

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment
- Annual Surveillance Assessment (1_3)
- Recertification Assessment (Choose an item.)
- Extension of Scope

Client Company name (Parent Company): Carotino/JC Chang Group
Client company Address: Unit 30-01, Level 30, Menara Landmark, No. 12, Jalan Ngee Heng, 80000 Johor Bahru, Johor, Malaysia
Certification Unit: Melewar Palm Oil Mill (Melewar Production Unit) Location of Certification Unit: KM 45, Off Jalan Lahad Datu – Sandakan, 91100 Lahad Datu, Sabah, Malaysia
Date of Final Report: 03/03/2022

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Section 1: Scope of the Assessment

1. Company Details			
Parent Company	Carotino / JC Chang Group		
RSPO Membership Number	2-0029-06-000-00	Membership Approval Date	10/5/2006
Address	Unit 30-01, Level 30, Menara Landmark, No. 12, Jalan Ngee Heng, 80000 Johor Bahru, Johor, Malaysia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	Melewar Palm Oil Mill (Melewar Production Unit)		
Location / Address	KM 45, Off Jalan Lahad Datu – Sandakan, 91100 Lahad Datu, Sabah, Malaysia		
Website	www.carotino.com		
Management Representative	Mr. Seow Chee Chiang	E-mail	seowcc@jcc.com.my
Telephone	+607 223 1633	Facsimile	+607 224 1546

2. Certification Information			
Certificate Number	RSPO 651276	Certificate Start Date	07/02/2019
Date of First Certification	07/02/2014	Certificate Expiry Date	06/02/2024
Scope of Certification	Production of Palm Oil and Palm Kernel		
Visit Objectives	<ul style="list-style-type: none"> • Determination of the conformity of the client's management system, or parts of it, with audit criteria. • Evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory and contractual requirements. • Has undergone 30% remote audit with extension scope and the remaining 70% is to be covered through this on-site assessment visit 		
Assessment Cycle	<input type="checkbox"/> Pre Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 1_3) <input type="checkbox"/> Recertification Assessment (Choose an item.) <input checked="" type="checkbox"/> Scope Extension		
Applicable Standards / Normative Reference	RSPO Certification System for P&C and RSPO ISH 2020 <input type="checkbox"/> Choose an item. <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	100 mt/hr
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
50450565MSPO4	MS2530-4:2013 MSPO Part 4: General Principles for Palm Oil Mills	DQS Certification (M) Sdn Bhd	04/07/2025
50450559MSPO3	MS2530-3:2013 MSPO Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		04/07/2025
50450565 MSPO SCCS	MSPO SCCS:2018		09/07/2025
EU-ISCC-Cert- US201-70601000	ISCC	SCS Global Services	02/05/2022

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
Melewar Palm Oil Mill	KM 45, Off Jalan Lahad Datu – Sandakan, 91100 Lahad Datu, Sabah, Malaysia	5° 16' 21.50" N	118° 03' 12.40" E
Gerola Estate	KM 45, Off Jalan Lahad Datu – Sandakan, 91100 Lahad Datu, Sabah, Malaysia	5° 12' 18.74" N	118° 2' 4.56" E
Tye Yang Estate	KM 45, Off Jalan Lahad Datu – Sandakan, 91100 Lahad Datu, Sabah, Malaysia	5° 14' 33.03" N	117° 59' 58.59" E
Melewar Estate 1	KM 45, Off Jalan Lahad Datu – Sandakan, 91100 Lahad Datu, Sabah, Malaysia	5° 15' 49.11" N	118° 3' 48.66" E
Pahang Oil Palm Estate 2	KM 45, Off Jalan Lahad Datu – Sandakan, 91100 Lahad Datu, Sabah, Malaysia	5° 17' 37.88" N	118° 8' 21.87" E
Pahang Oil Palm Estate 3	KM 45, Off Jalan Lahad Datu – Sandakan, 91100 Lahad Datu, Sabah, Malaysia	5° 22' 27.72" N	118° 8' 18.62" E
Muis Melewar Plantation 1	CL 105426784, Tawau, Sabah	4° 27' 33.26" N	117° 50' 54.19" E
Muis Melewar Plantation 2	CL 245360523, Mukim Sungai Binuang, Ulu Tingkayu, Kunak, Sabah	4° 39' 51.43" N	117° 54' 07.83" E
Pelita Estate	CL 115397496, Mukim Ulu Tungku, Lahad Datu, Sabah	5° 08' 47.56" N	118° 56' 00.41" 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

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Gerola Estate	1,403.37	-	184.03	1,587.40	88.41
Tye Yang Estate	3,352.62	-	407.28	3,759.90	89.17
Melewar Estate 1	1,978.42	-	344.76	2,323.18	85.16
Pahang Oil Palm Estate 2	2,393.50	-	278.30	2,671.80	89.58
Pahang Oil Palm Estate 3	2,391.11	-	228.19	2,619.30	91.29
Muis Melewar Plantation 1	2,056.01	88.68	175.31	2,320.00	88.62
Muis Melewar Plantation 2	1,481.00	-	312.00	1,793.00	82.60
Pelita Estate	1,580.65	-	114.05	1,694.70	93.27
Total	16,636.68	88.68	2,043.92	18,769.28	88.64

6. Plantings & Cycle							
Estate / Smallholders	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Gerola Estate	187.05	870.33	-	345.99	-	1,216.32	187.05
Tye Yang Estate	731.89	1,165.61	502.16	677.38	275.58	2,620.73	731.89
Melewar Estate 1	210.84	1,219.87	-	139.88	407.83	1,767.58	210.84
Pahang Oil Palm Estate 2	629.87	821.96	-	198.13	743.54	1,763.63	629.87
Pahang Oil Palm Estate 3	707.95	-	-	1,683.16	-	1,683.16	707.95
Muis Melewar Plantation 1	-	-	927.88	1,128.13	-	2,056.01	-
Muis Melewar Plantation 2	-	-	-	1,481.00	-	1,481.00	-
Pelita Estate	-	-	-	1,580.65	-	1,580.65	-
Total (ha)	2,467.60	4,077.77	1,430.04	7,234.32	1,426.95	14,169.08	2,467.60

7. Summary of Certified Tonnage of FFB (Own Certified Scope)			
Estate / Smallholders	Tonnage / year		
	Estimated last year (Feb 2021 - Jan 2022)	Actual (Apr 2021 – Nov 2021)	Forecast (Feb 2022 - Jan 2023)
Gerola Estate	25,421.97	17,846.47	27,314.25
Tye Yang Estate	49,230.35	36,581.88	48,891.00
Melewar Estate 1	38,614.45	24,806.96	39,441.00
Pahang Oil Palm Estate 2	30,116.58	12,856.26	35,984.00
Pahang Oil Palm Estate 3	28,852.65	11,061.49	34,716.00
Muis Melewar Plantation 1	-	-	4,088.30

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Muis Melewar Plantation 2	-	-	3,106.70
Pelita Estate	-	-	3,410.00
Total	172,236.00	¹103,153.06	196,951.25

Note: ¹Low number as the production period under review is only 8 months (Apr-Nov 2021)

8. Summary of Certified Tonnage of FFB (from other certified unit(s))			
Estate / Smallholders	Tonnage / year		
	Estimated last year (Feb 2021 - Jan 2022)	Actual (Apr 2021 – Nov 2021)	Forecast (Feb 2022 - Jan 2023)
Asia Oil Palm Estate 2		524.32	
Hwa Li Estate 3		742.64	
Melewar Estate 2		299.24	
Total		1,566.20	

9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)			
Out growers / smallholders	Tonnage / year		
	Estimated last year (Feb 2021 - Jan 2022)	Actual (Apr 2021 – Nov 2021)	Forecast (Feb 2022 - Jan 2023)
All	-	13,798.55	-
Total	-	13,798.55	-

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	Apr-21	12,561.30	1,230.48	13,791.78
2	May-21	10,890.42	1,259.08	12,149.50
3	Jun-21	10,848.63	1,340.47	12,189.10
4	Jul-21	13,701.46	1,152.92	14,854.38
5	Aug-21	11,933.81	1,014.98	12,948.79
6	Sep-21	14,429.90	4,782.99	19,212.89
7	Oct-21	16,026.69	1,570.87	17,597.56
8	Nov-21	14,327.05	1,446.76	15,773.81

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TOTAL	104,719.26	13,798.55	118,517.81
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10. Summary of Certified Tonnage (not applicable for ISS)		
Estimated last year (Feb 2021 - Jan 2022)	Actual (Apr 2021 – Nov 2021)	Forecast (Feb 2022 - Jan 2023)
FFB	FFB	FFB
172,236.00	104,719.26	196,951.25
CPO (OER: 19.95%)	CPO (OER: 21.83%)	CPO (OER: 20.36%)
34,361.08	22,857.04	40,099.27
PK (KER: 5.08%)	PK (KER: 4.26%)	PK (KER: 4.91%)
8,749.59	4,464.86	9,670.31

10A. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	Apr-21	2,715.241	534.327
2	May-21	2,364.844	494.964
3	Jun-21	2,376.462	511.594
4	Jul-21	2,899.564	536.076
5	Aug-21	2,678.039	461.714
6	Sep-21	3,061.412	622.791
7	Oct-21	3,595.426	719.033
8	Nov-21	3,166.053	584.359
TOTAL		22,857.04	4,464.86

11. Summary of Actual Volume sold					
Current License period (Apr 2021 – Nov 2021)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	6,229.67	3,909.20	-	13,154.69	23,293.56 ²
PK (MT)	4,245.76		-	331.70	4,577.46 ³
Credits					

Note:

²Variance of 436.52mt compared to production is due to balance brought from March 2021

³Variance of 112.60mt compared to production is due to balance brought from March 2021

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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	Nondisclosure 1	NA	6,229.67	4,245.76
TOTAL			6,229.67	4,245.76

11B. Records of CPO & PK Sold under other schemes since the last audit (if any)				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
1	Nondisclosure 2	ISCC	3,909.20	-
TOTAL			3,909.20	-

11C. Records of CPO & PK Sold as conventional since the last audit (if any)				
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)	
1	Nondisclosure 3	13,154.69	331.70	
TOTAL		13,154.69	331.70	

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 (mt)
	Nil		
TOTAL			

12. Independent Smallholders Certified Tonnage / Volume - NA									
Phase	Estimated last year (Feb 2021 - Jan 2022)			Actual (Feb 2021 – Nov 2021)			Forecast (Feb 2022 - Jan 2023)		
	Eligibility 40%	MS A 70%	MS B 100%	Eligibility 40%	MS A 70%	MS B 100%	Eligibility 40%	MS A 70%	MS B 100%
FFB									
IS-CSPO									
IS-CSPKO									
IS-CSPKE									

13. Independent Smallholders Actual Sold Tonnage / Volume - NA						
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	IS-CSPK	IS-CSPKE
Current License period (Apr 2021 – Nov 2021)						
Credits						
Physical						

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.
Tel +60 (3) 9212 9638 Fax +60 (3) 9212 9639
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 06-10/12/2021. The audit programme is included as Section 2.3. With regards to the extension of scope, due to the COVID-19 pandemic, this assessment involved a partial remote audit as allowed by RSPO Secretariat – RSPO P&C On-site & Remote Audits dated 24th March 2020. The remote audit was conducted on 17-18/06/2021.

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 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_1)	Year 3 (ASA 1_2)	Year 4 (ASA 1_3)	Year 5 (ASA 1_4)
Melewar Palm Oil Mill	X	X	X	X	X
Gerola Estate	X		X		
Tye Yang Estate	X			X	
Melewar Estate 1		X		X	
Pahang Oil Palm Estate 2		X			
Pahang Oil Palm Estate 3			X		
Muis Melewar Plantation 1				X	X
Muis Melewar Plantation 2				X	X
Pelita Estate				X	X

Tentative Date of Next Visit: December 5, 2022 - December 8, 2022

Total Number of Mandays: 12

2.2 BSI Assessment Team

Name	Role	Competency
Valence Shem (VSH)	Team Leader	<p>Education: BTech (Hons) Bachelor Degree in Industrial Technology, University of Science Malaysia</p> <p>Work Experience:</p> <ol style="list-style-type: none"> 1) 9 years working experience in oil palm plantation industry 2) Management system auditing since 2009 for various standards such as ISO 140001, RSPO P&C, RSPO SCCS, MSPO and SMETA <p>Training attended:</p> <ol style="list-style-type: none"> 1) ISO 14001 Lead Auditor Course 2) ISO 9001 Lead Auditor Course 3) Endorsed RSPO P&C Lead Auditor Course 4) Endorsed RSPO SCCS Lead Assessor Course 5) MSPO Awareness Training 6) ISO 45000 Lead Auditor Course 7) SMETA Auditor training 8) HCV-HCS training 9) RSPO-endorsed RSPO ISH Standard 2019 Lead Auditors Course <p>Aspect covered in this audit: Legal requirements, natural and HCV conservation, water & wastes management, environmental aspects, occupational health and safety, GAP, mill best practices, training, and economic management plan</p> <p>Language proficiency: English and Bahasa Malaysia</p>
Mohd Hidir Zainal Abidin (MHZ)	Team Member	<p>Education: Bachelor Degree in Chemical Engineering, National University of Malaysia</p> <p>Work Experience:</p> <ol style="list-style-type: none"> 1) 7 years working experience in palm oil industry specifically on palm oil milling for 5 years 2) Auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO since 2012 <p>Training attended:</p> <ol style="list-style-type: none"> 1) ISO 9001 Lead Auditor Course 2) ISO 14001 Lead Auditor Course 3) OHSAS 18001 Lead Auditor Course in 2012

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		<p>4) Endorsed RSPO P&C Lead Auditor Course in 2013 5) MSPO Awareness Training in 2014 6) Endorsed RSPO SCCS Lead Auditor Course 7) SMETA Auditor training</p> <p>Aspect covered in this audit: Legal requirements, policies and commitment, social aspects, contract agreement, human rights, land use rights, workers' welfare, and supply chain.</p> <p>Language proficiency: English and Bahasa Malaysia</p>
<p>Yusof Khairan Nizar Ahmad Tarmizi (YKN)</p>	<p>Team Member</p>	<p>Education:</p> <ol style="list-style-type: none"> 1) Certificate of Safety and Health Officer-Malaysian Insurance Institute (2003) 2) Bachelor of Corporate Administration (Hons)-MARA University of Technology, Malaysia (2003) 3) Master of Science in Occupational Safety and Health Management-Northern University of Malaysia (2011) <p>Work Experience:</p> <ol style="list-style-type: none"> 1) Managing, consulting, training and auditing Quality, Environmental, Occupational Safety and Health Management Systems such as ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, OHSAS 18001:2007, MS1722:2011 since 1996 2) Contract Trainer of OSH & Environmental Legal & Other Requirements Lead Auditors course for SIRIM Training Services Sdn Bhd & NIOSH Certification Sdn Bhd 3) Contract Auditor for Quality, Environmental, Occupational Safety and Health Management System and Malaysia Sustainable Palm Oil (MSPO). OSH, Legal and Environmental Auditor for TUV Rheinland Malaysia RSPO Principles & Criteria 4) Contract SIRIM QAS International Auditor (2006) 5) Department of Occupational Safety and Health Malaysia (DOSH) Registered Safety and Health Officer (2003-2006) 6) Approved Human Resources Development Fund (HRDF) Trainer (since 2011) 7) Appointed as Assessor for Prime Minister's Hibiscus Award involving assessment for oil and gas companies, plantations industries, manufacturing, utilities, cleaning and transportations services (since 2003) 8) MPOCC Registered Peer Reviewer <p>Training attended:</p> <ol style="list-style-type: none"> 1) ISO 9001:2000 IRCA/IATC A Lead Auditor Training 2) ISO 14001:2004 IEMA Approved EMS Advanced Lead Auditor Training Course

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		<p>3) OH&SMS IRCA Certified Lead Auditor Training Course 4) MS 1722 Lead Auditor Training 5) RSPO P&C 2018 Lead Auditor Course 6) Quality & Environmental MS Auditing Skills Based on Risk Management, Conformity Assessment – For Bodied Providing Audit and Certification (ISO/IEC 17021:2015) 7) MSPO Peer Reviewer Training</p> <p>Aspect covered in this audit: Estate & mill best practice, legal requirements, OHS, continual improvement.</p> <p>Language proficiency: English and Bahasa Malaysia</p>
<p>Dr. Suhaili Bin Sahari</p>	<p>Peer Reviewer</p>	<p>Education: Graduated from University Technology Mara (UiTM), Malaysia in Diploma in Science in 1990. He furthers his first degree in B.Sc (Hons) in Chemistry with Industrial Chemistry in 1995 from Liverpool University, England. He later advances his study in Master in Business Administration (General) in 2002 and graduated in 2005 from University of Multimedia, Malaysia. Completed his PhD from University Science Islam Malaysia (Faculty of Economy and Muamalat - Management) under the supervision of previous University Vice Chancellor Dato’ Mohd Muda.</p> <p>Work Experience: Worked with Hong Leong Group of Companies as a production executive cum TQM facilitator and continues to advance in his career as a manager and senior manager in management, production, training and quality for more than 11 years. During his tenure with Hong Leong Group of Companies, he heavily involved in strategic management decision issues such as developing SWOT analysis, Vision, Mission, Business and Corporate Strategy formulation, Acquisition and restructuring strategies. Strategic actions and implementation etc. Then he joint Kumpulan Guthrie and Sime Darby Group of Companies for more than 7 years as a manager, heads of department and Assistant Vice President in management, quality and training. Part of his duty is to strategies the departmental vision; mission, critical success factors and action plan into actions and support the corporate strategic plan.</p> <p>Training attended:</p> <ol style="list-style-type: none"> 1) ISO 9001:2015 Lead Auditor and Internal Auditor 2) ASI Peer Reviewer Training 3) Safety and Health trainings 4) ISO 14001: 2015 Standard 5) RSPO Standards: RSPO P&C 2018 MY-NI 2019 6) MSPO Standards: MS 2530: 2013 part 1, 2 , 3 and 4 7) Problem Solving Technique: 8 D, ICC, QCC, Systematic PS

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		8) HACCP MS 1480:2019 9) GAP Standard: GLOBALG.A.P., Euro GAP
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Accompanying Persons:

Name	Role
Nil	

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2.3 Assessment Plan

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

30% Remote assessment

Date	Time	Subjects	VSH	MHZ	ICT Planned
Wednesday 09/06/2021	1600	Preparatory/test call between client and BSI auditors Communication on document preparation for remote/ICT audit	✓ Room 1		MS Teams
Thursday 17/06/2021	0900-0930	Opening meeting <ul style="list-style-type: none"> Opening presentation by audit team leader Confirmation of assessment scope and finalize audit plan 	✓ Room 1		MS Teams, Whatsapp, e-mail
	0930-1230	Assessment and documentation review on legal requirements, good agriculture practice, economic management plan, OSH, environment, water management, GHG, HCV and continual improvement	✓ Room 1	-	
		Assessment and documentation review on social aspects, SIA, land use right, legal requirements, employees' welfare, complaint & grievance and contractors & stakeholder management	-	✓ Room 2	
	1230-1330	Lunch break			
	1330-1630	Continue assessment and documentation review	✓ Room 1	✓ Room 2	MS Teams, Whatsapp, e-mail
	1630-1700	Interim briefing	✓ (Room 1)		
Friday 18/06/2021	0900-1130	Continue assessment and documentation review	✓ Room 1	✓ Room 2	MS Teams, Whatsapp, e-mail
	1130-1200	Assessment team discussion	✓ (Room 1)		
	1200-1230	Closing meeting	✓ (Room 1)		

70% Onsite assessment

Date	Time	Subjects	VSH	MHZ	YKN
Monday 06/12/2021	0900-0915	Opening meeting: <ul style="list-style-type: none"> Opening presentation by audit team leader Confirmation of assessment scope and finalize audit plan (including stakeholder's consultation)	✓	✓	✓

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	0915-1300	<u>Melewar POM</u> Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders, etc.	✓	✓	✓
	1000-1200	<u>Stakeholder consultation</u> Consultation with relevant stakeholders which consists of various categories such as government agencies/enforcers, NGO, contractors, suppliers, surrounding communities (e.g. neighbouring estates, smallholders, villages, workers representative, etc.), etc.	-	✓	-
	1300-1400	Lunch break			
	1400-1630	<u>Melewar POM</u> Document Review P1 – P7: SOPs, Supply chain, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation, etc.	✓	✓	✓
	1630-1700	Interim closing briefing	✓	✓	✓
Tuesday 07/12/2021	0900-1300	<u>Melewar Estate 1</u> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled waste management, worker housing, clinic, Landfill, etc.	✓	✓	✓
	1300-1400	Lunch break			
	1400-1630	<u>Melewar Estate 1</u> 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 08/12/2021	0900-1300	<u>Tye Yang Estate</u> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled waste management, worker housing, clinic, Landfill, etc. and Document review P1 – P7	✓	✓	✓

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	1300-1400	Lunch break			
	1400-1630	<u>Tye Yang Estate</u> 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	✓	✓	✓
	1700	Auditors travel to Pelita Estate	✓	✓	✓
Thursday 09/12/2021	0900-1300	<u>Pelita Estate</u> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled waste management, worker housing, clinic, Landfill, etc. and Document review P1 – P7	✓	✓	✓
	1300-1400	Lunch break			
	1400-1630	<u>Pelita Estate</u> 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	✓	✓	✓
	1700	Auditors travel to MMP2	✓	✓	✓
Friday 10/12/2021	0800-1130	<u>Muis Melewar Plantation 2 Estate</u> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled waste management, worker housing, clinic, Landfill, etc. and Document review P1 – P7	✓	✓	✓
	1130-1300	Lunch break and Friday prayer. Auditors travel to MMP1			
	1300-1530	<u>Muis Melewar Plantation 1 Estate</u> Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical	✓	✓	✓

		mixing area, Scheduled waste management, worker housing, clinic, Landfill, etc. and Document review P1 – P7.			
	1530-1600	Interim closing briefing	✓	✓	✓
	1600-1630	Audit team discussion & preparation for closing meeting	✓	✓	✓
	1630-1700	Closing meeting	✓	✓	✓
	1700	Auditors travel to Tawau and hotel check-in	✓	✓	✓
Saturday 11/12/2021	p.m.	Auditors travel from TWU to KUL, ETD 1420 via MH 7423	✓	✓	✓

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. It includes Melewar Production Unit, Asia Production Unit, and Carotino Production Unit. Please refer to appendix for details on the mills and estates of Carotino/JC Chang Group.	Complied.
Have all the estates and mills certified within five (5) years after obtaining RSPO membership?	Yes. The Group has achieved 100% RSPO certification for all Operating Units under the management of JC Chang Group at ended year of 2019. The last Production Unit namely Takon Production Unit have undergone RSPO main assessment on 28/10 to 1/11/19 with a positive result and the CB have recommended Takon Production Unit for RSPO certification, but the certification was on hold due to unsettlement of RaCP. On Feb 2021, Takon Palm Oil Mill was sold to non-RSPO member and followed by Takon Estate on July 2021. RaCP concept note have approved by RSPO and the Group have restructure Takon Production Unit to include the remaining Operation Units from Takon Production Unit namely Muis Melewar Plantation 1, Muis Melewar Plantation 2 and Pelita Estate to Melewar Production Unit. These Operating Units had completed the 30% of RSPO remote audit on 17-18/06/2021. The remaining 70% of RSPO site audit is held on 06-10/12/2021 together with the existing Melewar Production Unit.	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.	Yes. There is a new acquisition namely Asia Ecogreen Sdn Bhd under Hwa Li Estate Div. 3 management. The land has been certified during previous assessment.	Complied
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	No	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?	Changes involved the restructure of Takon Production Unit due to selling of Takon Palm Oil Mill to non-RSPO member on 22/01/2021 and followed by Takon Estate on July 2021. The sale of Takon Palm Oil Mill has been reported in Carotino/JC Chang Group's ACOP 2020, Item 4.2.1.	Complied
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	No isolated lapses in implementation of the plan	Complied

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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	No fundamental failure in implementation of the plan	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.	No replacement after dates defined in RSPO P & C MYNI 2019	Complied
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	No new development since January 1 st 2010.	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 land conflict and no remediation plan required as Takon Estate has been acquired by a non-RSPO buyer in July 2021. The update can be seen in RSCP Grower Tracker (https://rspo.org/certification/remediation-and-compensation/racp-tracker#growerTracker). RaCP concept note have approved by RSPO and the Group have restructure Takon Production Unit to include the remaining Operation Units from Takon Production Unit namely Muis Melewar Plantation 1, Muis Melewar Plantation 2 and Pelita Estate to Melewar Production Unit.	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.	Complied
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	No legal non-compliance reported and found during the onsite audit.	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. Internal audit conducted with findings highlighted for site further improvement. Pelita Estate – 17-19/08/2021 Muis Melewar Plantation 1– 23-25/08/2021 Muis Melewar Planation 2 – 07-09/09/2021 By Internal Control Team	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 up to present.	Complied
Have there been any stakeholder (including NGO) consultation conducted?	Yes.	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 no scheme smallholder or scheme out-growers is associated with the certification unit.</p>	<p>Complied</p>

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Approved Time Bound Plan

No	Production Unit	Location	Status	TBP	Remarks
1	Asia Palm Oil Mill	Lahad Datu, Sabah	Certified	Certified on 31/01/2013 Recertification completed in Nov 2019	Last surveillance assessment: 06-10/12/2021
	i) Melewar Estate 2				
	ii) Hwa Li Estate 3				
	iii) Asia Oil Palm Estate 2				
2	Melewar Palm Oil Mill	Lahad Datu, Sabah	Certified	Certified on 07/02/2014 Recertified in 2019	Last surveillance assessment and extension of scope: 06- 10/12/2021
	i) Gelora Estate				
	ii) Pahang Oil Palm Estate 2				
	iii) Pahang Oil Palm Estate 3				
	iv) Melewar Estate 1				
	v) Tye Yang Estate				
	vi) Pelita Estate				
	vii) Muis Melewar Plantation 1	Tawau, Sabah			
	viii) Muis Melewar Plantation 2				
3	Carotino Palm Oil Mill	Kuantan, Pahang	Certified	Certified on 27/02/2010 Recertified in 2020	Last surveillance assessment: 19-21/01/2021
	i) Maran Estate				
	ii) Asia Palm Oil Estate 1	Segamat, Johor			
	iii) Hwa Li Estate 1				
	iv) Hwa Li Estate 2				
	v) Pahang Oil Palm Estate 1	Kuantan, Pahang			

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 was no (0) Critical; two (2) Minor nonconformities and two (2) Opportunity For Improvement raised. The Melewar Palm Oil Mill (Melewar Production Unit) 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 Nonconformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-conformity			
NCR Ref #	2070820-202106-N1	Date Issued	18/06/2021
Due Date	Next assessment visit	Date of nonconformity Closure	Open
Clause & Category (Critical / Minor)	7.8.1 Minor (remote assessment)		
Statement of Nonconformity:	The implementation of water management plan was inadequately demonstrated.		
Requirement Reference:	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: 7.8.1a The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities. 7.8.1b Workers have adequate access to clean water.		
Objective Evidence:	The drinking water quality analysis at Pelita Estate was not carried out as per its water management plan i.e. once a year. The last analysis was done on 24/10/2019.		
Corrections:	4 samples for 2 Water Treatment Plants were submitted to DyNaKey Laboratory Sandakan on 18/6/2021. DyNaKey Laboratory have received all samples as of 21/6/2021. All submission evidence to be kept properly.		
Root Cause Analysis:	Monitoring on the implementation of the management plan i.e. water management plan was not carried out effectively.		
Corrective Actions:	<ol style="list-style-type: none"> 1. Person in charge to reread and understand the sustainability and legislative requirement related to drinking water quality analysis. 2. Management to review again the water management plan and to commit on the requirement specifically for drinking water analysis. Manager or Assistant Manager should monitor the implementation of the plan at least once a month rather than only to update the current status of the plan during the review of the plan which is due on January 2023. 3. Once the analysis result received, the management should go through the result and plan for mitigation measure should there is any issue regarding on the analysis result. 		

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	All record of analysis and implementation should be kept accordingly and always made available.
Assessment Conclusion:	The correction and corrective action plan are accepted. The evidence of effective implementation of the corrective action shall be verified in the next assessment.

Non-conformity												
NCR Ref #	2143316-202112-N1	Date Issued	10/12/2021									
Due Date	Next assessment visit	Date of nonconformity Closure	Open									
Clause & Category (Critical / Minor)	2.1.2 Minor (on-site assessment)											
Statement of Nonconformity:	The implementation of the documented system for ensuring legal compliance was not effectively demonstrated.											
Requirement Reference:	A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.											
Objective Evidence:	<p>Melewar POM has obtained the approval from the DOE for the upstream and downstream river water sampling points in line with Clause No. 19 of the DOE’s License compliance schedule. However, based on site verification using GPS device, the actual water samples were not taken from the approved sampling points as the following details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Sampling points</th> <th style="width: 45%;">Location of approved sampling points</th> <th style="width: 30%;">Location of actual samples taken</th> </tr> </thead> <tbody> <tr> <td>Upstream</td> <td>5°16’22.4292”N, 118°02’34.9116”E</td> <td>5°15’47.31”N, 118°03’19.64”E</td> </tr> <tr> <td>Downstream</td> <td>5°17’35.6892”N, 118°04’52.734”E</td> <td>5°16’40.87”N, 118°03’40.19”E</td> </tr> </tbody> </table>			Sampling points	Location of approved sampling points	Location of actual samples taken	Upstream	5°16’22.4292”N, 118°02’34.9116”E	5°15’47.31”N, 118°03’19.64”E	Downstream	5°17’35.6892”N, 118°04’52.734”E	5°16’40.87”N, 118°03’40.19”E
Sampling points	Location of approved sampling points	Location of actual samples taken										
Upstream	5°16’22.4292”N, 118°02’34.9116”E	5°15’47.31”N, 118°03’19.64”E										
Downstream	5°17’35.6892”N, 118°04’52.734”E	5°16’40.87”N, 118°03’40.19”E										
Corrections:	Mill management will follow the original sampling points which approved earlier by Department of Environmental (DOE) for taking river water sample. Immediate action to relocate the sampling points and will take river water sample at these points during next sampling process.											
Root Cause Analysis:	Appropriate sampling points for river water analysis was not taken correctly due to monitoring and confirmation of the task is not performed.											
Corrective Actions:	<ol style="list-style-type: none"> 1. Mill management to re-examine the exact water sampling location as per approved sampling points by checking the GPS of the sampling points and map respectively. Assistant Manager should confirm the mentioned location to prevent any deviation from the original coordinate location. 2. Upon successfully in sampling point relocation, these points will be demarcated with appropriate signage. 3. Training to be given to the person responsible in taking river water sample prior conducting sampling method. 4. Any issue arises from the sampling result, mill should take appropriate action to rectify it immediately. 											

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	All records of implementation should be kept accordingly.
Assessment Conclusion:	The correction and corrective action plan are accepted. The evidence of effective implementation of the corrective action shall be verified in the next assessment.

Opportunity for Improvements	
OFI #	Description
2070820-202106-I1	<p><u>Indicator 3.6.1</u></p> <p>The HIRARC can be further improved by considering fatality as a possible severity level in some effects of hazard such as road/vehicle accidents.</p>
2143316-202112-I1	<p><u>Indicator 2.1.2</u></p> <p>1) A documented system for ensuring legal compliance can be further enhanced and more consistently interpreted, evaluated, and followed in the running of the operation.</p> <p>The monitoring of the Environmental Compliance Monitoring visit as stipulated in the "Akujanji" of the approved EIA (for replanting) at Muis Melewar Plantation 2 Estate can be further enhanced to ensure the submission of the Environmental Compliance Report (ECR) to the Environmental Protection Department (EPD) is on time.</p>

Positive Findings	
PF #	Description
PF 1	Very good cooperation and hospitality by management team/staff/sustainability team
PF 2	Prompt retrieval of relevant documents by the management team

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	2009200-202101-N1	Clause & Category (Critical (Major) / Minor)	7.3.2 (Minor)
Date Issued	02/04/2021	Due Date	10/12/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	10/12/2021
Statement of Nonconformity:	Proper disposal of waste material is not effectively demonstrated.		
Requirement Reference:	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.		
Objective Evidence:	Reviewed the inventory records for SW 305, noted that disposal was done on 14/01/2020 for 3100 litre. First generation of SW 305 was recorded on 15/01/2020 for 400 litre. The disposal was conducted on 19/08/2020 which is more than 180 days from the first generation date without approval from DOE.		
Corrections:	<ol style="list-style-type: none"> 1 Person in charge to always ensure the correct date of generation of each scheduled waste. 2 Weekly inspection should be carried out properly to inspect the condition of the wastes, store and label of each scheduled wastes. 3 Person in charge to properly arrange disposal with waste collector at least 3 months prior 180 days of storage limitation. Should the collector unable to perform such collection due to unavoidable circumstances, extension permit to store scheduled wastes for more than 180 days should be applied to Department of Environmental (DOE) at least 1 month before reaching 180 days limit. 4 All guideline and law requirement related to scheduled wastes should be adhered accordingly. <p>Person in-charge – Assistant manager in charge (Prakash Krishnan) – Admin officer (Muhammad Arzani Bin Mazelie)</p> <p>Time Frame – Continuous Practice</p>		
Root Cause Analysis:	Due to Movement control order, the scheduled waste collector unable to collect the waste material. Person in charge did not apply for extension permit to store the scheduled waste more than 180 days due to the person in charge did not properly monitor the first date of scheduled waste generation and inspection of scheduled waste was not performed accordingly.		
Corrective Actions:	<ol style="list-style-type: none"> 1. In house training to person in charge regarding the Standard Operating Procedure of handling storage and disposal scheduled waste was conducted (refer to the training evidence attached). <p>Person in-charge</p>		

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	<p>– Assistant manager in charge (Prakash Krishnan) – Admin officer (Muhammad Arzani Bin Mazelie)</p> <p>Time Frame</p> <p>– Continuous Practice</p>
Assessment Conclusion:	The effectiveness implementation of the Corrective Action Plan will be assess during next assessment
ASA1_3 Verification	<p>Evidence verified:</p> <ol style="list-style-type: none"> 1) Scheduled Waste Management Training record dated 05/04/2021 that shows training on SW SOP has been conducted by the admin office (Mr Muhammad Azrani) to the PIC. Training evaluation records were also made available to show the understanding of the PIC has been measured. 2) Scheduled Wastes Storage Inspection Checklist that shows the condition of the wastes, store and label of each scheduled wastes have been inspected. The latest record dated 26/11/2021 was verified. Among the information available in the checklist is inspection parameters (e.g. inventory, labelling, container's condition, etc.), comments and action to be taken. <p>The evidence of correction and corrective action plan were found to be adequate to close the NCR. Continuous effective implementation shall be verified in the next assessment visit.</p>

Opportunity for Improvement	
OFI#	Description
OFI 1	<p>OFI Statement: Nil</p> <p>Verification / Follow-up actions:</p>

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1708986-201808-M1	Major	6.5.2	16/11/2018	Closed out on 08/02/2019
1708986-201808-M2	Major	6.12.3	16/11/2018	Closed out on 08/02/2019
1708986-201808-N1	Minor	5.1.2	16/11/2018	Closed out on 07/11/2019
1708986-201808-N2	Minor	6.5.3	16/11/2018	Closed out on 07/11/2019
1708986-201808-N3	Minor	4.6.10	16/11/2018	Closed out on 07/11/2019
1845994-201911-M1	Major	4.7.2	06/11/2019	Closed out on 19/12/2019
1845994-201911-N1	Minor	4.1.2	06/11/2019	Closed out on 04/12/2020
1985154-202012-M1	Critical	2.3.1	04/12/2020	Closed out on 08/02/2021
2009200-202101-N1	Minor	7.3.2	02/04/2021	Closed out on 10/12/2021
2070820-202106-N1	Minor	7.8.1	18/06/2021	Open

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2143316-202112-N1	Minor	2.1.2	10/12/2021	Open
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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 Melewar Palm Oil Mill (Melewar Production 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)
Contractors & suppliers	Fook Kam Loon Big Top Sdn Bhd FFB Transporter: Nasip Jaya	Face to face
Gender representatives	Staff	Face to face
Joint Consultative Council (JCC) (Indonesia, Philippines)	Employees representatives	Face to face
NGO	CLC teacher/tutor: CLC	Face to face

Stakeholders comment	
1	<p>Feedbacks: Contractors & suppliers (Fook Kam Loon, Big Top Sdn Bhd, FFB Transporter: Nasip Jaya) The contractor confirmed good relationship with the certification units. Contracts are available and all terms of the contract are understood. The terms of the contract are fair, and the contract sum was freely negotiated. Payments are received on time, i.e., paid within a month after issuance of invoice.</p> <p>Management Responses: Noted on the comment and continue to assist whenever necessary</p> <p>Audit Team verification and response: No further issue</p>
2	<p>Feedbacks: Gender Representatives – They are aware of the function of the committee and reported that there was no sexual harassment case reported. They were given equal opportunity to work in the company.</p>

	<p>Management Responses: The management will ensure the welfare and safety of female workers are protected.</p> <p>Audit Team verification and response: No further issue.</p>
<p>3</p>	<p>Feedbacks: Joint Consultative Council (JCC) (Indonesia, Philippines): No issue with the management and always open for consultation and assistance. Equal opportunity to all workers regardless of their nationality, gender and race.</p> <p>Management Responses: No favouritism and all workers are equally treated.</p> <p>Audit Team verification and response: No further issue.</p>
<p>4</p>	<p>Feedbacks: CLC teacher/tutor: CLC is located within all visited estate. Good cooperation given by the estate management towards maintaining the school building and any other assistance as and when required.</p> <p>Management Responses: Will continue to assist whenever required.</p> <p>Audit Team verification and response: No further issue.</p>

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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
Gerola Estate Sdn Bhd CL095310919	1979	400.73	No	No	*NA
Kinakulture Sdn Bhd CL095310928	1979	401.05	No	No	*NA
Pekopa Enterprise Sdn Bhd CL095310900	1979	400.85	No	No	*NA
Melewar Properties Sdn Bhd CL095310759	1977	384.78	No	No	*NA
Tye Yang Plantations Sdn Bhd CL095311407	1982	3038.00	No	No	*NA
RKKL Holdings Sdn Bhd CL095311710	1984	362.50	No	No	*NA
Sri Mulia Sdn Bhd CL095311729	1984	359.40	No	No	*NA
Melewar Properties Sdn Bhd CL095310400	1979	1998.38	No	No	*NA
Kemajuan Perusahaan Kayu Sdn Bhd CL095311185	1979	324.80	No	No	*NA
Pahang Oil Palm Estate 2 CL095317285	1989	1996.72	No	No	*NA
Pahang Oil Palm Estate 2 CL095317490	1989	199.40	No	No	*NA
Pahang Oil Palm Estate 2 CL095317516	1989	199.80	No	No	*NA
Pahang Oil Palm Estate 2 CL095317507	1989	194.90	No	No	*NA
Lawas Maju Sdn Bhd CL095321421	1993	80.98	No	No	*NA
Pahang Enterprise Sdn Bhd CL095317285	1989	2050.30	No	No	*NA
Pahang Enterprise Sdn Bhd CL095317525	1992	358.70	No	No	*NA
Pahang Enterprise Sdn Bhd CL095317534	1992	199.90	No	No	*NA
Pahang Enterprise Sdn Bhd CL095325983	1999	10.40	No	No	*NA
Majlis Ugama Islam Sabah	1997	1,793.00	Yes	No	Yes
Sama Subur Sdn. Bhd.	1995	29.90	Yes	No	Yes
Desa Merotai Sdn. Bhd.	1997	324.97	Yes	No	Yes
Desa Merotai Sdn. Bhd.	1998	773.26	Yes	No	Yes
Desa Merotai Sdn. Bhd.	2001	343.58	Yes	No	Yes
Pelita Pertama Sdn Bhd	1995	696.30	Yes	No	Yes

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Liew Nyuk Yen	1998	202.60	Yes	No	Yes
Cyril Fong Hing Ming	1998	202.00	Yes	No	Yes
Nada Pakar Sdn Bhd (from Phan Nyuk Kin)	2002	20.08	Yes	No	Yes
Michelan Adrian Robert	2002	202.94	Yes	No	Yes
Nada Pakar Sdn Bhd (from Teo Soon Tiong)	2002	19.40	Yes	No	Yes
Nada Pakar Sdn Bhd (from Chong Mui Yun)	2002	17.13	Yes	No	Yes
Nada Pakar Sdn Bhd (from Chong Sip Mui)	2002	19.18	Yes	No	Yes
Tan Nyuk Ken	2002	18.96	Yes	No	Yes
Nada Pakar Sdn Bhd (from Wong Wan Siong)	2002	20.21	Yes	No	Yes
Nada Pakar Sdn Bhd (from Ng Keng En)	2002	18.95	Yes	No	Yes
Balong Plaza Sdn Bhd	2002	158.50	Yes	No	Yes
Nada Pakar Sdn Bhd (from Wong Thien Sung)	2002	20.23	Yes	No	Yes
Nada Pakar Sdn Bhd (from Chong Chee Mui)	2002	19.83	Yes	No	Yes
Nada Pakar Sdn Bhd (from Chong Mui Ah)	2002	19.90	Yes	No	Yes
Teo Kim Chuan	2002	20.21	Yes	No	Yes
Chong Mui Fook	2002	18.32	Yes	No	Yes

Note: *Not applicable as there were no agreements between the previous owners. Nonetheless, as the current owners are subsidiaries of Carotino/JC Chang Group, the terms & condition of the Country Lease titles such as Cultivation of Oil Palm and/or Agricultural Crop of Economic Value are adhered to.



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

3.5 Impartiality and conflict of interest

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

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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 Melewar Palm Oil Mill (Melewar Production 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 Melewar Palm Oil Mill (Melewar Production Unit) is remain certified.</p>	
<p>Report prepared by</p>	<p>Acceptance of Assessment Conclusion</p>
<p>Name: Valence Shem</p>	<p>Name:</p>
<p>Company Name: BSI Services (Malaysia) Sdn Bhd</p>	<p>Company Name:</p>
<p>Title: Lead Auditor</p>	<p>Title:</p>
<p>Signature:</p> 	<p>Signature: <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> <p>CAROTINO / J.C. CHANG GROUP</p>  <p>Sesw Chae Chiang Senior Manager</p>
<p>Date: 04/01/2022</p>	<p>Date: 17/01/2022</p>

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> <p>JC Chang Group has made available public information relating to RSPO P&C such as land titles, safety and health plans, Good Agricultural Practices, SOP on Mechanism for Communication and Consultation, SOP For Identifying Legal And Customary Rights and Identifying People Entitled to Compensation, HCV documentation, pollution prevention plans, SEIA report, details of complaints and grievances, negotiation procedures, continuous improvement plans, public summary of RSPO audit reports, human rights policy. Some of these are available on the notice boards such as the human rights policy, grievance procedures, and the rest are available and accessible at the office.</p> <p>This follows the Guidelines on Mechanism for Information Requests by Stakeholders (Doc. Ref. No. E/006-08/2019) dated 18 August 2019. This document identifies stakeholders eligible for information as those listed in the list of stakeholders. The Guidelines also lists the information that can be requested which include environmental (Soil and water conservation, riparian zone management, HCV) social information (social impacts and improvement, safety, health and welfare, details of complaints and grievance, consultation and communication procedure, JCC and gender committee meeting minutes, etc) legal information (licenses and permits, land rights, estate map, continuous improvement plan, policies, public summary</p>	Complied

		<p>of certification assessment reports). The Guidelines also identifies restricted documents such as data that affects personal privacy, records of account, revenue, legal documents, yield data, and ongoing disputes where disclosure would result in potential negative outcomes.</p> <p>All the above information is also available on the Company’s website www.carotino.com</p>	
1.1.2	<p>Information is provided in appropriate languages and accessible to relevant stakeholders.</p> <p>- Minor compliance -</p>	<p>Information provided in appropriate languages and accessible to relevant stakeholders in the mill and all estate within MPU. Other public information relevant to sustainability also available from the company’s website as per link http://www.carotino.com/group-mission-and-management-plan-16.aspx.</p>	Complied
1.1.3	<p>(C) Records of requests for information and responses are maintained.</p> <p>- Critical (Major) compliance -</p>	<p>Records of request for such information and copies of the responses are being maintained in the relevant files and verified during the audit. This included correspondences between estates and related stakeholders (internal and external):</p> <p><u>Melewar Estate 1</u></p> <p>i) Primary School (SK Desa Subur) – Donation request for "Hari Kesihatan Peringkat Sabah" in 2020, date request 20/2/21. Management has approved the request for donation</p> <p><u>Tye Yang Estate</u></p> <p>i) House repair request (AQ1): Ceiling and stair need to be repaired. Date of request: 1/10/21, Action: Material request for repair, completed: 18/10/21</p>	Complied

<p>1.1.4</p>	<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>	<p>The consultation and communication procedure available for the JC Chang Group is the SOP on Mechanism for Communication and Consultation (Doc. Ref. No. E/004-08/2019) dated 12 August 2019. This procedure specifies the mechanism of communication and consultation with all its stakeholders. There are three methods of communication and consultations; i.e. via the Joint Consultative Meeting (for workers), verbal or written complaints and using the complaint box located outside the office of each unit (for all stakeholders including all employees, neighbouring estates, smallholders, NGOs, business associates, NGOs, etc).</p> <p>Nominated representative is the estate manager and assisted by estate assistant manager. Consultation and communication procedures explained during stakeholder meeting. Date of stakeholder meeting carried out as per below:</p> <table border="1" data-bbox="1137 837 1904 1391"> <thead> <tr> <th>Estate</th> <th>Date of meeting/ (online or face to face)</th> <th>Consulted stakeholders</th> </tr> </thead> <tbody> <tr> <td>MMP1</td> <td>22/2/2021</td> <td>Smallholders, neighbouring estates, contractors, CLC representative etc.</td> </tr> <tr> <td>MMP2</td> <td>23/9/2020</td> <td>FFB Contractor & driver</td> </tr> <tr> <td>Pelita</td> <td>9/6/2021</td> <td>Neighbouring estates, contractor and supplier, government agencies,</td> </tr> <tr> <td>MPOM</td> <td>23/11/2021</td> <td>Postponement of face to face session. Questionnaire sent</td> </tr> <tr> <td>ME1</td> <td>23/11/2021</td> <td>Postponement of face to face session. Questionnaire sent</td> </tr> </tbody> </table>	Estate	Date of meeting/ (online or face to face)	Consulted stakeholders	MMP1	22/2/2021	Smallholders, neighbouring estates, contractors, CLC representative etc.	MMP2	23/9/2020	FFB Contractor & driver	Pelita	9/6/2021	Neighbouring estates, contractor and supplier, government agencies,	MPOM	23/11/2021	Postponement of face to face session. Questionnaire sent	ME1	23/11/2021	Postponement of face to face session. Questionnaire sent	<p>Complied</p>
Estate	Date of meeting/ (online or face to face)	Consulted stakeholders																			
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ME1	23/11/2021	Postponement of face to face session. Questionnaire sent																			

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>Current list of contact and details of stakeholders and the nominated representatives available for verification.</p> <table border="1" data-bbox="1137 443 1747 794"> <thead> <tr> <th>Estate</th> <th>Date review/update</th> </tr> </thead> <tbody> <tr> <td>MMP1</td> <td>17/5/2020</td> </tr> <tr> <td>MMP2</td> <td>16/5/2021</td> </tr> <tr> <td>Pelita</td> <td>2/5/2021</td> </tr> <tr> <td>MPOM</td> <td>24/11/2021</td> </tr> <tr> <td>ME1</td> <td>13/7/2021</td> </tr> <tr> <td>Tye Yang</td> <td>1/9/2021</td> </tr> </tbody> </table>	Estate	Date review/update	MMP1	17/5/2020	MMP2	16/5/2021	Pelita	2/5/2021	MPOM	24/11/2021	ME1	13/7/2021	Tye Yang	1/9/2021	Complied
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Tye Yang	1/9/2021																
Criterion 1.2: The unit of certification commits to ethical conduct in all business operations and transactions.																	
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>JC Chang Group has established as few policies with regards to ethical conduct in all business operations and transactions, including recruitment and contracts. Among established policies sighted:</p> <p>i) Corruption Prevention Policy dated 4th September 2015.</p> <p>ii) Social and Human Rights Policy dated 14th November 2019</p> <p>iii) Equal Opportunities dated 12th August 2019</p>	Complied														
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>System to monitor compliance and implementation of policy and ethical business practice is based due diligence and ethical conduct questionnaire contract, E024-02/2020. Self-declaration shall be made by the contractor/vendor/supplier to ensure that business partner is fully informed with the intent of JC Chang Group Policy on fair business conduct.</p>	Complied														

		Sample of self-declaration for FFB suppliers (Alimin Bin Mansur, Hasman Bin Abdullah, Jayatas Sdn Bhd using Due Diligence, E/024-02/2020 were made available for verification.	
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</p> <p>- Critical (Major) compliance -</p>	<p>Melewar POM has maintained details compliances as evidences of maintained validity of Licenses, Certificate of Fitness, Permits with the legal requirement and statutory compliance.</p> <ul style="list-style-type: none"> • DOE License for crude palm oil No. 004849 valid till 30/06/20. • MPOB License no. 500106704000 found valid till 30/11/2022. • License for Hiring Non-residence under Section 118, Sabah Labor Ordinance (JTK. H. KBN. 600- 4/1/1/10401/0056 valid till 19/03/2022.(74: Indonesia, 16: Phillippine). • License No. LP12/1/9/1817 (Section 9, Electrical Supply Act 1990) from Suruhanjaya Tenaga, issued 21/06/17 (Valid for 10 years). • Diesel permit no. S0011895 valid till 13/11/2021 • Fire Certificate No. 26878 Sighted a letter from Jabatan Bomba dan Penyelamat Malaysia, Sabah dated 18/06/20 on Fire Certificate renewal that required improvement actions as Plan approved dated 18/03/21 by PPgB Edoen Macheal (PP Bomba KB29). • CePSWaM Eswaran (Jr. Asst. Manager) (19/12/21-23/12/21 in Johor Baharu) • CePPOME (Victor Dotimas III) certificate no. CePPOME/199219 valid till 22/12/20. Extended by Eimas till 01/01/22 due to PKP. <p>Melewar Estate</p> <ul style="list-style-type: none"> • Medical surveillance was conducted for 43 workers (Sprayers, Manurer, Weeder, Chemical handlers) done by Klinik Marbello 	Complied

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		<p>(Paris) Sdn Bhd. HQ/16/DOC/00/557 (Dr. Mohamad Fikri b. Zanal Abidin) on 06/08/21.</p> <ul style="list-style-type: none"> • Additional Assessment of CHRA was conducted on 26/10/21 by Anthony Astral Chan (HQ/15/ASS/00/364) for 8 additional chemicals. Main CHRA conducted on 25/08/18. • MPOB License 503488702000 for CL 095311185 with size of 324.8 Ha, valid from 01/04/21-31/03/22. • Diesel Permit (KPDNHEP.LDT.600.4/4(03/1998)P for 18,000 Litres of Diesel and 200 Litres of Petrol. Valid from 30/09/21-29/09/24. • Licence for Foreign Workers (Section 118, Sabah Labor Ordinance (Sabah Bab 67)) No. JTK.H.KBN.600-4/1/1/0126/0112. Indonesian: 263, Phillipino: 9. <p>Tye yang Estate</p> <ul style="list-style-type: none"> • Workplace Inspected was conducted regularly and more than once in every 4 months as required in 2021. • Medical Surveillance was conducted in 2021 • 3 units of Genset under Tye Yang Estate having license from Suruhanjaya Tenaga under Electrical Supply Act 1990 (30 kW valid till 19/05/22, 74 kW valid till 18/05/22, 200 kW valid till 18/05/22. • Licence For Foreign Workers (Section 118, Sabah Labor Ordinance (Sabah Bab 67)) No. JTK.H.KBN.600-4/1/1/0126/0061. Valid till 22/02/22. Indonesian: 347, Phillipino: 22. • Permit from KPDNKK Lahad Datu KPDNHEP.LDT.600.5/4 (05/2018) PK for purchase of petrol for 200 Litres/Once a week, valid till 16/12/21. 	
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		<ul style="list-style-type: none"> • Permit from KPDNKK Lahad Datu KPDNHEP.LDT.600.4/4(01/1989)P for White Diesel for 25,000 litres. Valid till 01/07/21. • MPOB License No. 502001102000 for Tye Yang Estate (CL 095311407, 3,038 Ha, located in Sg. Koyah, Kinabatangan. Valid till 30/04/22. <p>Muis Melewar 2 Estate</p> <ul style="list-style-type: none"> • EIA Approval for replanting of 1,481 Ha oil palm on CL.245360525, ref.: JPAS/PP/KNK/600-1/11/1/400(34), dated 11/03/2021. • Air Compressor Certificate of Fitness SB PMT 11377 valid until 21/02/2023. • MPOB License; License Number: 503534402000; Estate Area: 1,793 Ha; Located at Mukim Sg. Binuang, Ulu Tingkayu, Kunak. License Validity Period: 01/08/20- 31/07/22. • Energy Commission License (Private Installation License) under Regulation 9 of Electrical Supply Act 1990; License Validity Period till 23/11/2022 • License to hire non-resident workers, under Seksyen 118, Sabah Labor Ordinance (Sabah Bab 67). validity: 23/07/2020 to 24/07/202 • Diesel Storage License from KPDNHEP valid till 12/11/22 	
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>A list and copies of legal documents and international treaties and agreements were established. The details requirements of each listed to be further enhanced and clearly identified to ensure individual requirements compliance status and proactively monitoring compliance status at planned interval for better monitoring. A documented system for ensuring legal compliance can be further enhanced and more consistently interpreted,</p>	<p>Non-compliance & OFI</p>

evaluated and followed in the running of the operation Changes in law was normally tracked through www.lawnet.com.my. The person responsible for monitoring compliance to laws and regulations is formally identified in the guidelines. The Unit maintain copy of relevant laws and legislation relevant to palm oil mill and the plantation operation as per listed in the standard. Based on the SOP on Mechanism to Trace Changes in Legal Requirements (Doc. Ref. No.: E/005-06/2017) Doc. Dated 16/1/2017) through the Law Changes Register. Under Guide No. 10 stated: Estate and Mill Managers are also responsible to see that the requirements and renewal of licenses under the various government departments/statutory bodies are well monitored and maintained. All estates must have to following Table to monitor the legal requirements and obligation of their operations. Example of the list as follow but not necessarily limited to item listed (in the sample). A documented system for ensuring legal compliance can be further enhanced and more consistently interpreted, evaluated, and followed in the running of the operation (OFI).

It was found that Melewar POM has obtained the approval from the DOE for the upstream and downstream river water sampling points in line with Clause No. 19 of the DOE's License compliance schedule. However, based on site verification using GPS device, the actual water samples were not taken from the approved sampling points as the following details:

Sampling points	Location of approved sampling points	Location of actual samples taken
Upstream	5°16'22.4292"N, 118°02'34.9116"E	5°15'47.31"N, 118°03'19.64"E
Downstream	5°17'35.6892"N, 118°04'52.734"E	5°16'40.87"N, 118°03'40.19"E

		<p>Thus, a non-conformity was assigned due to this lapse.</p> <p>The monitoring of the Environmental Compliance Monitoring visit as stipulated in the "Akujanji" of the approved EIA (for replanting) at Muis Melewar Plantation 2 Estate can be further enhanced to ensure the submission of the Environmental Compliance Report (ECR) to the Environmental Protection Department (EPD) is on time (OFI).</p>	
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>In Tye Yang Estate available a demarcated map where boundary stone located. Date printed 10/10/11. Estate is adjacent to Kg. Sg. Koyah Bersatu at North side, TH Ladang (Sabah & Sarawak Berhad) Ladang Sg. Tenegang at south side, TH Ladang (Sabah & Sarawak Berhad) Ladang Sg. Koyah at west side, Kg. Paris Tiga on the East side. Boundary stone No 736/045, 740/520, 740/027, 740/026.</p> <p>Melewar Estate</p> <p>Sampled at Division 1, a boundary stone no 740/451 clearly marked and no planting beyond the boundary.</p> <p>Pelita Estate</p> <p>Sampled boundary marking as demarcated in a map for Pertama Division adjacent to Tabin Forest Reserve. No planting beyond the boundary. Signage of Forest Reserve clearly posted.⁸⁹</p> <p>Muis Melewar 1 Estate</p> <p>Sampled at boarder adjacent to Ulu Kalumpang Forest Reserve under care of Sabah Forestry Department. Found clear marking and signage along the border. Sighted a boundary clearly demarcated and visible maintained as required at Block A16 with Boundary Stone No 637/234 and at B8 with Boundary Stone No 868.103. Other clearly demarcated in a Location of Boundary Stone Map for Muis Melewar Estate. Generally the estate is adjacent to Yapeim Estate on the North (left) and Yuwang Plantation (right). On the</p>	Complied

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		<p>east is Komborongo Estate and Syarikat Sim Yong on the west. While on South part is adjacent to Hulu Kalumpang Forest Reserve. Muis Melewar 2 Estate</p> <p>Sampled Boundary Stone adjacent to Sg. Merotai Besar clearly marked with red and white paint. Available a map with boundary clearly demarcated.</p>	
<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>J.C Chang Group of Estates has maintained list of all contracted parties. The list was available in the stakeholder list provided for verification during audit.</p> <p>In Melewar POM only listed one contractor for transported of CPO/PK/PKS (Pengangkutan Dagang Tera Sdn. Bhd.) for Kernel and CPO dated 01/10/16 (Valid for 3 years) renewed till 30/09/22.</p>	Complied
2.2.2	<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>All contracts (short and long term), contain specific clauses on meeting applicable legal requirements were spelled out in the contract.</p> <p>For example, contractor named Pengangkutan Nasip Jaya; contract date 1/7/2020 and valid until 30/6/2021, contract ref.: MMP2-01/2020-21</p> <p>Evidence of due diligence is demonstrated via declaration between contractor based on Sustainability contract, E023-012019 with reference to Procedure of Due Diligence and Improvement, E/019-01/2019 dated 12/8/2019</p> <p>Sampled contract including FFB suppliers are required to sign Sustainability Compliance Contract with Operating Unit under J.C Chang Group of Estates. In the contract stated that all contractors must comply as follows:</p>	Complied

		<ul style="list-style-type: none"> • Meeting applicable legal requirements, which can be demonstrated by contracted party in running the business activities on lawful way. • Disallowing child labour, forced labour and trafficked labour in running contracted party's business activities. If young workers are employed, protection clause should be made available for them in running contracted party's business activities 	
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>Sampled contract of FFB Supplier Purchase Agreement under Alimin Mansur (NRIC 870719-49-5147) signed on 24/09/20. Further sampling on Sustainability Compliance Contract with Operating unit Under J.C. Chang Group. Dated 12/08/19. Mentioned:</p> <ul style="list-style-type: none"> • Disallowing child labour, forced labour and trafficked labour in running contracted party's business activities. • Protection against young workers employment. <p>Muis Melewar 2 Estate</p> <p>Contract sign with Pengangkutan Nasip Jaya dated 1/7/2020 and valid until 30/6/2021, contract ref.: MMP2-01/2020-21. Details of contract which contain clauses disallowing child, forced and trafficked labour defined under sustainability compliance contract, E023/2019.</p>	Complied
<p>Criterion 2.3: All FFB supplies from outside the unit of certification are from legal sources.</p>			
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 	<p>Melewar POM has established geo-location information for all directly source of FFB documented in Stakeholder List (FFB Supplier). Available information such as:</p> <ul style="list-style-type: none"> • FFB supplier name, • Person responsible, • Address and contact no., 	Complied

	<ul style="list-style-type: none"> Valid MPOB license <p>- Critical (Major) compliance -</p>	<ul style="list-style-type: none"> MPOB License and expiry date and Geo-location coordinate. <p>The 31 FFB suppliers (outsider) as sampled included Alimin Mansur, Asmad b. Jul, Azis b. Sahanu, Hada bt. Darieng, Halimah bt. Hj. And Kadir and others.</p>	
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 Indicator 2.3.1.</p> <p>- Minor compliance -</p>	<p>Melewar POM receiving only direct source FFB from own 8 estates, 4 sister estates and 31 smallholders/outsiders as reviewed in the FFB supplier list dated 01/11/2021.</p>	Complied
<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>JC Chang Group continued its commitment to long term sustainability and improvements through a capital expenditure program. Annual budget and management plan for all the three estates were documented with three years projection (FY 2021/22, 2022/23 and 2023/24), where budget for all the estates' operations such as harvesting & evacuation, and field upkeep were allocated. It includes budgeted FFB Production, Production Cost and CAPEX.</p> <p>Melewar POM</p> <p>Established Annual Business Plan in the form of annual budget and the projection for 3 years prepared as guidance for future planning. Sighted the annual budget FY 2021/2022 and projection FY 2022/23 – 2024/25.</p>	Complied
3.1.2	<p>An annual replanting programme projected for a minimum of five years with yearly review, is available.</p> <p>- Minor compliance -</p>	<p>Long range replanting programme was established for JC Chang Group estates, 25 years plan until 2041. The group has updated the Guideline On Group's Long Term Replanting Planning, doc ref: A/016-05/2018 dated 20/6/2018.</p>	Complied

		<p>The estates have developed an annual replanting programme projected till the year 2044. The projection for the next 5 years is as follows:</p> <table border="1" data-bbox="1137 467 1928 683"> <thead> <tr> <th>Estate</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> </tr> </thead> <tbody> <tr> <td>Muis Melewar 1</td> <td>-</td> <td>135.55</td> <td>109.67</td> <td>109.65</td> <td>167.35</td> </tr> <tr> <td>Muis Melewar 2</td> <td>100</td> <td>100</td> <td>100</td> <td>101.53</td> <td>100</td> </tr> <tr> <td>Pelita</td> <td>-</td> <td>125</td> <td>125</td> <td>125</td> <td>125</td> </tr> </tbody> </table>	Estate	2021	2022	2023	2024	2025	Muis Melewar 1	-	135.55	109.67	109.65	167.35	Muis Melewar 2	100	100	100	101.53	100	Pelita	-	125	125	125	125	
Estate	2021	2022	2023	2024	2025																						
Muis Melewar 1	-	135.55	109.67	109.65	167.35																						
Muis Melewar 2	100	100	100	101.53	100																						
Pelita	-	125	125	125	125																						
<p>3.1.3</p>	<p>The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertake. - Minor compliance -</p>	<p>The Management Review is guided by the Guideline for Internal Auditing and Management Review of the Sustainability and Supply Chain System (T/001-03/2018) date: 03/06/2018.</p> <p>Melewar production Unit conducted the management review meeting on annually basis. Latest MRM was conducted on 23/09/21 using Zoom Application. Among discussed Included:</p> <ul style="list-style-type: none"> • Issues from previous management review. • Audit findings (RSPO, ISCC & MSPO). • Conformity of customers/stackholders feedback. • Process Performances and Product Conformity. • Time Bound Plan • Status of Corrective and Preventive Actions. • Changes that affect the management system. • Discussion on complaints and grievances. • Discussion on improvement of effectiveness of management system and processes and etc. 	<p>Complied</p>																								
<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>																											

<p>3.2.1</p>	<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 establishment of continuous improvement plan is guided by "Continuous Improvement Plans for Estates" [doc. No.: N/002-03/2019, dated 13/08/2019].</p> <p>Among the action plan for continuous improvement established by all the estates were:</p> <ol style="list-style-type: none"> 1) Minimise the use of certain pesticides 2) Minimising the environmental impacts 3) Maximising recycling activity and minimising wastes or by-products generation 4) Pollution prevention including GHG emission 5) Minimization of social impacts 6) Encourage to optimise yield <p>CAPEX & OPEX</p> <ol style="list-style-type: none"> 1) Water treatment plant (refurbishment of WTP) 2) Mini tractor/excavator/ FFB grabber and high lift trailer (mechanisation) 3) Water tank (400 Gallons) replacement 4) Beautification of housing area (painting/upkeep and repair) 5) Road maintenance programme (grading/compacting/resurfacing) 6) Beautification of public amenities (community hall, surau and creche) <p>Verified the budget for Improvement Plan for FY 2020/2021, which has the information about improvement programmes, financial allocation, and date of completion. Based on samples, the implementation of the plans was found to be in line with the timeframe allocated.</p>	<p>Complied</p>
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<p>3.2.2</p>	<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>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>Melewar Certification Unit has filled its RSPO metrics template version 2.1 and submitted to the CB prior to this assessment. Based on verification through various documents such as land titles, JKPP report, employees register, Lintramax recording system, to name a few, the data reported in the metrics template were found to be accurate.</p>	<p>Complied</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>Melewar POM has maintained a Documented Standard Operating Procedures file that contains both the safe operating procedures and the procedures to implement the various major field operations. The Standard Operation Procedure (SOP) for Melewar POM contains the procedures for all activities as below:</p> <ul style="list-style-type: none"> • Reception Station (Q/040-03/2015) • Grading Station (Q/041-03/2015) • Fruit Handling Station (Q/042-02/2015) • Sterilizer Station (Q/043-02/2015) • Threshing Station (Q/045-03/2015) • Press Station (Q/046-03/2015) • Clarification Station (Q/047-02/2015) • Depericarper Station (Q/048-02/2015) • Nut & Kernel Station (Q/049-02/2015) • Boiler Station (Q/050-02/2015) 	<p>Complied</p>

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		<ul style="list-style-type: none"> • Engine Room Station (Q/051-06/2015) • Water Treatment Plant (Q/052-02/2015) • Turner Station (compost plant) (Q/060-01/2014) • Digestion Station (Biogas Plant) (Q/202-01/2016) <p>Estates have adequate SOP documented. Sampled Estate SOP Manual/procedures category for the following operations:</p> <ul style="list-style-type: none"> • Guidelines on Estate Vehicle Maintenance (G/001-01/2018). • Guidelines on Fertilizer Receipts, Management and Application (H/001- 03/2016). • Buffalo Management (K/001-01/2008). • Guidelines on Integrated Pest and Disease Management of Oil Palm (L/001-06/2017) • Rat control and baiting (L/002-07/2016) 	
3.3.2	A mechanism to check consistent implementation of procedures is in place. - Minor Compliance -	For Mill, the GM visit report was available dated July 2019 until June 2020.	Complied
3.3.3	Records of monitoring and any actions taken are maintained and available. - Minor Compliance -	The estates maintain all records of monitoring and available for verification. The Estate Managers are accountable to monitor the conformity to the relevant procedures. Among the records verified were: - Internal Control Team (ICT) audit report - GM visit report - Progress report - Line-site inspection report and Monthly performance reports and action taken for the reports.	Complied
<p>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.</p>			
3.4.1	(C) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the	Aspect identified in the SIA management plan includes:	Complied

	<p>affected stakeholders and including the impacts of any smallholder/out-grower scheme, is documented.</p> <ul style="list-style-type: none"> - Critical (Major) compliance - 	<ul style="list-style-type: none"> - Pay and living condition (recruitment, payment & living condition) - Communication and consultation (communication procedure, social conflict and sexual harassment, & reproduction right) - Fair pricing (internal & external) - Local development (CSR) <p><u>MMP1, MMP2 & Pelita</u></p> <p>SIA management plan is developed based on recommendation from assessor. Review of the management plan carried out once every 2 years and the latest review was done in January 2021. Participatory process can be seen with the involvement of internal and external stakeholders from various inputs such as complaints/grievance records, stakeholder meeting, JCC meeting etc.</p> <p>Environmental Impact Assessment was done by Wild Asia and report dated 11/01/2016 was available for verification. The assessment was conducted for JC Chang Group, Takon Production Unit, Sabah, Malaysia. Among the activities assessed by the consultant are:</p> <ol style="list-style-type: none"> 1) Land development (e.g. on steep slopes, in wetlands or in close vicinity of natural waterways) 2) Road construction 3) Storage and application of fertilizers 4) Storage and application of (agro-)chemicals 5) Quarrying for rocks 6) Scheduled waste management 7) Solid waste management 8) Landfilling operations 	
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		<p>9) Wastewater (sewage and grey water) 10) Vehicle and machinery operations 11) Conjoined drainage systems</p> <p>Apart from that, a specific EIA was also conducted to comply with the legal requirements for a total of 1,481 Ha replanting area at MMP2. The EIA report was approved by the Environmental Protection Department of Sabah on 11/03/2021 [ref.: JPAS/PP/KNK/600-1/11/1/400(34)].</p>	
<p>3.4.2</p>	<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>Melewar Production Unit has established environmental management plan based on the environmental aspect impact conducted and documented in Environmental and Social Improvement Plan. The plan is subjected to review in minimum every two (2) years or whenever required to reflect the results of monitoring and where there are operational changes that may have positive and negative impacts to environmental and social aspects.</p> <p><u>MPOM</u> Social management plan documented under Environmental and Social Improvement Plan – Melewar POM dated 3/2/2020</p> <p><u>ME1</u> Social management plan documented under Environmental and Social Improvement Plan – ME1 dated 23/10/2020</p> <p><u>MMP1, MMP2 & PE</u> The SIA monitoring and management plan is developed once every 2 years with on-going and continuous plan. The social management and monitoring plan were established which has incorporated the</p>	<p>Complied</p>

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		<p>recommendation from SIA, internal and external stakeholder, complaints and grievances, etc. Latest review was done in January 2021 which has included the pertinent aspect such as:</p> <ul style="list-style-type: none"> - Pay and living condition (recruitment, payment & living condition) - Communication and consultation (communication procedure, social conflict and sexual harassment, & reproduction right) - Fair pricing (internal & external) - Local development (CSR) 	
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>The SEIA monitoring and management plan is developed once every 2 years with on-going and continuous plan. The social management and monitoring plan were established which has incorporated the recommendation from SIA, internal and external stakeholder, complaints, and grievances, etc. Latest review was done in January 2021 which has included the pertinent aspects such as:</p> <ul style="list-style-type: none"> - Pay and living condition (recruitment, payment & living condition) - Communication and consultation (communication procedure, social conflict and sexual harassment, & reproduction right) - Fair pricing (internal & external) - Local development (CSR) - Soil - Water - Energy - HCV - Pollution - Emission to air 	Complied

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		- Wastes	
Criterion 3.5: A system for managing human resources is in place.			
3.5.1	Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives where applicable. - Minor Compliance -	The procedure established as Guidelines on Procedure or System of Recruitment, Selection, Hiring, Promotion, Retirement and Termination; Doc. Ref. # E020-01/2019; Doc. Date: 12/8/2019. The procedure was briefed to all existing employees and new employees on periodical basis and made available to them upon requests.	Complied
3.5.2	Employment procedures are implemented, and records are maintained. - Minor Compliance -	Employment procedure implementation (induction training) - Policy briefing - Induction Date joined: 22/9/2021, weeder (Indonesian) female	Complied
Criterion 3.6: An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.			
3.6.1	(C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented. - Critical (Major) compliance -	Hirarc was conducted (new) as sampled in Melewar POM. Process/Location: Mill Clinic, The hazard of conducting Saliva test (RTK Antigen) Covid-19 on visitor (3 auditors during audit entry) and other workers on daiy basis. Currently the Hospital Assistant is conducted a saliva test (RTK Antigen) on herself as precaution daily, wearing gloves, mask, apron and face shield. Available a Guidelines on Hazard Assessment, Prevention and Control (Risk Management & Mitigation Plan) (U029-01/2019) dated 15/08/19. A Risk Matrix table (5 X 5) with scale of Likelihood (High) Almost Certain, Likelihood, Possible, Unlikely, Rare (Low) Severity (High) Severe, Major, Moderate, Minor, Negligible (Low). The Risk Level are: (Low) Trivial, Tolerable, Moderate, Substantial, Intolerable (High). Sighted Requirement to Review not included Accident Occurred at workplace as listed only: <ul style="list-style-type: none"> • More than 3 years have elapsed since last assessment. 	Complied

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		<ul style="list-style-type: none"> • Changes to process, activities. • Directed by DG DOSH. <p>However 5 cases of accident reported to JKPP from JKPP8 was investigated and related Hirarc were reviewed accordingly as sampled.</p> <p>Tye Yang Estate</p> <p>Sampled Hirarc conducted covering activities in the estates last reviewed on 27/10/21 such as Harvesting activities, Grasscutting, External transport, Internal Transport, Spraying, Clinic, Pruning, Genset, Workshop, Scheduled waste handling, Water sampling and etc.</p> <p>Pelita Estate</p> <p>Hirarc was last reviewed on 13/09/21 as sighted for Harvesting activities, Ramp, Manuring, Spraying, Clinic Area, Working in field, Loose fruits picking, Workshop and etc.</p> <p>Muis Melewar 1 Estate</p> <p>Sighted Hirarc Form Revised and dated 22/06/21 under Process: Clinic. Activity related to handling patient, handling Covid-19 RTK Saliva Test that have risk scored 5 (Tolerable).</p> <p>As per Table: Score 1-2 (Trevial) No Action required, 3-9 (Tolarable) No additional control required, 10-15 (Moderate), Action to reduce the risk, 16-20 (Substantial) work cannot start until risk reduced, 21 and above (Intolerable) work remain prohibited if risk not reduced.</p>	
3.6.2	<p>(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.</p> <p>- Critical (Major) compliance -</p>	<p>J.C Chang Group of Estates has established OSH Plan for FY 2021 covering programmes and activities plan to be implemented in the financial year to enhance OSH performance and compliance. This OSH Plan monitored and progress were recorded as sighted as sighted in Muis Melewar 1 Estate as stated under Action Done and Reviewed.</p>	Complied
<p>Criterion 3.7: All staff, workers, Scheme Smallholders, out-growers, and contract workers are appropriately trained.</p>			

<p>3.7.1</p>	<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>J. C Chang Group of Estates has established a Guideline on Training Needs (Matric) Assessment and Development (T/006-02/2019) dated 13/08/19.</p> <p>Training programme has been developed and available in the 2020/2021 Training Plan for all the estates. Generally, the plans covered the training on best practices, occupational health & safety, environmental and social. This also includes the gender specific training especially related to sexual harassment.</p> <p>Available a Training Programme 2021 for Melewar POM for Quarter 1-Quarter 4.</p> <p>Pelita Estate</p> <p>Available training Plan FY 2021 covering various topics and Briefing Plan FY 2021.</p> <p>Muis Melewar 2 Estate</p> <p>Available a training Schedule for FY 2020/2021 with identification of target group and training requirements needed. Among others included Storekeeper, Medical Assistant, Sprayers, Manurers, Harvesters, Workshop Workers, Drivers, Field Supervisor, Water sampler, Crane Assistant, maintenance and etc.</p>	<p>Complied</p>
<p>3.7.2</p>	<p>Records of training are maintained.</p> <p>- Minor Compliance -</p>	<p>Training covering:</p> <ul style="list-style-type: none"> • Weightbridge Station (SOP & Safety) on 03/08/21 (attended by 4 workers) • Water Treatment Plant (SOP, Chemicals Handling & Safety) On 20/01/21 (attended by 3 workers). • HCV Awareness Briefing on 25/03/21 • Zero Burning Awareness briefing on 25/03/21 • Saving Water Campaign Briefing on 25/03/21 <p>Pelita Estate</p>	<p>Complied</p>

		<ul style="list-style-type: none"> • IPM Training on 26/05/21 • Manuring training on 26/06/21 • Tractor Driving/Lorry and Use of PPE on 04 & 10/02/21 • SDS Training on 22/07/21 • Spraying on 22/07/21. <p>Muis Melewar 2 Estate</p> <ul style="list-style-type: none"> • Sprayers Training – Chemical Handling, PPE, Premixing, Triple Rinse, Chemical Identification and River Buffer Zone on 16/04/21. • Manuring Training – Buffer Zone, PPE and Calibration. 13/03/21 • Harvesting Training – SOP and PPE on 22/02/2021 • FFB & LF loading on 20/05/2021 • Workshop - OSHE on 16/11/2020 <p>SOP for driving tractor on 20/05/2021</p>	
3.7.3	<p>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.</p> <p>- Minor Compliance -</p>	<p>Sighted training conducted for CPO & PK Despatch and Transportation on 07/09/21 attended by 2 workers. The appointed person in-charge for supply chain is Admin Officer of Melewar POM (Muhd. Arzani Mazelie), attended Palmtrace Shipping Announcement Training for person Doing and Checking on 05/01/18 passed 100%. Sustainability briefing certification & supply chain by SPO Dept., conducted on 21/1/2021, attended by 13 participants from Melewar POM.</p>	Complied
Criterion 3.8: Supply chain requirement for mills			
3.8.1	<p>Identity Preserved Module</p> <p>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.</p>	<p>NA as Melewar POM opted for MB model.</p>	Not Applicable

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	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.		
3.8.2	<p>Mass Balance Module</p> <p>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.</p>	Melewar POM receives and process both certified and non-certified FFB. Hence it uses the Mass Balance supply chain system and module. During the remote 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.	Complied
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 this public summary report (see Table 10).	Complied
3.8.4	The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.	The parent company (JC Chang Group) is the member of RSPO. Membership No.: 2-0029-06-000-00 since 05/03/2010. Palmtrace member ID: RSPO_PO1000000527 (Carotino/JC Chang Group - Melewar Production Unit).	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>	Sighted in Melewar POM, a procedure established for applicable supply chain model titled Standard Operation Procedure for SCC Standard Mass Balance Calculation (SC/MBC-08/2021- MOM), dated 15/11/21. Complete and up to date records and reports demonstrated compliance including daily production reports, mass balance records. The	Complied

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	<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 to demonstrate awareness of the mill's procedures for the implementation of this standard. 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>appointed person in-charge for supply chain is Admin Officer of Melewar POM (Muhd. Arzani Mazelie), as per letter of appointment dated 2/1/2018. (attended Palmtrace Shipping Announcement Training for person Doing and Checking) on 05/01/18 passed 100%. Melewar POM has a documented the mechanism for Receiving and Processing Certified & Non-certified FFB as stated to avoid contamination in the IP Mill.</p>	
<p>3.8.6</p>	<p>Internal Audit</p> <ul style="list-style-type: none"> i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill: <ul style="list-style-type: none"> a. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. b. Effectively implements and maintains the standard requirements within its organisation. 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>Melewar POM has established SOP for Internal audit written as Guideline for Internal Auditing and Management Review of The Sustainability and Supply Chain System; Doc. Ref. # T001-03/2018; Doc. Date: 3/6/2018 was established. Latest internal audit was conducted on 15-18/09/21.</p>	<p>Complied</p>
<p>3.8.7</p>	<p>Purchasing and Goods In</p>	<p>When FFB delivered to the mill from the estates, the transporters presented Delivery Order (DO) and in some cases, estate's weighbridge</p>	<p>Complied</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>tickets to the mill weighbridge clerk in order the FFB to be received by the mill.</p> <p>E.g. of information available in the estate’s dispatch tickets is as follows:</p> <ul style="list-style-type: none"> • FFB Delivery Note No. e.g. PE3FB21006619W • Estate’s names, e.g. Pahang Oil Palm Estate 3 • Date & time of delivery, e.g. 30/11/2021, 13:31 • Field No., e.g. 95A10 95A • Name of driver • Vehicle no. • Total bunches • Seal no., e.g. 091388 • Nett weight 	
<p>3.8.8</p>	<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; 	<p>Melewar POM ensured the required information is available in document form. Sampled contract: MP/A0739/11/21 (Crude Palm Oil/RSPO MB) and MP/2488/11/21 (Palm Kernel/MB). Among the information available is:</p> <ul style="list-style-type: none"> • The name and address of the buyer • The name and address of the seller – Melewar Properties Sdn Bhd (Melewar Palm Oil Mill) • The loading or shipment/delivery date • The date on which the documents were issued • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations) • The quantity of the products delivered 	<p>Complied</p>

	<p>f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations);</p> <p>g) The quantity of the products delivered;</p> <p>h) Any related transport documentation;</p> <p>i) A unique identification number.</p>	<ul style="list-style-type: none"> • Any related transport documentation • Supply chain certificate number of the seller • A unique identification number - Available in a few documents e.g. DN no., seal no., etc. 	
<p>3.8.9</p>	<p>Outsourcing Activities</p> <p>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 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>Outsourcing activities in Melewar POM only involve the transportation of products, i.e. CSPO and CSPK, subjected to the buyers’ contractual requirements. Implementation for Outsourcing activities was based on the procedure System Management & Documentation; CCP14 Outsourcing Activities; Version 2 (CCP/14-02/2019) Document Date: 13/09/2019.</p> <p>The Procedure System Management & Documentation; CCP14 Outsourcing Activities; Version 2 (CCP/14-02/2019) Document Date: 13/09/2019 states that the site has legal ownership of all input materials to be included in outsourced processes</p> <p>The mill has established a Transportation Agreement with the outsourced transporter, Pengangkutan Dagang Tera Sdn Bhd, dated 01/10/2016, undersigned by the contractor and Melewar POM. There is an additional clause addendum dated 04/09/2019 stating that the transport shall at all times reserve the right of the CB to audit the outsourced contractor under SCCS (RSPO) and Requirement. The validity of the contract has been extended until 30/09/2022.</p> <p>The Procedure System Management & Documentation; CCP14 Outsourcing Activities; Version 2 (CCP/14-02/2019) Document Date:</p>	<p>Complied</p>

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		13/09/2019 has been communicated internally and to the transporter on 01/01/2020.	
3.8.10	The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.	Names and contact details of transporters used for the physical handling of RSPO certified oil palm products were recorded and registered in the mill supplier database system.	Complied
3.8.11	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.	Names and contact details of any new transporter used for the physical handling of RSPO certified oil palm products to be informed by mill supply chain PIC upon available.	Complied
3.8.12	<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 	<p>The mill is able to record and balance all its receipts of certified FFB and deliveries of certified CPO and PK through the utilization of its "MOM - Sustainable CPO Mass Balance - Quarterly" record. For the period under review (Feb 2021 - Nov 2021):</p> <p>Certified FFB processed = 124,157.50 mt B/f from Jan 2021: CPO = 881.422 mt, PK = 177.360 mt Produced: CPO = 26,832.48 mt, PK = 5,332.20 mt Dispatch: CPO & PK = 27,143.73 mt & 5,305.15 mt Balance: CPO c/f to Dec 2021 = 570.172 mt, PK = 204.41 mt</p>	Complied

	within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock.		
3.8.13	<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>	The facility is using the actual extraction rate and therefore updating of rates is not necessary.	Complied
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	<p>Processing</p> <p>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.</p>	NA as Melewar POM opted for MB model.	Not Applicable
3.8.16	<p>Registration of Transactions</p> <p>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.</p> <p>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.</p>	<p>Shipping announcement was found to be made accordingly. Among the announcements sampled were as follows:</p> <p>TR-75ae63b3-5bb6</p> <p>TR-3bbf111f-7e5d</p> <p>TR-0e736b03-79cc</p> <p>TR-9ee024ef-0c5a</p>	Complied
3.8.17	<p>Claims</p> <p>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.</p>	RSPO trademark was not 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.	Melewar POM is not using general corporate communications. Verified during the site visit and interview conducted to workers. Not Applicable
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.	Melewar POM is not using general corporate communications. Verified during the site visit and interview conducted to workers. Not Applicable
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.	Melewar POM is not using general corporate communications. Verified during the site visit and interview conducted to workers. Not Applicable
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.	Melewar POM is not using general corporate communications. Verified during the site visit and interview conducted to workers. Not Applicable
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.	Melewar POM is not using general corporate communications. Verified during the site visit and interview conducted to workers. Not Applicable
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.	Melewar POM is not using business to business corporate communications. Verified during the site visit and interview conducted to workers.	Not Applicable
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 supply chain model and certificate number under which the claim is being made.	Melewar POM is not using business to business corporate communications. Verified during the site visit and interview conducted to workers.	Not Applicable
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> <ul style="list-style-type: none"> 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. b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2. 	Melewar POM is not using business to business corporate communications. Verified during the site visit and interview conducted to workers.	Not Applicable
Business to consumer communication			
6.1	Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as ‘product-specific’ claims. Product-specific claims are voluntary.	Melewar POM is not using business to consumer corporate communications. Verified during the site visit and interview conducted to workers.	Not Applicable

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6.2	Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	Melewar POM is not using business to consumer corporate communications. Verified during the site visit and interview conducted to workers.	Not Applicable
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	Melewar POM is not using business to consumer corporate communications. Verified during the site visit and interview conducted to workers.	Not Applicable
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	Melewar POM is not using business to consumer corporate communications. Verified during the site visit and interview conducted to workers.	Not Applicable
6.5	Members shall not communicate to consumers' information about their suppliers' RSPO membership status.	Melewar POM is not using business to consumer corporate communications. Verified during the site visit and interview conducted to workers.	Not Applicable
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	Melewar POM is not using business to consumer corporate communications. Verified during the site visit and interview conducted to workers.	Not Applicable
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	Melewar POM is not using business to consumer corporate communications. Verified during the site visit and interview conducted to workers.	Not Applicable
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including	Melewar POM is not using business to consumer corporate communications. Verified during the site visit and interview conducted to workers.	Not Applicable

	<p>those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rsपो.org.</p>		
MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES			
Certified oil palm content (IP)			
	<p>For IP, 95% or above of the oil palm content must be RSPO IP-certified.</p>	<p>Not applicable as Melewar POM is using Mass Balance.</p>	<p>Not Applicable</p>
	<p>For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.</p>	<p>Not applicable as Melewar POM is using Mass Balance.</p>	<p>Not Applicable</p>
	<p>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 volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.</p>	<p>Not applicable as Melewar POM is using Mass Balance.</p>	<p>Not Applicable</p>
Labelling and trademark (IP)			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • RSPO trademark which includes the tag 'CERTIFIED' or • RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown 	<p>Not applicable as Melewar POM is using Mass Balance.</p>	<p>Not Applicable</p>

	<p>immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack.</p>		
Messaging (IP)			
	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p> <ul style="list-style-type: none"> • The oil palm products contained in this product have been certified to come from RSPO sources. www.rspo.org • By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: www.rspo.org • RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. www.rspo.org • Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. www.rspo.org • The entire supply chain is monitored by independent, RSPO-accredited auditors. www.rspo.org • RSPO-certified sustainable palm oil has been produced to stringent environmental and social criteria. www.rspo.org • References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records. 	<p>Not applicable as Melewar POM is using Mass Balance.</p>	<p>Not Applicable</p>
MODULE B – MASS BALANCE SPECIFIC RULES			
Minimum Mass Balance content			
	<p>95% or above of the oil palm content must be RSPO MB-certified.</p>	<p>Oil palm claimed for MB certified contain of 100% CPO or PK MB-certified.</p>	<p>Complied</p>

	<p>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.</p>	<p>Oil palm claimed for MB certified contain of 100% CPO or PK MB-certified.</p>	<p>Complied</p>
<p>Labelling and trademark (MB)</p>			
	<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'. • 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. 	<p>Melewar POM is not using or claim RSPO Label and Trademark for MB.</p>	<p>Complied</p>

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>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>Melewar POM is not using or claim RSPO Label and Trademark for MB.</p> <p style="text-align: right;">Complied</p>
Principle 4: Respect community and human rights and deliver benefits		
Criterion 4.1: The unit of Certification respects human rights, which includes respecting the rights of Human Rights Defenders.		
4.1.1	<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>Melewar group estates subscribe to J.C Chang Group’s Social & Human Rights Policy, which was established on 14 November 2019, signed by Plantation Director, Mr. Tee Swee Kee. This Policy was communicated to all level of workforce and other relevant stakeholders during due diligence process signing and stakeholders meeting. Latest session with internal stakeholder (MMP2 Estate) was carried out on 31/3/31.</p> <p style="text-align: right;">Complied</p>
4.1.2	<p>The unit of certification does not instigate violence or use any form of harassment in their operations.</p>	<p>Based on the interview of internal stakeholders among workers as well relevant external stakeholders, the mill and estates within MPU</p> <p style="text-align: right;">Complied</p>

	- Minor compliance -	do not instigate violence or use any form of harassment in their operations	
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			
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>	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	Complied
4.2.2	<p>Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.</p> <p>- Minor compliance -</p>	<p>The consultation and communication procedure available for the JC Chang Group is the SOP on Mechanism for Communication and Consultation (Doc. Ref. No. E/004-08/2019) dated 12 August 2019. This procedure specifies the mechanism of communication and consultation with all its stakeholders. There are three methods of communication and consultations; i.e. via the Joint Consultative Meeting (for workers), verbal or written complaints and using the complaint box located outside the office of each unit (for all stakeholders including all employees, neighbouring estates, smallholders, NGOs, business associates, NGOs, etc).</p> <p>To ensure understanding by illiterate parties, the briefings were given verbally, and when necessary, translators from among the workers (usually a worker representatives) are sought to translate documents including procedures for dealing with complaints and grievances. For example, latest briefing on the procedures was done on 5/5/21 at Pelita Estate.</p>	Complied

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4.2.3	<p>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.</p> <p>- Minor compliance -</p>	<p>Based on complaints records sighted, aggrieved parties were informed of the progress of their grievance, and the outcome was communicated and acknowledged by the complainant. No latest complaint reported as of to date.</p> <p>Similarly, reports of repairs that needed to be carried out also contained status of repair works done and acknowledged by the complainant. At MMP1 Estate, details of request as per below: Creche ayah: Request for repair for ceiling and pipe leakages. Receive date:18/5/21. Completion date: 3/6/2021.</p>	Complied
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>Clause 5.5 of Grievance Mechanism Doc. No. SQD/SMS/4.1 Issue No. 1 dated 1 August 2020 gives the option to engage independent legal, technical advice and 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>Based on the interview of internal stakeholders among workers and relevant external stakeholders, contributions to community development are demonstrated. Among CSR activities for 2020 and 2021:</p> <ul style="list-style-type: none"> - SMK Paris (2/2/21): Donation for student seating for SPM examination staying at school due to COVID. - SMK Paris (30/10/20): Donation to repair cabin building - KKM Tungku (12/9/21): Donation to KKM for outreach vaccination programme - Merotai Police Station (30/11/21): Donation to rebuild "pondok Polis" 	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>			

<p>4.4.1</p>	<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 or lease available as summarized below:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Lot No/Hectare</th> <th>Lease period</th> <th>Authorised used of land</th> </tr> </thead> <tbody> <tr> <td>MMP1</td> <td>CL105426784, 2320 ha</td> <td>1/1/1984 – 31/12/2084</td> <td>Cocoa and/or Agricultural crop of economic value</td> </tr> <tr> <td>MMP2</td> <td>CL245360525, 1793 ha</td> <td>1/1/1997 – 31/12/2095</td> <td>For cultivation of an agricultural crop of economic value</td> </tr> <tr> <td>Pelita</td> <td>3 land titles i) CL11539749 6, 696.3 ha ii) CL11540375 7, 202 ha iii) CL11539836 8, 202.6 ha</td> <td>1/1/1995 – 31/12/2093 Land title no. ii & iii 1/1/1998 – 31/12/2096</td> <td>i) For cultivation of an agricultural crop of economic value ii & iii) For cultivation of oil palm</td> </tr> <tr> <td>Tye Yang Estate</td> <td>3 land titles i) CL09531140 7, 3,038 ha ii) CL09531171 0, 362.5 ha iii) CL09531172 9, 359.4 ha</td> <td>Lease until 31/12/2081</td> <td>i) For cultivation of an agricultural crop of economic value ii) For cultivation of oil palm, cocoa and coconut</td> </tr> </tbody> </table>	Estate	Lot No/Hectare	Lease period	Authorised used of land	MMP1	CL105426784, 2320 ha	1/1/1984 – 31/12/2084	Cocoa and/or Agricultural crop of economic value	MMP2	CL245360525, 1793 ha	1/1/1997 – 31/12/2095	For cultivation of an agricultural crop of economic value	Pelita	3 land titles i) CL11539749 6, 696.3 ha ii) CL11540375 7, 202 ha iii) CL11539836 8, 202.6 ha	1/1/1995 – 31/12/2093 Land title no. ii & iii 1/1/1998 – 31/12/2096	i) For cultivation of an agricultural crop of economic value ii & iii) For cultivation of oil palm	Tye Yang Estate	3 land titles i) CL09531140 7, 3,038 ha ii) CL09531171 0, 362.5 ha iii) CL09531172 9, 359.4 ha	Lease until 31/12/2081	i) For cultivation of an agricultural crop of economic value ii) For cultivation of oil palm, cocoa and coconut	<p>Complied</p>
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4.4.2	Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Not Applicable
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 -	No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Not Applicable
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 -	No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Not Applicable
4.4.2c	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. - Minor compliance -	No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Not Applicable
4.4.3	(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). - Critical (Major) compliance -	No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Not Applicable

4.4.4	All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. - Minor compliance -	No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Not Applicable
4.4.5	(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. - Critical (Major) compliance -	No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Not Applicable
4.4.6	There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties. - Minor compliance -	No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates. Thus, this requirement is not applicable.	Not Applicable
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.			
4.5.1	(C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available. - Critical (Major) compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.5.2	(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. - Critical (Major) compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied

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>No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.</p>	Complied
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>No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.</p>	Complied
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>No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.</p>	Complied
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>No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.</p>	Complied
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>No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.</p>	Complied

4.5.8	<p>(C) New lands are not acquired in areas inhabited by communities in voluntary isolation.</p> <p>- Critical (Major) compliance -</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
<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>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
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>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.6.3	<p>Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings.</p> <p>- Minor compliance -</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.6.4	<p>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.</p> <p>- Minor compliance -</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
<p>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.</p>			
4.7.1	<p>(C) A mutually agreed procedure for identifying people entitled to compensation is in place.</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders	Complied

	- Critical (Major) compliance -	interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	
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.</p> <p>- Critical (Major) compliance -</p>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
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>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
<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>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
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>	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied

4.8.3	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) - Minor compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
4.8.4	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). - Minor compliance -	No new planting within MPU. No land dispute within MPU and other estates (Pelita, MMP1 and MMP2 estates). Relevant stakeholders interview carried out with neighbouring has confirmed no FPIC process at all visited estates.	Complied
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	Current and previous period prices paid for FFB are publicly available and accessible by smallholders. - Minor compliance -	Melewar POM displayed the current and previous period prices paid for FFB in front of the weighbridge counter on a white bord. Verified records of current and previous FFB prices displayed as following: Date: 04 & 05/12/2021 – no process Date: 03/12/2021; FFB price: RM1,134.28 Date: 02/12/2021, no process	Complied
5.1.2	(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). - Critical (Major) compliance -	Evidence available that the FFB pricing explained to smallholders through Fresh Fruit Bunches Sales and Purchase Agreement sampled below: 1) Halimah Bt. Abd Kadir, dated 16/10/2020 2) Linda Binti Zainuddin, 01/05/2017 3) Yasni Binti Zulkifli, 01/03/2017	Complied
5.1.3	(C) Fair pricing, calculated as a portion of the international CPO price less costs is provided to smallholders in the supply base and documented.	FFB pricing and calculation were included in the FFB Sales and Purchase Agreement which was based on the MPOB price as well as	Complied

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	- Critical (Major) compliance -	the FFB grading quality. Apart from being explained during the signing of the agreement, explanation to all FFB suppliers was also done through letters and emails which was last made on 04/12/2020.	
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>	Continuous Improvement Plan for Melewar Palm Oil Mill FY 2021/2022; Social Impacts – Support Smallholder Program; Budgeted rate to engaged qualified trainer to guide smallholders on implementing good safety practice e.g. spraying, manuring, and harvesting etc.	Complied
5.1.5	<p>Contracts are fair, legal and transparent and have an agreed timeframe.</p> <p>- Minor compliance -</p>	<p>Contracts are fair, legal and transparent and have an agreed timeframe as per sample sighted for Melewar POM FFB Sales and Purchase Agreement between Melewar Properties Sdn. Bhd. (Buyer) and the following sampled smallholders:</p> <ol style="list-style-type: none"> 1) Halimah Bt. Abd Kadir 2) Linda Binti Zainuddin 3) Yasni Binti Zulkifli 	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>	<p>Based on the agreements, full payment shall be made by Buyer to Seller for the whole month’s deliveries not later than ten (10) working days after the official announcement of the MPOB Crude Palm Oil and Palm Kernel prices. Records shown all payments were made on time. E.g.:</p> <ul style="list-style-type: none"> - Voucher #PV1121-037, dated 09/11/2021 to Halimah Hj Abd Kadir - Payment Advice #GLVB10515238, dated 10/11/2021 to Linda Binti Zainuddin - Payment Advice #GLVB12255909, dated 12/10/2021 to Yasni 	Complied

		Binti Zulkifli	
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>	<p>Melewar POM verified its weighing equipment as per mandatory requirements of Weights and Measures Act 1972 as per latest records of stamping by Metrology Corporation Malaysia Sdn. Bhd. as following:</p> <p>Weighbridge stamp #2.1K-Q022467, Serial #153250276, Model: 60,000 kg Avery ZM 305, Calibration date: 06/07/2021</p> <p>Weighbridge stamp #Q030316, Serial #163650129, Model: 80,000 kg Avery ZM 305, Calibration date: 02/12/2021</p>	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>	<p>J.C. Chang has established a programme entitled "Smallholder Support Program" [doc. no.: E/025-01/2019, dated 12/08/2019] to support any smallholders who has the interest in RSPO certification. Among the supports offered are:</p> <ul style="list-style-type: none"> - Best practices of cultivation to enhance productivity and quality of products - Information sharing related to sustainability - Sustainability certification (only for RSPO and MSPO) information - Promote legality of FFB production through consultation <p>The above programme was promoted by the certification through consultation (e.g. social media, meetings, etc.). Nonetheless, the smallholders have yet to show interest in RSPO certification.</p>	Complied
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>	<p>Melewar POM established its own Complaint Grievance Procedure based on the company's documented SOP on Mechanisms for Communication and Consultation; Doc. Ref. # E/004-08/2019; Date: 12/08/2019. Nonetheless, since the last assessment, there has been no complaint received from smallholders.</p>	Complied
<p>Criterion 5.2: The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.</p>			

5.2.1	<p>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.</p> <p>- Minor compliance -</p>	<p>J.C. Chang has established a programme entitled "Smallholder Support Program" [doc. no.: E/025-01/2019, dated 12/08/2019] to support any smallholders who has the interest in RSPO certification. Among the supports offered are:</p> <ul style="list-style-type: none"> - Best practices of cultivation to enhance productivity and quality of products - Information sharing related to sustainability - Sustainability certification (only for RSPO and MSPO) information - Promote legality of FFB production through consultation <p>The above programme was promoted by the certification through consultation (e.g. social media, meetings, etc.). Nonetheless, the smallholders have yet to show interest in RSPO certification.</p>	Complied
5.2.2	<p>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).</p> <p>- Minor compliance -</p>	<p>J.C. Chang has established a programme entitled "Smallholder Support Program" [doc. no.: E/025-01/2019, dated 12/08/2019] to support any smallholders who has the interest in RSPO certification. Among the supports offered are:</p> <ul style="list-style-type: none"> - Best practices of cultivation to enhance productivity and quality of products - Information sharing related to sustainability - Sustainability certification (only for RSPO and MSPO) information - Promote legality of FFB production through consultation <p>The above programme was promoted by the certification through consultation (e.g. social media, meetings, etc.). Nonetheless, the smallholders have yet to show interest in RSPO certification.</p>	Complied
5.2.3	<p>Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.</p>	<p>J.C. Chang has established a programme entitled "Smallholder Support Program" [doc. no.: E/025-01/2019, dated 12/08/2019] to</p>	Complied

	<p>- Minor compliance -</p>	<p>support any smallholders who has the interest in RSPO certification. Among the supports offered are:</p> <ul style="list-style-type: none"> - Best practices of cultivation to enhance productivity and quality of products - Information sharing related to sustainability - Sustainability certification (only for RSPO and MSPO) information - Promote legality of FFB production through consultation <p>The above programme was promoted by the certification through consultation (e.g. social media, meetings, etc.). Nonetheless, the smallholders have yet to show interest in RSPO certification.</p>	
<p>5.2.4</p>	<p>(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling. - Critical (Major) compliance -</p>	<p>J.C. Chang has established a programme entitled "Smallholder Support Program" [doc. no.: E/025-01/2019, dated 12/08/2019] to support any smallholders who has the interest in RSPO certification. Among the supports offered are:</p> <ul style="list-style-type: none"> - Best practices of cultivation to enhance productivity and quality of products - Information sharing related to sustainability - Sustainability certification (only for RSPO and MSPO) information - Promote legality of FFB production through consultation <p>The above programme was promoted by the certification through consultation (e.g. social media, meetings, etc.). Nonetheless, the smallholders have yet to show interest in RSPO certification.</p>	<p>Complied</p>
<p>5.2.5</p>	<p>The unit of certification regularly reviews and publicly reports on the progress of the Smallholder support programme. - Minor compliance -</p>	<p>J.C. Chang has established a programme entitled "Smallholder Support Program" [doc. no.: E/025-01/2019, dated 12/08/2019] to support any smallholders who has the interest in RSPO certification. Among the supports offered are:</p>	<p>Complied</p>

		<ul style="list-style-type: none"> - Best practices of cultivation to enhance productivity and quality of products - Information sharing related to sustainability - Sustainability certification (only for RSPO and MSPO) information - Promote legality of FFB production through consultation <p>The above programme was promoted by the certification through consultation (e.g. social media, meetings, etc.). Nonetheless, the smallholders have yet to show interest in RSPO certification.</p>	
Principle 6: Respect workers' rights and conditions			
Criterion 6.1: Any form of discrimination is prohibited.			
6.1.1	<p>(C) A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.</p> <p>- Critical (Major) compliance -</p>	<p>An Equal Opportunities Policy dated 12th August 2019 was established and signed by Plantation Director, Mr. Tee Swee Kee. The Policy is available in both Malay and English languages. The policy prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age. Latest policy briefing was carried out on 25th March 2021 at Melewar POM.</p>	Complied
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>Records of employments and interview conducted on-site with sampled internal and external stakeholders confirmed that the workers and groups including local communities, women, and migrant workers have not been discriminated against. Recruitment process detailed out under, Guidelines on Terms & Conditions of Employment for Sabah Estate's Workers, doc. ref. no. E/009-07/2020 dated 9/4/2020.</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>The mill and estates have implemented its recruitment based on the company's Guidelines on Procedure of Recruitment, Selection, Hiring, Promotion, Retirement and Termination; Doc. Ref. # E020-</p>	Complied

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	- Minor compliance -	01/2019; Doc. Date: 12/08/2019. Sighted sample advertisements and records of new employee’s recruitments as well as promotion of exiting employees confirmed that it was based on skills, capabilities, qualities and medical fitness necessary.							
6.1.4	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. - Minor compliance -	Pregnancy test was carried out on monthly basis as CHRA recommendation as to initiate medical removal protection (MRP) if there is any pregnant or breast-feeding women work in chemically exposed environment. Monthly urine pregnancy test (UPT) carried out for sprayer, manurer and storekeeper in the estate. Results of monthly UPT available for verification.	Complied						
6.1.5	(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. - Critical (Major) compliance -	<p>In place at JC Chang Group estates and its supply base gender committee which is a women employee outreach programme endorsed and funded by the Company. Its members comprise female employees and wives of workers. The committee promotes gender equality and empower women’s knowledge and skills. In 2020, committee meetings were held to discuss among others, reproductive rights, sexual harassment, and domestic violence.</p> <p>Based on minutes sighted, committee members were briefed on sexual harassment, domestic violence, how to make complaints if there was a case, reproductive rights, the new census for new mothers, and briefings on Company policies.</p> <p>Date of meeting carried out for in 2020 and 2021;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Estate</th> <th style="width: 30%;">Date of meeting</th> <th style="width: 40%;">Remarks</th> </tr> </thead> <tbody> <tr> <td>MMP2</td> <td>23rd June 2021</td> <td>Next meeting will be held on 23/12/21</td> </tr> </tbody> </table>	Estate	Date of meeting	Remarks	MMP2	23 rd June 2021	Next meeting will be held on 23/12/21	Complied
Estate	Date of meeting	Remarks							
MMP2	23 rd June 2021	Next meeting will be held on 23/12/21							

		<table border="1"> <tr> <td>Pelita</td> <td>14th May 2021</td> <td>Next meeting will be held on 18/11/21</td> </tr> <tr> <td>MMP1</td> <td>15th March 2021 (1st), 15th September 2021 (2nd)</td> <td>Completed for 2021</td> </tr> <tr> <td>MPOM</td> <td>21st May 2021 (1st) 26th November 2021 (2nd)</td> <td>Completed for 2021</td> </tr> <tr> <td>ME1</td> <td>19th June 2021</td> <td>Next meeting will be held on 20/12/21</td> </tr> </table>	Pelita	14 th May 2021	Next meeting will be held on 18/11/21	MMP1	15 th March 2021 (1 st), 15 th September 2021 (2 nd)	Completed for 2021	MPOM	21 st May 2021 (1 st) 26 th November 2021 (2 nd)	Completed for 2021	ME1	19 th June 2021	Next meeting will be held on 20/12/21	
Pelita	14 th May 2021	Next meeting will be held on 18/11/21													
MMP1	15 th March 2021 (1 st), 15 th September 2021 (2 nd)	Completed for 2021													
MPOM	21 st May 2021 (1 st) 26 th November 2021 (2 nd)	Completed for 2021													
ME1	19 th June 2021	Next meeting will be held on 20/12/21													
6.1.6	There is evidence of equal pay for the same work scope. - Minor compliance -	Same salary offered to workers for the same work scope. For mill operator, daily rated workers received RM 42.40. For estate, the given rate is RM42.50.	Complied												
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).															
6.2.1	(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. - Critical (Major) compliance -	All employees have signed employment contracts (for foreigners), and employment letters (for locals) Each document is dated and contains provisions related to duration of contract, job scope, place of work, roles and responsibilities of employers and employees, wages, allowances, working hours, mutual termination notice, holidays, paid annual leave, medical leave, other benefits, deductions, etc. These documents were prepared in Bahasa Malaysia, a language which is understood by all workers from Malaysia, Indonesia and Philippines. Any changes to the provisions of the contract e.g. change in minimum wages, are inserted in	Complied												

another mutually agreed document i.e. Details of Changes on Terms and Conditions of Employment dated 9/4/2020 which in accordance with Guidelines On Term and Conditions of Employment For Sabah Estate's Workers, E/009-07/2020.

Among the employment contracts sampled were:

Estate	Worker No/ID	Date of signing
Pelita	C 7261430	1/8/2015
	P 3641489 B	1/2/2016
	P3618562 B	15/3/2008
	P 3618560 B	15/3/2008
	AU 120615	1/6/2020
	AU 120611	17/9/2013
	P 3618551 B	2/7/2010
MMP1	AT892988	1/2/2018
	C5050761	4/8/2008
	AT247280	17/2/2007
	AT625648	21/3/1996
	C5052307	21/8/2002
	C5050733	20/5/2009

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			C5052300	1/10/2010	
	MMP2		AU125214	1/7/2013	
			AU092331	13/6/2019	
			AU114031	8/12/2020	
			AU114028	18/4/2012	
			AU125180	13/6/2019	
			AT625391	12/8/2015	
			AT970055	1/7/2018	
		Melewar Palm Oil Mill		G0004	1/6/2017
			G0093	1/6/2017	
			G0168	15/5/2011	
			G0198	1/2/2012	
			G0206	1/8/2012	
			G0233	1/4/2013	
			G0298	5/5/2015	
			G0555	26/6/2016	
			G0381	1/2/2017	

		Melewar Estate 1	ME10846	17/5/2017
			ME10845	17/5/2017
			ME10804	10/7/2017
			ME10853	2/6/2017
			ME10952	28/8/2018
			ME10922	25/10/2018
			ME10043	6/3/2017
			ME10115	1/10/2010
			ME10566	1/10/17
			ME10954	28/8/2018
		Tye Yang Estate	TY000939	31/10/2017
			TY01147	8/10/2020
			TYE2138	22/1/2020
			TYE0163	2/11/1990
			TYE1800	22/12/2016
		TY01019	22/9/2021	

		<table border="1"> <tr> <td>TY100145</td> <td>7/1/2017</td> </tr> <tr> <td>TY01137</td> <td>1/11/2019</td> </tr> <tr> <td>TY01143</td> <td>2/3/2020</td> </tr> <tr> <td>TY01073</td> <td>29/8/2018</td> </tr> <tr> <td>TY01120</td> <td>4/1/2011</td> </tr> <tr> <td>TY01034</td> <td>29/8/2018</td> </tr> <tr> <td>TY01149</td> <td>1/7/2020</td> </tr> <tr> <td>TY01150</td> <td>1/7/2020</td> </tr> <tr> <td>TY01165</td> <td>1/7/2020</td> </tr> <tr> <td>TY100684</td> <td>8/2/2017</td> </tr> </table> <p>Also sighted were permit letters from the Labour Office as follows: MMP1 Estate: Permit for non-resident workers dated license no. B003107/28, with the quota of Indonesian: 201, Philippines: 4, West Malaysia: 1 valid from 25/5/21 – 24/5/2022.</p>	TY100145	7/1/2017	TY01137	1/11/2019	TY01143	2/3/2020	TY01073	29/8/2018	TY01120	4/1/2011	TY01034	29/8/2018	TY01149	1/7/2020	TY01150	1/7/2020	TY01165	1/7/2020	TY100684	8/2/2017	
TY100145	7/1/2017																						
TY01137	1/11/2019																						
TY01143	2/3/2020																						
TY01073	29/8/2018																						
TY01120	4/1/2011																						
TY01034	29/8/2018																						
TY01149	1/7/2020																						
TY01150	1/7/2020																						
TY01165	1/7/2020																						
TY100684	8/2/2017																						
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</p>	<p>Details of payments and conditions of employment are stated and documented in the employment contracts given to all workers. The contract contains terms related to duration, hours of work, overtime, annual/medical leave, public holiday, mutual termination, salary deductions, maternity entitlement, etc. The terms are in compliance with the Sabah Labour Ordinance.</p>	Complied																				

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	<p>compensation for all work performed. This includes a form of record for work done by family members.</p> <p>- Critical (Major) compliance -</p>	<p>Working hours is 8 hours. From Monday to Saturday. Total monthly working hours is 208 hours. The overtime maximum is 104 hours according to the Sabah Labour Ordinance 2005. As at current status, there was none has crossed 80 hours of overtime. Verified the payslips, the payment and calculation of overt time well distributed.</p> <p>The overtime rate after 8 hours daily rated is: upkeeping</p> <ul style="list-style-type: none"> - Mon - Sat – daily rated / 8 hours x 1.5 - Sunday - daily rated / 8 hours x 2.0 - Public holiday – daily rated / 8 hours x 3.0 <p>The overtime rate after 8 hours piece rated is: harvesters</p> <ul style="list-style-type: none"> - Mon - Sat – flat rate - Sunday – flat rate x 2.0 - Public holiday – flat rate x 3.0 <p>Payroll documents, namely the payslip, also give accurate information on compensation for all work done. This includes those who receive daily-rated wages, piece rated wages, payment for any overtime work done, and public holiday pay.</p> <p>Sample of payslip checked during low crop, peak crop and normal crop season as below:</p> <table border="1" data-bbox="1137 1106 1926 1348"> <thead> <tr> <th>Estate</th> <th>Worker No/ID</th> <th>Sample month</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Pelita</td> <td>C 7261430</td> <td>Peak crop: October 2020</td> </tr> <tr> <td>P 3641489 B</td> <td rowspan="2">Average crop: December 2020</td> </tr> <tr> <td>P 3618562 B</td> </tr> <tr> <td>P 3618560 B</td> <td>Low crop: February 2021</td> </tr> </tbody> </table>	Estate	Worker No/ID	Sample month	Pelita	C 7261430	Peak crop: October 2020	P 3641489 B	Average crop: December 2020	P 3618562 B	P 3618560 B	Low crop: February 2021	
Estate	Worker No/ID	Sample month												
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	P 3618560 B	Low crop: February 2021												

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	Melewar Palm Oil Mill	G0093	Ave. crop: December 2020 Low crop: February 2021
		G0168	
		G0198	
		G0206	
		G0233	
		G0298	
		G0555	
	Melewar Estate 1	G0381	Peak crop: October 2021 Ave. crop: December 2020 Low crop: February 2021
		ME10845	
		ME10804	
		ME10853	
		ME10952	
		ME10922	
		ME10043	
		ME10115	
		ME10566	
	Tye Yang Estate	TY000939	Peak crop: October 2021 Ave. crop: December 2020 Low crop: February 2021
		TY01147	
		TYE2138	

		<table border="1"> <tr><td>TYE0163</td></tr> <tr><td>TYE1800</td></tr> <tr><td>TY01019</td></tr> <tr><td>TY100145</td></tr> <tr><td>TY01137</td></tr> <tr><td>TY01143</td></tr> <tr><td>TY01073</td></tr> <tr><td>TY01120</td></tr> <tr><td>TY01034</td></tr> <tr><td>TY01149</td></tr> <tr><td>TY01150</td></tr> <tr><td>TY01165</td></tr> <tr><td>TY100684</td></tr> </table>	TYE0163	TYE1800	TY01019	TY100145	TY01137	TY01143	TY01073	TY01120	TY01034	TY01149	TY01150	TY01165	TY100684	<p>Also confirmed via sampled payslips that wages and overtime pay were paid in compliance with statutory and national legal requirements such as Sabah Labour Ordinance, Minimum Wages Order 2020, SOCSO Act 1969, EPF Act 1991, EIS Act 2017.).</p>	
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6.2.3	<p>(C) There is 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. - Critical (Major) compliance -</p>	<p>Records of payslip and check-roll documents available to the workers for sample employees sighted as per indicator 6.2.2 above 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 has been demonstrated.</p>	Complied														

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<p>6.2.4</p>	<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>The estates and mill provide adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to workers in the plantation. Regular inspection for labour line was carried out by MA/EHA on weekly basis. House defect issue and cleanliness standard will be reported in the inspection checklist for further rectification by the management. Date of inspections summarized as per below:</p> <table border="1" data-bbox="1137 603 1935 1251"> <thead> <tr> <th>Estate/mill</th> <th>Inspection date</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Melewar POM</td> <td>25/11/21, 18/11/21, 11/11/21 and 4/11/21</td> <td></td> </tr> <tr> <td>Melewar estate 1</td> <td>25/11/21, 20/11/21, 13/11/21 and 6/11/21</td> <td>VMO visit: 20/10/21, 16/11/21</td> </tr> <tr> <td>Tye Yang Estate</td> <td>27/11/21, 18/11/21, 12/11/21 and 5/11/21</td> <td>VMO visit: 20/10/21, 16/11/21</td> </tr> <tr> <td>Pelita Estate</td> <td>5/11/21, 16/11/21, 23/11/21 and 30/11/21</td> <td></td> </tr> <tr> <td>MMP1 Estate</td> <td>3/11/21, 10/11/21, 19/6/21 and 26/11/21</td> <td>VMO visit: 15/11/21, 21/10/21</td> </tr> <tr> <td>MMP2 Estate</td> <td>24/11/21, 17/11/21, 10/11/21 and 3/11/21</td> <td>VMO visit: 28/10/21, 25/11/21</td> </tr> </tbody> </table>	Estate/mill	Inspection date	Remarks	Melewar POM	25/11/21, 18/11/21, 11/11/21 and 4/11/21		Melewar estate 1	25/11/21, 20/11/21, 13/11/21 and 6/11/21	VMO visit: 20/10/21, 16/11/21	Tye Yang Estate	27/11/21, 18/11/21, 12/11/21 and 5/11/21	VMO visit: 20/10/21, 16/11/21	Pelita Estate	5/11/21, 16/11/21, 23/11/21 and 30/11/21		MMP1 Estate	3/11/21, 10/11/21, 19/6/21 and 26/11/21	VMO visit: 15/11/21, 21/10/21	MMP2 Estate	24/11/21, 17/11/21, 10/11/21 and 3/11/21	VMO visit: 28/10/21, 25/11/21	<p>Complied</p>
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<p>6.2.5</p>	<p>The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	<p>JC Chang Group estates and mill ensure that workers access to adequate, sufficient and affordable food improves from time to time. As to ensure goods price is affordable, monthly price</p>	<p>Complied</p>																					

		<p>monitoring was done by each operating unit. For example, sundry shop at Melewar POM and Pelita Estate; Ramlah Nor Trading (13/11/2021) – Melewar POM Kedai Runcit Nada Pakar (1/11/2021) – Pelita Estate</p>																	
<p>6.2.6</p>	<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>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)</i></p>	<p>Based on pay slips sighted, all sampled workers who complete the number of days offered in a month receive at least minimum wages applicable, which is RM1,100 per month, or more. Only MMP1 estate fall under the new Minimum Wages Order 2020.</p> <p>JC Chang Group estates have also carried out the calculation of prevailing wages and in-kind benefits. The breakdown of the prevailing wage calculation is therefore as follows:</p> <table border="1" data-bbox="1160 772 1939 938"> <thead> <tr> <th>Estate</th> <th>In-kind benefits</th> <th>Average take-home pay</th> <th>Prevailing wage</th> </tr> </thead> <tbody> <tr> <td>Estate</td> <td>RM 250.59</td> <td>RM 1,516.77</td> <td>RM 1,767.35</td> </tr> </tbody> </table> <table border="1" data-bbox="1160 991 1939 1157"> <thead> <tr> <th>Mill</th> <th>In-kind benefits</th> <th>Average take-home pay</th> <th>Prevailing wage</th> </tr> </thead> <tbody> <tr> <td>Mill</td> <td>RM 436.90</td> <td>RM 1,363.80</td> <td>RM 1,800.70</td> </tr> </tbody> </table> <p>*Based on average data of 3 years (FY16/17 to FY 18/19) for Sabah region.</p> <p>Based on the breakdown given, the calculation of prevailing wages including in-kind benefits is reasonable.</p>	Estate	In-kind benefits	Average take-home pay	Prevailing wage	Estate	RM 250.59	RM 1,516.77	RM 1,767.35	Mill	In-kind benefits	Average take-home pay	Prevailing wage	Mill	RM 436.90	RM 1,363.80	RM 1,800.70	<p>Complied</p>
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	<p><i>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 • 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 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>Employment contracts detailing payments and conditions of employment available to the permanent workers employed as per samples sighted in indicator 6.2.2 above. No casual, temporary and day labour employed within all operating units within MPU.</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>All the Estates subscribe to JC Chang Group Social & Human Rights Policy dated 14th November 2019 and Tee Swee Kee (Plantation Director). This Policy respects the rights to associate and join unions and is displayed on the main notice boards located at pertinent area with estate's office compound. For example, policy briefing was carried out on 16/3/21 at MMP1 Estate.</p>	Complied

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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>Minutes of meetings between the unit of certification with trade unions or workers representatives or Joint Consultative Council @ JCC meeting was carried out every quarter. Minute of meetings documented and made available for verification at visited operating units. Summary of meetings carried out as per the following:</p> <table border="1" data-bbox="1137 539 1930 1043"> <thead> <tr> <th>Estate/Mill</th> <th>Date of meeting</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Melewar POM</td> <td>14/1/21, 31/3/21, 20/8/21 and 18/20/21</td> <td>Completed for 2021</td> </tr> <tr> <td>ME1 estate</td> <td>14/10/21, 23/3/21</td> <td>Meeting postponed due to MCO</td> </tr> <tr> <td>Pelita Estate</td> <td>13/9/21, 11/6/21, 11/3/21</td> <td>#4 will be carried out in Dec 21</td> </tr> <tr> <td>MMP2 estate</td> <td>5/10/21, 22/2/21</td> <td>Meeting postponed due to MCO</td> </tr> <tr> <td>MMP1 estate</td> <td>24/11/21, 24/8/21, 24/5/21 and 24/2/21</td> <td>Completed for 2021</td> </tr> </tbody> </table>	Estate/Mill	Date of meeting	Remarks	Melewar POM	14/1/21, 31/3/21, 20/8/21 and 18/20/21	Completed for 2021	ME1 estate	14/10/21, 23/3/21	Meeting postponed due to MCO	Pelita Estate	13/9/21, 11/6/21, 11/3/21	#4 will be carried out in Dec 21	MMP2 estate	5/10/21, 22/2/21	Meeting postponed due to MCO	MMP1 estate	24/11/21, 24/8/21, 24/5/21 and 24/2/21	Completed for 2021	Complied
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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>- Minor compliance -</p>	<p>JCC appointment is via employee nomination. Appointment letter dated 28/12/20 for local, Indonesian and Philippines representative was made available for verification. The is no involvement of management in the formation or operation of registered unions/ labour organisations or associations observed.</p>	Complied																		
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>JC Chang Group has established Child Protection Policy dated 20th February 2020 where they are not engaged in or support the use of Child Labour for both check roll and contractor/vendor/supplier.</p>	Complied																		

	- Minor compliance -	Remediation plan is in place and will provide adequate support to enable children of its employees to attend and remain in school until no longer a child. This was verified during field observations and review of check roll list. The minimum age of workers to recruit is 18 years old. This requirement is also included in all agreements with its contractors via sustainability compliance clause, E023-01/2019.	
6.4.2	(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. - Critical (Major) compliance -	Documentary evidence is available that minimum age requirements are met. This is based on workers' check roll list and copies of their passport/NRIC details. Based on workers' NRIC and passports, all workers were at least 18 years old when employed.	Complied
6.4.3	(C) Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work. - Critical (Major) compliance -	Based on site observation at work area (field/workstation), no young person employed for non- hazardous work.	Complied
6.4.4	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. - Minor compliance -	Meeting with internal and external stakeholders confirmed that the information on no child labour policy and the negative effects of child labour were provided in appropriate languages and accessible to them. The latest briefing was carried out on 26/5/21 at Pelita Pertama Sdn Bhd.	Complied
Criterion 6.5: There is no harassment or abuse in the workplace, and reproductive rights are protected.			
6.5.1	(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 -	JC Chang Group subscribed to the Company's Sexual Harassment Policy signed on 1 July 2012 by Plantation Director, Mr. Tee Swee Kee. This Policy is being continuously communicated to all levels of workforce via Gender Committee Meetings and during morning musters. At MMP1, awareness on the Policy was given on 16/3/21.	Complied

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.</p> <p>- Critical (Major) compliance -</p>	<p>JC Chang Group subscribed to the Company’s Policy of Reproductive Rights (Doc. No. E/015/-02/2015) dated 5 November 2015 as well as the Social & Human Rights Policy dated 14 November 2019. This Policy respects and protects employees’ reproductive rights. This Policy is continuously communicated to all levels of workforce as evidenced from briefings during morning muster at Pelita Pertama Estate on 21/5/2021.</p>	Complied
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>New mothers need assessment discussed in the gender committee meeting. Result of discussion and assessment results recorded in the minutes of meeting as reported under indicator 6.1.5.</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>On-site interview carried out with internal stakeholders (workers representatives, gender representatives) have confirmed that the information on grievance mechanism, which respects anonymity and protects complainants where requested, is established and communicated to them. No reported/written grievance issues that requires the implementation of the mechanism occurs in all operating units within MPU since the last review period.</p>	Complied
Criterion 6.6: No forms of forced or trafficked labour are used.			
6.6.1	<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 	<p>The certification unit was able to demonstrate that all workers have entered into employment voluntarily.</p> <p>Passports:</p> <p>Workers are given the option of either keeping their own passports, or to keep their passports at the management office for safety reasons. Sighted during the audit, letters from workers confirming their preference to keep their passports at the office for safety reasons. Among those sighted were letters from the following workers:</p>	Complied

<ul style="list-style-type: none"> • Penalty for termination of employment • Debt bondage • Withholding of wages <p>- Critical (Major) compliance -</p>	<table border="1" data-bbox="1137 363 1926 564"> <thead> <tr> <th>Estate</th> <th>Worker No/ID</th> <th>Country of origin</th> </tr> </thead> <tbody> <tr> <td>MMP1</td> <td>AT892988</td> <td>Indonesia</td> </tr> <tr> <td>MMP2</td> <td>AU125214</td> <td>Indonesia</td> </tr> <tr> <td>Pelita</td> <td>P 3618551 B</td> <td>Philippines</td> </tr> </tbody> </table> <p>Recruitment fees: No recruitment fees are imposed on any of the foreign workers.</p> <p>Contract substitution: No contract substitution as the workers entered the employment voluntarily. No intermediate agency used for recruitment and employment opportunities are normally based on recommendation from friends and family members who has worked with the company before.</p> <p>Involuntary overtime: No involuntary overtime practice by the company.</p> <p>Lack of freedom of workers to resign & penalty for termination of employment: Clause 16 of employment contracts allow for early termination of contract by giving of 28 days' notice (worked less than 2 years), 42 days' notice (worked for more than 2 years but less than 5 years) and 56 days' notice (worked for more than 5 years). Contract has mentioned that no penalty to be payable if there is no breach of contract and notice period occurred.</p> <p>Debt bondage & withholding of wages: Based on payslips sighted and interview with workers, there was no evidence of any debt bondage and withholding of wages.</p>	Estate	Worker No/ID	Country of origin	MMP1	AT892988	Indonesia	MMP2	AU125214	Indonesia	Pelita	P 3618551 B	Philippines	
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6.6.2	<p>(C) Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>A Guidelines on Workers Employment for Casual and Temporary Employee have been established. Refer to document, ref. no. E/021-01/2018 dated 15/11/18. The guidelines have included the commitment to ensure;</p> <ul style="list-style-type: none"> - Prohibit the use of illegal temporary or migrant workers. Legalization must be initiated without undue delay and completed with 6 months. - workers' entitlement to housing and basic amenities which are at par with statutory requirements - free of discrimination, coercion or violence - no form of any contract substitution is not allowed - minimum wages to be provided as per requirement <p>Based on pay slips, employment contracts, check roll reviewed, the estates are able to demonstrate the implementation of this Policy.</p>	Complied
Criterion 6.7: The unit of certification ensures that the working environment under its control is safe and without undue risk to health.			
6.7.1	<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.</p> <p>- Critical (Major) compliance -</p>	<p>The composition of Safety and health Committee is Chairman is Mr. Ang Jen Ken (Mill Manager), Secretary is Handeary Pilip, Assisted by M. Arzani, 17 employers representatives and 13 employee representatives. All safety, health issues been discussed during OSH committee meeting such as accident report from other group mill. The meeting was on quarterly basis. Reviewed the minutes meeting for OSH committee for FY 2021. Regular OSH Meetings were conducted by the respective units. Records of OSH Meeting Minutes was available for verification during the assessment. The sampled OSH Meeting Minutes were as below:</p> <ul style="list-style-type: none"> • 14/01/21, 15 attended, 20 not attended (due to PKP) • 07/04/21, attended 15 attended, 20 not attended (due to PKP). • 20/08/21, 23 attended. 	Complied

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		<ul style="list-style-type: none"> • 18/10/21, 23 attended. <p>Tye Yang Estate</p> <p>Meeting was conducted regularly as sighted from Minutes of Meeting of SHC dated:</p> <ul style="list-style-type: none"> • 23/12/20 (attended by 36 members) • 24/03/21 (attended by 36 members) • 30/06/21 (attended by 36 members) • 27/10/21 (attended by 36 members) <p>Pelita Estate</p> <p>Safety and Health Committee was established as the organization chart sampled where Chairman is Estate Manager (Jeffrin Nourin), Secretary is Asst. Manager (Mohd Nur Hikmah b. A. Samad), 10 employers Representatives and 9 employee Representatives.</p> <p>Muis Melewar 2 Estate</p> <p>Meeting for SHC was conducted on 24/11/21 (Attended by 18 members and 2 absent with consent), 24/08/21 (Attended by 18 members), 24/08/21 (attended by 20 workers), 24/05/21 (Attended by 21 members)</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>Fist Aider training record conducted 18/02/21 by HA (Fazlin Yunus). Attended by 9 workers (security, Lab Asst, Supervisor, Biogast Plant, Pump house, Storekeeper, Mandore, FFB Inspector).</p> <p>During site visit in various location if the factory found fire extinguisher expiry date 18/11/21 (Workshop) and 15/11/21 (Diesel Tank). The tank was actually inspected by Bomba for ABC Fire Extinguisher (60) and CO2 (20) pending Bomba sticker arranged by Sri jaya Perniagaan as letter dated 06/12/21.</p> <p>Melewar Estate</p>	Complied

		<p>Accident recorded in 2021 were properly reported, investigated as sampled.</p> <ul style="list-style-type: none"> • 06/02/20 Fatahuddin Tapa (2 Days MC) harvester slip while working. • 02/01/20 Latti Bullu (2 Days MC) Harvester involve in motorcycle accident. • 14/09/20 Jasman Abd Rahman (1 Day MC) Harvester loose fruits ejected to his eye. • 12/10/20 Zainal Syari (1 Day) Tripping and fall during grass cutting activity • 22/10/20 Jefri Uddin (3 Day) Fall from transport vehicle and cause hand injury. • 23/11/20 Nurhalifa bt. Nadus (2 Days MC). Loose fruits collector fall at slippery slope. <p>Pelita Estate</p> <p>Emergency Action Plan for Attach by Wildlife and Insect. Mentioned in the case of encounter or threat of elephant, stay calm, not to panic, move and run away from them in zig-zag pattern till reach a safe distance. sighted in few location and elephant drops This was verified during site visit in field where group of interviewed manures and sprayers understanding on zig-zag pattern.</p> <p>Muis Melewar 2 Estate</p> <p>Hospital Assistant has monitored 26 First Aid Boxes in the estate on monthly basis as evidence from 1st Aid Box Monitoring Book sampled. Sampled first aid boxes available with mandores (Spraying and harvesters), Workshop, Chemical Store/Mixing Area, Office. The contents were maintained accordingly as 17 items listed in the boxes. First Aid Kit Training was conducted on 18/09/21 by Riah Sappo (HA) attended by 22 workers, staff as in Attendance List.</p>	
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<p>6.7.3</p>	<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>Available a distribution records of PPE distributed to individual workers as sampled:</p> <ul style="list-style-type: none"> • Amiruddin Salleh: Shift A (04/12/21-Ear Plugs, 24/11/21-Ear plugs, mask, 12/08/21-Safety Boots, 07/03/21-Mask, Ear Plugs). • Adnan Mohd Ali: Shift B (29/11/21-Ear plug, Leather hand glove, 26/03/21-Safety Helmet, earplugs) • Rusni Nurdin: Office (08/08/20-Safety boots, 18/11/17-safety Boots, Safety helmets). • Ahmad Amirudin: Workshop (02/12/21-Ear plugs, leather glove, 15/07/21-Ear plug, goggle, Leather glove). <p>Melewar Estate</p> <p>Sampled 5 manures at Block PM13A, found wearing PPE such as helmet, safety glass, 3M Cartridge Mask, Apron, Safety Boots, Gloves and provided by estate. The tractor driver was given additional earplugs to protect from engine noise. AT chemicals Store a safety briefing done by Storekeeper (Junaidah), with the PPE requirements in store, requirement to on the exhaust fan, 5 minutes before entry, signage and SDS requirements. Found all SDS reviewed every 5 years.</p> <p>Pelita Estate</p> <p>Sampled group of Manures found provided and wearing PPE such as Helmets, Cartridge Mask, Googles, Apron, Gloves and Safety Boots as seen in Block A07 and Sprayers at Block A9 with Helmets, Cartridge Mask, Googles, Apron, Gloves and Safety Boots. All workers (67+14+14) were fully vaccinated (2 Doses) as Summary record kept by HA</p>	<p>Complied</p>
<p>6.7.4</p>	<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>Melewar POM has made a contribution as evidence from Form 8A to SOCSO as sampled for month of January 2021 (170 workers with</p>	<p>Complied</p>

	<p>- Minor compliance -</p>	<p>amount of RM 5,063.10) and October 2021 (No. of workers 159 with amount of RM 4,526.50). Tye Yang Estate Sampled estate contribution made to SOCSO as coverage for work related injury, sickness. Form 8A for salary October 2021 covering 321 workers with amount contributed RM 6,754.60. in February 2021 covering 381 workers with amount of RM 5,576.90. All information correctly recorded as verified.</p>	
<p>6.7.5</p>	<p>Occupational injuries are recorded using Lost Time Accident (LTA) metrics. - Minor compliance -</p>	<p>Melewar POM has recorded a Lost Time Accident (LTA) that submitted to JKKP using JKKP 8 for calendar year 2020. Reported by Victor Nakey dated 02/01/21. Working Hours for FY 2020 343296.00 with 5cases of lost working day with 245 lost working days. Melewar Estate has submitted to JKKP a JKKP 8 Form on 12/01/21 by Asst. Estate Manager (Liew Chun Yik) Working Hours for FY 2020 526477.28 with 6 case of lost working day. With 12 lost working days. Pelita Estate The JKKP 8 was sent to JKKP as sighted on 11/01/21 for statistics of 2020. No lost Time Working Days reported and no Accident cases reported. Total Working Hours in 2020 recorded at 228864.00. This was verified with HA Accidents Record Book as correct. Muis Melewar 1 Estate The JKKP 8 was sent and reported as sighted on 18/01/21 by Estate Manager (Raja Ismail b. Raja Deraman). 2 cases of accident reported in FY 2020. Total 12 loss working days for Total 522720 hours of work.</p>	<p>Complied</p>

Principle 7: Protect, conserve and enhance ecosystems and the environment

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>Melewar Estate has established IPM Plan for treatment management of effective pest control for Financial Year 2020/2021, implementation was reviewed on 20/07/21. The plan covers on possible pest outbreaks such as:</p> <ul style="list-style-type: none"> • Rat • Leaf eating caterpillar (Bagworm and nettle caterpillar) • Rhinoceros beetle • Ganoderma <p>The plan included action included Census being carried out to assess the severity of the attack, planting of beneficial plant and chemical treatment. Maintaining related signages, EFB and compost evenly distributed and applied thinly in the field.</p> <p>Muis Melewar Estate</p> <p>Available an IPM Plan Programme covering:</p> <ul style="list-style-type: none"> • Rats • Ganoderma • Leaf Eating Caterpillar • Rhinoceros Beetle. <p>The plan included action included Census being carried out to assess the severity of the attack, planting of beneficial plant and chemical treatment. Maintaining related signages, EFB and compost evenly distributed and applied thinly in the field. Beneficial plants such as Cassia Cobanesis, Antigonon Leptopus and Turnera Subulata will be planted at strategic locations to attract natural enemies of leaf eating caterpillars. The management staff to be trained to be observant of all possible pest to estate.</p>	Complied

7.1.2	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. - Minor compliance -	This is not practiced in the estates visited. None of species were referenced in the Global Invasive Species Database and CABI.org are used in the management of IPM. In JC Chang Group estates, 3 plant species were used for IPM such as Tunera subulata, Cassia cobanensis, and Antigonon leptopus	Complied
7.1.3	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. - Minor compliance -	No evidence and records of use of fire for pest control at Melewar Estate. JC Chang estates had committed to Zero Burning compliance as spelt out in the Environmental Policy dated 01/01/2008.	Complied
Criterion 7.2: Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.			
7.2.1	(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. - Critical (Major) compliance -	Melewar Estate has maintained and revised if required, the Documented Standard Operating Procedures file that contains in the safe operating procedures and the procedures to implement the various major field operations. For example, among others, the Estate SOP Manual has procedures category for the following operations: Justifications for Pesticide Usage under IPM (Insecticide, Fungicide & Rodenticide) (B/008-14/2016) Justifications for Pesticide Usage under IPM (Weedicides) (B/009-10/2015) Weeding Regime & Practices (B/004-01/2008)	Complied
7.2.2	(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. - Critical (Major) compliance -	Records of pesticides used (including active ingredients used and area treated, amount of active ingredients applied per ha and number of applications) were established and monitored. No Class 1 chemical been using as per sample estate verification in Melewar Estate:	Complied

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Chemicals Used	Active Ingredient	Qty Used Jul 20-Jun 21
Ally 20DF	20 %	322 Kg
Sentry	41%	6,232 Lt
Ammo Supre	33.6 %	80 Lt
Monex	47.3 %	1,380 Lt
Amine	48 %	127.30 Lt
Miracle	75 %	72.15 Lt
Nufarm	41 %	100 Lt
Garlon	31.40%	164 Lt

Tye Yang Estate
Has maintain record of Pesticides application is sighted in a Weedicide Usage Record FY 2021/FY2022:
1st Quarter (Jul-Sep21)
2nd Quarter (Oct-Dec 21) and among sampled included data as below:

Period Monitoring	Pesticides Used	Field	Total Used	Active Ingredient	A.I Used Per Ha
July 21	Ally 20DF	PM15A	3.00 kg	20%	0.04777
July 21	Nufarm Glyphosate	PM18B PM00A	700 Lit	41%	0.53789

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			PM95A PM17B PM09A PM15A PM11A PM97A PM13B PM16A			
	July-Sep 21	Sentry	PM09A PM15A	105 Lit	41%	0.572
	Sep 21	Miracle	PM18B PM00A PM95A Nurser y PM17B PM09A PM15A PM16A PM11A PM12A PM97A PM13B	7.25 Lit	75%	0.01250
	Jul-Sep 21	Garlon 250	PM09A PM15A	430 Lit	32.10%	0.28964

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				PM11A PM16A PM00A PM12A																					
		<p>Muis Melewar 2 Estate Active Ingredient per Ha Monitoring:</p> <table border="1"> <thead> <tr> <th>As at June 21</th> <th>Sentry</th> <th>Ally 20DF</th> <th>Nufarm</th> <th>Glysum</th> <th>Garlon Mix</th> <th>Storm</th> <th>Garlon 250</th> </tr> </thead> <tbody> <tr> <td>FY 2021</td> <td>0.11</td> <td>1.69</td> <td>0.00</td> <td>0.21</td> <td>0.06</td> <td>0.01</td> <td>0.10</td> </tr> </tbody> </table>							As at June 21	Sentry	Ally 20DF	Nufarm	Glysum	Garlon Mix	Storm	Garlon 250	FY 2021	0.11	1.69	0.00	0.21	0.06	0.01	0.10	
As at June 21	Sentry	Ally 20DF	Nufarm	Glysum	Garlon Mix	Storm	Garlon 250																		
FY 2021	0.11	1.69	0.00	0.21	0.06	0.01	0.10																		
7.2.3	<p>(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans. - Critical (Major) compliance -</p>	<p>The Melewar Estate encouraged and established biological control as per IPM Plan for Financial Year 2020/2021 reviewed on 20/07/20. The implementation as explained in the SOP. No prophylactic use of pesticides found at visited operating units. Sighted Guidelines for Integrated Pest and Disease management of Oil Palm (L/001-06/2017 dated 07/05/17.</p>							Complied																
7.2.4	<p>There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines. - Minor compliance -</p>	<p>As sampled in Melewar Estate, found no prophylactic use of pesticides and not sighted in Chemical Store.</p>							Complied																
7.2.5	<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>JC Chang only purchase chemicals that are registered under the Malaysian Pesticides Act 1974 (Act 149) and Regulations. Sighting of the Chemical Register at sampling estates showed that only class II, III & IV chemicals were used. There were no Class 1A and Class 1B agrochemicals used. Paraquat was eliminated totally. In its place, alternatives such as Glyphosate were used instead. As per</p>							Complied																

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	<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>Chemical register in Melewar 2 estate dated 11/3/2021, no chemical under class 1A or 1B or that listed by the Stockholm or Rotterdam Conventions, and paraquat.</p>	
7.2.6	<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>J.C Chang Group of Estates has established a Guidelines on IPM as sampled under Guide No. 10 Operator Safety and training, mentioned: Training and retraining of staff and selected workers will be important for cost effective IPM of major pest and disease of oil palm. IPM Training was conducted on 04/11/21 attended by 7 staff (Asst. Manager, Field Conductors) in Melewar Estate.</p> <p>Guidelines on Weeding Regime and Practices (B/004-02/2019) dated 12/08/19 under Guide No. 16 stated pesticides are only handled, used, applied by a person who have completed the necessary training and applied in accordance to the products label.</p>	Complied
7.2.7	<p>(C) Storage of all pesticides is in accordance with recognised best practices.</p> <p>- Critical (Major) compliance -</p>	<p>The site visit to Chemical Store found Lady Storekeeper was having good knowledge and understanding on chemical storage requirements. Sighted adequate signage posted with warning of chemicals hazardous to health. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation. Good ventilation system for adequate air flow (On the switch 5 minutes before entry), No workstation placed in the chemical storage, First aid box allocated for emergency use, PPE requirements clearly explained and SDS maintained.</p>	Complied

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		<p>Muis Melewar 2 Estate</p> <p>Sighted the Chemicals Store properly signed with pictograms, warning sign and information on hazardous chemicals. It was locked properly and clear instruction posted at the entrance on the requirements and prohibition for safety and health practices. Emergency shower and eye wash allocated at the store with spill kits, first aid boxes, containment, SDS (all reviewed below 5 years).</p>	
<p>7.2.8</p>	<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>The estates use the empty chemical containers as premix containers to transport chemical premix to the field for chemical spraying operations. Access excess used chemical containers are triple rinsed and punctured and then stored at the Empty Chemical Container Store. Visit to the store showed that all chemical containers stored were triple rinsed and punctured accordingly. The accumulated chemical containers were then disposed to through licensed waste collector. Verified the records of disposal as follows:</p> <p><u>Melewar Estate 1</u></p> <ul style="list-style-type: none"> • Waste Manager: Newgates Industries (Borneo) Sdn Bhd • Date: 04/12/2021 • Payment Voucher Number: A8729 <p><u>Tye Yang Estate</u></p> <ul style="list-style-type: none"> • Waste Manager: Newgates Industries (Borneo) Sdn Bhd • Date: 04/12/2021 • Payment Voucher Number: 18430 <p><u>Pelita Estate</u></p>	<p>Complied</p>

		<ul style="list-style-type: none"> Waste Manager: Lahad Datu Recycle Co. Date: 08/09, 28/5, 26/5, 24/5/2021 Payment Voucher Number: Not available <p><u>Muis Melewar Plantation 2</u></p> <ul style="list-style-type: none"> Waste Manager: Newgates Industries (Borneo) Sdn Bhd Date: 08/12/2021 Payment Voucher Number: 18438 <p><u>Muis Melewar Plantation 1</u></p> <ul style="list-style-type: none"> Waste Manager: H&L Trading Date: 04/11/2021 Payment Voucher Number: 14718 	
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>J.C Chang Group of Estates has established a Guidelines for Weeding Regime and Practices (B/004-02/2029) dated 12/08/19 under guide No. 19 contained statement on prohibition of Aerial Spraying 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. No evidence of Aerial Spraying observed at all visited 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>Melewar Estate</p> <p>Sighted record of Medical Surveillance conducted. Medical surveillance was conducted for 43 workers (Sprayers, Manure, Weeder, Chemical handlers) done by Klinik Marbello (Paris) Sdn Bhd. HQ/16/DOC/00/557 (Dr. Mohamad Fikri b. Zanal Abidin) on 06/08/21. All certified as Fit to Work.</p>	Complied

		<p>Tye Yang Estate Medical Surveillance was conducted as Summary Report 2021 prepared by Klinik Marbello (Paris) conducted on 54 workers (Sprayers, Manurers, Storekeeper, genset Operator, Nursery) on 26/09/21. All certified as Fit To Work and no need for Medical Removal.</p> <p>Pelita Estate Medical Surveillance Report year 2021 for 17 workers handling chemicals hazardous to health on 27/10/21. Next will be performed on 27/09/22. All Fit To Work as commented by OHD Dr. Chia Sia Cheng (HQ/13/DOC/00/315).</p> <p>Muis Melewar 2 Estate Medical Surveillance was conducted a Report of Summary Medical Surveillance Programme 2021 by Marbello Group of Clinics, Lahad Datu. Done on 12 workers on 03/01/21 and Fit To Work. No workers required a Medical Removal Protection. Some workers detected to have non-occupational related medical condition.</p> <p>Muis Melewar 1 Estate Medical Surveillance was conducted by Clinic Dr. Chong as reported on 16/09/21. (HQ/11/DOC/00/223). Programme done on 16/08/21 on 25 workers (Field Conductor, Manurer, mandora, Storekeeper, Workshop, Sprayers and Water Treatment Operator). All Fit To Work (FTW). Sampled at Block B17, Group of Sprayers and all explained that they had attended the Medical Surveillance Programme. They aware on the result (FTW).</p>	
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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>J.C Chang Group of Estates has established a Guidelines for Weeding Regime and Practices (B/004-02/2029) dated 12/08/19 under guide No. 21 contained statement on No work with pesticides in undertaken by persons under age of 18 years old. Pregnant or breastfeeding women or other people that have medical restrictions should be offered alternative equivalent work.</p> <p>The lady Storekeeper able to explain and understood the requirements and not being pregnant and breastfeeding.</p> <p>Pelita Estate and Muis Melewar 2 Estate</p> <p>All ladies working with chemicals required to attend monthly pregnancy test as record sampled from Pregnancy Test Record Book (Weeder and Manurer).</p> <p>Muis Melewar 1 Estate</p> <p>Sampled group of ladies Sprayers at Block 98A17, found good under understanding on the no pregnancy and breastfeeding chemicals handlers can work with pesticides. Informed that every month a pregnancy test conducted by HA. Sighted a Monthly Report of Pregnancy Test Check Up and record of result for month of November, October, September, August and the rest were consistently maintained.</p>	Complied
<p>Criterion 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.</p>			
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>Wastes management plan is developed through the Environmental and Social Improvement Plan. Generally, the scheduled wastes were disposed through licensed vendors, recyclable wastes through recycle centres and organic wastes through landfill.</p> <p>E.g. at Pelita Estate, evidence of recycle wastes had been delivered to a recycle centre (Lahad Datu Recycle Co.) can be seen through</p>	Complied

		<p>a receipt, dated 29/05/2021. Among the wastes delivered were carton box, paper, and plastic bottles.</p>	
<p>7.3.2</p>	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated. - Minor compliance -</p>	<p>Generally, the workers have demonstrated good understanding in proper disposal of wastes. The visited labour quarters were observed to be in clean condition. Wastes were properly disposed as mentioned in Indicator 7.3.1.</p> <p>Scheduled wastes were disposed through licensed contractors which were verifiable through eSwis. Examples of Consignment notes verified:</p> <p>MPOM:</p> <p>#20211129096F4A7Y, SW409 (empty boiler chemical containers, disposed on 24/11/2021</p> <p>#2021112717XZS4Q1, SW409 (lubricant empty drums), disposed on 24/11/2021</p> <p>#2021112717JLM9XV, SW410 (contaminated rags), disposed on 24/11/2021</p> <p>#2021112717CSHPA7, SW305, disposed on 24/11/2021</p> <p>#2021112717B07F8A, SW409 (empty lab chemical containers), disposed on 24/11/2021</p> <p>#2021112715W5V82O, SW102, disposed on 24/11/2021</p> <p>#20211129091U6PA0, SW410 (used oil filter), disposed on 25/11/2021</p> <p>#20211129090FGR8B, SW322, disposed on 25/11/2021</p> <p>ME1:</p> <p>#2021112908X4PTMR, SW409, disposed on 24/11/2021</p>	<p>Complied</p>

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		<p>#20211130154JATBO, SW410 (used filter), disposed on 24/11/2021 #2021113015U3IVNQ, SW305, disposed on 24/11/2021</p> <p>TYE: #2021112422C82AWB, SW410 (used filter), disposed on 24/11/2021 #2021112422UWF1YO, SW305, disposed on 24/11/2021 #2021112422QALY7O, SW409, disposed on 24/11/2021 #20211126216P9I7G, SW409 (empty fertiliser bags), disposed on 24/11/2021 #2021112422UWF1YO, SW305, disposed on 24/11/2021</p> <p>PE: #2021112512UD9I2L, SW305, disposed on 14/10/2021 #2021112512DZY56E, SW410, disposed on 14/10/2021 #2021112512JT1BHV, SW306, disposed on 14/10/2021 #2021112512BE4TLC, SW409, disposed on 14/10/2021</p> <p>MMP2: #2021120815OER6P3, SW305, disposed on 11/10/2021 #20211208156UG9YN, SW410, disposed on 11/10/2021 #2021101215N59PFT, SW409 (used fertiliser bags), disposed on 11/10/2021 #2021101215QGHMBJ, SW409 (used steel drum), disposed on 11/10/2021</p>	
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		<p>#20211012150GAYSX, SW109 (used florescent tubes), disposed on 11/10/2021 #2021101215H24KVJ, SW102 (used batteries), disposed on 11/10/2021</p> <p>MMP1: #2021121014NJ41R7, SW306, disposed on 20/10/2021 #2021121014DJGI1P, SW305, disposed on 20/10/2021 #2021121014I68MPW, SW410, disposed on 20/10/2021 #2021121014HKGTN9, SW409, disposed on 20/10/2021</p> <p>SW404 (clinical wastes) is disposed through an authorised collecting VMO (e.g. Klinik Mabello (Tungku) Sdn Bhd), where the VMO will be the waste generator on behalf of the estates and disposes the waste through a licensed vendor. Transaction documents between the estates and VMO were made available for transaction.</p> <p>Landfill is used for disposal of wastes guided by "Guidelines on Garbage Disposal" [doc. No.: F/006-06/2016, dated 21/12/2016]. The landfills were located at the field. Based on visits at the sampled operating units, the landfill locations were found to be appropriate which is far from residential areas, waterways, and flood prone areas.</p>	
7.3.3	The unit of certification does not use open fire for waste disposal. - Minor compliance -	There was no wastes disposal by using open fire observed during the site visits.	Complied
<p>Criterion 7.4: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			

<p>7.4.1</p>	<p>Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts. - Minor compliance -</p>	<p>Melewar Estate has established SOPs of good agricultural practices to manage soil fertility to optimise yield and minimise environmental impacts documented in:</p> <ul style="list-style-type: none"> • Guideline on Soil and Water Conversation (C/002-01/2008) dated on 10/11/18 and Fertilizer Recommendation (B/015-01/2013) dated on 19/07/13. These guidelines has outlined the method to ensure palm oil produce optimal and sustained yield. • Guidelines on Fertilizer Receipts, Management and Application (H/001-03/2016) dated 15/09/16 explained a guide of best practices on area and method of application of fertilizer for increasing yield level in the field. • Standard Operating Procedure on chemicals Purchase, Storage, Handling and Disposal of Used Chemicals and Containers (H/005-02/2015) dated 03/08/15. Process of purchase, receiving and storage of chemicals including handling were defined and explained. Used chemicals and disposal were covered as guidance for best practices. <p>Guidelines for Weeding Regime and Practices (B/004-02/2029) dated 12/08/19 explained</p>	<p>Complied</p>
<p>7.4.2</p>	<p>Periodic tissue and soil sampling is carried out by Companies to monitor and manage changes in soil fertility and plant health. - Minor compliance -</p>	<p>JC Chang group has established Guidelines for Soil Sampling, refer document no. C/027-01/2017 and Guidelines for Foliar Sampling, refer document no. C/026-01/2017 dated 31/05/2017. The objective of the sampling conducted as follows:</p> <p>To determine soil fertility status and fertiliser requirement</p> <p>To assist with the preparation of annual fertiliser program Reviewed the sampling records as follows:</p> <p>Tye Yang Estate Soil Sampling Record done by KDC Laboratory latest on 11-12/03/21. Soil Test Report No. R21/4/49 dated 16/03/21.</p>	<p>Complied</p>

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		<p>Muis Melewar 2 Estate Tissue and Soil Sampling was conducted between 22-28/04/21 and report received on 05/06/21 done by KDC Labarotary. Soil Test Report No. R21/5/40 dated 08/05/21.</p> <p>Muis Melewar 1 Estate Estate Manager has on 03/04/21 sent a letter to Chemist of KDC Labarotary to conduct Folliar and Soils Sampled and Analysis. The Foliar Test Report No. R21/4/119 was sighted</p>	
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>Nutrient recycling strategy is in place and includes use of Empty Fruit Bunches (EFB). Sampled in Tye Yang Estate</p>	Complied
7.4.4	<p>Records of fertiliser inputs are maintained.</p> <p>- Minor compliance -</p>	<p>J.C Chang Group has established a Guidelines on Fertilizer Receipts, Management and Application (H/001-03/2016) dated 15/09/16.</p> <p>Tye Yang Estate Fertiliser application was conducted as per SOP established and recommendation by the Agronomist. As email received from Yong Kian Keong (Sr. Agronomist) for FY 2021/2022 (Oct2021-June 2022). Input Included Field, Block, Ha, SPH, Soil, Planting Material, Application Month, Fertilizer Type, Round and etc. Available fertilizer Programme Immature & Mature Area for 1st half 2020/21, 2nd half 2020/2021, Round 1 mature and Immature Oct-Nov 2021.</p> <p>Muis Melewar 2 Estate Similar recommendation received for application of Fertilizer programme for FY Oct 2021-June 2022. Input Included Field, Block, Ha, SPH, Soil, Planting Material, Application Month, Fertilizer Type, Round and etc for Immature & Mature.</p> <p>Muis Melewar 1 Estate</p>	Complied

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		<p>Recommendation received from Yong Kian Keong (Sr. Agronomist) as found on email received on 29/11/21 with enclosed Fertilizer Programme for FY (Oct 2021-Jun 2021).</p>	
Criterion 7.5: Practices minimise and control erosion and degradation of soils.			
7.5.1	<p>(C) Maps identifying marginal and fragile soils, including steep terrain, are available. - Critical (Major) compliance -</p>	<p>Map identifying Soil and terrain were available for all the sampled estates. The map was sourced from publication of the British Government’s Overseas Development Administration (Land Resources Division) UK, 1974 for the Sabah Government. There were no soils classified as fragile or marginal in the sampled estates visited.</p> <p>ME1 soil map and terrain map: Kretam series 81.34%, Kinabatangan series 16.73% and Lungmanis series 1.93%</p> <p>Identification of steep slope is done through engagement of licensed consultant who conducts the Proposed Mitigation Measure (PMM) prior to replanting. Verified PMM approved report #NOBES/19/55/1 for 290.40 Ha, dated Feb 2020, where topographic condition is identified. Based on the report, there is no steep terrain >25 deg in the approved replanting area.</p> <p>Tye Yang soil map and terrain map: Kretam series 68%, Kinabatangan series 16%, Lungmanis series 13% and Rumidi 3%.</p> <p>Identification of steep slope is done through engagement of licensed consultant who conducts the Proposed Mitigation Measure (PMM) prior to replanting. Verified PMM approved report #KWEC-(EV)/16/19 for 450.55 Ha, dated Mar 2017, where topographic</p>	Complied

condition is identified. Based on the report, there is no steep terrain >25 deg in the approved replanting area.

Based on the statements from agronomist to the estates through e-mails dated 24/10/2019 (MMP1), 22/10/2019 (MMP2) and 23/10/2019 (PE), there are no soils categorized as marginal or fragile. Map of major soils are available for each estate for verification: The compositions of major soils are as follows:

Soil association	%		
	MMP1	MMP2	PE
Kalabakan			61
Lungmanis			22
Kinabatangan	8.6		10
Sapi	5.3		4
Tengah Nipah			3
Wullersdorf	48.4		
Brantian	20.6	2.38	
Table	16.1		
Tiger	0.9		
Bang		49.07	
Gumpal		48.55	

		Identification of slope terrain was reported in Slope Analysis Report at each estate. Based on the reports, only MMP2 has some 14% of slope area more than 25°.	
7.5.2	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. - Minor compliance -	Maps identifying slopes were available at all the sampled estates. Based on the maps provided it was verified that no replanting was done on steep slope above 25 degree. Besides that, the replanting at steep terrain will also be covered in EIA or PMM and will be monitored through the Environmental Compliance Monitoring by a certified independent consultant.	Complied
7.5.3	There is no new planting of oil palm on steep terrain. - Minor compliance -	No new planting of oil palm on steep terrain at all the sampled estates.	Complied
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.			
7.6.1	(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. - Critical (Major) compliance -	Referring to Indicator 7.5.1 above where soil series and terrain were analysed, the long-term suitability of land for oil palm cultivation had been considered in plans and operations. Guided by the Agricultural Manual and company other SOPs, planting density, land clearing and preparation, leguminous cover plant, manuring, weeding, pest and disease, no planting on steep terrain and others were followed to optimise land usage. Nonetheless, there is no new planting at all the sampled estates.	Complied
7.6.2	Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices. - Minor compliance -	There was no marginal nor fragile soil at the sampled estates based on soil series and topography maps. Nonetheless, there is no new planting at all the sampled estates.	Complied

7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. - Minor compliance -	Soil series and topography maps were made available for verification. Nonetheless, there is no new planting at all the sampled estates.	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 -	There is no new planting reported and seen during site visit. Additionally, based on the soil map and observation during the site visit, there was no peat soil at the sampled estates.	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 -	This indicator is not applicable as there is no peat soil present within the sampled estates.	Not Applicable
7.7.3	(C) Subsidence of peat is monitored, documented and minimised. - Critical (Major) compliance -	This indicator is not applicable as there is no peat soil present within the sampled estates.	Not Applicable
7.7.4	(C) A documented water and ground cover management programme is in place. - Critical (Major) compliance -	This indicator is not applicable as there is no peat soil present within the sampled estates.	Not Applicable
7.7.5	(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	This indicator is not applicable as there is no peat soil present within the sampled estates.	Not Applicable

	<p>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>		
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>	This indicator is not applicable as there is no peat soil present within the sampled estates.	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>	This indicator is not applicable as there is no peat soil present within the sampled estates.	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>Water management plan is in place and incorporated under Environmental and Social Improvement Plan. The plan has included the availability of water sources and to avoid negative impacts on other users in the catchment. No restriction of access to clean water or contribute to pollution of water used by communities.</p> <p>Access to clean water is adequately provided to workers for household consumption. Water quality is being monitored on annual basis to ensure water supply is safe for consumption. However, the</p>	Non-compliance

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	<p>- Minor compliance -</p>	<p>drinking water quality analysis at Pelita Estate was not carried out as per its water management plan i.e. once a year. The last analysis was done on 24/10/2019. Thus, a non-conformity report was assigned due to this lapse. The other two estates have conducted their analysis as per planned.</p> <p>For the existing estates, the latest tests were carried out was on 17/02/2021 (TYE), 23/09/2021 (Melewar POM) by a 3rd party accredited laboratory (SAMM No. 576). The results showed that all parameter tested were within the Standard based on Food Act 1983, Food Regulations 1985.</p>													
<p>7.8.2</p>	<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>Guidelines on establishment of riparian buffer zone, doc. ref. C/001-03/2019, dated 27/04/19 in line with Department of Drainage and Irrigation's guidelines.</p> <p>Width of zones are guided by the followings:</p> <table border="1" data-bbox="1137 855 1825 1155"> <thead> <tr> <th>River width (m)</th> <th>Buffer zone width</th> </tr> </thead> <tbody> <tr> <td>> 40</td> <td>50</td> </tr> <tr> <td>20 to 40</td> <td>40</td> </tr> <tr> <td>10 to 20</td> <td>20</td> </tr> <tr> <td>5 to 10</td> <td>10</td> </tr> <tr> <td>< 5</td> <td>5</td> </tr> </tbody> </table> <p><u>Pelita Estate</u></p> <p>Water analysis for the main river i.e. Sg Lameru or Sg Kapur is done annually. The last report is dated 04/10/2021 [report no.: R21/9/311] by a third-party lab in accordance to "Guidelines on</p>	River width (m)	Buffer zone width	> 40	50	20 to 40	40	10 to 20	20	5 to 10	10	< 5	5	<p>Complied</p>
River width (m)	Buffer zone width														
> 40	50														
20 to 40	40														
10 to 20	20														
5 to 10	10														
< 5	5														

		River Water Sampling Procedure” [C/011-01/2010, dated 4/2/2010]. Parameters tested were pH, BOD, COD, SS, AN and DO. ME1 – seen purchase receipt of 75 anak pokok pelbagai jenis, #58628, dated 13/11/2021, planted at riparian zone Sg Tenegang as part of the restoration of riparian zone programme.	
7.8.3	Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored. - Minor compliance -	The mill applies the biological system with anaerobic lagoon in series coupled with biogas plant for its treatment of effluent. The quality of discharged effluent was analysed every month and the parameters are T, pH, BOD, COD, TS, SS, O&G, AN and TN. Based on quarterly report to the DOE, the mill has complied with the regulated limit.	Complied
7.8.4	Mill water use per tonne of FFB is monitored and recorded. - Minor compliance -	The mill has been monitoring its consumption of water on daily basis. Based on the daily records, the consumption is as follows: FY 20/21 = 1.50 m ³ /mt FY 21/22 = 2.44 m ³ /mt as at Oct 2021	Complied
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 -	Plan for efficiency of the use of fossil fuels and to optimise renewable energy is implemented, monitored and documented in “Renewable Energy Plan for Melewar Palm Oil Mill” dated Jul 2021. Among the plans were: <ul style="list-style-type: none"> • Control running of diesel engine • Optimise biogas engine energy • Reduce the shell usage for the boiler and increase the saving and sell • Increase fibre usage as biofuel to reduce the diesel consumption 	Complied

		<ul style="list-style-type: none"> Continue using the methane gas from biogas plant in biogas engine to generate electricity <p>At the estates, the plans were documented in "Energy Management Plan for FY 21/22". Among the plans established and implemented were:</p> <ul style="list-style-type: none"> Regular maintenance of machinery and vehicles Proper planning in allocating transportation works Regular road maintenance 	
<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>			
7.10.1	<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.</p> <p>- Critical (Major) compliance -</p>	<p>Identification of significant pollutants and greenhouse gas (GHG) emissions has been done e.g. POME, diesel/fuel and fertilizer. Their usage has been recorded and documented at each of the operating unit. The plan to reduce or minimise the GHG emission has been established and incorporated with its plan to prevent pollution. Among the action plans were:</p> <ul style="list-style-type: none"> To optimise the usage of diesel To ensure efficiency of ETP <p>Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions. Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 4 which is submitted to the RSPO Secretariat. Based on verification of various records e.g. Lintramax System, the data in the RSPO PalmGHG Calculator was accurate.</p>	Complied
7.10.2	<p>(C) Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from</p>	<p>Not applicable since no new development by the certification unit.</p>	Not Applicable

	<p>the development are estimated and a plan to minimise them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p> <p>- Critical (Major) compliance -</p>		
7.10.3	<p>(C) Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.</p> <p>- Critical (Major) compliance -</p>	<p>Other significant pollutants such as soil erosion, wastes water from operational activities (chemical) have been identified and documented in Environmental and Social Improvement Plan, doc. ref. N/009-02/2019 dated 21/11/19. Implementation of plan is being monitored by appointed person in charge with target of time frame for completion.</p> <p>The mill is implementing its Continuous Emission Monitoring System (CEMS) as required by the DOE through the license compliance schedule. The monitoring system is an online link with the DOE centre.</p>	Complied
Criterion 7.11: Fire is not used for preparing land and is prevented in the managed area			
7.11.1	<p>(C) Land for new planting or replanting is not prepared by burning.</p> <p>- Critical (Major) compliance -</p>	<p>Based on the visit at the replanting areas, there was no sign of fire being used for preparing the land.</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>Fire prevention and control measures process is documented under Guidelines on Fire Prevention, Control and Stakeholder Engagement [doc. no.: M/017-03/2020 dated 17/01/2020.</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>At Melewar Estate 1, the adjacent stakeholders have been engaged through email (dated 23/11/2021) and individual briefing (Kg Koyah B villagers) about the Guidelines on Fire Prevention. Records of briefing were made available for verification.</p> <p>At Tye Yang Estate, the adjacent stakeholders have been engaged through email (dated 20/10/2020) and individual briefing (Kg Paris 3 villagers) about the Guidelines on Fire Prevention. Records of briefing were made available for verification.</p>	Complied

		<p>At Pelita Estate, the adjacent stakeholders have been engaged through phone calls dated 09/06/2021 (for Ladang Felda Sahabat 48/7, Ikhtisas Sempurna plantation, Tiong Kheng Estate, Great State Plantation). The adjacent stakeholders for Sri Mulia Division such as Masih Jaya Estate, Gold Crop Plantation, and Abid Emas Plantation, are planned to be engaged in December 2021 since Sri Mulia has been reacquired in July 2021. Records of briefing were made available for verification.</p> <p>At MMP2, the adjacent stakeholders have been engaged through individual meetings dated 13/12/2019 (Yuwang Estate, Komborongo Estate and Sim Yong Estate). YAPEIM and Forest department are planned to be engaged in 2022.</p> <p>At MMP1, the adjacent stakeholders have been engaged through individual meetings dated 27/08/2020 (Sabah Park – Taman Bukit Tawau), 01/10/2020 (Smallholder – Azni Ahmad Kream), 15/12/2020 (Sime Darby Merotai Estate), 23/09/2020 (SK Desa Subur). The rest (23 adjacent smallholders) were engaged through emails and letter. Records of acceptance of emails/letters were well maintained. The communications were made between 16/02/2021 – 29/11/2021. Another two remaining stakeholders are planned to be engaged in Feb 2022.</p>	
<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>There is no land clearing after November 2005 at all the sampled existing estates.</p> <p>As for Pelita, MMP1 and MMP2, the three estates were under JC Chang Group’s Takon Certification Unit. However, since Takon POM was sold on 22/01/2021 to a non-RSPO member buyer, the three estates had been transferred under Melewar Certification Unit. There was a LUC Analysis conducted by a consultant and reported</p>	Complied

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	<p>- Critical (Major) compliance -</p>	<p>on 16/11/2017 for Takon CU due to JC Chang Group submitted its "Reporting template for disclosure of areas cleared without prior HCV assessment since November 2005" on 22/09/2016. Based on the LUCA Report, it was concluded that:</p> <ol style="list-style-type: none"> 1) The calculation of the Final Conservation Liability has no discrepancies between the company and reviewer. 2) Total remediation area in MMP 1, MMP 2 and Takon are finalised. 3) The liability analysis for JC Chang is in accordance with RSPO guidelines and has received pass status. <p>The RaCP Concept Note has been approved by RSPO and the Compensation Plan implementation is in progress.</p>	
<p>7.12.2</p>	<p>(C) HCVs, HCS forests and other conservation areas are identified as follows:</p> <ol style="list-style-type: none"> 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. 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>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>No new land clearing made by the Certification Unit since 15/11/2018.</p> <p>Melewar Production Unit conducted the HCV assessment report conducted on 03 -10/04/2011 and 07 – 08/06/2011 as per Social & Environmental Assessment including a preliminary Management Review, JC Chang group's Asia and Melewar Production Units, Sabah, Malaysia dated 13/07/2011.</p> <p>No HCV identified within Melewar Production Unit as per assessment conducted.</p> <p>As for Pelita, MMP1 and MMP2, the estate has conducted the HCV assessment for Takon Production Unit by Wild Asia and documented in High Conservation Value Scoping and Biodiversity Impact Assessment for JC Chang Group, Takon Production Unit, Sabah, dated 15/11/2015.</p> <p><u>MMP1:</u></p>	<p>Complied</p>

		<p>The assessor has identified potential of HCV 1 and 5 at Sg. Merotai Kanan and threats to HCV 1 at the estate boundary with Tawau Hill Parks.</p> <p><u>MMP2:</u> The assessor has identified potential of HCV 1 at the estate boundary Ulu Kalumpang Forest Reserve.</p> <p><u>PE:</u> The assessor has identified potential of HCV 1 for estate boundary with Tabin Forest Reserve and HCV 4 at Sg. Lumeru.</p> <p>All the estates have established their HCV Management Plan which generally consists of protecting water bodies from pollution, continuous education to workforce and stakeholders on HCV protection through training and signage, and continuous monitoring of HCV areas through patrolling and supervision.</p>	
7.12.3	<i>Indicator is not applicable in Malaysia context</i>	NA	Not Applicable
7.12.4	(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 consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).	NA as no land development after 15/11/2018.	Not Applicable

	- Critical (Major) compliance -		
7.12.5	<p>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.</p> <p>- Minor compliance -</p>	NA as no land development after 15/11/2018.	Not Applicable
7.12.6	<p>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.</p> <p>- Minor compliance -</p>	<p>No new land clearing made by the Certification Unit since 15/11/2018.</p> <p>Melewar Production Unit conducted the HCV assessment report conducted on 03 -10/04/2011 and 07 – 08/06/2011 as per Social & Environmental Assessment including a preliminary Management Review, JC Chang group’s Asia and Melewar Production Units, Sabah, Malaysia dated 13/07/2011.</p> <p>No rare, threatened, or endangered (RTE) species are protected identified within Asia Production Unit as per assessment conducted. Even though no HCV or RTE species identified during the HCV assessment conducted, the MPU has established HCV management plan.</p> <p>All the sampled existing estates have continuously provided awareness on the stakeholder and workers on the HCV and RTE through various methods such as briefing, trainings and signage. Training records were well maintained and made available for verification e.g. Melewar Estate 1 (10/06/2021), Tye Yang Estate (13/10/2021). Signage stating prohibition of illegal hunting, collection of RTE species, fishing, chemical application at buffer zone area and cutting of trees were planted at strategic places in the estates such as at estate entrances, riparian buffer zones and conservation areas.</p>	Complied

		As for Pelita, MMP1 and MMP2, based on the HCV assessment report, a number of globally important species found, especially close to the nearby forest borders and along riparian areas. Stated in the estates' management plans, among the protection measures established were to create awareness, through regular training to workforce, to put up signage of hunting restriction, and regular monitoring of animal sightings. Records of training were well maintained by the estates. Based on the records, the latest trainings were conducted on 07/04/2021 (MMP1), 31/03/2021 (MMP2) and 07/04/2021 (PE).	
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. - Minor compliance -	Not applicable since there is no land clearing after November 2005.	Not Applicable
7.12.8	(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. - Critical (Major) compliance -	Not applicable since there is no land clearing after November 2005.	Not Applicable

Appendix B: GHG Reporting Executive Summary

The GHG emissions that were produced in **2020** for **Melewar Palm Oil Mill** and supply base was calculated using the PalmGHG Calculator version 4. 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 **2020** for **Melewar Palm Oil Mill** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	0.69
PKO	0.69

Extraction	%
OER	20.96
KER	4.52

Production	t/yr
FFB Processed	165,715.89
CPO Produced	34738.877
PKO Produced	7494.295

Land Use	Ha
OP Planted Area	17740.59
OP Planted on peat	109.40
Conservation (forested)	0
Conservation (non-forested)	567.22
Total	17849.99

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	76215.84	0.53	2103.65	0.39	0	0	78319.49	0.92
CO ₂ Emission from fertilizer	7887.01	0.05	161.61	0.03	0	0	8048.62	0.08
NO ₂ Emission from peat	818.94	0.01	0	0	0	0	818.94	0.01
NO ₂ Emission from fertilizer	6041.34	0.04	122.92	0.02	0	0	6164.27	0.06
Fuel Consumption	2833.04	0.02	68.19	0.01	0	0	2901.23	0.03
Peat Oxidation	5973.24	0.04	0	0	0	0	5973.24	0.04
Sink								
Crop Sequestration	-64060.72	-0.44	-1993.62	-0.37	0	0	-66054.34	-0.81
Conservation Sequestration	0	0	0	0	0	0	0	0
Total	35708.68	0.25	462.77	0.09	1743.65	0	37915.09	0.69

*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	0	0
Fuel Consumption	1082.06	0.01
Grid Electricity Utilization	0	0
Credit		
Export of Grid Electricity	-779.7	0
Sales of PKS	-3154.80	-0.02
Sales of EFB	-6110.51	-0.04
Total	-8962.96	-0.05

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

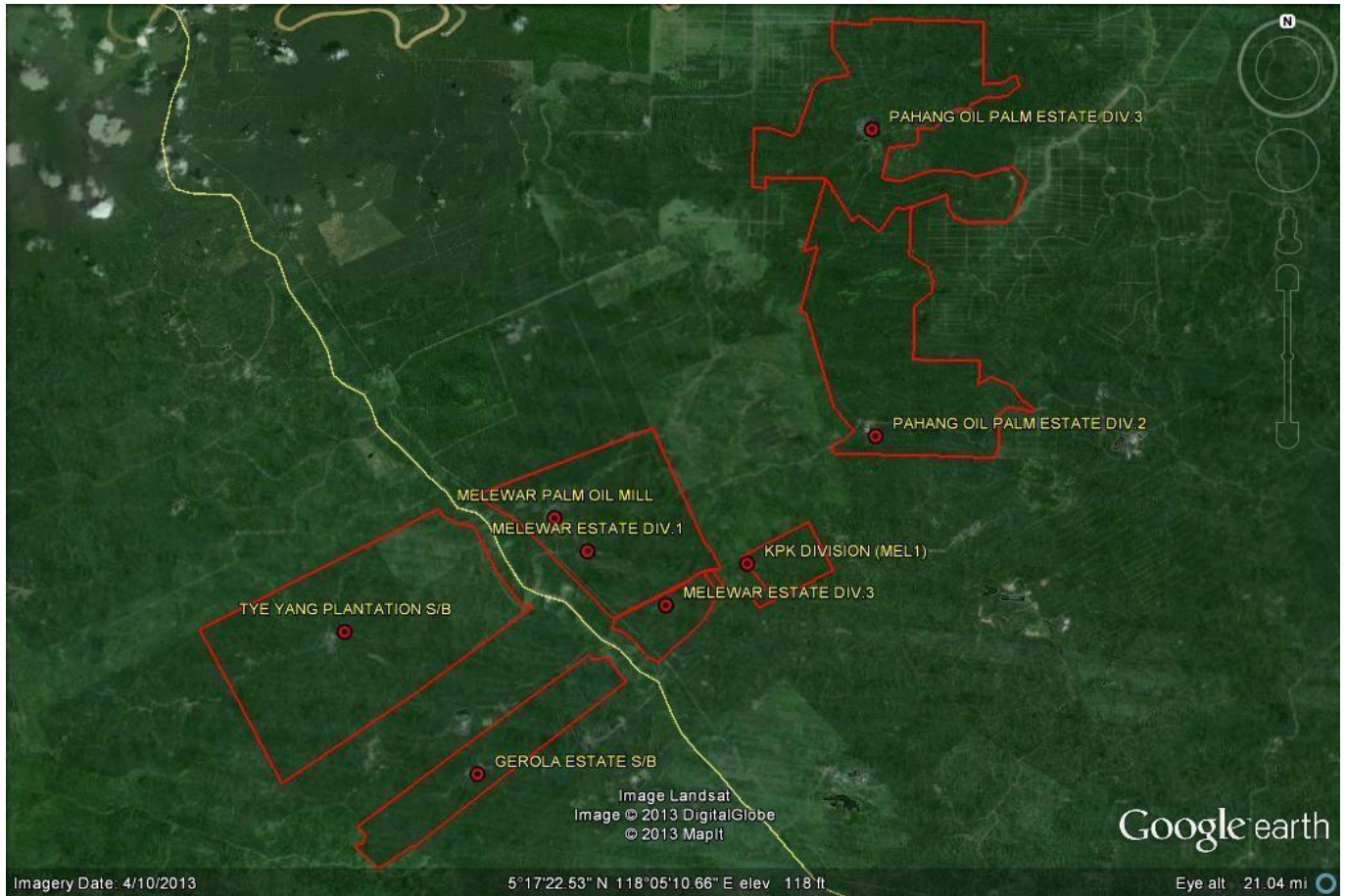
*This mill has no kernel crusher operation.

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

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	40
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	60

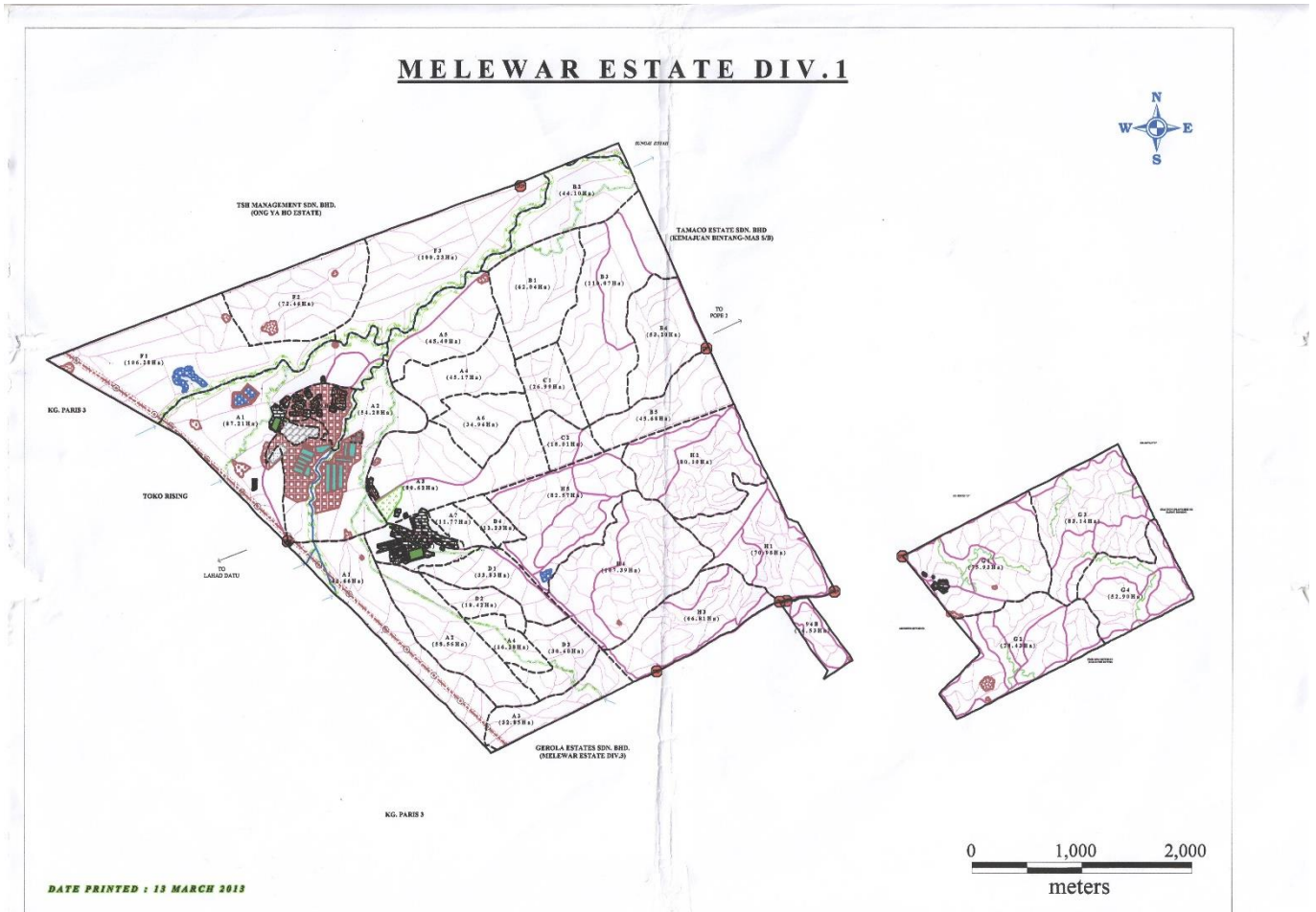
Appendix C: Location Map of Certification Unit and Supply bases

Melewar Palm Oil Mill

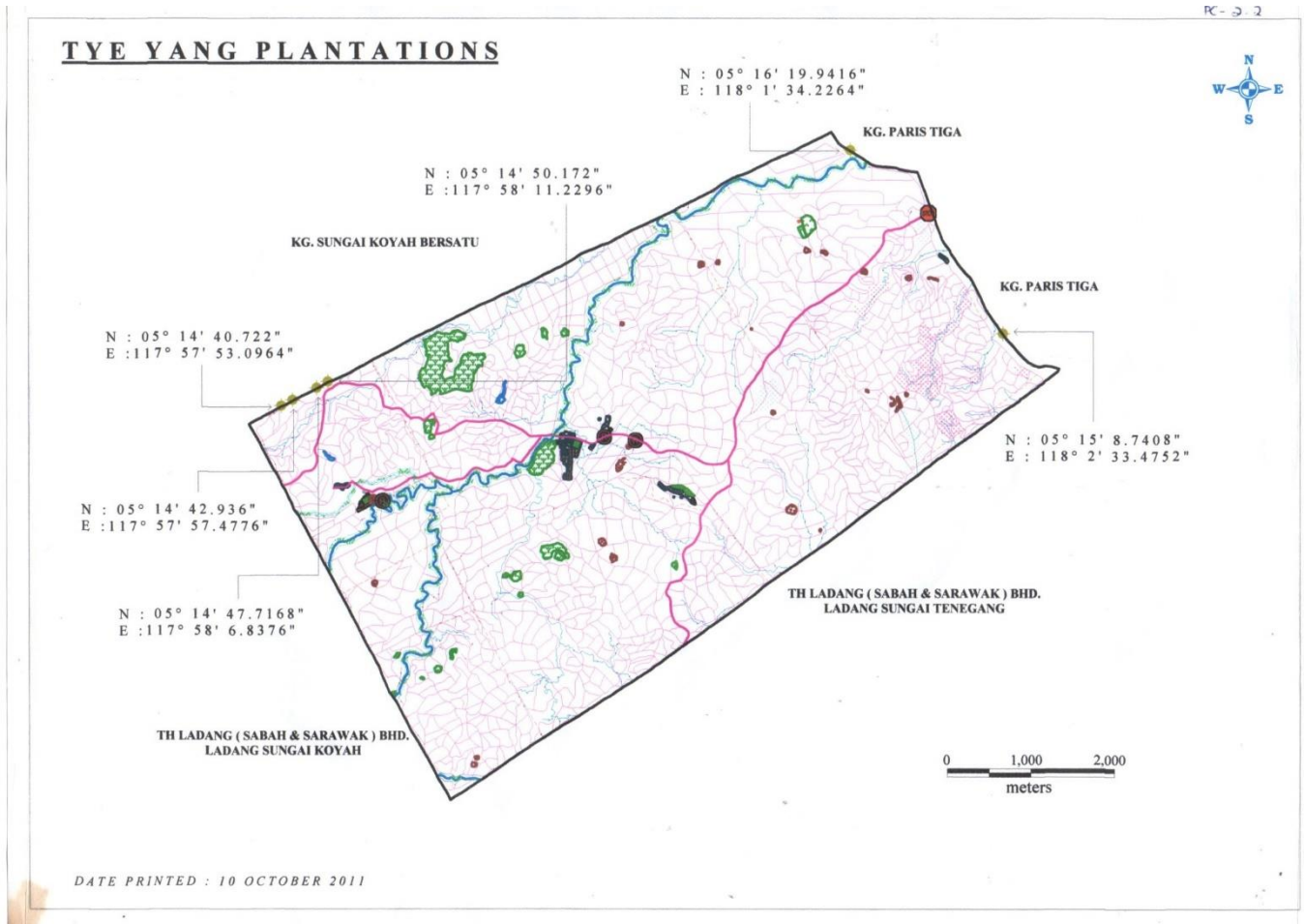


Appendix D: Estate Field Map

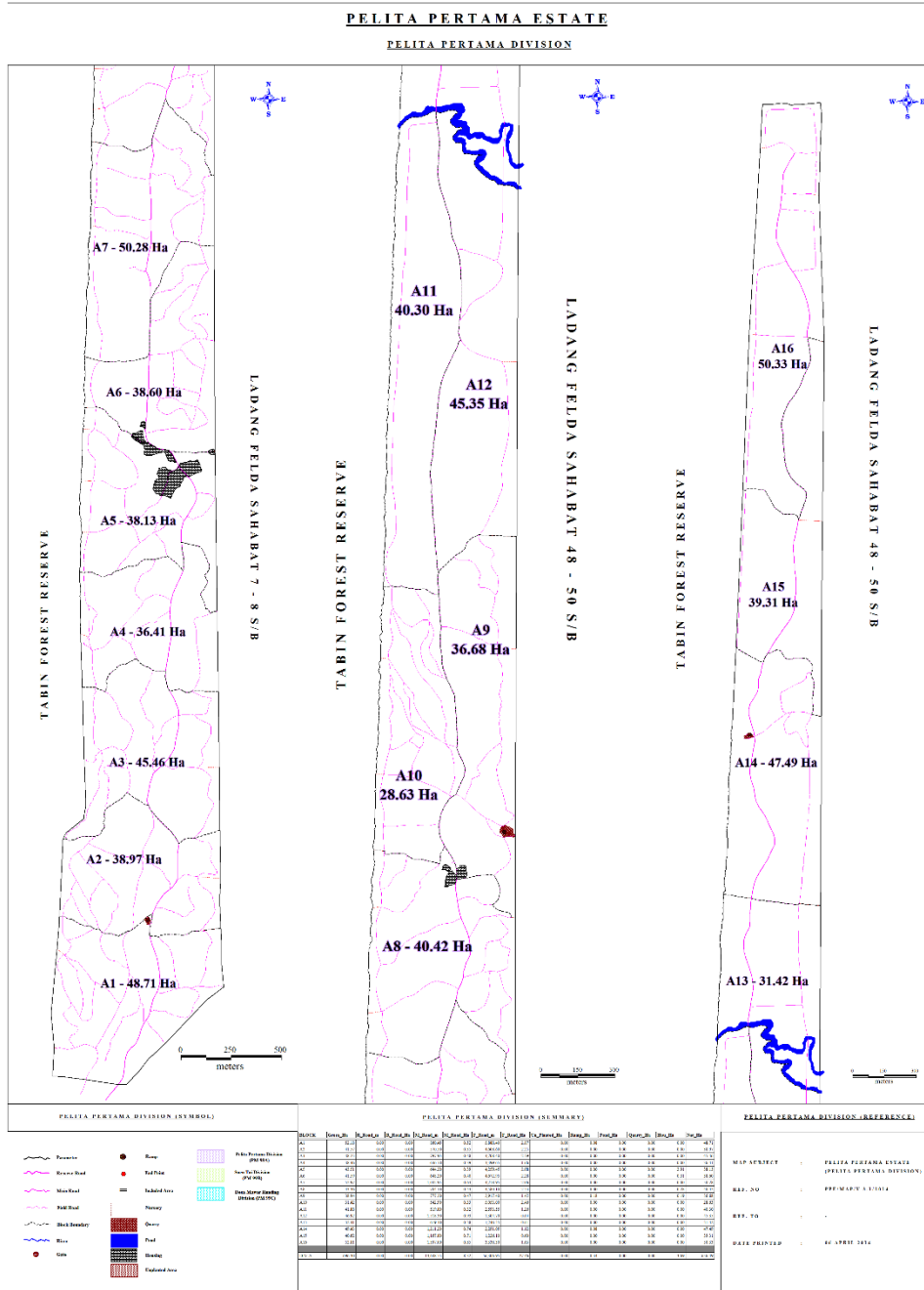
Melewar Estate 1



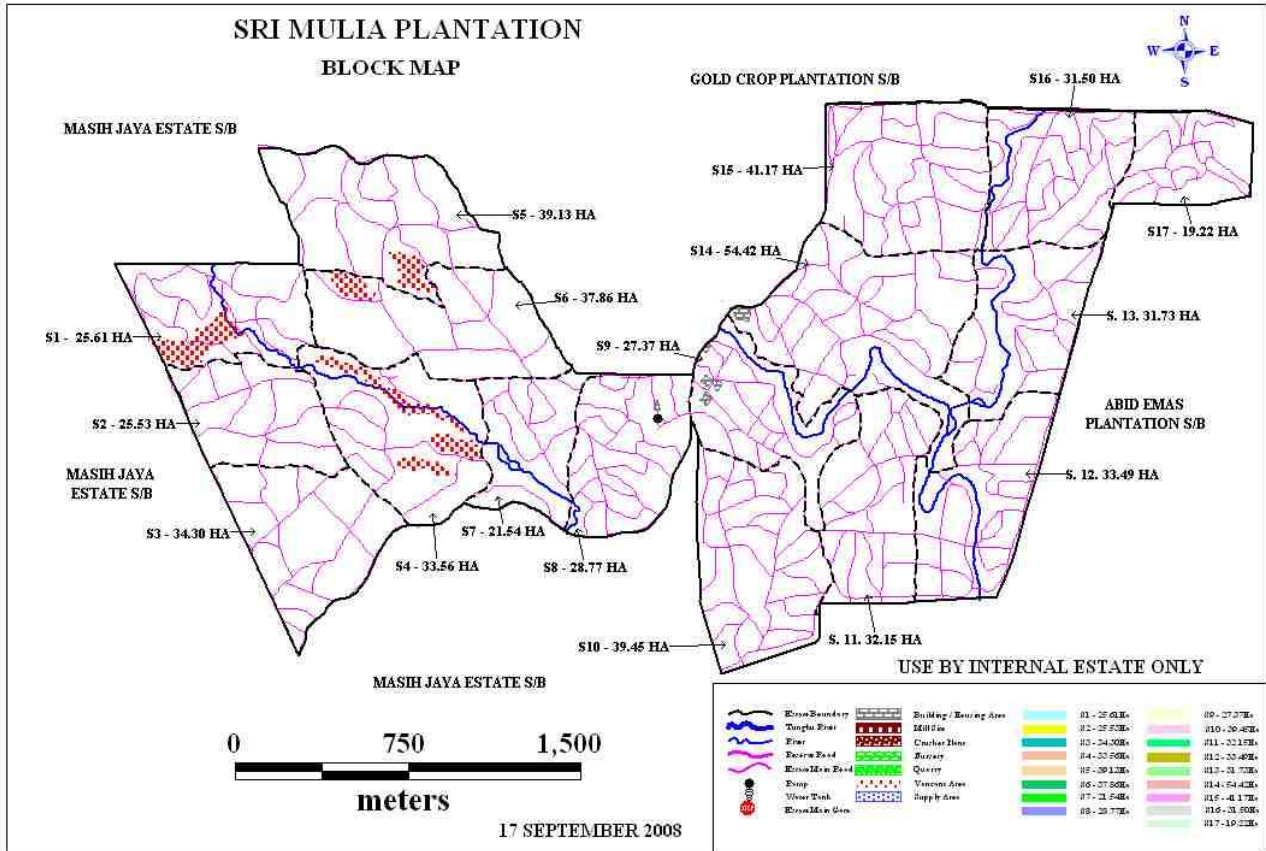
Tye Yang Estate



Pelita Estate
(Main Division)



Pelita Estate
(Sri Mulia Division)



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Appendix E: List of Smallholder Registered and sampled

Not applicable

No	Name of farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
Total									

Note: * are smallholders sampled in this audit.

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
ME	Melewar Estate
MMP	Muis Melewar Plantation
MPU	Melewar Production Unit
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