

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment
- Annual Surveillance Assessment (2)
- Recertification Assessment (Choose an item.)
- Extension of Scope

Boustead Plantations Berhad
Client Company / Parent Company Address: 10 th , 11 th & 18 th Floor Menara Boustead, 69 Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia
Certification Unit: Telok Sengat Business Unit- Telok Sengat Palm Oil Mill
Location of Certification Unit: Lot 1292, Mukim Johor Lama, Telok Sengat, Kota Tinggi, 81900 Johor, Malaysia
Date of Final Report: 18/10/2022

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Section 1: Scope of the Assessment

1. Company Details			
Parent Company	Boustead Plantations Berhad		
RSPO Membership Number	1-0012-04-000-00	Membership Approval Date	11/10/2004
Address	10 th , 11 th & 18 th Floor Menara Boustead, 69 Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	Telok Sengat Business Unit - Telok Sengat Palm Oil Mill		
Location / Address	Lot 1292, Mukim Johor Lama, Telok Sengat, Kota Tinggi, 81900 Johor, Malaysia		
Website	www.bousteadplantations.com.my		
Management Representative	Mitah Limpu / Azmariah Muhamed	E-mail	anuar@bplant.com.my
Telephone	03-2145 2121 ext. 829	Facsimile	+603-21447917

2. Certification Information			
Certificate Number	RSPO 697033	Certificate Start Date	11/09/2020
Date of First Certification	11/09/2020	Certificate Expiry Date	10/09/2025
Scope of Certification	Production of Palm Oil and Palm Kernel		
Visit Objectives	To conduct a surveillance assessment 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 organisation's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organisation's specified objectives, 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.		
Assessment Cycle	<input type="checkbox"/> Pre Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 2) <input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Scope Extension		
Applicable Standards / Normative Reference	RSPO Certification System for P&C and RSPO ISH 2020 <input type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil <input checked="" type="checkbox"/> Malaysia National Interpretation 2019 for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
Supply Chain Module	<input type="checkbox"/> Identity Preserved; <input checked="" type="checkbox"/> Mass Balance	Mill Capacity	40mt/hour
ISH certification Phase	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable		

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3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 0697047	MS 2530-3:2013	BSI Services Malaysia Sdn Bhd	14/04/2024
MSPO 0697045	MS 2530-4:2013	BSI Services Malaysia Sdn Bhd	14/04/2024
QMS 00292	ISO 9001:2015	SIRIM QAS INTERNATIONAL	08/09/2022

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location	GPS Coordinates	
		Latitude	Longitude
Telok Sengat POM	Telok Sengat, 81900 Kota Tinggi, Johor	1° 34' 04.50" N	104° 02' 37.50" E
Telok Sengat Estate	Telok Sengat, 81900 Kota Tinggi, Johor	1° 34' 03.60" N	104° 02' 13.80" E
Chamek Estate	Jalan Paloh, 86009 Kluang, Johor	2° 08' 58.08" N	103° 14' 59.95" E
Kulai Young Estate	Jalan Sedenak, 81000 Kulai, Johor	1° 37' 31.50" N	103° 31' 48.50" E

5. Description of Supply Base					
New Planting Development	<input checked="" type="checkbox"/> No (no change in total planted area)		<input type="checkbox"/> Yes (please refer to Principle 7 for details)		
Estate / Smallholders	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Telok Sengat Estate	3,503.40	60.70	115.90	3,680.00	95.20
Chamek Estate	657.50	-	13.00	670.50	98.06
Kulai Young Estate	795.60	-	21.30	816.90	97.39
Total	4,956.50	60.70	150.20	5,167.40	95.92

6. Plantings & Cycle						
Estate / Smallholders	Age (Years) - ha				Mature	Immature
	0 - 3	4 - 14	15 - 25	>25		
Telok Sengat Estate	562.60	1375.20	1565.60	-	2,940.80	562.60
Chamek Estate	124.60	158.50	471.00	41.50	671.00	124.60
Kulai Young Estate	42.60	457.90	70.70	86.30	614.90	42.60
Total (ha)	729.80	1,991.60	2,107.30	127.80	4,226.70	729.80

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7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (Sep 2021 – Aug 2022)	Actual (Dec 2021 – July 2022)		Forecast (Sep 2022 – Aug 2023)
		Previous license period (-)	Current license period (Dec 2021 – July 2022)	
Telok Sengat Estate	71,100.00	-	44,560.13	77,500.00
Chamek Estate	10,400.00	-	6,869.64	9,200.00
Kulai Young Estate	10,300.00	-	8,615.03	10,970.00
Total	91,800.00	60,044.80		97,670.00

8. Summary of Certified Tonnage of FFB (from other certified unit(s))				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (Sep 2021 – Aug 2022)	Actual (Dec 2021 – July 2022)		Forecast (Sep 2022 – Aug 2023)
		Previous license period (-)	Current license period (Dec 2021 – July 2022)	
-		-	-	
Total		-		

9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Out growers / smallholders	Tonnage (MT) / year			
	Estimated last year (Sep 2021 – Aug 2022)	Actual (Dec 2021 – July 2022)		Forecast (Sep 2022 – Aug 2023)
		Previous license period (-)	Current license period (Dec 2021 – July 2022)	
Eldred Estate	-	-	13,785.29	-
Bekoh Estate	-	-	16,077.57	-
Jaya Sewajar	-	-	425.24	-
Um Plantations	-	-	3,822.13	-
Asia Elmark	-	-	10.96	-
Rudijaya	-	-	1,049.09	-
Angtong Estate	-	-	1,240.98	-
Total	-	36,411.26		

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9A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply base (mt)	Volume of FFB from uncertified supply base (mt)	Total FFB/Month (mt)
1	Dec 2021	7,927.52	3,730.64	11,658.16
2	Jan 2022	6,826.45	3,343.47	10,169.92
3	Feb 2022	6,305.90	3,879.37	10,185.27
4	Mar 2022	7,654.99	4,617.42	12,272.41
5	Apr 2022	7,670.80	4,734.46	12,405.26
6	May 2022	6,843.37	5,147.89	11,991.26
7	Jun 2022	8,586.31	5,591.96	14,178.27
8	July 2022	8,229.46	5,366.05	13,595.51
TOTAL		60,044.80	36,411.26	96,456.06

10. Summary of Certified Tonnage (MT)			
Estimated last year (Sep 2021 – Aug 2022)	Actual (Dec 2021 – July 2022)		Forecast (Sep 2022 – Aug 2023)
	Previous license period (-)	Current license period (Dec 2021 – July 2022)	
FFB	FFB		FFB
91,800.00 mt	-	60,044.80 mt	97,670.00 mt
	TOTAL	60,044.80 mt	
CPO (OER: 21.50 %)	CPO (OER: 20.89 %)		CPO (OER: 21.50 %)
19,737.00 mt	-	12,543.05 mt	21,000.00 mt
	TOTAL	12,543.05 mt	
PK (KER: 4.50 %)	PK (KER: 4.06 %)		PK (KER: 4.50 %)
4,131.00 mt	-	2,536.97 mt	4,395.00 mt
	TOTAL	2,536.97 mt	

10A. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	December 2021	1,698.07	328.20
2	January 2022	1,481.53	289.19
3	February 2022	1,336.37	254.10
4	March 2022	1,631.60	313.92
5	April 2022	1,601.27	307.47

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6	May 2022	1,381.65	367.79
7	June 2022	1,741.50	338.55
8	July 2022	1,671.06	337.75
TOTAL		12,543.05	2,536.97

11. Summary of Actual Volume sold					
Current License period (Dec 2021 – July 2022)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	20,074.36	-	-	-	20,074.36
PK (MT)	3,865.25	-	-	-	3,865.25
Credits	-	-	-	-	-
Previous License period (-)					
CPO (MT)	-	-	-	-	-
PK (MT)	-	-	-	-	-
Credits	-	-	-	-	-
Note:					
1. Conventional is RSPO certified material but sold as non-RSPO.					
2. Telok Sengat POM have sold an additional 7,531.31mt of uncertified CPO as RSPO-MB Certified CPO and an additional of 1,328.28mt of uncertified PK as RSPO-MB Certified PK as of the audit date. Thus, a Critical Non-Conformity has been raised for the false claim of uncertified products as RSPO Certified products. The site has provided the corrective action plan where they have halted sales of RSPO-MB certified products till they gain back positive stock. Details are stated in Section 3.3.					

11A. Records of Certified CPO & PK Sold under PalmTrace since the last audit (if any)				
No.	Buyers Name	PalmTrace Trading License Number	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	XXX	RSPO_PO1000000164	6,889.70	-
2	XXX	RSPO_PO1000001964	6,432.27	-
3	XXX	RSPO_PO1000000151	5,151.35	-
4	XXX	RSPO_PO1000000175	1,199.94	-
5	XXX	RSPO_PO1000000163	401.1	-
6	XXX	RSPO_PO1000002945	-	881.33
7	XXX	RSPO_PO1000006665	-	2,104.28

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8	XXX	RSPO_PO1000007126	-	879.64
TOTAL			20,074.36	3,865.25

11B. Records of certified CPO & PK Sold under other schemes since the last audit (if any)				
No.	Buyers Name	Scheme Name	Certified CPO Sold (MT)	Certified PK Sold (MT)
-	-	-	-	-
TOTAL			-	-

11C. Records of CPO & PK Sold as conventional since the last audit (if any)			
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
-	-	-	-
TOTAL		--	-

11D. Records of Certified CPO Sold under RSPO Credits since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold
-	-	-	-
TOTAL			-

12. Independent Smallholders Certified Tonnage (MT) / Volume									
Phase	Estimated last year (Sep 2021 – Aug 2022)			Actual (Dec 2021 – July 2022)			Forecast (Sep 2022 – Aug 2023)		
	Eligibility	MS A	MS B	Eligibility	MS A	MS B	Eligibility	MS A	MS B
	40%	70%	100%	40%	70%	100%	40%	70%	100%
FFB			-			-			-
IS-CSPO	-	-		-	-		-	-	
IS-CSPKO	-	-		-	-		-	-	
IS-CSPKE	-	-		-	-		-	-	
CSPK	-	-		-	-		-	-	

12A. Monthly Records of Certified CPO, PK & PKE (equivalent) produced since the last audit						
No.	Month - Year	FFB (MT)	Certified CPO (MT)	Certified PK (MT)	Certified PKO (MT)	Certified PKE (MT)
-	-	-	-	-	-	-

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-	-	-	-	-	-	-
TOTAL		-	-	-	-	-

13. Independent Smallholders Actual Sold Tonnage / Volume							
	FFB	FFB Conventional	FFB Other schemes	IS-CSP0	CSPK	IS-CSPKO	IS-CSPKE
Current License period (Dec 2021 – Jul 2022)							
Credits				-	-	-	-
Physical	-	-	-				
Previous License period (-)							
Credits				-	-	-	-
Physical	-	-	-				

13A. Records of Certified FFB, CPO, PK & PKE (including credits) sold since the last audit							
No.	Buyers Name	PalmTrace Trading License Number	FFB Sold (MT)	Certified CPO Sold (MT/credit)	Certified PK Sold (MT/credit)	Certified PKO Sold (MT/credit)	Certified PKE Sold (MT/credit)
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
TOTAL			-	-	-	-	-
Note:							

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)
Suite 29.01 Level 29, The Gardens North Tower,
Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur, Malaysia.
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Representative: Nicholas Cheong (Nicholas.Cheong@bsigroup.com)
Website: www.bsigroup.com

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2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on **09/08/2022 – 12/08/2022**. The audit programme is included as Section 2.3.

The approach to the audit was to treat the mill and supply base as an RSPO Certification Unit. A range of occupational health and safety, environmental, best practice management, and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas, local communities engagement and workers welfare and safety.

The Critical NC close out on-site assessment was conducted on **04/10/2022**. The audit programs are included in Section 2.3.

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. Malaysia National Interpretation 2019 of the RSPO P&C 2018 was used as the normative reference to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment. While, the sampling of smallholders were based on the formula $(\sqrt{y}) \times (z)$; where y is total number of group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix E.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO 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 3.4.

The non-conformities for this audit are detailed in Section 3.3 and unless it is stated in this section, all previous nonconformities including minor nonconformities are remains closed.

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This report is structured to provide a summary of assessment finding as provided in Appendix A. The assessment was conducted based on risk based approach sampling and therefore nonconformities may exist.

For Initial, Re-certification and Extension of Scope assessment, the report was externally reviewed by approved external peer reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Telok Sengat POM	✓	✓	✓	✓	✓
Telok Sengat Estate	✓	✓	✓	✓	✓
Chamek Estate	✓	✓	✓	✓	✓
Kulai Young Estate	✓	✓	✓	✓	✓

Tentative Date of Next Visit: August 7, 2023 - August 10, 2023

Total Number of Mandays: 12 Mandays

2.2 BSI Assessment Team

Name	Role	Competency
Vijay Kanna Pakirisamy (VKP)	Team Leader	<p>Education: Bachelor’s Degree in Agribusiness Science Management with Honours from University Utara Malaysia in 2010.</p> <p>Work Experience: He gained his working exposure in the plantation sector, serving as an Assistant Manager with KL Kepong and IOI Plantations and as a Sr. Assistant Manager with United Plantations Berhad prior to joining BSI as a Client Manager.</p> <p>Training attended: He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course in November 2019, Endorsed RSPO P&C Lead Auditor Course in October 2019, Endorsed RSPO SCCS Lead Auditor Course in August 2020, Endorsed MSPO Lead Auditor Course in November 2019 and attended SMETA Requirements Training in April 2021.</p> <p>Aspect covered in this audit: During this assessment, he assessed on the aspects of Occupational, Health & Safety, Estate Best Practises and supply chain requirements.</p> <p>Language proficiency: He is fluent in English, Bahasa Malaysia, Tamil languages.</p>

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<p>Mohd Razaleigh Mohamad (MRM)</p>	<p>Team Member</p>	<p>Education: Graduated Bachelor Degree (Scs.) Plantation Management and Agrotechnology from Universiti Teknologi Mara (UiTM) in 2012.</p> <p>Work Experience: He gained his working exposure in the plantation sector, serving as Senior Assistant Manager with Tradewinds Plantation Berhad from 2012 until 2017 and has been doing audit for RSPO P&C, MSPO, Global G.A.P and Organic since 2017 until now.</p> <p>Training attended: Successfully completed ISO 9001-2015 (2020), ISO14001- 2015 (2017), ISO45001-2018 (2021), Endorsed RSPO P&C Lead Auditor Course (2018), Endorsed MSPO P&C Lead Auditor Course (2017), Social Accountability SA8000 (2019), Endorsed RSPO Independent Smallholder (IHS) (2022).</p> <p>Aspect covered in this audit: During this assessment, he assessed on the aspects of legal, social, and stakeholder engagement.</p> <p>Language proficiency: He is fluent in Bahasa Malaysia and English languages.</p>
<p>Muhamad Naqiuddin Mazeli (MNM)</p>	<p>Team Member</p>	<p>Education: Bachelor of Science Horticulture, University Putra Malaysia</p> <p>Work Experience: 11 years working experience in oil palm industry managing sustainability implementation and certification of RSPO P&C, ISCC, and ISO9001 and ISO 18001 for the estates, mills, refineries and Smallholder scheme. He also support in providing training related to RSPO and other certifications where applicable to the operations during previous company.</p> <p>Training attended: ISO 9001: 2015 LA Training (2018), ISO 14001: 2015 LA Training (2019), ISO 45001: 2018 LA Training (2019), HCV & HCS Training (2020), RSPO P&C LA Training (2018) and Social Auditing & SMETA Training (2021)</p> <p>Aspect covered in this audit: During this assessment, he assessed on the aspects of Environment, HCV and estate best practises.</p> <p>Language proficiency: English and Bahasa Malaysia</p>

Accompanying Persons:

Name	Role
-	-

1.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment.

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Tuesday, 09/08/2022	0900 - 0930	Opening Meeting @ Chamek Estate: - Opening Presentation by Audit Team Leader. - Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation).	✓	✓	✓
	0930 - 1230	Chamek Estate 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.	✓	✓	✓
	1230 - 1330	LUNCH BREAK			
	1330 - 1630	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation & etc.)	✓	✓	✓
	1630 - 1700	Interim Closing Briefing	✓	✓	✓
Wednesday 10/08/2022	0900 - 1230	Kulai Young Estate 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.	✓	✓	✓
	1230 - 1330	LUNCH BREAK			
	1330 - 1630	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation & etc.)	✓	✓	✓
	1630 - 1700	Interim Closing Briefing	✓	✓	✓

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Thursday 11/08/2022	0900 - 1230	Telok Sengat Estate 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.	✓	✓	✓
	1230 - 1330	LUNCH BREAK			
	1330 - 1630	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation & etc.)	✓	✓	✓
	1630 - 1700	Interim Closing Briefing	✓	✓	✓
Friday 12/08/2022	0900 - 1230	Telok Sengat POM Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, Lab, weighbridge and palm product storage area, etc.	✓	✓	✓
	1230 - 1330	LUNCH BREAK			
	1330 - 1530	Document review P1 – P7: Document Review P1 – P7: SOPs, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation, OSH & ERP etc. RSPO SCCS general requirements, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records	✓	✓	✓
	1530 - 1600	Verify any Outstanding Issues and Preparation for Closing Meeting	✓	✓	✓
	1600 - 1700	Closing Meeting	✓	✓	✓

Critical Non-Conformity Close Out Verification

Date	Time	Subjects	VKP
Tuesday, 04.10.2022	0900 – 0930	Opening Meeting at Telok Sengat Palm Oil Mill : - Opening Presentation by Audit Team Leader. - Confirmation of assessment scope and finalize Audit plan	✓
	0930 – 1230	1. Verification on Critical NC: • 2235530-202208-M1 • 2235530-202208-M2 2. Site observation, workers interview 3. Document review – implemented evidence	✓
	1230 – 1300	Closing Meeting	✓

Section 3: Assessment Findings

3.1 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the time bound plan include all current subsidiaries, estates and mills that is under the control and/or minor shareholding of the holding company?	Yes. Please refer to appendix B for details on the mills and estates of Boustead Plantations Berhad.	Complied
Have all the estates and mills certified within five (5) years after obtaining RSPO membership? If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021	The Loagan Bunut and Kanowit was delayed from year 2022 to 2023 due to COVID-19. This already been sent to RSPO.	Complied
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three (3) years from the date of acquisition. Certification plan for the new acquisition shall be available. If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021.	Yes, new acquisitions took place in 2018 involving Pertama Business Unit, Sabah from Duta Plantations Berhad and in 2019 involving Tawai Business Unit, Sabah from Sit Seng & Sons Realty Sdn Bhd. Certification plan for the new acquisition is 2022 as per planned. This deferred to 2022 (initially 2021) due to Pandemic Covid-19	Complied
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	There are the deviation on Loagan Bunut deferred to 2023 (initially 2022) To allow Pertama & Tawai BU first.	Complied
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	Boustead acquired Pertama Group estates 11,579.31ha plantation land in District of Labuk and Sugut from Duta Plantation in May 2018. This operating unit was deferred	Complied

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	to 2022 (initially 2021) due to Pandemic Covid-19. Boustead then acquired 4,915.25ha together with 45 tonnes per hour palm oil mill from Sit Seng & Sons Realityin May 2019. This will certified on 2022 as per planned. This same as per ACOP 2020.	
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	No lapses in plan.	Complied
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised	There are some delayed due to COVID-19 issue. This has already been informed and approved RSPO.	Complied
Un-Certified Units or Holdings		
No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&C criterion 7.12.	Neither any replacement after dates defined in NIs Criterion 7.3 for primary forest nor any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3.	Complied
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	No new planting in uncertified unit as per internal audit report verification.	Complied
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 4.4, 4.5, 4.6, 4.7 and 4.8.	No any land conflicts occurred that require to be resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.	Complied
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2	No labour dispute reported. During this audit, interview with the workers shows no labour dispute.	Complied
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	No. Findings raised on legal non-compliance during this audit was resolved prior to certification.	Complied
Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.	Yes, the internal audit been conducted by the sustainability team. From the internal audit report the operation unit was comply with the company policy and sop.	Complied
Are there any Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates? If yes is the NC(s) actively addressed with RSPO?	No. As part of the RSPO P&C compliance, internal audit has been conducted at uncertified estates. Report of improvement was provided for site's further improvement.	Complied
Have there been any stakeholder (including NGO) consultation conducted?	The management unit conducted the stakeholder consultation during internal audit conducted on March 2022.	Complied

3.2 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?</p> <p>OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.</p>	<p>Not applicable as there are no scheme smallholders within the Telok Sengat Business Unit.</p>	<p>Complied</p>

Approved Time Bound Plan

Time Bound Plan On RSPO Certification

No	BU	Location	Main Assessment	Certification Status	Progress	Updated Information for Partial Certification, Clause 4.5.3 RSPO Time-bound Plan & 4.5.4 Requirements for uncertified
1	Sg Jernih	Pahang		Completed		
2	Trong	Perak		Completed		
3	Telok Sengat	Johor		Completed		
4	Segaria	Sabah		Completed		
5	Segamaha	Sabah		Completed		
6	Nak	Sabah		Completed		
7	Lepan Kabu	Kelantan	Nov-22		CB appointment process Deferred to 2022 (initially 2020) (Delayed due to Pandemic Covid-19 and land liability disclosure)	BPB in progress of RFQ (Request For Quotation) stage to appoint CB and the audit will be conducted by this year.
	Bekoh	Johor	Nov-22			
	Eldred	Johor	Nov-22			
8	Rimbai Nilai (Sugut)	Sabah	Dec-22		CB appointed Deferred to 2022 (initially 2020) (Delayed due to Pandemic Covid-19)	BPB in progress of RFQ (Request For Quotation) stage to appoint CB and the audit will be conducted by this year.
9	Tawai	Sabah	2023		New Acquisition in 2018 and 2019, the planning to certified in 2021. However, due to the pandemic Covid-19, the company need to postpone to 2023, apart from that the company plans to certify another 1 business unit consisting of 1 mill and 5 supply base and 3 estate without mill in 2022.	TBP was approved by RSPO
10	Kanowit Tinjar	Sarawak	2024		The company has put out a Request for Proposal (RFP) for all assets in Sarawak. The process for disposal is in progress and waiting for a potential buyer.	TBP was approved by RSPO

3.3 Details of Nonconformities

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

During this Assessment there were Two (2) Critical, Three (3) Minor nonconformities and 2 Opportunities For Improvements (OFI) raised. The Telok Sengat Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Non-conformity			
NCR Ref #	2235530-202208-M1	Issued Date	12/08/2022
Due Date	11/11/2022	Closure Date	04/10/2022
Indicator & Category (Critical / Minor)	3.4.1 (Critical)		
Statement of Nonconformity:	Social Impact Assessment has not been done for new operation/activities.		
Requirement Reference:	In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/out-grower scheme, is documented.		
Objective Evidence:	<p>There is no evidence that social impact assessment has been done for both activities.</p> <ol style="list-style-type: none"> Kulai Young Estate has been purchased by SIPP Power Sdn Bhd based on sale and purchase agreement dated 28/09/2021 and currently is being managed by Boustead Agency and Consultancy Services Sdn Bhd. Kulai Young Estate has established a program, "Corporate Smart Internship" with collaboration with Jabatan Penjara Malaysia which recruited inmate under parole as probation workers. 		
Corrections:	Liaise with Sustainability & Safety Department to conduct social impact assessment for the change of estate management and recruitment inmate under parole program.		
Root Cause Analysis:	Estate management was not aware that social impact assessment (SIA) needs to be done for the change of estate management and recruitment inmate under parole program as no competent person in social aspect present at the estate.		
Corrective Actions:	<ol style="list-style-type: none"> Appoint PIC to monitor social aspect i.e., Social Impact Assessment, Social Impact Management Plan. Conduct training for appointed PIC on social aspect i.e., Social Impact Assessment, Social Impact Management Plan. Develop social impact management plan based on SIA recommendation, consideration from the outcomes of stakeholder consultation, accident record, complaint and grievances record. Review the social impact management plan yearly basis. 		

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Assessment Conclusion:	<p><u>Critical Non-Conformity Close Out Verification.</u></p> <ol style="list-style-type: none"> 1. Kulai Young Estate have produced a memo dated 26/08/2022 to the Sustainability and Safety Department (SSD) to conduct the Social Impact Assessment (SIA) in regards to the 2 issues that were raised. SSD in return have replied in a memo dated 08/09/2022 (Reference Number: SSD/SIA/Sep22/01/AM/ml), stating that they have proposed the Social Impact Assessment to be conducted on 12/09/2022 at the estate. The Assessment Plan was available for verification which included site inspection and interview with workers and estate management. Also verified the Announcement Notice from Kulai Young Estate to the estate workers dated 09/09/2022, stating that the Social Impact Assessment is to be carried out on 12/09/2022. 2. Kulai Young Estate have appointed Ms. Noor 'Aqilah binti Astar as the person in-charge to monitor Social Impact Aspects at the estate as stated in the appointment letter dated 05/09/2022, undersigned by the Estate manager which was available for verification. 3. A training was conducted on 21/09/2022 via Microsoft Teams by SSD for the appointed PIC as mention above. Topics discussed was on Social Impact Assessment and Management Plans. Records of trainings were available for verification. 4. A Social Impact Assessment was conducted on 12/09/2022 at Kulai Young Estate, attended by the SSD team, Management Representatives and Workers. The minutes of meeting for the Social Impact Assessment was available for verification. The meeting had discussed on the identification of the impacts due to change of ownership from Boustead Plantations Berhad to SIPP Power Sdn Bhd and Program Corporate Smart Internship (ODP). The results were well minute and available for verification. 5. A Supplementary Document: Social Impact Assessment (SIA) Report for Kulai Young Estate has been established dated 12/09/2022. The report states the conclusion on the assessment done on the 2 issues that have been raised as above. The report was available for verification. 6. The Social Impact Plan has been updated to include the action plan where it is stated to "conduct social Impact Assessment on a yearly basis and whenever there are any new or changes in operations. <p>The correction and corrective actions have been conducted and deemed to be appropriate to address the raised Critical Non-Conformity. Hence the Critical Non-Conformity is successfully closed on 04/10/2022.</p>
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Non-conformity			
NCR Ref #	2235530-202208-M2	Issued Date	12/08/2022
Due Date	11/11/2022	Closure Date	07/10/2022
Indicator & Category (Critical / Minor)	3.8.12 (Critical)		
Statement of Nonconformity:	There has been evidence of false claim for RSPO Certified CPO and PK.		
Requirement Reference:	Record keeping		

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	The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock).
Objective Evidence:	The mill produces RSPO Certified and Non-Certified CPO and PK. Based on the Mass Balance Accounting it was seen that the mill have sold RSPO Non- Certified CPO and PK as RSPO Certified, back dated from January 2022 – July 2022. As of July 2022, the mill has sold 7,531.31 Mt of uncertified CPO and 958.66 Mt of uncertified PK as RSPO Certified products. The accounting records have not been balanced back to positive stock.
Corrections:	<ol style="list-style-type: none"> 1. Revise sales contract to change types of CPO and PK despatched from certified to conventional. 2. Immediately stop dispatching/selling RSPO certified CPO and PK until accounting records return to positive stock. 3. Sell 7,531.31mt of CPO and 1328.28 mt of PK certified to non-certified to balance back the negative stock.
Root Cause Analysis:	Lack of awareness on RSPO Mass Balance contract sales / requirement
Corrective Actions:	<ol style="list-style-type: none"> 1. Monthly Crop Forecast Declaration (SOP) review by HQ. Then, HQ to conduct training. 2. Mill to appoint PIC to monitor Mass Balancing sheet and conduct appropriate training. 3. Marketing Department to appoint PIC to monitor Mass Balance Sales Contract for Telok Sengat POM.
Assessment Conclusion:	<p><u>Critical Non-Conformity Close Out Verification.</u></p> <ol style="list-style-type: none"> 1. The Senior Manager of Boustead Estate Agency Sdn Bhd (Marketing Department) have issued a memo (Reference Number: 011/2022/mhm/cm) dated 12/08/2022 stating to fulfil the sales of 7,600.00 mt of CPO and 1,360.00 mt of PK as CPO/PK conventional from September 2022 – December 2022. An correspondence memo (Reference Number: 013/2022/mhm/cm) dated 04/10/2022 was issued stating “<i>we concluded that no more certified CPO and PK will be despatched as MB product until all the outstanding oversold non-certified CPO/PK was despatched as certified product are fully compensated</i>”. 2. Verified the CPO and PK despatch Summary for September 2022. It was verified that there were no sales of MB Certified CPO or PK done by the mill. Sales of RSPO Certified CPO and PK has been stopped by the mill as of 17/08/2022. Current sales of CPO & PK are all as conventional products. 3. Sustainability and Safety Department Standard Operating Procedure; Supply Chain and traceability Procedure; Doc Number: SSD/01/SCT-01; Issue Date: 25/01/2022; Revision Date: 09/09/2022 was verified. The SOP was revised on Long Term Sales Declaration. A training on the procedure has been conducted on 05/10/2022 and records were available for verification. 4. Telok Sengat POM has appointed En. Hazmi bin Ramli as the PIC to monitor RSPO Supply Chain – Mass Balance Records as stated in the appointment letter (Reference Number: TSM/22/143) dated 20/08/2022, undersigned by the Mill Engineer which was available for verification. 5. A Training on Mass Balance & Sales Declaration has been conducted by Sustainability & Safety Department on 22/09/2022 via Microsoft Teams for Telok Sengat Business Unit. The training discussed on the usage of the newly

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	<p>introduced Mass Balance accounting template and the basic requirements of RSPO Supply Chain System.</p> <p>6. Boustead Estates Agency Sdn Bhd – Marketing Department has appointed Clarence Maslamoney and Suhana Surani as the PIC to monito Mass Balance Sales Contract for Boustead Mills as stated in the appointment letter (Ref Number: 012/2022/mhm/cm) dated 03/10/2022 undersigned by the Senior Manager, BEASB Marketing Department which was available for verification.</p> <p>The correction and corrective actions have been conducted and deemed to be appropriate to address the raised Critical Non-Conformity. Hence the Critical Non-Conformity is successfully closed on 07/10/2022.</p>
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Non-conformity			
NCR Ref #	2235530-202208-N1	Issued Date	12/08/2022
Due Date	Next Surveillance Assessment	Closure Date	“Open”
Indicator & Category (Critical / Minor)	2.2.2 (Minor)		
Statement of Nonconformity:	Contractor unable to demonstrate compliance towards legal requirement		
Requirement Reference:	All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party. Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.		
Objective Evidence:	<p><u>Kulai Young Estate</u></p> <p>Memorandum of agreement dated 28/01/2022 between the management and Cipta Melati Enterprise and between Distinction One Sdn Bhd on 03/06/2022.</p> <ol style="list-style-type: none"> 1) There is no evidence that, the estate management has monitored payment for 1 lorry driver that is working for Distinction One Sdn Bhd 2) Sample taken for 3 foreign workers under Cipta Melati Enterprise and sighted SOCSO contribution rate was not paid according to Akta Keselamatan Social 1969., sample taken for month April 2022 – June 2022. 3) Sample taken for 3 foreign workers under Cipta Melati Enterprise, Overtime for workers has not been paid as per latest wages rate. Sighted base on sample of pay slips for April and May 2022 where the workers has been paid based on rate RM8.65/hour instead of RM10.86/hour as per regulations. <p>Stated in clause 41, that the contractor needs to strictly adhere and comply to requirement and provision under listed act and regulation. And clause 37, that the contractor needs to maintain proper records and workers` payroll as required by the labour department and must ensure that all his workers are fully paid every month with reasonable price/ fair rates.</p> <p><u>Telok Sengat Estate</u></p>		

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	<p>Sample of workers selected for 8 contractors’ workers and SOCSO contribution has been verified for March and July 2022. It has been found out that contribution has not been made according to Akta Keselamatan Social 1969.</p> <p>Stated in clause 41, that the contractor needs to strictly adhere and comply to requirement and provision under listed act and regulation. And clause 37, that the contractor needs to maintain proper records and workers` payroll as required by the labour department and must ensure that all his workers are fully paid every month with reasonable price/ fair rates.</p>
<p>Corrections:</p>	<p><u>Kulai Young Estate</u></p> <ol style="list-style-type: none"> 1. Obtain copies of pay slip and EPF deduction for work done in January 2021 until current for Distinction One’s lorry driver. 2. Inform Cipta Melati Enterprise regarding the underpaid SOCSO. Cipta Melati Enterprise compensate the underpaid SOCSO contribution started from January to June 2022. Obtain the copy compensated SOCSO contribution. 3. Inform Cipta Melati Enterprise regarding rate of overtime payment as per regulation. Cipta Melati Enterprise compensate the underpaid overtime. Obtain the copy of pay slip for month of April and May 2022. <p><u>Telok Sengat Estate</u></p> <p>Inform contractors regarding the SOCSO contribution. Contractors to compensate the unpaid SOCSO contribution for his 8 workers.</p>
<p>Root Cause Analysis:</p>	<p><u>Kulai Young Estate</u></p> <p>There is no dedicated staff appointed to monitor and check contractor’s employee payment. Therefore, no monitoring and checking done by the estate against the contractor to ensure that the contractor's employees are paid based on legal requirements.</p> <p><u>Telok Sengat Estate</u></p> <p>There is no dedicated staff appointed to monitor and check contractor’s employee payment. Therefore, no monitoring and checking done by the estate against the contractor to ensure that the SOCSO contributions are paid based on legal requirements.</p>
<p>Corrective Actions:</p>	<p><u>Kulai Young Estate</u></p> <ol style="list-style-type: none"> 1. Appoint PIC to monitor contractor’s employee’s payment. 2. Monitor and review contractor’s employee’s payment every month. <p><u>Telok Sengat Estate</u></p> <ol style="list-style-type: none"> 1. Appoint PIC to monitor contractor’s employee’s payment. 2. Monitor and review contractor’s employee’s SOCSO contribution every month.
<p>Assessment Conclusion:</p>	<p>The submitted CAP detailing on proposed actions to be taken to address the raised nonconformity, based on the root cause identified were reviewed and deemed to be appropriate. Thus, the effectiveness of the CAP will be verified during the next surveillance assessment.</p>

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Non-conformity			
NCR Ref #	2235530-202208-N2	Issued Date	12/08/2022
Due Date	Next Surveillance Assessment	Closure Date	"Open"
Indicator & Category (Critical / Minor)	4.2.3 (Minor)		
Statement of Nonconformity:	The stakeholders were not informed on the progress of the raised complaints/grievance.		
Requirement Reference:	The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.		
Objective Evidence:	<p>Social management plan documented for all estates and POM in the document title social action plan 2022.</p> <p>For Telok Sengat Estate, several issues have been identified and action plan has been established for issues highlighted. Sample taken for grievance mechanism and sighted that the management need to implement effective grievances mechanism in all records of complaints and mitigation action must be documented.</p> <p>Workers Representative Meeting (20/07/2022) and Gender Committee Meeting (20/07/2022) have been verified where some of the outcomes have been classified as compliant/grievances. Details as per below</p> <ol style="list-style-type: none"> a. Complaint on social issues at housing compound b. Wild dogs, bats and crow at housing compound c. Request to increase school bus allowance. <p>Verification has been made and identified that the complaint received from both meetings have not been responded within the timeline as per stated in the SOPs.</p>		
Corrections:	<ol style="list-style-type: none"> 1. Record the complaint regarding wild dogs, bats and crow, and social issues at housing compound in the complaint form and conduct further investigation. 2. Conduct discussion on request to increase school bus allowance and inform the outcomes to the affected parties. 		
Root Cause Analysis:	No follow-up was done regarding the complaint recorded during workers representative meeting and gender committee meeting dated 20/07/2022 due to no competent person on this matter.		
Corrective Actions:	<ol style="list-style-type: none"> 1. Develop complaint logbook to record any complaint/grievances raised during any meeting. Then, record the complaint in the complaint form. 2. Appoint PIC and train by SSD department to monitor complaints/grievance by workers. 3. PIC Communication follows up the complaint/grievance within 24 hours to initiate the investigation. 4. Conduct investigation within the timeline as per stated in the complaint and grievance SOP. 		
Assessment Conclusion:	The submitted CAP detailing on proposed actions to be taken to address the raised nonconformity, based on the root cause identified were reviewed and deemed to		

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	be appropriate. Thus, the effectiveness of the CAP will be verified during the next surveillance assessment.
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Non-conformity			
NCR Ref #	2235530-202208-N1	Issued Date	12/08/2022
Due Date	Next Surveillance Assessment	Closure Date	"Open"
Indicator & Category (Critical / Minor)	7.3.2 (Minor)		
Statement of Nonconformity:	The disposal of waste material was not in accordance to the procedure.		
Requirement Reference:	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.		
Objective Evidence:	<p>During site visit and verification, the below evidence was sighted:</p> <p><u>Kulai Young Estate</u></p> <ol style="list-style-type: none"> Clinical waste was generated from the estate clinic however it was not identified in the waste inventory as per latest Fifth Schedule – Inventory of Schedule Waste dated 21/07/2022. It was not in line with SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 9.2 "Regulation of 11 of Environmental Quality (Schedule Waste) Regulation 2005 requires a waste generator (estate/mill) to keep accurate and up to date inventory of quantity and categories of schedule waste being handled (generated, threatened, and disposed of)". Other than that, it was noticed that empty lubricant container from the contractor COST-WIN was placed at the field PM2014D area near their cabin area. It was not in line with SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 8.0 Storage of Schedule Waste (8.1) (a) "A proper designated area in the mill/estates premises, away from the manufacturing/processing area and area of employee's activities". <p><u>Telok Sengat Estate</u></p> <ol style="list-style-type: none"> During site visit at Schedule Waste Store, Telok Sengat Estate, it was found that, date generated of the SW was not stated at the label for SW409. It was not in line with SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 7.3 Labelling Waste Information: Besides the symbolic label has to be pasted on the container, mill/estate is required to be labelled clearly the following information (a) The date when the schedule wastes are first generated. 		
Corrections:	<p>Kulai Young Estate:</p> <ol style="list-style-type: none"> Re-identify Scheduled Waste present in estate and update the Identification of Scheduled Wastes List. Update clinical waste in eSWIS (Inventory of Scheduled Wastes) and estate's scheduled waste record book. Conduct briefing and training to contractor COST-WIN on company's policy and procedure in regards to scheduled wastes. 		

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	<p>Telok Sengat Estate:</p> <ol style="list-style-type: none"> Inspect and label the date generated on SW409 as per SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 7.3 Labelling Waste Information.
Root Cause Analysis:	<p>Kulai Young Estate:</p> <ol style="list-style-type: none"> Lack of understanding of scheduled waste among estate management personnel, therefore, clinical waste is not identified as Scheduled Waste. Record of clinical waste was not maintained due to no activity of clinical except for dispensary at estate’s clinic. No monitoring on contractor COST-WIN activity since it was not part of estate operation. <p>Telok Sengat Estate:</p> <ol style="list-style-type: none"> No monitoring on schedule waste labelling.
Corrective Actions:	<p>Kulai Young Estate</p> <ol style="list-style-type: none"> Record clinical waste in eSWIS inventory and estate’s scheduled waste record book monthly basis. Appoint PIC on monitoring Scheduled Waste. <p>Telok Sengat Estate</p> <ol style="list-style-type: none"> Appoint PIC to monitor scheduled wastes. Conduct monitoring and inspection every time scheduled wastes were generated.
Assessment Conclusion:	<p>The submitted CAP detailing on proposed actions to be taken to address the raised nonconformity, based on the root cause identified were reviewed and deemed to be appropriate. Thus, the effectiveness of the CAP will be verified during the next surveillance assessment.</p>

Opportunity for Improvements	
OFI #	Description
OFI 1 2235530-202208-01	Clause: 6.2.2 All workers have been provided with employment contract and there is evidence that it has been signed by both parties (management/workers) for all sites. It can be further improved by standardizing the employment contract format for all estates and POM.

Opportunity for Improvements	
OFI #	Description
OFI 2 2235530-202208-02	Clause: 3.8.12 The monitoring of the mass balance records could be further improved to clearly indicate the amount of CPO and PK carried forward to the following month.

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Positive Findings	
PF #	Description
PF 1	Good Implementation of GAP across the estates.
PF 2	Good understanding by staffs and workers on GAP, H&S and Environment Protections.

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	2077371-202107-M1	Issued Date	08/07/2021
Due Date	06/10/2021	Closure Date	24/09/2021
Indicator & Category (Critical / Minor)	3.8.9 Major (Critical)		
Statement of Nonconformity:	Minimum information for RSPO certified product found inadequate in sample document sighted for e. RSPO certificate number;		
Requirement Reference:	<p>Sales and Goods Out</p> <p>The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation):</p> <ol style="list-style-type: none"> a. The name and address of the buyer; b. The name and address of the seller; c. The loading or shipment / delivery date; d. The date on which the documents were issued; e. RSPO certificate number; f. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations); g. The quantity of the products delivered; h. Any related transport documentation; i. A unique identification number. 		
Objective Evidence:	Sighted from CPO ticket weighbridge and Delivery order (No; CPO123202100301) dated 3/6/2021 was not using RSPO certificate no (RSPO 697033)		
Corrections:	<p>The Mill had crossed out the incorrect RSPO certificate no and corrected RSPO Certificate No on CPO tickets documents to the appropriate RSPO Certificate No: RSPO 697033.</p> <p>The Mill also had issued a formal request to IT Department to correct the RSPO Certificate No to the correct RSPO Certificate No: RSPO 697033</p>		
Root Cause Analysis:	The Delivery Order ticket was automatically generated by the centralized Boustead Measuring System (BMS) controlled by the IT Department at Boustead Plantations		

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	headquarters. The IT Department had incorrect input information as the RSPO Certificate No for Telok Sengat Mill.
Corrective Actions:	The sustainability department had made yearly checklist inspections with the IT Department to ensure all the correct data information for RSPO requirements. Refer to the inspection schedule programme and correct RSPO certificate No on tickets attached.(Appendix 1 and 2)
Assessment Conclusion:	Major NC Close Out Evidence Verification: <ul style="list-style-type: none"> – Records of weighbridge ticket CPO (129309) and DO no: CPO123202100593 dated 23/9/2021 using cert RSPO 697033. – Records of weighbridge ticket PK (129228) and DO no: CPO123202100584 dated 21/9/2021 using cert RSPO 697033. Evidence shown the CAP was found to be effective thus the major NC was closed on 24/9/2021. Continuous implementation will be further verified in the next audit.
Effectiveness Closure (for previous audit closed Critical NC):	<p>Telok Sengat POM have ensured that all the required information are available in document form for any sales of MB-Certified products. CPO – RSPO MB and PK – RSPO MB have been sold during the audit period and sampled records of transactions have been verified as follows.</p> <p><u>CPO – Mass Balance</u></p> <ul style="list-style-type: none"> a. The name and address of the buyer: XXX b. The name and address of the seller: Boustead Telok Sengat Sdn Bhd c. The loading or shipment/ delivery date: 01/07/2022 d. The date on which the documents were issued: 01/07/2022 e. RSPO certificate number: RSPO 697033 f. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): CPO/Mass Balance g. The quantity of the products delivered: 33.44 MT h. Any related transport documentation: W/B Ticket# 142233 i. A unique identification number: W/B Ticket# 142233 <p><u>PK – Mass Balance</u></p> <ul style="list-style-type: none"> a. The name and address of the buyer: XXX b. The name and address of the seller: Boustead Telok Sengat Sdn Bhd c. The loading or shipment/ delivery date: 14/07/2022 d. The date on which the documents were issued: 14/07/2022 e. RSPO certificate number: RSPO 697033 f. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): PK/Mass Balance g. The quantity of the products delivered: 43.42 MT h. Any related transport documentation: W/B Ticket# 142909 i. A unique identification number: W/B Ticket# 142909 <p>Hence the Critical Non-Conformity remains closed.</p>

Non-conformity			
NCR Ref #	2150250-202112-N1	Issued Date	17/01/2022

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Due Date	12/08/2022	Closure Date	12/08/2022
Indicator & Category (Critical / Minor)	7.3.3 (Minor)		
Statement of Nonconformity:	Found open burning in certification area.		
Requirement Reference:	The unit of certification does not use open fire for waste disposal.		
Objective Evidence:	Found open burning used for waste disposal in Mill workers housing area (MQ 24) verified during site visit.		
Corrections:	The mill issued a circular to remind linesite workers regarding restrictions on open burning of waste disposal.		
Root Cause Analysis:	The new workers have done the open burning.		
Corrective Actions:	The mill has done training to educate the new workers restriction on open burning of waste disposal.		
Assessment Conclusion:	Based on the training record dated March 2022 and site verification, there were no any traces or evidence of open burning in the sampled estates. Based on the interview with workers, they were able to understand and explain the prohibition of open burning in the certification area. Thus, the minor non-conformity was closed on 12/08/2022.		

Opportunity for Improvement	
OFI#	Description
OFI 1	NIL

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1817083-201908-M1	Major	5.2.2	30/08/2019	Closed on 14/08/2020
1817083-201908-M2	Major	6.1.3	30/08/2019	Closed on 14/08/2020
1817083-201908-M3	Major	2.1.1	30/08/2019	Closed on 14/08/2020
1817083-201908-M4	Major	SCCS 5.3.2	30/08/2019	Closed on 14/08/2020
1817083-201908-M5	Major	SCCS 5.5.1	30/08/2019	Closed on 14/08/2020
1817083-201908-M6	Major	SCCS 5.8.1	30/08/2019	Closed on 14/08/2020
1817083-201908-M7	Major	SCCS 5.13.1	30/08/2019	Closed on 14/08/2020
1817083-201908-N1	Minor	5.3.3	30/08/2019	Closed on 08/07/2021
1817083-201908-N2	Minor	1.3.1	30/08/2019	Closed on 08/07/2021
1817083-201908-N3	Minor	2.1.3	30/08/2019	Closed on 08/07/2021

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1817083-201908-N4	Minor	6.5.3	30/08/2019	Closed on 08/07/2021
1817083-201908-N5	Minor	6.12.2	30/08/2019	Closed on 08/07/2021
2077371-202107-M1	Major (Critical)	3.8.9	08/07/2021	Closed on 24/09/2021
2150250-202112-N1	Minor	7.3.3	17/01/2022	Closed on 12/08/2022
2235530-202208-M1	Critical	3.4.1	12/08/2022	Closed on 04/10/2022
2235530-202208-M2	Critical	3.8.12	12/08/2022	Closed on 07/10/2022
2235530-202208-N1	Minor	2.2.2	12/08/2022	"Open"
2235530-202208-N2	Minor	4.2.3	12/08/2022	"Open"
2235530-202208-N3	Minor	7.3.2	12/08/2022	"Open"

3.4 Stakeholders and previous land owner / user consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Telok Sengat Business Unit Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO 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 later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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 below.

Stakeholders contacted		
Type of Stakeholder (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	Stakeholder name / organization	Means of communication (e.g. face to face interview, email, phone interview, comment from public notice)
External Stakeholder (Union)	National Union Plantation Workers	Face to face
Contractor	Hau Pheng Jhai Enterprise	Face to face
Internal Stakeholder	Worker’s Representative	Face to face
Internal Stakeholder	Gender Committee	Face to face
Communities	Ketua Kampung Johor Lama	Face to face

Stakeholders comment	
1	Feedbacks: National Union Plantation workers He mentioned that frequent communication and consultation with the estate manager under Boustead Holdings Berhad has been done directly through meeting and phone call . He also mentioned that high

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	<p>participation from Boustead Holdings Berhad workers in NUPW is very satisfactory. IOI group support any activities conducted and persuade any workers to join any Union as per mentioned in their own policy.</p> <p>Audit Team verification and response: There is no further verification required by the audit team. The management noted with the respond and will try to improve in the future.</p>
2	<p>Feedbacks: Contractor, Hau Pheng Jhai Enteprise Hau Pheng Jhai Enteprise has been appointed as contractor to supply labour for estate operation since last 20 years. Contract agreement detailing all term has been signed by both parties and confirmed that stakeholders understand content of the agreement. Payment has been made normally with period around 7-10 days after invoice submitted.</p> <p>Audit Team verification and response: There is no further verification required by the audit team. The management noted with the respond and will try to improve in the future.</p>
3	<p>Issues: Worker's Representative/Gender Committee Sample of local and foreign workers has been interviewed. As per interview, there is issues has been raised where policy and procedure has 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: Management team will keep update on any update of legal requirement to ensure that all workers will be paid compliance with legal requirement.</p>
4	<p>Issues: Haji Mohd Noor, Ketua Kampung Johor Lama, Encik Zaini, Ketua Kampung There is evidence good relationship has been maintained by both parties which meeting has been done frequently to discuss any issues related. It has been confirmed that there is negative impact from the operation of both estate and mill. Estates and POM also support activities in the village such as repairing roads, death and other communities activities.</p> <p>Management Responses: The management will continue to contribute on local and community development.</p>



List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
The plantation was established in 1979 and has already undergone 2 nd Cycle of Replanting. Hence, this is not applicable.					

Previous land owner / user comment	
NA	Feedbacks: -
	Audit Team verification and response: -

3.5 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.

Formal Signing-off of Assessment Conclusion and Recommendation

<p>The audit objectives have been achieved and the certificate scope is appropriate. Based on the results of this audit, it is concluded that Telok Sengat Business Unit has complied with the Malaysia National Interpretation 2019 of the RSPO P&C 2018 and audit criteria identified within the audit report. It is deemed that the management system has achieved its intended outcomes. Therefore, it is recommended that Telok Sengat Business Unit is remain certified.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: VIJAY KANNA PAKIRISAMY	Name: SHAMSULBAHRI BIN MOHAMAD
Company Name: BSI MALAYSIA SDN BHD	Company Name: BOUSTEAD PLANTATIONS BERHAD
Title: CLIENT MANAGER	Title: HEAD OF BUSINESS UNIT
<p>Signature:</p> 	<p>Signature:</p> <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p> 
Date: 07/10/2022	Date: 12 / 10 / 2022.

Appendix A: Summary of Findings

Criterion / Indicator		Assessment Findings	Compliance
Principle 1: Behave ethically and transparently			
Criterion 1.1: The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	<p>(C) Documents that are specified in the RSPO P&C are made available to the public.</p> <p>- Critical (Major) compliance -</p>	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Information on environmental, social and legal issues relevant to RSPO Criteria was made available by Boustead POM and Estates certification units (Boustead Telok Sengat Business Unit - TSBU) to relevant stakeholders for effective participation in decision making.	Complied
1.1.2	<p>Information is provided in appropriate languages and accessible to relevant stakeholders.</p> <p>- Minor compliance -</p>	From the verification the information that available at board in operation unit area was in appropriate language. From the interview with stakeholder and workers the information was accessible to them.	Complied
1.1.3	<p>(C) Records of requests for information and responses are maintained.</p> <p>- Critical (Major) compliance -</p>	There is evidence that records for information request has been maintained in the logbook "Information Request Records" for all operating units. It was verified that the management of the mill and estate have responded to all request and inquiries in a timely manner with acknowledgement and date of acknowledgement available for verification.	Complied
1.1.4	<p>(C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative.</p> <p>- Critical (Major) compliance -</p>	Boustead Plantations Berhad has developed a Communication Procedure. The procedure is to handle communication for internal and external stakeholders. The methods of communication such as formally write in, through phone call, discussion or meeting and etc.	Complied

		<p>External Communication Form (PKSJ-001) and Communication Record (PKSJ-002) was implemented.</p> <p>For Kulai Young Estate, communication of the procedure has been done on 25/06/2022 for internal stakeholder and for external stakeholder on 22/06/2022 during the stakeholder consultation</p> <p>While for Telok Sengat Estate, communication of the policy for external stakeholder has been done during stakeholder consultation dated 09/06/2022 with attendance of stakeholder from various category such as local communities, NGOs and government bodies and for internal stakeholder it`s has been done on 02/04/2022</p>	
1.1.5	<p>There is a current list of contact and details of stakeholders and their nominated representatives.</p> <p>- Minor compliance -</p>	<p><u>Kulai Young Estate</u></p> <p>List of stakeholders has been established in the document "List of external stakeholders" updated on 02/08/2022 and has been classified into different categories such as supplier/contractor, other interested parties, NGOs, and local communities. Kulai Young Estate has been purchased by SIPP Power Sdn Bhd base on sale and purchase agreement dated 28/09/2021 and currently has been managed by Boustead Agency and consultancy services Sdn Bhd.</p> <p><u>Telok Sengat POM and Telok Sengat Estate</u></p> <p>List of stakeholder updated on 03/01/2022 by Muhammad Hazim. As per list sighted that the estate surrounded by Felda Ayer Tawar 1 and 2, Kampung Tanjung Buai, Kampung Johor Lama, Kampung Layau Baru, Ladang Kim Long and Ladang Asahi.</p>	Complied
<p>Criterion 1.2: The unit of certification commits to ethical conduct in all business operations and transactions.</p>			
1.2.1	<p>A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.</p> <p>- Minor compliance -</p>	<p>Boustead Plantations Berhad has established a handbook of Code of Ethics & Conduct where the company was committed to maintain the highest standards of integrity and professionalism in its business dealings. The company will ensure they do business in a transparent, appropriate and fair manner. There were 6 principles</p>	Complied

		<p>that all the employees must observe in the Code of Conduct as below:</p> <ul style="list-style-type: none"> a. To avoid conflict of interest. b. To avoid misuse of position. c. To prevent misuse of information gained through the Group’s operation, either for personal gain or for any purpose other than that intended by the Group. d. To ensure confidentiality of information, communication and transactions conducted by the Group. e. To ensure transparency and justice. f. To create a respectful workplace environment and culture. <p>Policies were communicated frequently through direct meeting or weekly assembly such as conducted by the management on 04/08/1988 and 22/07/2022 for Chamek Estate,18/03/2022 and 29/07/2022 for Kulai Young Estate.</p> <p><u>Telok Sengat Estate</u></p> <p>Communication of the policy for external stakeholder has been done during stakeholder consultation dated 09/06/2022 with attendance of stakeholder from various category such as local communities, NGOs and government bodies and for internal stakeholder it`s has been done on 02/04/2022.</p>	
1.2.2	<p>A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.</p> <p>- Minor compliance -</p>	<p>All sites have established mechanism to monitor compliance and implementation of the policy base on the internal audit. For Telok Sengat Estate, Chamek estate and Kulai Young Estate, internal audit was done on 27-30/06/2022 with total 17 NCs has been raised. However, there was no NCs raised on implementation of the policy.</p>	Complied

Principle 2: Operate legally and respect rights			
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	<p>(C) The Unit of Certification complies with legal requirements - Critical (Major) compliance -</p>	<p>Telok Sengat Certification unit continued to comply to all required and applicable legal requirements for the mill and estates. Sampled the license and permits for the mill and estates as below:</p> <p><u>Telok Sengat POM</u></p> <ol style="list-style-type: none"> 1. MPOB License; License Number: 500089304000; License Validity Period: 01/09/2022 – 31/08/2023. 2. Air Compressor Permit; Permit Number: PMT-JH/21 152655; Registration Number: JH PMT 11496; Expiry Date: 11/01/2023. 3. Private Installation License; Serial Number: 44615; License Number: 2021/03328; License Validity Period: 27/12/2021 – 26/12/2022. 4. Permit Barang Kawalan Berjadual; Serial Number: P(J003156); Reference Number: KPDNKK.J.KTG/PERMIT 0011 (PD); Description: Diesel; Storage Quantity: 18,500 Litres; License Validity Period: 08/09/2021 – 07/09/2022. 5. License to Abstract and Divert River Water; License Number; 08/A/KT/028; File Number: BAKAJ/334/300/05/08/08/12; License Expiry Date; 31/12/2022. 6. DOE License; License Number; 006380; License Validity Period: 01/07/2022 – 30/06/2023. <p><u>Telok Sengat Estate</u></p> <ol style="list-style-type: none"> 1. MPOB License (FFB); License Number: 615231002000; License Validity Period: 01/10/2021 – 30/09/2022. 	Complied

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		<p>2. Compressor License; License Number: PMT-JH/22 178860; Registration Number; JH PMT 17734; License Expiry Date: 25/08/2023.</p> <p>3. Permit Barang Kawalan Berjadual; Serial Number: P(J003026); Reference Number: KPDNKK.J.KTG/PERMIT 0298(PD); Description: Diesel; Storage Quantity: 10,000 Litres; Permit Validity Period: 02/03/2022 – 01/03/2023.</p> <p>4. JTK License – Permit Potongan Gaji Daripada Gaji Perkerja; Serial Number: PP 3/34/1481; License valid from 15/04/2011.</p> <p><u>Chamek Estate</u></p> <p>1. MPOB License; License Number: 613906002000; License Validity Period: 01/08/2022 – 31/07/2023.</p> <p>2. Permit Barang Kawalan Berjadual; Serial Number: P(J002077); Reference Number: BPGK JH (KLU) 2321 SK; Description: Diesel; Storage Quantity: 7,280 Litres; License Validity Period: 10/03/2021 – 09/03/2023.</p> <p>3. JTK Permit - Deduction From Workers Salary; Serial Number: PP3/29/254/2006; Permit Effective From 01/08/2006.</p> <p>4. Weighbridge Annual Calibration; Serial Number: B749111167; Date of Calibration: 05/01/2022; Calibration Done By: De Metrology Sdn Bhd.</p> <p>5. Compressor Permit (Pressure Vessel); Registration Number: JH PMT 88127; Permit Expiry Date: 27/03/2023.</p> <p><u>Kulai Young Estate</u></p>	
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		<ol style="list-style-type: none"> 1. MPOB License; SIPP Power Sdn Bhd; License Number: 620978002000; License Validity Period: 16/05/2022 – 30/04/2023. 2. River Water Abstraction and Diversion License; License number: 07/A/KJ/055; File Number: BAKAJ/334/300/05/02/07/8; License Expiry Date: 31/12/2022. 3. JTK – Permit Potongan Daripada Gaji Pekerja; Serial Number: PP3/29/028/2007; License Commenced since 15/04/2007. 4. Permit Barang Kawalan Berjadual; Serial Number; P(J004055); Reference Number: KPDKK.J-JB/26/5A/11/1410(P/DP(P1)); Description: Diesel; Storage Quantity: 10,000 Litres; License Validity Period: 13/07/2021 – 12/07/2024. 	
2.1.2	<p>A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.</p> <p>- Minor compliance -</p>	<p>Tracking system that were available to identify changes in the relevant regulations were through head office, sustainability team, website information and the information are communicated from the Head Office (Sustainability Section). Boustead Plantations Berhad have established a centralized system for tracking any changes in the law and have subscribed for the online platform, Lawnet.</p> <p>The certification units maintain a Legal and Other Requirements Register where all applicable legal requirements to the operation of the mill and estate are listed out. The latest update for the Legal and other requirements register was dated 07/03/2022 and available for verification. The register consist of documents among others such as Wildlife Conservation Act 2010, Personal Data Protection Data 2010; Anti-Trafficking in Person and Anti-Smuggling of Migrants Act 2007 and Passport Act 1966.</p> <p>The Operating Units have further appointed specific personals within the mill and estate to be responsible for legal compliance</p>	Complied

		<p>within the unit. Sighted appointment letters for the appointment of PICs as below.</p> <ul style="list-style-type: none"> a. Mr. Hazmi Bin Ramli has been appointed as the PIC responsible for monitoring legal and other requirement register for Telok Sengat Oil Mill as stated in the appointment letter dated 31/10/2018 undersigned by the Mill Manager. b. En. Muhammad Azlim bin Mohd Yusof has been appointed as the PIC responsible for monitoring legal and other requirement register for Telok Sengat Estate as stated in the appointment letter dated 01/01/2022 undersigned by the Estate Manager. c. Norafizza Binti Rossmi has been appointed as the PIC responsible for the changes in legal requirements and legal compliance for Chamek Estate as stated in the appointment letter dated 01/01/2022 undersigned by the Estate Manager. d. Pn. Noor' Aqilah Astar has been appointed as the PIC responsible for monitoring Legal and Other Requirement Register in Kulai Young Estate as stated in the appointment letter dated 11/02/2022 undersigned by the estate manager. 	
2.1.3	<p>Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.</p> <p>- Minor compliance -</p>	<p>Based on the site verification, the boundaries were clearly demarcated using canal and boundary marker. Sighted no planting beyond the legal boundary of Boustead Telok sengat operating unit verified during site visit. Sampling in Kulai Young estate, field 1PJ2013B boundary with Hanchang Construction. In Chamek estate verified as per boundary field 14C and Haji Halim was clearly demarcated.</p>	Complied
<p>Criterion 2.2: All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.</p>			
2.2.1	<p>A list of contracted parties is maintained.</p> <p>- Minor compliance -</p>	<p>List of contractors has been maintained by the management of each operating in the document title "List of stakeholder" <u>Kulai Young Estate</u></p>	Complied

		<p>There is 2 contractors has been engaged by the management which are Cipta Melati Enterprise and Distinction One Sdn Bhd</p> <p><u>Telok Sengat Estate</u></p> <p>Total 8 contractors recruited in the estates fro various types of works such as harvesting, pruning, FFB transport. 2 sample of contractors taken for Hau Peng Jhai and Lee Kok Wee for harvesting and pruning workss</p>	
<p>2.2.2</p>	<p>All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party.</p> <p>Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.</p> <p>- Minor compliance -</p>	<p><u>Kulai Young Estate</u></p> <p>Memorandum of agreement dated 28/01/2022 between the management and Cipta melati Enterprise and between distinction one Sdn Bhd on 03/06/2022.</p> <ol style="list-style-type: none"> 1. There is no evidence that, the estate management has monitor payment for 1 lorry driver that working for Distinction one Sdn Bhd 2. Sample taken for 3 foreign workers under Cipta Melati Enterprise and sighted SOCSO contribution as not per rate according to Akta Keselamatan Social 1969., sample taken for month May 2022. 3. Sample taken for 3 foreign workers under Cipta Melati Enterprise, Overtime for workers has not been paid as per latest wages rated. Sighted base on sample of pay slips for April and May 2022 where the workers has been paid base on rated RM8.37/hours instead of RM10.45/hour as per regulations. <p>Stated in clause 41, that the contractor need to strictly adhered and comply to requirement and provision under listed act and regulation. And clause 37, that the contractor need to maintain proper records and workers` payroll as required by the labour</p>	<p>Non-compliance</p>

		<p>department and must ensure that all his workers are fully paid every month with reasonable price/ fair rates.</p> <p><u>Telok Sengat Estate</u> Sample of workers selected for 8 contractors’ workers and SOCSO contribution has been verified for March and July 2022. It has been found out that contribution has not been made according to Akta Keselamatan Social 1969.</p> <p>Stated in clause 41, that the contractor needs to strictly adhered and comply to requirement and provision under listed act and regulation. And clause 37, that the contractor need to maintain proper records and workers` payroll as required by the labour department and must ensure that all his workers are fully paid every month with reasonable price/ fair rates.</p>	
2.2.3	<p>All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.</p> <p>- Minor compliance -</p>	<p><u>Kulai Young Estate</u> Memorandum of agreement dated 28/01/2022 between the management and Cipta melati Enterprise and between distinction one Sdn Bhd on 03/06/2022.</p> <p><u>Telok Sengat Estate</u> Total 8 contractors recruited in the estates fro various types of works such as harvesting, pruning, FFB transport. 2 sample of contractors taken for Hau Peng Jhai and Lee Kok Wee for harvesting and pruning works. Memorandum of agreement sighted dated 01/01/2022 for both contractors and in clause stated that contractors need to comply with legal requirement.</p> <p>Stated in the agreement that contractor are disallowed to recruit child, forced and trafficked labour.</p>	Complied

Criterion 2.3: All FFB supplies from outside the unit of certification are from legal sources.

2.3.1	<p>(C) For all directly sourced FFB, the mill requires:</p> <ul style="list-style-type: none"> Information on geo-location of FFB origins Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder One or more supporting documents for claims Valid MPOB license <p>- Critical (Major) compliance -</p>	<p>A list of all directly sourced FFB is available. It has the information about names of the suppliers, MPOB License number, geo-location, address, hectarage and certification status.</p> <p>Telok Sengat Palm Oil Mill receives RSPO certified FFB from its own supply base estates and also non certified FFB diverted from other sister estates within the Boustead group and also from 4 outgrowers.</p> <p>The mill management has obtained all required information as per indicator for the directly sourced FFB suppliers to the mill. Documents such as the MPOB License, evidence of ownership and the supporting document(s) to show the status of the third party FFB suppliers land ownership such as Land Application (LA); letter from Land & Survey Department; Temporary Occupation Lease (TOL); Provisional Lease; Alienated Land was available for verification.</p>	Complied
2.3.2	<p>For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator2.3.1.</p> <p>- Minor compliance -</p>	<p>As for this assessment period there were no indirectly sourced FFB received by Telok Sengat POM. All FFB are directly sourced from the growers themselves. Hence this indicator is not applicable.</p>	Not Applicable
<p>Principle 3: Optimise productivity, efficiency, positive impacts and resilience</p>			
<p>Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.</p>			
3.1.1	<p>(C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.</p> <p>- Critical (Major) compliance -</p>	<p>Telok Sengat Business Unit have established and implemented its commitment to long term sustainability and improvements through a capital expenditure program e.g.: Consist of area statement, capital expenditures, vehicle and heavy plan running schedule, upkeep and cultivation, harvesting, nursery, production cost etc. Budget 2021 and Boustead Group of Estate Five (5) Years Planning Horizon (projections 2022- 2026) was verified during the audit. Similarly, the Chamek estate possessed a similar budget format.</p>	Complied

		<p>Inclusive there is also a 5-year budget/forecast financial plan 2022-2026 allocating categories among others such as harvesting, transportation, manuring and others. The business plan comprises established for financial from 2022- 2026.</p> <ul style="list-style-type: none"> a. Crop intake. b. Processing cost RM/mt c. Extraction rates. d. CAPITAL expenditures. 																													
<p>3.1.2</p>	<p>An annual replanting programme projected for a minimum of five years with yearly review, is available. - Minor compliance -</p>	<p>The revised replanting program was established which was updated on Jan 2021. The replanting programmed sighted as follow:</p> <table border="1" data-bbox="1142 742 1926 1332"> <thead> <tr> <th>Year</th> <th>Ha</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>116.20</td> <td rowspan="5">Chamek Estate</td> </tr> <tr> <td>2022</td> <td>98.30</td> </tr> <tr> <td>2023</td> <td>27.30</td> </tr> <tr> <td>2024</td> <td>30.70</td> </tr> <tr> <td>2025</td> <td>39.50</td> </tr> <tr> <td>Nil</td> <td>Nil</td> <td>Kulai Young Estate</td> </tr> <tr> <td>2022</td> <td>0</td> <td rowspan="5">Telok Sengat Estate</td> </tr> <tr> <td>2023</td> <td>372.30</td> </tr> <tr> <td>2024</td> <td>210</td> </tr> <tr> <td>2025</td> <td>102.4</td> </tr> <tr> <td>2026</td> <td>143.60</td> </tr> </tbody> </table>	Year	Ha	Estate	2021	116.20	Chamek Estate	2022	98.30	2023	27.30	2024	30.70	2025	39.50	Nil	Nil	Kulai Young Estate	2022	0	Telok Sengat Estate	2023	372.30	2024	210	2025	102.4	2026	143.60	<p>Complied</p>
Year	Ha	Estate																													
2021	116.20	Chamek Estate																													
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2026	143.60																														

3.1.3	<p>The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertake.</p> <p>- Minor compliance -</p>	<p>The management conducted management review on 04/06/2021. The management will be conducted yearly basis.</p> <p>In Chamek estate, Telok Sengat estate and Kulai Young estate, the latest management review was on 30 June 2022. From the internal audit there are 17 NCR been raised. Internal audit conducted on 27-30 June 2022 by Boustead Plantation Berhad Sustainability Member. The correction of the Nc conducted on 29/07/2022.</p> <p>In Mill the management also conducted Environmental Plantation Management Committee (EPMC) dated 09/06/2022 attended by employer representative and employee representative.</p>	Complied
<p>Criterion 3.2: The unit of Certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable Continuous improvement in key operations.</p>			
3.2.1	<p>(C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.</p> <p>- Critical (Major) compliance -</p>	<p>The continuous improvement plan was available for Boustead Chamek and Boustead Telok Sengat estate dated 18/03/2021, this plan included social, environment impact and other opportunities such as per sample below:-</p> <ul style="list-style-type: none"> - To substitute chemical to cultural and biological practices (using beneficial plant) - To ensure the soil erosion reduced - To installed water machine to supply water for domestic used - To provide milk, toys and play equipment at creche <p>The record of implementation was available at site.</p> <p>Verification as per bill dated 26/04/2021 on toys and play equipment buying by Chamek estate</p>	Complied
3.2.2	<p>As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the [RSPO metrics template].</p>	<p>RSPO metric template version 2.1 is used for the reporting of Telok Sengat Business Unit Certification Unit's metrics (economic, social and environment). Data reporting period is January to December 2021 for (social and environment metrics) and economic metrics</p>	Complied

	<p>PROCEDURAL NOTE:</p> <p>The RSPO metrics template is awaiting decision/agreement by RSPO and the issue is still being discussed.</p> <p>Until such metrics is agreed and developed, companies will carry on with existing reporting e.g. PalmGHG, Annual Communication of Progress (ACOP) reporting, and information provided to Certification Body and feedback via RSPO Secretariat is required.</p> <p>- Minor Compliance -</p>	<p>from Jul 2021 – Jun 2022 (counting back from audit month). Based on verification with input data, no discrepancies of data reported for the said period for all metrics.</p>	
<p>Criterion 3.3: Operating procedures are Appropriately documented, consistently implemented and monitored.</p>			
<p>3.3.1</p>	<p>(C) Standard Operating Procedures (SOPs) for the unit of certification are in place.</p> <p>- Critical (Major) compliance -</p>	<p>Quality Assurance Manual (QAM, Rev:01, Date:2/11/2009), Mill operation Manual (MOM, Issue 2, Date: June 2002) and Standard Operating Procedure for SPOM was established to cover all the station. Sighted some of the procedure related to loading ramp, sterilization station, threshing and press station, clarification station, kernel station, depericarper station, kernel station, effluent treatment plant, boiler house, power house, water treatment plant and etc. Work Instructions have been derived from SOPs and it were displayed at work stations at the mill and at certain locations at the estates, such as the Muster Notice Boards. Eg: WI Sterilizer, WI Boiler, WI Engine room and WI store.</p> <p>Boustead Plantations Bhd has established the agriculture manual (Oil Palm Circular) covers felling and clearing, planting material, weeding, manuring, pest & disease, census & thinning out, drains, road & bridges, soil/water conservation, boundaries, fences & survey, supplying, pruning, collection (harvesting), external transport and etc.</p> <p>SWP - Safe work procedure including SOP for Reception & dispatch, Fruit Handling, Sterilisation, Threshing, Pressing, Boiler House, RWT, Workshop, Laboratory, Mill Store, Working at height and Confined Space.</p>	<p>Complied</p>

3.3.2	A mechanism to check consistent implementation of procedures is in place. - Minor Compliance -	There is mechanism in operating unit to ensure consistent of implementation of procedure. Verified as per below:- Internal Audit conducted by the Sustainability Department on an annual basis to monitor the mill and estate’s compliance towards the legal requirements, company procedures and RSPO requirements. Internal Audit Report for the whole certification unit was conducted on 22 – 30 August 2022.	Complied
3.3.3	Records of monitoring and any actions taken are maintained and available. - Minor Compliance -	The monitoring of the SOP implementation was closely made by the all levels of the supervisory personnel with records maintained and checked. Among others the records are; a. Daily production/work records for the core activities at the estates/mill. b. Field Costing book for chemical and fertilizer. c. Internal Audit Reports.	Complied
Criterion 3.4: A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.			
3.4.1	(C) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/out-grower scheme, is documented. - Critical (Major) compliance -	There’s no new planting in all estates within Boustead TSBU. For existing plantation, the social part documented as Social Impact Assessment (SIA) Boustead Plantations Berhad; Telok Sengat Palm Oil Mill; Telok Sengat Estate; Kulai Young Estate; Chamek Estate; Eldred Estate; Bekoh Estate; Johor. Malaysia; June 2018; Date of Assessment: 2 nd – 10 th April 2018; Date of delivery of SIA findings: 20 th April 2018; Date of Stakeholder Consultations: 21 st – 22 nd May 2018; Date of Report: 29 th June 2018 by Malaysia Environmental Consultant (MEC). The assessment undertaken by professionals through participatory methodology involving affected stakeholders of all operating units assessed. For environmental part, the aspect and impact of environmental already include stakeholder on EFB implementation. The update	Non-compliance

		<p>assessments are conducted internally by Sustainability team and to assess the current impact to the surrounding communities.</p> <p>Nevertheless, there was no evidence that social impact assessment has been done for both activities.</p> <ol style="list-style-type: none"> 1. Kulai Young Estate has been purchased by SIPP Power Sdn Bhd based on sale and purchase agreement dated 28/09/2021 and currently is being managed by Boustead Agency and Consultancy Services Sdn Bhd. 2. Kulai Young Estate has established a program, "Corporate Smart Internship" with collaboration with Jabatan Penjara Malaysia which recruited inmate under parole as probation workers. 	
3.4.2	<p>For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.</p> <p>- Minor Compliance -</p>	<p>Social management plan documented for all estates and POM in the document title social action plan 2022. For Telok Sengat Estate, the assessment has been done 02-10/04/2018 updated on 30/06/2022. Several issues has been identified and action plan has been established for issues highlighted. Sample taken for grievance mechanism and sighted that the management need to implement effective grievances mechanism in all records of complaints and mitigation action must be documented.</p>	Complied
3.4.3	<p>(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.</p> <p>- Critical (Major) compliance -</p>	<p>Based on the initial assessment findings, the social and environmental management and monitoring plan was implemented, reviewed and updated regularly in a participatory way through meetings conducted with respective stakeholders. Among aspects and impacts identified to be taken action were as following:</p> <ol style="list-style-type: none"> a) Employees living & worker infrastructure (housing, clean water etc.) conditions 	Complied

		<p>b) Employees’ children education facilities availability and conditions</p> <p>c) Health and general facilities availability and conditions</p> <p>d) Employee welfare and wages</p> <p>e) Waste management & pollution prevention</p>	
<p>Criterion 3.5: A system for managing human resources is in place.</p>			
3.5.1	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives where applicable.</p> <p>- Minor Compliance -</p>	<p>Foreign workers procedure date issuance January 2016 revision#01. In the procedure has been outline the process of recruitment for foreign workers.</p>	Complied
3.5.2	<p>Employment procedures are implemented, and records are maintained.</p> <p>- Minor Compliance -</p>	<p>Employment procedures are well implemented with records well maintained as per information reported in indicator 6.1.1 to 6.6.2 below.</p>	Complied
<p>Criterion 3.6: An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.</p>			
3.6.1	<p>(C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>Telok Sengat Business Unit have conducted risk assessments for all the operations and documented in the Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The HIRARC is guided by the document Guidelines for Hazard Identification, Risk Assessment and Risk Control (HIRARC), Department of Occupational Safety and Health, 2008. The assessment covers all main operations and support operations.</p> <p><u>Telok Sengat Palm Oil Mill</u></p> <p>1. Chemical Health Risk Assessment was conducted in compliance with Occupational Safety & Health (USECHH) Regulation 2000. The assessment was conducted by Safety Solutions PLT on 07/05/2018 by DOSH registered assessor</p>	Complied

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		<p>(Reg Number: HQ/04/ASS/00/203). The CHRA Report was available for verification.</p> <ol style="list-style-type: none"> 2. Noise Risk Assessment was conducted in the mill in compliance with the Occupational Safety and health (Noise Exposure) Regulations 2019. The assessment was conducted on 07/10/2021 by Industrial Safety Management Services and the NRA Report was available for verification. 3. Annual and Baseline Audiometric Test was conducted on 02/11/2021 for workers deemed to be exposed to excessive noise as recommended in the NRA. The testing was conducted by Industrial Safety Management Services. The results were available and showed no workers with standard or permanent threshold shifts. <p>Telok Sengat Estate</p> <ol style="list-style-type: none"> a. HIRARC was available for all operations in the estate. Latest review conducted on 31/01/2020. b. Noise Risk Assessment has been conducted at Telok Sengat Estate on 17/02/2022 by Noise Risk Assessor, Handstech Solution Services Sdn Bhd (JKKP Registration No.: JH/03/04/106). The NRA Report was available for verification. c. Review of Chemical Health Risk Assessment was conducted in the estate to assess the usage of hazardous chemicals in the estate in compliance with Occupational Safety & Health (USECHH) Regulation 2000. The CHRA was conducted by ENV Consultancy & Monitoring Services Sdn Bhd on 08/04/2022 – 25/05/2022. The CHRA Report (Report Ref.: HQ/21/ASS/00/00048-2022/023) was available for verification. 	
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		<p><u>Kulai Young Estate</u></p> <p>a. Chemical Health Risk Assessment was conducted in the estate to assess the usage of hazardous chemicals in the estate in compliance with Occupational Safety & Health (USECHH) Regulation 2000. The CHRA was conducted by ENV Consultancy & Monitoring Services Sdn Bhd on 10/10/2018. The CHRA Report (Report Ref.: HQ/04/ASS/00/193-2018/037) was available for verification.</p> <p><u>Chamek Estate</u></p> <p>a. Chemical Health Risk Assessment was conducted in the estate to assess the usage of hazardous chemicals in the estate in compliance with Occupational Safety & Health (USECHH) Regulation 2000. The CHRA was conducted by Mr. Yeow Liang Ming on 03/12/2020. The CHRA Report (Report Ref.: HQ/14/ASS/00/350) was available for verification.</p> <p>b. Medical Surveillance was conducted for 12 Estate workers on 13/12/2021 by Johnsons Occupational Safety & Health Solutions. The report stated that all workers were fit to resume work</p> <p>c. Noise Risk Assessment has been conducted at Chamek Estate on 14/02/2022 by Noise Risk Assessor, Handstech Solution Services Sdn Bhd (JKKP Registration No.: JH/06/04/2691). The NRA Report was available for verification.</p>	
3.6.2	<p>(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored. - Critical (Major) compliance -</p>	<p>An annual Safety and Health Program for year 2022 had been developed at each Operating Unit. A table Program by month was sighted. It is grouped as follows into</p> <ol style="list-style-type: none"> 1. OSHA 1994 where <ol style="list-style-type: none"> a. 3-monthly Safety and Health Committee, 	Complied

		<ul style="list-style-type: none"> b. Workplace Inspection, c. Workers Medical Surveillance (by OHD) before commencement of work and at 12-monthly interval, d. Chemical Health Risk Assessment, 5 yearly, e. Chemical Exposure Monitoring, f. Audiometric test g. Chemical Register h. submission of accident form to DOSH JKPP 8 before 31st January of the following year and JKPP 6 depends on the type accident as per NADOOPOD Regulations 2004 and i. Permit To Work, before start of dangerous work <ul style="list-style-type: none"> 2. Emergency Response Plan <ul style="list-style-type: none"> a. Annual Emergency Response Team Training b. Annual Emergency / Fire drill c. Annual First Aider Training d. Monthly Fire Fighting Equipment Inspection, and e. Monthly First Aid Box Inspection and Replenishment 3. Building and Structure <ul style="list-style-type: none"> a. Monthly Earth Leakage Circuit Breaker (ELCB) Inspection b. Weekly inspection of workers housing 4. Safety & Health Department <ul style="list-style-type: none"> a. Annual SHE Audit b. Monthly Accident Frequency Rate (AFR) Report 	
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		<ul style="list-style-type: none"> 5. Vehicle, Machinery and Equipment Safety <ul style="list-style-type: none"> a. Daily Vehicle Inspection b. Yearly Vehicle Maintenance Training c. Machinery Certificate of Fitness Renewal by DOSH – every 15 month d. Monthly LEV Inspection (Internal) e. Yearly LEV Inspection (External) 6. Mill Training Program <ul style="list-style-type: none"> a. Annual SOP training for each Work station b. Hearing Conservation Training – yearly c. Confined Space Entry – Yearly d. Working at height – yearly e. PPE training – yearly 7. Estate Training Program <ul style="list-style-type: none"> a. Annual SOP training by each Job Position / Task performed b. PPE training - yearly 	
Criterion 3.7: All staff, workers, Scheme Smallholders, out-growers, and contract workers are appropriately trained.			
3.7.1	<p>(C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and out-growers, taking into account gender-specific needs, and which covers applicable aspects of the RSPOP&C, in a form they understand, and which includes assessments of training.</p> <p>- Critical (Major) compliance -</p>	<p>Telok Sengat Certification Unit has established an annual training program with latest training program for year 2022 that covers all aspects of the RSPO Principles and Criteria. The training need and program was made available for verification at all visited sites. Awareness and training program had been carried out. All workers involved had been adequately trained in safe working practices.</p>	Complied

		<p>The objective was to ensure all workers involved have been adequately trained e.g. in understanding of RSPO, Safety Data Sheet, safe working practices and the correct use of PPE.</p> <p>Random interviews with workers showed that they understood what is RSPO, the several subsidiaries policies, what does their work/job SOP states and the consequences if deviated, the need to put on PPE and demonstrate donning PPE and when it should be changed, the use of fire extinguishers, understanding workplace hazards, risks and needed control measures, Covid-19 Safe Practices. etc.</p>																			
3.7.2	<p>Records of training are maintained. - Minor Compliance -</p>	<p>The training record was available in record, sampling the record of training as per below:-</p> <p>Telok Sengat Palm Oil Mill</p> <table border="1" data-bbox="1151 863 1926 1114"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Domestic Waste Management Training</td> <td>04/08/2022</td> </tr> <tr> <td>Schedule Waste Management Training</td> <td>04/08/2022</td> </tr> <tr> <td>Sexual Harassment Grievance Training</td> <td>12/04/2022</td> </tr> <tr> <td>Open Burning Awareness</td> <td>03/02/2022</td> </tr> </tbody> </table> <p>Telok Sengat Estate</p> <table border="1" data-bbox="1151 1203 1926 1399"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Tractor Handling Training</td> <td>13/04/2022</td> </tr> <tr> <td>Palm Pro & Twist Lock Training</td> <td>14/04/2022</td> </tr> <tr> <td>Harvesting Training</td> <td>14/12/2021</td> </tr> </tbody> </table>	Training	Date	Domestic Waste Management Training	04/08/2022	Schedule Waste Management Training	04/08/2022	Sexual Harassment Grievance Training	12/04/2022	Open Burning Awareness	03/02/2022	Training	Date	Tractor Handling Training	13/04/2022	Palm Pro & Twist Lock Training	14/04/2022	Harvesting Training	14/12/2021	Complied
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Palm Pro & Twist Lock Training	14/04/2022																				
Harvesting Training	14/12/2021																				

		Buffer Zone Training	13/12/2021	
		Sprayer Training	07/12/2021	
		Chamek Estate		
		Training	Date	
		RSPO Policy Training	04/08/2022	
		Briefing on Noise Hazard	26/03/2022	
		Palm Pro Harvesting SOP Training	14/04/2022	
		Recycling Awareness Training	07/02/2022	
		Nursery SOP Training	09/05/2022	
		Buffer Zone Training	18/05/2022	
		Buffalo Harvesting SOP Training	20/05/2022	
		Spraying Pump Maintenance Training	23/05/2022	
		Manuring Supervision Training	21/06/2022	
		Complaint Procedure Training	20/04/2022	
		Kulai Young Estate		
		Training	Date	
		Management of Bagworm Training	08/08/2022	
		Harvesting SOP Training	04/08/2022	

		Chemical Handling – Bagworm Control Training	24/06/2022	
		Ramp SOP & PPE Training	19/05/2022	
		Tractor Driver Training	23/04/2022	
		Auxiliary Police Safety Training	08/04/2022	
		Manuring SOP Training	28/01/2022	
3.7.3	Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed. - Minor Compliance -	Telok Sengat POM has conducted a RSPO SCCS Training for all relevant personals (Mill Manager, Asst Mill Manager, Weighbridge Clerk, Supervisor, Lab Analyst, FFB Grader and Auxiliary Police) on 06/04/2021. The training was conducted based on the RSPO SCCS requirements and procedures.		Complied
Criterion 3.8: Supply chain requirement for mills (note: All supply chain requirements are considered as Critical (C) . However, it will not contribute to suspension if there is more than 5 non-compliance within a principle)				
3.8.1	Identity Preserved Module A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.	Telok Sengat Palm Oil Mill receives and processes certified and uncertified FFB from its own supply base and third parties. Therefore, the mill has opted for the Mass Balance module. Hence this indicator is not applicable		Not Applicable
3.8.2	Mass Balance Module	Boustead Telok Sengat POM receives and process both certified and noncertified FFB (Own estate 80% and outsider (20%)).		Complied

	A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	Therefore, it uses the Mass Balance supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO Certified Products.	
3.8.3	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in Table 10 of this public summary report.	Complied
3.8.4	The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.	Based on verification of transaction records extracted from RSPO Palmtrace, the registration and reporting requirements found to be met.	Complied
3.8.5	<p>Documented procedures</p> <p>The mill shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. b) Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). c) Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able 	<p>Documented procedures available as following:</p> <ol style="list-style-type: none"> 1. Procedure namely Boustead Plantation; Supply Chain and Traceability Procedure; Issue: 1; Date of Issue: 25/01/2022. 2. The procedure was established which covers Requirement for Supply Chain Resource Management, Traceability Procedures, Supply Chain Models, Material Accounting System, Outsourced Activities, Claims, Complaint and Grievances and Registration of Transactions. 3. The Mill Manager as Head of Operating Unit has the overall responsibility for the implementation of SOP, and he may assign roles to relevant personnel or invite personnel from various departments necessary to assist in the SOP implementation. Sighted the identified and assigned suitable 	Complied

	<p>to demonstrate awareness of the mill’s procedures for the implementation of this standard.</p> <p>d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBS including ensuring no contamination in the IP mill.</p>	<p>employees to implement and maintain the traceability system by management is Mr. Muthukumaran A/L Jagathalaprathan (Chief Clerk) – Appointment as PIC responsible for Supply Chain and Traceability Affairs dated 09/11/2021.</p> <p>4. The procedures for receiving and processing certified and non-certified FFBS are documented in the Boustead Plantation; Supply Chain and Traceability Procedure; Issue: 1; Date of Issue: 25/01/2022 .</p>	
<p>3.8.6</p>	<p>Internal Audit</p> <p>i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill:</p> <p>a. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p> <p>b. Effectively implements and maintains the standard requirements within its organisation.</p> <p>ii) Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The mill shall maintain the internal audit records and reports.</p>	<p>Telok Sengat Palm Oil Mill implemented the supply chain program based on Boustead Plantation; Supply Chain and Traceability Procedure; Issue: 1; Date of Issue: 25/01/2022.</p> <p>Boustead Plantation have also established Internal Audit Procedure; Dated: July 2016; Revised Date: 24/05/2022 which covered the Internal Audit Requirements. The internal audit is conducted on an annual basis.</p> <p>Internal audit was done on 27 – 30 June 2022 by Boustead Sustainability Department. There were no non-conformance raised by the audit team on SCCS requirements. 2 OFIs were raised and were addressed by the Oil Mil accordingly.</p>	<p>Complied</p>
<p>3.8.7</p>	<p>Purchasing and Goods In</p> <p>i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBS received.</p> <p>ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.</p>	<p>Telok Sengat Palm Oil Mill receives RSPO Certified FFB from its own supply base estate.</p> <p>FFB Ticket will be submitted to the mill during incoming of FFB from the estate. Information of the FFB Ticket is then recorded in the WB system by the Weighbridge Operator.</p> <p>Verified the sampled FFB Ticket for incoming FFB for as below:</p>	<p>Complied</p>

		<ol style="list-style-type: none"> 1. Estate: Kulai Young Estate <ol style="list-style-type: none"> a. Ticket Number: 143795 b. Product: FFB c. Date of Delivery: 31/07/2022 d. Vehicle Number: BFU 3089 e. FFB Weight: 3,8020 KG 2. Estate: Telok Sengat Estate <ol style="list-style-type: none"> a. Ticket Number:143788 b. Product: FFB c. Date of Delivery: 31/07/2022 d. FFB Weight: 3,860 KG <p>The procedures for receiving and processing certified and non-certified FFBs are documented in the Boustead Plantation; Supply Chain and Traceability Procedure; Issue: 1; Date of Issue: 25/01/2022. The procedure also states the mechanism for handling non-conforming FFB and documents.</p>	
3.8.8	<p>Sales and Goods Out</p> <p>The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation):</p>	<p>Telok Sengat POM have ensured that all the required information are available in document form for any sales of MB-Certified products. CPO – RSPO MB and PK – RSPO MB have been sold during the audit period and sampled records of transactions have been verified as follows.</p> <p><u>CPO – Mass Balance</u></p>	Complied

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	<ul style="list-style-type: none"> a) The name and address of the buyer; b) The name and address of the seller; c) The loading or shipment / delivery date; d) The date on which the documents were issued; e) RSPO certificate number; f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations); g) The quantity of the products delivered; h) Any related transport documentation; i) A unique identification number. 	<ul style="list-style-type: none"> j. The name and address of the buyer: XXX k. The name and address of the seller: Boustead Telok Sengat Sdn Bhd l. The loading or shipment/ delivery date: 01/07/2022 m. The date on which the documents were issued: 01/07/2022 n. RSPO certificate number: RSPO 697033 o. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): CPO/Mass Balance p. The quantity of the products delivered: 33.44 MT q. Any related transport documentation: W/B Ticket# 142233 r. A unique identification number: W/B Ticket# 142233 <p><u>PK – Mass Balance</u></p> <ul style="list-style-type: none"> j. The name and address of the buyer: XXX k. The name and address of the seller: Boustead Telok Sengat Sdn Bhd l. The loading or shipment/ delivery date: 14/07/2022 m. The date on which the documents were issued: 14/07/2022 n. RSPO certificate number: RSPO 697033 o. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): PK/Mass Balance p. The quantity of the products delivered: 43.42 MT q. Any related transport documentation: W/B Ticket# 142909 r. A unique identification number: W/B Ticket# 142909 	
<p>3.8.9</p>	<p>Outsourcing Activities</p> <ul style="list-style-type: none"> i) The mill shall not outsource its milling activities. In cases where he mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding 	<p>The mill does not outsource milling activities. The company has outsourced the transportation for CPO and PK delivery to third parties and own company transporter. Nevertheless, the transporter does not physically handle the product.</p> <p>Transporter Agreements were verified as below:</p>	<p>Complied</p>

	<p>the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO Supply Chain Certification</p> <p>ii) The mill shall ensure the following:</p> <p>a) The mill has legal ownership of all input material to be included in outsourced processes</p> <p>b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>d) The mill shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance.</p>	<p>– Yewtan Enterprise Sdn Bhd – contracted from November 2021 – 31 October 2023.</p> <p>Requirement to adhere to RSPO supply chain standard is clearly defined in the agreement and the contractors have acknowledged on the requirements to be complied. There was a briefing of the RSPO SCCS requirements to the PK and CPO transporters and attendance list was sighted.</p>	
3.8.10	<p>The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.</p>	<p>The details of the contractors used for transporting the CPO and PK was documented in the stakeholder list. Among the details include name of contractors, address, phone number and person responsible.</p>	Complied
3.8.11	<p>The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.</p>	<p>There were no new contractors used for the physical handling of RSPO certified products by the Mill. Nevertheless the management are aware of the requirements to inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products</p>	Complied

<p>3.8.12</p>	<p>Record keeping</p> <ul style="list-style-type: none"> i) The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements. ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock. iii) For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. iv) For Mass Balance Module, the mill: <ul style="list-style-type: none"> a) Shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis. b) All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock. 	<p>Record Keeping</p> <ul style="list-style-type: none"> – Telok Sengat POM has maintained the accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements. – Sampled records of FFB weighbridge tickets, daily production records and mass balance accounting for last 2 years were still in place for verification. – The mill produces RSPO Certified and Non-Certified CPO and PK. Based on the Mass Balance Accounting it was seen that the mill have sold RSPO Non- Certified CPO and PK as RSPO Certified, back dated from January 2022 – July 2022. As of July 2022, the mill have sold 6499.38 Mt of uncertified CPO and 958.66 Mt of uncertified PK as RSPO Certified products. Hence a major non-conformity was raised. – The monitoring of the mass balance records could be further improved to clearly indicate the amount of CPO and PK carried forwards to the following month. Hence an OFI was raised. 	<p>Non-compliance</p>
<p>3.8.13</p>	<p>Extraction Rate</p> <p>The oil extraction rate (OER) and the kernel extraction rate (KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.</p>	<p>Conversion factor of CPO and PK production is depending on the actual OER and KER. The previous actual OER & KER can be seen in Table 10 of this report.</p>	<p>Complied</p>

3.8.14	Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.	The facility is using the actual extraction rate and therefore updating of rates is not necessary.	Complied
3.8.15	Processing For Identity Preserved Module, the mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm products, including during transport and storage to strive for 100% separation.	Telok Sengat POM is using mass balance module, therefore this clause is not applicable.	Complied
3.8.16	Registration of Transactions i) Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date. ii) Remove: RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform.	The actor is a palm oil mill and its products are CPO and PK which are covered under Figure 2 and 3, Annex 1 of the RSPO SCCS Standard. Based on the downloaded transactions register from the certification unit's PalmTrace, the company was able to demonstrate that it has been registering its transactions in the PalmTrace accordingly.	Complied
3.8.17	Claims The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.	RSPO trademark was not in use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims.	Complied
General corporate communications			
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	Telok Sengat POM does not use any RSPO trademark or logo in any general corporate communication. This was evident through verification of the company website, invoices, letter head, contract with customers and others relevant records.	Complied

4.2	In corporate communications a member is allowed to: a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member’s history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text ‘Check our progress at www.rspo.org’ where the link must lead to the member’s profile page.	Telok Sengat POM does not use any RSPO trademark or logo in any general corporate communication. This was evident through verification of the company website, invoices, letter head, contract with customers and others relevant records.	Complied
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Telok Sengat POM does not use any RSPO trademark or logo in any general corporate communication. This was evident through verification of the company website, invoices, letter head, contract with customers and others relevant records.	Complied
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member’s own products.	Telok Sengat POM does not use any RSPO trademark or logo in any general corporate communication. This was evident through verification of the company website, invoices, letter head, contract with customers and others relevant records.	Complied
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	Telok Sengat POM does not use any RSPO trademark or logo in any general corporate communication. This was evident through verification of the company website, invoices, letter head, contract with customers and others relevant records.	Complied
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Business to business communication is demonstrated via shipping documentation and invoices to the next supply chain actor or buyer. No claims have been made.	Complied
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the	Verification of shipping documents such as weighbridge tickets and delivery orders showed that the requirements of RSPO SCCS were	Complied

	supply chain model and certificate number under which the claim is being made.	adhered which included the information about certificate number stated.	
5.3	<p>Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:</p> <p>a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation.</p> <p>b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>	Telok Sengat POM is not under distributor or wholesaler category. Thus, this requirement is not applicable.	Not Applicable
MODULE B – MASS BALANCE SPECIFIC RULES			
Minimum Mass Balance content			
	95% or above of the oil palm content must be RSPO MB-certified.	CPO and PK content is 100% Oil Palm and claimed as either RSPO MB-certified or conventional.	Complied
	Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.	CPO and PK content is 100% Oil Palm and claimed as either RSPO MB-certified or conventional. The is no percentage of non-certified volume as volume sold is same with MB-certified produced.	Complied
Labelling and trademark (MB)			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> Surrounded by the text: ‘Certified sustainable palm oil’. 	Telok Sengat POM is producing crude palm products and does not involve in any labelling of end product.	Complied

	<ul style="list-style-type: none"> • The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim. • The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'. • Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch). • In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications & Claims document. 		
Messaging (MB)			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p> <ul style="list-style-type: none"> • [Oil palm products]/[palm oil]/[palm kernel oil] from RSPO-certified mills and plantations were mixed with non-certified oil palm products in the supply chain. • The volume of [oil palm products][palm oil]/[palm kernel oil] in this product reflects an equivalent volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations. <p>In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed.</p>	<p>Telok Sengat POM is producing crude palm products and does not involve in any labelling of end product.</p>	<p>Complied</p>

	<p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <ul style="list-style-type: none"> Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product. 		
<p>Principle 4: Respect community and human rights and deliver benefits</p>			
<p>Criterion 4.1: The unit of Certification respects human rights, which includes respecting the rights of Human Rights Defenders.</p>			
<p>4.1.1</p>	<p>(C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, FFB suppliers and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.</p> <p>- Critical (Major) compliance -</p>	<p>Documented in the policy title "BPB sustainability policy" dated 12/07/2021 signed by Mr Zainal Abidin Shariff. For social aspect, the management of Boustead Plantations Berhad focus on 2 different element which are recognize the right for all employees and community development and social impact.</p> <p>The management committed to comply with no exploitation of people, respect of human rights and safety and health.</p> <p>In the policy has outline the management commitment as per below</p> <ol style="list-style-type: none"> Respect and uphold the right of all workers including contract temporary and migrant workers Respect the right to freedom of association/collective bargaining in organizations that not are not against the laws of Malaysian government Implement responsible recruitment practices by preventing and eliminating the use of any form of forced, child labour, and human trafficking in accordance with ILO principles. Practice no child exploitation and comply with child and young person (Employment) Amendment Act 2019 where young persons were employed, they are not allowed carrying out tasks involving any hazardous work or any employment other than those specified in the act. 	<p>Complied</p>

		<p>e. Respect women`s right to family planning as well as the right to sexual and reproductive health as long as it does not violate the provision of the law</p> <p>f. Provide fair and equal employment opportunities regardless race, nationality, religion, gender and practice no contract substitution.</p> <p>g. Assure that there will be no threat, retaliation or violence against human right defenders (HRD) regardless individuals or group.</p> <p>The policy was communicated directly during various meeting with both internal and external stakeholders of mill and estate within Boustead Telok Sengat and indirectly via website as per link as following: http://www.bousteadplantations.com.my/sustain_policy.html</p>	
4.1.2	<p>The unit of certification does not instigate violence or use any form of harassment in their operations.</p> <p>- Minor compliance -</p>	<p>As per interview, it has been confirmed that the certification units do not instigate violence or use any form of harassment in their operations.</p>	Complied
<p>Criterion 4.2: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties</p>			
4.2.1	<p>(C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistle-blowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.</p> <p>- Critical (Major) compliance -</p>	<p>Based on the records of complaints and grievances no issue of whistle-blowing that requires anonymity of complainants and/or grievance parties. Interview conducted with internal stakeholders among workers and relevant external stakeholders also confirmed the information.</p> <p>Other than that Boustead Holdings Berhad adhered to whistle blowing policy that has document in document number BHB-GIG-POL02 revision number 01 effective date on 01/12/2021 in order to facilitate the disclosure of improper conduct and unethical business</p>	Complied

		practices and occurring or suspected occurring within Boustead Group/	
4.2.2	Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties. - Minor compliance -	Procedure for any grievances and complaint has been documented in the document title "Policy and procedures- grievance procedure" document number HR/2022/023/003 issuance of 01/03/2022. Stated in the procedure that immediate superior need to respond within 3 days of the complaint received and further 5 days if the respond has not been satisfied. It has been verified through interview that stakeholders understood the grievances procedure that has been established and there are no illiterate parties found during the audit.	Complied
4.2.3	The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders. - Minor compliance -	Social management plan documented for all estates and POM in the document title social action plan 2022. For Telok Sengat Estate, several issues have been identified and action plan has been established for issues highlighted. Sample taken for grievance mechanism and sighted that the management need to implement effective grievances mechanism in all records of complaints and mitigation action must be documented. Workers Representative Meeting (20/07/2022) and Gender Committee Meeting (20/07/2022) have been verified where some of the outcomes have been classified as compliant/grievances. Details as per below a. Complaint on social issues at housing compound b. Wild dogs, bats and crow at housing compound c. Request to increase school bus allowance. Verification has been made and identified that the complaint received from both meetings have not been responded within the timeline as per stated in the SOPs.	Non-compliance

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4.2.4	<p>The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.</p> <p>- Minor compliance -</p>	<p>Neither any complaints nor land dispute occurred in Boustead Telok Sengat at the time of audit that require the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.</p>	Complied
<p>Criterion 4.3: The unit of Certification contributes to local sustainable development as agreed by local communities.</p>			
4.3.1	<p>Contributions to community development that are based on the results of consultation with local communities are demonstrated.</p> <p>- Minor compliance -</p>	<p>The estate management made contribution to the local communities and workers such as donation to the school and temple activities upon request by the stakeholders. Besides, the company has donated paint material to local authority. The company also provided job opportunity to the local communities.</p> <p>The mill management has allocated RM 63/ month allowance for the workers' children who are studying secondary school. Besides, the management has provided the opportunity for the university students to have the field trip to the mill and explained to the students on the mill process. The mill management has organized activities with the workers such as family day, Indian temple prayers, health check and bowling competition. All the activities organized was sighted with the photo evident.</p>	Complied
<p>Criterion 4.4: Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.</p>			
4.4.1	<p>(C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents Related to the history of land tenure and the actual legal or customary use of the land are available.</p> <p>- Critical (Major) compliance -</p>	<p>Documents showing legal ownership available as per sample sighted at respective estate.</p> <p>Telok Sengat Estate hold 66 land titles as per following samples:</p> <ol style="list-style-type: none"> 1. Grant (Form 5BK) # 83578; Lot # 1357; Area: 499.9891ha; Registered date: 16/7/2002 (Freehold) 2. Grant (Form 5BK) # 83681; Lot # 337; Area: 2.6608ha; Registered date: 21/11/2002 (Freehold) 	Complied

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		<p>3. Grant (Form 5BK) # 84186; Lot # 63; Area: 33.9683ha; Registered date: 27/11/2002 (Freehold)</p> <p>4. Grant (Form 5BK) # 86131; Lot # 62; Area: 32.0207ha; Registered date: 24/11/2002 (Freehold)</p> <p>5. Grant (Form 5BK) # 86866; Lot # 230; Area: 5.1876ha; Registered date: 13/9/2006 (Freehold)</p> <p>Kulai Young Estate has been purchased by SIPP Power Sdn Bhd base on sale and purchase agreement dated 28/09/2021 and currently has been managed by Boustead Agency and consultancy services Sdn Bhd</p> <p>Kulai Young Estate hold 5 land titles as following:</p> <ol style="list-style-type: none"> 1. Provisional Ownership (Form 11AK) # HSD 64797; Lot # PTD 109034; Area: 0.05ha; Registered date: 15/3/2016 (Freehold) 2. Provisional Ownership (Form 11AK) # HSD 64784; Lot # PTD 109021; Area: 0.19ha; Registered date: 15/3/2016 (Freehold) 3. Grant (Form 5BK) # 229629; Lot # 3564; Area: 103.3465ha; Registered date: 2/1/2016 (Freehold) 4. Provisional Ownership (Form 11AK) # HSD 64789; Lot # PTD 109026; Area: 0.28ha; Registered date: 15/3/2016 (Freehold) 5. Provisional Ownership (Form 11AK) # HSD 64796; Lot # PTD 109033; Area: 562.33ha; Registered date: 15/3/2016 (Freehold) <p>Chamek Estate hold 5 land titles as following:</p> <ol style="list-style-type: none"> 1. Grant (Form 5BK) # GRN 96683; Lot # 72; Area: 601.9689ha; Registered date: 11/5/2006 (Freehold) 	
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		<p>2. Grant (Form 5BK) # GRN 89011; Lot # 266; Area: 66.1155ha; Registered date: 12/7/2002 (Freehold)</p> <p>3. Grant (Form 5BK) # GRN 89006; Lot # 132; Area: 53.292ha; Registered date: 18/1/2006 (Freehold)</p> <p>4. Grant (Form 5BK) # GRN 90629; Lot # 181; Area: 84.731ha; Registered date: 11/5/2006 (Freehold)</p> <p>5. Grant (Form 5BK) # GRN 90630; Lot # 183; Area: 26.431ha; Registered date: 11/5/2006 (Freehold)</p>	
4.4.2	Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	Evidence of documentations and stakeholder consultation shown that no customary land within Telok Sengat Business Unit. The lands are owned by the company as per sighted the land titles sample in indicator 4.4.1 above. The surrounding areas owned by smallholders and other plantation's companies. There's no evidence of land encroachment by the mill and all estates within Telok Sengat Business Unit.	Complied
4.4.2a	Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making. - Minor compliance -	Evidence of documentations and stakeholder consultation shown that no customary land within Telok Sengat Business Unit. The lands are owned by the company as per sighted the land titles sample in indicator 4.4.1 above. The surrounding areas owned by smallholders and other plantation's companies. There's no evidence of land encroachment by the mill and all estates within Telok Sengat Business Unit.	Complied
4.4.2b	Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken. - Minor compliance -	Evidence of documentations and stakeholder consultation shown that no customary land within Telok Sengat Business Unit. The lands are owned by the company as per sighted the land titles sample in indicator 4.4.1 above. The surrounding areas owned by smallholders and other plantation's companies. There's no evidence of land encroachment by the mill and all estates within Telok Sengat Business Unit.	Complied

4.4.2c	<p>Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land.</p> <p>- Minor compliance -</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land within Telok Sengat Business Unit. The lands are owned by the company as per sighted the land titles sample in indicator 4.4.1 above. The surrounding areas owned by smallholders and other plantation's companies. There's no evidence of land encroachment by the mill and all estates within Telok Sengat Business Unit.</p>	Complied
4.4.3	<p>(C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).</p> <p>- Critical (Major) compliance -</p>	<p>There was no land dispute in all estates within Boustead Telok Sengat since last audit. The land belongs Boustead Plantation Berhad (except Kulai Young where title of the land carries the bank trustee CIMB) and land ownership documents verified. The surroundings were owned by smallholders and other plantation's companies. There was no encroachment of land by Boustead Telok Sengat reported.</p>	Complied
4.4.4	<p>All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance -</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land within Telok Sengat Business Unit. The lands are owned by the company as per sighted the land titles sample in indicator 4.4.1 above. The surrounding areas owned by smallholders and other plantation's companies. There's no evidence of land encroachment by the mill and all estates within Telok Sengat Business Unit.</p>	Complied
4.4.5	<p>(C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.</p> <p>- Critical (Major) compliance -</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land within Telok Sengat Business Unit. The lands are owned by the company as per sighted the land titles sample in indicator 4.4.1 above. The surrounding areas owned by smallholders and other plantation's companies. There's no evidence of land encroachment by the mill and all estates within Telok Sengat Business Unit.</p>	Complied

4.4.6	<p>There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties.</p> <p>- Minor compliance -</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land within Telok Sengat Business Unit. The lands are owned by the company as per sighted the land titles sample in indicator 4.4.1 above. The surrounding areas owned by smallholders and other plantation's companies. There's no evidence of land encroachment by the mill and all estates within Telok Sengat Business Unit.</p>	Complied
<p>Criterion 4.5: No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>			
4.5.1	<p>(C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.</p> <p>- Critical (Major) compliance -</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land within Telok Sengat Business Unit. The lands are owned by the company as per sighted the land titles sample in indicator 4.4.1 above. The surrounding areas owned by smallholders and other plantation's companies. There's no evidence of land encroachment by the mill and all estates within Telok Sengat Business Unit.</p>	Not Applicable
4.5.2	<p>(C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, with all the relevant information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation.</p> <p>- Critical (Major) compliance -</p>	<p>As above, evidence of documentations and stakeholder consultation shown that no customary land within Telok Sengat Business Unit. However, in case of FPIC required, the process will be manage based on the procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Not Applicable

4.5.3	<p>Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.</p> <p>- Minor compliance -</p>	<p>As above, evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit.</p>	Not Applicable
4.5.4	<p>To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process.</p> <p>- Minor compliance -</p>	<p>As above, evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit.</p>	Not Applicable
4.5.5	<p>Evidence is available that the affected communities and rights holders have had the option to access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.</p> <p>- Minor compliance -</p>	<p>As above, evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit.</p>	Not Applicable
4.5.6	<p>Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator.</p> <p>- Minor compliance -</p>	<p>As above, evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit.</p>	Not Applicable
4.5.7	<p>New lands are not acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations without consent under the right of eminent domain of the federal and state land acquisition legislations.</p> <p>- Minor compliance -</p>	<p>There's no new land acquired for plantations and mills after 15/11/2018 within Telok Sengat Business Unit. Evidence of documentations and stakeholder consultation shown that the existing land was owned by the company as per sighted the land titles sample in indicator 4.4.1 above.</p>	Not Applicable

4.5.8	<p>(C) New lands are not acquired in areas inhabited by communities in voluntary isolation.</p> <p>- Critical (Major) compliance -</p>	<p>There's no new land acquired for plantations and mills after 15/11/2018 within Telok Sengat Business Unit. Evidence of documentations and stakeholder consultation shown that the existing land was owned by the company as per sighted the land titles sample in indicator 4.4.1 above.</p>	Not Applicable
<p>Criterion 4.6: Any negotiations Concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</p>			
4.6.1	<p>(C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.</p> <p>- Critical (Major) compliance -</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Not Applicable
4.6.2	<p>(C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.</p> <p>- Critical (Major) compliance -</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p>	Not Applicable

		The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.	
4.6.3	Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings. - Minor compliance -	Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any. The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.	Not Applicable
4.6.4	The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them. - Minor compliance -	Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any. The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.	Not Applicable

Criterion 4.7: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.			
4.7.1	<p>(C) A mutually agreed procedure for identifying people entitled to compensation is in place. - Critical (Major) compliance -</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Not Applicable
4.7.2	<p>(C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. - Critical (Major) compliance -</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Not Applicable

4.7.3	<p>Communities that have lost access and rights to land for plantation expansion are given opportunities including employment and supply contracts to benefit from plantation development.</p> <p>- Minor compliance -</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Not Applicable
<p>Criterion 4.8: The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrate that they have legal, customary, or user rights.</p>			
4.8.1	<p>Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.</p> <p>- Minor compliance -</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Not Applicable

4.8.2	<p>(C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.</p> <p>- Critical (Major) compliance -</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Not Applicable
4.8.3	<p>Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4)</p> <p>- Minor compliance -</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	Not Applicable
4.8.4	<p>For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p>	<p>Evidence of documentations and stakeholder consultation shown that no customary land and disputes occurred within Telok Sengat Business Unit. However, in case of any compensation required, the process will be manage based on the available procedure of Fair</p>	Not Applicable

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	- Minor compliance -	<p>Compensation; Ref. # 1; Issue date: 4/2/2015; Version # 01 to ensure the implementation of a fair compensation for any issue/disputes related to land power to claim rights, ownership and access to land between parties involved in considering differences in ethnic group, gender differences and etc. if any.</p> <p>The procedure is also to ensure that any negotiation concerning indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	
Principle 5: Support smallholder inclusion			
Criterion 5.1: The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.			
5.1.1	<p>Current and previous period prices paid for FFB are publicly available and accessible by smallholders.</p> <p>- Minor compliance -</p>	<p>Price of current FFB price was prominently displayed at the mill outside the weighbridge counter and updated on monthly basis. Prices are mainly based on MPOB announcement. Previous FFB price was recorded in 'Monthly FFB Purchase' file, based on 'Telok Sengat Palm Oil Mill Own Estate – Boustead Estates Agency Sdn Bhd (Marketing Department)' letter issued by Marketing department on monthly basis. Calculation of FFB price is based on 'Kadar Perahan 1% (MPOB)' guideline. Each of the grower will be updated on the new price and issued with 'Computation of Payment for FFB Purchased' for reference and cross –checking.</p>	Complied
5.1.2	<p>(C) Evidence is available that the unit of certification explains the FFB pricing to smallholders on request from individual smallholders (at least once a year or upon request).</p> <p>- Critical (Major) compliance -</p>	<p>Evidence is available that the unit of certification explains the FFB pricing to smallholders available as per sample of latest done by Boustead Estates Agency Sdn Bhd (Marketing Department) personnel to all smallholder's suppliers through purchase agreements.</p>	Complied
5.1.3	<p>(C) Fair pricing, calculated as a portion of the international CPO price less costs is provided to smallholders in the supply base and documented.</p>	<p>FFB pricing and calculation was included in the FFB Purchase Agreement which was based on the MPOB prices as well as the FFB grading quality.</p>	Complied

	- Critical (Major) compliance -		
5.1.4	<p>(C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable.</p> <p>- Critical (Major) compliance -</p>	Evidence is available that the unit of certification explains the FFB pricing to smallholders available as per sample of latest done by Boustead Estates Agency Sdn Bhd (Marketing Department) personnel to all smallholder’s suppliers through purchase agreements. Nevertheless, the external FFB suppliers are not obligated to send their products to Telok Sengat POM hence they are not involved in decision making processes.	Complied
5.1.5	<p>Contracts are fair, legal and transparent and have an agreed timeframe.</p> <p>- Minor compliance -</p>	Contracts are fair, legal and transparent and have an agreed timeframe for external FFB suppliers.	Complied
5.1.6	<p>(C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.</p> <p>- Critical (Major) compliance -</p>	Payments are made in timely manner as per agreed term on the following month of FFB delivered after the MPOB monthly average price becomes available via Telegraphic Transfer or cheques.	Complied
5.1.7	<p>Weighbridges used for determining payment to smallholders are verified by an independent third party on a regular basis (this can be government).</p> <p>- Minor compliance -</p>	Weighbridges used by Telok Sengat POM for determining payment to FFB suppliers were verified by Metrology Corporation Malaysia Sdn. Bhd. as per latest records of calibration and stamping.	Complied
5.1.8	<p>The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material.</p> <p>- Minor compliance -</p>	Not applicable since there is no smallholder within the certification unit.	Not Applicable
5.1.9	<p>(C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner.</p> <p>- Critical (Major) compliance -</p>	Telok Sengat POM hold regular periodical meeting with external FFB suppliers to discuss any feedbacks or grievances. No issue of grievance were raised among external FFB suppliers.	Complied

Criterion 5.2: The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.			
5.2.1	The Company consults with interested smallholders (irrespective of type) within the Unit of Certification, including women or other partners in their supply base, to assess their needs for support to improve their livelihoods and their interest in RSPO certification. - Minor compliance -	Not applicable since there is no smallholder within the certification unit.	Not Applicable
5.2.2	The unit of certification develops and implements smallholder support programme to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Independent Smallholder Standard or RISS). - Minor compliance -	Not applicable since there is no smallholder within the certification unit.	Not Applicable
5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production. - Minor compliance -	Not applicable since there is no smallholder within the certification unit.	Not Applicable
5.2.4	(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling. - Critical (Major) compliance -	Not applicable since there is no smallholder within the certification unit.	Not Applicable
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the Smallholder support programme. - Minor compliance -	Not applicable since there is no smallholder within the certification unit.	Not Applicable
Principle 6: Respect workers' rights and conditions			
Criterion 6.1: Any form of discrimination is prohibited.			
6.1.1	(C) A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic	Documented in the policy title "BPB sustainability policy" dated 12/07/2021 signed by Mr Zainal Abidin Shariff. For social aspect, the management of Boustead Plantations Berhad focus on 2	Complied

	<p>origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.</p> <p>- Critical (Major) compliance -</p>	<p>different element which are recognize the right for all employees and community development and social impact.</p> <p>The management committed to comply with no exploitation of people, respect of human rights and safety and health.</p> <p>In the policy has outline the management commitment as per below</p> <ol style="list-style-type: none"> a. Respect and uphold the right of all workers including contract temporary and migrant workers b. Respect the right to freedom of association/collective bargaining in organizations that not are not against the laws of Malaysian government c. Practice no child exploitation and comply with child and young person (Employment) Amendment Act 2019 where young persons were employed, they are not allowed carrying out tasks involving any hazardous work or any employment other than those specified in the act. d. Respect women`s right to family planning as well as the right to sexual and reproductive health as long as it does not violate the provision of the law e. Provide fair and equal employment opportunities regardless race, nationality, religion, gender and practice no contract substitution. f. Assure that there will be no threat, retaliation or violence against human right defenders (HRD) regardless individuals or group. 	
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6.1.2	<p>(C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for foreign workers.</p> <p>- Critical (Major) compliance -</p>	<p>Through document reviewed on the list of employees found that the composition of workers consisted of local, foreign workers, male and female workers. Interview conducted with the sampled female and male workers from different nationalities confirmed that no discrimination was happened. Overtime were given to all the workers without any prejudice based on caste, gender, race and nationalities. They are allowed to transfer work station by getting approval from management if they felt unfit on the work assigned.</p>	Complied
6.1.3	<p>The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.</p> <p>- Minor compliance -</p>	<p>Boustead Plantations Berhad has developed Foreign Workers Procedure with issue date: Jan 2016, revision no. 1 where the procedure is to ensure the estates/ mills follow the correct steps in employment of foreign workers as stipulated by the government agencies/ state government. The company will apply job order online at Labour Department website before recruiting foreign workers. Besides, the company has established the Foreign Workers Policy where the company will ensure all the workers recruited will be treated equally without discrimination based on nationalities, caste, religion and etc. Medical fitness will be checked prior to work to ensure fitness to the work.</p>	Complied
6.1.4	<p>Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.</p> <p>- Minor compliance -</p>	<p>There is no evidence that pregnancy tests are being conducted as a discriminatory measure. Pregnancy test will be conducted by the Estate Hospital Assistant upon request by female employee. During this audit period, there is no record of any pregnant female workers.</p>	Complied
6.1.5	<p>(C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.</p> <p>- Critical (Major) compliance -</p>	<p><u>Chamek Estate</u> Minutes meeting for gender committee sighted dated 01/04/2022 which attended by women workers and staff. Issues related to workplace; activities have been discussed during the meeting.</p> <p><u>Kulai Young Estate</u></p>	Complied

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		<p>Gender committee established for Kulai Young Estate chaired by chief clerk, Puan Suliana binti Maulan and latest meeting has been done on 19/03/2022 and 28/07/2022 attended by 8 persons consists of staff, workers and spouse of the workers. Communication of the policy, and other issues raised. Several activities has been planned such as recitation of Yasin for Muslim, cooking class and annual party.</p> <p><u>Telok Sengat Estate</u></p> <p>Gender committee meeting done on 19/07/2022 with attendance of 12 female workers and chaired by Puan Zaliha binti Ahmad. Issues raised during the meeting such as activities, complaint and explanation on the policy and new mother benefits.</p> <p><u>Telok Sengat POM</u></p> <p>Gender committee conducted once a year latest on 28/10/2021 with attendance 9 female workers. Issues highlighted are wild dogs at compound area, unresolve fighting issues at housing compound.</p>	
6.1.6	<p>There is evidence of equal pay for the same work scope.</p> <p>- Minor compliance -</p>	<p>Evidence of equal pay for the same work scope available as per sample documents of pay including work agreement, payslips, checkroll & attendance Of November 2021, March 2022 and June 2022</p>	Complied
<p>Criterion 6.2: Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).</p>			
6.2.1	<p>(C) Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or Bahasa Malaysia) and explained to them in language they understand.</p> <p>- Critical (Major) compliance -</p>	<p>Collective agreement between MAPA/NUPW and member sighted latest in circular number 12/2019 dated 02/04/2019. As per Boustead Holdings Policy, collective agreement will be revised at frequency 3 years once and latest agreement is still under reviewed. Details of agreement has been documented in 4 different agreements as per below</p>	Complied

		<p>a. MAPA/NUPW Agreement on the wages of harvesters, harvesting kanganyies, loaders and "other loaders" on oil palm estates,2019</p> <p>b. MAPA/NUPW Agreement Palm Oil Mill Employees` Agreement,2019</p> <p>c. MAPA/NUPW Filed and other general employees and fringe benefits agreement, 2019.</p> <p>It has been confirmed that the content of the collective agreement has been communicated to the workers through communication of the employment contract and there are evidence that all workers were able to demonstrate their understanding on the agreement.</p>	
6.2.2	<p>(C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.</p> <p>- Critical (Major) compliance -</p>	<p>Documentation and conditions of pay for foreign workers hired in the mill was available. Employment agreement with foreign workers, who are Indian, Bangladesh, Nepalese and Indonesian, stated all statutory fringe benefits and eligible incentives, e.g. working hours, overtime, leave and medical benefits, maternity leave for women, insurance coverage, deductions, resignation notice period, company rules. Company procedures require the employment contract to be explained by management to potential migrant workers before contracts are signed. Pay slips available for verification showed the workers were able to earn descent living wages that meet the Minimum Wage Order 2022. For those workers employed before the Minimum Wage Order 2022</p> <p>All workers have been provided with employment contract and there is evidence that it has been signed by both parties (management/workers) for all sites. It can be further improved by standardizing the employment contract format for all estates and POM. Hence, an opportunity for improvement was raised.</p>	OFI
6.2.3	<p>(C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave,</p>	<p>Records of payslip and check-roll documents available to the workers for sample employees sighted as per indicator 6.2.2 above</p>	Complied

	<p>reasons for dismissal, period of notice and other legal labour requirements.</p> <p>- Critical (Major) compliance -</p>	<p>shown evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.</p>	
6.2.4	<p>(C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws, or in their absence the ILO Guidance on Workers’ Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5years) is allowed to upgrade the infrastructure.</p> <p>- Critical (Major) compliance -</p>	<p>All workers in Telok Sengat Business Management Units has been provided with adequate living space with 2 rooms house for maximum 4 workers per house.</p> <p>Line site inspection has been done on weekly basis by hospital assistant to ensure sanitation and facilities in good condition.</p> <p>For Telok Sengat POM, Telok Sengat Estate and Chamek Estate, water supply has been provided through government water supplies and Kulai Young Estate, through bore water.</p> <p>Clinic for each operating units has been established with hospital assistant with frequency 3 times per weeks.</p> <p>Other facilities that has been provided is field, community hall, kindergarten, religion facilities.</p>	Complied
6.2.5	<p>The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	<p>The management ensured the access to adequate, sufficient and affordable food by providing signing a canteen and sundry shop facility to workers within estate area. In addition, all Telok Sengat Business Management Unit sites is located nearby to town which easy access to all workers get sufficient groceries. Pricing monitoring has been done by the management on monthly basis to ensure products has been sold at sundry shop is affordable.</p>	Complied
6.2.6	<p>A DLW is paid to all workers, including piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.</p> <p>PROCEDURAL NOTE: STATEMENT FROM THE RSPO STANDARDS STANDING COMMITTEE REGARDING INDICATOR 6.2.6 ON DECENT LIVING WAGE</p>	<p>Boustead Telok Sengat has conducted the assessment of workers prevailing wages based on the annual wages in completed 12 months of year 2020 which resulted in the Total Value of Prevailing Wage as following:</p>	Complied

<p>With reference to procedural note of indicator 6.2.6, the RSPO has published a guidance on the DLW calculation in June 2019. The RSPO Secretariat will endeavour to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and for which no Global Living Wage Coalition (GLWC) benchmarks exist (As of September 2019, GLWC has developed national benchmarks in Bangladesh, Belize, Brazil, China, Colombia, Costa Rica, Dominican Republic, Ecuador, Ethiopia, Ghana, Guatemala, India, Kenya, Malawi, Mexico, Nicaragua, Pakistan, South Africa, Sri Lanka, Uganda and Vietnam These benchmarks are developed based on banana, coffee, floriculture, textile, manufacturing, seafood processing and tea industry. The RSPO is in the process of commissioning benchmarks for Malaysia and Indonesia for the palm oil sector and will develop methods to calculate and/or define DLW applicability for all palm oil producing countries in which RSPO members operate).</p> <p><i>Where a GLWC living wage standard (benchmark), or one that fulfils the basic requirements of the RSPO-endorsed living wage methodology, has been established in the country or region of operation, the same should be used as benchmarks.</i></p> <p>In the absence of such benchmarks, the RSPO will collaborate with the GLWC and/or local experts on developing oil palm industry benchmarks (Benchmark in this context may include other approaches and/or methods to calculate the applicability of DLW in the country or region in accordance to the RSPO endorsed method for determining a DLW. Local applicability for benchmarks is important and it may differ based on the needs of each locality or country). These benchmarks will be developed in collaboration and consultation with relevant stakeholders such as palm oil industry members, workers' union, authorities and/or relevant organisations.</p> <p><i>For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, national minimum wages shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an assessment of the prevailing wages and in-kind benefits provided to workers in the Unit of Certification aligned with the RSPO Guidance for Implementing a Decent Living Wage (RSPO Guidance for Implementing a Decent Living Wage. The RSPO will also develop further guidance and tools to calculate DLW in line with the RSPO endorsed methodology which may include independent studies by local experts in their respective region or country).</i></p> <p>Once these benchmarks are available, this procedural note is no longer applicable. UoC shall have an implementation plan towards the payment of a DLW with specific targets, and a phased implementation process including:</p> <ul style="list-style-type: none"> • Updated assessment on prevailing wages and in-kind benefits • There is annual progress on the implementation of living wages 	<p>a) Local workers: RM 10,130.00 b) Foreign workers: RM 10,630.00</p>	
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	<ul style="list-style-type: none"> Where a minimum wage, based on equivalent of baskets of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment The UoC may choose to implement the living wage payment in a specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation. <p>- Minor compliance -</p>		
6.2.7	<p>Permanent, full-time employment including contractors' workers and contracted workers is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal</p> <p>- Minor compliance -</p>	<p>Based on documentation review, interviews and field observations, there is no evidence that the units within the Telok Sengat Business Unit employ any casual, temporary and day labour. All employees are employed on either permanent or contractual full-time basis.</p>	Complied
<p>Criterion 6.3: The unit of Certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			
6.3.1	<p>(C) A published statement recognising freedom of association and right to collective bargaining in national languages (English and/or Bahasa Malaysia) is available and is explained to all workers, in language that they understand, and is demonstrably implemented.</p> <p>- Critical (Major) compliance -</p>	<p>Documented in the policy title "BPB sustainability policy" dated 12/07/2021 signed by Mr Zainal Abidin Shariff. For social aspect, the management of Boustead Plantations Berhad focus on 2 different element which are recognize the right for all employees and community development and social impact.</p> <p>The management committed to comply with no exploitation of people, respect of human rights and safety and health.</p> <p>In the policy has outline the management commitment as per below</p> <ol style="list-style-type: none"> Respect and uphold the right of all workers including contract temporary and migrant workers Respect the right to freedom of association/collective bargaining in organizations that not are not against the laws of Malaysian government 	Complied

		<ul style="list-style-type: none"> c. Practice no child exploitation and comply with child and young person (Employment) Amendment Act 2019 where young persons were employed, they are not allowed carrying out tasks involving any hazardous work or any employment other than those specified in the act. d. Respect women`s right to family planning as well as the right to sexual and reproductive health as long as it does not violate the provision of the law e. Provide fair and equal employment opportunities regardless race, nationality, religion, gender and practice no contract substitution. f. Assure that there will be no threat, retaliation or violence against human right defenders (HRD) regardless individuals or group. 	
6.3.2	<p>Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages (English and/or Bahasa Malaysia) and made available upon request.</p> <p>- Minor compliance -</p>	<p>For all estates, workers can register under national Union Plantation Workers (NUPW) and evidence representative has been elected for all estates and Telok Sengat POM. Annual minutes meeting sighted as per below</p> <ul style="list-style-type: none"> a) Chamek Estate, 22/06/2022. b) Kulai Young Estate,13/12/2021 c) Telok Sengat Estate, 20/07/2022 <p>Issues that has been discussed such as communication of the policy, issues and activities.</p>	Complied
6.3.3	<p>Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.</p>	<p>There is evidence that the management did not interfere formation and selection of workers representative where it has been selected through election during the muster call. 5 workers representative base on the origin countries has been elected.</p>	Complied

	- Minor compliance -		
Criterion 6.4: Children are not employed or exploited.			
6.4.1	<p>A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.</p> <p>- Minor compliance -</p>	<p>Documented in the policy title "BPB sustainability policy" dated 12/07/2021 signed by Mr Zainal Abidin Shariff. For social aspect, the management of Boustead Plantations Berhad focus on 2 different element which are recognize the right for all employees and community development and social impact.</p> <p>The management committed to comply with no exploitation of people, respect of human rights and safety and health.</p> <p>In the policy has outline the management commitment as per below</p> <ul style="list-style-type: none"> a. Respect and uphold the right of all workers including contract temporary and migrant workers b. Respect the right to freedom of association/collective bargaining in organizations that not are not against the laws of Malaysian government c. Practice no child exploitation and comply with child and young person (Employment) Amendment Act 2019 where young persons were employed, they are not allowed carrying out tasks involving any hazardous work or any employment other than those specified in the act. d. Respect women`s right to family planning as well as the right to sexual and reproductive health as long as it does not violate the provision of the law e. Provide fair and equal employment opportunities regardless race, nationality, religion, gender and practice no contract substitution. 	Complied

		f. Assure that there will be no threat, retaliation or violence against human right defenders (HRD) regardless individuals or group.	
6.4.2	<p>(C) There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure.</p> <p>- Critical (Major) compliance -</p>	Based on the manpower list, no underage workers employed by the company.	Complied
6.4.3	<p>(C) Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work.</p> <p>- Critical (Major) compliance -</p>	There was no young person employed by the company as their minimum age was 18 years old. This has verified with the Master List and through interviewed with the stakeholders	Complied
6.4.4	<p>The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.</p> <p>- Minor compliance -</p>	<p>Documented in the policy title "BPB sustainability policy" dated 12/07/2021 signed by Mr Zainal Abidin Shariff. For social aspect, the management of Boustead Plantations Berhad focus on 2 different element which are recognize the right for all employees and community development and social impact.</p> <p>The management committed to comply with no exploitation of people, respect of human rights and safety and health.</p> <p>In the policy has outline the management commitment as per below</p> <ol style="list-style-type: none"> a. Respect and uphold the right of all workers including contract temporary and migrant workers b. Respect the right to freedom of association/collective bargaining in organizations that not are not against the laws of Malaysian government c. Practice no child exploitation and comply with child and young person (Employment) Amendment Act 2019 where young persons were employed, they are not allowed carrying out tasks 	Complied

		<p>involving any hazardous work or any employment other than those specified in the act.</p> <ul style="list-style-type: none"> d. Respect women`s right to family planning as well as the right to sexual and reproductive health as long as it does not violate the provision of the law e. Provide fair and equal employment opportunities regardless race, nationality, religion, gender and practice no contract substitution. f. Assure that there will be no threat, retaliation or violence against human right defenders (HRD) regardless individuals or group. <p>Policies were communicated frequently through direct meeting or weekly assembly such as conducted by the management on 04/08/1988 and 22/07/2022 for Chamek Estate,18/03/2022 and 29/07/2022 for Kulai Young Estate.</p> <p><u>Telok Sengat Estate</u></p> <p>Communication of the policy for external stakeholder has been done during stakeholder consultation dated 09/06/2022 with attendance of stakeholder from various category such as local communities, NGOs and government bodies and for internal stakeholder it`s has been done on 02/04/2022</p>	
<p>Criterion 6.5: There is no harassment or abuse in the workplace, and reproductive rights are protected.</p>			
6.5.1	<p>(C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce. - Critical (Major) compliance -</p>	<p>Sexual harassment policy title "Anti-harassment policy statement" dated 01/03/2022 signed by Mr Zainal Abidin Shariff.</p>	Complied

		<p>The policy was communicated directly during various meeting with both internal and external stakeholders of mill and estate within Boustead Telok Sengat and indirectly via website as per link as following: http://www.bousteadplantations.com.my/sustain_policy.html</p>	
6.5.2	<p>(C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce. - Critical (Major) compliance -</p>	<p>Documented in the policy title "BPB sustainability policy" dated 12/07/2021 signed by Mr Zainal Abidin Shariff. For social aspect, the management of Boustead Plantations Berhad focus on 2 different element which are recognize the right for all employees and community development and social impact.</p> <p>The management committed to comply with no exploitation of people, respect of human rights and safety and health.</p> <p>In the policy has outline the management commitment as per below</p> <ol style="list-style-type: none"> a. Respect and uphold the right of all workers including contract temporary and migrant workers b. Respect the right to freedom of association/collective bargaining in organizations that not are not against the laws of Malaysian government c. Implement responsible recruitment practices by preventing and eliminating the use of any form of forced, child labour, and human trafficking in accordance with ILO principles. d. Practice no child exploitation and comply with child and young person (Employment) Amendment Act 2019 where young persons were employed, they are not allowed carrying out tasks involving any hazardous work or any employment other than those specified in the act. e. Respect women`s right to family planning as well as the right to sexual and reproductive health as long as it does not violate the provision of the law 	Complied

		<p>f. Provide fair and equal employment opportunities regardless race, nationality, religion, gender and practice no contract substitution.</p> <p>g. Assure that there will be no threat, retaliation or violence against human right defenders (HRD) regardless individuals or group.</p> <p>The policy was communicated directly during various meeting with both internal and external stakeholders of mill and estate within Boustead Telok Sengat and indirectly via website as per link as following: http://www.bousteadplantations.com.my/sustain_policy.html</p>	
6.5.3	<p>Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified.</p> <p>- Minor compliance -</p>	<p>There is evidence that new mother assessment has been done for all new mother during the gender committee meeting. Kulai Young Estate, it has been identified one new mother work as chief clerk who has 8 months year old kids. Assessment has been done on 19/03/2022 and 28/07/2022 which no special needs has been request by new mother. While for Telok Sengat Estate, sighted assessment done 19/07/2022 and for Telok Sengat POM, there is no new mother identified for your 2022, latest assessment done on 23/12/2021.</p> <p>For new mother, will be given 60days maternity paid leave, breastfeeding and medical check-up time and will be allocated for light work only.</p>	Complied
6.5.4	<p>A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>Boustead has developed Complaint on Sexual Harassment Procedure and Flowchart on Actions to be Taken if any case reported.</p>	Complied
<p>Criterion 6.6: No forms of forced or trafficked labour are used.</p>			

<p>6.6.1</p>	<p>(C) All workers have entered into employment voluntarily and the following are prohibited:</p> <ul style="list-style-type: none"> • Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes) • Charging the workers for recruitment fees. • Contract substitution • Involuntary overtime • Lack of freedom of workers to resign • Penalty for termination of employment • Debt bondage • Withholding of wages <p>- Critical (Major) compliance -</p>	<ol style="list-style-type: none"> 1. Based on documentation review, interviews held with workers at the estate and mill, (gardeners, harvesters, mandores, lab workers, ramp operator, boiler man, drivers, etc) and observations, there is no evidence that workers are in a forced employment. 2. Retention of documents: All foreign workers are given the option of whether to keep their own passports, or to keep them securely at the office. They have also signed a document each to confirm their request to place the passports in the locker. 3. Charging for recruitment fee: Workers do not pay any recruitment fee since all employment cost were borne by the company. 4. Involuntary overtime: Based on interviews conducted, there is no evidence of involuntary overtime at either the Estates or Mill. 5. Lack of freedom of workers to resign: There is no evidence observed of workers being prohibited from resigning. The Terms and Conditions of Employment Contracts signed by all workers contains a provision for early termination of the contract where workers can give 14-days termination notice. 6. Penalty to workers for termination of employment: The Terms and Conditions of Employment Contracts signed by all workers states that no penalty will be imposed for premature termination of the employment contract. 7. Debt bondage: Based on interviews with workers, there is no evidence of any form of debt bondage. 8. Withholding of wages: Based on review of the employment contracts and workers’ pay slips samples, there is no evidence of any wages being withheld from the workers. 	<p>Complied</p>
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<p>6.6.2</p>	<p>(C) Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented. - Critical (Major) compliance -</p>	<p>Documented in the policy title "BPB sustainability policy" dated 12/07/2021 signed by Mr Zainal Abidin Shariff. For social aspect, the management of Boustead Plantations Berhad focus on 2 different element which are recognize the right for all employees and community development and social impact.</p> <p>The management committed to comply with no exploitation of people, respect of human rights and safety and health.</p> <p>In the policy has outline the management commitment as per below</p> <ul style="list-style-type: none"> a. Respect and uphold the right of all workers including contract temporary and migrant workers b. Respect the right to freedom of association/collective bargaining in organizations that not are not against the laws of Malaysian government c. Implement responsible recruitment practices by preventing and eliminating the use of any form of forced, child labour, and human trafficking in accordance with ILO principles. d. Practice no child exploitation and comply with child and young person (Employment) Amendment Act 2019 where young persons were employed, they are not allowed carrying out tasks involving any hazardous work or any employment other than those specified in the act. e. Respect women`s right to family planning as well as the right to sexual and reproductive health as long as it does not violate the provision of the law f. Provide fair and equal employment opportunities regardless race, nationality, religion, gender and practice no contract substitution. 	<p>Complied</p>
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		<p>g. Assure that there will be no threat, retaliation or violence against human right defenders (HRD) regardless individuals or group.</p> <p>The policy was communicated directly during various meeting with both internal and external stakeholders of mill and estate within Boustead Telok Sengat and indirectly via website as per link as following: http://www.bousteadplantations.com.my/sustain_policy.html</p> <p>Foreign workers procedure date issuance January 2016 revision#01. In the procedure has been outline the process of recruitment for foreign workers.</p>	
<p>Criterion 6.7: The unit of certification ensures that the working environment under its control is safe and without undue risk to health.</p>			
<p>6.7.1</p>	<p>(C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded. - Critical (Major) compliance -</p>	<p>The responsible person(s) for H&S has been identified accordingly by Telok Sengat Certification Unit. Records of regular meetings between the responsible person(s) and workers were maintained accordingly. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded. Sampled details as follows:</p> <ul style="list-style-type: none"> - <u>Telok Sengat POM</u> OSH meeting conducted on quarterly basis. For year 2021/2022 sampled the meeting minutes dated 24/05/2022 (2nd/2022), 24/02/2022 (1st/2022) and 16/12/2021 (4th/2021). The OSH discussion agenda was adequately addressed and recorded. - <u>Telok Sengat Estate</u> OSH meeting conducted on quarterly basis. For year 2021/2022 sampled the meeting minutes dated 18/07/2022 (2nd/2022), 30/03/2022 (1st/2022), 06/12/2021 (4th/2021) and 27/09/2021 	<p>Complied</p>

		<p>(3rd/2021). The OSH discussion agenda was adequately addressed and recorded.</p> <ul style="list-style-type: none"> - <u>Chamek Estate</u> <p>OSH meeting conducted on quarterly basis. For year 2021/2022 sampled the meeting minutes dated 22/06/2022 (2nd/2022), 30/03/2022 (1st/2022), 30/12/2021 (4th/2021) and 30/09/2021 (3rd/2021). The OSH discussion agenda was adequately addressed and recorded.</p> <p>OSH Committee Chart for year 2022 was available accordingly with adequate representatives from employee and employer for the mill and estate. Appointed letter for OSH Committee members available with latest issuance for year 2022. Verified also that appointment letters for Chairman, Employees Representative and Employer Representative has been issued accordingly with the respective roles & responsibilities clearly stated in the appointment letters.</p>	
6.7.2	<p>Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in national languages (English and/or Bahasa Malaysia) and explained in the language understandable to the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Accident and emergency procedures have been communicated to all employees, contractors and visitors. Fire Evacuation drill conducted once at least once a year at mill and estates.</p> <p>Fire Drill & Fire Extinguisher training were conducted in the mill and estate and the records were available for verification as below:</p> <ul style="list-style-type: none"> - Fire Drill and Fire Extinguisher Training conducted on 08/12/2021 at Chamek Estate. - Fire Prevention Plan Training conducted on 28/07/2022 at Chamek Estate. - Fire Drill and Demonstration conducted on 15/12/2021 at Kulai Young Estate. - Fire Drill conducted on 18/08/2021 at Telok Sengat Estate. <p>Accident and emergency procedures are available in English/Bahasa Malaysia and this is understood by the responsible workers, staff or</p>	Complied

		<p>executives involved in the operation. Good understanding level observed among the workers during workers interview session.</p> <p>Emergency response team organisation chart has been established accordingly in mill and estates. The team consist of accident investigation, firefighting, search & rescue, flood, first aid and spillage control teams. Verified also the emergency evacuation map has been established and pasted at relevant locations seen able by all workers.</p> <p>Training for First Aid is conducted on annual basis. Adequate first aiders trained available. First Aid Training records were verified as below:</p> <ul style="list-style-type: none"> - Basic First Aid Training at Kulai Young Estate conducted on 12/11/2021. - Emergency First Aid Training at Telok Sengat Estate conducted on 19/07/2022. - First Aid Contents and Usage Training conducted at Telok Sengat Oil Mill on 04/08/2022. <p>First aid equipment is available at worksites. During the site visit there is evident that First Aid Box is available at the relevant workplace area. Appropriate DOSH guideline been used as first aid kit section control.</p> <p>Fire extinguisher (ABC Powder) assessed during the site observation were available and within the expiry date. Portable emergency eye wash & shower facility available at chemical store, workshop and mixing area as applicable.</p> <p>Accident monthly report has been maintained and being discussed in the Quarterly OSH Meeting. JKPP 6 been submitted to DOSH on accidents involving medical leave of more than 4 days.</p>	
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RSPO P&C Public Summary Report
Revision 13 (Apr 2022)

		Accident Report Registration via JKPP 8 report has been submitted for the year of 2021. All reports were submitted within the first month of 2022. Details of accidents that occurred in 2021 and 2022 are detailed out in 6.7.5.																						
6.7.3	<p>(C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.</p> <p>- Critical (Major) compliance -</p>	<p>All workers have been provided with appropriate personal protective equipment (PPE), which is provided by the management free of charge. During the field visit to the Spraying Gang and Manuring Gang and visit to the stores of the respective estates and mill, it was sighted that all required PPEs were worn by the personals.</p> <p>The estates have well maintained facilities for the workers to sanitise themselves prior to returning home from work. The showers were all in good working condition. Interview with workers indicated that they were all well aware that they have to sanitise themselves before returning home due to the hazard that the chemical residues could cause.</p>	Complied																					
6.7.4	<p>All workers are provided with medical care and covered by accident insurance. Costs incurred from work- related incidents leading to injury or sickness are covered in accordance with Malaysian law.</p> <p>- Minor compliance -</p>	<p>Medical care is provided to all the employees by the organization. Local workers and foreign workers were covered under Employees' Social Security Act 1969 (Act 4). Sighted the contribution form (Form 8A) for April 2022 - July 2022 for the mill and estates.</p> <table border="1"> <thead> <tr> <th>Operating Unit</th> <th>Month</th> <th>Total Workers</th> <th>Amount, RM</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Telok Sengat POM</td> <td>May 2022</td> <td>97</td> <td>RM 6,296.60</td> </tr> <tr> <td>Jun 2022</td> <td>96</td> <td>RM 6,269.00</td> </tr> <tr> <td>Jul 2022</td> <td>82</td> <td>RM 5,417.90</td> </tr> <tr> <td rowspan="2">Chamek Estate</td> <td>Apr 2022</td> <td>73</td> <td>RM 2509.70</td> </tr> <tr> <td>May 2022</td> <td>74</td> <td>RM 2875.00</td> </tr> </tbody> </table>	Operating Unit	Month	Total Workers	Amount, RM	Telok Sengat POM	May 2022	97	RM 6,296.60	Jun 2022	96	RM 6,269.00	Jul 2022	82	RM 5,417.90	Chamek Estate	Apr 2022	73	RM 2509.70	May 2022	74	RM 2875.00	Complied
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6.7.5	<p>Occupational injuries are recorded using Lost Time Accident (LTA) metrics. - Minor compliance -</p>	<p>Occupational Injuries were recorded using the Lost Time Accident metrics as below:</p> <table border="1"> <thead> <tr> <th rowspan="2">Operating Unit</th> <th colspan="2">2021</th> <th colspan="2">2022</th> </tr> <tr> <th>Cases</th> <th>Days</th> <th>Cases</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>Telok Sengat POM</td> <td>3</td> <td>17</td> <td>3</td> <td>16</td> </tr> <tr> <td>Chamek Estate</td> <td>2</td> <td>40</td> <td>1</td> <td>5</td> </tr> <tr> <td>Kulai Young Estate</td> <td>1</td> <td>6000</td> <td>0</td> <td>0</td> </tr> <tr> <td>Telok Sengat Estate</td> <td>2</td> <td>146</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Records of all accidents are kept and recorded in OSH Performance Monthly Report and reported to Sustainability Department on monthly basis. Accident incidences are reviewed during the quarterly held safety meetings. Records on Lost Time Accident (LTA) metrics was maintained. Accident records are found to be updated. JKKP 8 form were submitted to DOE through MyKKP systems on January 2022.</p>	Operating Unit	2021		2022		Cases	Days	Cases	Days	Telok Sengat POM	3	17	3	16	Chamek Estate	2	40	1	5	Kulai Young Estate	1	6000	0	0	Telok Sengat Estate	2	146	0	0	Complied
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<p>Principle 7: Protect, conserve and enhance ecosystems and the environment</p>																																

Criterion 7.1: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.			
7.1.1	<p>(C) IPM plans are implemented and monitored to ensure effective pest control.</p> <p>- Critical (Major) compliance -</p>	<p>Telok Sengat Business Unit estates continued to implement Integrated Pest Management (IPM) as per IPM Plan dated 05/02/2022. The estates continued to manage pests, disease, weeds and invasive introduced species using appropriate IPM techniques guided – Pest And Diseases The IPM program among others involved the following practices;</p> <ul style="list-style-type: none"> • Minimize or possibly elimination of significant threats caused by pests to the palms growth health and safety of workers, staff and the public in general. • Prevention or minimize of loss or damage to palms and yield by pests. • Increases flora and fauna in the estate environment. • To ensure effective monitoring and early warning of pests incidence in the plantings. • To achieve insects biological equilibrium as possibly can. 	Complied
7.1.2	<p>Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented.</p> <p>- Minor compliance -</p>	<p>The estates conducted assessment on list of species invasiveness used for biological control. Presently verified that no invasive species listed in the CABI.org introduced in the estates.</p>	Complied
7.1.3	<p>There is no use of fire for pest control unless in exceptional circumstances such as plantation sanitation, i.e. where no other effective methods exist, and with prior approval of government authorities.</p> <p>- Minor compliance -</p>	<p>Based on field visit made at the estates verified that there was no use of fire for pest control in Telok Sengat Certification Unit.</p>	Complied
Criterion 7.2: Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.			

7.2.1	<p>(C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised.</p> <p>- Critical (Major) compliance -</p>	<p>Justification of pesticides applied is available in the Oil Palm Circular (Manual). Refer to OPC Weeding (01.c) and Lallang (02.a). The use of pesticide is specific to the target pest, weed and disease. Justification takes consideration to minimize effect on non-target species.</p> <p>The use of other Class 1 Chemicals (such as metamidophos and monocrotophos) approved by the Pesticides Board and included in the MPOB list of approved Pesticide for use in oil palm plantations can only be carried out under strict supervision and in absolutely necessary circumstances such as severe outbreak and critical pest infestation, and, with special method of application specified in the Highly Toxic Pesticides Regulation 1996 of the Pesticides Act 1974, after authorization has been received from relevant authorities.</p>	Complied
7.2.2	<p>(C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided.</p> <p>- Critical (Major) compliance -</p>	<p>Records of pesticides and their active ingredients used, LD50, area treated, amount of a.i. applied per ha, and number of applications was maintained as per chemical usage monitoring for 2022 as of July 2022.</p>	Complied
7.2.3	<p>(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.</p> <p>- Critical (Major) compliance -</p>	<p>The estate have implemented a continuous improvement plan for year 2021 and 2022 where they have stated the intention to reduce the usage of chemical through implementation of Integrated Pest Management Plan. Sighted during the site visit the establishment of beneficial plants along the estate roads and immature areas as well as barn owl boxes placed at intended areas. Paraquat was eliminated. In its place, alternatives such as Glyphosate is used instead.</p>	Complied
7.2.4	<p>There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.</p> <p>- Minor compliance -</p>	<p>There was no prophylactic use of pesticides in the estates. The application of pesticides was based on level of attack severity which was normally obtained through census.</p>	Complied

<p>7.2.5</p>	<p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.</p> <p>The due diligence refers to:</p> <ul style="list-style-type: none"> a) Judgment of the threat and verify why this is a major threat b) Why there is no other alternative which can be used c) Which process was applied to verify why there is no other less hazardous alternative d) What is the process to limit the negative impacts of the application e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak. <p>- Minor compliance -</p>	<p>Based on estates chemical register & on onsite chemical storage, no WHO class IA and IB used. The used of Paraquat is banned. Only class III and IV chemicals used in the estates with adequate due diligence process been followed accordingly.</p>	<p>Complied</p>
<p>7.2.6</p>	<p>(C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criteria 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.</p> <p>- Critical (Major) compliance -</p>	<p>Pesticides operators for the supply base estates visited has been provided with proper Personal Protective Equipment. Observed during site visit, the PPE provided to the operators such as e.g. goggle, face respirator, nitrile hand glove, rubber boot and apron. Additionally, the operators have been given training regarding the usage safety and health issue and proper way for chemical application by the plantation executives, manager, and asst. manager and chemical supplier with knowledge on chemical handling and applications. Sample record as below:</p> <ol style="list-style-type: none"> 1. <u>Chamek Estate</u> <ul style="list-style-type: none"> - Chemical Handling and Inter Pump Calibration conducted on 03/08/2022 by MyCrop Sdn Bhd. - Spraying and Premix Training conducted on 11/04/2022 2. <u>Kulai Young Estate</u> 	<p>Complied</p>

		<ul style="list-style-type: none"> - Spraying SOP Training conducted on 28/01/2022. <p>3. Telok Sengat Estate</p> <ul style="list-style-type: none"> - Chemical Handling & Pump Maintenance on 09/03/2022 - Spraying Training on 18/04/2022 	
7.2.7	<p>(C) Storage of all pesticides is in accordance with recognised best practices.</p> <p>- Critical (Major) compliance -</p>	<p>Pesticides were found stored in the estates Chemical Store in accordance with the Occupational Safety and Health Act 1994 (Act 514) and Pesticides Act 1974 (Act 149) and their Regulations. The stores were at all times locked and at the time of visit the store clerk was seen to unlock the padlock to open entrance door for auditor to inspect the store. At the entrance door, signage requiring donning of PPE were visibly posted. The Chemical Store signage with required Hazard Symbols were available at the entrance. The facility ventilation fan was found working with adequate ventilation available, up-to-date chemical register, trade and generic names, and their Safety data Sheet were available with latest revision and up to date.</p>	Complied
7.2.8	<p>All pesticide containers are triple rinsed and punctured before being disposed of and/or handled responsibly if used for other purposes.</p> <p>- Minor compliance -</p>	<p>All chemical containers were reused as premix containers to transport diluted chemicals to the fields for application purpose. Otherwise the unused chemical containers are triple rinsed and punctured before being disposed to recycle waste collector/licensed schedule waste collector.</p>	Complied
7.2.9	<p>(C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying.</p> <p>- Critical (Major) compliance -</p>	<p>Pesticide application by aerial spraying is not practiced by the estates. Verified during onsite visit to the estates that no pesticide application by aerial spraying done in the estates.</p>	Complied

7.2.10	<p>(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.</p> <p>- Critical (Major) compliance -</p>	<p>The Telok Sengat Certification Unit have conducted the specific medical surveillance for pesticide operators. Documents were verified as below.</p> <p><u>Chamek Estate</u></p> <p>Medical Surveillance was conducted for 12 Estate workers on 13/12/2021 by Johnsons Occupational Safety & Health Solutions. The report stated that all workers were fit to resume work .</p>	Complied						
7.2.11	<p>(C) No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.</p> <p>- Critical (Major) compliance -</p>	<p>Based on the field visits at estates and pesticides workers list at estates including medical surveillance result, verified that no work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions.</p>	Complied						
Criterion 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.									
7.3.1	<p>A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.</p> <p>- Minor compliance -</p>	<p>Documented waste management plan was available at Telok Sengat POM and Estate. Among the types of waste identified were scheduled wastes, domestic wastes and recyclable wastes. The scheduled wastes were disposed in accordance to EQA regulations, domestic wastes were landfilled in accordance to procedure and recyclable wastes were delivered to recycle wastes vendors.</p> <p>Chamek estate also dumping the domestic waste at field, the scheduled was available and management using contractor (Ramchandran A/L Kavery) twice a week. The record was available and accordance to procedure.</p> <p>Inventory AS(B)J11/123/000/206, SW 204,305,409 and 410. Letter from DOE, JAS.JKL.600-3/4/54(03) dated 23/6/2022 for extension storage for SW 204, SW 305, SW 409and SW 410 until 7/12/2022. The total SW as per below:-</p> <table border="1" data-bbox="1137 1337 1935 1377"> <thead> <tr> <th>Scheduled Waste</th> <th>Type</th> <th>MT</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Scheduled Waste	Type	MT				Complied
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		<table border="1" data-bbox="1137 363 1928 560"> <tr> <td>204</td> <td>Contamination</td> <td>0.85</td> </tr> <tr> <td>409</td> <td>Empty container</td> <td>0.12</td> </tr> <tr> <td>410</td> <td>Fertiliser bag</td> <td>3.33</td> </tr> <tr> <td>305</td> <td>Used oil</td> <td>0.066</td> </tr> </table> <p>For Telok Sengat POM the inventory was available in the record sample file reference AS(B)J31/152/000/025 for July 2022. In the mill the scheduled waste declare was SW 110, 305, 306,409 and 410. The disposal record also available as per below:-</p> <ul style="list-style-type: none"> a. Consignment note 20220421176JPBWU dated 21/4/2022 for SW 410 with total 0.024 mt b. Consignment note 2022042117UTQG73 dated 21/4/2022 for SW 350 with total 1.86 mt c. Consignment note 2022042117PSV89K dated 21/4/2022 for SW 409 with total 0.34 mt 	204	Contamination	0.85	409	Empty container	0.12	410	Fertiliser bag	3.33	305	Used oil	0.066	
204	Contamination	0.85													
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7.3.2	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</p> <p>- Minor compliance -</p>	<p>During site visit and verification, the below evidence was sighted:</p> <p><u>Kulai Young Estate</u></p> <ol style="list-style-type: none"> Clinical waste was generated from the estate clinic however it was not identified in the waste inventory as per latest Fifth Schedule – Inventory of Schedule Waste dated 21/07/2022. It was not in line with SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 9.2 “Regulation of 11 of Environmental Quality (Schedule Waste) Regulation 2005 requires a waste generator (estate/mill) to keep accurate and up to date inventory of quantity and categories of schedule waste being handled (generated, threatred, and disposed of)”. 	Non-compliance												

		<p>2. Other than that, it was noticed that empty lubricant container from the contractor COST-WIN was placed at the field PM2014D area near their cabin area. It was not in line with SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 8.0 Storage of Schedule Waste (8.1) (a) "A proper designated area in the mill/estates premises, away from the manufacturing/processing area and area of employee's activities".</p> <p><u>Telok Sengat Estate</u></p> <p>During site visit at Schedule Waste Store, Telok Sengat Estate, it was found that, date generated of the SW was not stated at the label for SW409. It was not in line with SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 7.3 Labelling Waste Information: Besides the symbolic label has to be pasted on the container, mill/estate is required to be labelled clearly the following information (a) The date when the schedule wastes are first generated.</p> <p>Hence, a minor non-conformity was raised.</p>	
7.3.3	<p>The unit of certification does not use open fire for waste disposal.</p> <p>- Minor compliance -</p>	<p>A circular [O.P.C No. 51c, July 1999] stating when there were incidences of Basal Stem Rot [BSR] on the old stands or high risk of Oryctes infestation, then partial burning and pulverisation are to be carried out. Before commenced of burn, a permit should be obtained from DOE and burning strictly not allowed during July – November or whenever a "No Open Burning" circular from local authorities. From the Telok Sengat supply base record no issue regarding to Basal Stem Rot thus no sighted any open burning in estate however found open burning used for waste disposal in Mill workers housing area (MQ 24) verified during site visit thus minor NC been raised.</p>	Complied

Criterion 7.4: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.											
7.4.1	<p>Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts.</p> <p>- Minor compliance -</p>	<p>In sampling estate manages and improves soil fertility to a level that ensures optimal and sustained yield by monitoring the fertilizer inputs through annual fertilizer applications.</p> <p>The sustaining of the soil fertility is guided by the organization OPC for Soil And Water Conservation (O.P.C. No. 08a.) dated April 1996 and reviewed in August 2018. Therein containing information on the following</p> <ol style="list-style-type: none"> a. The objectives as to why they should implement soil management practices. b. Ground cover establishment c. Soil Conservation Practices d. Mulching 	Complied								
7.4.2	<p>Periodic tissue and soil sampling is carried out by Companies to monitor and manage changes in soil fertility and plant health.</p> <p>- Minor compliance -</p>	<p>It was commonly used in the diagnosis of fertilizer requirements in oil palms. Foliar, soil and fertilizer recommendation report by AAR Sdn Bhd was sighted. Foliar and Soil analysis report were conducted annually by AAR Sdn Bhd.</p> <p>Sampling in Telok Sengat Estate, the soil analysis conducted on 12-24/04/2022. The recommendation of manuring available as per oil palm manuring recommendation 2022, this was based on date visit 30/11-2/12/2021.</p>	Complied								
7.4.3	<p>A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.</p> <p>- Minor compliance -</p>	<p>From the waste management plan, the EFB have been use as nutrient recycling for young palm in estate. EFB application was applied at 40mt/ha. However, no application of EFB at Kulai Young Estate. In Chamek estate, implementation record as per below:-</p> <table border="1" data-bbox="1137 1286 1930 1378"> <thead> <tr> <th>Date</th> <th>Chit mill</th> <th>TDY</th> <th>Block</th> </tr> </thead> <tbody> <tr> <td>19/03/2022</td> <td>120980</td> <td>34.25</td> <td>2020A</td> </tr> </tbody> </table>	Date	Chit mill	TDY	Block	19/03/2022	120980	34.25	2020A	Complied
Date	Chit mill	TDY	Block								
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		20/03/2022	121012	29.20	2020A																	
		7/04/2022	121698	16.54	2020A																	
7.4.4	Records of fertiliser inputs are maintained. - Minor compliance -	Fertilizers were applied as per agronomist recommendation 2020. Record shows application date, filed number, dosage applied per palm, type of fertilizer and number of applicators. <u>Chamek Estate</u> <table border="1"> <thead> <tr> <th>Manuring block</th> <th>Kg/palm (AJIB 10:3:20:4)</th> <th>Total tonnes</th> <th>Dated apply</th> </tr> </thead> <tbody> <tr> <td>PM1998B</td> <td>2.50 (AJIB 10:3:20:4)</td> <td>7.75</td> <td>19/05/2022</td> </tr> <tr> <td>PM2000A</td> <td>3.00</td> <td>14.34</td> <td>25/06/2022</td> </tr> <tr> <td>PM2016A</td> <td>4.50 (AJIB 10:3:20:4)</td> <td>11.18</td> <td>18/03/2022</td> </tr> </tbody> </table>				Manuring block	Kg/palm (AJIB 10:3:20:4)	Total tonnes	Dated apply	PM1998B	2.50 (AJIB 10:3:20:4)	7.75	19/05/2022	PM2000A	3.00	14.34	25/06/2022	PM2016A	4.50 (AJIB 10:3:20:4)	11.18	18/03/2022	Complied
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Criterion 7.5: Practices minimise and control erosion and degradation of soils.																						
7.5.1	(C) Maps identifying marginal and fragile soils, including steep terrain, are available. - Critical (Major) compliance -	No fragile soil in Telok sengat supply base estate. The Soil maps or soil survey available for Chamek Estate dated October 2018. Major soil series in Chamek was Renggam series. The plans and operation followed as per procedure establish by management to sustain suitability of land for palm oil cultivation. No changes from previous report. For Telok sengat estate, referred soil map AAR/09/01/2012. There are 5 type of soil series under Telok sengat estate, Harimau, Lanchange, Local alluvium, rengam and Taitak series. Major soil in this estate was Rengam Series.				Complied																

7.5.2	<p>No replanting on steep slopes (above 25 degrees) unless approved by state governments. In case of replanting is permitted, no replanting in contiguous area of steep terrain (greater than 25 degrees) larger than 25 Ha within the Unit of Certification.</p> <p>- Minor compliance -</p>	<p>Boustead Plantations Bhd has established SOP related to planting on slope namely Soil Conservation/Water Management was sighted. All the strategy including soil conservation practices, type of vegetation, ground cover establishment were found implemented accordingly in the field however not sighted any steep slope been planting with palm oil.</p>	Complied
7.5.3	<p>There is no new planting of oil palm on steep terrain.</p> <p>- Minor compliance -</p>	<p>Not sighted any new planting of oil palm in estate during site visit, this was verified during the interview and document review.</p>	Complied
<p>Criterion 7.6: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>			
7.6.1	<p>(C) To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.</p> <p>- Critical (Major) compliance -</p>	<p>The Soil maps or soil survey available for Chamek Estate dated October 2018. Major soil series in Chamek was Renggam series. The plans and operation followed as per procedure establish by management to sustain suitability of land for palm oil cultivation. No changes from previous report.</p> <p>For Telok sengat estate, referred soil map AAR/09/01/2012. There are 5 type of soil series under Telok sengat estate, Harimau, Lanchange, Local alluvium, rengam and Taitak series. Major soil in this estate was Rengam Series.</p> <p>In Kulai Young Estate, referred soil map AAR/30/10/2018 dated 04/2012/F. There are 5 type of soil series. There are colluvium (Sandy over clayey), colluvium(Clayey), Colluvium (sandy), Gajah Mati and Rengam.</p>	Complied
7.6.2	<p>Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices.</p> <p>- Minor compliance -</p>	<p>Verified sample in Telok Sengat estate, referred soil map AAR/09/01/2012. There are 5 type of soil series under Telok sengat estate, Harimau, Lanchange, Local alluvium, rengam and Taitak series. Major soil in this estate was Rengam Series. There was no</p>	Complied

		fragile soil in estates audited. There also no extensive planting in sampling estate.	
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. - Minor compliance -	No new planting in sampling estate, however the management established Soil map (photocopy) at the visited estates, updated digitally was available and used to address the planning of infrastructure in the field. This information included information guide the planning of drainage and irrigation systems, roads and other infrastructure.	Complied
Criterion 7.7: No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.			
7.7.1	(C) There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas. - Critical (Major) compliance -	No new planting in sample estate. Soil series map available for all estates visited. No other soil categorised as problematic or fragile soil. Sighted the type of soil available at Telok Sengat and Soil analysis report were conducted annually by AAR Sdn Bhd. From the report, the soil series available in sample estate was benta series, colluvium series, Gajah Mati series and others.	Complied
7.7.2	Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat. PROCEDURAL NOTE: Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peatland Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below). - Minor compliance -	No Peat soil in sample estate under Boustead Telok Sengat Certification Unit.	Not Applicable
7.7.3	(C) Subsidence of peat is monitored, documented and minimised. - Critical (Major) compliance -	No Peat soil in sample estate under Boustead Telok Sengat Certification Unit.	Not Applicable
7.7.4	(C) A documented water and ground cover management programme is in place. - Critical (Major) compliance -	No Peat soil in sample estate under Boustead Telok Sengat Certification Unit.	Not Applicable

7.7.5	<p>(C) For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation.</p> <p>This is subject to transitional (5 years: 2019 to 2024) arrangement stated in the Drainability Assessment Procedure.</p> <p>Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.</p> <p>- Critical (Major) compliance -</p>	No Peat soil in sample estate under Boustead Telok Sengat Certification Unit.	Not Applicable
7.7.6	<p>(C) All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2019) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>	No Peat soil in sample estate under Boustead Telok Sengat Certification Unit.	Not Applicable
7.7.7	<p>(C) All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2019) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>	No Peat soil in sample estate under Boustead Telok Sengat Certification Unit.	Not Applicable

Criterion 7.8: Practices maintain the quality and availability of surface and groundwater.

7.8.1	<p>A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following:</p> <p>a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.</p> <p>b) Workers have adequate access to clean water.</p> <p>- Minor compliance -</p>	<p>Boustead POM and estate has established its water management plan dated Jan 2021. The objective of the plan is to conserve the potable water. Apart from that, in order to maintain the availability of surface and ground water, water management plan for peat area, flooded area, protection of water courses & wetlands, pollution prevention through establishment of riparian zones and management of water table through installation of water gates. For workers in Mill and Telok Sengat estate they have adequate access to clean water for domestic usage, this water supply by Government (SAJ).</p>	Complied																		
7.8.2	<p>(C) Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017) or applicable National legislation or specific environmental permit. Smallholders may replant existing planted areas provided there is no evidence of environmental deterioration having occurred during the previous cycle.</p> <p>- Critical (Major) compliance -</p>	<p>Policy on BPB Sustainability established on 12/7/2021 signed by Zainal Abidin Shariff (CEO), the training already been given to the workers on 4/8/2022 in Chamek estate. This policy cover on Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017).</p> <p>Training been conducted in Kulai Young Estate dated 23/11/2021 regarding to water sampling. Previously water analysis conducted on 18/7/2022. Training on policy for buffer zone dated 18/12/2021 attended by 17 person.</p> <p>In Kulai Young Estate (SIPP Power Sdn Bhd)</p> <p>The water analysis for Kulai Young Estate small river was available dated 18/07/2022 under report no. WE/2022/07/374 as per below:-</p> <table border="1" data-bbox="1137 1193 1935 1361"> <thead> <tr> <th>Parameter</th> <th>Unit</th> <th>WE-0245 S1</th> <th>WE-0246 S2</th> <th>WE-0247 S3</th> <th>WE-0248 S4</th> </tr> </thead> <tbody> <tr> <td>pH 25c</td> <td>-</td> <td>7.3</td> <td>7.7</td> <td>7.5</td> <td>7.5</td> </tr> <tr> <td>TDS</td> <td>mg/L</td> <td>568</td> <td><80</td> <td><80</td> <td>144</td> </tr> </tbody> </table>	Parameter	Unit	WE-0245 S1	WE-0246 S2	WE-0247 S3	WE-0248 S4	pH 25c	-	7.3	7.7	7.5	7.5	TDS	mg/L	568	<80	<80	144	Complied
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7.8.3	<p>Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.</p> <p>- Minor compliance -</p>	<p>Mill effluent discharge into river (Sg Layau), from the DOE approval the BOD must no more than 20mg/L. The monitoring result as per below:-</p> <p>January to March 2022</p> <table border="1"> <thead> <tr> <th></th> <th>20/01/2022</th> <th>28/02/2022</th> <th>30/03/2022</th> </tr> </thead> <tbody> <tr> <td>Total POME discharge</td> <td>281.74</td> <td>358.87</td> <td>274.55</td> </tr> <tr> <td>pH Value (9.00)</td> <td>8.40</td> <td>8.70</td> <td>8.80</td> </tr> <tr> <td>BOD at 30C (20 mg/l)</td> <td>14.00</td> <td>20.00</td> <td>20.00</td> </tr> <tr> <td>Oil & Grease (5.0 mg/l)</td> <td>5</td> <td>4</td> <td>4</td> </tr> <tr> <td>AN (20 mg/l)</td> <td>11</td> <td>5</td> <td>9</td> </tr> <tr> <td>Total Nitrogen (200 mg/l)</td> <td>22</td> <td>16</td> <td>22</td> </tr> </tbody> </table> <p>April to June 2022</p> <table border="1"> <thead> <tr> <th></th> <th>20/04/2022</th> <th>31/05/2022</th> <th>29/06/2022</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		20/01/2022	28/02/2022	30/03/2022	Total POME discharge	281.74	358.87	274.55	pH Value (9.00)	8.40	8.70	8.80	BOD at 30C (20 mg/l)	14.00	20.00	20.00	Oil & Grease (5.0 mg/l)	5	4	4	AN (20 mg/l)	11	5	9	Total Nitrogen (200 mg/l)	22	16	22		20/04/2022	31/05/2022	29/06/2022					Complied
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7.8.4	Mill water use per tonne of FFB is monitored and recorded. - Minor compliance -	<p>Water usage per tonne FFB was available from Jan 2020 until Dec 2021 and also rate per FFB as per below:-</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Water usage</th> <th>Water/FFB</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>72,188.00</td> <td>2.63</td> </tr> <tr> <td>2021</td> <td>130,572.94</td> <td>1.09</td> </tr> </tbody> </table>	Year	Water usage	Water/FFB	2020	72,188.00	2.63	2021	130,572.94	1.09	Complied															
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Criterion 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised																											
7.9.1	A plan for efficiency of the use of fossil fuels and to optimise renewable energy is implemented, monitored and documented. - Minor compliance -	<p>The plan of improvement on usage of fossil fuel available dated 11/01/2022. From the plan as per below:-</p> <table border="1"> <thead> <tr> <th>Issue</th> <th>Action plan</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Issue	Action plan			Complied																				
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		<p>High GHG emission from ageing vehicles</p>	<p>To replace vehicles as per SOP Supervision vehicles every 7 years Prime mover – Every 7 years Mini tractor – every 5 years</p>														
		<p>High Fuel consumption</p>	<p>Timely service and routine maintenance of every vehicles to be carried out.</p>														
		<p>As per diesel usage record available as per below;-</p> <table border="1" data-bbox="1137 772 1924 965"> <thead> <tr> <th>Estate</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>Kulai Young estate</td> <td>36,900</td> <td>25,300</td> </tr> <tr> <td>Telok Sengat Estate</td> <td>21,873</td> <td>9,630</td> </tr> <tr> <td>Telok Sengat Mill</td> <td>130,572.94</td> <td>84,797.90</td> </tr> </tbody> </table>			Estate	2021	2022	Kulai Young estate	36,900	25,300	Telok Sengat Estate	21,873	9,630	Telok Sengat Mill	130,572.94	84,797.90	
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Telok Sengat Mill	130,572.94	84,797.90															
<p>Criterion 7.10: Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.</p>																	
<p>7.10.1</p>	<p>(C) GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimise them are implemented, monitored through the Palm GHG calculator and publicly reported. - Critical (Major) compliance -</p>	<p>Significant pollutants identified are for GHG emission was verified as per GHG calculator such as fertiliser used, chemical used, diesel usage, petrol usage, POME treatment, EFB and others. These pollutants impact to GHG were calculated through the Palm GHG V4.0 calculator. The data was accurate as per verification with the record in estate and mill.</p>		<p>Complied</p>													
<p>7.10.2</p>	<p>(C) Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them prepared and</p>	<p>The was no proposed development area in the Boustead Telok Sengat Certification Unit noted. Hence, no New Planting.</p>		<p>Complied</p>													

	<p>implemented (following the RSPO GHG Assessment Procedure for New Development).</p> <p>- Critical (Major) compliance -</p>		
<p>7.10.3</p>	<p>(C) Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.</p> <p>- Critical (Major) compliance -</p>	<p>The Boustead Telok Sengat Continuous Improvement Plan 2022 has documented the potential pollutants inclusive of GHG emissions especially from fossil fuel consumption, treatment of POME and fertilizer usage. Plans have been established with realistic timeline to reduce GHG emissions such as low-emission management practices for</p> <ul style="list-style-type: none"> a. Mill, that is better management of POME, efficient boiler and sent EFB to estate for mulching; b. Plantations, that is, EFB application to reduce inorganic fertilizer use, energy efficient transportation (on-time servicing and maintenance), good water management and restitution of conservation areas. c. The Mill already install electrostatic precipitator to reduce particle in emission. <p>The Telok Sengat POM conducted Environmental Air Monitoring in compliance with Malaysia Ambient Air Quality Standard 2020 (refer report: ETD/A/TSPOM/2022-05/23016 dated 14/6/2022. From the monitoring the result showed they complied with the regulation. This conducted by the Spectrum Laboratories (Johore) Sdn Bhd.</p> <p>Another implementation was on Environmental Noise Monitoring in Compliance with Guidelines for Environmental Noise Limits and Control Third Edition 2019. This report referred to DEPT/TSPOM/N/2022-05/23016 dated 13/6/2022. The result showed that noise level was low than the guidelines limit on day and night.</p>	<p>Complied</p>
<p>Criterion 7.11: Fire is not used for preparing land and is prevented in the managed area</p>			

7.11.1	<p>(C) Land for new planting or replanting is not prepared by burning.</p> <p>- Critical (Major) compliance -</p>	<p>The management already establish SOP for Area/Field: Replanting; Serial # EAI/2018/09-01; Activity: Felling & Clearing; Aspect: Soil Erosion; Environmental Load Item: Oil palm tree removal (temporary bare ground/top surface); Control: Low Cover Crop (LCC) upon replanting. Management also release a memo A circular [O.P.C No. 51c, July 1999 updated August 2018]. No open burning was been sighted during site visit.</p>	Complied
7.11.2	<p>The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification.</p> <p>- Minor compliance -</p>	<p>The emergency team for fire prevention was establish by each operating unit. This team already attend training for Fire drill and firefighting. The emergency contact no also been establish, thus emergency contact number was sighted during site visit.</p>	Complied
7.11.3	<p>The unit of certification engages with adjacent stakeholders on fire prevention and control measures.</p> <p>- Minor compliance -</p>	<p>The management each operating unit already engages with the adjacent stakeholder to inform regarding to fire prevention and control measure that been establish by Boustead. Sampling in Kulai Young Estate, inform regarding to fire prevention to adjacent stakeholder dated 20/10/2021. In Telok Sengat estate was on 09/11/2021.</p>	Complied
<p>Criterion 7.12: Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.</p>			
7.12.1	<p>(C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests.</p> <p>A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.</p> <p>- Critical (Major) compliance -</p>	<p>Not applicable as no new development by the certification unit.</p>	Not Applicable
7.12.2	<p>(C) HCVs, HCS forests and other conservation areas are identified as follows:</p>	<p>Information available based on the High Conservation Value (HCV) Assessment Report (Multi-site) for Boustead Plantations Berhad</p>	Complied

	<p>a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.</p> <p>b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p> <p>PROCEDURAL NOTE: Requirement is further clarified under the Interpretation of Indicator 7.12.2 and Annex 5 (approved by BOG on 12 June 2019).</p> <p>- Critical (Major) compliance -</p>	<p>covering Telok Sengat Estate, Kulai Young Estate, Chamek Estate, Eldred Estate and Bekoh Estate; July 2018.</p> <p>Assessment was conducted by Malaysian Environmental Consultants (MEC) on 2-11 April 2018 with public stakeholder consultations done on 21-22 May 2018.</p> <p>Results of assessment concluded that there were HCV presence within Telok Sengat certification unit as per following:</p> <ul style="list-style-type: none"> - HCV 1: Mark and label boundaries of HCV areas (Present in Telok Sengat & Chamek Estate) - HCV 2: Mark and label boundaries of HCV areas (Potentially present in Telok Sengat Estate) - HCV 3: Mark and label boundaries of HCV areas (Present in Telok Sengat Estate) - HCV 4: Mark and label boundaries of HCV areas (Present in all estates) - HCV 6: Mark and install signage for each HCV site (Present in all estates) <p>Supplementary Document: Mapping upgrade for Boustead Johor Estate 2018 High Conservation Value (HCV) Assessment Report dated September 2021 prepared by Malaysia Environmental Consultants.</p>	
7.12.3	<i>Indicator is not applicable in Malaysia context</i>	-	Not Applicable
7.12.4	<p>(C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in</p>	<p>Documented in High Conservation Value (HCV) Management Plan - 5.5.2; the implementation was established as objectives, targets and action plan which were not fully in-line with recommendation from the HCV assessor.</p> <p>Based on the HCV report, few recommendations made by HCV assessor on management and monitoring. Sampling in Chamek the</p>	Complied

	consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified). - Critical (Major) compliance -	monitoring been done according to the HCV plan. The record sampling latest March 2021.	
7.12.5	Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peat land and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas. - Minor compliance -	Based on the HCV report, no local communities in HCV area. Boustead Telok Sengat has developed a Communication Procedure. The procedure is to handle communication for internal and external stakeholders. The methods of communication such as formally write in, through phone call, discussion or meeting and etc. External Communication Form (PKSJ-001) and Communication Record (PKSJ-002) was implemented.	Complied
7.12.6	All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species. - Minor compliance -	There is no RTE or high biodiversity value at sampling estate under Telok sengat supply base, there was an average of 82 species counted. There are 4 vulnerable (VU) species available or sighted are:- <ul style="list-style-type: none"> • Pigtailed macaque, • Milky stork, • an otter – most likely the smooth otter, and • The White-vented myna. The HCV management plan has been established. Latest review was conducted on Jan 2022 such as river riparian buffer zone Sungai Johor were clearly demarcated with red ring to show the distance of the buffer zone. Latest monitoring been done by estate was on 12/06/2022 and this monitoring was done 2 time per month.	Complied
7.12.7	The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.	The HCV monitoring was conducted quarterly basis, from the latest record no RTE species was found during the monitoring been conducted. No encroachment and chemical activities in HCV area.	Complied

	- Minor compliance -	This verified as per site verification. HCV training conducted on 27/7/2022 and 25/7/2022 in sampling estate. The monitoring conducted 2 time permonthly basis, latest record was on 12/6/2022	
7.12.8	<p>(C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.</p> <p>- Critical (Major) compliance -</p>	No land clearing in sample estate verified as per hectarage record and land statement.	Complied

Appendix B: GHG Reporting Executive Summary

The GHG emissions that were produced in **2021** for Telok Sengat POM and supply base was calculated using the PalmGHG Calculator version 4.0 The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in **2021** for Telok Sengat POM and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.08
PKO	0

Extraction	%
OER	21.23
KER	4.09

Production	t/yr
FFB Process	130,572.94
CPO Produced	27717.63
PKO Produced	0

Land Use	Ha
OP Planted Area	7572.40
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	300.00
Total	7872.40

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	48249.31	0.54	24979.97	0.77	0	0	73229.28	1.41
CO ₂ Emission from fertilizer	3657.54	0.04	1565.48	0.05	0	0	5223.01	0.09
NO ₂ Emission	1571.35	0.02	1098.21	0.03	0	0	2669.56	0.05
Fuel Consumption	388.80	0	296.93	0.01	0	0	685.73	0.01
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-45532.66	-0.51	-22819.23	-0.70	0	0	-68351.89	-1.21
Conservation Sequestration	0	0	0	0	0	0	0	0
Total	8334.33	0.09	5121.36	0.16	9625.19	0	23080.88	0.35

*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	12118.14	0.09
Fuel Consumption	519.08	0
Grid Electricity Utilization	0	0
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	12637.22	0.10

Summary of Kernel Crusher Emission and Credit (if applicable)

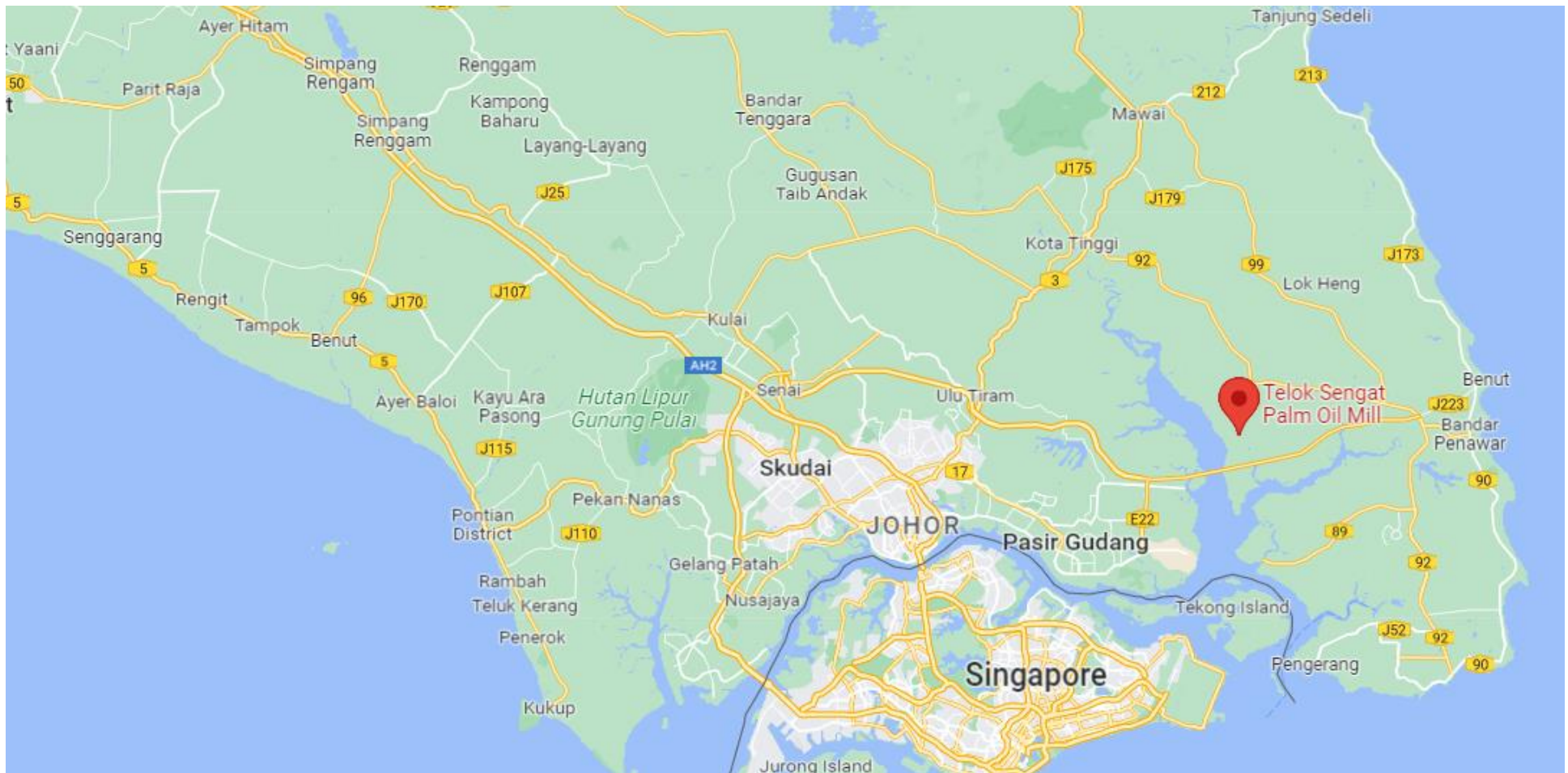
Emissions	tCO ₂ e
PK from own mill	0
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	0

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0
Divert to anaerobic diversion (%)	100

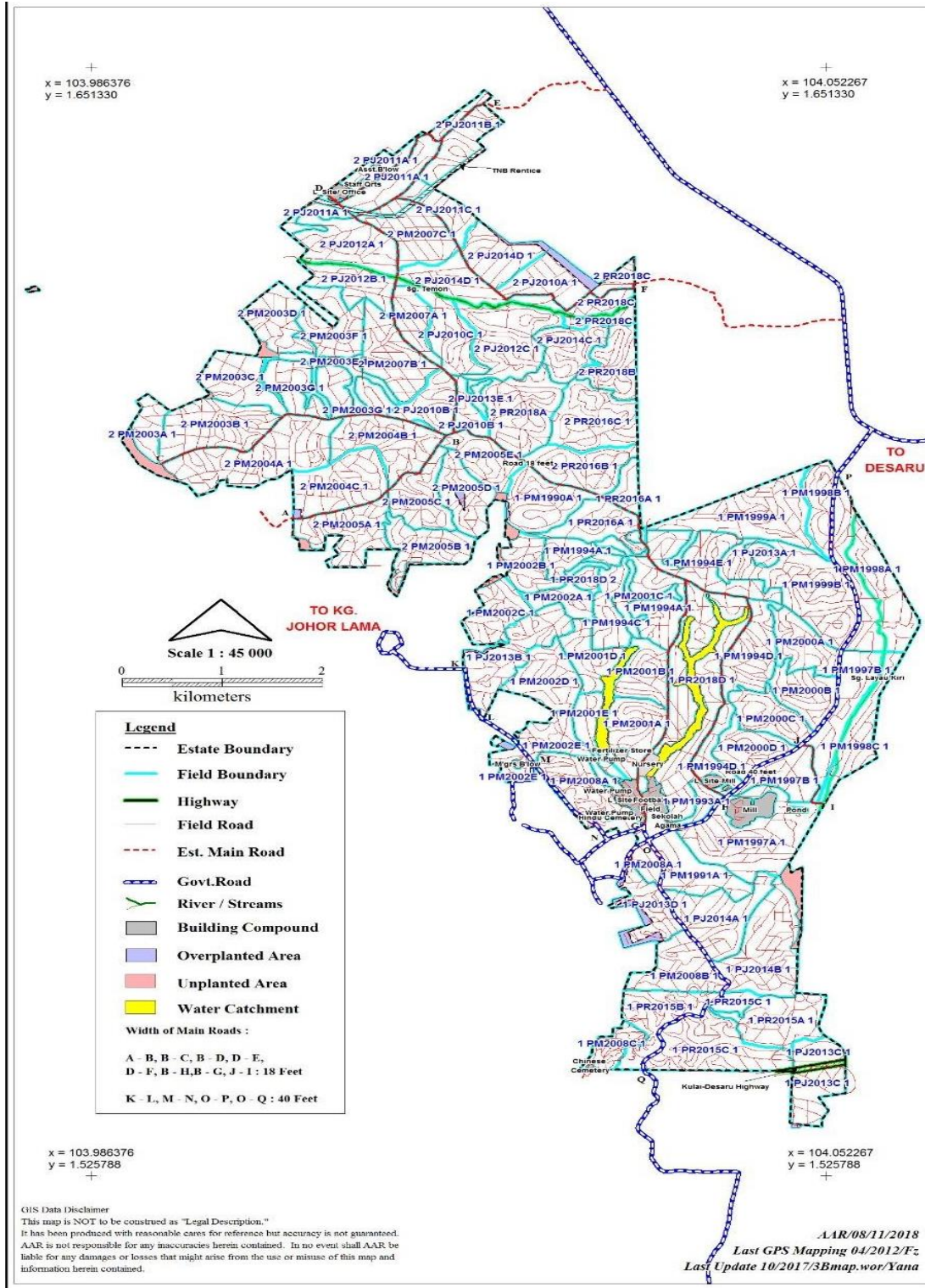
POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	59
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	41

Appendix C: Location Map of Certification Unit and Supply bases



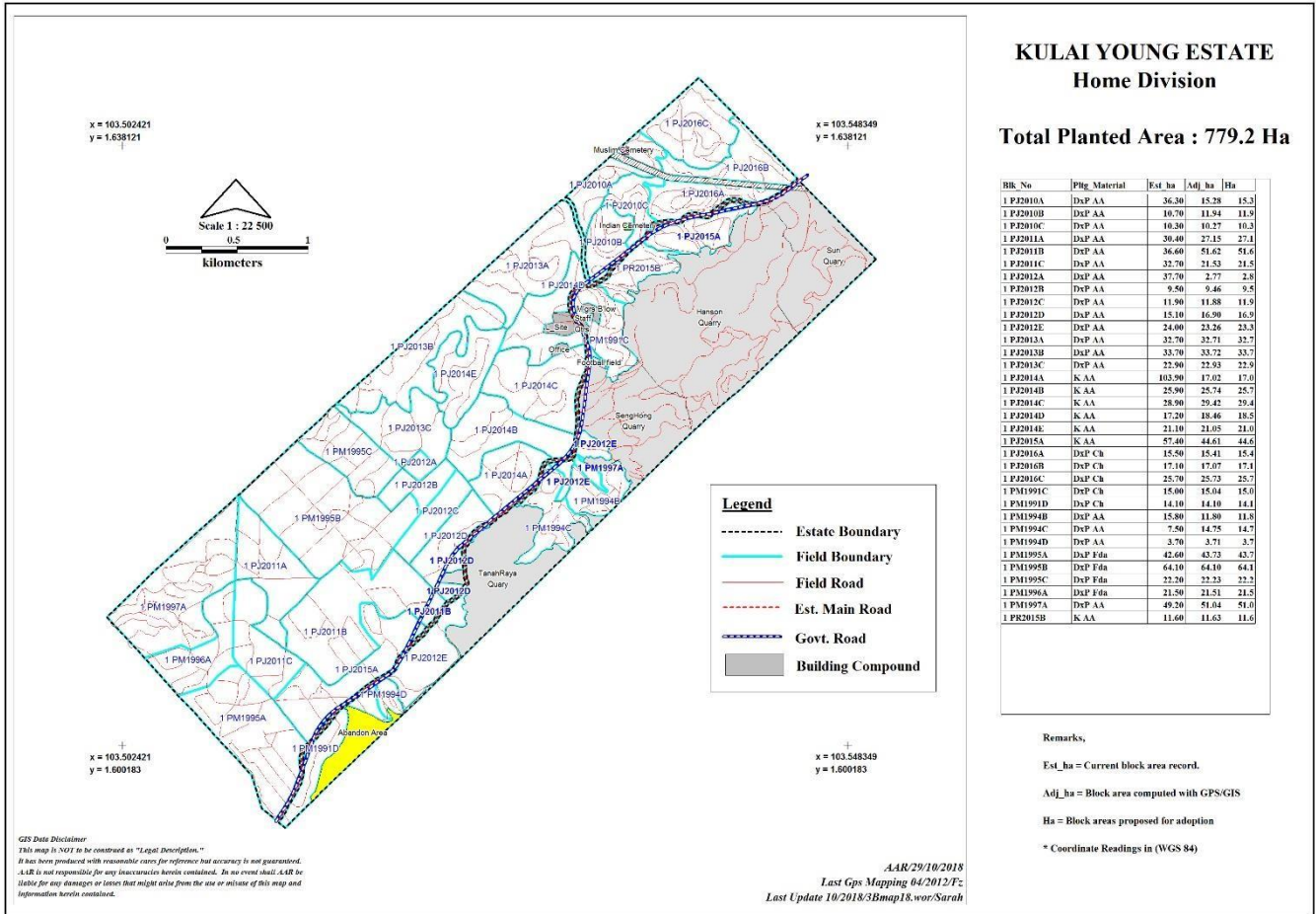
Appendix D: Estate Field Map

Boustead Telok Sengat Estate

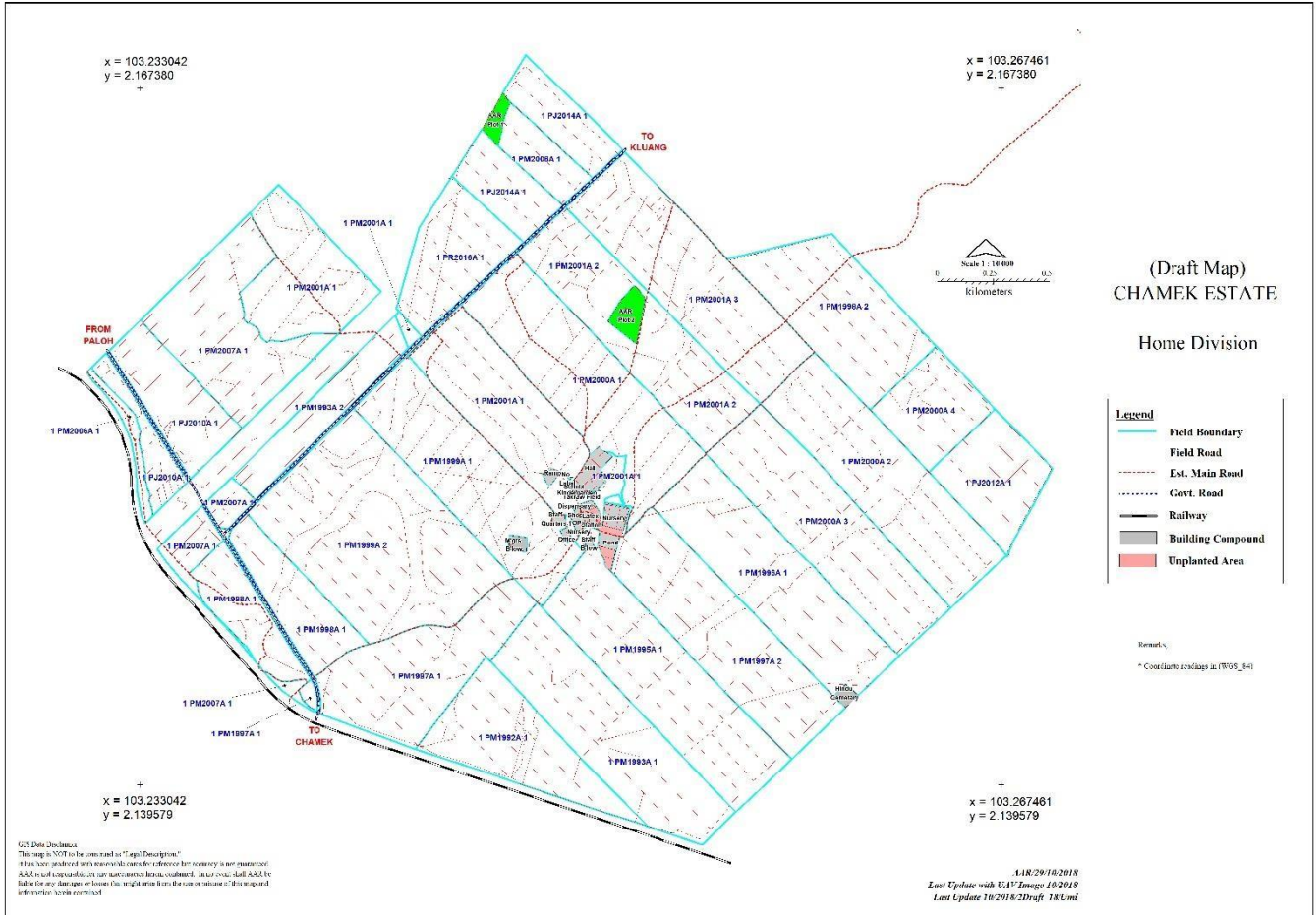


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Kulai Young Estate



Boustead Chamek Estate



Appendix E: List of Smallholder Registered and/or sampled

Not Applicable.

Appendix F: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel 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
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
ISS	Independent Smallholder Standard
LD50	Lethal Dose for 50 sample
MB	Mass Balance
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
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure