doc Number: T/SDPB/PEN/CPO/0720/003; Contract Date: 12/12/2020; Contract Period: 01/11/2020 – 31/12/2023.</p>	Complied
<b>4.6.4.3</b>	<p>The management shall accept MSP0 approved auditors to verify the assessments through a physical inspection, if required.</p> <p><b>- Minor compliance -</b></p>	<p>Sime Darby Plantation Berhad has issued Memorandum to all contractors. In the memorandum stated the contractors have to comply as follows.</p> <ul style="list-style-type: none"> <li>a. Comply with local legal requirements</li> <li>b. Attend the RSPO/ISCC/MSP0/SCCS briefing or training organized by the company</li> <li>c. Having signed and enforceable agreement with the company</li> </ul>	Complied

Criterion / Indicator	Assessment Findings	Compliance
	<p>d. Provide access to the auditors to contractors' operation site(s) and employees whenever deemed necessary</p> <p>e. Having related working permits</p> <p>f. Ensure PPE utilization by contractors' employee while being in the company premise.</p> <p>Additionally, all contracted parties/vendors have signed the 'Agreement Letter to be Audit by MSPO/SCCS Auditor'.</p> <p>Verified contract agreement between Sime Darby Plantation Bhd and the contractor as below:</p> <p>Penxxxxxxx Sxx Txxxxxx Sexxx Sdn Bhd; Doc Number: T/SDPB/PEN/CPO/0720/003; Contract Date: 12/12/2020; Contract Period: 01/11/2020 – 31/12/2023.</p>	

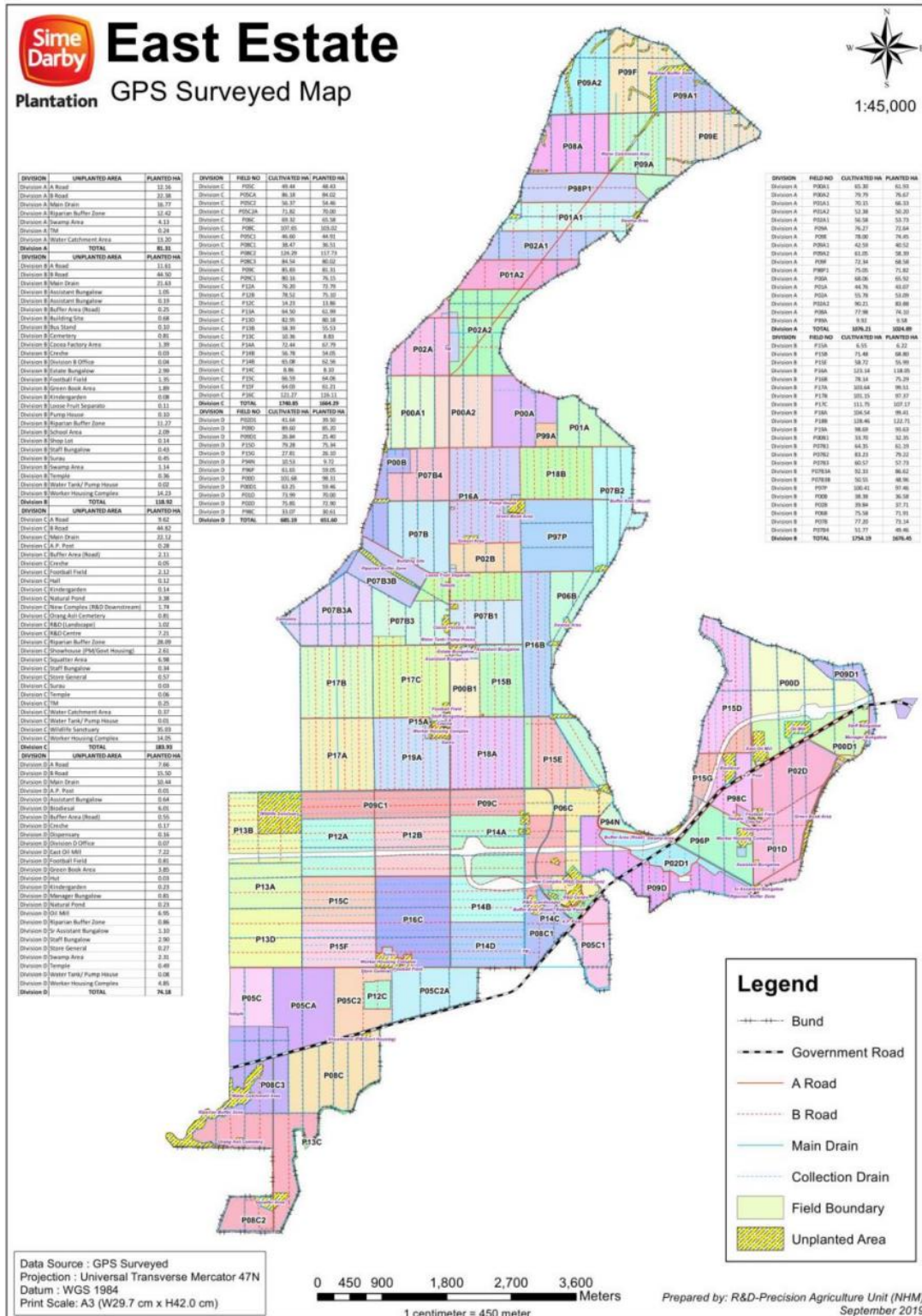
**Appendix B: Smallholder Member Details**

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

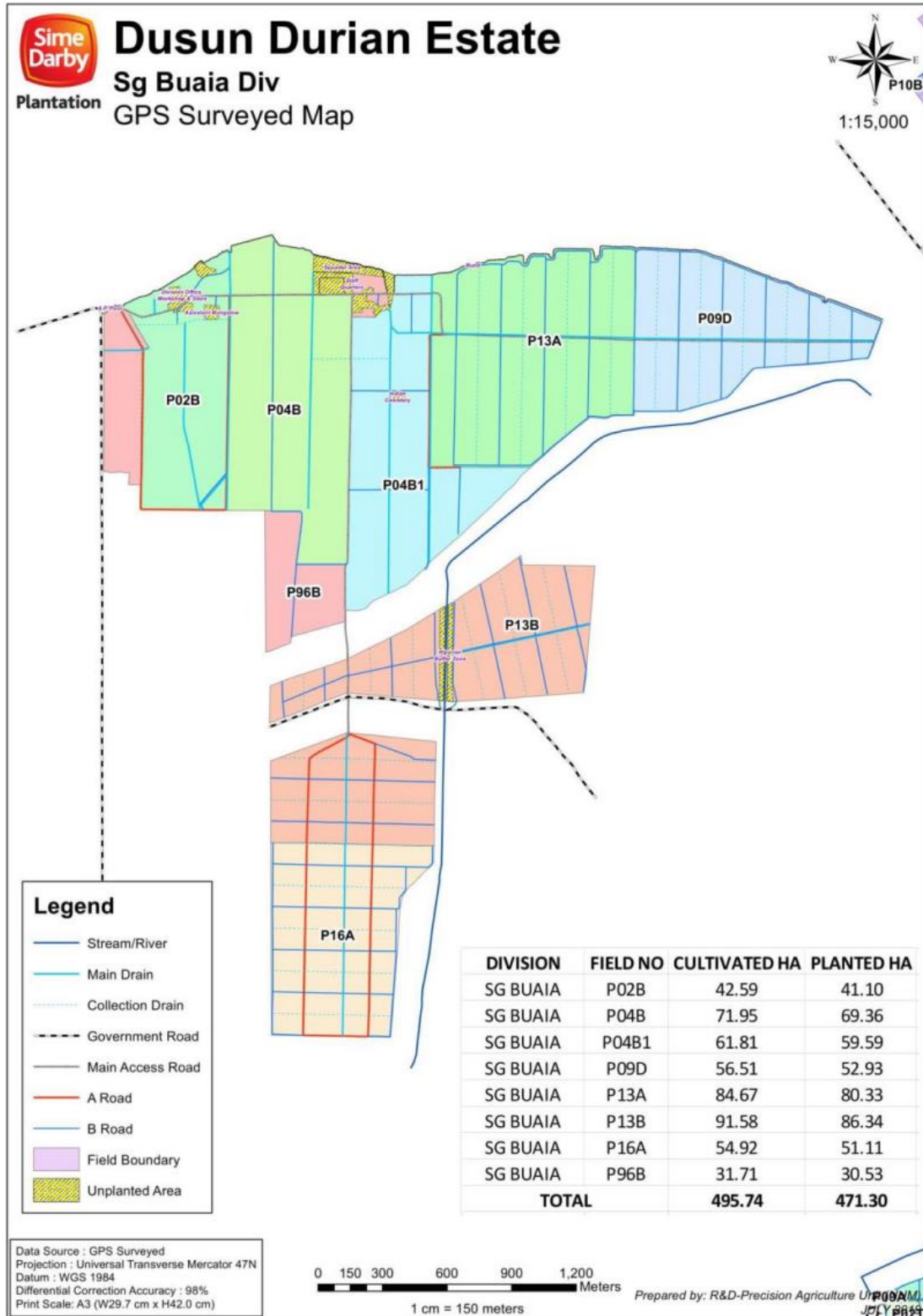


**Appendix C: Location and Field Map**

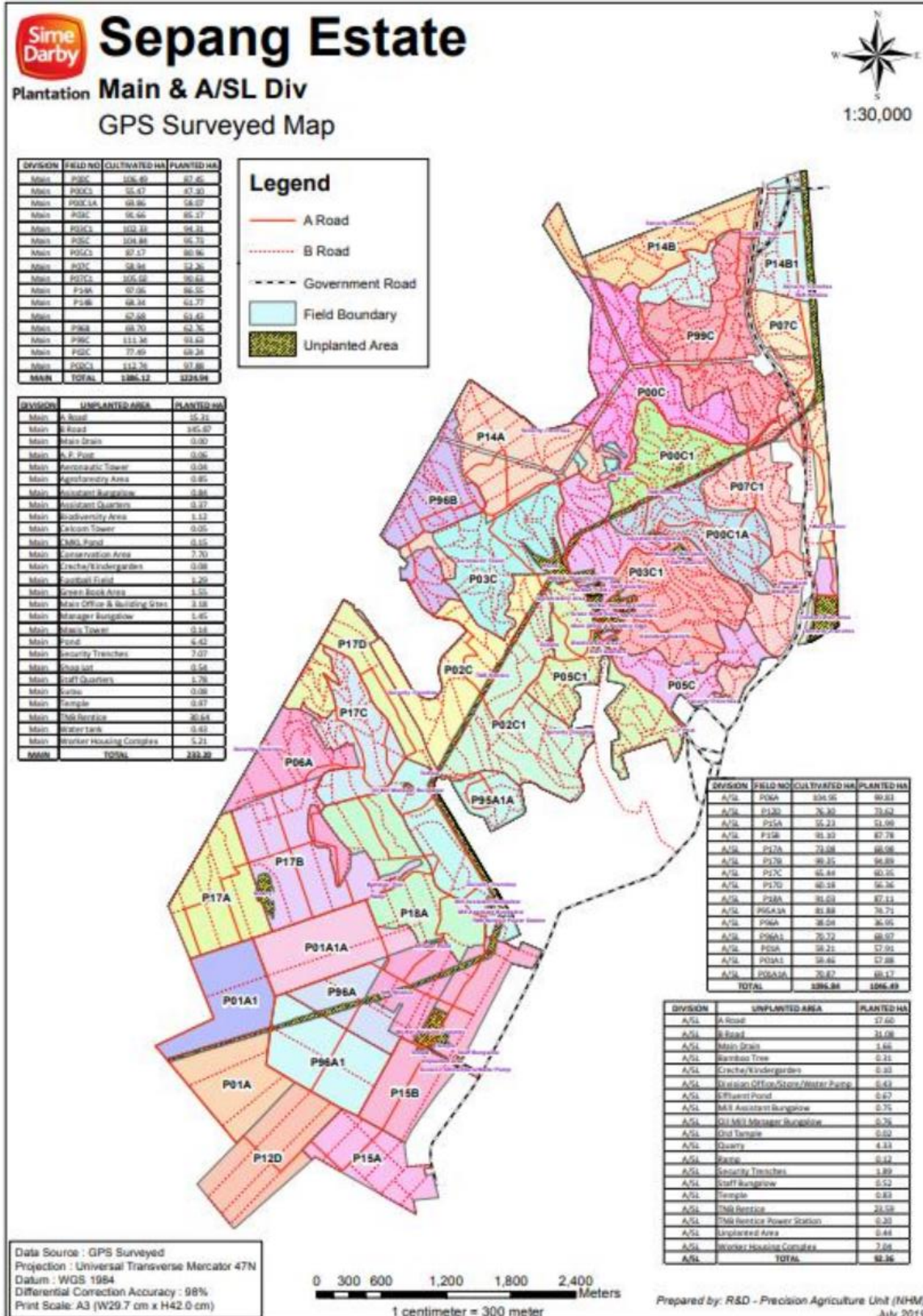
East Estate



Dusun Durian Estate



Sepang Estate



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East Palm Oil Mill



**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