

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

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

SIME DARBY PLANTATION BERHAD
Client Company (HQ) Address: Level 11, Main Block, Plantation Tower No. 2, Jalan PJU 1A/7, Ara Damansara 47301 Petaling Jaya, Selangor, Malaysia
Certification Unit: Strategic Operating Unit (SOU 4) Flemington Palm Oil Mill & Plantations: Flemington Estate, Bagan Datoh Estate, Sabak Bernam Estate, and Sungai Samak Estate
Date of Final Report: 29/9/2023

Report prepared by:
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Report Number: 3717754

Assessment Conducted by:
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TABLE of CONTENTS	Page No
Section 1: Executive Summary	3
1.1 Organizational Information and Contact Person	3
1.2 Certification Information	3
1.3 Other Certifications	4
1.4 Location of Certification Unit	4
1.5 Certified Area	4
1.6 Plantings & Cycle	5
1.7 Certified Tonnage of FFB	5
1.8 Uncertified Tonnage of FFB.....	5
1.9 Certified Tonnage	6
1.10 Actual Sold Volume (CPO).....	6
1.11 Actual Sold Volume (PK).....	6
Section 2: Assessment Process	7
2.1 BSI Assessment Team	8
2.2 Impartiality and conflict of interest	10
2.3 Accompanying Persons	10
2.4 Assessment Plan	10
Section 3: Assessment Findings	13
3.1 Details of audit results	13
3.2 Details of Nonconformities and Opportunity for improvement.....	13
3.3 Status of Nonconformities Previously Identified and OFI	14
3.4 Summary of the Nonconformities and Status.....	19
3.5 Issues Raised by Stakeholders	19
3.6 List of Stakeholders Contacted	20
Section 4: Assessment Conclusion and Recommendation	21
Appendix A: Summary of the findings by Principles and Criteria.....	22
Appendix B: Smallholder Member Details.....	139
Appendix C: Location and Field Map.....	140
Appendix D: List of Abbreviations	145

Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Sime Darby Plantation Berhad		
Mill/Estate	Certification Unit	MPOB License No.	Expiry Date
	Flemington POM	529874004000	31/05/2024
	Flemington Estate	525193002000	30/11/2023
	Bagan Datoh Estate	525521002000	31/12/2023
	Sabak Bernam Estate	545859002000	31/01/2024
	Sungai Samak Estate	526340002000	31/01/2024
Address	Level 11, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia		
Management Representative	Mdm Shylaja Devi Vasudevan Nair (Head, Sustainability Compliance Unit, GSD) Mr Abdul Ghafar Bin Sulaiman (Mill Manager)		
Website	www.simedarbyplantation.com	E-mail	kks.flemington@simedarbyplantation.com
Telephone	+(603) 78484000 (HQ)	Facsimile	-

1.2 Certification Information			
Certificate Number	Mill: MSPO 682042 Estate: MSPO 690017	Certificate Start Date	09/02/2023
Date of First Certification	09/02/2018	Certificate Expiry Date	08/02/2028
Scope of Certification	<input checked="" type="checkbox"/> Mill: Production of Sustainable Palm Oil and Palm Oil Products <input checked="" type="checkbox"/> Estate: Production of Sustainable Oil Palm Fruits		
Visit Objectives	<p>The objective of the assessment was to conduct an Annual Surveillance Assessment ASA1_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.</p>		
Standard	<input type="checkbox"/> MSPO MS 2530-2:2013 – General Principles for Independent Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills		
Recertification (RAV)	15-18/08/2022		

MSPO Public Summary Report

Revision 2 (Nov 2021)

Continuous Assessment Visit Date (CAV) 1_1	07-10/08/2023
Continuous Assessment Visit Date (CAV) 1_2	-
Continuous Assessment Visit Date (CAV) 1_3	-
Continuous Assessment Visit Date (CAV) 1_4	-

1.3 Other Certifications

Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 590802	RSPO Principles & Criteria for Sustainable Palm Oil Production; Malaysian National Interpretation: 2019 Supply Chain CPO Mills -: Identity Preserve	BSI Services Malaysia Sdn Bhd	04/10/2026
MSPO 714138	MSPO Supply Chain Certification Standard (MSPO SCCS) 1 October 2018	BSI Services Malaysia Sdn Bhd	17/09/2024

1.4 Location of Certification Unit

Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
Flemington POM	Lot 5138, Jalan Sg Dulang, Sungai Sumun, 36309 Teluk Intan, Perak, Malaysia	3° 55' 42.30" N	100° 51' 23.70" E
Flemington Estate	Lot 4541, Jalan Simpang Empat - Bagan Datuk, 36309 Teluk Intan, Perak, Malaysia	3° 53' 26.50" N	100° 52' 53.30" E
Bagan Datoh Estate	Lot 3710, Bagan Datuk, 36100 Perak, Malaysia	3° 59' 33.80" N	100° 47' 24.90" E
Sabak Bernam Estate	Lot 4672, Ulu Bernam, 36500 Perak, Malaysia	3° 45' 33.77" N	101° 00' 25.12" E
Sungai Samak Estate	Lot 2094, Jalan Haji Suhaimi, 45307 Sabak Bernam, Selangor, Malaysia	3° 44' 57.30" N	101° 08' 51.90" E

1.5 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Flemington Estate	1,619.34	7.38	205.65	1,832.37	88.37
Bagan Datoh Estate	3,574.83	2.00	253.73	3,830.56	93.32
Sabak Bernam Estate	2,344.36	1.24	166.19	2,511.79	93.33

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Sungai Samak Estate	2,766.43	7.81	251.5	3,025.74	91.43
Total	10,304.96	18.43	877.07	11,200.46	

Note: Flemington Estate - Reduction 74.47Ha due to land sale to third parties (Private sector) Effective on June 2023.

1.6 Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Flemington Estate	137.63	1,137.83	343.88	-	-	1,481.71	137.63
Bagan Datoh Estate	81.95	2,232.51	956.41	206.20	97.76	3,492.88	81.95
Sabak Bernam Estate	160.62	1,970.04	213.70	-	-	2,183.74	160.62
Sungai Samak Estate	-	833.98	1176.12	756.33	-	2,766.43	-
Total (ha)	380.20	6,174.36	2,690.11	962.53	97.76	9,924.76	380.20

1.7 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Feb 2023 - Jan 2024)	Actual (Aug 2022 - July 2023)	Forecast (Feb 2024 - Jan 2025)
Flemington Estate	37,137.93	28,187.53	37,382.00
Bagan Datoh Estate	76,687.00	53,342.50	80,781.63
Sabak Bernam Estate	62,253.00	30,383.57	55,218.45
Sungai Samak Estate	50,957.00	42,445.26	62,555.00
Seri Intan Estate	-	100.99	-
Sabrang Estate	-	949.83	-
Sungai Wangi Estate	-	926.93	-
Sogomana Estate	-	1,260.30	-
Bikam Estate	-	68.86	-
Total (mt)	227,034.93	157,665.77	235,937.08

1.8 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Feb 2023 - Jan 2024)	Actual (Aug 2022 - July 2023)	Forecast (Feb 2024 - Jan 2025)
Nil	N/A	N/A	N/A
Total	N/A	N/A	N/A

MSPO Public Summary Report
Revision 2 (Nov 2021)

1.9 Certified Tonnage			
Mill Capacity: 60 MT/hr SCC Model: SG	Estimated (Feb 2023 - Jan 2024)	Actual (Aug 2022 - July 2023)	Forecast (Feb 2024 - Jan 2025)
	FFB	FFB	FFB
	227,034.93	157,665.77	235,937.08
	CPO (OER: 20.36 %)	CPO (OER: 19.49 %)	CPO (OER: 20.59 %)
	46,224.32	30,727.61	48,579.45
	PK (KER: 4.80 %)	PK (KER: 4.47 %)	PK (KER: 4.85 %)
10,897.68	7,045.36	11,442.95	

1.10 Actual Sold Volume (CPO)					
CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
30,727.61	-	-	14,454.15	15,251.40	29,705.55

1.11 Actual Sold Volume (PK)					
PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
7,045.36	-	-	6,957.27	-	6,957.27

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 07-10/08/2023. The audit programme is included as Section 2.4. The approach to the audit was to treat the Sime Darby SOU 4 Flemington POM and Supply Bases (Flemington Estate, Bagan Datoh Estate, Sungai Samak Estate and Sabak Bernam Estate) as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

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 recertification 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.

MSPO Public Summary Report
Revision 2 (Nov 2021)

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

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

Tentative Date of Next Visit: August 5, 2024 - August 8, 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>
Nor Halis Abu Zar (NHA)	Team Leader	<p>Education: Bachelor of Science, Plantation Technology and Management, graduated from Universiti Teknologi Mara in 2012.</p> <p>Work Experience: He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day-to-day plantation operations. In his career at Kulim Plantation. He had accumulated more than 6 years of sustainability implementation experience. He is a qualified Lead Auditor for MS 2530:2013 and has accumulated more than 400 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia.</p> <p>Training attended: He has completed ISO IMS 9001 and 14001 Lead Auditor Course in January 2019, MSPO 2530:2013 Lead Auditor Course in February 2019, Endorsed RSPO Lead Auditor Course in October 2020, CQI and IRCA Certified ISO 45001 Lead Auditor Course in June 2021, ISO 9001:2015 Lead Auditor Course in April 2019, MSPO SCCS Auditor in February 2019 and also trained in SMETA Requirement Training on May 2021</p> <p>Aspect covered in this audit: Legal requirements, Social Aspects, Land Legality, Employee conditions, Contractors.</p>

MSPO Public Summary Report
Revision 2 (Nov 2021)

		<p>Language proficiency: Fluent in Bahasa Malaysia and English Language.</p>
<p>Hanafi Shufaat@Mohd (HSM)</p>	<p>Team Member</p>	<p>Education: He holds an Executive Master in Plantation Management from Asean E University and Diploma in Plantation Industry Management from Mara University of Technology.</p> <p>Work Experience: Has 17 years working experience at managerial level of oil palm in plantation industry in Malaysia and aboard. The last position was Senior Manager in Primula Gemilang Sdn Bhd, Sibul, Sarawak and responsible for 12,000 hectare of oil palm plantation.</p> <p>Training attended: Has successfully obtained competency of Quality Management system (ISO 9001:2015) and ISO Integrated Management system (ISO 9001:2015 and ISO 14001:2015) and MSPO SCCS auditor training in 2019 conducted by PSV Sdn Bhd. He has successfully obtained competency of Malaysia Sustainable Palm oil (MSPO) course for Malaysian Sustainable Palm Oil (MSPO).</p> <p>Aspect covered in this audit: Legal requirements, traceability, occupational health and safety, GAP, training.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English Language.</p>
<p>Mohd Isa Hasim (MIH)</p>	<p>Team Member</p>	<p>Education: He holds the Diploma in Mechanical Engineering, UiTM Pulau Pinang and Diploma in Palm Oil Milling Technology, MPOB Bangi.</p> <p>Work Experience: He started his career with Assistant Engineer at Sime Darby Plantation and working experience almost at 8 years in Palm Oil Mill. After that he join in petrochemical plant for 3 years working experience as Steam Engineer before he joins as Freelance Auditor MSPO with various of certificate body about 6 years' experience.</p> <p>Training attended: He has completed ISO 9001:2015 Lead Auditor Course, MSPO OPMC Lead Auditor Course, MSPO SCCS Lead Auditor Course, IMS Lead Auditor Course, RSPO P&C Lead Auditor Course, RSPO SCCS Lead Auditor Course. He also has a competency license of CEPSSWAM Schedule Waste Management, Safety & Health Officer (SHO) DOSH Green Book, Construction Safety & Health Officer (CSHO) CIDB, Steam Engineer Grade 1, DOSH Putrajaya.</p> <p>Aspect covered in this audit: Continuous Improvement, Environment, Waste management, Water Management, Financial.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English Language.</p>

2.2 Impartiality and conflict of interest

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

2.3 Accompanying Persons

No.	Name	Role
	N/A	

2.4 Assessment Plan

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

Date	Time	Subjects	NHA	MIH	HSM
Sunday, 06/08/2023	-	Travelling from Kuala Lumpur to Teluk Intan.	√	√	√
Monday, 07/08/2023 Flemington Estate	08:30 - 09:00	Opening Meeting <ul style="list-style-type: none"> • Presentation by BSI Lead Auditor - introduction of team member and assessment agenda • Confirmation of assessment scope and finalizing audit scope 	√	√	√
	09:00 - 12:30	Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√
	12:30 - 13:30	Lunch break	√	√	√
	13:30 - 16:30	Document Review (MS 2530:2013 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices, P7: Development of New Planting	√	√	√
	16:30 - 17:00	Interim closing meeting	√	√	√
Tuesday, 08/08/2023 Flemington Estate (NHA)	09:00 - 12:30	Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√

MSPO Public Summary Report
Revision 2 (Nov 2021)

Date	Time	Subjects	NHA	MIH	HSM
Bagan Datoh Estate (MIH & HSM)	10:00 - 12:00	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	-	√	-
	12:30 - 13:30	Lunch break	√	√	√
	13:30 - 16:30	Document Review (MS 2530:2013 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices, P7: Development of New Planting.	√	√	√
	16:30 - 17:00	Interim closing meeting	√	√	√
Wednesday, 09/08/2023 Bagan Datoh (NHA & MIH) Flemington POM (HSM)	09:00 - 12:30	Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc. Mill Assessment: Plant visit, FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	√
	12:30 - 13:30	Lunch break	√	√	√
	13:30 - 16:30	Document Review (MS 2530:2011 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices, P7: Development of New Planting Document review (MS 2530:2013 Part 4): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6: Best practices.	√	√	√

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Date	Time	Subjects	NHA	MIH	HSM
	16:30 - 17:00	Interim closing meeting	√	√	√
Thursday, 10/08/2023 Flemington POM	09:00 - 12:30	Mill Assessment: Plant visit, FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	√
	12:30 - 13:30	Lunch break	√	√	√
	13:30 - 14:30	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,	√	√	√
	14.30 - 15.30	Assessment team discussion and preparation and closing meeting	√	√	√

Section 3: Assessment Findings

3.1 Details of audit results

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

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

3.2 Details of Nonconformities and Opportunity for improvement

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

During the assessment there were Zero (0) Major & One (1) Minor nonconformities and Zero (0) OFI raised. The Sime Darby SOU 4 Flemington POM and Supply Bases Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Non-Conformity Report			
NCR Ref #:	2377805-202308-N1	Issue Date:	10/08/2023
Due Date:	Next Assessment	Date of Closure:	Open
Area/Process:	Flemington POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.6.1.1 Minor
Requirements:	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.		
Statement of Nonconformity:	The mechanism of implementation of procedure is inadequately executed.		
Objective Evidence:	<p>During site visit at Flemington POM, the Shovel at Boiler area was inspected and found the reverse sensor was not functioned. Further interview verification confirmed that the Old Shovel was a standby units and just use for 3 days (The existing Rental Shovel was under repaired). Refer records "Penyelenggaraan Mingguan & Bulanan" Shovel Checklist month of August 2023, the checklist does not have checklist related reverse sensor. Refer to Occupational Safety And Health Procedure with Document No: SD/SDP/PSQM(ESH)/210/S17 dated 01/07/2012 Section 7.1.3.3 Preventive control ", 8.8.3 During Use: (a) All Transportation system/ vehicles and machineries, either owned by SDP or not, shall be operated safely according to the SOP.</p> <p>Other than that, it was verified that one of the contractors VXXX RXXX have conducted maintenance job at Boiler annual Inspection with PTW dated 13/03/2023. Stated gas testing checking in the checklist has been conducted. However, on PTW before commencing of work dated 02/03/2023 and 03/03/2023, (Cleaning activities and preparation for work by contractor) there is no evidence that gas testing inspection has been conducted as per General Checklist does not</p>		

MSPO Public Summary Report
Revision 2 (Nov 2021)

	have checklist on that matter. It was not in line with Procedure Permit To Work Procedure (PTW) UM/HSE dated 10/04/2023 Section 5.8.
Corrections:	<ul style="list-style-type: none"> a) The reverse censor has been installed and the shovel operate as usual. Also mill has corrected the daily inspection checklist by include all the aspect as recommended in the machinery SOP. b) Mill already have a competent person (assistant manager) for AGT and will comply PTW for gas testing.
Root cause analysis:	<ul style="list-style-type: none"> a) Shovel which in operation was just used temporarily and still in rectification process as the existing rental shovel under repair. The checklist has been created by own/independently without reference to any guidance and does not cover all relevant aspects for Shovel operation. Also, the checklist is only checked once a month by the employer for action if needed. b) Poor monitoring especially if issuing PTW for any risky activities. Also there is no AGT during inspection cleaning activities done at mill since there is no competent person at mill.
Corrective Actions:	<ul style="list-style-type: none"> a) Mill has corrected the daily inspection checklist by include all the aspect as recommended in the machinery SOP. Briefing on new checklist will be provide to the drivers and if any faulty will notify immediately to the management for rectification. The Checklist will be check on weekly basis by the management. b) Training on PTW will provide to all the PIC by Mill management and RSQM. Mill will ensure to comply and check if issuing PTW for any risky activities. If needed mill will request AGT personal from sister mill to ensure and fulfill the requirements of PTW.
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.

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

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

3.3 Status of Nonconformities Previously Identified and OFI

Non-Conformity Report			
NCR Ref #:	2237838-202208-M1	Issue Date:	18/08/2022
Due Date:	17/11/2022	Date of Closure:	13/10/2022
Area/Process:	Sungai Samak Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.4.2 (e) Major

MSPO Public Summary Report
Revision 2 (Nov 2021)

Requirements:	<p>e) The occupational safety and health plan shall cover the following: The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p>
Statement of Nonconformity:	<p>Standard Operating Procedure on Handling of Chemicals were not effectively implemented.</p>
Objective Evidence:	<p>During site visit at the Spraying Area at Field P15A, Sungai Samak Estate, it was found that:</p> <p>Pure chemicals were brought into the field (2 bottles of Allion and 5 bottles of Canyon (Ally) and placed in the trailer compartment). It was not in line with SOP Tatacara Kerja Selamat Keselamatan Penggunaan Racun with reference number SSE/SOP-03 Section 3 "Aktiviti campuran racun dan air (PREMIX) hanya boleh dilakukan di tempat yang telah disediakan khas. Campuran racun (PREMIX) hanya boleh dilakukan oleh pekerja yang di latih dan lantik sahaja".</p> <p>Other than that, Chemicals were transferred to other container without any proper labelling (3 containers were stored with Supremo and Wet & Stick and placed in the trailer compartment). It was not in line with Occupational Safety & Health Manual Chapter 9 Chemical Safety Management V.01 Issue No.01 dated 20/06/2008 6.0 Procedures for Handling a(iii) Ensure that the container is properly labelled, not damaged and no spillage during handling equivalent with Occupational safety and Health (Use and Standard of Exposure Of Chemicals Hazardous To Health) Regulation 2000 Section Regulation 21: Relabeling (1) "When chemical hazardous to health is transferred to another container, other than that which is originally supplied, and the contents of the container are not used within a normal work shift, the employer shall ensure that the container is relabeled".</p>
Corrections:	<ul style="list-style-type: none"> • To immediately remove and only to allow premixed chemical into the field. • All premixed container is labelled with type of chemical and hazard signage. • To provide refresher briefing to all staff, mandore and workers on the SOP of "Tatacara Kerja Selamat Keselamatan Penggunaan Racun".
Root cause analysis:	<ul style="list-style-type: none"> • Insufficient training to workers on SOP of "Tatacara Kerja Selamat Keselamatan Penggunaan Racun". • Inadequate monitoring by the estate management.
Corrective Actions:	<ul style="list-style-type: none"> • Store clerk to issue only required chemical for the day and empty container to dispose as waste. • Trailer compartment to be labelled as "Tools Storage". Only tools related to chemical, and spraying is allowed. "No Pure Chemical Allowed" signage to be labelled on trailer. • All Executive, Mandore & Staff to be given responsibility to do regular inspection on compartment storage. <p>To provide refresher briefing to all staff, mandore and workers on the SOP of "Tatacara Kerja Selamat Keselamatan Penggunaan Racun".</p>
Assessment Conclusion:	<p>Major NC Close out:</p>

	<p>1. Briefing on Chemical handling and storage has been conducted on 23/08/2022 to train the store clerk for issuance matters and refresh awareness of workers on chemical handling in the store and field.</p> <p>2. Trailer compartment has been labelled accordingly as per photo evidence and workers has been briefed on chemical handling especially no pure chemical has been allowed to bring not the field.</p> <p>3. SOP "Tatacara Kerja Selamat Keselamatan Penggunaan Racun" training has been conducted on 13/09/2022 that involved the management level to ensure that the Regular inspection on tractor compartment storage being carried out to avoid any chemical brought into the field.</p> <p>The evidence submitted has been verified and Major NC was effectively closed on 13/10/2022.</p>
Verification Statement:	<p>During site visit to Teluk Buloh Division, there was no spraying activities in the estate. For Bagan Datoh Estate, there were selective spraying activities 2020A by four sprayer using Conventional Knapsack Sprayer (CKS). The chemical use is Sodium Chloride 99% SP, SDS of the chemical are attached and provide by mandore In-charge. Verified that the spraying gang are provided with mixing chemical in the 20 litres container.</p> <p>From the interview to the workers, verified their understanding on the chemical mixing.</p> <p>During site visit to chemical mixing store, verified the store are clean and the empty container for spraying are well organize, clean and tidy.</p> <p>From the training file, verified that estate has done an awareness training for chemical handling latest on 21/07/2023. Thus, Major NC remained closed.</p>

Non-Conformity Report			
NCR Ref #:	2237838-202208-N1	Issue Date:	18/08/2022
Due Date:	10/08/2023	Date of Closure:	10/08/2023
Area/Process:	Sungai Samak Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.5.11 Minor
Requirements:	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities. Workers Minimum Standards of Housing and Amenities Act 1990.		
Statement of Nonconformity:	The main drain at the housing area was not adequately maintained.		
Objective Evidence:	<p>During linesite visit at Sungai Samak Estate, the drainage at the housing area was found as follow:</p> <p>Behind Block B - found with growth grass and saplings.</p> <p>Behind Block C - found stagnant water with dark colour.</p> <p>This was not in order with Sect 23 (1), (b) 1. Workers' Minimum Standards of Housing and Amenities Regulations 1990 – Amendment 2021 which updated on 06/03/2021 as follow:</p> <p>23 (1) It shall be the duty of the employer of a place of employment where workers and their dependents are provided with housing accommodation to ensure that (b) the perimeter drains around each dwelling or block of dwellings including all outlet</p>		

MSPO Public Summary Report
Revision 2 (Nov 2021)

	drains are kept in a good state of repair and clear refuse or undergrowth to permit free flow of water
Corrections:	<ul style="list-style-type: none"> The management has verified and removed the specific drain block which causing the stagnant water. The management has removed all growth grass and saplings in all the main drain in housing complex. To provide briefing to all EWG to prioritize safety and cleanliness in housing area at their dedicated housing block.
Root cause analysis:	Inadequate monitoring by the estate management.
Corrective Actions:	<ul style="list-style-type: none"> The management has appointed contractor and awarded the contractor to do monthly cleaning to all main drain at housing area. This will be checked by Executive prior to payment before end of the month. To provide briefing to all EWC to prioritize safety and cleanliness in housing area at their dedicated housing block. All Executive to involve in monthly EWC & PIOA inspection. To do periodic flushing (3 months once) at all main drain using water tank / tide water to avoid mud/sludge to accumulate which causing water stagnant.
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.
Verification Statement:	<p>Verified during site visit at line site area found there is no issue on blockage drain. Sighted evidence on contractor was hired for monthly cleaning at all main drain housing area. Refer contract to XXX XXXXX dated January 2023. Briefing to all EWC has been conducted in Jun 2023. Sighted evidence of training material, attendance, and photos. EWC and PIOA inspection has involved all executive. Sighted evidence of involvement by assistant manager. Periodic flushing was done at main drain. Refer latest record in June 2023.</p> <p>The evidence was sufficient to close the non-conformity raised. The non-conformity was effectively closed on 10/08/2023.</p>

Non-Conformity Report			
NCR Ref #:	2237838-202208-N2	Issue Date:	18/08/2022
Due Date:	10/08/2023	Date of Closure:	10/08/2023
Area/Process:	Flemington POM	Clause & Category (Major / Minor)	MSPO 2530 Part 4: 4.5.1.2 Minor
Requirements:	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations		
Statement of Nonconformity:	The legal references in environmental aspect and impact identification form were not updated		
Objective Evidence:	Sighted the Environmental Aspect Impact Identification Form (Serial No: EAI/2018/PS/006, Approval Date: 15/06/2018). Verification of activities has been listed, environmental aspect and load item as well as environmental impact has been identified. However, the legal references were not updated according to the latest legislation of the law (Eg; EQ (Clean Air) 78, EQ (Scheduled Waste) Reg 1989)		

MSPO Public Summary Report
Revision 2 (Nov 2021)

Corrections:	Arrange the training to review Environmental Aspect & Impact Identification.
Root cause analysis:	Environmental Aspect & Impact Identification was reviewed by Mill Management without proper training conducted.
Corrective Actions:	Conduct evaluation training Environmental Aspect & Impact Identification and review Environmental Aspect & Impact Identification. Reviewed Environmental Aspect & Impact Identification shall be verified by RSQM-NTR.
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.
Verification Statement:	<p>The verification has done through review the documentation of evaluation and environmental impact assessment. The activities were done by updated the regulations and laws related on environment. Besides that, the management also has conducted the training on environmental aspect & impact to:</p> <p>Document 1: Evaluation & Environmental Impact Assessment Date Review: 10/01/2023</p> <p>Document 2: Training Record – Environment Aspect Impact Training Date Training: 12/04/2023</p> <p>The evidence was sufficient to close the non-conformity raised. The non-conformity was effectively closed on 10/08/2023.</p>

Non-Conformity Report			
NCR Ref #:	2237838-202208-N3	Issue Date:	18/08/2022
Due Date:	10/08/2023	Date of Closure:	10/08/2023
Area/Process:	Flemington POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.5.4.1 Minor
Requirements:	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.		
Statement of Nonconformity:	The assessment of polluting activities was not fully conducted and implemented.		
Objective Evidence:	During site visit at Flemington Palm Oil Mill canteen, monsoon drain and outside drain, it was noted that there is oil residue from canteen travelling through the monsoon drain and went out to outside of the factory with no mitigation of pollution was available for the following process. Verification of document sighted that Flemington Oil Mill Pollution Prevention Plan for FY 2022, verified that there were no environmental issues listed for the oil residue from canteen to the monsoon drain.		
Corrections:	<ul style="list-style-type: none"> Review and Identify mill canteen activity in pollution prevention plan. To establish cleaning schedule on weekly basis for mill canteen perimeter drain 		
Root cause analysis:	Insufficient of risk control on oil residue or other wastes from canteen		
Corrective Actions:	<ul style="list-style-type: none"> To construct oil trap connecting to mill canteen perimeter drain To establish cleaning schedule on monthly basis for the oil trap To educate canteen worker on the waste management procedure 		

MSPO Public Summary Report
Revision 2 (Nov 2021)

	<ul style="list-style-type: none"> To provide container to dispose oil residue from the canteen
Assessment Conclusion:	CAP has been accepted and evidence of CAP effectiveness to be verified in the next assessment.
Verification Statement:	<p>The verification has done through site visit at canteen. The management has installed of oil trap before entering the perimeter drain. Besides that, the training has done conducted on the waste management procedure to canteen personnel. The monitoring was done by person in-charge through monthly schedule. Sighted the evidence:</p> <p>Document 1: Training Record – Waste Management Procedure Training Date Training: 05/10/2022</p> <p>Document 2: Oil Trap Maintenance Schedule Date Review: 05/08/2023</p> <p>Observation: Oil trap was installed & maintain good condition</p> <p>The evidence was sufficient to close the non-conformity raised. The non-conformity was effectively closed on 10/08/2023.</p>

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

3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
2237838-202208-M1	4.4.4.2 Part 3: Major	18/08/2022	Closed on 13/10/2022
2237838-202208-N1	4.4.5.11 Part 3: Minor	18/08/2022	Closed on 10/08/2023
2237838-202208-N2	4.5.1.2 Part 4: Minor	18/08/2022	Closed on 10/08/2023
2237838-202208-N3	4.5.4.1 Part 4: Minor	18/08/2022	Closed on 10/08/2023
2377805-202308-N1	4.6.1.1 Part 4: Minor	10/08/2023	Open

3.5 Issues Raised by Stakeholders

IS #	Description
1	<p>Issues: Contractor</p> <p>Contractor agreement was available for each contract work. All required law and regulation and MSPO requirement have been detail up in the agreement. Contract agreement detailing all term has been signed by both parties and confirmed that the contractor understand the content of the agreement. Payment has been made normally with period around 7-10 days after invoice submitted. Good relationship and easy to work with Mill and Estates management. No other issue raised.</p>



MSP0 Public Summary Report
Revision 2 (Nov 2021)

	<p>Management Responses: The management noted with the respond and will continue good relationship with the contractors.</p> <p>Audit Team Findings: No further action needed.</p>
2	<p>Issues: Village/Community Head Community head expressed his thanks to the management for all contribution towards villagers Job opportunities has been offered to the local communities and good relationship between Mill & Estates management with nearby villagers.</p> <p>Management Responses: The management noted with the respond and will continue to contribute on local and community development.</p> <p>Audit Team Findings: No further action needed.</p>
3	<p>Issues: Hutan Melintang Police Station There was no report received so far related to domestic violence or crime from Mill and Estates workers. The police officer informed that they have good communications and relationship with Mill and Estates management. No other issues raised.</p> <p>Management Responses: The management noted with the respond and will maintain good relationship with the police.</p> <p>Audit Team Findings: No further action needed.</p>
4	<p>Issues: School School representatives appreciate on the contribution and support given by the estate management. Estate has invited for stakeholder meeting and able to assist upon request.</p> <p>Management Responses: The management noted with the respond and will continue good relationship with the school.</p> <p>Audit Team Findings: No further action needed.</p>
5	<p>Issues: Worker’s representatives / Gender Committee Sample of local and foreign workers has been interviewed. As per interview, there are no issues has been raised. Policy and procedure have been communicated to all workers. Salary payment is in line with local regulations. All workers interviewed satisfied with accommodation provided by the company.</p> <p>Management Responses: The management noted with the respond and will continue provide adequate housing and amenities to workers.</p> <p>Audit Team Findings: No further action needed.</p>

3.6 List of Stakeholders Contacted

<p>Government Officer: SK Bagan Datoh Hutan Melintang Police Station</p>	<p>Community/neighbouring village: Community Head Kampung Bagan Datoh</p>
<p>Suppliers/Contractors/Vendors: M.X. RXXXX Ent. M.X. KXXXX Ent.</p>	<p>Worker’s Representative/Gender Committee: Worker’s representatives Gender Committee</p>

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment Sime Darby Plantation Berhad – SOU 4 Flemington POM & 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 4 Flemington POM & Supply Bases Certification Unit is continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Shylaja Devi Vasudevan Nair	Name: NOR HALIS ABU ZAR
Company name: Sime Darby Plantation Bhd	Company name: BSI SERVICES MALAYSIA SDN BHD
Title: Head, Sustainability Compliance Unit, Group Sustainability Dept.	Title: CLIENT MANAGER
Signature: 	Signature: 
Date: 27/09/2023	Date: 04/09/2023

Appendix A: Summary of the findings by Principles and Criteria

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

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	Sime Darby Plantation Berhad 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
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	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"> - Promoting good governance and transparency - Contributing to a better society - Minimizing environmental harm - Delivering sustainability quality The policy is guided by three main documents i.e.: <ul style="list-style-type: none"> - Responsible Agriculture Charter - Human Rights Charter - Innovation & Productivity Charter 	Complied
Criterion 4.1.2 – Internal Audit			

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance															
4.1.2.1	<p>Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established internal audit procedures. Refer Internal Audit Procedure; SOP number: SD/GSD/SCU/IAP; Revision: 03; Document Date: 10/01/2023.</p> <p>Based on the procedure, the internal audit is to be conducted annually as per Internal Audit Procedure. Verified that sampled estates have conducted the internal audit on a yearly basis. Records were available for verification as below.</p> <p>MSPO Internal Audit was conducted by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification. Date as below:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Date of Audit</th> <th>Major NC</th> <th>Minor NC</th> <th>OFI</th> </tr> </thead> <tbody> <tr> <td>Flemington</td> <td>14/06/2023</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Bagan Datoh</td> <td>13/06/2023</td> <td>0</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	Estate	Date of Audit	Major NC	Minor NC	OFI	Flemington	14/06/2023	0	0	0	Bagan Datoh	13/06/2023	0	1	0	Complied
Estate	Date of Audit	Major NC	Minor NC	OFI														
Flemington	14/06/2023	0	0	0														
Bagan Datoh	13/06/2023	0	1	0														
4.1.2.2	<p>The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established internal audit procedures documented in Internal Audit Procedure; Doc number: SD/GSD/SCU/IAP; Revision: 03; Document Date: 10/01/2023.</p> <p>MSPO Internal Audit was conducted by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification. During the assessment, the internal audit team raised 1 Minor Non-Conformities for Bagan Datoh Estate regarding MSPO Standard. The root cause was identified, and the corrections and corrective action plans were implemented and closed accordingly.</p>	Complied															
4.1.2.3	<p>Reports shall be made available to the management for their review.</p> <p>- Major compliance -</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>	Complied															

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		MSPO Internal Audit was conducted by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification.	
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	Sime Darby Plantation Berhad has established SOP for Management Review documented in Standard Operation Manual, Sub-Section 5.6, dated: 25/05/2015. Management review was planned to be conducted at least once a year after the internal audit. Latest management review meeting was conducted at each estate as follow: <ol style="list-style-type: none"> 1. Flemington Estate – conducted on 19/06/2023 2. Bagan Datoh Estate – conducted on 21/06/2023 Meeting minutes is available where the agenda discussed in the meeting is as follow: <ol style="list-style-type: none"> 1. Results of Internal and External Audit 2. Customer Feedback 3. Process Performance and Product Conformity 4. Status of Corrective and Preventive Action 5. Follow Up Action from previous MRM 6. Changes that could affect the management systems 7. Recommendations for improvement 	Complied
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.	The latest Continual Improvement Plan was adopted in the Continual Improvement Plan for 2023 for the estates. The improvement plans include workers welfare, waste management, occupational health &	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>safety, and operations improvements. For example, several improvement projects have been initiated for the field operation and workers quarters.</p> <p>Document 1: Social Management Plan Document 2: Environmental Management Plan Year: FY2023</p> <p>Among CIP for the social verified were:</p> <ol style="list-style-type: none"> 1. Engagement PWC meeting quarterly with employee - 14/07/2023 2. Weekly housing inspection at housing area - 03/08/2023 3. Engagement of gender committee meeting - 15/07/2023 <p>Among CIP for the environment verified were:</p> <ol style="list-style-type: none"> 1. To check demarcated area of buffer zone - 16/06/2023 2. To maintain the inspection of schedule waste - 23/05/2023 3. To give a training worker on recycling programmed - 12/06/2023 	
4.1.4.2	<p>The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption.</p> <p>- Major compliance -</p>	<p>Employees were briefed of any new development in basic understanding during the weekly briefings. The management team will be informed of such development during the monthly management meetings. Dissemination of information by the management are transacted during the meetings and emails. Sighted the evidence:</p> <p>System: Oil Palm Pall (OPP) Year: 2022</p> <p>This is new system established for housing complaint if there any issue related on accommodation in estate.</p>	Complied
4.1.4.3	<p>An action plan to provide the necessary resources including training, to implement the new techniques or new industry</p>	<p>Where introduction of new machines and new work method, all level of employees will be trained to handle /implement the new techniques</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	standard or technology (where applicable) shall be established. - Major compliance -	and work changes. Monitoring is made by the Estate Managers and Assistants throughout the on-the-job training and familiarization. Sighted the evidence: Document: Training Attendance Form Training: Induction training new workers – 15/03/2023	
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance -	Sime Darby Plantation Berhad has developed Grievances Response Standard Operating Procedure dated 18/07/2022 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation. The management have communicated the information to the relevant stakeholders during stakeholder meeting. Sampled the latest stakeholder meeting conducted as below: Flemington Estate: 30/05/2023 Bagan Datoh Estate: 29/05/2023	Complied
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	Management documents related to sustainability available at each operating units visited during the on-site audit upon request including sustainability policies, procedures, social and environmental assessments as well as management action plans etc. Furthermore, global documents accessible via company’s website.	Complied

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	Sime Darby Plantation Berhad has developed Grievances Response Standard Operating Procedure dated 18/07/2022 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation.	Complied
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	The estate’s management have nominated responsible persons for social issues as per sample in Flemington Estate, the Estate Manager, was appointed the PIC for social matters, as stated in the appointment letter dated 01/01/2023. For Bagan Datoh Estate, the Estate Manager, was appointed the PIC for social matters, as stated in the appointment letter dated 01/01/2023. Both appointment letter undersigns Regional CEO.	Complied
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. - Major compliance -	List of stakeholders for internal and external parties maintained up to date as of 08/06/2023 for Flemington Estate and 02/01/2023 for Bagan Datoh Estate. The most recent communication with the stakeholders was during the stakeholder meeting. The management have communicated the information to the relevant stakeholders during stakeholder meeting. Sampled the latest stakeholder meeting conducted as below: Flemington Estate: 30/05/2023 Bagan Datoh Estate: 29/05/2023	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). - Major compliance -	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 01/06/2022. Refer document no. SD/SDP/GSD/SCCS/0522/01. The objective of the procedure is to provide guideline for mill to establish and ensure effective implementation on sustainable supply chain and traceability of certified sustainable materials (FFB).	Complied
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	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: <ul style="list-style-type: none"> • Supplier: Flemington Estate • Product ID: 0002 – FFB B CROP • Nett weight: 9,540 kg • Delivery date: 22/07/2023 • Weighbridge ticket no.: 311448 • D.O. no.;82407 • MSPO certificate no.: MSPO 690017 • MSPO certificate validity: 08/02/2028 • RSPO Cert no.: RSPO 590802 • Documented information: Sample FFB receiving document 	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance		
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	<p>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:</p> <ol style="list-style-type: none"> 1. Assisting Assistant on Supply Chain Certification System 2. Other related issues on SCCS <p>The Flemington Estate has appointed the (Senior Assistant Manager) as Person Responsible for SCCS as per Appointment Letter dated 02/01/2023 signed by the Estate Manager.</p> <p>The Bagan Datoh Estate has appointed the (Senior Assistant Manager) as Person Responsible for SCCS as per Appointment Letter dated 02/01/2023 signed by the Estate Manager.</p> <p>Documented information: PIC Appointment Letter for Traceability</p>	Complied		
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	<p>The estates send the FFB harvested to the Flemington POM. The estate maintains the records of FFB sale/dispatch to the mill. Reviewed the records of FFB dispatch as follows:</p> <table border="1" data-bbox="1048 986 1865 1375"> <tr> <td>Supplier: E-136 E- FLEMINGTON No. of Bunch: 2016F – 609 2017F - 308 DO No.: 82407 Product ID: 0002 FFB B CROP Nett weight: 9,540KG Delivery date: 222/07/2023 Weighbridge ticket no.: 311448 MSPO certificate no.: MSPO 690017 MSPO certificate validity: 08/02/2028</td> </tr> <tr> <td>Supplier: E 136 E FLEMINGTON No. of Bunch: 2016F1 – 757 BUNCHES</td> </tr> </table>	Supplier: E-136 E- FLEMINGTON No. of Bunch: 2016F – 609 2017F - 308 DO No.: 82407 Product ID: 0002 FFB B CROP Nett weight: 9,540KG Delivery date: 222/07/2023 Weighbridge ticket no.: 311448 MSPO certificate no.: MSPO 690017 MSPO certificate validity: 08/02/2028	Supplier: E 136 E FLEMINGTON No. of Bunch: 2016F1 – 757 BUNCHES	Complied
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MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		Ticket Number No.: 311154 Product ID: 0001 – FFB A CROP Nett weight: 8,420Kg Delivery date: 16/07/2023 MSP0 certificate no.: MSP0 690017 MSP0 certificate validity: 08/02/2028	
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - Major compliance -	Sime Darby Plantation Berhad have established a mechanism to ensure compliancy to legal and other requirement and documented in EQMS (Estate Quality Management System) under Standard Operation Manual distributed to all operating units. 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. Refer to Sime Darby Plantation Berhad, ESH Management System Manual, ESH Legal & Other Requirements; Guidelines and Procedures; Document ID: SD/SDP/SQM (ESH)/001-2-2; Revision:0. Date: 01/07/2012.Among the License and Permits sampled were: <u>Flemington Estate</u> 1. MPOB License #525193002000 valid from 01/12/2022 until 30/11/2023 2. Horizontal Air Receiver #PMT 103618 valid until 12/07/2024 3. Diesel and Petrol Permit #KPDNPRKCTIN.600-2/26/84 valid from 30/10/2022 until 29/10/2025	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>4. Weighbridge calibration by De Metrology Sdn Bhd #DE17004835 dated 27/09/2022. The next calibration scheduled on 3rd week of August 2023.</p> <p>5. Weighbridge calibration by De Metrology Sdn Bhd #1.4KQ004802 dated 01/08/2022. The next calibration scheduled on 3rd week of August 2023.</p> <p><u>Bagan Datoh Estate</u></p> <p>1. MPOB License #525521002000 valid from 01/01/2023 until 31/12/2023</p> <p>2. Air Receiver #PMT 3646 valid until 31/10/2023</p> <p>3. Diesel Permit #KPDNPRKCTIN.600-2/26/97 valid from 05/11/2022 until 04/11/2025</p> <p>4. Weighbridge calibration by De Metrology Sdn Bhd #DE8005655 dated 26/01/2023</p> <p>5. Wages deduction permit for electricity #BHG.PU/9/129 JLD38(53) dated 06/07/2017</p>	
4.3.1.2	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>Documented Procedures have been established and implemented; refer to Estate Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10/12/2008.</p> <p>All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. Refer to legal register dated 29/07/2023 for Flemington Estate and 27/07/2023 for Bagan Datoh Estate with addition to applicable laws since last assessment as follows:</p> <p>1. Minimum Wages Order 2022</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		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 9. Workers’ Minimum Standards of Housing and Amenities Regulations 1990 – Amendment 2021 which updated on 06/03/2021.	
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	Documented procedures have been established and implemented; refer to Estate Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10/12/2008. All legal requirement was documented in Legal and Other Requirement Register. Compliance to each applicable law and regulation is monitored by the operating unit. The legal register at the estate were reviewed/updated on a yearly basis / as and when needed for new updates/licenses. Sighted the document ‘Summary of Compliance’ available at the estates undersigned by the Top Management. The document lists the latest applicable laws and amendments, revision dates and acknowledgement by the management. – Flemington Estate: 29/07/2023 – Bagan Datoh Estate: 27/07/2023 All the legal and other requirements were registered accordingly and documented in the legal requirement register including new updates	Complied

Criterion / Indicator		Assessment Findings	Compliance
		for Employment Insurance System (EIS) Amendment Act 2022, Employees Social Security (Amendment) Act 2022 and Anti-Sexual Harassment Act 2021.	
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records verification indicates that the system is appropriate to the operations. Tracking system on any changes in the law is well implemented. Sighted appointment letter for Mr XXXX, Manager dated 02/01/20232 for person in charge Legal & Other Requirement Register (LORR) for Flemington Estate. Sighted appointment letter for Mr XXXX, Senior Assistant Manager dated 02/01/20232 for person in charge Legal & Other Requirement Register (LORR) for Bagan Datoh Estate.	Complied
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	Flemington Estate and Bagan Datoh Estate demonstrated with legal ownership or leases with legal documents. Therefore, the estates cultivation activities have not diminished the land use rights of other users. Onsite visit verified there no evidence to show that oil palm cultivation activities had diminished the land use rights of others. No issues of land dispute in all estates within SOU 4 that involved other land user rights since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Land titles were made available to the audit team. it was found that the land use right stated in the title is match with the operation conducted by the management. Total of 42 grant was available at Flemington Estate and 68 grant was available at Bagan Datoh Estate.	
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	<p>Management of the estates visited on-site provided evidence of the company’s legal ownership of the estate land.</p> <p>Verified that Flemington Estate held a total of 42 land titles. Copies of land titles were available as per sample sighted as following:</p> <p><u>Flemington Estate</u></p> <ol style="list-style-type: none"> 1. GRN 0010XXXX, Lot 54XX, 260.60 Ha 2. GRN 0018XXXX, Lot 45XX, 209.70 ha 3. GRN 00008XXX, Lot 37XX, 0.8487 ha 4. GRN 0005XXXX, Lot 41XX, 19.24 ha 5. GRN 0002XXXX, Lot 27XX, 0.7714 ha <p>Verified that Flemington Estate held a total of 68 land titles. Copies of land titles were available as per sample sighted as following:</p> <p><u>Bagan Datoh Estate</u></p> <ol style="list-style-type: none"> 1. GM 0000XXXXX, Lot 17XX, 268.67 Ha 2. GM 0000XXXXX, Lot 25XX, 2.2157 ha 3. GM 00005XXXX, Lot 32XX, 10.471 ha 4. GM 00005XXXX, Lot 24XX, 468.62 ha 5. GM 00005XXXX, Lot 13XX, 1.7098 ha 	Complied
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.	Legal perimeter boundary has been maintained by the management. During the site visit to block in the estate, it was verified that there were boundary packs (Red Poled) available along the perimeter	Complied

Criterion / Indicator		Assessment Findings	Compliance																					
	- Major compliance -	<p>boundary. There was no evidence of plantings beyond the perimeter boundary as verified during the site visit.</p> <p>All the audited units have boundary stone/markers adjacent to forest reserves/neighbouring properties. This is indicated in "GPS Surveyed Map" and verified at each site. The areas visited are as follows.</p> <table border="1"> <thead> <tr> <th>Estates</th> <th>Field no</th> <th>Boundary details</th> </tr> </thead> <tbody> <tr> <td>Flemington</td> <td>P 15T</td> <td>Smallholder</td> </tr> <tr> <td>Flemington</td> <td>P 08C</td> <td>Sg Bernam</td> </tr> <tr> <td>Flemington</td> <td>P 17A</td> <td>Smallholder</td> </tr> <tr> <td>Bagan Datoh</td> <td>P 12A</td> <td>Smallholder</td> </tr> <tr> <td>Bagan Datoh</td> <td>P 15D</td> <td>Government Quarters</td> </tr> <tr> <td>Bagan Datoh</td> <td>P 81A</td> <td>Kg Teluk Perikam</td> </tr> </tbody> </table>	Estates	Field no	Boundary details	Flemington	P 15T	Smallholder	Flemington	P 08C	Sg Bernam	Flemington	P 17A	Smallholder	Bagan Datoh	P 12A	Smallholder	Bagan Datoh	P 15D	Government Quarters	Bagan Datoh	P 81A	Kg Teluk Perikam	
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4.3.2.4	<p>Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC).</p> <p>- Minor compliance -</p>	No issues of land dispute issue occurred in all estates within SOU 4 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted on-site confirmed the information.	Not Applicable																					
Criterion 4.3.3 – Customary rights																								
4.3.3.1	<p>Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.</p> <p>- Major compliance -</p>	There is no land encumbered by customary rights under Flemington certification units' estates.	Not Applicable																					
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available.	There is no land encumbered by customary rights under Flemington certification units' estates.	Not Applicable																					

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -		
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	There is no land encumbered by customary rights under Flemington certification units' estates.	Not Applicable
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	SIA was conducted 27/06/2016 to 01/07/2016, where the assessment was conducted Group Sustainability Department. The assessment had identified the issue that effects the stakeholders and workers. The SIA plan was available dated 05/06/2023 for Flemington Estate and 10/06/2023 for Bagan Datoh Estate. Both estates have identified the negative and positive impacts during assessment. These impacts have been available in the plan as per verification. The implementation was monitored, and records was available for verification.	Complied
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	SOU 4 estates established the Complaint Book (Internal), Complaint/Feedback Form (External) and Communication Book Internal & External to record the communication and complaints. Most of complaints made by internal stakeholders and workers were related to the housing repair which were based on the records. The complaints were acted on and resolved immediately by the estate management. For Complaint/Feedback Form by external stakeholders, action taken by the management was acknowledged by the complainant and verified to be resolved within the agreed timeframe.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Sime Darby Plantation Berhad has established system to handled issue regarding to social as following; -</p> <ol style="list-style-type: none"> 1. Suara Kami (using social dialogue tool kit) - This session is about management and workers engagement between representative of workers, and employer (operating unit management) to resolve workplace and living condition issues through social dialogue. This dialogue frequency will be done every 2 weeks once. The issues that been raised during this dialogue will be recorded under a tracker. This tracker will be captured in the dashboard and available to RGM, RCEO, ILO WG. 2. Oil Palm Pal (OPP) - Established and started been used on in SOU 4. This OPP is a digitalized data management, used to capture all complaint/request for repair of workers houses and monitor progress of repair works till completion. 	
4.4.2.2	<p>The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.</p> <p>- Major compliance -</p>	<p>Most of the complaints were made by internal stakeholders mainly workers and were related to the housing repair. Based on the records taken, actions were taken and resolved immediately by the estate management. For Complaint/Feedback Form by external stakeholders, action taken by the management was acknowledged by the complainant and verified to be resolved within agreed timeframe.</p>	Complied
4.4.2.3	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.</p> <p>- Minor compliance -</p>	<p>The estates have made available complaint and feedback forms for the use of stakeholders and workers. Nevertheless, that is not the only platform for workers and stakeholders to address their complaints and grievances as other platforms such as OPP, Suara Kami, Social Dialog among others are also made available. For Complaint/Feedback Form by external stakeholders, action taken by the management was acknowledged by the complainant to be resolved within the agreed timeframe. Sample complaint records:</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p><u>Flemington Estate</u></p> <ol style="list-style-type: none"> 1. Date 01/08/2023, Complainant: XXXX, Issue: Flush Pump Problem, Issue solved on 02/08/2023 2. Date 27/07/2023, Complainant: XXXX, Issue: Lamp Problem, Issue solved on 29/07/2023 3. Date 19/06/2023, Complainant: XXXX, Issue: Main Door Problem, Issue solved on 22/06/2023 <p><u>Bagan Datoh Estate</u></p> <ol style="list-style-type: none"> 1. Date 26/07/2023, Complainant: XXXX, Issue: Light Problem, Issue solved on 29/07/2023 2. Date 06/07/2023, Complainant: XXXX, Issue: Main Switch Problem, Issue solved on 06/07/2023 3. Date 14/07/2023, Complainant: XXXX, Issue: Lamp Problem, Issue solved on 17/07/2023 <p>Complaint forms or logbook is available for external stakeholder. However, workers can make complaints via mobile apps (Oil Palm Poll) to record any defects related to housing facilities.</p> <p>Social dialogue, Gender Committee, Union meeting and OSH Committee meeting also recorded any resolution for workers concern or disputes.</p>	
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>- Minor compliance -</p>	<p>The new workers induction, HCTP, ILO, Grievance channel and OPP briefing have been conducted to the new workers. Training has been given mainly during muster call in the morning. The awareness on surrounding communities for complaints or suggestion have been given during Stakeholder Consultation Meeting. The meeting was attended by stakeholders included village head, school representative,</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		OCP supplier, contractor, and others. Sampled the latest stakeholder meeting conducted as below: Flemington Estate: 30/05/2023 Bagan Datoh Estate: 29/05/2023 Based on interview with the stakeholders such as contractors, local communities and workers, it has shown that the stakeholders are aware of how to forward their complaints or suggestions.	
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	All complaints received and its response are recorded and can be tracked in the estates. Back dated from 24 months, all records were available and could be verified.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	Sime Darby Plantation Berhad with joint venture with Sime Darby Foundation initiate contributions to local sustainable development on social support initiatives includes promoting educations and offering scholarships to deserving students, promoting the rights and well-being of marginalized communities, improving communities' access to healthcare, assisting communities with disaster relief & prevention, donations to the needy and tree planting etc. Contributions made by estates were based in consultation with stakeholders among local communities as per sample sighted as following: <u>Flemington Estate</u> 1. Donation of Rubbish Bin to SJKT Ladang Flemington dated 25/07/2022	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		2. Food Pack to SJKT New Coconut dated 22/08/2022 3. Free T Shirt to all workers dated 20/01/2023 <u>Bagan Datoh Estate</u> 1. Provide top soil to SJKT Bagan Datoh dated 25/01/2023 2. Provide assistance for removal of tree at SK Bagan Datoh dated 20/03/2023 3. Provide paint and security assistance for festival at Sri Rama Temple dated 09/08/2022	
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -	Policy for Occupational Health and Safety has been documented in the document title SDP Group Health, Safety & Environment (HSE) Policy reference number IOM-CEOUM/HSE-014-05-2022 dated 05/05/2022 signed by Group Managing Director. In the policy stated the company commitment to the well-being of its employee, providing safe and healthy working environment, pre-emptively preventing our employees and external parties in the operations from injury and ill health as well as operating in an environmentally responsible manner at global operating sites. Policy also stated the commitment to comply with statutory requirements, inculcating the culture of safety and health, improving the management of occupational safety, health related and environmental matters eliminating or minimizing any potential adverse effect on the environment arising from or business activities and to educate and encourage stakeholders in maintaining and enhancing the quality of the health, safety and environment.	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<p>The GSD and RSQM Department is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>The estate has established Safety and Health Plan and reviewed on annually basis. The plan covers on OSH Legal Compliance, Emergency Response Plan, OSH Management System and Risk Management, HIRADC, training, OSH committee meeting, workplace inspection, medical surveillance and etc.</p> <p>Annual Health and safety plan available for the estate in the document title Ladang Flemington Annual Training FY 2023 reference Annual Training Plan FY 2023 and prepared by Assistant Manager dated 02/01/2023.</p> <p>An occupational safety and health policy and plan has been communicated on 03/05/2023 with title SDP Policies, HRD, HRC, COBC Video Training to all workers and attended by 86 workers. Refer briefing record SDP Policies, HRD, HRC, COBC Video Training, attendance and photo attachments.</p> <p>Based on the site verification, documents reviewed and interview with the sampled workers and occupational safety and health policy and plan has been documented, effectively communicated and implemented.</p>	
<p>4.4.4.2</p> <p>The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. 	<p><u>Flemington Estate & Bagan Datoh Estate</u></p> <p>The occupational safety and health plan cover the following:</p> <ul style="list-style-type: none"> a. A safety and health policy with document title SDP Group Health, Safety & Environment (HSE) Policy reference number IOM-CEOUM/HSE-014-05-2022 dated 05/05/2022 signed by Group Managing Director. 	<p>Complied</p>

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
<p>c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:</p> <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p>	<p>Documented Information: Sime Darby Group Policy, Flemington Estate briefing record, Interview – 5 harvesters and 1 mandore in Telok Buloh Division, Flemington Estate. Interview – 7 harvesters from Bagan Datoh Estate.</p> <p>b. Flemington Estate - The risk of all operation has been assessed and documented in the HIRARC latest updated 10/01/2023 for manuring, harvesting and spraying with reference number HIRARC Plan and OSH Risk Assessment register.</p> <p>Bagan Datoh Estate - For accident HIRARC review, last update on 02/09/2022 on activity manual weeding and for activity collecting the HIRARC was review on 14/12/2022.</p> <p>Documented Information: HIRARC, CHRA - CHRA, Report No: HQ/09/ASS/110/124 Assessment date: 18/06/2020 Assessor – Haji Shaari Chin Dosh Ref, No: HQ/09ass/00/124, Chemical safety signage, Class of chemicals</p> <p>Flemington Estate - Medical Surveillance for year 2023 was done on 07/02/2023. 18 workers sent for medical Surveillance, 4 workers from Flemington, 4 from Telok Buloh Division and 10 from new coconut. From the medical surveillance check all workers found with normal result.</p> <p>Bagan Datoh Estate – The medical Surveillance sent for 18 workers on 20/07/2023, the result not yet received.</p>	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
<p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>Flemington Estate - NRA was done on 07/07/2020, Noise risk Assessor: DOSH Registration: HQ/18/PEB/00/00021. From the test the summary was with 1 are Exceeding the Excessive of Noise of (82.0dBA) but below (85.0dBA).</p> <p>Bagan Datoh Estate - NRA was done on 08/07/2020, Noise risk Assessor: DOSH Registration: HQ/18/PEB/00/00021. From the test the summary was with 1 are Exceeding the Excessive of Noise of (82.0dBA) but below (85.0dBA)</p> <p>As per assessor recommendation, the Audiometric Test was not required, and Estates will continue the implementation of control measures; PPE (Ear plug) and monitored.</p> <p>Audiometric test – Not applicable for Both Flemington and Bagan Datoh Estate.</p> <p>Workplace inspection – Verified that before every time OSH meeting was started, the WPI (Work Place Inspection) was done briefing by OSH Coordinator for both Flemington and Bagan Datoh Estate.</p> <p>c. Annual training programmed has been established with document title Annual Training FY 2023 dated 02/01/2023 and prepared by Assistant manager Flemington Estate and Bagan Datoh Estate and verified by each Estate Manager.</p> <p>i) Verified the training record on safety are as per Training Plan FY 2023 for Flemington and Bagan Datoh Estate.</p> <p>ii) Verified Safe working sign are adequate, etc. verified during audit visit the safety sign was sufficient and meet the requirements at the potential area for Flemington and Bagan Datoh Estate.</p>	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<p>SDS was implemented and sighted and still valid (same chemical usage for Flemington and Bagan Datoh Estate):</p> <ul style="list-style-type: none"> i) Stallion 13.2EC – SDS Issues 26/09/2019 ii) Wet & Stick 747 – SDS Issues 10/02/2020 iii) Sodium Chlorate – SDS Issues 16/06/2022 iv) Cypermethrin – SDS Issues 11/02/2020 v) Monex HS – SDS Issues 23/07/2020 vi) Supremo 41.0 – SDS Issues 09/04/2021 <p>d. Management has provided appropriate PPE to workers to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). PPE Issuance record was available for verification. Inspected with sample workers interviewed found all PPE was given accordingly to their task given. PPE Matrix has been established as per HIRARC, SDS, CHRA and NRA.</p> <p>Flemington Estate - PPE use at workstation – Verified latest PPE issuance on 03/08/2023 to 19 harvesters with each of them received 8 helmets, 8 sickle cover, 8 rubber boot, 11 axe cover and 11 rubber boot high cut.</p> <p>Bagan Datoh Estate - PPE use at workstation – Verified latest PPE issuance on 15/06/2023 to 8 harvesters with each of them received 8 helmets, 8 sickle cover, 8 rubber boot, 8 axe cover and 8 rubber boot high cut.</p> <p>Documented Information: PPE issuance records. PPE matrix, SOP</p> <p>e. Flemington and Bagan Datoh Estate - Standard Operating Procedure for handling of chemicals to ensure proper and safe</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>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 has been established with document title Sime Darby Plantation Berhad Upstream Malaysia (Chemical Safety Management) reference number UM/HSE/OCP/04 dated 09/03/2021 and prepared by Head Health Safety Environment, Upstream Malaysia.</p> <p>Documented Information: SOP Handling of chemical, SDS, CHRA, Chemical register, Chemical safety signage, Class of chemicals</p> <p>f. Management has appointed responsible person for workers safety and health. Refer an email date 07/08/2023 to Senior Assistant Manager from Flemington Estate and Senior Assistant Manager from Bagan Datoh Estate for OSH Coordinator Training for Executive /Batch 1/7 to 9/3/2023 organized by Matrix HSE Resources Sdn Bhd 6-9/03/2023. The certificate not yet issued by the company. Interview with person in charge found have good knowledge and access to latest national regulations and collective agreements.</p> <p>Documented Information: OSH chart, Appointment letter</p> <p>g. Management has conducted regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly.</p> <p>Flemington Estate - OSH Meeting has been conducted on quarterly basis. Refer OSH minutes of meeting on 23/12/2023, 12/06/2023, and 20/03/2023 for first quatres. Records was kept and all the concern of the employees and any remedial actions taken was recorded.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>Bagan Datoh Estate - Verified in the minute meeting contain the confirmation on the previous OSH meeting, to follow Legal and Requirements, PPE checklist and issuance, workplace inspections, current accident in the estate and statistic on an accident. The first meeting FY 2023 was held on 28/12/2023, second meeting 20/03/2023 and the third meeting was held on 15/06/2023.</p> <p>Documented Information: OSH Minutes</p> <p>h. Management has established procedures on Accident and emergency. Refer document title Sime Darby Plantation Berhad Upstream Malaysia (Incidents, Accidents and Non-Compliance Managements Procedures) with reference number UM/HSE/SP/03 dated 01/06/2022. Flowchart for emergency has been placed at strategic location e.g. Office notice board, Line site, store etc. Safety was given upon entrance of sample site visited. Interview with sample workers found they have good understanding on accident and emergency procedures.</p> <p>Documented Information: SOP ERP, ERP Organization chart, ERP Flow chart, Interview, Training record.</p> <p>Fire Extinguisher:</p> <p>Flemington Estate has 22 units, New Coconut 33 units and Teluk Buloh 31 units expiry on 03/10/2023 and 27/12/2023.</p> <p>Bagan Datoh Estate has 176 units. Main Division – 94 units & Melintang Division 82 units expiry date on April 2024.</p> <p>i. Hospital Assistant has been appointed as First aider has been present at all field visited and works station inspected. Latest training has been conducted on 21/07/2023. Refer training material, attendance and photos. First aid box was inspected</p>	

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>during site visit and found contains with approved contents. Verified that first aid box was available at each worksite.</p> <p>Documented Information:</p> <p>Flemington Estate – 2 units First Aid box was check in the list and during inspection, all the items in list are in good order. Training for first aider done for workers and the management on 21/07/2023.</p> <p>Bagan Datoh Estate – 2 units First Aid box was check in the list and during inspection, all the items in list are in good order. Training for first aider done for workers and the management on 21/07/2023.</p> <p>j. Flemington Estate – 2 Accident record was verified during the audit. Lost time Injury – 20 days. Zero Fatality. Total workers in year 2022 - 152 workers. Total hour in year 2022 – 364,800. Event Ratio – 13.16, Frequent Ratio – 5.48, Severity ratio 76.76 Accident record and investigation was recorded and discussed in quarterly OSH meeting. Refer JKPP 6,7 and 8 report. Documented Information: JKPP 6,7 and 8. Submission of JKPP 8 report reference number: JKPP 8/126647/2022, date sent 11/01/2023. Accident record and investigation reports, SOCSO payment.</p> <p>Bagan Datoh Estate – in year 2022 - 5 accident, 1 accident in year 2023.Submission JKPP 8 report reference number: JKPP 8/124536/2023.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The	Sime Darby Plantation Berhad established the Group Sustainability & Quality Policy Statement dated 02/12/2019 by Group Managing Director where the company is respecting, upholding & no-exploitation	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
<p>policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020.</p> <p>Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020. Sime Darby Plantation Berhad respect and safeguard human rights, nation of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with Sime Darby Plantation Berhad. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, business partners, workers in our operations and supply chains, and communities surrounding our operations. The policies were communicated to the employees during induction training for new employees and morning muster.</p>	
<p>4.4.5.2 The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad established Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They promote diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity union membership, political affiliation or age. The policy could be downloaded from: HRC 2020 (simedarbyplantation.com)</p> <p>Records of employments and interview conducted on-site with sampled internal and external stakeholders confirmed that the workers</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
		and groups including local communities, women, and migrant workers have not been discriminated against. The policy has been briefed to all the employees and stakeholders. The policy can be downloaded from Sime Darby Plantation Berhad website.	
4.4.5.3	<p>Management shall ensure that employees’ pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>Review on the sampled of employment contracts verified terms and conditions outlined as per collective agreement and Employment Act 1955.</p> <p>The original copy kept by management demonstrated in workers’ origin language and signed by the worker.</p> <p>Based on agreements and pay slips sighted for sample employees as per indicator 4.4.5.6 below, management has ensured that employees’ pay, and conditions meet MAPA Circular, MAPA/NUPW and Other General Employees and Fringe Benefits Agreement.</p> <p>Sample contract agreement and payslip 3 month (Feb, Apr & May 2023) was sampled as below:</p> <p><u>Flemington Estate</u></p> <ol style="list-style-type: none"> 1. ID – 0000173671 2. ID – 0000155426 3. ID – 0000177209 4. ID – 0000169865 5. ID – 0000893338 6. ID – 0000162395 7. ID – 0000172143 8. ID – 0000116590 9. ID – 0000154022 	Complied

Criterion / Indicator	Assessment Findings	Compliance
	10. ID – 0000133519 <u>Bagan Datoh Estate</u> 1. ID – 0000176133 2. ID – 0000144575 3. ID – 0000154903 4. ID – 0000169865 5. ID – 0000052286 6. ID – 0000133442 7. ID – 0000110771 8. ID – 0000176141 9. ID – 0000154784 10. ID - 0000162734	
4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p> <p>Management has ensured employees of contractors are paid based on MWO 2022 according to the employment contract agreed between the contractor and his employee based on the sample contractors' agreements sighted in Flemington Estate and Bagan Datoh Estate as following:</p> <p><u>Flemington Estate</u> Agreement with FXXX TXXXXXXX, Type of work: Fresh Fruit Bunch Transportation Services for Sime Darby Plantation Berhad Estate, Validity: 01/01/2022 to 31/12/2023. FXXX TXXXXXXX – FFB Transport, contractor workers' samples:</p> <ol style="list-style-type: none"> 1. NRIC 751128-XX-XXXX 2. NRIC 851125-XX-XXXX 3. NRIC 910714-XX-XXXX 	<p>Complied</p>

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>4. NRIC 610626-XX-XXXX <u>Bagan Datoh Estate</u> Agreement with MX KXXXXX Enterprise, Type of work: EFB Transportation Services for Sime Darby Plantation Berhad Estate, Validity: 01/01/2022 to 31/12/2023. FXXX TXXXXXXX – EFB Transport, contractor workers’ samples: 1. NRIC 761012-XX-XXXX 2. NRIC 671109-XX-XXXX</p>	
4.4.5.5	<p>The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -</p>	<p>The established records of Employee Master list which is available as a database in computerized Checkroll System is able to provide accurate account of all employees including their particulars of full names, gender, date of birth, date joined company, wages grade and position etc. Data verification as per sample stated in the 4.4.5.3.</p>	Complied
4.4.5.6	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records. - Major compliance -</p>	<p>Flemington Estate and Bagan Datoh Estate employed local and foreign workers and registered into Employee Master Details Listing in SEMUA system. Review on the listing, verified all workers are employed by Sime Darby Plantation Berhad’s estates’ management. Copies of fair contracts that have been signed by both employee and employer were provided to each employee. Data verification as per samples stated in the 4.4.5.3.</p>	Complied
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. - Major compliance -</p>	<p>Flemington Estate and Bagan Datoh Estate registered all their workers into Employee Master Details Listing in SEMUA system. All the daily attendance and overtime work were recorded in Estate Daily Attendance Report. As per verification on attendance (out-turn) and work hours (normal time and overtime) recording system established</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		in both manual and computerized check roll system which makes working hours and overtime transparent for both employees and employer. Data verification as per sample stated in the 4.4.5.3.	
4.4.5.8	<p>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.</p> <p>- Major compliance -</p>	<p>Flemington Estate and Bagan Datoh Estate employed local and foreign workers and registered into Employee Master Details Listing in SEMUA system. Worker's attendance will be recorded daily in Estate Daily Attendance Report.</p> <p>Onsite interview with sampled workers informed working time and break time is according to employment contract. Overtime offered to workers is voluntarily upon mutually agreement between management and workers.</p> <p>Based on records of sample employees sighted in indicator 4.4.5.6 above, the working hours found in compliance with employees' terms and conditions of MAPA Circular. MAPA/NUPW Field and Other General Employees and Fringe Benefits Agreement, 2019. This also in line with Malaysia Employment Act 1955. Data verification as per samples stated in the 4.4.5.3.</p>	Complied
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Workers' payslip was managed through SAP system. Daily attendance and total hours of overtime will be recorded into SAP system. Wages and overtime were paid according to the Daily Attendance Report and productivity reports. Based on records of sample employees sighted in indicator 4.4.5.6 above, the working hours found in compliance with employees' terms and conditions of MAPA Circular. This also in line with Malaysia Employment Act 1955. Data verification as per samples stated in the 4.4.5.3.</p>	Complied
4.4.5.10	<p>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</p>	<p>All local employees are provided with the mandatory Employee Provident Fund (EPF) contributions while both local and foreign employees contributed with Social Security Organization (SOCSO).</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
development, medical care and health provisions. - Minor compliance -	Estate contributed 10 kg of rice once every 2 months for all their workers. Apart from that, all the workers are provided with free medical facilities. In additional, all the workers are entitled with the phone allowance of RM5 for every month. Free housing facilities were provided to all the workers and their families. Data verification as per samples stated in the 4.4.5.3.	
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p> <p>- Major compliance -</p> <p>Sime Darby Plantation Berhad established Workers Housing Management Procedure 2022, Ver.01, dated 30/06/2022 as guidelines to continuously improve of living standards of their employee in estates and mill operations. Its shown company commitment in managing employee's housing repair and maintenance through digital platform named Digital Housing Complaint system or 'OilPalmPal'.</p> <p>Management has provided a safe, livable workers housing condition in accordance with Workers Minimum Standard of Housing & Amenities (Amendment 2022).</p> <p>Policies related to workers housing & amenities management in the operating units as below:</p> <ul style="list-style-type: none"> • Workers minimum standard of housing amenities guidelines –Jan 2015 • IOM – employees housing inspection & welfare – Dec 2020 • IOM – rules & regulations at employee house – June 2021 • IOIM – Safe handling & storage of Petrol – Mar 2021 • IOM – Safe Fogging Procedure – June 2021. <p>All workers are provided with free housing facilities that included basic amenities such as clean water (35 gallons per employee per day), community hall, sport facilities, etc. were provided to the workers.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Electricity which is obtained from the national grid. The housing condition was in accordance with the 1. Workers’ Minimum Standards of Housing and Amenities Regulations 1990 – Amendment 2021 which updated on 06/03/2021.</p> <p>Weekly inspections by medical assistant were done to ensure cleanliness of the housing. Records were well maintained as per sample latest inspections as following: Flemington Estate: 03/08/2023 Bagan Datoh Estate: 04/08/2023</p>	
4.4.5.12	<p>The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>The management have already established the Sexual Harassment Policy under Human Rights Charter revised 2020. The training was conducted as below: Flemington Estate: 10/01/2023 Bagan Datoh Estate: 05/04/2023 Gender Committee has been established as sample estates. Meeting has been conducted as date below: Flemington Estate: 07/06/2023 Bagan Datoh Estate: 15/07/2023</p>	Complied
4.4.5.13	<p>The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be</p>	<p>Policy to respect the rights of all employees has been embedded in Sime Darby Plantation Berhad established policy of “Group Sustainability & Quality Policy Statement” which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019.</p> <p>Employees were given freedom to associate and bargain collectively with company and to organize among themselves through association meetings as per sample sighted as per sample latest minutes of</p>	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	discriminated against or suffer repercussions. - Major compliance -	meeting between Management and NUPW representatives. Union Meeting sighted as below: Flemington Estate: 09/12/2022 Bagan Datoh Estate: 03/01/2023	
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions. - Major compliance –	Policy to protect children and young person has been embedded in SDPB’s established policy of “Group Sustainability & Quality Policy Statement” which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 02/12/2019. Based on the interview and sighted records of employees’ master lists data, no young person below 18 years old employed within all operating units within SOU 4.	Complied
Criterion 4.4.6: Training and competency			
4.4.6.1	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept. - Major compliance -	A documented training programme has been developed and available in the Training and Safety Briefing Plan for Year 2023. The trainings were sighted to have included Gender Specific Training and involves staffs and workers. Auditee: <ul style="list-style-type: none"> Flemington Estate Annual Training Plan FY 2023. Prepared by Assistant Manager, Checked by Senior Assistant Manager and verified by Manager on 02/01/2023. Bagan Datoh Annual Training Plan FY 2023. Prepared by Assistant Manager, Checked by Senior Assistant Manager and verified by Manager on 04/01/2023. Documented information: Health & Safety Plan, Training Program form in year 2023:	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<ol style="list-style-type: none"> 1. Training for Sprayer 2023, 10 female sprayer participants, date on 04/08/2023. Verified the attendance list and the picture attached during the program. The training was led by Mycrop. 2. Training for First Aid 2023 19 participants, date on 21/07/2023. Verified the attendance list and the picture attached during the program. The training was led by Ladang Flemington Hospital Assistant 3. HCV and Biodiversity briefing training for all workers 2023, 86 participants, date on 13/06/2023. Verified the attendance list and the picture attached during the program. The training was led by Assistant Manager. 4. Noise Risk Assessment 2023, 17 participants, date on 09/06/2023. Verified the attendance list and the picture attached during the program. The training was led by Assistant manager. 5. Fire-fighting Training 2023, 17 participants, date on 09/06/2023. Verified the attendance list and the picture attached during the program. The training was led by Assistant manager. 6. Emergency fire Drill Training 2023, 86 participants, date on 09/06/2023. Verified the attendance list and the picture attached during the program. The training was led by Assistant manager. 7. Fire Drill for Social Dialogue Members Training 2023, 17 participants, date on 09/06/2023. Verified the attendance list and the picture attached during the program. The training was led by Assistant manager. 8. MSPO FLE Team Meeting 2023, 11 participants, date on 07/06/2023. Verified the attendance list and the picture attached during the program. The training was led by Assistant manager. 	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<p>9. RSPO/MSPO Briefing to all workers 2023, 86 participants, date on 07/06/2023. Verified the attendance list and the picture attached during the program. The training was led by Assistant manager.</p> <p>10. Chemical Handling and spillage for all workers Briefing to all workers 2023, 86 participants, date on 18/05/2023. Verified the attendance list and the picture attached during the program. The training was led by Assistant manager.</p> <p>11. Schedule waste Training to staff 2023, 13 participants, date on 12/05/2023. Verified the attendance list and the picture attached during the program. The training was led by Assistant manager.</p> <p>12. Health Care Briefing to all workers 2023, 86 participants, date on 08/05/2023. Verified the attendance list and the picture attached during the program. The training was led by SHA.</p> <p>13. SDP Policies, HRD, HRC, COBC Video training to all workers 2023, 86 participants, date on 03/05/2023. Verified the attendance list and the picture attached during the program. The training was led by Assistant manager.</p> <p>14. EIE/EIA training to all workers 2023, 12 participants, date on 03/05/2023. Verified the attendance list and the picture attached during the program. The training was led by Assistant manager.</p> <p>15. Safety Briefing training to all workers 2023, 86 participants, date on 11/04/2023. Verified the attendance list and the picture attached during the program. The training was led by Assistant manager.</p> <p>Training Records, Evaluation Forms, Interview Workers & Stakeholders Trailed samples: 1) Flemington Estate FY 2023 – Training File.</p>	

Criterion / Indicator		Assessment Findings	Compliance
		2) Bagan Datoh Estate FY 2023 – Training File. Based on the documents reviewed it was concluded that the training program has been effectively established and is accessible to all staffs and stakeholders. The program also includes gender specific needs.	
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	The training need analysis was conducted based on the job designation and training required by the job type. Documented information: Training Requirements for Operations Estates SOU 04 – For Flemington Estate and Bagan Datoh Estate FY 2023 was prepared by each Assistant Manager, verified by each Estate Manager and the “Training evaluation” was prepared for each training. Based on the documents reviewed it was concluded that the training program has been effectively established and is accessible to all staffs and workers.	Complied
4.4.6.3	A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure. - Minor compliance -	A training programme has been developed and available. Refer Annual Training Plan FY SOU 4 – Flemington Estate FY 2023 and Bagan Datoh Estate FY 2023. Training has been implemented as per training programme checked has undergo training “Chemical Handling and Spillage Training for All Workers” and have good understanding on their job function and responsibility. The training was held on 18/05/2023 at Muster ground and attended by 157 workers for Flemington Estate and for Bagan Datoh Estate the training was held on 02/07/2023 for all the workers. Sample interview workers Flemington Estate: <ul style="list-style-type: none"> • Employee no. 0000149155 • Employee no. 0000149156 • Employee no. 0000133517 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> Employee no. 0000149155 Employee no. 0000139201 Workers Bagan Datoh Estate: <ul style="list-style-type: none"> Employee no. 0000177869 Employee no. 0000177868 Employee no. 0000174389 Employee no. 0000174391 Employee no. 0000174393 Trainings were effectively conducted for all work process. The effectiveness of the trainings was then assessed, and evidence of understanding were available and verified. From the "Training for Sprayer" on 04/08/2023 for 10 sprayers, the management has done evaluation summary for all the participants with the current competency level at 6.	
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. - Major compliance -	Sime Darby Plantation Berhad has established Health, Safety & Environment (HSE) Policy signed by the Group Managing Director dated 05/05/2022. Document: SDP Group Health, Safety & Environment (HSE) Policy Signed By: Group Managing Director Date: 05/05/2022	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>The management also has established the environmental management plan to meet the objective and sustaining the environment and biodiversity. Sighted the evidence: Document: Environmental Management Plan Year: FY2023</p> <p>Among action plan for the environment verified were:</p> <ul style="list-style-type: none"> • To check demarcated area of buffer zone – 16/06/2023 • To maintain the inspection of schedule waste – 23/05/2023 • To give a training worker on recycling programmed – 12/06/2023 <p>The policy has effectively communicated to employee and implemented in the estate. Sighted the evidence: Document: Training Record Training: SDP Training Policy Date: 03/05/2023</p>	
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations.</p> <p>- Major compliance -</p>	<p>The management has established environmental management (EMP) plan based on environment aspect and impacts (EAI) analysis of all operation conducted. Sighted the evidence: Document: Environmental Management Plan (EMP) Year: FY2023</p> <p>Among action plan for the environment verified were:</p> <ul style="list-style-type: none"> • To check demarcated area of buffer zone – 16/06/2023 • To maintain the inspection of schedule waste – 23/05/2023 • To give a training worker on recycling programmed – 12/06/2023. <p>The environment aspect impact (EAI) analysis has been established for all operation in the estate. Sighted the evidence:</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance									
		<p>Document: Environment Aspect Impact Date review: 24/07/2023 Activities: Vehicle maintenance, storage diesel /petrol, chemical store, workshop, harvesting, spraying, manuring, weeding, road maintenance, transportation, dispensary, creche, compound, replanting.</p>										
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. - Major compliance -</p>	<p>The management has developed environmental management plan (EMP) to mitigate the negative impacts and to promote the positive ones were effectively implemented. The monitoring on the action plan was reviewed on Year 2023. Sighted the evidence: Document: Environmental Management Plan (EMP) Year: FY2023 Among action plan for the environment verified were:</p> <ul style="list-style-type: none"> To check demarcated area of buffer zone – 16/06/2023 To maintain the inspection of schedule waste – 23/05/2023 To give a training worker on recycling programmed – 12/06/2023 <p>Refer to environmental management plan (EMP) it was highlighted the negative impact and to promote to positive and monitored. Sighted the evidence:</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Impact Negative</th> <th>Impact Positive</th> </tr> </thead> <tbody> <tr> <td>Housing Complex</td> <td>Open burning can cause air pollution</td> <td>Prohibited open burning and rubbish collection every week</td> </tr> <tr> <td>Chemical Mixing</td> <td>Chemical spillage cause pollution to environment</td> <td>Built chemical sump at mixing area and reuse the chemical</td> </tr> </tbody> </table>	Area	Impact Negative	Impact Positive	Housing Complex	Open burning can cause air pollution	Prohibited open burning and rubbish collection every week	Chemical Mixing	Chemical spillage cause pollution to environment	Built chemical sump at mixing area and reuse the chemical	Complied
Area	Impact Negative	Impact Positive										
Housing Complex	Open burning can cause air pollution	Prohibited open burning and rubbish collection every week										
Chemical Mixing	Chemical spillage cause pollution to environment	Built chemical sump at mixing area and reuse the chemical										

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings			Compliance
		Schedule Waste	Chemical spillage cause pollution to environment	Provide a spillage kit at schedule waste store. The ensure proper of waste disposal as per legal	
		<p>During field visit, it was verification at schedule waste store, housing area and mixing chemical area.</p> <ul style="list-style-type: none"> • No chemical spillage at schedule waste store • There is spillage kit was provided at schedule waste store • The wastewater from triple rinsing was recycle for spraying • No evidence of burning at housing area • There is bin was provided at housing area 			
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	<p>A programmed to promote the positive impact has been included in the environmental management plan (EMP). The person in charge were included in the plan for monitoring the progress. Sighted the evidence:</p> <p>Document: Environmental Management Plan (EMP) Year: FY2023</p> <p>Among action plan for the environment verified were:</p> <ul style="list-style-type: none"> • To check demarcated area of buffer zone – 16/06/2023 • To maintain the inspection of schedule waste – 23/05/2023 • To give a training worker on recycling programmed – 12/06/2023 			Complied
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the	<p>The management has continuously provided training to the workers to create awareness regarding on the environment. This is to ensure the employee were understanding the company policy and working</p>			Complied

Criterion / Indicator		Assessment Findings	Compliance
	objectives. - Major compliance -	towards achieving the environment objectives. Sighted the evidence: Document: Training Programme - Environment Date: FY 2023 Training 1: Environment Quality Act Training – 03/05/2023 Training 2: Environmental Policy Training – 03/05/2023 Training 3: Schedule Waste Training – 12/05/2023 Training 4: Chemical Handling & Spillage – 18/05/2023 Training 5: HCV & Biodiversity Training – 13/06/2023	
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance -	The management has been discussed the concern of environmental issues. The discussions on environmental issues were discussed with employees at the following forums. Sighted the evidence: <ul style="list-style-type: none"> Stakeholder Meeting - 30/05/2023 ESH Meeting – 26/06/2023 Daily Master Briefing – 06/08/2023 The meeting mainly discussion focused on the environmental issue such as: <ul style="list-style-type: none"> Schedule waste management Domestic waste management Housing inspection & housing condition Legal compliance status 	Complied
Criterion 4.5.2: Efficiency of energy use and use of renewable energy			
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should	The management has recorded the following range of diesel data and tabulate the ratio against the FFB Produce to determine the efficiency of their operations.	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance																																																			
<p>be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.</p> <p>- Major compliance -</p>	<p>Flemington Estate Document: Diesel Liter / Mt FFB Date: FY 2023</p> <table border="1" data-bbox="1048 549 1872 884"> <thead> <tr> <th>Month</th> <th>Diesel (L/Mt FFB)</th> <th>Baseline (L/Mt FFB)</th> </tr> </thead> <tbody> <tr><td>January</td><td>1.77</td><td>2.00</td></tr> <tr><td>February</td><td>1.83</td><td>2.00</td></tr> <tr><td>March</td><td>1.63</td><td>2.00</td></tr> <tr><td>April</td><td>1.47</td><td>2.00</td></tr> <tr><td>May</td><td>1.24</td><td>2.00</td></tr> <tr><td>June</td><td>1.24</td><td>2.00</td></tr> <tr><td>July</td><td>1.30</td><td>2.00</td></tr> <tr><td>Average</td><td>1.50</td><td>2.00</td></tr> </tbody> </table> <p>The monitoring can conclude that the diesel consumption below the baseline parameter limit.</p> <p>Flemington Estate Document: Electricity / Mt FFB Date: FY 2023</p> <table border="1" data-bbox="1048 1086 1872 1383"> <thead> <tr> <th>Month</th> <th>Electricity (Kwh/Mt FFB)</th> <th>Baseline (Kwh/Mt FFB)</th> </tr> </thead> <tbody> <tr><td>January</td><td>20.71</td><td>15.90</td></tr> <tr><td>February</td><td>23.28</td><td>15.90</td></tr> <tr><td>March</td><td>17.48</td><td>15.90</td></tr> <tr><td>April</td><td>16.52</td><td>15.90</td></tr> <tr><td>May</td><td>15.11</td><td>15.90</td></tr> <tr><td>June</td><td>16.33</td><td>15.90</td></tr> <tr><td>July</td><td>15.02</td><td>15.90</td></tr> </tbody> </table>	Month	Diesel (L/Mt FFB)	Baseline (L/Mt FFB)	January	1.77	2.00	February	1.83	2.00	March	1.63	2.00	April	1.47	2.00	May	1.24	2.00	June	1.24	2.00	July	1.30	2.00	Average	1.50	2.00	Month	Electricity (Kwh/Mt FFB)	Baseline (Kwh/Mt FFB)	January	20.71	15.90	February	23.28	15.90	March	17.48	15.90	April	16.52	15.90	May	15.11	15.90	June	16.33	15.90	July	15.02	15.90	
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Criterion / Indicator		Assessment Findings			Compliance
		Average	17.78	15.90	
		The monitoring can conclude that the electricity consumption over the baseline parameter limit.			
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the respective estate yearly budgets. Refer details as per indicator 4.5.2.1 above. Figures were extracted from the diesel issuance of estate diesel tank.			Complied
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	During audit, it was sighted the renewable energy was implemented in the estate such as: <ul style="list-style-type: none"> Solar light installation at housing complex and muster ground – Flemington Estate Solar light installation ways to housing complex – Bagan Datoh Estate 			Complied
Criterion 4.5.3: Waste management and disposal					
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	All waste and pollution are identified and documented in the Waste Management Action Plan (WMP). The compilation was made at by the Sustainability Department applicable to the estates. Details of waste generated from the estates operations among others as shown below. Sighted the evidence: Document: Waste Management Plan (WMP) Date: FY 2023 Document: Inventory of Schedule Waste			Complied

Criterion / Indicator	Assessment Findings	Compliance
	<p>Date: 31/07/2023</p> <p>Refer to inventory of schedule waste. It was mentioning the storage of schedule waste in the estate:</p> <ul style="list-style-type: none"> • SW 102 – Acid Batteries • SW 305 – Spent Lubricating Oil • SW 306 – Spent Hydraulic Oil • SW 404 – Clinical Waste • SW 409 – Contaminated disposed Container/ Bag / Equipment • SW 410 – Oil Filter & Rags 	
<p>4.5.3.2</p>	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <ol style="list-style-type: none"> a) Identifying and monitoring sources of waste and pollution b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products <p>- Major compliance -</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> • Frond: user as organic fertilizer 	
4.5.3.3	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>Procedure of Schedule waste management has been established. Refer Waste Management Procedure for Estates & Mill dated May 2022 with reference number SD/SDH/GSD/HSE/0522/01. Other reference made was Guidelines for Packaging, Labelling and Storage of Scheduled Wastes in Malaysia.</p> <p>During site visit to schedule waste store. It was sighted the implementation and practices as following below:</p> <ul style="list-style-type: none"> • Signboard of schedule waste store • PPE has provided from company • Safety signage has available and displayed • Spillage kit has available • Labelling of each schedule waste has displayed 	Complied
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer’s labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established the Standard Operation Procedure for Schedule Waste Management. This is to ensure the proper of handling schedule waste from storage until disposal.</p> <p>The SOP has included the triple rinsing procedures and the relevant training to be conducted. Under the operational control procedure established as given in 6.6.1.1 above the guideline and practice for handling empty pesticides containers are as follows.</p> <ol style="list-style-type: none"> All class 2 and above containers are tripled rinsed, and holes punctured at the bottom only if the waste generator is to dispose as non-scheduled waste. Containers to be disposed as scheduled waste need not go the triple rinsing and hole punctured process. Empty containers were tripled rinsed, punctured, and delivered as 	Complied

Criterion / Indicator		Assessment Findings	Compliance												
		<p>SW 409. Others were used recycled for chemical containers for spraying purposes.</p> <p>The estates also maintained records of empty pesticide containers where it will 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.</p>													
4.5.3.5	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>Domestic waste was disposed according to the waste management plan. Verified that the management has disposed the domestic waste while visiting at housing area. Sighted the evidence:</p> <p>Collection: 3 times for every week and stored in waste BIN</p> <p>Observation: The wastes was collected by Majlis Perbandaran</p>	Complied												
Criterion 4.5.4: Reduction of pollution and emission															
4.5.4.1	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p>	<p>The environmental aspect and impact have been identified the polluting activities in estate. This included gas emissions, scheduled waste and solid waste. Sighted the evidence:</p> <p>Schedule Waste Management</p> <p>Document: Inventory of Schedule Waste</p> <p>Date: 31/07/2023</p> <table border="1"> <thead> <tr> <th>SW Code</th> <th>Quantity Generated (MT)</th> </tr> </thead> <tbody> <tr> <td>SW 305</td> <td>0.025</td> </tr> <tr> <td>SW 306</td> <td>0.100</td> </tr> <tr> <td>SW 404</td> <td>0.0002</td> </tr> <tr> <td>SW 409</td> <td>0.036</td> </tr> <tr> <td>SW 410</td> <td>0.002</td> </tr> </tbody> </table> <p>Solid Waste Management</p>	SW Code	Quantity Generated (MT)	SW 305	0.025	SW 306	0.100	SW 404	0.0002	SW 409	0.036	SW 410	0.002	Complied
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		Collection: 3 times for every week and stored in waste BIN Observation: The wastes was collected by Majlis Perbandaran	
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance –	The management has established management plan to identify the significant pollution and action plan to reduce the pollution and emission. Sighted the evidence: Document: Energy Management Plan (EMP) Date review: 05/01/2023 Action plan 1: Preventive maintenance for vehicle Action plan 2: Vehicle engine turn off during idle time Action plan 3: Educate driver to reduce emission Document: Waste Management Plan (WMP) Date review: 01/07/2023 Action plan 1: Recycle the waste using recycle bin Action plan 2: Collection domestic waste using bin Action plan 3: Housing inspection do weekly	Complied
Criterion 4.5.5: Natural water resources			
4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities.	a. The assessment of water usage was available Water supply to estate has been used from Lembaga Air Perak. Hence, No water assessment for domestic used. b. Water Monitoring conducted twice a year for River and monthly for water consumption. Water analysis has conducted result as per below: Document: Water Analysis Test Report Date Test: 12/04/2023	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance									
<p>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.).</p> <p>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance -</p>	<p>Location: Bagan Datoh Estate</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Sampling No 1</td> <td style="width: 35%;">Water Gate 1</td> <td style="width: 40%;">pH: 7.48 mgl BOD: 2.00 mgl COD: 25 mgl SS: 2.00 mgl</td> </tr> <tr> <td>Sampling No 2</td> <td>Line Site Drain</td> <td>pH: 7.51 mgl BOD: 3.00 mgl COD: 24 mgl SS: 4.00 mgl</td> </tr> <tr> <td>Sampling No 3</td> <td>Filed 17B</td> <td>pH: 7.50 mgl BOD: 1.00 mgl COD: 12 mgl SS: 2.00 mgl</td> </tr> </table> <p>c. The estates continued the practice of optimized the usage of water and reduce of wastage. It has view during audit where is implemented in the estate such as: Document: Water Management Plan Date: 05/01/2023 Action plan 1: To collect the rainwater by water tank at housing area & mixing chemical area. Action plan 2: To Repair if any leakage at housing area Action plan 3: To reused wastewater in sump for reused for pre mixing</p> <p>d. Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones. The guidelines are detailed in the River Reserve Management. Sighted the evidence: Flemington Estate: Area of buffer zone at Sungai Bernam</p>	Sampling No 1	Water Gate 1	pH: 7.48 mgl BOD: 2.00 mgl COD: 25 mgl SS: 2.00 mgl	Sampling No 2	Line Site Drain	pH: 7.51 mgl BOD: 3.00 mgl COD: 24 mgl SS: 4.00 mgl	Sampling No 3	Filed 17B	pH: 7.50 mgl BOD: 1.00 mgl COD: 12 mgl SS: 2.00 mgl	
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Criterion / Indicator		Assessment Findings	Compliance
		<p>Bagan Datoh Estate: Area of buffer zone at Sungai Perak There is installation of signboard No Fishing, No Hunting, No Burning and No spraying</p> <p>e. There were no issues on the vegetation at riparian area. The area of buffer zone has been maintained.</p> <p>Flemington Estate: Area of buffer zone at Sungai Bernam Bagan Datoh Estate: Area of buffer zone at Sungai Perak Observation: Installation of signboard No Fishing, No Hunting, No Burning and No spraying</p> <p>f. There is no bore well water being used in the estate. Water supply to estate has been used from Lembaga Air Perak.</p>	
4.5.5.2	<p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p>- Minor compliance -</p>	No construction of bund, weirs and dams across waterways passing through the estates.	Complied
4.5.5.3	<p>Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).</p> <p>- Minor compliance -</p>	<p>The management has continued the practice of optimized the usage of water and reduce of wastage. It has view during audit where is implemented in the estate such as:</p> <p>Document: Water Management Plan Date: 05/01/2023</p> <p>Action plan 1: To collect the rainwater by water tank at housing area & mixing chemical area.</p> <p>Action plan 2: To Repair if any leakage at housing area</p> <p>Action plan 3: To reused wastewater in sump for reused for pre mixing</p> <p>During site visit, there is roadside drain has been implemented in the estate for water harvesting practices.</p>	Complied

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Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value																													
<p>4.5.6.1</p>	<p>Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p> <ul style="list-style-type: none"> a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (<i>e.g.</i> The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities. <p>- Major compliance -</p>	<p>The audit findings have confirmed that there is no new planting (refer 7.3.1 to 7.4.2) affecting present HCV and primary forest. Hence the current HCV assessment of the estates remains valid. HQ has conducted HCV assessment for SOU 04. The HCV assessment for estate has been identified and documented.</p> <p>Common wildlife found during the assessment were documented in HCV assessment. Methodology is through site observation, interviews, stakeholders' consultation and desktop review on available secondary data. Sighted the evidence: Document: HCV Assessment Report (Addendum) Date: 07/2020</p> <table border="1" data-bbox="1048 898 1872 1254"> <tbody> <tr> <td rowspan="2">Flemington Estate</td> <td>Bund for Bernam River</td> <td>0.20 Ha</td> <td>HCV 4</td> </tr> <tr> <td>Mill water catchment</td> <td>7.18 Ha</td> <td>HCV 4</td> </tr> <tr> <td>Bagan Datoh Estate</td> <td>Bund for Perak River</td> <td>2.00 Ha</td> <td>HCV 4</td> </tr> <tr> <td>Sabak Bernam Estate</td> <td>River Reserve for Sg. Bernam</td> <td>1.24 Ha</td> <td>HCV 4</td> </tr> <tr> <td rowspan="2">Sg. Samak Estate</td> <td>River Reserve for Sg. Erong & Sg. Chawang</td> <td>7.32 ha</td> <td>HCV 4</td> </tr> <tr> <td>Water catchment pond</td> <td>0.49 ha</td> <td>HCV 4</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>18.43 Ha</td> <td></td> </tr> </tbody> </table> <p>The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. The HCVs, conservation areas/environmentally sensitive areas <i>e.g.</i>, bund along the stretches</p>	Flemington Estate	Bund for Bernam River	0.20 Ha	HCV 4	Mill water catchment	7.18 Ha	HCV 4	Bagan Datoh Estate	Bund for Perak River	2.00 Ha	HCV 4	Sabak Bernam Estate	River Reserve for Sg. Bernam	1.24 Ha	HCV 4	Sg. Samak Estate	River Reserve for Sg. Erong & Sg. Chawang	7.32 ha	HCV 4	Water catchment pond	0.49 ha	HCV 4	Total		18.43 Ha		<p>Complied</p>
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		of river/straits which passes bordering through the estates had been identified and being monitored.																												
4.5.6.2	<p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p>- Major compliance -</p>	<p>There is no RTE or high biodiversity value at CU complexes except for reported presence of snakes, monkeys and wild boars. The management and monitoring plan for HCV areas was established and reviewed annually. There were displays of signage made during site visit at area of HCV.</p> <p>a) No fishing, no manuring / no spraying, b) no spraying/ no hunting / no swimming c) Muslim & Christian cemetery signage.</p> <p>Document: HCV Assessment Report (Addendum) Date: 07/2020</p> <table border="1"> <tr> <td>Flemington Estate</td> <td>Bund for Bernam River</td> <td>0.20 Ha</td> <td>HCV 4</td> </tr> <tr> <td></td> <td>Mill water catchment</td> <td>7.18 Ha</td> <td>HCV 4</td> </tr> <tr> <td>Bagan Datoh Estate</td> <td>Bund for Perak River</td> <td>2.00 Ha</td> <td>HCV 4</td> </tr> <tr> <td>Sabak Bernam Estate</td> <td>River Reserve for Sg. Bernam</td> <td>1.24 Ha</td> <td>HCV 4</td> </tr> <tr> <td rowspan="2">Sg. Samak Estate</td> <td>River Reserve for Sg. Erong & Sg. Chawang</td> <td>7.32 ha</td> <td>HCV 4</td> </tr> <tr> <td>Water catchment pond</td> <td>0.49 ha</td> <td>HCV 4</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td>18.43 Ha</td> <td></td> </tr> </table> <p>The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. The HCVs, conservation areas/environmentally sensitive areas e.g., bund along the stretches of river/straits which passes bordering through the estates had been</p>	Flemington Estate	Bund for Bernam River	0.20 Ha	HCV 4		Mill water catchment	7.18 Ha	HCV 4	Bagan Datoh Estate	Bund for Perak River	2.00 Ha	HCV 4	Sabak Bernam Estate	River Reserve for Sg. Bernam	1.24 Ha	HCV 4	Sg. Samak Estate	River Reserve for Sg. Erong & Sg. Chawang	7.32 ha	HCV 4	Water catchment pond	0.49 ha	HCV 4	Total		18.43 Ha		Complied
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Criterion / Indicator		Assessment Findings	Compliance
		identified and being monitored.	
4.5.6.3	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required. - Major compliance -	<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> <ol style="list-style-type: none"> 1. The estate continuously provided training on HCV and RTE to the workers to ensure the satisfactory understanding. Reviewed the training records conducted on 09/05/2023. 2. 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 03/08/2023. Noted during site visit, the condition of the HCV area was consistent with the reports. <p>The riparian buffer zone was demarcated with red and white colour ring at the palm trunks. No evidence of chemical application sighted at the area. Signage on prohibition to conducts activities such as swimming, fishing and chemical applications has been erected at the buffer zone area. Noted during interview with the sprayers, the understanding on prohibition of activities in the buffer zone area if satisfactory.</p>	Complied
Criterion 4.5.7: Zero burning practices			
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice. - Major compliance -	Sime Darby Plantation Berhad has established the Group Sustainability & Quality Policy Statement. Regarding on the Zero Open Burning, it was clear mention in the guideline of company which is refer in Responsible Agriculture Charter revised 2020. The statement as following below:	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		Under 3.2.5 Zero use of fire for land preparation and establish effective monitoring and prevention as well as proactive firefighting measure within reasonable radius beyond our operational boundary	
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. - Major compliance -	Visit to the estate confirmed that no previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop hence, no special approval been obtained so far. Hence this requirement is not applicable.	Not Applicable
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	Since no special approval been obtained so far for burning, hence this requirement is not applicable.	Not Applicable
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	This is included in the specification of work orders in event of land preparation during a replanting. It is a standard practice in Sime Darby Plantation Berhad. However, there are variations of practices between inland and coastal estates. Trunks are felled and chipped without having to shred and windrowed in certain conditions. Adjustment of work requirement are finalized from the directive of the replanting unit and the Region office.	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Standard Operating procedure has been addressed in the Sustainability Management Procedure Manual Update June 2022, Standard Operating Procedures (SOP) dated 11/01/2023 and The Oil Palm Manual. The manual covering the activity for future replanting,	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>oil palm nursery practices, planting techniques, soil conservation and terracing, pest, and diseases, weed management, manuring of oil palm, immaturity, harvesting, crop forecasting and managing difficult soils. All the activities have been described comprehensively in the Standard operating procedure (SOP) and pictorial SOP. The estate implemented the SOPs through its daily operations.</p> <p>For Flemington Estate, refer Performance Monitoring Visit Summary Report dated 29/06/2023 and also Estate Structured Crop Recovery Assessment Report (SCRA) dated 15/07/2023.</p> <p>For Bagan Datoh Estate, refer Estate Structured Crop Recovery Assessment Report dated 15/07/2023 and Performance Monitoring Visit Summary Report dated 16/07/2023.</p> <p>Interview with workers and stakeholders confirmed that the SOP had been implemented and they understood the requirements of the SOP, the bottom-line of which is Good Agricultural Practice and the care for their safety and health and the environment.</p>	
4.6.1.2	<p>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> <p>- Major compliance -</p>	<p>Addressed in the Sime Darby Plantation Group Sustainability and Quality Policy Statement signed by the Group Managing Director on 2/12/2019 and Responsible Agriculture Charter under section 3.1 Protect and conserve biodiversity and ecosystems stated as follows: "3.1.2 - Management of erosion by protection of steep slopes and river reserves within our operations and promote restoration programs". Stated in the Environment Plan FY 2023, Do not fill area more than 25 degree and Marking / signage to be established at slope area >25 degree.</p>	Complied
4.6.1.3	<p>A visual identification or reference system shall be established for each field.</p>	<p>Visual identification has been established for each field and divided into division and blocks. Each block is named by visual identification</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance												
	- Major compliance -	(field marker) erected for reference. Cross checked with the records and the pictorial evidence provided found to be consistent.													
Criterion 4.6.2: Economic and financial viability plan															
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	The management have established 5 years business plan as a guidance for daily estate operations. Sighted the 5-year business plan are available for verification. The business plan contains Total mature ha, Estimated FFB Price/mt, Yield Per Hectare, Estimated FFB/mt, Upkeep & Maintenance, Harvesting, General Charges, Income and Profit Loss. Document: Management Plan - Budget Year Plan: 2024 - 2028	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 –	The management has established a replanting program spanned over a 5-year period. Sighted the evidence: Bagan Datoh Estate <table border="1"> <thead> <tr> <th>Year</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> <th>2028</th> </tr> </thead> <tbody> <tr> <td>Ha</td> <td>0.00</td> <td>152.39</td> <td>199.81</td> <td>150.51</td> <td>0.00</td> </tr> </tbody> </table> Document: Replanting Programme Programme: 5 Years	Year	2024	2025	2026	2027	2028	Ha	0.00	152.39	199.81	150.51	0.00	Complied
Year	2024	2025	2026	2027	2028										
Ha	0.00	152.39	199.81	150.51	0.00										

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance										
<p>4.6.2.3 The business or management plan may contain:</p> <ul style="list-style-type: none"> a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production: cost per tonne of FFB d) Price forecast e) Financial indicators: cost benefit, discounted cash flow, return on investment <p>- Major compliance –</p>	<p>The management have established 5 years business plan as a guidance for daily estate operations. Sighted the 5-year business plan are available for verification. The business plan contains Total mature ha, Estimated FFB Price/mt, Yield Per Hectare, Estimated FFB/mt, Upkeep & Maintenance, Harvesting, General Charges, Income and Profit Loss.</p> <p>Document: Management Plan Year Plan: 2024 - 2028 Date: 07/2023 Bagan Datoh Estate:</p> <table border="1" data-bbox="1048 799 1872 1098"> <thead> <tr> <th>Description</th> <th>Year To date</th> </tr> </thead> <tbody> <tr> <td>Planting Material</td> <td>Genome</td> </tr> <tr> <td>FFB Production</td> <td>36,960.07 Mt</td> </tr> <tr> <td>Yield / Ha</td> <td>11.22 Mt/Ha</td> </tr> <tr> <td>Age Profile</td> <td>0 – 3 Years: 314.86 Ha 4 – 8 Years: 1701.94 Ha 9 – 14 Years: 1055.32 Ha 15 – 19 Years: 198.75 Ha 20 – 25 Years: 206.20 Ha</td> </tr> </tbody> </table>	Description	Year To date	Planting Material	Genome	FFB Production	36,960.07 Mt	Yield / Ha	11.22 Mt/Ha	Age Profile	0 – 3 Years: 314.86 Ha 4 – 8 Years: 1701.94 Ha 9 – 14 Years: 1055.32 Ha 15 – 19 Years: 198.75 Ha 20 – 25 Years: 206.20 Ha	<p>Complied</p>
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<p>4.6.2.4 The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.</p> <p>- Major compliance -</p>	<p>The management plan was effectively implemented, and the achievement of the goals and objectives were regularly monitored, documented and reviewed through Monthly Progress Reports, Monthly Accounts Reports, Annual Financial Reports, Agronomist Visit Reports and Internal Audit Report.</p> <p>Document: Monthly Progress Reports, Monthly Accounts Reports, Annual Financial Reports, Agronomist Visit Reports and Internal Audit Report</p>	<p>Complied</p>										

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	Pricing mechanism is available in the contract under Transport Rate adjustment mechanism (appendix 2). All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system by MEX. This is made upon job verification by the operating units' personnel and representatives from HQ for major projects. Reviewed the contract agreement as follows: Flemington Estate Agreement with FXXX TXXXXXXX, Type of work: Fresh Fruit Bunch Transportation Services For Sime Darby Plantation Berhad Estate, Validity: 01/01/2022 to 31/12/2023. Bagan Datoh Estate Agreement with MX KXXXXX Enterprise, Type of work: EFB Transportation Services For Sime Darby Plantation Berhad Estate, Validity: 01/01/2022 to 31/12/2023. FXXX TXXXXXXX – EFB Transport, contractor workers' samples: The documentation of price mechanism for services received from contractors are contained in the respective contracts.	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Fair, legal, and transparent contracts sighted as per sample agreed contracts available. Payment made on monthly basis as agreed between both contracting parties. Flemington Estate	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>Agreement with FXXX TXXXXXXX, Type of work: Fresh Fruit Bunch Transportation Services for Sime Darby Plantation Berhad Estate, Validity: 01/01/2022 to 31/12/2023.</p> <p>Bagan Datoh Estate</p> <p>Agreement with MX KXXXXX Enterprise, Type of work: EFB Transportation Services for Sime Darby Plantation Berhad Estate, Validity: 01/01/2022 to 31/12/2023.</p>	
Criterion 4.6.4: Contractor			
4.6.4.1	<p>Where contractors are engaged, they shall understand the MSP0 requirements and shall provide the required documentation and information.</p> <p>- Major compliance -</p>	<p>All contractors engaged by estates were bound to understand and comply to their contractual agreements that includes MSP0 requirements through signing of Vendor Integrity Pledge (VIP) which enable accredited CB to audit them. Communication and socialization of the MSP0 requirement has been done during the contract agreement signing, stakeholders respond assessment. It has been confirmed through interview with sampled contractors where they can demonstrate their understanding on the MSP0 requirement. There is evidence that contractor has been provided required documentation such as employment contract, workers' pay slips, EPF and SOCSO contribution to the management.</p> <p>Training to contractor has been done by the management. Latest record sighted as below:</p> <p>Flemington Estate: 30/05/2023</p> <p>Bagan Datoh Estate: 29/05/2023</p>	Complied
4.6.4.2	<p>The management shall provide evidence of agreed contracts with the contractor.</p> <p>- Major compliance -</p>	<p>Agreed contracts available as per sample provided by the management. Contract agreements between the estates and its contractors were made available. Generally, the elements of</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>sustainability such as obligations to legal compliance, workers’ welfare, safety and environmental issues.</p> <p>Reviewed the contract agreement as follows:</p> <p><u>Flemington Estate</u></p> <p>Agreement with FXXX TXXXXXXX, Type of work: Fresh Fruit Bunch Transportation Services for Sime Darby Plantation Berhad Estate, Validity: 01/01/2022 to 31/12/2023.</p> <p><u>Bagan Datoh Estate</u></p> <p>Agreement with MX KXXXXX Enterprise, Type of work: EFB Transportation Services for Sime Darby Plantation Berhad Estate, Validity: 01/01/2022 to 31/12/2023.</p>	
4.6.4.3	<p>The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required.</p> <p>- Minor compliance -</p>	<p>All contractors engaged by estates were bound to understand and comply to their contractual agreements that includes MSPO requirements through signing of Vendor Integrity Pledge (VIP) which enable accredited CB to audit them.</p> <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"> - a (i); Vendor Code of Business Conduct (VCOBC) - a (ii); all applicable laws and regulations related anti-bribery, fraud and corruption. <p>Stated in the RSPO/MSPO/SCCS Declaration Form dated 08/05/2023 stated "All contractors shall allow the auditors to interview the workers during RSPO/MSPO/SCCS audit".</p>	Complied
4.6.4.4	<p>The management shall be responsible for the observance of the control points applicable to the tasks performed by the</p>	<p>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.</p>	Complied

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

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	There is no development of new planting at both visited estates.	Not Applicable
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable

Criterion / Indicator		Assessment Findings	Compliance
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable

Criterion / Indicator		Assessment Findings	Compliance
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	There is no development of new planting at both visited estates.	Not Applicable
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	There is no development of new planting at both visited estates.	Not Applicable

Criterion / Indicator		Assessment Findings	Compliance
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -	There is no development of new planting at both visited estates.	Not Applicable

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

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	Sime Darby Plantation Berhad 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
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	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"> - Promoting good governance and transparency - Contributing to a better society - Minimizing environmental harm - Delivering sustainability quality The policy is guided by three main documents i.e.: <ul style="list-style-type: none"> - Responsible Agriculture Charter - Human Rights Charter - Innovation & Productivity Charter 	Complied
Criterion 4.1.2 – Internal Audit			

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
4.1.2.1	<p>Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established internal audit procedures. Refer Internal Audit Procedure; SOP number: SD/GSD/SCU/IAP; Revision: 03; Document Date: 10/01/2023.</p> <p>Based on the procedure, the internal audit is to be conducted annually as per Internal Audit Procedure. Verified that sampled estates have conducted the internal audit on a yearly basis. Records were available for verification as below.</p> <p>Internal audit for Flemington POM was planned to be conducted on yearly basis. Latest internal audit was conducted on 12/06/2023 has covered RSPO, MSPO and MSPO SCCS. Internal audit was conducted by Sustainability Compliance Unit, Group Sustainability Department (GSD).</p>	Complied
4.1.2.2	<p>The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established internal audit procedures. Refer Internal Audit Procedure; SOP number: SD/GSD/SCU/IAP; Revision: 03; Document Date: 10/01/2023.</p> <p>MSPO Internal Audit was conducted by Sustainability Compliance Unit, Group Sustainability Department. The Internal Audit Report was available for verification. During the assessment, the internal audit team raised 1 Major Non-Conformities for Flemington POM regarding MSPO Standard. The root cause was identified, and the corrections and corrective action plans were implemented and closed accordingly.</p>	Complied
4.1.2.3	<p>Reports shall be made available to the management for their review.</p> <p>- Major compliance -</p>	<p>The internal audit findings were recorded and presented for management assessment. Estate Management addressed all the findings within the stipulated timeframe, serving as proof of their responsiveness to the audit. The following are the specifics of the report: The Sustainability Compliance Unit of the Group</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		Sustainability Department carried out an internal audit of MSPO. The resulting Internal Audit Report was accessible for validation.	
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	Sime Darby Plantation Berhad has established SOP for Management Review documented in Standard Operation Manual, Sub-Section 5.6, dated: 25/05/2015. Management review was planned to be conducted at least once a year after the internal audit. Latest management review meeting was conducted at each estate as follow: 1. Flemington POM – conducted on 03/07/2023. Meeting minutes is available where the agenda discussed in the meeting is as follow: 1. Results of Internal and External Audit 2. Customer Feedback 3. Process Performance and Product Conformity 4. Status of Corrective and Preventive Action 5. Follow Up Action from previous MRM 6. Changes that could affect the management systems 7. Recommendations for improvement	Complied
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. - Major compliance -	The latest Continual Improvement Plan was adopted in the Continual Improvement Plan for 2023 for the estates. The improvement plans include workers welfare, waste management, occupational health & safety, and operations improvements. For	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>example, several improvement projects have been initiated for the field operation and workers quarters.</p> <p>Document 1: Social Management Plan Document 2: Environmental Management Plan Year: FY2023</p> <p>Among CIP for the social verified were:</p> <ul style="list-style-type: none"> • Engagement PWC meeting quarterly with employee – 23/05/2023 • Stakeholder meeting with external stakeholder – 29/05/2023 • Engagement of gender committee meeting – 15/07/2023 <p>Among CIP for the environment verified were:</p> <ul style="list-style-type: none"> • To check maintain preventive maintenance vehicle – 07/08/2023 • To collect the EFB reused as for fertilizer application – 01/08/2023 • To treat the POME generation & proper discharge – 01/08/2023 • To collect the domestic waste & proper dispose – 05/08/2023 	
4.1.4.2	<p>The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.</p> <p>- Major compliance -</p>	<p>Employees were briefed of any new development in basic understanding during the weekly briefings. The management team will be informed of such development during the monthly management meetings. Dissemination of information by the management are transacted during the meetings and emails. Sighted the evidence: System: Oil Palm Pall (OPP)</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Year: 2022 This is new system established for housing complaint if there any issue related on accommodation in estate.	
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. - Major compliance -	Sime Darby Plantation Berhad has developed Grievances Response Standard Operating Procedure dated 18/07/2022 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation. The management have communicated the information to the relevant stakeholders during stakeholder meeting. Sampled the latest stakeholder meeting conducted as below: Flemington POM: 29/05/2023	Complied
4.2.1.2	The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	Management documents related to sustainability available at each operating units visited during the on-site audit upon request including sustainability policies, procedures, social and environmental assessments as well as management action plans etc. Furthermore, global documents accessible via company's website.	Complied

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	Sime Darby Plantation Berhad has developed Grievances Response Standard Operating Procedure dated 18/07/2022 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation.	Complied
4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> . - Minor compliance -	The estate’s management have nominated responsible persons for social issues as per sample in Flemington POM, the Mill Manager, was appointed the PIC for social matters, as stated in the appointment letter dated 01/01/2023.	Complied
4.2.2.3	A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. - Major compliance -	List of stakeholders for internal and external parties maintained up to date as of 21/01/2023. The most recent communication with the stakeholders was on 29/05/2023 during the stakeholder meeting.	Complied
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - Major compliance -	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 01/06/2022. Refer document no. SD/SDP/GSD/SCCS/0522/01. The objective of the procedure is to provide guideline for mill to establish and ensure effective implementation on sustainable	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>supply chain and traceability of certified sustainable materials (FFB). Th document was approved by Chief Executive Officer, Upstream Malaysia. SPMS appendix 15 SOP on Sustainable Supply Chain and Traceability (Version 2: Issue No. 5)</p> <p>Documented information: SOP Traceability, there was no changes on during the audit for the Sustainable Supply Chain and Traceability Procedure.</p>	
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>The 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.</p> <p>Reviewed the records of FFB received as follows:</p> <p>Sample 1</p> <ul style="list-style-type: none"> • Supplier: Sungei Samak Estate • Product ID: 0001 • Nett weight: 11,800 kg • Delivery date: 10/05/2023 • Weighbridge ticket no.: 48XXX • D.O. no.; 48XXX • MSPO certificate no.: MSPO 690017 • MSPO certificate validity: 08/02/2028 • RSPO Cert no.: RSPO 590802 <p>Sample 2</p> <ul style="list-style-type: none"> • Supplier: Bagan Datoh Estate • Product ID: 0001 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> • Nett weight: 9.460 kg • Delivery date: 10/05/2023 • Weighbridge ticket no.: 98XXX • D.O. no.; 98XXX • MSPO certificate no.: MSPO 690017 • MSPO certificate validity: 08/02/2028 • RSPO Cert no.: RSPO 590802 <p>Sample 3</p> <ul style="list-style-type: none"> • Supplier: Sabak Bernam Estate • Product ID: 0001 • Nett weight: 10,240 kg • Delivery date: 12/05/2023 • Weighbridge ticket no.: 30XXX • D.O. no.; 98XXX • MSPO certificate no.: MSPO 690017 • MSPO certificate validity: 08/02/2028 • RSPO Cert no.: RSPO 590802 	
4.2.3.3	<p>The management shall identified and assign suitable employees to implement and maintain traceability system.</p> <p>- Minor compliance -</p>	<p>The estate has appointed Assistant Engineer on 01/01/2023 to be responsible for Supply Chain Certification System as per appointment letter which state the responsible of the PIC as follows:</p> <ul style="list-style-type: none"> • Assisting Assistant on Supply Chain Certification System • Other related issues on SCCS 	Complied

Criterion / Indicator		Assessment Findings	Compliance															
		The mill has appointed the (Assistant Engineer) as Person Responsible for SCCS as per Appointment Letter dated 01/01/2023 signed by the Mill Manager.																
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	<p>The Plantation Quality Management System – Standard Operating Procedure for Sustainable Supply Chain and Traceability, Doc. No.: SD/SDP/GSD/SCCS/0522/01; Date: 2022 documented the procedure for traceability. The procedure requires validation of certificate of supplying estates.</p> <p>The procedure had identified critical control points to prevent contamination of non-certified FFB. The current traceability system is Sime Weigh System.</p> <p>The mill maintains the records of CPO/PK storage and recorded in the Daily Production Summary Report.</p> <p>For CPO and PK dispatch, the mill maintains records in Oil Dispatch Summary form. No MSPO certified products were sold since last audit.</p> <p>Records of CPO & PK sales & delivery including Weighbridge Tickets together with sales Delivery Note (DO Chit) and Daily Record (Daily CPO/PK Despatch Summary Logbook) were maintained based on Standard Operating Procedure. Sample of ticket as below: -</p> <table border="1"> <thead> <tr> <th>CPO</th> <th>SAMPLE 1</th> <th>SAMPLE 2</th> </tr> </thead> <tbody> <tr> <td>DATE</td> <td>30/05/2023</td> <td>31/05/2023</td> </tr> <tr> <td>CHIT NO</td> <td>021653</td> <td>021657</td> </tr> <tr> <td>LORRY NO</td> <td>BLB 5142</td> <td>BLB 5142</td> </tr> <tr> <td>WEIGHT (MT)</td> <td>39,100</td> <td>38,980</td> </tr> </tbody> </table>	CPO	SAMPLE 1	SAMPLE 2	DATE	30/05/2023	31/05/2023	CHIT NO	021653	021657	LORRY NO	BLB 5142	BLB 5142	WEIGHT (MT)	39,100	38,980	Complied
CPO	SAMPLE 1	SAMPLE 2																
DATE	30/05/2023	31/05/2023																
CHIT NO	021653	021657																
LORRY NO	BLB 5142	BLB 5142																
WEIGHT (MT)	39,100	38,980																

Criterion / Indicator		Assessment Findings		Compliance
		PKO	SAMPLE 1	
		DATE	31/05/2023	
		CHIT NO	021658	
		LORRY NO	VHM 3439	
		WEIGHT (MT)	32,101	
4.3 Principle 3: Compliance to legal requirements				
Criterion 4.3.1 – Regulatory requirements				
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance -	<p>Sime Darby Plantation Berhad have established a mechanism to ensure compliancy to legal and other requirement and documented in MQMS (Mill Quality Management System) under Standard Operation Manual distributed to all operating units.</p> <p>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. Refer to Sime Darby Plantation Berhad, ESH Management System Manual, ESH Legal & Other Requirements; Guidelines and Procedures; Document ID: SD/SDP/SQM (ESH)/001-2-2; Revision:0. Date: 01/07/2012.</p> <p>Among the License and Permits sampled were:</p> <ol style="list-style-type: none"> 1. MPOB License #529874004000 valid from 01/06/2023 to 31/05/2024 2. DOE License #004992 valid from 01/05/2023 to 30/04/2024 3. Monorail Chain Hoist #PK PMA 2442 valid until 12/06/2024 4. Thermal Deaerator #PMT147302 valid until 12/06/2024 5. Vertical Air Receiver #PK PMT 940 valid until 12/06/2024 		Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		6. Energy Commission permit #56894 valid from 30/10/2022 until 29/10/2023 7. Diesel and Petrol Permit #KPDNPRKCTIN.600-2/26/84 valid from 30/10/2022 until 29/10/2025 8. Competence person #CePPOME/2318871 valid from 16/01/2023 until 16/01/2024 9. Competence person #CePSWaM/2216004 valid from 28/07/2022 until 28/07/2023. Renewal request has been submitted as per evidence dated 02/06/2023. 10. Competence person Engine Driver #PK/14/EIS/01/1 dated 26/02/2014 11. Measurement & Weighing Certificate #B827064816 inspected on 16/06/2023 12. Measurement & Weighing Certificate #B829135381 inspected on 16/06/2023	
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirements register. - Major compliance -	Documented Procedures have been established and implemented; refer to Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10/12/2008. All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. Refer to legal register dated 28/07/2023 for Flemington POM with addition to applicable laws since last assessment as follows: <ol style="list-style-type: none"> 1. Minimum Wages Order 2022 2. Fire Services Act 1988 (Act 341) Amendment 2020 3. "Pembangunan Sumber Manusia Berhad" Act 2000 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		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 9. Workers’ Minimum Standards of Housing and Amenities Regulations 1990 – Amendment 2021 which updated on 06/03/2021.	
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	<p>Documented procedures have been established and implemented; refer to Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10/12/2008.</p> <p>All legal requirement was documented in Legal and Other Requirement Register. Compliance to each applicable law and regulation is monitored by the operating unit. The legal register at the estate were reviewed/updated on a yearly basis / as and when needed for new updates/licenses. Sighted the document ‘Summary of Compliance’ available at the estates undersigned by the Top Management. The document lists the latest applicable laws and amendments, revision dates and acknowledgement by the management.</p> <p>– Flemington POM: 28/07/2023</p> <p>All the legal and other requirements were registered accordingly and documented in the legal requirement register including new updates for Employment Insurance System (EIS) Amendment Act 2022, Employees Social Security (Amendment) Act 2022 and Anti-Sexual Harassment Act 2021.</p>	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
4.3.1.4	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records verification indicates that the system is appropriate to the operations. Tracking system on any changes in the law is well implemented. Sighted appointment letter for Mr XXXX, Mill Manager dated 02/01/20232 for person in charge Legal & Other Requirement Register (LORR) for Flemington POM.	Complied.
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - Major compliance -	The mill located within the Flemington Estate land area. The mill has ensured the oil palm milling activities do not diminish the land use rights of other users. No issues of land dispute issue occurred in the mill that involved other land user rights.	Complied
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - Major compliance -	Management of mill provided evidence of the company’s legal ownership of the estate land. The ownership of the land clearly mentioned that it is belong to Sime Darby Plantation Berhad. Example of Land Title will be as following: <u>Flemington POM</u> Grant title: 141XXX Lot: 51XX The Oil Mill is constructed on estate land of Flemington Estate.	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.	Flemington POM is located within the Flemington Estate land title. Fencing parameters established around the mill building complex	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	to separate the management boundary of estate and the mill. The housing and other recreational facilities are located within the same vicinity for ease of employees' management.	
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	No issues of land dispute issue occur in Flemington POM as well as all estates within SOU 4 that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted onsite confirmed the information.	Not Applicable
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There is no evidence that the land on which the Mill is situated is encumbered by customary rights.	Not Applicable
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	There is no evidence that the land on which the Mill is situated is encumbered by customary rights.	Not Applicable
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	There is no evidence that the land on which the Mill is situated is encumbered by customary rights.	Not Applicable
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			

Criterion / Indicator		Assessment Findings	Compliance
4.4.1.1	<p>Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance -</p>	<p>SIA was conducted 27/06/2016 to 01/07/2016, where the assessment was conducted Group Sustainability Department. The assessment had identified the issue that effects the stakeholders and workers. The SIA plan was available dated 02/01/2023 for Flemington POM. Mill have identified the negative and positive impacts during assessment. These impacts have been available in the plan as per verification. The implementation was monitored, and records was available for verification.</p>	Complied
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>Flemington POM established the Complaint Book (Internal), Complaint/Feedback Form (External) and Communication Book Internal & External to record the communication and complaints. Most of complaints made by internal stakeholders and workers were related to the housing repair which were based on the records. The complaints were acted on and resolved immediately by the estate management. For Complaint/Feedback Form by external stakeholders, action taken by the management was acknowledged by the complainant and verified to be resolved within the agreed timeframe.</p> <p>Sime Darby Plantation Berhad has established system to handled issue regarding to social as following; -</p> <ol style="list-style-type: none"> 1. Suara Kami (using social dialogue tool kit) - This session is about management and workers engagement between representative of workers, and employer (operating unit management) to resolve workplace and living condition issues through social dialogue. This dialogue frequency will be done every 2 weeks once. The issues that been raised 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>during this dialogue will be recorded under a tracker. This tracker will be captured in the dashboard and available to RGM, RCEO, ILO WG.</p> <p>2. Oil Palm Pal (OPP) - Established and started been used in SOU 4. This OPP is a digitalized data management, used to capture all complaint/request for repair of workers houses and monitor progress of repair works till completion</p>	
4.4.2.2	<p>The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties.</p> <p>- Major compliance -</p>	<p>Most of the complaints were made by internal stakeholders mainly workers and were related to the housing repair. Based on the records taken, actions were taken and resolved immediately by the estate management. For Complaint/Feedback Form by external stakeholders, action taken by the management was acknowledged by the complainant and verified to be resolved within agreed timeframe.</p>	Complied
4.4.2.3	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints.</p> <p>- Minor compliance -</p>	<p>The mill has made available complaint and feedback forms for the use of stakeholders and workers. Nevertheless, that is not the only platform for workers and stakeholders to address their complaints and grievances as other platforms such as OPP, Suara Kami, Social Dialog among others are also made available. For Complaint/Feedback Form by external stakeholders, action taken by the management was acknowledged by the complainant to be resolved within the agreed timeframe. Sample complaint records: Flemington POM</p> <ol style="list-style-type: none"> 1. Date 22/05/2023, Complainant: XXXX, Issue: Leaking at Toilet, Issue solved on 25/08/2023 2. Date 06/07/2023, Complainant: XXXX, Issue: Lamp Problem, Issue solved on 07/07/2023 	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		3. Date 03/08/2023, Complainant: XXXX, Issue: Leaking at Sink, Issue solved on 05/08/2023	
4.4.2.4	<p>Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.</p> <p>- Minor compliance -</p>	<p>The new workers induction, HCTP, ILO, Grievance channel and OPP briefing have been conducted to the new workers. Training has been given mainly during muster call in the morning. The awareness on surrounding communities for complaints or suggestion have been given during Stakeholder Consultation Meeting. The meeting was attended by stakeholders included village head, school representative, OCP supplier, contractor, and others. Sampled the latest stakeholder meeting conducted as below:</p> <p>Flemington POM: 29/05/2023</p> <p>Based on interview with the stakeholders such as contractors, local communities and workers, it has shown that the stakeholders are aware of how to forward their complaints or suggestions.</p>	Complied
4.4.2.5	<p>Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.</p> <p>- Major compliance -</p>	All complaints received and its response are recorded and can be tracked in the mill. Back dated from 24 months, all records were available and could be verified.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	<p>Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.</p> <p>- Minor compliance -</p>	Sime Darby Plantation Berhad with joint venture with Sime Darby Foundation initiate contributions to local sustainable development on social support initiatives includes promoting educations and offering scholarships to deserving students, promoting the rights and well-being of marginalized communities, improving	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>communities’ access to healthcare, assisting communities with disaster relief & prevention, donations to the needy and tree planting etc.</p> <p>Contributions made by mill were based in consultation with stakeholders among local communities as per sample sighted as following:</p> <p>Flemington POM</p> <ol style="list-style-type: none"> 1. Community Work at “Perumahan Awam Sungai Dulang” dated 08/06/2023 2. Donation of Food pack to workers during Hari Raya Festival. 	
Criterion 4.4.4: Employees safety and health			
4.4.4.1	<p>An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Policy for Occupational Health and Safety has been documented in the document title SDP Group Health, Safety & Environment (HSE) Policy reference number IOM-CEOUM/HSE-014-05-2022 dated 05/05/2022 signed by Group Managing Director.</p> <p>In the policy stated the company commitment to the well-being of its employee, providing safe and healthy working environment, pre-emptively preventing our employees and external parties in the operations from injury and ill health as well as operating in an environmentally responsible manner at global operating sites.</p> <p>Policy also stated the commitment to comply with statutory requirements, inculcating the culture of safety and health, improving the management of occupational safety, health related and environmental matters eliminating or minimizing any potential adverse effect on the environment arising from or business activities and to educate and encourage stakeholders in</p>	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>maintaining and enhancing the quality of the health, safety and environment.</p> <p>Annual training programmed has been established with document title Sime Darby Plantation SOU 04 – Flemington FY 2023 dated 02/02/2023 and prepared by Assistant Manager.</p> <p>An occupational safety and health policy and plan has been communicated on 20/02/2023 at 0800am, with title SDP Policy, Human Right Charter, Policy, COBC & Whistle Blowing Training and attended by 27 participants. Refer briefing record Flemington Oil Mill, attendance and photo.</p> <p>Based on the site verification, documents reviewed and interview with the sampled workers an occupational safety and health policy and plan has been documented, effectively communicated and implemented.</p>	
4.4.4.2	<p>The occupational safety and health plan should cover the following:</p> <p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risk of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:</p> <ul style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as</p>	<p>The occupational safety and health plan cover the following:</p> <p>a. Policy for Occupational Health and Safety has been documented in the document title SDP Group Health, Safety & Environment (HSE) Policy reference number IOM-CEOUM/HSE-014-05-2022 dated 05/05/2022 signed by Group Managing Director. Document: Policy, briefing record, interview</p> <p>b. The risk of all operation has been assessed and documented in the HIRARC dated 04/08/2023 with reference number HIRARC MASTER LIST FY 2023 and HIRARC review form. List of HIRARC amendment in FY 2023:</p> <ul style="list-style-type: none"> • Fruit handling Station – 01/02/2023 • Sterilization Station - 29/05/2023 	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
<p>identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<ul style="list-style-type: none"> • Kernel Recovery Station – 01/02/2023 and 16/03/2023 • Boiler station – 28/05/2023 • Water treatment Plant – 14/07/2023 • Workshop Maintenance – 01/02/2023 & 01/02/2023 <p>CHRA - CHRA, Report No: HQ/09/ASS/110/124, assessment date: 02/07/2020, Dosh Ref, No: HQ/09ass/00/124, Medical Surveillance for year 2023 was done on 19/07/2023. 5 workers sent for medical Surveillance (N-Hexane-Laboratory), 9 workers for (Manganese – Workshop). From the medical surveillance check all workers found with normal result and fit to work. The medical Surveillance was done by Sabak Dispensary, (Dosh Reg. No. HQ/08/DOC/00/131.</p> <p>NRA was done on 06/07/2020, Noise risk Assessor: DOSH Registration: HQ/18/PEB/00/00021. From the test the summary was with 1 are Exceeding the Excessive of Noise of (82.0dBA) but below (85.0dBA). For location as below:</p> <ul style="list-style-type: none"> • Sterilizer • Pressing • Threshing • Oil Room • Kernel Plant <p>This workplace are exceeding the NEL – (85.0dBA)</p> <p>Audiometric test – Not applicable</p> <p>Workplace inspection – Verified that before every time OSH meeting was started, the WPI (Workplace Inspection) was done briefing by OSH Coordinator.</p>	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<p>Document: HIRARC, CHRA, Medical Surveillance, NRA, Audiometric test, LEV, Workplace inspection</p> <p>c. Annual training programmed has been established with document title Sime Darby Plantation Berhad SOU 04 – Flemington FY 2023 dated 02/02/2023 and prepared by Assistant Manager. Training record on safety</p> <ul style="list-style-type: none"> • ESH & Other Policies – Apr 2023 • HIRARC – Apr 2023 • Notification of accident and dangerous occurrence – Apr 2023. • OSH Committee Function & Responsibility – March 2023 • Accident Investigations technique <i>Safety Plan, Training Program – Dec 2023.</i> • Basic Occupational First Aid – Feb 2023. <p>Safe working sign are adequate at every station, etc. PPE use at workstation verified at the workshop and at laboratory. SDS also update and displayed in the chemical store.</p> <p>d. Management has provided appropriate PPE to workers to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). PPE Issuance record was available for verification. Inspected with sample workers interviewed found all PPE was given accordingly to their task given. PPE Matrix has been established as per HIRARC, SDS, CHRA and NRA. From the PPE record book Shift A, Shift B – Day Gang (Last Issuance 23/06/2023) – Safety Shoe.</p>	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> e. 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 has been established with document title Sime Darby Plantation Berhad Upstream Malaysia (Chemical Safety Management) reference number UM/HSE/OCP/04 dated 09/03/2021 and prepared by Head Health Safety Environment, Upstream Malaysia f. Management has appointed responsible person for workers safety and health. Refer an email date 07/08/2023 to Senior Mill Assistant for OSH Coordinator Training for Executive /Batch 1/7 to 9/3/2023 organized by Matrix HSE Resources Sdn Bhd 6-9/03/2023. The certificate not yet issued by the company. Interview with person in charge found have good knowledge and access to latest national regulations and collective agreements. g. Management has conducted regular two-way communication with their employees where issues affecting their business such as employee’s health, safety and welfare are discussed openly. OSH Meeting has been conducted on quarterly basis. Refer OSH minutes of meeting on 22/12/2023, 23/06/2023, and 22/03/2023 for first quarters. Records was kept and all the concern of the employees and any remedial actions taken was recorded. h. Management has established procedures on Accident and emergency. Refer document title Sime Darby Plantation Berhad Upstream Malaysia (Incidents, Accidents and Non- 	

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>Compliance Managements Procedures) with reference number UM/HSE/SP/03 dated 01/06/2022. Flowchart for emergency has been placed at strategic location e.g Office notice board, Line site, store etc. Safety was given upon entrance of sample site visited. Interview with sample workers found they have good understanding on accident and emergency procedures.</p> <p>i. First aider to are appointed to (Technical Clerk) has been present at all field visited and works station inspected. Latest training has been conducted on 21/07/2023 attend by 19 participants. Refer training material, attendance and photos. First aid box was inspected during site visit and found contains with approved contents. Verified that first aid box was available at each worksite. The first aider certification valid from December 2022 until December 2024.</p> <p>j. Accident record was verified during the audit. Accident record and investigation was recorded and discussed during quarterly OSH meeting. Refer JKPP 6,7 and 8 report. Reference number: JKPP 8/126035/2022 DATE 20/01/2023. Fatality ratio 0-0. Frequently ratio 115.47 compared to 230.95. Document: JKPP 6,7 and 8. Submission of JKPP 8 report, Accident record and investigation reports, SOCSO payment</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy	Sime Darby Plantation Berhad established the Group Sustainability & Quality Policy Statement dated 02/12/2019 by Group Managing Director where the company is respecting, upholding & no-exploitation of fundamental human rights. This	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020.</p> <p>Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020. Sime Darby Plantation Berhad respect and safeguard human rights, nation of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with Sime Darby Plantation Berhad. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, business partners, workers in our operations and supply chains, and communities surrounding our operations. The policies were communicated to the employees during induction training for new employees and morning muster.</p>	
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad established Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They promote diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity union membership, political affiliation or age. The policy could be downloaded from: HRC 2020 (simedarbyplantation.com)</p> <p>Records of employments and interview conducted on-site with sampled internal and external stakeholders confirmed that the</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
	workers and groups including local communities, women, and migrant workers have not been discriminated against. The policy has been briefed to all the employees and stakeholders. The policy can be downloaded from Sime Darby Plantation Berhad website.	
<p>4.4.5.3 Management shall ensure that employees’ pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>Review on the sampled of employment contracts verified terms and conditions outlined as per collective agreement and Employment Act 1955.</p> <p>The original copy kept by management demonstrated in workers’ origin language and signed by the worker.</p> <p>Based on agreements and pay slips sighted for sample employees as per indicator 4.4.5.6 below, management has ensured that employees’ pay, and conditions meet MAPA Circular, MAPA/NUPW and Other General Employees and Fringe Benefits Agreement.</p> <p>Sample contract agreement and payslip 3 month (Feb, Apr & May 2023) was sampled as below:</p> <p>Flemington POM</p> <ol style="list-style-type: none"> 1. ID – 000024837 2. ID – 000044745 3. ID – 0000160269 4. ID – 0000084359 5. ID – 0000171863 6. ID – 0000162557 7. ID – 0000128900 8. ID – 0000116590 	<p>Complied</p>

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		9. ID – 0000154022 10. ID – 0000133519	
4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>Management has ensured employees of contractors are paid based on MWO 2022 according to the employment contract agreed between the contractor and his employee based on the sample contractors’ agreements sighted in Flemington POM as following:</p> <p>Flemington POM</p> <p>a) Agreement with MXXXXX BXXXXXXXX, Type of work: Transportation of CPO For Sime Darby Plantation Berhad Mills, Validity: 01/11/2020 to 31/10/2023.</p> <p>b) Agreement with DXXX MXXXX Enterprises, Type of work: Grass cutting, Validity: 18/04/2023 to 31/12/2023.</p> <p>Employee NRIC</p> <p>1. 610818-XX-XXXX</p> <p>c) Agreement with FXXX TXXXXXXXXX SDN BHD, Type of work: Rubbish Collection, Validity: 01/01/2023 to 31/12/2023.</p> <p>Employee NRIC</p> <p>1. 851125-XX-XXXX</p>	Complied
4.4.5.5	<p>The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	<p>The established records of Employee Master list which is available as a database in computerized Checkroll System is able to provide accurate account of all employees including their particulars of full names, gender, date of birth, date joined company, wages grade and position etc. Data verification as per sample stated in the 4.4.5.3.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records. - Major compliance -	Flemington POM employed local and foreign workers and registered into Employee Master Details Listing in SEMUA system. Review on the listing, verified all workers are employed by Sime Darby Plantation Berhad's estates' management. Copies of fair contracts that have been signed by both employee and employer were provided to each employee. Data verification as per samples stated in the 4.4.5.3. Latest briefing on the amendment of Employment Act 1955 has been given to the workers on 18/02/2023.	Complied
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers. - Major compliance -	Flemington POM registered all their workers into Employee Master Details Listing in SEMUA system. All the daily attendance and overtime work were recorded in Estate Daily Attendance Report. As per verification on attendance (out-turn) and work hours (normal time and overtime) recording system established in both manual and computerized check roll system which makes working hours and overtime transparent for both employees and employer. Data verification as per sample stated in the 4.4.5.3. Latest briefing on the amendment of Employment Act 1955 has been given to the workers on 18/02/2023.	Complied
4.4.5.8	The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable. - Major compliance -	Flemington POM employed local and foreign workers and registered into Employee Master Details Listing in SEMUA system. Worker's attendance will be recorded daily in Estate Daily Attendance Report. Onsite interview with sampled workers informed working time and break time is according to employment contract. Overtime offered to workers is voluntarily upon mutually agreement between management and workers.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Based on records of sample employees sighted in indicator 4.4.5.6 above, the working hours found in compliance with employees' terms and conditions of MAPA Circular. MAPA/NUPW Field and Other General Employees and Fringe Benefits Agreement, 2019. This also in line with Malaysia Employment Act 1955. Data verification as per samples stated in the 4.4.5.3.	
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance -	Workers' payslip was managed through SAP system. Daily attendance and total hours of overtime will be recorded into SAP system. Wages and overtime were paid according to the Daily Attendance Report and productivity reports. Based on records of sample employees sighted in indicator 4.4.5.6 above, the working hours found in compliance with employees' terms and conditions of MAPA Circular. This also in line with Malaysia Employment Act 1955. Data verification as per samples stated in the 4.4.5.3.	Complied
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings. - Minor compliance -	All local employees are provided with the mandatory Employee Provident Fund (EPF) contributions while both local and foreign employees contributed with Social Security Organization (SOC SO). Estate contributed 10 kg of rice once every 2 months for all their workers. Apart from that, all the workers are provided with free medical facilities. In additional, all the workers are entitled with the phone allowance of RM5 for every month. Free housing facilities were provided to all the workers and their families. Data verification as per samples stated in the 4.4.5.3. Latest briefing on the amendment of Employment Act 1955 has been given to the workers on 18/02/2023.	Complied
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.	Sime Darby Plantation Berhad established Workers Housing Management Procedure 2022, Ver.01, dated 30/06/2022 as guidelines to continuously improve of living standards of their	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>employee in estates and mill operations. Its shown company commitment in managing employee’s housing repair and maintenance through digital platform named Digital Housing Complaint system or ‘OilPalmPal’.</p> <p>All workers are provided with free housing facilities that included basic amenities such as clean water (35 gallons per employee per day), community hall, sport facilities, etc. were provided to the workers.</p> <p>Electricity which is obtained from the national grid. The housing condition was in accordance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) (Amendment 2021).</p> <p>Weekly inspections by medical assistant were done to ensure cleanliness of the housing. Records were well maintained as per sample latest inspections as following: Flemington POM: 24/07/2023</p>	
4.4.5.12	<p>The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>The management have already established the Sexual Harassment Policy under Human Rights Charter revised 2020. The training was conducted as below: Flemington POM: 23/05/2023</p> <p>Gender Committee has been established as sample estates. Meeting has been conducted as date below: Flemington POM: 15/07/2023</p>	Complied
4.4.5.13	<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</p>	<p>Policy to respect the rights of all employees has been embedded in Sime Darby Plantation Berhad established policy of “Group Sustainability & Quality Policy Statement” which was signed by</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	<p>relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 2/12/2019.</p> <p>Employees were given freedom to associate and bargain collectively with company and to organize among themselves through association meetings as per sample sighted as per sample latest minutes of meeting between Management and NUPW representatives. Union Meeting sighted as below:</p> <p>Latest briefing on the amendment of Employment Act 1955 has been given to the workers on 18/02/2023.</p>	
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p> <p>- Major compliance -</p>	<p>Policy to protect children and young person has been embedded in SDPB's established policy of "Group Sustainability & Quality Policy Statement" which was signed by the Group Managing Director (Mr. Mohamad Helmy Othman Basha), dated 02/12/2019.</p> <p>Based on the interview and sighted records of employees' master lists data, no young person below 18 years old employed within all operating units within SOU 4.</p>	Complied
Criterion 4.4.6: Training and competency			
4.4.6.1	<p>All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.</p> <p>- Major compliance -</p>	<p>A documented training programme has been developed and available in the Training and Safety Briefing Plan for Year 2023. The trainings were sighted to have included Gender Specific Training and involves staffs and workers.</p> <p>Auditee: Flemington Oil Mill FY 2023</p> <ol style="list-style-type: none"> 1. ESH & Other Policies – Apr 2023 2. HIRARC – Apr 2023 	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<ol style="list-style-type: none"> 3. Notification of accident and dangerous occurrence – Apr 2023. 4. OSH Committee Function & Responsibility – March 2023 5. Accident Investigations technique Safety Plan, Training Program – Dec 2023. 6. Basic Occupational First Aid – Feb 2023. 7. Ergonomic Training – Oct 2023 8. S&H Committee Training - Feb 2023 9. Hearing Conservation Training – Feb 2023 10. Emergency Response Team Training – Refresher – Apr 2023 11. SWE Management – Mar 2023 12. Chemical Handling management – May 2023 13. EIE/EAI – May 2023 14. 5 major high risk (mill) – Dec 2023 15. Water Quality Management – Dec 2023 16. Gender Committee – Feb, Apr, Jun, Aug & Oct 2023 17. LO-TO System – Jul 2023 18. Contract Management – Jul 2023 19. Safe work Procedure for all Stations (SOP) – Jun 2023 20. RSPO & MSPO Training (Including Supply Chain) – May 2023 <p>Based on the documents reviewed it was concluded that the training program has been effectively established and is accessible to all staffs and stakeholders. The program also includes gender specific needs.</p>	

Criterion / Indicator		Assessment Findings	Compliance
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>The training need analysis was conducted based on the job designation and training required by the job type.</p> <p>Documented information: Sime Darby Plantation SOU 4 Flemington Oil Mill FY 2023 (KPOM/OSH-08) Training need analysis, Training evaluation.</p> <p>Based on the documents reviewed it was concluded that the training program has been effectively established and is accessible to all staffs and workers.</p>	Complied
4.4.6.3	<p>A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>A training programme has been developed and available. Refer Annual Training Plan FY 2023. Training has been implemented as per training programme. Sample workers checked has undergo training and have good understanding on their job function and responsibility.</p> <p>Trainings were effectively conducted for all work process. The effectiveness of the trainings was then assessed, and evidence of understanding were available and verified.</p>	Complied
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established Health, Safety & Environment (HSE) Policy signed by the Group Managing Director dated 05/05/2022.</p> <p>Document: SDP Group Health, Safety & Environment (HSE) Policy Signed By: Group Managing Director Date: 05/05/2022</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>The management also has established the environmental management plan to meet the objective and sustaining the environment and biodiversity. Sighted the evidence: Document: Environmental Management Plan Year: FY2023</p> <p>Among action plan for the environment verified were:</p> <ul style="list-style-type: none"> • To check maintain preventive maintenance vehicle – 07/08/2023 • To collect the EFB reused as for fertilizer application – 01/08/2023 • To treat the POME generation & proper discharge – 01/08/2023 • To collect the domestic waste & proper dispose – 05/08/2023 <p>The policy has effectively communicated to employee and implemented in the estate. Sighted the evidence: Document: Training Record Training: SDP Training Policy Date: 20/02/2023</p>	
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations</p> <p>- Major compliance -</p>	<p>The management has established environmental management (EMP) plan based on environment aspect and impacts (EAI) analysis of all operation conducted. Sighted the evidence: Document: Environmental Management Plan (EMP) Year: FY2023</p> <p>Among action plan for the environment verified were:</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> To check maintain preventive maintenance vehicle – 07/08/2023 To collect the EFB reused as for fertilizer application – 01/08/2023 To treat the POME generation & proper discharge – 01/08/2023 To collect the domestic waste & proper dispose – 05/08/2023 <p>The environment aspect impact (EAI) analysis has been established for all operation in the estate. Sighted the evidence: Document: Environment Aspect Impact (EAI) Date review: 10/01/2023 Activities: laboratory, pump house, mixing tank, reception station, sterilizer station, pressing station, oil room station, effluent treatment plant, clarification station, diesel storage, EFB yard.</p>	
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p>- Major compliance -</p>	<p>The management has developed environmental management plan (EMP) to mitigate the negative impacts and to promote the positive ones were effectively implemented. The monitoring on the action plan was reviewed on Year 2023. Sighted the evidence: Document: Environmental Management Plan (EMP) Year: FY2023 Among action plan for the environment verified were:</p> <ul style="list-style-type: none"> To check maintain preventive maintenance vehicle – 07/08/2023 To collect the EFB reused as for fertilizer application – 01/08/2023 	Complied

Criterion / Indicator		Assessment Findings	Compliance												
		<ul style="list-style-type: none"> To treat the POME generation & proper discharge – 01/08/2023 To collect the domestic waste & proper dispose – 05/08/2023 <p>Refer to environmental management plan (EMP) it was highlighted the negative impact and to promote to positive and monitored. Sighted the evidence:</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Impact Negative</th> <th>Impact Positive</th> </tr> </thead> <tbody> <tr> <td>Housing Complex</td> <td>Open burning can cause air pollution</td> <td>Prohibited open burning and rubbish collection every week</td> </tr> <tr> <td>POME</td> <td>POME discharge can cause water pollution</td> <td>POME treated before discharge to water course.</td> </tr> <tr> <td>Schedule Waste</td> <td>Chemical spillage cause pollution to environment</td> <td>Provide a spillage kit at schedule waste store The ensure proper of waste disposal as per legal</td> </tr> </tbody> </table> <p>During field visit, it was verification at schedule waste store and effluent treatment plant:</p> <ul style="list-style-type: none"> No chemical spillage at schedule waste store There is spillage kit at schedule waste store There is labelling & safety signage at schedule waste store POME discharge were monitoring at effluent treatment plant POME discharge meet the specification of parameter Good maintenance & upkeep of pond at effluent treatment plant 	Area	Impact Negative	Impact Positive	Housing Complex	Open burning can cause air pollution	Prohibited open burning and rubbish collection every week	POME	POME discharge can cause water pollution	POME treated before discharge to water course.	Schedule Waste	Chemical spillage cause pollution to environment	Provide a spillage kit at schedule waste store The ensure proper of waste disposal as per legal	
Area	Impact Negative	Impact Positive													
Housing Complex	Open burning can cause air pollution	Prohibited open burning and rubbish collection every week													
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Criterion / Indicator		Assessment Findings	Compliance
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p>- Minor compliance -</p>	<p>A programmed to promote the positive impact has been included in the environmental management plan (EMP). The person in charge were included in the plan for monitoring the progress. Sighted the evidence:</p> <p>Document: Environmental Management Plan (EMP)</p> <p>Year: FY2023</p> <p>Among action plan for the environment verified were:</p> <ul style="list-style-type: none"> • To check maintain preventive maintenance vehicle – 07/08/2023 • To collect the EFB reused as for fertilizer application – 01/08/2023 • To treat the POME generation & proper discharge – 01/08/2023 • To collect the domestic waste & proper dispose – 05/08/2023 	Complied
4.5.1.5	<p>An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives.</p> <p>- Major compliance -</p>	<p>The management has continuously provided training to the workers to create awareness regarding on the environment. This is to ensure the employee were understanding the company policy and working towards achieving the environment objectives. Sighted the evidence:</p> <p>Document: Training Programme - Environment</p> <p>Date: FY 2023</p> <p>Training 1: Environment Policy Training - 20/02/2023</p> <p>Training 2: Schedule Waste Training - 24/02/2023</p> <p>Training 3: HVC & Biodiversity Training - 20/02/2023</p> <p>Training 4: Chemical Handling & Spillage - 24/02/2023</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Training 5: Environmental Impact Assessment - 10/01/2023	
4.5.1.6	<p>The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>The management has been discussed the concern of environmental issues. The discussions on environmental issues were discussed with employees at the following forums. Sighted the evidence:</p> <ul style="list-style-type: none"> Stakeholder Meeting - 29/05/2023 EPMC Meeting - 26/06/2023 Daily Master Briefing - 06/08/2023 <p>The meeting mainly discussion focused on the environmental issue such as:</p> <ul style="list-style-type: none"> Schedule waste management Effluent treatment management CEMS parameter EFB disposal management Stack monitoring result Water analysis sampling Quarterly return of submission 	Complied
Criterion 4.5.2: Efficiency of energy use and use of renewable energy			
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period</p> <p>- Major compliance -</p>	<p>The management has recorded the following range of diesel data and tabulate the ratio against the FFB processing to determine the efficiency of their operations.</p> <p>Flemington Palm Oil Mill Document: Diesel Liter / Mt FFB Date: FY 2023</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings			Compliance
		Month	Diesel (L/Mt FFB)	Baseline (L/Mt FFB)	
		January	0.095	0.175	
		February	0.066	0.175	
		March	0.121	0.175	
		April	0.090	0.175	
		May	0.104	0.175	
		June	0.098	0.175	
		July	0.104	0.175	
		Average	0.097	0.175	
		<p>The monitoring can conclude that the diesel consumption below the baseline parameter limit.</p> <p>Flemington Estate Document: Electricity / Mt FFB Date: FY 2023</p>			
		Month	Electricity (Kwh/Mt FFB)	Baseline (Kwh/Mt FFB)	
		January	4.07	4.19	
		February	2.74	4.19	
		March	2.68	4.19	
		April	2.84	4.19	
		May	2.17	4.19	
		June	2.54	4.19	
		July	2.46	4.19	
		Average	2.79	4.19	
		<p>The monitoring can conclude that the electricity consumption below the baseline parameter limit.</p>			

Criterion / Indicator		Assessment Findings	Compliance
4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>During audit, it was sighted the renewable energy was implemented in the mill area such as:</p> <ul style="list-style-type: none"> • Solar light installation at housing complex • Biogass Plant is generated electricity & supply to grid • Steam generated using for processing plant • Steam turbine convert the dry steam use for electricity • Dry shell used back for boiler fuel combustion • Dry fiber used back for boiler fuel combustion <p>The energy above has recorded for their monitoring purposely to enhance their operation. Sighted the evidence: Document 1: Boiler log sheet Document 2: Turbine log sheet Document 3: Production report</p>	Complied
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>During audit, it was sighted the renewable energy was implemented in the mill area such as:</p> <ul style="list-style-type: none"> • Solar light installation at housing complex • Biogass Plant is generated electricity & supply to grid • Steam generated using for processing plant • Steam turbine convert the dry steam use for electricity • Dry shell used back for boiler fuel combustion • Dry fiber used back for boiler fuel combustion 	Complied
<p>Criterion 4.5.3: Waste management and disposal</p>			

Criterion / Indicator		Assessment Findings	Compliance
4.5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>All waste and pollution are identified and documented in the Waste Management Action Plan (WMP). The compilation was made at by the Sustainability Department applicable to the Palm Oil Mill. Details of waste generated from the operations among others as shown below. Sighted the evidence:</p> <p>Document: Waste Management Plan (WMP) Date: FY 2023</p> <p>Document: Inventory of Schedule Waste Date: 28/07/2023</p> <p>Refer to inventory of schedule waste. It was mentioning the storage of schedule waste in the estate:</p> <ul style="list-style-type: none"> • SW 102 – Acid Batteries • SW 109 – Regent Waste • SW 306 – Spent Hydraulic Oil • SW 409 – Contaminated disposed Container/ Bag / Equipment • SW 410 – Oil Filter & Rags • SW 418 - Used Paint • SW 110 – Used Lamp 	Complied
4.5.3.2	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <p>a) Identifying and monitoring sources of waste and pollution. b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</p>	<p>The management has developed waste management plan (WMP) to ensure the waste generated in estate are good well manage. The waste product and waste pollution has identified. Sighted the evidence:</p> <p>Document: Waste Identification Date: FY 2023</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>Document: Inventory of Schedule Waste Date: 28/07/2023</p> <p>The recycling waste and potential waste has implemented in the estate where is converting them into value added of by product. Sighted the evidence:</p> <p>Recycle waste. Paper, Plastic, Bottle: 3R product for recycle purpose</p> <p>Potential waste</p> <ul style="list-style-type: none"> • EFB: use as organic fertilizer • Decanter cake: sale back as animal feed • Effluent Solid: use as organic fertilizer • Shell: reused as boiler fuel combustion • Fibre: reused as boiler fuel combustion 	
4.5.3.3	<p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p>- Major compliance -</p>	<p>Procedure of Schedule waste management has been established. Refer Waste Management Procedure for Estates & Mill dated May 2022 with reference number SD/SDH/GSD/HSE/0522/01. Other reference made was Guidelines for Packaging, Labelling and Storage of Scheduled Wastes In Malaysia.</p> <p>During site visit to schedule waste store. It was sighted the implementation and practices as following below:</p> <ul style="list-style-type: none"> • Signboard of schedule waste store • PPE has provided from company • Safety signage has available and displayed • Spillage kit has available • Labelling of each schedule waste has displayed 	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

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. - Minor compliance -	The management has organized the domestic waste at housing area by collection 3 times a week and disposed to proper area. Collection: 3 times for every week and stored in waste BIN Observation: The wastes was collected by Majlis Perbandaran	Complied																
Criterion 4.5.4: Reduction of pollution and emission																			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The environmental aspect and impact have been identified the polluting activities in estate. This included gas emissions, scheduled waste and solid waste. Sighted the evidence: Schedule Waste Management Document: Inventory of Schedule Waste Date: 28/07/2023 <table border="1" data-bbox="1086 890 1848 1161"> <thead> <tr> <th>SW Code</th> <th>Quantity Generated (MT)</th> </tr> </thead> <tbody> <tr> <td>SW 409</td> <td>0.164</td> </tr> <tr> <td>SW 410</td> <td>0.152</td> </tr> <tr> <td>SW 102</td> <td>0.000</td> </tr> <tr> <td>SW 109</td> <td>0.000</td> </tr> <tr> <td>SW 110</td> <td>0.000</td> </tr> <tr> <td>SW 305</td> <td>0.000</td> </tr> <tr> <td>SW 306</td> <td>0.000</td> </tr> </tbody> </table> Boiler Emission Monitoring Document: Stack Monitoring Report Date: 13 June 2023 Solid Waste Management Collection: 3 times for every week and stored in waste bin	SW Code	Quantity Generated (MT)	SW 409	0.164	SW 410	0.152	SW 102	0.000	SW 109	0.000	SW 110	0.000	SW 305	0.000	SW 306	0.000	Complied
SW Code	Quantity Generated (MT)																		
SW 409	0.164																		
SW 410	0.152																		
SW 102	0.000																		
SW 109	0.000																		
SW 110	0.000																		
SW 305	0.000																		
SW 306	0.000																		

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance				
		Observation: The wastes was collected by Majlis Perbandaran					
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	<p>The management has established management plan to identify the significant pollution and action plan to reduce the pollution and emission. Sighted the evidence:</p> <p>Document: Pollution Prevention Plan (PPP) Date review: 22/05/2023</p> <p>Action plan 1: Mangrove wood to support of bund Action plan 2: Monitor & check the level of pond Action plan 3: Use metal tray for prevent spillage Action plan 4: Schedule waste stored in SW Store</p> <p>Document: Waste Management Plan (WMP) Date review: 01/07/2023</p> <p>Action plan 1: Collect & record the schedule waste item Action plan 2: Dispose SW by registered contractor Action plan 3: Collection of domestic waste 3 times a week Action plan 4: Appointed the PIC for schedule waste</p>	Complied				
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations. - Major compliance -	<p>The management has sent the POME to the external laboratory for analysis of sample effluent to ensure that the effluent is meet the specification. Sighted the evidence:</p> <p>Document: Quarterly Return Form (QRF) Month: April – June 2023 Reference: JAS.ATI.600-3/1/104</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Description</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Month</td> <td>June 2023</td> </tr> </tbody> </table>	Description	Remarks	Month	June 2023	Complied
Description	Remarks						
Month	June 2023						

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings		Compliance															
		Total Discharge (M3)	613.98																
		pH Value	9.4																
		BOD (mg/l)	58																
		SS (mg/l)	300																
		Oil & Grease (mg/l)	4																
		Total Nitrogen (mg/l)	55																
Criterion 4.5.5: Natural water resources																			
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). <p>- Major compliance -</p>	<p>The management has established the water management plan purposely to ensure the quality and availability of water resources. The water management plan has included the action plan and monitoring by person in-charge. Sighted the evidence:</p> <ul style="list-style-type: none"> a) Assessment of water usage by monthly basis and sources of water supply to domestic used for housing area and office by Lembaga Air Perak. <p>Document: Process Water Usage Monitoring Date Review: 01/08/2023 Monitoring: January – July 2023</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>1.15</td> </tr> <tr> <td>February</td> <td>1.15</td> </tr> <tr> <td>March</td> <td>1.05</td> </tr> <tr> <td>April</td> <td>1.15</td> </tr> <tr> <td>May</td> <td>1.01</td> </tr> <tr> <td>Jun</td> <td>1.07</td> </tr> <tr> <td>July</td> <td>1.14</td> </tr> </tbody> </table>	Description	Remarks	January	1.15	February	1.15	March	1.05	April	1.15	May	1.01	Jun	1.07	July	1.14	Complied
Description	Remarks																		
January	1.15																		
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Jun	1.07																		
July	1.14																		

Criterion / Indicator		Assessment Findings	Compliance																		
		<p>b) Monitoring of outgoing water has done by management that is to ensure there is negative impact to natural waterways. Document: Water Analysis Test Report Date Report: 25/01/2023 Sampling: Downstream</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Month</td> <td>January 2023</td> </tr> <tr> <td>pH value</td> <td>6.9</td> </tr> <tr> <td>BOD (mg/l)</td> <td>1.0</td> </tr> <tr> <td>COD (mg/l)</td> <td>16.0</td> </tr> <tr> <td>SS (mg/l)</td> <td>24.0</td> </tr> <tr> <td>AN (mg/l)</td> <td>1.0</td> </tr> <tr> <td>O&G (mg/l)</td> <td>7.0</td> </tr> <tr> <td>DO (mg/l)</td> <td>4.26</td> </tr> </tbody> </table> <p>c) The management has established water management that to mitigate the action plan for reduce of water usage. Sighted the evidence:</p> <ul style="list-style-type: none"> • Preventive maintenance of piping if any leakages • To obtain treated water supply from mill water treatment • To train workers for concerns of water usage • To use water domestic from Lembaga Air Perak. 	Description	Remarks	Month	January 2023	pH value	6.9	BOD (mg/l)	1.0	COD (mg/l)	16.0	SS (mg/l)	24.0	AN (mg/l)	1.0	O&G (mg/l)	7.0	DO (mg/l)	4.26	
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4.5.5.2	<p>Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations. - Major compliance -</p>	<p>The management has sent the POME to the external laboratory for analysis of sample effluent to ensure that the effluent is meet the specification. Sighted the evidence: Document: Quarterly Return Form (QRF)</p>	Complied																		

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance																
		Month: April – June 2023 Reference: JAS.ATI.600-3/1/104 <table border="1"> <thead> <tr> <th>Description</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Month</td> <td>June 2023</td> </tr> <tr> <td>Total Discharge (M3)</td> <td>613.98</td> </tr> <tr> <td>pH Value</td> <td>9.4</td> </tr> <tr> <td>BOD (mg/l)</td> <td>58</td> </tr> <tr> <td>SS (mg/l)</td> <td>300</td> </tr> <tr> <td>Oil & Grease (mg/l)</td> <td>4</td> </tr> <tr> <td>Total Nitrogen (mg/l)</td> <td>55</td> </tr> </tbody> </table>	Description	Remarks	Month	June 2023	Total Discharge (M3)	613.98	pH Value	9.4	BOD (mg/l)	58	SS (mg/l)	300	Oil & Grease (mg/l)	4	Total Nitrogen (mg/l)	55	
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4.6 Principle 6: Best Practices																			
Criterion 4.6.1: Mill Management																			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	The mill processing system is documented in the Sustainable Plantation Management System (SPMS) version 1 dated 1/11/2008 and Mill Quality Management System version 1 dated 1/11/2008 which includes the mill SOP, and Mill Quality Management Manual v.1 2008/MQMS/QMM/08. These documents provide guidelines and standards in the mill operations. The Standard Operating procedures (SOPs) described details from the reception, sterilisation, threshing, pressing, clarification, nut polishing station, effluent, laboratory, workshop and dispatches. SOU 4 continued to use the documents established by the Sime Darby Plantation Berhad among others as follows: <ul style="list-style-type: none"> Plantations - Mill Quality Management System (PQMS - MQMS) Manual 	Minor Non-Compliance																

**MSP0 Public Summary Report
Revision 2 (Nov 2021)**

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> • PQMS - MQMS Std Operating Manual (SOM) & Procedures (SOP) • Sustainable Plantation Management System (SPMS) Manual • RSPO Supply Chain Manual • ESH Management System Manual • Occupational Safety and Health Manual • Pictorial Safety Standards • Laboratory Process Control Manual • Security Guidelines. <p>In addition, technical guidelines as listed in the Agricultural Reference Manual were also used. In general, the documents included operation activities in the estates and the mills from:</p> <ul style="list-style-type: none"> • Seedlings in nursery to planting of young palms. • Plantation upkeep to mill FFB receipt, grading, processing. • Quality analysis and dispatch of CPO & PK. • Security in the SOU 4. <p>Contents of the Manual were disseminated to the workers through.</p> <ul style="list-style-type: none"> • Morning muster • Mill weekly briefings • Training as ad hoc and programmed basis. <p>The Manuals are also kept in the administration office to facilitate reference by any interested parties. Site inspection and interview with workers confirmed that the SOP had been implemented and the employees understood the requirements of the SOP. In</p>	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>addition, there are also manuals available within the industry and MPOB that are used as guidelines.</p> <p>The mechanism of implementation of procedure is inadequately executed.</p> <p>During site visit at Flemington POM, the Shovel at Boiler area was inspected and found the reverse sensor was not functioned. Further interview verification confirmed that the Old Shovel was a standby units and just use for 3 days (The existing Rental Shovel was under repaired). Refer records "Penyelenggaraan Mingguan & Bulanan" Shovel Checklist month of August 2023, the checklist does not have checklist related reverse sensor. Refer to Occupational Safety And Health Procedure with Document No: SD/SDP/PSQM(ESH)/210/S17 dated 01/07/2012 Section 7.1.3.3 Preventive control ", 8.8.3 During Use: (a) All Transportation system / vehicles and machineries, either owned by SDP or not, shall be operated safely according to the SOP.</p> <p>Other than that, it was verified that one of the contractors VXXX RXXX having maintenance job at Boiler. Annual Inspection PTW dated 13/03/2023 was verified and stated on gas testing checking in the checklist. However, on PTW before commencing of work dated 02/03/2023 and 03/03/2023, (Cleaning activities and preparation for work by contractor) there is no evidence of checklist for gas testing inspection has been conducted. It was not in line with Procedure Permit to Work Procedure (PTW) UM/HSE dated 10/04/2023 Section 5.8. Thus, Minor NC was raised.</p>	
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	A mechanism on checking the consistency of mill implementation of their procedures were in place. Among the mechanism such as	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance														
		Performance Monitoring Visit, SORA/SCRA visit, and Internal Audit.															
Criterion 4.6.2: Economic and financial viability plan																	
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	<p>The management have established 5 years business plan as a guidance for daily mill operations. Sighted the 5-year business plan are available for verification. The business plan contains total cost production, total FFB processing, cost / tonne FFB, OER & KER. Sighted the evidence:</p> <p>Document: 5 Year Planning - Budget Year Plan: FY 2023 – FY 2028</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Budget Year</td> <td>FY 2023</td> </tr> <tr> <td>Total Cost Production</td> <td>RM7,875,927.06</td> </tr> <tr> <td>Total FFB Processing</td> <td>204,822.88 Mt</td> </tr> <tr> <td>Cost / Tonne FFB</td> <td>RM38.45/</td> </tr> <tr> <td>OER %</td> <td>20.30 %</td> </tr> <tr> <td>KER %</td> <td>4.80 %</td> </tr> </tbody> </table>	Description	Remarks	Budget Year	FY 2023	Total Cost Production	RM7,875,927.06	Total FFB Processing	204,822.88 Mt	Cost / Tonne FFB	RM38.45/	OER %	20.30 %	KER %	4.80 %	Complied
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Criterion 4.6.3: Transparent and fair price dealing																	
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	Pricing mechanism is available in the contract under Transport Rate adjustment mechanism (appendix 2). All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system by MEX. This is made upon job verification by the operating units' personnel and representatives from HQ for major projects.	Complied														

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>Reviewed the contract agreement as follows:</p> <ul style="list-style-type: none"> a) Agreement with MXXXXX BXXXXXXXXX, Type of work: Transportation of CPO For Sime Darby Plantation Berhad Mills, Validity: 01/11/2020 to 31/10/2023. b) Agreement with DXXX MXXXX Enterprises, Type of work: Grass cutting, Validity: 18/04/2023 to 31/12/2023. c) Agreement with FXXX TXXXXXXXXX SDN BHD, Type of work: Rubbish Collection, Validity: 01/01/2023 to 31/12/2023. <p>Refer contract agreement under section 8. Pricing of the FFB</p>	
4.6.3.2	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p>	<p>The FFB supplier/ contractors were provided with contract that are fair, legal and transparent and agreed payments terms. The payment terms were included in the contract agreement under section 9.0 Payments for FFB Suppliers and section 3.0 Payment Terms for Contractor/ CPO transporter.</p> <p>The payments were made as per payment terms agreed in the contract. Reviewed payment made to the FFB supplier/ contractors as follows:</p> <ul style="list-style-type: none"> a) Agreement with MXXXXX BXXXXXXXXX, Type of work: Transportation of CPO For Sime Darby Plantation Berhad Mills, Validity: 01/11/2020 to 31/10/2023. b) Agreement with DXXX MXXXX Enterprises, Type of work: Grass cutting, Validity: 18/04/2023 to 31/12/2023. c) Agreement with FXXX TXXXXXXXXX SDN BHD, Type of work: Rubbish Collection, Validity: 01/01/2023 to 31/12/2023. <p>All contracts were awarded through tendering system at Zone Level. Approved contractors will be given the LOA. Payments</p>	Complied

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		were all made in timely manner and no complaint from the contractor so far.	
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSP0 requirements and shall provide the required documentation and information. - Major compliance -	All contractors engaged by mill 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. Training to contractor has been on 20/06/2023. Sighted evidence of Training Material, Attendance and Photos. Reviewed the contract agreement as follows: a) Agreement with MXXXXX BXXXXXXXXX, Type of work: Transportation of CPO For Sime Darby Plantation Berhad Mills, Validity: 01/11/2020 to 31/10/2023. b) Agreement with DXXX MXXXX Enterprises, Type of work: Grass cutting, Validity: 18/04/2023 to 31/12/2023. c) Agreement with FXXX TXXXXXXXXX SDN BHD, Type of work: Rubbish Collection, Validity: 01/01/2023 to 31/12/2023.	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Contract agreements between the mill and its contractors were made available. Generally, the elements of sustainability such as obligations to legal compliance, workers' welfare, safety and environmental issues. Reviewed the contract agreement as follows: a) Agreement with MXXXXX BXXXXXXXXX, Type of work: Transportation of CPO For Sime Darby Plantation Berhad Mills, Validity: 01/11/2020 to 31/10/2023.	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

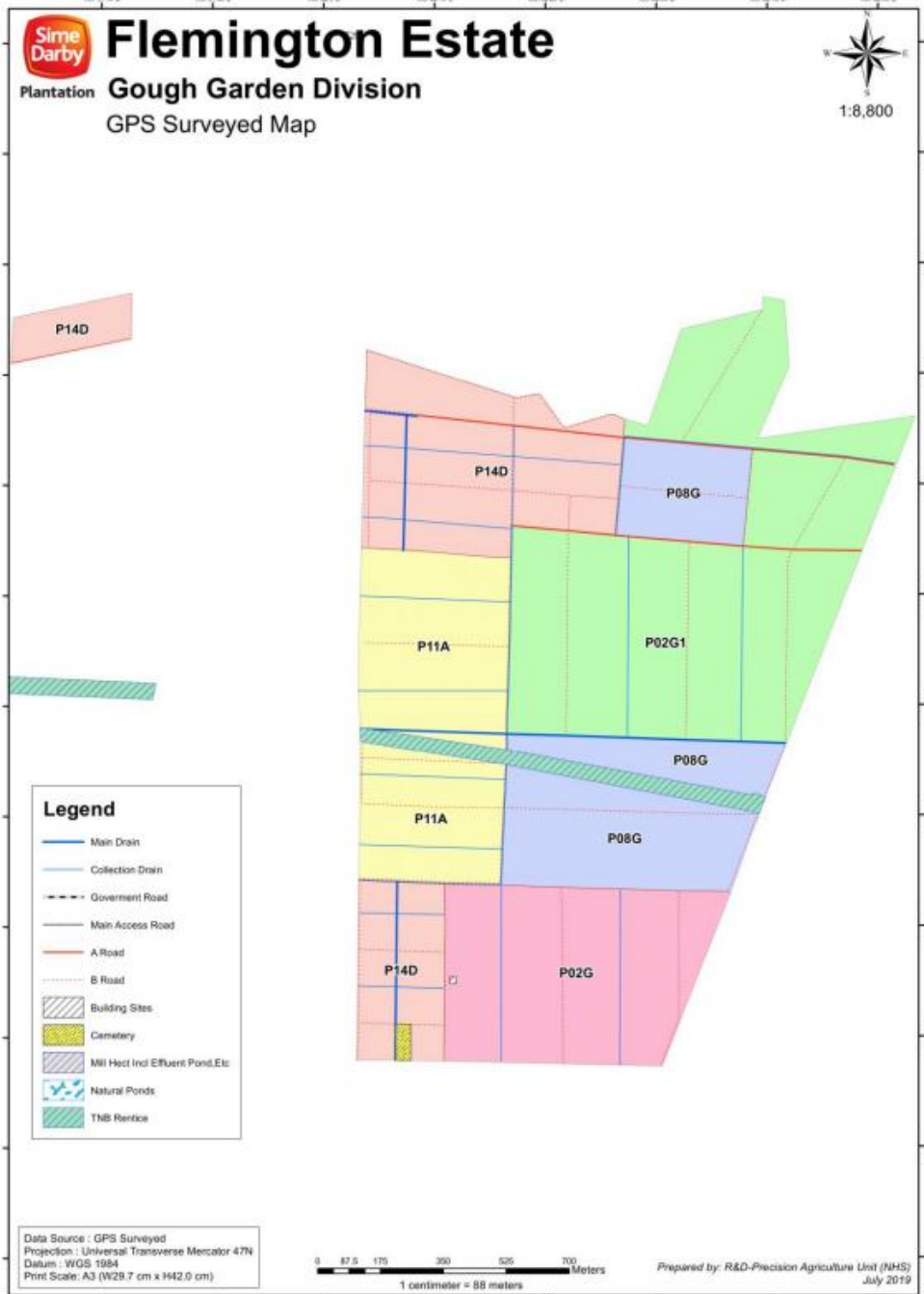
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4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	All contractors engaged by the mill were bound to understand and comply to their contractual agreements that includes MSPO requirements through signing of Vendor Integrity Pledge (VIP) which enable accredited CB to audit them. All contracted parties/vendors were required to signed Vendor Integrity Pledge (VIP) and to comply with para - a (i); Vendor Code of Business Conduct (VCOBC) - a (ii); all applicable laws and regulations related anti-bribery, fraud and corruption. In the VCOBC under section 4. Responsibility and Compliance with the Vendor COBC stated as follows: "We have the rights to audit the vendors to verify compliance with this Vendor COBC and/or with the requirements set out in the third-party agreements to permit ongoing assessment of risk" Stated also in the Memo to all Supplier and Contractors dated 02/05/2023 mentioned on "All contractor shall ensure to reserve the right of the certification body (CBs) to audit the outsourcing activities and ensure to provide relevant access for duly accredited CBs to your respective operations, system, and any and all information, when this is announced in advance".	Complied

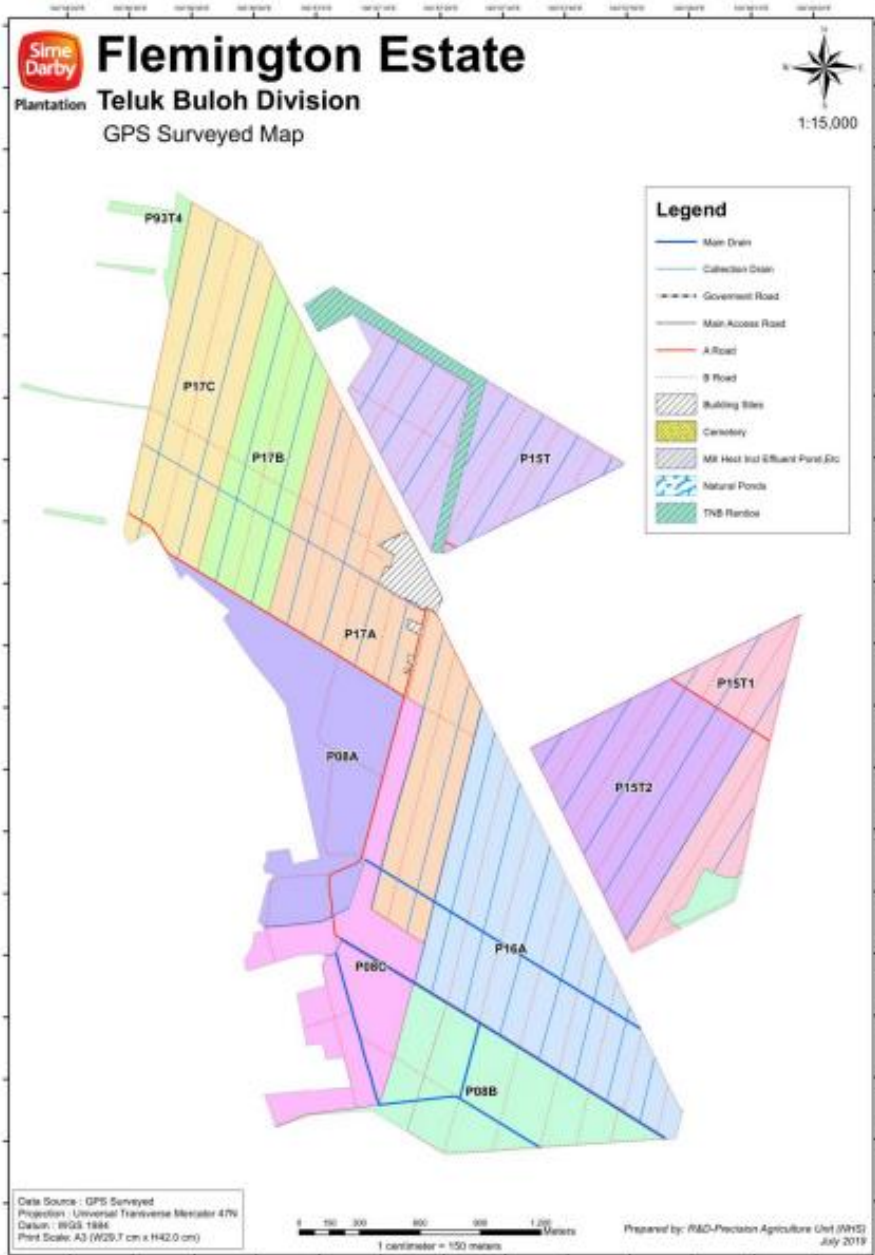
Appendix C: Location and Field Map

Flemington POM

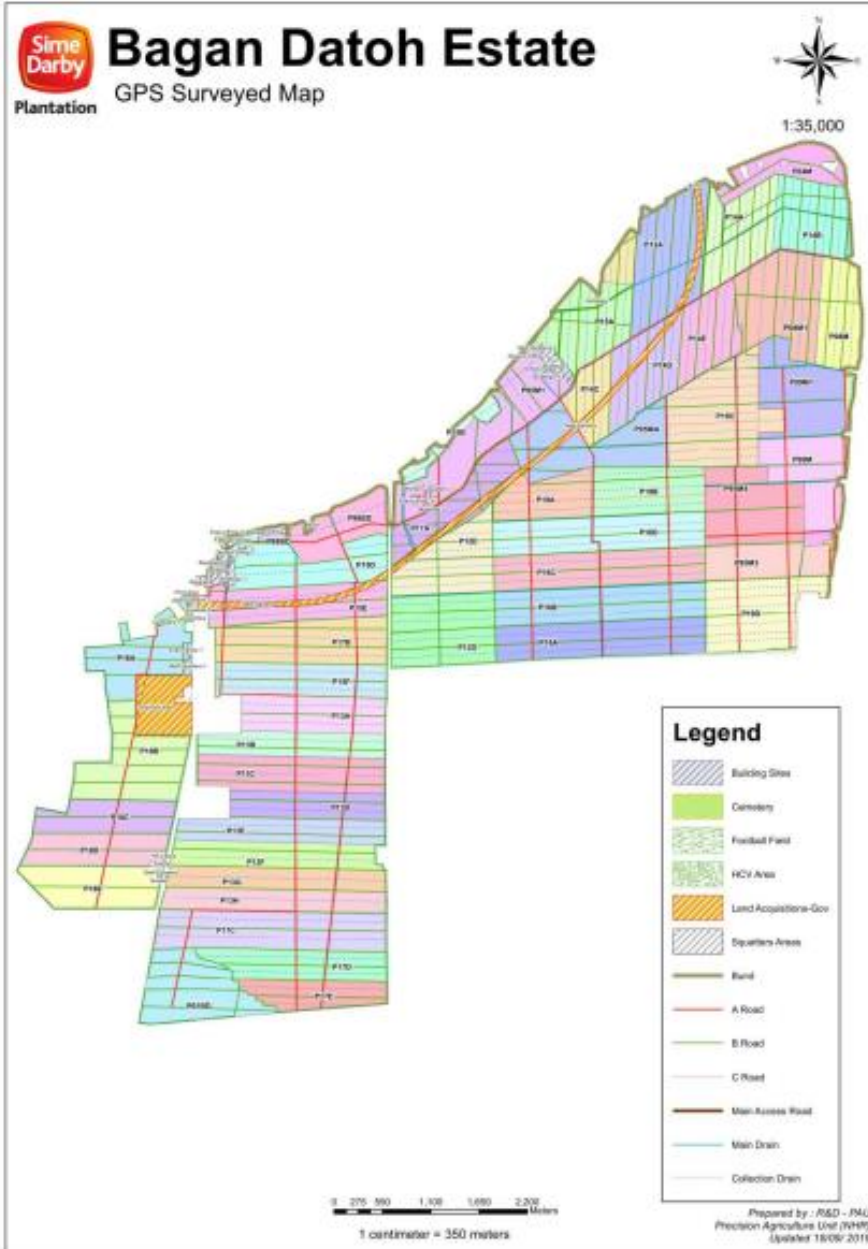


Flemington Estate

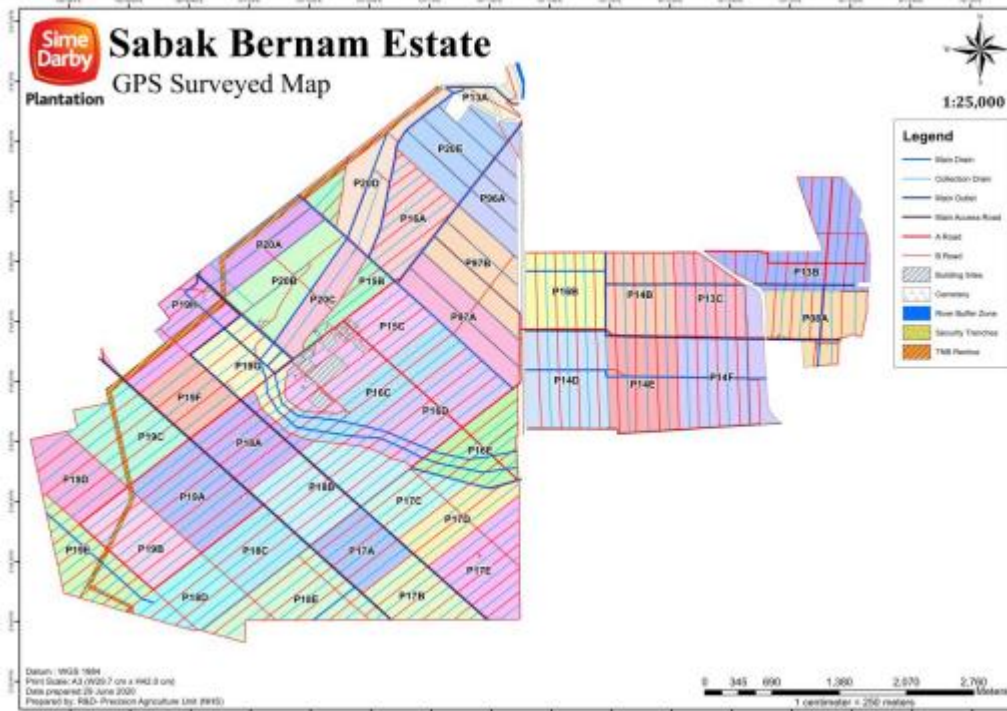




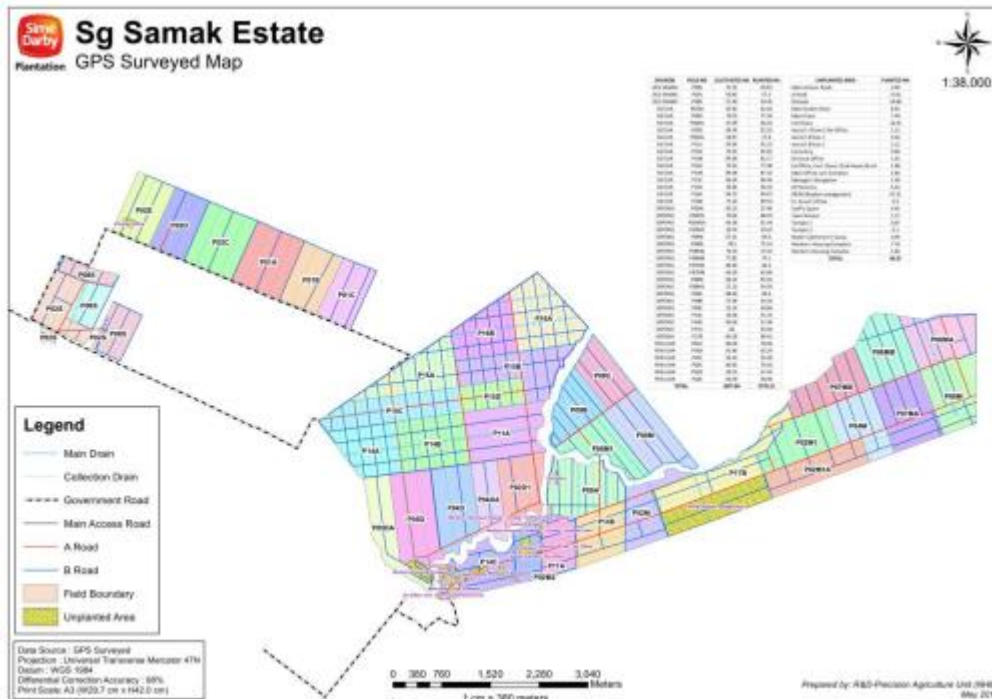
Bagan Datoh Estate



Sabak Bernam Estate



Sungai Samak Estate



Appendix D: List of Abbreviations

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