

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment**
- Annual Surveillance Assessment (2_1 & 2_2)**
- Recertification Assessment** (Choose an item.)
- Extension of Scope**

<p>Client Company name (Parent Company): Sime Darby Plantation Berhad</p>
<p>Client company Address: Level 5, Main Block, Plantation Tower No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia</p>
<p>Certification Unit: Strategic Operating Unit (SOU 8) East Palm Oil Mill</p> <p>Location of Certification Unit: Lot 2664 Jalan Pulau Carey, 960 Carey Island, Selangor, Malaysia</p>
<p>Date of Final Report: 27/07/2022</p>

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Section 1: Scope of the Assessment

1. Company Details			
Parent Company	Sime Darby Plantation Berhad		
RSPO Membership Number	1-0008-04-000-00	Membership Approval Date	07/09/2004
Address	Level 5, Main Block, Plantation Tower No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia.		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	Strategic Operating Unit (SOU 8) - East Palm Oil Mill		
Location / Address	Lot 2664 Jalan Pulau Carey, 42960 Carey Island, Selangor, Malaysia		
Website	www.simedarbyplantation.com		
Management Representative	Mdm. Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Mr Hudal Firdaus Lahuri (Mill Manager)	E-mail	kks.east@simedarbyplantation.com
Telephone	+603-78484379 (Head Office) +603-31224001 (Mill)	Facsimile	+603-78484356 (Head Office) +603-31224005 (Mill)

2. Certification Information			
Certificate Number	RSPO 543543	Certificate Start Date	19/05/2020
Date of First Certification	19/05/2010	Certificate Expiry Date	18/05/2025
Scope of Certification	Production of Palm Oil and Palm Kernel		
Visit Objectives	The objective of the assessment was to conduct annual surveillance assessment to ensure the elements of the proposed scope of registration and the requirements of the management standard are effectively addressed by the organization's management system and to confirm the forward strategic plan. This audit is based on RSPO Contingency Audit Procedure under scenario 4 with total 150% of audit sampling delivered during ASA2_2 onsite audit.		
Assessment Cycle	<input type="checkbox"/> Pre Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 2_1 & 2_2) <input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Scope Extension		
Applicable Standards / Normative Reference	RSPO Certification System for P&C and RSPO ISH 2020 <input type="checkbox"/> Choose an item. <input checked="" type="checkbox"/> Malaysia National Interpretation 2019 for RSPO P&C 2018 for the Production of Sustainable Palm Oil		

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Supply Chain Module	<input checked="" type="checkbox"/> Identity Preserved; <input type="checkbox"/> Mass Balance	Mill Capacity	30 MT/Hour
ISH certification Phase	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 687976	MS 2530-3 Malaysian Sustainable Palm Oil (MSPO) Part 3	BSI Services Malaysia Sdn Bhd	09/01/2023
MSPO 682045	MS 2530-4 Malaysian Sustainable Palm Oil (MSPO) Part 4	BSI Services Malaysia Sdn Bhd	09/01/2023
MSPO 714129	MSPO Supply Chain Certification Standard	BSI Services Malaysia Sdn Bhd	22/07/2024

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
East Palm Oil Mill	Lot 2664 Jalan Pulau Carey, Carey Island, 42960, Selangor, Malaysia	2°53'02.58"N	101°26'11.65"E
East Estate	East Estate, 42960 Carey Island, Selangor, Malaysia.	2°54'01.70"N	101°23'53.70"E
Dusun Durian Estate	Ladang Dusun Durian, 42700 Banting, Selangor, Malaysia	2°48'02.30"N	101° 27'43.00"E
Sepang Estate	Ladang Sepang, 43900 Sepang, Selangor, Malaysia	2°42'11.60"N	101°44'37.60"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
East Estate	4,994.79	12.15	627.51	5,634.45	88.65
Sepang Estate	2,689.13	2.40	467.27	3,158.80	85.13
Dusun Durian Estate	1,965.79	0.00	77.46	2,043.25	96.21
Total	9,649.71	14.55	1172.24	10,836.50	

6. Plantings & Cycle							
Estate / Smallholders	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
East Estate	409.65	1,798.49	2,268.09	518.56	0	4,640.88*	353.91
Sepang Estate	242.00	904.89	1,017.15	525.09	0	2,447.13	242.00
Dusun Durian Estate	52.55	592.09	1,224.75	96.40	0	1,913.24	52.55
Total (ha)	704.2	3,295.47	4,509.99	1,140.05	0	9,001.25	648.46

Note:
 *The mature palms was declared base on FFB production per ha @ 8 ton/ ha or 36 months old after planting which ever come first.

7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage / year			
	Estimated (May 2021 - Apr 2022)	Actual (Feb 2020 – Jan 2022)		Forecast (May 2022 - Apr 2023)
		Previous license period (Feb 20 – Apr 21)	Current license period (May 21 – Jan 22)	
East Estate	100,447.63	64,258.21	23,406.70	45,300
Sepang Estate	95,695.22	62,532.93	28,537.08	65,892
Dusun Durian Estate	92,841.37	52,573.29	32,362.85	51,102
Total	288,984.22	263,671.06		162,294

Note:
 The actual certified volume as follows:

Started date	FFB Volume	CSPO	CSPK
19/06/2020	172,681.24	38,369.77	8,806.74

The extension of volume has been request and approved as follows:

Approved date	FFB Volume	CSPO	CSPK
17/02/2021	48,000.00	9,800.00	2,200.00
02/06/2021	68,302.98	14,326.06	3,380.71

The total of FFB volume in table 7 were include the actual certified FFB approve and extension of volume approved on 17/02/2022 and 12/06/2021 as per table above.

8. Summary of Certified Tonnage of FFB (from other certified unit(s))				
Estate / Smallholders	Tonnage / year			
	Estimated (May 2021 - Apr 2022)	Actual (Feb 2020 – Jan 2022)		Forecast (May 2022 - Apr 2023)
		Previous license period (Feb 20 – Apr 21)	Current license period (May 21 – Jan 22)	
Bukit Talang Estate		0	347.07	
Sg Buloh Estate		0	791.95	
West Estate		1,789.76	2,509.29	
Total		5,438.07		

Note:

9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Out growers / smallholders	Tonnage / year			
	Estimated (May 2021 - Apr 2022)	Actual (Feb 2020 – Jan 2022)		Forecast (May 2022 - Apr 2023)
		Previous license period (Feb 20 – Apr 21)	Current license period (May 21 – Jan 22)	
N/A	N/A	N/A	N/A	N/A
Total	N/A	N/A		N/A

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	Feb 20	8,019.12	0.00	8,019.12
2	Mar 20	13,166.50	0.00	13,166.50
3	Apr 20	11,991.18	0.00	11,991.18
4	May 20	13,383.75	0.00	13,383.75
5	Jun 20	14,724.58	0.00	14,724.58
6	Jul 20	13,791.64	0.00	13,791.64
7	Aug 20	13,350.66	0.00	13,350.66
8	Sep 20	13,103.62	0.00	13,103.62
9	Oct 20	12,815.07	0.00	12,815.07
10	Nov 20	11,316.58	0.00	11,316.58
11	Dec 20	11,219.16	0.00	11,219.16
12	Jan 21	4,497.18	0.00	4,497.18

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13	Feb 21	12,345.12	0.00	12,345.12
14	Mar 21	14,574.16	0.00	14,574.16
15	Apr 21	12,855.87	0.00	12,855.87
16	May 21	11,870.21	0.00	11,870.21
17	June 21	11,741.73	0.00	11,741.73
18	July 21	9,410.76	0.00	9,410.76
19	Aug 21	11,698.76	0.00	11,698.76
20	Sept 21	11,513.52	0.00	11,513.52
21	Oct 21	10,038.99	0.00	10,038.99
22	Nov 21	8,084.86	0.00	8,084.86
23	Dec 21	7,105.58	0.00	7,105.58
24	Jan 22	6,490.53	0.00	6,490.53
TOTAL		269,109.13	0.00	269,109.13

10. Summary of Certified Tonnage (not applicable for ISS)			
Estimated (May 2021 - Apr 2022)	Actual (Feb 2020 – Jan 2022)		Forecast (May 2022 - Apr 2022)
	Previous license period (Feb 2020 – Apr 2021)	Current license period (May 21 – Jan 22)	
FFB	FFB		FFB
288,984.22 mt	181,154.20 mt	87,954.93 mt	162,294.00 mt
	269,109.13 mt		
CPO (OER: 21.62 %)	CPO (OER: 21.69 %)		CPO (OER: 22.00 %)
62,495.83 mt	39,272.18 mt	19,096.83 mt	35,705 mt
	58,369.01 mt		
PK (KER: 4.98 %)	PK (KER: 4.97 %)		PK (KER: 5.00 %)
14,387.45 mt	8,928.67 mt	4,450.29 mt	8,115 mt
	13,378.96 mt		

10A. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	Feb 20	1,753.23	383.699
2	Mar 20	2,910.98	631.149
3	Apr 20	2,572.94	584.944
4	May 20	2,883.03	678.092

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5	Jun 20	3,086.31	709.574
6	Jul 20	2,997.33	688.234
7	Aug 20	2,935.86	706.523
8	Sep 20	2,807.15	623.303
9	Oct 20	2,878.45	622.857
10	Nov 20	2,492.28	558.616
11	Dec 20	2,359.13	538.546
12	Jan 21	930.118	222.073
13	Feb 21	2,766.78	609.18
14	Mar 21	3,060.58	702.54
15	Apr 21	2,838.02	669.34
16	May 21	2,500.68	596.53
17	June 21	2,709.25	579.68
18	July 21	2,130.53	475.81
19	Aug 21	2,463.80	598.53
20	Sept 21	2,528.60	588.95
21	Oct 21	2,207.12	511.47
22	Nov 21	1,657.18	398.60
23	Dec 21	1,502.16	356.49
24	Jan 22	1,397.50	344.23
TOTAL		58,369.01	13,378.96

11. Summary of Actual Volume sold

Current License period (May 21 – Jan 22)

	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	2,114.00	448.01	0	11,621.63	14,183.64
PK (MT)	7,760.00*	0.00	0.00	874.25	8,634.25
Credits	0.00	0.00	0.00	0.00	0.00

Previous License period (Feb 2020 – Apr 2021)

CPO (MT)	25,590.00	206.67	0.00	200.60	25,997.27
PK (MT)	4,307.00	0.00	0.00	193.42	4500.42
Credits	0.00	0.00	0.00	0.00	0.00

Note: Conventional is RSPO certified material but sold as non-RSPO.
 * there were remaining PK volume from previous period that were brought forward.

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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	Sime Darby Plantation Berhad - KCP Carey Island	TR-bxxxxx14-xxxx	-	12,067.00
2	Sime Darby Oils Trading Sdn Bhd	TR-9xxxxxxd-xxxx	27,704.00	-
TOTAL			27,704.00	12,067.00

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	Sime Darby Oils Biodiesel Sdn Bhd	ISCC	654.68	0.00
TOTAL			654.68	0.00

11C. Records of CPO & PK Sold as conventional since the last audit (if any)				
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)	
1	AAA	11,822.23	0.00	
2	BBB	0.00	1067.67	
TOTAL		11,822.23	1067.67	

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)
	N/A		
TOTAL			

12. Independent Smallholders Certified Tonnage / Volume (not applicable)									
	Estimated last year (Not applicable)			Actual (Not applicable)			Forecast (Not applicable)		
Phase	Eligibility	MS A	MS B	Eligibility	MS A	MS B	Eligibility	MS A	MS B
	40%	70%	100%	40%	70%	100%	40%	70%	100%
FFB									
IS-CSPO									
IS-CSPKO									
IS-CSPKE									

13. Independent Smallholders Actual Sold Tonnage / Volume (not applicable)						
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	IS-CSPK	IS-CSPKE
Current License period (Not applicable)						
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: Chaiyaporn Seekao (Chaiyaporn.Seekao@bsigroup.com)
Website: www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 92,000 certified locations and clients in over 193 countries. BSI is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia.

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on **14 – 18/02/2022**. The audit programme is included as Section 2.3. 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 was conducted on **09 – 10/03/2021**.

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 Critical NC close out on-site assessment was conducted on **16/05/2022**. The audit programs are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. Malaysia National Interpretation 2019 of the RSPO P&C 2018 was used as the normative reference to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

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

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.4.

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

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

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

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

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Re-Certification)	Year 2 (ASA 2_1)	Year 3 (ASA 2_2)	Year 4 (ASA 2_3)	Year 5 (ASA 2_4)
East Palm Oil Mill	√	√	√	√	√
East Estate	√	√	√	√	√
Selangor Estate	√	√	√	√	√
Dusun Durian Estate	√	√	√	√	√

Tentative Date of Next Visit: February 13, 2023 - February 16, 2023

Total Number of Mandays: 18Mandays

2.2 BSI Assessment Team

Name	Role	Competency
Muhammad Fadzli Masran (MFM)	Team Leader	<p>Education: Holds a Bachelor Degree in Forestry Science, University Putra Malaysia</p> <p>Work Experience: He has more than 10 years working experience in palm oil estate as Assistant Manager managing operations and sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. He involved in internal auditing on ISO9001 and ISO14001 standards.</p> <p>Training attended: He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course, Endorsed RSPO Lead Auditor Course, MSPO Lead Auditor Course, Endorsed RSPO Supply Chain Certification training course, MSPO Supply Chain Certification System (SCCS) Auditor training Course, CQI and IRCA Certified ISO 9001:2015 Lead Auditor Training Course, HCV and GIS Training and SMETA Requirements Training.</p> <p>Aspect covered in this audit: During this assessment, he assessed on the aspects of Occupation Health Safety requirement, HIRARC, training, management plan, good agriculture practice, GHG and RSPO supply chain requirements.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English Language.</p>

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<p>Vijay Kanna Pakirisamy (VKP)</p>	<p>Team Member</p>	<p>Education: Holds a Bachelor Degree in Agribusiness Science Management with Honours, University Utara Malaysia.</p> <p>Work Experience: He has 10 years' experience in Oil Palm Estate Management in leading Oil Palm Companies such as KL Kepong Bhd, IOI Plantations and United Plantations. The last position held was Senior Assistant Manager. His experience includes the day-to-day estate operations and ensured the implementation of RSPO, ISCC and MSPO certification. He has been an sustainable palm oil auditor since 2019.</p> <p>Training attended: He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course, Endorsed RSPO P&C Lead Auditor Course, Endorsed RSPO SCCS Lead Auditor Course, Endorsed MSPO Lead Auditor Course, HCV & HCS Introductory Training g and SMETA Requirements Training, RSPO Independent Smallholder (IHS) Auditor Training.</p> <p>Language proficiency: He is fluent in Bahasa Malaysia and English languages.</p>
<p>Hu Ning Shing (HNS)</p>	<p>Team Member</p>	<p>Education: She holds Bachelor Degree in Science majoring in Applied Chemistry, graduated from University of Malaya on 2011.</p> <p>Work Experience: She has 5 years working experience in rubber and palm oil industry. She also has the experiences as auditor for several standards including ISO 9001, MSPO and RSPO in her previous certification body.</p> <p>Training attended: She completed the ISO 9001 Lead Auditor Course on 2016, Endorsed RSPO P&C Lead Auditor Course in 2012 and Endorsed RSPO SCCS Lead Auditor Course in 2015 attended SMETA Requirements Training in April 2021. She had been involved in RSPO auditing since November 2015 in more than various companies in Malaysia.</p> <p>Aspect covered in this audit: During this assessment, she assessed on the aspects of social, legal, workers & stakeholders consultation.</p> <p>Language proficiency: She is fluent in Bahasa Malaysia and English languages.</p>
<p>Hafriazhar Mohd Mokhtar (HMM)</p>	<p>Team Member</p>	<p>Education: Education: Holds a Bachelor of Engineering (Hons.) Chemical Engineering, University Technology Malaysia</p> <p>Work Experience: He has 20 years of working experience in multiple engineering disciplines emphasized on science, technology and sustainability. He acquired many skills from being involved in various industrial environments ranging from construction, plantation and mining before auditing. In summary, his started his career as Environmental Officer (2002-2003) in construction, Mill Engineer (2003-2008) in palm oil mill, Project Control Engineer (2008-2011) in mining and Auditor (2011-present) with accredited certification bodies.</p> <p>Training attended: He has completed Social Auditing & SMETA Training, HCV & HCS Introductory Training, ISO 45001 LA Training, MSPO LA Training,</p>

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		<p>Endorsed RSPO SCCS LA Training, Endorsed RSPO P&C LA Training, ISO 9001 LA Training, ISO 50001 LA Training, and ISO 14001 LA Training</p> <p>Aspect covered in this audit:</p> <p>During this assessment, he assessed on the aspects of Policy and commitment, Social requirements, contract agreement, human rights, workers' welfare, smallholder welfare, Stakeholder Consultation, Legal Requirements, land & Legal issue and RSPO supply chain requirements.</p> <p>Language proficiency:</p> <p>Fluent in in both verbal/written Bahasa Malaysia and English Language.</p>
Amir Bahari (AB)	Team Member	<p>Education: Holds a Bachelor of Science (Hons) in Chemistry, University Science Malaysia & a Diploma in Palm Oil Milling Tech/Management, Malaysian Palm Oil Board.</p> <p>Work Experience: He has more than 30 years of plantation experience including managing rubber factories, palm oil mills and estates. Since 2014 he has started auditing professionally for varies scheme including RSPO and MSPO for varies accredited certification body.</p> <p>Training attended: He has completed ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course, OHSAS 18001 Lead Auditor Course & Endorsed RSPO P&C Lead Auditor Course.</p> <p>Aspect covered in this audit:</p> <p>During the assessment he covered mills and estates best practices, Legal Requirements, land & Legal issue environmental and HCV.</p> <p>Language proficiency:</p> <p>Fluent in in both verbal/written Bahasa Malaysia and English Language.</p>

Accompanying Persons:

Name	Role
N/A	N/A

1.3 Assessment Plan

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

Remote Assessment Plan

Date	Time	Subjects	(VKP)	(MHZ)	ICT Planned
Friday, 05/03/2021	1100 - 1130	Preparatory/test call between client and BSI auditors Communication on document preparation for remote/ICT audit	√	√	Microsoft Teams & WhatsApp
Tuesday, 09/03/2021 Dusun	0900 - 0930	Opening meeting <ul style="list-style-type: none"> • Opening presentation by audit team leader • Confirmation of assessment scope and finalize audit plan 	√	√	Microsoft Teams

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Durian Estate/ Sepang Estate & East Estate	0930 - 1300	Assessment and documentation review on social aspects, legal requirements, employees' welfare, stakeholder management and estate best practices.		√	Microsoft Teams & WhatsApp
		Assessment and documentation review on legal requirements, natural and biodiversity conservation, wastes management, GHG, HCV, legal requirements, estate best practices, economic management plan, OHS and continual improvement.	√		Microsoft Teams & WhatsApp
	1300 - 1400	Lunch Break			
	1400 - 1630	Assessment and documentation review on social aspects, legal requirements, employees' welfare, stakeholder management and estate best practices.		√	Microsoft Teams & WhatsApp
		Assessment and documentation review on legal requirements, natural and biodiversity conservation, wastes management, GHG, HCV, legal requirements, estate best practices, economic management plan, OHS and continual improvement.	√		Microsoft Teams & WhatsApp
1630 - 1700	Interim Closing Briefing	√	√	Microsoft Teams	
East POM	Wednesday 10/03/2021 0900 - 1200	Assessment and documentation review on social aspects, legal requirements, employees' welfare, stakeholder management and RSPO SCCS.		√	Microsoft Teams & WhatsApp
		Assessment and documentation review on legal requirements, natural and biodiversity conservation, wastes management, GHG, HCV, legal requirements, estate best practices, economic management plan, OHS and continual improvement.	√		Microsoft Teams & WhatsApp
	1200 - 1230	Assessment team discussion	√	√	Microsoft Teams
	1230 - 1300	Closing Meeting	√	√	Microsoft Teams

Onsite Assessment Plan

Date	Time	Subjects	MFM	AB	HNS	HMM	VKP
Sunday, 13/02/2022	PM	Audit Team Travelling	√	√	√		
Monday, 14/02/2022 East Palm Oil Mill	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan 	√	√	√		

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Date	Time	Subjects	MFM	AB	HNS	HMM	VKP
	09.00 – 13.00	Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	√		
	09.00 – 13.00	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)			√		
	13.00 – 14.00	Lunch	√	√	√		
	14.00 - 16.30	Lab, weighbridge and palm product storage area. Document Review P1 – P7: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation. RSPO SCC general requirements, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records.	√	√	√		
	16.30 - 17.00	Interim Closing briefing.	√	√	√		
Tuesday, 15/02/2022 East Palm Oil Mill	09.00 – 12.00	Cont. Document Review P1 – P7: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation.	√	√	√		
	09.00 – 12.00	RSPO SCC general requirements, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records.	√	√	√		
	12.00 - 13.00	Interim Closing briefing.	√	√	√		

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Date	Time	Subjects	MFM	AB	HNS	HMM	VKP
Wednesday 16/02/2022 Sepang Estate	09.00 – 13.00	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√	√	√
	9.30 – 13.00	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)			√	√	
	13.00 – 14.00	Lunch	√	√	√	√	√
	14.00 - 16.30	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.)	√	√	√	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√	√	√	√
Thursday 17/02/2022 Dusun Durian Estate	09.00 – 13.00	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√	√	√
	9.30 – 13.00	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)			√	√	
	13.00 – 14.00	Lunch	√	√	√	√	√
	14.00 - 16.30	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.)	√	√	√	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√	√	√	√

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Date	Time	Subjects	MFM	AB	HNS	HMM	VKP
Friday 18/02/2022 East Estate	09.00 – 13.00	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√	√	√
	9.30 – 13.00	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)			√	√	
	13.00 – 14.00	Lunch and Friday Prayer	√	√	√	√	√
	14.00 - 16.30	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.)	√	√	√	√	√
	16.30 - 17.00	Preparation of audit report	√	√	√	√	√
	17.00 – 17.30	Closing Meeting	√	√	√	√	√
	PM	Audit Team Travelling	√	√	√	√	√

Major Non-conformity close out assessment plan

Date	Time	Subjects	MFM
Monday 16/05/2022	AM	Auditor Travelling	√
	09.00 – 09.15	Opening Meeting: Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan	√
	09.00 – 13.00	Verification on previous Major NC: 1. 2165801-202202-M1 2. 2165801-202202-M2 3. 2165801-202202-M3 a) Site observation ,workers interview (individual and group session) if necessary b) Document review – implemented evidence	√
	13.00 – 14.00	Rest and Lunch	√

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	14.00 – 16.30	Verification on previous Major NC: 1. 2165801-202202-M4 2. 2165801-202202-M5 3. 2165801-202202-M6 a) Site observation ,workers interview (individual and group session) if necessary b) Document review – implemented evidence	√
	16.30 – 17.00	Closing Meeting	√
	17.00	Audit Team travel back	√

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?	<p>Sime Darby Plantation Berhad TBP has included all its operating units in Malaysia, Indonesia, Papua New Guinea and Solomon Island. Refer to the Time Bound Plan table.</p> <p>On 16/01/2020, Sime Darby Plantation Berhad under its subsidiary Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (Sime Darby Plantation – Liberia) to Mano Palm Oil Industries Ltd (MPOI):</p> <p>http://www.simedarbyplantation.com/media/pressreleases/sime-darby-plantation-completesdivestment-of-its-liberia-operations</p>	Complied.
Have all the estates and mills certified within five (5) years after obtaining RSPO membership?	<p>Generally all estates and mills excepted stated below or in the TBP are certified with RSPO. Some units with exemption cases such as poor financial or sold as property development has been taken out from the certification unit. In Malaysia, Pekaka Mill is being mothballed and all the supply bases certified to it (Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate & Chartquest Estate) has been transferred to SOU Lavang while for Bintang Oil Mill, Sime Darby Plantation Berhad acquired Bintang Palm Oil Mill in Johor in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold and on 01/10/2018, the mill has completed the selling off transaction. In Indonesia, PT Mitral Austral Sejahtera (MAS) was sold and currently Sime Darby Plantation Berhad have no control in the management.</p>	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.	<p>There is no new acquisitions as per the latest TBP 2021.</p>	Complied
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	<p>Although there are deviation has been identified at those Indonesia management units but it has been justified that these units are still awaiting to receive land titles.</p>	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.	<p>Indonesia - PT Swadaya Andika: Mill closed down and all the supply bases was transferred to Rantau Mill - PT Laguna Mandiri. The Selabak Est, Randi Est, Sangkoh Est, Lanting Est is currently under PT Laguna Mandiri - Rantau Factory certification. PT Mitral Austral</p>	Complied

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<p>Is this consistent with the ACOP reporting?</p>	<p>Sejahtera: The properties was sold and currently Sime Darby Plantation Berhad have no control in the management. The property was disposed on 25/06/2019 and an official letter on disposal of PT MAS was sent to RSPO Secretariat on 27/06/2019.</p> <p>PT Guthrie Ecconina: 890.98 Ha from Sg Jernih Estate still under Land legalisation process - Process Kadastral.</p> <p>Sg Jernih estate and KKPA was separated in 2022 and recorded separately.</p> <p>Malaysia - Pekaka Mill is being mothballed in year 2018 and all the certified supply base Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate & Chartquest Estate has been transferred to SOU Lavang. Bintang Oil Mill: Sime Darby Plantation Berhad acquired Bintang Palm Oil Mill in Johor in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold. As at 01/10/2018, the mill has completed the selling off transaction.</p> <p>Papua New Guinea - Markham Farming Company Limited (MFCL)/Markham Agro Pte. Ltd: The Remediation and Compensation Process is at the submission of Compensation Plan. RSPO Main Assessment is planned on 10-14 March as public notification letter: www.rspo.org/certification/public-announcement</p> <p>For Liberia operations: As at 16/01/2020, Sime Darby Plantation Berhad under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (Sime Darby Plantation Liberia) to Mano Palm Oil Industries Ltd (MPOI): www.simedarbyplantation.com/media/pressreleases/sime-darby-plantation-completesdivestment-of-its-liberia-operations</p> <p>ACOP 2019 has been cross-referenced as below: www.rspo.org/members/29</p>	
<p>Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised</p>	<p>Although there lapses has been identified at those Indonesia management units but it has been justified that these units are still awaiting to receive land titles.</p>	<p>Complied</p>
<p>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</p>	<p>No fundamental failure. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as these 2 assets were disposed.</p>	<p>Complied</p>
<p>Un-Certified Units or Holdings</p>		

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<p>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.</p>	<p>Based on the time-bound plan, it was not identified that those uncertified units are due to RaCP. Mainly are due to awaiting to receive land titles at the Indonesia management units.</p>	<p>Complied</p>
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>New plantings within Sime Darby Plantation Berhad that have completed NPP notification</p> <ol style="list-style-type: none"> 1. NBPOL (Poliamba Limited) 23/05/2020 – no comments https://rspo.org/certification/new-plantingprocedure/public-consultations/sime-darbyplantation-berhad-nbpol-poliamba-limited 2. NBPOL (Guadalcanal Plain Palm Oil Ltd) 06/04/2018 – no comments https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-a-subsiary-of-sime-darby-plantationbhd-guadalcanal-plain-palm-oil-ltd 3. NBPOL (Ragu Agri Industries Limited) 29/01/2018 – no comments https://rspo.org/certification/new-plantingprocedure/public-consultations/nbpol-ramuagri-industries-ltd 4. NBPOL (Ragu Agri Industries Limited) 02/09/2016 – no comments https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-ltd-ramu-agri-industries-limited 5. NBPOL (Higaturu Oil Palms) 21/06/2016 – no comments https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-ltd-higaturu-oil-palms 6. NBPOL (Poliamba Limited – Lamawan) 07/04/2014 – no comments captured in RSPO website https://rspo.org/certification/new-plantingprocedure/public-consultations/nbpol-poliambalimited-lamawan-png 7. NBPOL (Poliamba Limited – Lamendauen) 07/04/2014 – no comments captured in RSPO website https://rspo.org/certification/new-plantingprocedure/public-consultations/nbpol-poliambalimited-lamendauen-png 8. NBPOL (Roka Mini estate) 04/11/2013 – no comments captured in RSPO website 	<p>Complied</p>

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	<p>https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-ltd.-roka-mini-estate</p> <p>9. NBPOL (J estate) 01/11/2013 – no comments captured in RSPO website</p> <p>https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-ltd.-j-estate</p> <p>10. NBPOL (Higaturu Oil Palm) 14/12/2012 – no comments captured in RSPO website</p> <p>https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-limited-higaturu-oil-palm</p> <p>11. Sime Darby (Liberia) Plantation Inc 06/03/2012 – no comments captured in RSPO website</p> <p>https://rspo.org/certification/new-plantingprocedure/public-consultations/sime-darbyliberia-plantation-inc-new-planting-assessment</p> <p>12. Sime Darby (Liberia) Plantation Inc 06/03/2012 – no comments captured in RSPO website</p> <p>https://rspo.org/certification/new-plantingprocedure/public-consultations/sime-darbyliberia-plantation-inc.-new-planting-assessment1</p> <p>13. Sime Darby (Liberia) Plantation Inc 06/03/2012 – no comments captured in RSPO website</p> <p>https://rspo.org/certification/new-plantingprocedure/public-consultations/sime-darbyliberia-plantation-inc.-new-planting-assessment</p> <p>Management units for 11 – 13 above were disposed.</p>	
<p>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.</p>	<p>No land conflicts. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as both sites was disposed.</p> <p>The RaCP tracker was checked. There are 21 Management units that have potential liabilities. There are some discrepancy between RaCP tracker and actual scenario due possibility of assets disposal. As per the data audited, there are 19 management units for the Indonesia Operations that requires LUCA. All LUCAs were submitted but the review was delayed due to change of RSPO reviewer. As of 14/07/2021, 10 LUCAs were approved with 0 conservation liability and remaining 9 are still pending from RSPO.</p>	<p>Complied</p>
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2</p>	<p>Sime Darby Plantation Berhad have published Grievance mechanism that is applied to all management units. Disputes related to labor,</p>	<p>Complied</p>

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	stakeholders and communities are to be dealt using this mechanism	
Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Sime Darby Plantation maintain corporate governance to monitor and address any legal non-compliances. Through the published Code of Business Conduct and charters, the company is committed to delivery their business complying to the laws and regulations of the country.	Complied
Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.	Yes. The sustainability unit has conducted internal audits the uncertified units and updated in the compliance status of uncertified management unit. There is no replacement of primary forest or HCV Area and no new planting after January 1st 2010. The issue are mainly awaiting for Land Titles. The last audit was conducted in August 2021. The Head of Sustainability has concluded in the uncertified unit compliance report that there is no land disputes and legal compliance is monitored during the internal audit as the positive assurance.	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 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.	Complied
Have there been any stakeholder (including NGO) consultation conducted?	Respective sites maintained stakeholder engagements as part of the estates/mills operations. Especially in Indonesia, socialization of company. There is no scheme smallholders and/ or out growers include in the scope of certification.	Complied

3.2 Progress of scheme smallholders and/or outgrowers

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

Approved Time Bound Plan

SDP - RSPO Certification for Time Bound Plan - Malaysia Operations

No	Management Unit	Supply Base	Time Bound Plan	Location	Status	Certified Date	Remarks
	SOU Name						
1	Sungai Dingin	Sungai Dingin Oil Mill	-	Karangan, Kedah	Certified	12/08/2011	-
		Anak Kulim Estate					
		Sungai Dingin Estate					
		Somme Estate					
		Bukit Selarong Estate					
		Padang Buluh Estate					
		Bukit Hijau Estate					
		Jentayu Estate					
2	Chersonese	Chersonese Oil Mill	-	Kuala Kurau, Perak	Certified	05/10/2011	-
		Chersonese Estate					
		Kalumpong Estate					
		Tali Ayer Estate					
		Holyrood Estate					
3	Elphil	Elphil Oil Mill	-	Sungai Siput, Perak	Certified	16/08/2011	-
		Kamuning Estate					
		Elphil Estate					
		Kinta Kellas Estate					
4	Flemington	Flemington Oil Mill	-	Teluk Intan, Perak	Certified	05/10/2011	-
		Flemington Estate					
		Bagan Datoh Estate					

		Sabak Bernam Estate					
		Sg. Samak Estate					
5	Seri Intan/Selaba	Seri Intan Oil Mill	-	Teluk Intan, Perak	Certified	03/03/2011	-
		Selaba Oil Mill					
		Seri Intan (+ Selaba) Estate					
		Sabrang Estate					
		Sogomana Estate					
		Sg. Wangi Estate					
		Bikam Estate					
		Cluny (+ Bedford) Estate					
6	Tennamaram	Tennamaram Oil Mill	-	Bestari Jaya, Selangor	Certified	03/03/2011	-
		Tennamaram Estate					
		Sungai Buluh Estate					
		Bukit Talang Estate					
7	Bukit Kerayong	Bukit Kerayong Oil Mill	-	Kapar Selangor	Certified	15/04/2011	-
		Bukit Kerayong Estate					
		Bukit Cheraka Estate					
		Elmina Estate					
8	East	East Oil Mill	-	Carey Island, Selangor	Certified	19/05/2011	-
		East Estate					
		Sepang Estate					
		Dusun Durian Estate					
9	West	West Oil Mill	-	Carey Island, Selangor	Certified	19/05/2011	-
		West Estate					

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10	Bukit Puteri	Bukit Puteri Oil Mill	-	Raub, Pahang	Certified	07/07/2011	-
		Bukit Puteri Estate					
11	Kerdau	Kerdau Oil Mill	-	Temerloh, Pahang	Certified	07/07/2011	Jentar Estate has merged with Kerdau Estate and reported to the CB in March/April 2021.
		Kerdau Estate					
		Jentar Estate					
		Mentakab Estate					
		Chenor Estate					
Sg Mai Estate							
12	Jabor	Jabor Oil Mill	-	Kuantan, Pahang	Certified	07/07/2011	-
		Jabor Estate					
13	Labu	Labu Oil Mill	-	Nilai, Negeri Sembilan	Certified	30/12/2011	New Labu Estate has become a division of Labu Estate.
		Labu Estate					
14	Tanah Merah	Tanah Merah Oil Mill	-	Port Dickson, Negeri Sembilan	Certified	19/05/2010	-
		Tanah Merah Estate					
		Bukit Pelandok Estate					
15	Sua Betong	Sua Betong Oil Mill	-	Port Dickson, Negeri Sembilan	Certified	18/02/2014	Siliao Estate has now been merged into Salak Estate and Bradwall Estate.
		Sua Betong Estate					
		Sengkang Estate					
		Bradwall Estate					
		PD Lukut Estate					
		Tampin Linggi Estate					
		Sg. Bahru Estate					
Salak Estate							
16	Kok Foh	Kok Foh Oil Mill	-		Certified	07/07/2011	

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		Muar River Estate		Bahau, Negeri Sembilan			Sg. Gemas Estate has now been merged into Sg. Senarut Estate.
		Sg. Senarut Estate					
		Sg. Gemas Estate					
		Kok Foh Estate					
		Bukit Pilah Estate					
		St. Helier Estate					
		Sungai Sabaling Estate					
		Pertang Estate					
17	Kempas	Kempas Oil Mill	-	Jasin, Melaka	Certified	19/05/2010	Serkam Estate, previously from SOU18 (Diamond Jubilee) is now part of SOU 17 (Kempas)
		Kempas Estate					
		Tangkah Estate					
		Kemuning Estate					
18	Diamond Jubilee	Diamond Jubilee Palm Oil Mill	-	Jasin, Melaka	Certified	05/10/2011	Serkam Estate, previously from SOU18 (Diamond Jubilee) is now part of SOU 17 (Kempas) Welch Estate, previously from SOU 19 (Pagoh) is now part of SOU 18 (Diamond Jubilee)
		Serkam Estate					
		Diamond Jubilee Estate					
		Bukit Asahan Estate					
19	Pagoh	Pagoh Oil Mill	-	Muar, Johor	Certified	28/1/2014	-
		Pagoh Estate					
		Welch Estate					
		Lanadron Estate					
		Pengkalan Bukit Estate					
20	Chaah	Chaah Oil Mill	-	Chaah, Johor	Certified	18/11/2010	-
		Chaah Estate					
		Sg. Simpang Kiri Estate					

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		North Labis Estate					
21	Gunung Mas	Gunung Mas Oil Mill	-	Kluang, Johor	Certified	19/05/2010	* SDP acquired Lian Seng Estate in Johor in April 2017. Lian Seng Estate is merged into Bkt Paloh Estate of SOU 21 Gunung Mas, Lian Seng has been incorporated in the RSPO Certification Scope of SOU Gunung Mas in 2018.
		Gunung Mas Estate					
		Kempas Klebang Estate					
		Bukit Paloh Estate					
		Yong Peng Estate					
22	Bukut Benut	Bukit Benut Oil Mill	-	Kluang, Johor	Certified	05/11/2011	* SDP acquired Talisman Estate in Johor in April 2017. Talisman Estate is merged into CEP Nyior Estate of SOU 22 Bk Benut and has been incorporated in the RSPO Certification Scope of SOU Bk Benut in 2018.
		Bukit Benut Estate					
		Lambak Elaeis Estate					
		CEP Nyior Estate					
23	Ulu Remis	Ulu Remis Oil Mill	-	Layang-Layang, Johor	Certified	11/04/2011	-
		Ulu Remis Estate					
		Cenas Estate					
		Bukit Badak Estate					
		Tun Dr. Ismail Estate					
		Pekan Estate					
		Sembrong Estate					
24	Hadapan	Hadapan Oil Mill	-	Layang-Layang, Johor	Certified	29/3/2011	-
		Sri Pulai Estate					
		Kulai Estate					
		Layang Estate					
		CEP Renggam Estate					
26	Sandakan Bay	Sandakan Bay	-	Sandakan, Sabah	Certified	01/10/2008	-
		Tun Tan Siew Sin					

		Tunku Estate					
		Tigowis Estate					
		Sentosa Estate					
		Segaliud Estate					
27	Melalap	Melalap Oil Mill	-	Tenom, Sabah	Certified	21/1/2011	-
		Melalap Estate					
		Sapong Estate					
28	Binuang	Binuang Oil Mill	-	Kunak, Sabah	Certified	16/1/2009	-
		Binuang Estate					
		Sungang Estate					
		Tingkayu Estate					
		Jeleta Bumi Estate					
29	Giram	Giram Oil Mill	-	Kunak, Sabah	Certified	16/1/2009	-
		Giram Estate					
		Mostyn Estate					
30	Merotai	Merotai Oil Mill	-	Tawau, Sabah	Certified	16/1/2009	-
		Merotai Estate					
		Imam Estate					
		Tiger Estate					
		Table Estate					
31	Layang	Layang Oil Mill	-	Bintulu, Sarawak	Certified	30/12/2011	-
		Layang Estate					
		Rasan Estate					
		Belian Estate					

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		Kelida Estate					
		Lavang (Special) Estate					
		Pekaka Estate					
		Ruai Estate					
		Dulang Estate					
		Charquest Estate					
		Paroh Estate					
32	Rajawali	Rajawali Oil Mill	-	Bintulu, Sarawak	Certified	30/12/2011	-
		Rajawali Estate					
		Samudera Estate					
		Semarak Estate					
		Bayu Estate					
33	Derawan	Derawan Oil Mill	-	Bintulu, Sarawak	Certified	30/12/2011	-
		Derawan Estate					
		Sahua Estate					
		Takau Estate					
		Damai Estate					
34	Pekaka	Pekaka Mill	-	Bintulu, Sarawak	Withdrawn	NA	Pekaka Mill is being mothballed and all the supply bases certified to it (Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate & Chartquest Estate.) has been transferred to SOU Lavang.
35	Bintang	Bintang Oil Mill	-	Johor	NA	NA	* SDP acquired Bintang Palm Oil Mill in Johor in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on

							hold. As at 1st Oct 2018, the mill has completed the selling off transaction.
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SDP - RSPO Certification for Time Bound Plan - Indonesia Operations

No	Management Unit	Mill and Supply Base	Time Bound Plan	Latest Internal / External	Location	Status	Certified Date	Remarks (for uncertified unit)
	SOU Name			Audit Date				
1	PT Lahan Tani Sakti	Alur Dumai Mill	-	-	Rokan Hilir District – Riau	Certified	16/01/2012	-
		Alur Dumai Estate						
2	PT Sajang Heulang	Mustika Mill	-	-	Tanah Bumbu District – South Kalimantan	Certified	03/07/2013	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		Mustika Estate						
		KKPA-2 PT.SHE Estate						
		KKPA-3 PT.SHE Estate						
		KKPA-5 PT.SHE Estate						
Pantai Bonati Estate	06/07/2011							
3	PT Ladangrumpun Suburabadi	Angsana Mill	-	-	Tanah Bumbu District – South Kalimantan	Certified	06/07/2021	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		Angsana Estate						
		Pantai Bonati Estate						
		Gunung Sari Estate						
		KKPA-1 PT.SHE Estate						
		KKPA-4 PT.SHE Estate						
Subur Abadi Plasma 1 Estate	TBC	TBC	TBC	TBC				
4	PT Langgeng Muaramakmur	Bebunga Mill	-	-	Kotabaru District – South Kalimantan	Certified	16/03/2012	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		Bebunga Estate						
		Sungai Cengal Estate						
		Bakau Estate						
		KKPA LMR					TBC	

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5	PT Kridatama Lancar	Sukamandang Mill	-	-	Seruyan and East–Kotawaringin District Central Kalimantan	Certified	05/07/2011	-
		Sukamandang Estate						
		Sapiri Estate						
		Barasdanum Estate						
		Kuala Kuayan Estate						
6	PT Bahari Gembira Ria	Ladang Panjang Mill	-		Muaro Jambi District - Jambi	Certified	09/07/2012	Only Division 3 is certified (1,202 Ha). Total Areas of Division 1 and 2 (1,796.19 ha) HGU still in process KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		Ladang Panjang Estate						
		Plasma BGR Estate	TBC	TBC		TBC	TBC	
7	PT Tunggal Mitra Plantations	Manggala Mill	-	-	Rokan Hilir District – Riau	Certified	25/11/2010	-
		Manggala 1 Estate						
		Manggala 2 Estate						
		Manggala 3 Estate						
8	PT Paripurna Swakarsa	Pondok Labu Mill	-	-	Kotabaru District – South Kalimantan	Certified	16/03/2012	-
		Pondok Labu Estate	-	-				
		Binturung Estate						
		Rampa Estate						
		Sesulung Estate						
9	PT Bersama Sejahtera Sakti	Gunung Aru Mill	-		Kotabaru District – South Kalimantan	Certified	05/07/2011	-
		Gunung Aru Estate						
		Gunung Kemas Estate						
		Laut Timur Estate						
		Pantai Timur Estate						

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		KKPA MBP	TBC	TBC		TBC	TBC	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
10	PT Guthrie Pecconina	Rantau Panjang Mill	-	-	Musu Banyuasin District – South Sumatera	Certified	16/03/2012	Remarks: Land legalisation process for 4152.70 ha is still in process.
		Rantau Panjang Estate						
		Bumi Ayu Estate						
		Karang Ringin Estate						
		Napal Estate						
		Mangun Jaya Estate						
		Sungai Jernih Estate and GPI KKPA Estate	2023	-		-	890.98 Ha – Still under Land legalisation process - Process Kadastral. Sg Jernih estate and KKPA was separated in 2022 and recorded separately. KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.	
11	PT Laguna Mandiri	Rantau Mill	-	-	Kotabaru District – South Kalimantan	Certified	30/12/2011	
		Rantau Estate						
		Matalok Estate						
		Betung Mill					01/04/2014	
		Betung Estate						
		Sekayu Estate						
12	PT Indotruba Tengah	Sekunyir Mill	-	-	Seruyan and West Kotawaringin District – Central Kalimantan	Certified	23/11/2010	-
		Sekunyir						
		Seruyan Estate						

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13	PT Swadaya Andika	Selabak Mill	-	-	Kotabaru District – South Kalimantan	Certified	16/03/2012	Mill closed down and all the supply bases was transferred to Rantau Mill – PT Laguna Mandiri. The Selabak Est, Randi Est, Sangkoh Est, Lanting Est is currently under PT Laguna Mandiri – Rantau Factory certification.
		Selabak Estate						
		Randi Estate						
		Sangkoh Estate						
		Lanting Estate						
14	PT Bina Sains Cemerlang	Sungai Pinang Mill	-	-	Musi Rawas District – South Sumatera	Certified	11/09/2012	Remarks: Land legalisation process for 308.35 ha is still in process.
		Sungai Pinang Estate	-					
		Bukit Pinang Estate						
15	PT Teguh Sempurna	Pemantang Mill	-	-	Seruyan and East Kotawaringin District – Central Kalimantan	Certified	05/07/2011	-
		Pemantang Estate	-					
		Kawan Batu Estate						
		Hatan Tiring Estate						
		Batang Garing Estate						
16	PT Bhumireksa Nusa Sejati	Teluk Bakau Mill	-	-	Indra Giri Hilir District – Riau	Certified	11/10/2011	-
		Teluk Bakau Estate						
		Nusa Lestari Estate						
		Nusa Perkasa Estate						
		Mandah Mill						
		Mandah Estate						
		Rotan Semelur Estate						
	01/04/2014							
17	PT Intipersada Aneka	Teluk Siak Mill	-	-	Pekanbaru, Siak District – Riau	Certified	11/10/2011	-
		Teluk Siak Estate						
		Pinang Sebatang Estate						
		Aneka Persada Estate						

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18	PT Tamaco Graha Krida	Ungkaya Mill	-	-	Morowali District – Sulawesi Tengah	Certified	10/7/2012	-	
		Ungkaya Estate							
		Plasma TGK Estate	TBC	TBC		TBC	TBC	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.	
19	PT SIME Indo Agro	Bukit Ajong Mill	-	-	Sanggau District – West Kalimantan	Certified	18/10/2010	Land legalisation process for East Est for 5815.64 ha is still in process.	
		West Estate							
		East Estate							
		East* Estate /Sei Mawang Estate	2023	-		-		Land legalisation for Sei Mawang is still in process	
		East Plasma Estate	-	-		Certified	18/7/2016	-	
		West Plasma Estate							
20	PT Padang Palma Permai /PT Perkasa Subur Sakti	Blang Simpo Mill	-	-	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam	Certified	03/05/2013	-	
		Tamiang (PT PPP) Estate	-	-					
		Batang Ara (PT PSK) Estate							
		Blang Simpo-01 Estate							
		Blang Simpo-02 Estate							
21	PT Sandika Natapalma	Lembiru Mill	-	-	Ketapang District – West Kalimantan	Certified	03/07/2014	PT Sandika Natapalma and PT Budidaya Agro Lestari is sharing one mill i.e. Lembiru Mill.	
		Lembiru Estate							
		Awatan Estate							
		Karya Palma Estate	TBC	TBC		TBC	TBC	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.	
		KKPA SNP Estate	TBC	TBC		TBC	TBC		

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22	PT Budidaya Agro Lestari	Pelanjau (PT BAL) Estate	-	-	Ketapang District – West Kalimantan	Certified	03/07/2019	-
		Sungai Putih (PT BAL) Estate	2023	-		-		Land Approval is obtained in 2015 while the other approvals are still in processing HGU obtained as per May 2018 KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		Beturus (PT BAL) Estate	2023	-		-		
		KKPA BAL Estate	TBC	TBC		TBC	TBC	
23	PT Mitral Austral Sejahtera	MAS Mill	NA	NA	Sanggau District – West Kalimantan	NA	NA	
MAS 1 Estate								
MAS 2 Estate								
MAS 4 Estate								
Plasma MAS Estate								

SDP - RSPO Certification for Time Bound Plan – Papua New Guinea / Solomon Islands Operations

No	Management Unit	Mill and Supply Base	Time Bound Plan	Location	Status	Certified Date	Remarks (for uncertified unit)
	SOU Name						
1	Guadalcanal Plains Palm Oil Limited (GPPOL)	Tetere Oil Mill	-	Guadalcanal Province, Solomon Islands	Certified	18/03/2011	-
		Tetere Estate					
		Ngalimbiu Estate					
		Mbalisuna Estate					
		Smallholders – West Zone (83)					
		Smallholders – Central Zone (53)					
		Smallholders – MBA East Zone (59)					
		Smallholders – MBE East Zone (37)					
2	Milne Bay Estate (MEB)	Hagita Oil Mill	-	Milne Bay Province, PNG	Certified	15/02/2018	-
		Giligili Estate					
		Hagita Estate					
		Waigani Estate					
		Sagarai Estate					
		Padipadi Estate					
		Mariawatte Estate					
		Smallholders – East Gurney Estate (264)					
		Smallholders – West Gurney Estate (229)					
		Smallholders – East Sagarai Estate (157)					
		Smallholders – West Sagarai Estate (221)					
		3					

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		Kara Estate		New Ireland Province, PNG			
		Nalik Estate					
		West Coast Estate					
		Noatsi Estate					
		Madak Estate					
		Smallholders -North Division (615)					
		Smallholders- South Division (868)					
		Smallholders -West Division (309)					
4	Ramu Agricultural Industrial Ltd (RAIL)	Gusap Mill	-	Morobe Province, PNG	Certified	05/08/2010	-
		Gusap East (Gusap) Estate					
		Gusap West (Paddock) Estate					
		Surinam Estate					
		Dumpu Estate					
		Ngaru Estate					
		J Estate (Jephcott) Estate					
		Smallholders - Madang VOPs (71)					
		Smallholders - Morobe VOPs (253)					
5	Higaturu Oil Palm (HOP)	Sangara Oil Mill	-	Oro Bay Province, PNG	Certified	01/02/2013	-
		Mamba Oil Mill					
		Embi Estate					
		Ambogo Estate					
		Sangara Estate					
		Sumbiripa Estate					
		Mamba Estate					
		Sambogo Estate					

		Scheme Smallholder Sorovi Division(2019)				
		Scheme Smallholder Saiho Division(842)				
		Scheme Smallholder Aeka Division (911)				
		Scheme Smallholder Igora Division (1367)				
		Scheme Smallholder Ilimo Division (671)				
6	West New Britain (WNB)	Mosa Oil Mill	-	Kimbe, West New Britain, PNG	Certified	10/09/2008
		Kumbango Oil Mill				
		Kapiura Mill				
		Numundo Mill				
		Waraston Mill				
		Bebere Estate				
		Kumbango Estate				
		Togulo Estate				
		Dami Estate				
		Waisisi Estate				
		Kautu Estate				
		Karaus Estate				
		Moroa Estate				
		Bilomi Estate				
		Loata Estate				
		Haella Estate				
		Garu Estate				
		Daliavu Estate				

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		Sapuri Estate					
		Malilimi Estate					
		Rigula Estate					
		Numundo Estate					
		Navarai / Karato ME /KDC EU Estate					
		Volupai / Lotomgam / Natupi / Goruru Estate					
		Lolokoru Estate					
		Ove Estate					
		Tamare Estate					
		Smallholders LSS Mosa (1822)					
		Smallholders VOP East (1817)					
		Smallholders VOP Central (1964)					
		Smallholders VOP West (1279)					
		Smallholders LSS Kapiura (551)					
		Smallholders VOP Kapiura (850)					
		Smallholder Kaulong / Akami / Pushiki / Repamira / Sakapei					
7	Markham Farms Company Limited (MFCL) / Markham Agro Pte Ltd	Erap Mill	-	Markham Farms	Certified	27/3/2020	There is total area NPP: 710.30ha which is currently excluded from the certification scope until the NPP is approved
		Munum Estate					
		Maralumi Estate					
		Erap Estate					

3.3 Details of Nonconformities

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

During this Assessment there were Six (6) Critical; Two (2) Minor nonconformities and no Opportunity For Improvement raised. The SOU 8 East Palm Oil Mill and Supply Base Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The 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 #	2165801-202202-M1	Date Issued	18/02/2022
Due Date	18/05/2022	Date of nonconformity Closure	16/05/2022
Clause & Category (Critical / Minor)	2.2.2 – Critical		
Statement of Nonconformity:	Due diligence of contractors was not available.		
Requirement Reference:	All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party. Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.		
Objective Evidence:	<p>Sepang Estate:</p> <p>Reviewed 4 of the employment contracts for contractor’s workers (Tiong Ying Enterprise Sdn Bhd) found that the reference of Minimum Wage Order stated in Clause 1 and Clause 2 was the obsolete version. It mentioned the wages is accordance to Minimum Wage Order 2016 and Minimum Wage Order 2019 instead of Minimum Wage Order 2020 even the workers were signed on Year 2020.</p> <p>Dusun Durian Estate:</p> <ol style="list-style-type: none"> 1. Reviewed 7 of the employment contracts for contractor’s workers (G.S.P Lechumy Sdn Bhd) found that the reference of Minimum Wage Order stated in Clause 1 and Clause 2 was the obsolete version. It mentioned the wages is accordance to Minimum Wage Order 2019 instead of Minimum Wage Order 2020 even the workers were signed on Year 2022. 2. There was no payment of wage for public holiday on 04/11/2021 and 25/12/2021 to the workers of G.S.P Lechumy Sdn Bhd as verified in the payslips. 3. There was no payment of two days’ wages at the ordinary rate of pay for worked on public holiday on 04/11/2021 for workers below: <ul style="list-style-type: none"> • Passport No.: BW0507xx • Passport No.: BX06995xx • Passport No.: BQ03615xx 		

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	<ul style="list-style-type: none"> • I/C No.: 551113-10-56XX • I/C No.: 581025-10-50xx <p>4. Reviewed the payslips and checkroll attendance for worker (Passport No.: BW0507xx) found that he has worked on rest day on 28/11/2021. However, no payment of wages as per Employment Act 1955, Section 60 (3) (d).</p> <p>5. Reviewed the payslips and checkroll attendance for November 2021 and January 2022 found that the contractor paid RM 6.00/ hour of overtime to the workers who work for overtime. This has confirmed with the contractor that he just paid RM 6.00/ hour of overtime to the workers who worked overtime. Sampled workers as below:</p> <ul style="list-style-type: none"> • Passport No.: BW0507xx • Passport No.: BX06995xx • Passport No.: BQ03615xx • I/C No.: 551113-10-56XX • I/C No.: 581025-10-50xx <p>East Estate:</p> <p>1. Reviewed 7 of the employment contracts for contractor’s workers (S M Nooris Enterprise) found that the reference of Minimum Wage Order stated in Clause 1 and Clause 2 was the obsolete version. It mentioned the wages is accordance to Minimum Wage Order 2019 instead of Minimum Wage Order 2020 even the workers were signed on Year 2022.</p> <p>2. The contractor (S M Nooris Enterprise) has made deduction of wages for SOCSO & EIS for 7 of his workers as verified in the payslips for November 2021, December 2021 and January 2022. According to Employees’ Social Security Act 1969 (Act 4), the rate of contribution is 1.25% of the insured monthly wages and to be paid by the employer.</p> <p>3. The EIS contribution made was not in accordance to Employees’ Social Security Act 1969 (Act 4), Attachment B for foreign workers as verified the Borang 8A. The workers as below:</p>																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Passport No.</th> <th style="width: 40%;">EIS Contribution made as per <i>Borang 8A</i></th> <th style="width: 40%;">Correct amount to contribute as per Attachment B</th> </tr> </thead> <tbody> <tr> <td rowspan="3">U05618xx</td> <td>November 2021: RM 14.40</td> <td>November 2021: RM 24.40</td> </tr> <tr> <td>December 2021: RM 14.40</td> <td>December 2021: RM 23.10</td> </tr> <tr> <td>January 2022: RM 14.40</td> <td>January 2022: RM 23.10</td> </tr> <tr> <td rowspan="3">K08612xx</td> <td>November 2021: RM 11.90</td> <td>November 2021: RM 21.90</td> </tr> <tr> <td>December 2021: RM 11.90</td> <td>December 2021: RM 25.60</td> </tr> <tr> <td>January 2022: RM 14.40</td> <td>January 2022: RM 24.40</td> </tr> <tr> <td rowspan="3">U05640xx</td> <td>November 2021: RM 15.60</td> <td>November 2021: RM 24.40</td> </tr> <tr> <td>December 2021: RM 15.60</td> <td>December 2021: RM 24.40</td> </tr> <tr> <td>January 2022: RM 15.60</td> <td>January 2022: RM 24.40</td> </tr> </tbody> </table>	Passport No.	EIS Contribution made as per <i>Borang 8A</i>	Correct amount to contribute as per Attachment B	U05618xx	November 2021: RM 14.40	November 2021: RM 24.40	December 2021: RM 14.40	December 2021: RM 23.10	January 2022: RM 14.40	January 2022: RM 23.10	K08612xx	November 2021: RM 11.90	November 2021: RM 21.90	December 2021: RM 11.90	December 2021: RM 25.60	January 2022: RM 14.40	January 2022: RM 24.40	U05640xx	November 2021: RM 15.60	November 2021: RM 24.40	December 2021: RM 15.60	December 2021: RM 24.40	January 2022: RM 15.60	January 2022: RM 24.40
Passport No.	EIS Contribution made as per <i>Borang 8A</i>	Correct amount to contribute as per Attachment B																							
U05618xx	November 2021: RM 14.40	November 2021: RM 24.40																							
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	EA00925xx	November 2021: RM 14.40 December 2021: RM 14.40 January 2022: RM 14.40	November 2021: RM 24.40 December 2021: RM 23.10 January 2022: RM 23.10
	BX08323xx	November 2021: RM 14.40 December 2021: RM 14.40 January 2022: RM 14.40	November 2021: RM 24.40 December 2021: RM 26.90 January 2022: RM 23.10
	BX04807xx	November 2021: RM 14.40 December 2021: RM 14.40 January 2022: RM 14.40	November 2021: RM 25.60 December 2021: RM 23.10 January 2022: RM 23.10
	U00696xx	November 2021: RM 14.40 December 2021: RM 14.40 January 2022: RM 14.40	November 2021: RM 24.40 December 2021: RM 25.60 January 2022: RM 25.60
<p>4. There was no payment of wage for public holiday on 04/11/2021 to the workers of S M Nooris Enterprise as verified in the payslips.</p>			
Corrections:	<p>Sepang Estate</p> <ol style="list-style-type: none"> 1. Estate management already communicated with the contractor on 23.02.2022 through the issue of minimum wage. The Contractor need to follow the standard minimum wage as amount of RM 1,200.00 per month because of Sepang is nominated as a town area. 2. To issue a notice of non-compliance to Tiong Ying Enterprise Sdn Bhd to review and provide amended (addendum- confirmation of employment terms) employment contract to their worker accordingly. <p>Dusun Durian Estate</p> <ol style="list-style-type: none"> 1. Contractor has been briefed on the new Minimum Wage Order 2020 and during this assessment as at February 2022 the new Minimum Wage Order 2022 also has been briefed to the Contractor. 2. To issue a notice of non-compliance to GSP Letchumy Sdn Bhd to review and provide amended (addendum- confirmation of employment terms) employment contract to their worker accordingly. 3. To issue a reminder to GSP Letchumy Sdn Bhd to check workers pay status and reimburse the underpaid wages i.e. rest day and public holiday pay to their workers. 4. Investigation on the 04/11/2021 PH has revealed that the Staff in charge has made an error on the marking for the said 5 workers involved and verified/ confirmed by the workers that they did not work on the said Public Holidays and crosschecked on contractors workers attendance records. Show cause letters has been issued to the Staff in charge for the erroneous markings of Contract Workers attendance on the 04/11/2021 Public Holiday. Moving forward the attendance sheet will have PH, weekends pre marked to avoid such mistakes. 		

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	<p>4. The contractor is advised to pay and show the proof of payment for the Sunday Work. Payment of Sunday work to the workers by the contractor as per Payment Voucher and amended Payslip as attached. Moving forward the attendance sheet will have PH, weekends pre marked to avoid such mistakes.</p> <p>5. The contractor to pay the variance of RM 1.93/ hour to the affected Contract Workers.</p> <p>East Estate</p> <p>1. Estate management already communicated with the contractor on 23.02.2022 regarding the latest of minimum wages 2022 and compliance to legal requirement.</p> <p>2. To issue a notice of non-compliance to SM Norris to review and provide amended (addendum- confirmation of employment terms) employment contract to their worker accordingly.</p> <p>2. To issue a reminder to SM Nooris to check all workers pay status and reimburse SOCSO wrongly deducted from their workers. To trace back and repay the workers from the time of employment.</p> <p>3. The contractor to re-submit payment of SOCSO according to the table Employees’ Social Security Act 1969 (Act 4).</p> <p>2. 5. To issue a reminder to SM Nooris to check workers’ pay status and reimburse the underpaid wages i.e. public holiday pay to their workers.</p>
Root Cause Analysis:	No enforcement on compliance to legal by the management
Corrective Actions:	<p>1. To brief the contractors on a guideline to comply to legal requirement.</p> <p>2. To request contractor to submit payslip and 'Borang 8A' for SOCSO every month and these document will be verified by Site Safety & Sustainability Officer on a monthly basis.</p> <p>3. Annual due diligence exercise by Group Sustainability to ensure contractor compliance to legal requirement.</p>
Assessment Conclusion:	<p>Verified during Major Non-conformity closure as follows:</p> <p>Sepang Estate</p> <p>1. The estate has conducted briefing to the contractors on the Minimum Wages Order 2020. Reviewed the briefing records in the Communication Books dated 23/02/2022 attended by the Contractor.</p> <p>2. The contractor has amended the employment contract and include the wages is accordance to Minimum Wage Order 2020. Reviewed the employment contract for workers with ID no. 580404-10-5xxx, 760921-02-5xxx and 830312-10-5xxx.</p> <p>3. RSQM and the estate has issued notice of non-compliance to Tiong Ying Enterprise Sdn Bhd as per letter 04/03/2022 signed by the Regional CEO.</p> <p>Dusun Durian Estate</p>

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1. RSQM and the estate has issued notice of non-compliance to Tiong Ying Enterprise Sdn Bhd as per letter 04/03/2022 signed by the Regional CEO and acknowledge by Contractors on 04/03/2022.
2. The contractors has reimburse the insufficient payment for working on rest day, working on Public Holidays and over time on 23/02/2022. Reviewed payment for workers with employment ID. BW 0505775 as per receipt no. 635417, BX 0699589 as per receipt no. 635419 and BQ0361523 as per receipt no. 635416.
3. The estate has issued warning letter to the field supervisor as per letter dated 23/02/2022 signed by the Manager.
4. The estate has marked the Public Holidays and Rest Day in the checkroll. Reviewed the check roll for contract workers for the month of February, March and April 2022.

East Estate

1. . The estate has conducted briefing to all contractors on Payslip, employment contracts, deduction and etc on 24/02/2022 and 02/04/2022.
2. The estate has issued Notice of non-compliance to S M Nooris Enterprise as per letter dated 08/03/2022 signed by the Sr. Estate Manager and received and signed by the contractor representative on 10/03/2022.
3. The contractors has paid/reimburse the wrongly deduction of SOCSO and EIS for the affected workers. Reviewed the payment voucher to workers with ID no. U0561881, K0861283, U0564060, EA0092539, BX0832351, BX0480722 and U0069690 on 02/03/2022 as per receipt no 20220000966262.
4. The contractors has reviewed and made amendment to the employee as per amendment letter dated 01/02/2022. In the amended contract stated the wages is accordance to Minimum Wage Order 2022. Reviewed the sample contracts for employee with ID no. K0861283, BQ0643189, and U0561881.

The estate and RSQM has conducted Contractor and Vendor Contract Employment and Payslip Requirement Briefing for all contractors in SOU 8 as per minutes meeting dated 04/03/2022.

Contractors were required to submit payslip and 'Borang 8A' for SOCSO and Site Safety & Sustainability Officer conducted the verification on the documentation as per Contractors' Workers Assessment Report. Reviewed the assessment report for the month of March 2022 dated 15/04/2022.

Sustainability certification Unit has established will conduct Annual due diligence exercise during internal audit. Reviewed the Internal Audit Plan for SOU 8 dated 17 – 21/10/2022.

All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 16/05/2022.

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Non-conformity			
NCR Ref #	2165801-202202-M2	Date Issued	18/02/2022
Due Date	18/05/2022	Date of nonconformity Closure	16/05/2022
Clause & Category (Critical / Minor)	3.3.2 - Critical		
Statement of Nonconformity:	Mechanism to check consistent implementation of procedures was not effective.		
Requirement Reference:	A mechanism to check consistent implementation of procedures is in place.		
Objective Evidence:	<p>East POM:</p> <ol style="list-style-type: none"> 1. Sime Darby Plantation has implemented Oil Palm Pal (OPP) and developed Workers Housing Management Procedure dated 26/11/2021 to provide guideline to the management in providing a safe, liveable workers housing condition including the process of handling housing repair. The timeline to investigate/ inspect the housing defect based on the risk category. If high risk, the inspection/ investigation needs to be done immediately. If medium risk, the inspection/ investigation needs to be done within 24 hours and if low risk, the inspection/ investigation needs to be done within 3 working days. However, interviewed with the person-in-charge confirmed that he did not carry out initial inspection based on the risk category in East POM. For eg: There were two medium risk issues raised on 04/12/2021 and 09/12/2021. The inspection was conducted on 21/12/2021 by the person-in-charge and the contractor. 2. Sime Darby Plantation has developed Sime Darby Plantation Estate Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 01/11/2008). The procedure has detailing the process of handling complaints from stakeholders and the time frame for external communication to be dealt with. The time frame to provide feedback is within two weeks of the date of receipt for communication and within one week of the completion of the investigation. There were issues raised by the workers in Gender Committee meeting and recorded in the meeting minutes. However, the issues raised on 11/01/2021 has yet to be resolved and it repeated during the meeting on 24/11/2021. This has verified with the representative that the issues have yet to resolve. 3. During site visit at the East POM workshop, it was sighted that the Oxygen and Acetylene gas container used for welding/cutting works was not installed with flash back arrestor. This was against the Safety Work Procedure for Workshop, rev. no. 2, issued on 07/01/2008 under section 18.4 (b). 4. During document review at East POM, it was noted that an accident occur on 13/09/2021 at boiler operation involving workers with id no. 850809-10-6135 with 19 days medical leaves. However, the JKKP 6 notification was submitted to DOSH was only conducted 01/10/2021, 18 days after the accident happen. This was against the Standard Operating Procedure of Incidents, Accidents & Non-Conformance Management. Refer SOP no. SDP/SQM/(ESH)/001-2-9 rev. 1 dated 30/05/2019. 		
Corrections:	<p>East POM</p> <ol style="list-style-type: none"> 1. An Assistant Manager and a Quality Assessor have been assigned to review the OPP log daily and sort the priority as per the risk category in Workers Housing 		

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	<p>Management Procedure dated 26/11/2021 They will monitor and carry out initial inspection based on the risk category.</p> <ol style="list-style-type: none"> 2. Attend to the specific GC complaint with target completion by 1/3/2022. The complaint of GC has been attended and solved and was included in Management Plan on Social Impact Assessment FY2022. 3. Flash back arrestor has been installed to all oxygen and acetylene tank on 1/3/2022. 4. The manager will monitor compliance with DOSH and supported by RSQM.
<p>Root Cause Analysis:</p>	<ol style="list-style-type: none"> 1. In-sufficient follow up mechanism on issues raised during meetings that lead to omitting the action plan 2. No dedicated and trained personal to monitor the implementation of procedure.
<p>Corrective Actions:</p>	<p>East POM</p> <ol style="list-style-type: none"> 1. Briefing has been conducted to the appointed Person In-Charged on the requirement to monitor implementation of the procedure. The manager will also review the implementation of an action plan during the social dialogue meeting held biweekly. 2. All accidents and related procedures with the time line has been briefed by RSQM manager and will be jointly monitored to avoid any recurrence. Please refer to the memo issued by RGM on this matter. This is also extended to all OUs in the region. 3. To remind Safety & Health Committee member on their role i.e. to monitor the implementation of safety procedure during operation and to encourage workers to issue a Sime Card for any unsafe act occurrence.
<p>Assessment Conclusion:</p>	<p>Verified during Major Non-conformity closure as follows:</p> <p>East POM</p> <ol style="list-style-type: none"> 1. The mill has appointed the Asst. Mill Manager and Quality Assurance Officer as person responsible to monitor and follow up the report in OPP as per appointment letter dated 01/03/2022 signed by the mill manager. 2. The mill has addressed the issue raised during Gender Committee meeting dated 11/01/2021 and 24/11/2021 on 01/03/2022 and 05/03/2022. The estate has called for meeting with gender committee representative to verify the issue is solved. 3. The mill monitored the compliance with DOSH through the implementation of the Scheduled of safety. Reviewed the records of implementation as at 09/05/2022. Schedule of Safety include Monthly Reports, Accident Reports, training and etc. 4. The mill has conducted training to the person responsible for OPP and Safety and Health procedure implementation as per training records dated 01/03/2022. 5. The mill monitor the and review the implementation of the action plan established during Social Dialogue meeting with workers representative. Reviewed the minutes meeting dated 09/04/2022. 6. Upstream Malaysia has issued Internal Office Memo on HSE UM Procedures – Incidents, Accidents and non-compliance Management, dated 04/03/2022 signed by the CEO Upstream Malaysia.

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	<p>7. Flash back arrestor has been installed to all oxygen and acetylene tank on 1/3/2022.</p> <p>8. The RSQM has conducted online training to all person responsible on OSH Legal Compliance on 18/03/2022.</p> <p>9. The mill remind the Safety and Health Committee members on their role to monitor the implementation of safety procedure during the safety and health committee meeting. Reviewed the minutes meeting dated 30/03/2022.</p> <p>All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 16/05/2022.</p>
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Non-conformity			
NCR Ref #	2165801-202202-M3	Date Issued	18/02/2022
Due Date	18/05/2022	Date of nonconformity Closure	16/05/2022
Clause & Category (Critical / Minor)	3.6.2 - Critical		
Statement of Nonconformity:	The effectiveness of the Risk Controls of The HIRARC and CHRA were not demonstrated effectively.		
Requirement Reference:	The effectiveness of the H&S plan to address health and safety risks to people is monitored.		
Objective Evidence:	<p>The effectiveness of the Risk Controls of The HIRARC and CHRA were not demonstrated effectively.</p> <p>East POM</p> <p>During site visit at the East POM Kernel Dispatch area, sighted a lorry driver for lorry with reg. no. BLV 8186 was working on top of the trailer and not wearing safety harness while tarpaulin the canvas after loaded the lorry with palm kernels. This was against the existing control measure in HIRARC established and Safety Work Procedure for Oil Palm and Kernel Despatch, rev. no. 4, issued on 07/01/2008 under section B(11)</p> <p>East Estate</p> <ol style="list-style-type: none"> 1. The Spraying Operation stated under Existing Risk Control: To use PPE (Respirator and Safety Goggles). It was sighted during the Spraying Operation at Field 21B that the sprayers were not wearing Respirators and Safety Goggles 2. The Trunk Injection Operation stated in the CHRA under Existing Technical Control: PPE (Respirator). It was sighted during the Trunk Injection Operation at Field 09A that the Injectors were not wearing Respirators. 3. The Tractor Driver Operation stated under Existing Risk Control: To use PPE (Safety Shoes). It was sighted during the MTG FFB Evacuation that the Tractor Driver was not wearing Safety Shoes. 4. The Bin Attendant was seen sorting and arranging FFB on the bin during the site visit. The risks of the operation due to working at height and its control measures and required PPE were not captured in the HIRARC. 		
Corrections:	East POM		

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	<ol style="list-style-type: none"> 1. Signboard for wearing Safety Harness has been put in place to remind the drivers to wear Safety Harness. The driver and those involved in this work will be briefed on 7/3/2022 to enhance their understanding and awareness. 2. To implement CPO dispatch checklist to kernel dispatch operation. Kernel Dispatch Checklist has been prepared and implemented accordingly. <p>East Estate</p> <ol style="list-style-type: none"> 1. To issue a reminder letter to the trunk injection/spraying mandores and team for neglecting their safety when performing their task by not wearing appropriate PPE such as safety goggles and appropriate mask which were issued to them. 2. To implement PPE monitoring checklist w.e.f 25th February 2022 which is to carry on before work start. 3. Replace the safety shoe to the driver as per HIRARC and recorded in PPE book. 4. Update & review HIRARC for Bin Attendant which is include the climbing and step down the bin activity.
Root Cause Analysis:	In-sufficient mechanism to check the effectiveness of the Risk Controls of The HIRARC and CHRA.
Corrective Actions:	<ol style="list-style-type: none"> 1. To engage workers to find out why they are not wearing PPE after being briefed, issued. 2. To discuss in social dialogue and get the Worker Representative to explain to the workers on HIRARC and the importance of PPE. 3. To review and brief HIRARC with the respective team consist of worker representative for the activity and management team by RSQM. 4. To brief/remind Safety & Health Committee on their role to monitor the implementation of risk control stated in HIRARC and CHRA during SHC Meeting. 5. Mandors to play an important role to monitor workers including if they have adequate PPE before start work and during work.
Assessment Conclusion:	<p>Verified during Major Non-conformity closure as follows:</p> <p>East POM</p> <ol style="list-style-type: none"> 1. The mill has erected Signboard on Wearing Safety Harness during Kernel Dispatch. Sighted the signboard at the Kernel Dispatch area. 2. The mill has also install "Fall Arrestor" at the Kernel Dispatch area as additional safety precautions. 3. The mill has conducted briefing on safety harness training on PK dispatch on 07/03/2022. 4. The mill has conducted monitoring on safety during Kernel Dispatch recorded in "Senarai Periksa Lori Kernel (Despatch)". Reviewed the monitoring records dated 05/03/2022. 5. The mill discussed on the importance of PPE to the workers representative in the Social Dialogue meeting. The workers representative has conducted briefing on the importance of PPE and HIRARC to the workers during Workers Representative Engagement dated 12/05/2022. <p>East Estate</p>

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	<ol style="list-style-type: none"> 1. The estate has issue reminder letters to the sprayers, trunk injectors and the mandores as per letter dated 21/02/2022 and 01/03/2022 signed by the Sr. Manager and acknowledge by the workers. 2. The mandores conducted monitoring on PPE usage for all sprayers and trunk injectors before start works. Reviewed the Monitoring Personal Protective Equipment form dated 25/02/2022, 20/04/2022 and 22/04/2022. The reports were checked by the field supervisors and verified by the asst. manager. 3. The estate has issued safety boots to the tractor drivers. Reviewed the PPE issue records for workers with employment ID no. 90848 dated 02/02/2022. 4. The estate has conducted HIRARC review on BIN attendant operation on 20/02/2022 and included the Climb and Step Down on the bin hazard. The estate has conducted briefing/training in Safety Awareness for BIN Attendant dated 04/03/2022. 5. The estate discussed on the importance of PPE to the workers representative in the Social Dialogue meeting. Reviewed the minutes meeting dated 19/02/2022. The workers representative has conducted briefing on the importance of PPE to the workers during Workers Representative Engagement dated 21/02/2022. 6. The estate brief the Safety and Health committee on the role to monitor the implementation of risk control during Safety and Health committee. Reviewed the minutes meeting dated 17/03/2022. <p>All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 16/05/2022.</p>
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Non-conformity			
NCR Ref #	2165801-202202-M4	Date Issued	18/02/2022
Due Date	18/05/2022	Date of nonconformity Closure	16/05/2022
Clause & Category (Critical / Minor)	6.2.2 - Critical		
Statement of Nonconformity:	Pay documents not give accurate information on compensation for harvesting work performed.		
Requirement Reference:	(C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.		
Objective Evidence:	A grievance was received from consultation made with the harvesting gang during field visit in Sepang Estate Sungai Linau Division revealed that the cutters not getting payment of their newly implemented incentive schemes for harvesters. Trailing with the documented information found that effective from 15/11/2021, Sepang Estate has been selected as pilot site to implement the Harvesting Investing Scheme (HIS) with incentives Allowance Codes as following:		

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	<p>Code Description A194 Harvesting Incentive A195 Harvesting Staff Incentive A196 One-Off Introducer Incentive A197 One-Off Training Incentive A198 Cutter Incentive</p> <p>Where, based on certain criteria of pre-qualification such as outturn, quality and yield bracket tonnage etc., a cutter of harvesting gang are entitled for Code A194 and A198 incentives while the other harvesting operation workers such as carrier etc. are entitled for A194 incentive if all criteria fulfilled accordingly.</p> <p>Sepang Estate management has briefed the affected workers of the scheme on 18/11/2021 and required to monitor for 90 days. Based on the records of December 2021 payslip for the harvesting gang sampled , it was found that two cutters were entitled and qualified for payment of Code A194 and A198 as following:</p> <ul style="list-style-type: none"> - Employee # 127686; M; Date joined: 10/11/2016; Cutter - Employee # 132827; M; Date joined: 17/4/2017; Cutter <p>Where based on the HIS analysis monitoring records, both cutters met both criteria of A194 and A198 and entitled as following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Code</th> <th>Employee</th> <th>Cutter</th> <th>Eligibility</th> <th>Incentive</th> </tr> </thead> <tbody> <tr> <td>A194</td> <td>Employee</td> <td># 127686</td> <td>100% Eligible</td> <td>RM 400.00</td> </tr> <tr> <td>A194</td> <td>Employee</td> <td># 132827</td> <td>100% Eligible</td> <td>RM 400.00</td> </tr> <tr> <td>A198</td> <td>Employee</td> <td># 127686</td> <td>100% Eligible</td> <td>RM 250.00</td> </tr> <tr> <td>A198</td> <td>Employee</td> <td># 132827</td> <td>100% Eligible</td> <td>RM 250.00</td> </tr> </tbody> </table> <p>However, the payslips reviewed for both cutters shown that only A198 incentive was paid for December 2021 although they were qualified. All other sampled harvesting gang workers were paid with their qualified incentives entitlement accordingly except for the sample cutters above. This confirmed the grievance of consulted workers was valid, hence, a Critical Non-compliance has been raised on the matter.</p>	Code	Employee	Cutter	Eligibility	Incentive	A194	Employee	# 127686	100% Eligible	RM 400.00	A194	Employee	# 132827	100% Eligible	RM 400.00	A198	Employee	# 127686	100% Eligible	RM 250.00	A198	Employee	# 132827	100% Eligible	RM 250.00
Code	Employee	Cutter	Eligibility	Incentive																						
A194	Employee	# 127686	100% Eligible	RM 400.00																						
A194	Employee	# 132827	100% Eligible	RM 400.00																						
A198	Employee	# 127686	100% Eligible	RM 250.00																						
A198	Employee	# 132827	100% Eligible	RM 250.00																						
Corrections:	<ol style="list-style-type: none"> 1. To issue notification letter to the affected workers and informed the worker that they will be reimbursed payment due to them in February 2022 wages. 2. Briefed and explained to the workers on the underpaid payment for Harvesting Incentive in month of December 2021 done on 22/02/2022 together with workers representative. 3. The workers will receive the payment by this month of February 2022 through bank account and not payment by cash. The briefing conducted to ensure the workers understood for the payment parameter. The payment made by the system in account code A194. 																									
Root Cause Analysis:	Lack of monitoring on manual calculation of the incentives																									
Corrective Actions:	<ol style="list-style-type: none"> 1. To opt for auto calculation when the full implementation of these incentives take place across all OUs in Malaysia. 																									

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	<p>Interim Additional monitoring and checking by assistant on the payment of HIS to each harvesters eligible during month end closing before upload the worker's salary into the system and re-confirm back through payslip for each eligible workers.</p>
Assessment Conclusion:	<p>Verified during Major Non-conformity closure as follows:</p> <p>Sepang Estate</p> <ol style="list-style-type: none"> 1. The estate has conducted meeting with the affected harvesters and workers representative and brief on the eligibility of HIS to the workers on 22/02/2022. Reviewed the briefing records in the Communication Book. During the meeting, the workers has been notify that the underpaid incentive will be reimburse to them on February 2022 salary. 2. The estate has made reimbursement to the workers during February 2022 as per Fixed/Variable Allowance and Deduction Input Form dated 28/02/2022 3. The estate has highlighted the issue to opt for auto calculation when the full implementation of these incentives take place across all OUs in Malaysia in HIS Performance Feedback. 3. The assistant manager will monitor the harvesters' eligibility base on the SAP system. Reviewed the monitoring records SAP system no. CKRRM025. <p>All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 16/05/2022.</p>

Non-conformity			
NCR Ref #	2165801-202202-M5	Date Issued	18/02/2022
Due Date	18/05/2022	Date of nonconformity Closure	16/05/2022
Clause & Category (Critical / Minor)	6.7.1 - Critical		
Statement of Nonconformity:	OSH Committee Meeting was not in line with OSH Act 1994, Part IV (21); Meetings of Safety And Health Committee - Frequency Of Meetings Of Committee.		
Requirement Reference:	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.		
Objective Evidence:	<p>Sepang Estate - The 1st Quarter OSH Committee Meeting has been planned but postponed due to EMCO as stated in the memo dated 04/02/2021. The OSH Committee Meeting has then been conducted on 08/12/2021 (01-2021).</p> <p>Dusun Durian Estate - 1st Quarter and 3rd Quarter meeting has been planned but postponed due to MCO as per memo dated 13/01/2021 and 05/07/2021 respectively. OSH Meeting has then been conducted on 20/04/2021 (01-2021) and 18/11/2021 (02-2021).</p> <p>MCO at Sepang Estate commences on June 2021 and August 2021 however, only 1 OSH meeting recorded for the year 2021. For Dusun Durian Estate, MCO on January 2021 and July 2021 however only 2 OSH Meeting conducted.</p>		

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	<p>Therefore, this is not in line with OSH Act 1994, Part IV (21); Meetings of Safety And Health Committee - Frequency Of Meetings Of Committee; <i>A safety and health committee shall meet as often as may be necessary commensurate with the risks attendant on the nature of work at the place of work but shall not meet less than once in three months.</i></p> <p>As per new FAQ by DOSH "Soalan Lazim Berkaitan Perintah Kawalan Pergerakan; JKPP Bil. 1; Dated 30/04/2020" stated 2 options which are</p> <ol style="list-style-type: none"> a. "Melaksanakan mesyuarat menggunakan kaedah alternatif seperti telesidang" atau "Tangguh dan adakan mesyuarat selepas tempoh PKP berakhir", b. "Namun majikan perlu memastikan mesyuarat JKK dijalankan sekurang-kurangnya 4 kali setahun dan di minitkan satu persatu".
<p>Corrections:</p>	<p>Dusun Durian Estate & Sepang Estate</p> <ol style="list-style-type: none"> 1. Estate management will ensure to conduct the OSH meeting in quarterly basis in order to comply the OSH Act 1994, Regulation 21. 2. To pre-schedule annual plan of OSH meeting in OU annual calendar where it must be conducted 4 times a year without fail and minutes of meeting being recorded.
<p>Root Cause Analysis:</p>	<p>OU Management not aware of the FAQ by DOSH "Soalan Lazim Berkaitan Perintah Kawalan Pergerakan" and only following the MCO, Lockdown & NRP announcement by the Government.</p> <p>Explanation from OU</p> <p>The management is concerned about the outbreak of COVID 19 and to prevent the infection to our workers and the elderly living at our Workers housing therefore we discourage any physical meeting and ultimately postpone the OSH meeting. Selangor state have the highest numbers of COVID 19 cases therefore we particularly concerned about our safety and wellbeing coupled with confirm death cases due to COVID 19 surrounding our area. The Year started with the continuity of Recovery MCO from 1st January 2021 until 31st March 2021, Total Lockdown for 1 month from 1st June until 28th June 2021 and followed by National Recovery Plan (NRP/ PPN) until 1st October 2021.</p>
<p>Corrective Actions:</p>	<p>Dusun Durian Estate & Sepang Estate</p> <ol style="list-style-type: none"> 1. OSH meeting schedule is tabulated as per Appendix Dusun Durian Estate 11. The Management will conduct the meeting as per schedule. 2. RSQM will monitor & assess compliance to these procedures as stated in Roles & Responsibility in Safety And Health Committee Procedures
<p>Assessment Conclusion:</p>	<p>Verified during Major Non-conformity closure as follows:</p> <p>Dusun Durian Estate</p> <p>The estate has established ESh Committee Meeting Plan documented in the HSE Meeting Gant Chart 2022. The meeting was planned to be conducted in the month of February, May, August and November 2022. Reviewed the minutes meeting no 01/2022 dated 28/02/2022. Next meeting is scheduled on 28/05/2022.</p> <p>Sepang Estate</p> <p>The estate has established ESH Committee Meeting Plan documented in Occupational Safety and Health Plan, Sepang Estate 2022. The meeting is scheduled in February, May, August and November 2022. Reviewed the minutes</p>

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	<p>meeting no. 01/2022 dated 14/02/2022. Next meeting is scheduled on 19/05/2022.</p> <p>The RSQM monitor and assess the compliance of Safety and Health Procedures and legal requirement through Checklist Of Occupational Safety & Health (OSH). Reviewed the monitoring conducted in the month of February 2022.</p> <p>All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 16/05/2022.</p>
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Non-conformity			
NCR Ref #	2165801-202202-M6	Date Issued	18/02/2022
Due Date	18/05/2022	Date of nonconformity Closure	16/05/2022
Clause & Category (Critical / Minor)	7.8.2 - Critical		
Statement of Nonconformity:	Main drain adjacent to a palm field was not protected from spraying activities.		
Requirement Reference:	<p>i) 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>ii) BMPs for the management and rehabilitation of riparian reserves(April 2017): 2.1.5 ARTIFICIAL DRAINAGE CHANNELS - For artificial channels draining directly into natural waterways, bank erosion and spraying of chemicals close to the water edge should be minimised. Leaving narrow strips (e.g. 10 m wide) of unsprayed vegetation like shrubs and grasses, alongside artificial drainage channels, as well as minimising the amount of disturbances e.g from dredging) inside the channels, would reduce the amount of pollutants entering natural waterways vis artificial channels, particularly during flooding events.</p>		
Objective Evidence:	<p>East Estate</p> <p>Site visit on 18/02/2022 field no P02D and P00D1 observed there were significant traces of spraying being made at row edge of main drain/watercourse leading external flow to the estuary Sg Langat.</p>		
Corrections:	<ol style="list-style-type: none"> 1. Improve identification through proper signages and better communication Plant Nutrient & Protection (PNP) unit will work together the Operating Unit (OU) to mark the main drain heading towards water course in the map. 2. To erect a signboard says "No Chemical Spraying'. 3. To educate sprayer gang on the requirement. 4. To plant Mucuna sp. along the main drain to cover the bare soil. 		
Root Cause Analysis:	Information with regards to spraying at artificial drain towards natural water source is not being brief and lack of monitoring mechanism i.e. inadequate info given to workers to avoid these areas.		
Corrective Actions:	1. All areas to be avoided spraying to be identified, demarcated and communicated to workers constantly.		

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	<ol style="list-style-type: none"> 2. Mandors/ supervisors are also trained to ensure they are aware and remind workers when work assigned near these demarcated areas. 3. Awareness training to the management and sprayer gang on spraying at sensitive area.
Assessment Conclusion:	<p>Verified during Major Non-conformity closure as follows:</p> <p>East Estate</p> <ol style="list-style-type: none"> 1. The estate has communicate with the Plant Nutrient & Protection (PNP) to identified the main drain leading to tides gates to avoid spraying works and per communication email dated 24/02/2022. The PNP has provided the map for Main Drain – Waterways Connectivity Map. 2. The estate has conducted the awareness training on the prohibition of spraying at the buffer zone area. Reviewed training records dated 23/02/2022 and 15/03/2022. 3. The estate has erected signboard on prohibition of chemical application at the buffer zone area. Sighted the signboard erected and demarcation at field P00D1, P01D and P02D near the tide gate no. 19 and 20. 4. The estate has established Mucuna sp. planting alongside the buffer zone area to rehabilitate the area. Sighted the Mucuna sp. Planted at field P00D1, P01D and P02D. <p>All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 16/05/2022.</p>

Non-conformity			
NCR Ref #	2165801-202202-N1	Date Issued	18/02/2022
Due Date	Next Assessment	Date of nonconformity Closure	Next Assessment
Clause & Category (Critical / Minor)	6.7.2 - Minor		
Statement of Nonconformity:	The monitoring of the First Aid Box were not effectively implemented at the Estate.		
Requirement Reference:	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.		
Objective Evidence:	<p>East Estate</p> <p>The first aid box was sampled for the Spraying Gang Trunk Injection and Office. The First Aid boxes were found to be as below:</p> <ol style="list-style-type: none"> 1. The First Aid items in the First Aid Box were insufficient. There were less items in the box compared to the First Aid Items list that was in the box. (Cosmoplast, Handiplast, Cotton Ball & Cotton Wool were not available) 2. There were items that were in the box but not listed in the First Aid Item List. 		

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	<p>3. Monthly Inspection of First Aid Kit Items were ineffective as records of monitoring showed that all items were replenished and available, but the items were not available in the box during inspection despite not being used by the person in charge.</p> <p>4. Issues and Replenishment were not recorded in the first aid kit. Last usage records shown as 2018 despite the items being used as recent as this month.</p>
Corrections:	<p>East Estate</p> <ol style="list-style-type: none"> To re-brief and issue reminder letter to person in charge. Awareness training on First Aid procedure including the important of updating inventory checklist.
Root Cause Analysis:	Lack of accountability of PIC despite training – not understanding the consequences of expired and incomplete list of essential items in first aid kit. The current communication and control on monitoring is not effective and alternate approaches needs to be explored.
Corrective Actions:	The trained and appointed PIC will submit the checklist to MA in charge and as additionally will be counter checked by MA on sampling basis. Consequence management approach will be taken considering this is a recurring issue.
Assessment Conclusion:	The Minor Non-conformity will be reviewed during next assessment

Non-conformity			
NCR Ref #	2165801-202202-N2	Date Issued	18/02/2022
Due Date	Next Assessment	Date of nonconformity Closure	Next Assessment
Clause & Category (Critical / Minor)	7.3.1 - Minor		
Statement of Nonconformity:	The implementation of disposal of used materials was not effective.		
Requirement Reference:	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.		
Objective Evidence:	<ol style="list-style-type: none"> 16/02/2022 Sepang Estate - During the site visit at PR21B immature area an empty chemical container was sighted at site labeled shown "cypermethrin". Container content checked therein to contain water. 15/02/2022 Sepang Estate - Replaced units of florescent tubes sighted being kept at the fertilizer store and not in a designated waste area. 18/02/2022 East Estate P09A1- Grease container being used to keep chemical for the trunk injection operations. 		
Corrections:	<p>Sepang Estate</p> <ol style="list-style-type: none"> Management has identify the person who brought the item in the field and issue warning letter to contractor Thaylan Enterprise for using the chemical container without permission for the said accident. Appendix IV (1). The empty container will be collected and disposed as scheduled waste according to batches records. 		

	<p>2. To identify and register florescent tubes into waste management plan. The management have updated the notification waste for SW109 through E-SWIS application and will assign the contractor (3R Quest Sdn Bhd) for collection. Appendix IV (2)</p> <p>East Estate</p> <ol style="list-style-type: none"> 1. The grease container being collected and disposed as scheduled waste according to batches records. 2. Keep awareness prohibiting usage of schedule waste containers for personal and other use among estate workers by briefing during morning muster, social dialogue and other communication channels. 3. All re-used container marking and labelling for weeding or P&D spraying activity.
Root Cause Analysis:	The current communication and control on monitoring is not effective and alternate approaches needs to be explored.
Corrective Actions:	<ol style="list-style-type: none"> 1. Estate will ensure the empty chemical container are not being used for any activities without permission by the management (PIC). 2. Practice bin card inventory check list for each of waste product (Empty chemical container) by division and submit to Manager for verification for each month. 3. Estate management will ensure to do the proper marking on empty container for upkeep work used. 4. To communicate and emphasize on the consequences of using empty chemical container to the workers via social dialogue and during morning muster.
Assessment Conclusion:	The Minor Non-conformity will be reviewed during next assessment

Opportunity for Improvements	
OFI #	Description
OFI 1	N/A

Positive Findings	
PF #	Description
PF 1	Good commitment from the management to maintain the system.

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	1883198-202002-N1	Date Issued	14/02/2020
Due Date	18/02/2022	Date of nonconformity Closure	Escalated to Major NC. Refer NC no. 2165801-202202-M1
Clause & Category (Critical / Minor)	2.2.2 - Minor		
Statement of Nonconformity:	The contractor cannot demonstrate that they meeting applicable requirement.		
Requirement Reference:	All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party. Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.		
Objective Evidence:	The Vendor Integrity Pledge has been signed by contractor as due diligence as well as the declaration to follow RSPO/ISCC/MSPO. However, in Sepang Estate, found that contractor workers for Amachi Enterprise (Sekaran a/l Audayer and Ganisen a/l Perumal Ravandar) has been paid RM5 for overtime rate in Jan 2020, Dec 2019 and Aug 2019 pay slip while the employment contract was signed on 01/03/2019 mentioned that the overtime rate is RM7.94/hour.		
Corrections:	The management has advised the contractor to reimburse the amount underpay to its' worker as per rate agreed in the contract and provide the payment voucher as evidence of payment. Additionally, the contractor has been advised to adhere to the term and condition stated in the contract signed between them and its' worker		
Root Cause Analysis:	Monitoring for contractor's worker for legal requirement is inadequate as the monitoring is only been conducted on annual basis i.e. during internal audit and lacking of enforcement for the contractor to comply to what they have agreed in the contract.		
Corrective Actions:	<p>The SDP in the midst to develop the Contractor Worker Management Procedure. Based on the Minimum Wages Order (Amendment) 2018:</p> <ul style="list-style-type: none"> • OU Management to ensure all contracts follow the Minimum Wages order 2018 by MAPA Circular No.44/2018 contain full terms and conditions which include but not limited to the following: • With regards to employees who are not paid basic wages but are paid wages based only on piece-rated system, tonnage system, task system, trip or commission system, the rate of monthly wages payable to such employee should not less than RM1,100.00 • The minimum wages of individual employees covered Articles of the Agreement who turn up for work on all days on which work is offered by management and who complete the full duties allotted shall not be less than RM1,100.00 per month in respect of monthly rated employees and RM42.31 per day worked in respect of daily rated employees 		

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	<ul style="list-style-type: none"> • OU Management to obtain and maintain the workers contractor monthly payslip by photocopy of the following documents from contractors: <ol style="list-style-type: none"> 1. Monthly pay slip for each individual workers 2. To be specify in their pay slip on basic rate and overtime rate as per agreement • OU Management to conduct periodic spot check to ensure all contract workers has been paid as per agreement
Assessment Conclusion:	The corrective action plan established was not effectively implemented. Thus the minor non-conformity was not effectively closed and escalated to major NC. Refer NC no. 2165801-202202-M1

Non-conformity			
NCR Ref #	1883198-202002-N2	Date Issued	14/02/2020
Due Date	18/02/2022	Date of nonconformity Closure	18/02/2022
Clause & Category (Critical / Minor)	4.2.3 – Minor		
Statement of Nonconformity:	No evidence complaint and grievances being resolved in an effective, timely, appropriate manner and accepted by all parties.		
Requirement Reference:	The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.		
Objective Evidence:	<p>In East POM, any repairs required by Internal Stakeholders need to fill-up the House Repair Requisition Form.</p> <p>Sample taken on below: East POM</p> <ol style="list-style-type: none"> 1. Broken pipe at house no A3 from Thiagarajan on 14/01/2020. 2. Broken toilet door at house no 48 from K. Muthuvarmaini on 11/01/2020. 3. Door lock and cement broken at house no 24 from V.Kumanesan on 07/10/19. 4. Low water pressure at house no A8 from Suhairy Nizam on 21/12/2019. <p>It is not comply with the SOM Sub-Section 5.5 Management Responsibility, Appendix 5.5.3.2 Procedure for External Communication 6.3 Time frame for External Communication:</p> <ol style="list-style-type: none"> a. Within 2 weeks of the date of receipt for communication requiring direct feedback. b. Within one week of the completion of the investigation, for communication requiring investigation. 		
Corrections:	Communicated to the respective worker on the situation that defer the repairing process.		
Root Cause Analysis:	Lacking in the implementation of the system/procedure and budget constraint.		
Corrective Actions:	SQM will conduct a refresher training to the management on complaint handling procedure and other related training.		

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Assessment Conclusion:	<p>Assessment verification:</p> <p>East POM has implemented Oil Palm Pal (OPP) and "Borang Kerosakan Rumah – Workers/ NC/ Staff" to record any complaints related to housing defects. Besides, Complaint Book to record complaints and requests reported by the stakeholders was implemented too. Most of the complaints were related to housing repair. Sampled of the complaint as below:</p> <ul style="list-style-type: none"> i. House No.: 3 dated 30/12/2021 <p style="padding-left: 40px;">Issue: Leakage of roof.</p> <p style="padding-left: 40px;">Action: The management has appointed contractor to carry out the repair work to replace the roofing. Seen the invoice# MCT 001/22 dated 09/01/2022 found that the leakage roof was replaced at the respective house.</p> <p>Besides, social dialogue was implemented to discuss issues in the working area and housing area in East POM. The last meeting was conducted on 09/02/2022 to update the progress of the issues raised and new issues. The issues raised were monitor by Assistant.</p> <p>The corrective action plan established was effectively implemented. Thus, the non-conformity was effectively closed.</p>
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Non-conformity			
NCR Ref #	1883198-202002-N3	Date Issued	14/02/2020
Due Date	18/02/2022	Date of nonconformity Closure	18/02/2022
Clause & Category (Critical / Minor)	7.3.2 - Minor		
Statement of Nonconformity:	Domestic wastes were not disposed properly at the designated area.		
Requirement Reference:	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.		
Objective Evidence:	East Estate – during the line site visit East Estate housing area block A domestic waste was thrown in field no P96P.		
Corrections:	Estate management is in progress to clean up the area and cover the area with boiler ash from mill.		
Root Cause Analysis:	The management has overlooked the illegal dumping activities in the area as they are focusing more on the worker housing compound.		
Corrective Actions:	Estate management together with mill management will erect a signage of "Prohibition of Waste Disposal in this Area" and brief the workers on the correct way to dispose their domestic waste.		
Assessment Conclusion:	<p>Assessment verification:</p> <p>Records of domestic waste disposal of East Estate and East POM to MD Kuala Langat landfill were sighted and verified. Sepang Estate disposed domestic waste to own landfill P01A1. Dusun Durian Estate similarly dispatched to own landfill at</p>		

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	<p>respective sites division i.e P96K and P04B of Klanang and Sg Buaia Division respectively. Collection frequency on average 2x to 3x /week.</p> <p>The corrective action plan established was effectively implemented. Thus, the non-conformity was effectively closed.</p>
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Non-conformity			
NCR Ref #	1883198-202002-N4	Date Issued	14/02/2020
Due Date	18/02/2022	Date of nonconformity Closure	Escalated to Major NC. Refer NC no. 2165801-202202-M2
Clause & Category (Critical / Minor)	3.3.2 - Minor		
Statement of Nonconformity:	The mechanism to check on implementation of certain procedures have been ineffective.		
Requirement Reference:	A mechanism to check consistent implementation of procedures is in place.		
Objective Evidence:	<p>1. EAST POM - Audiometric test was conducted on an annual basis. Latest test was done on 07th – 25th May 2019. A total of 37 workers were sent for the test with 7 workers found to be with STS including 2 with hearing impairment. The workers with STS were required to repeat audiometric test within 3 months from the last report. The GSQM Department have highlighted that the audiometric re-test results were not available during the internal audit conducted by the department on 15th November 2019. However, until the audit, the mentioned workers have yet to be sent for retest. Thus, the mechanism to ensure implementation of procedures, the internal audit, is not effective.</p> <p>Stated amongst the recommendations in the CHRA (22nd October 2015) for Health Surveillance Programs, it is stated "If any employee is exposed or likely to be exposed to chemicals hazardous health listed in Schedule II, the health surveillance required as per USECHH Regulations 2000 shall include medical surveillance conducted by an Occupational health Doctor (OHD) at intervals of not more than twelve months or at such shorter intervals as determined by the OH.</p> <p>2. It was sighted that the Medical Surveillance at Dusun Durian Estate was not done for the whole of 2019. The latest Medical Surveillance was conducted on 23rd January 2020. Prior to that the Medical Surveillance was done on 26th November 2018 which is more than 12 months interval.</p>		
Corrections:	<p>Audiometric test for all the workers have been conducted on 2/3/2020.</p> <p>To ensure medical surveillance and other requirements in CHRA are well monitored by the team comprising of MA and office staff.</p>		
Root Cause Analysis:	Inefficient tracking system to monitor compliance of CHRA requirement as currently only one member is assign for the task		
Corrective Actions:	To assigned another person to back-up the task of monitoring the requirement in CHRA should the primary person in-charge is not available.		

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Assessment Conclusion:	The corrective action plan established was not effectively implemented. thus the minor non-conformity was not effectively closed and escalated to major NC. Refer NC no. 2165801-202202-M2
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Opportunity for Improvement	
OFI#	Description
OFI 1	N/A

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1149356M1	Major	2.1.1	27/02/2015	Closed out on 08/04/2015
1149356M2	Major	5.3.3	27/02/2015	Closed out on 08/04/2015
1298818N1	Minor	6.5.3	24/02/2016	Closed out on 24/02/2017
1298818N2	Minor	5.6.3	24/02/2016	Closed out on 24/02/2017
1444834-201702-M1	Major	4.7.2	23/02/2017	Closed out on 17/03/2017
1444834-201702-M2	Major	2.1.1	23/02/2017	Closed out on 17/03/2017
1444834-201702-N1	Minor	5.2.3	23/02/2017	Closed out on 23/02/2018
1444834-201702-N2	Minor	4.7.3	23/02/2017	Closed out on 23/02/2018
1596927-201802-M1	Major	SCCS 5.3.2	23/02/2018	Closed out on 24/04/2018
1596927-201802-M2	Major	SCCS 5.4.1	23/02/2018	Closed out on 24/04/2018
1596927-201802-M3	Major	SCCS 5.13.1	23/02/2018	Closed out on 24/04/2018
1596927-201802-M4	Major	SCCS 5.13.2	23/02/2018	Closed out on 24/04/2018
1596927-201802-M5	Major	SCCS 5.13.3	23/02/2018	Closed out on 24/04/2018
1596927-201802-M6	Major	2.1.1	23/02/2018	Closed out on 24/04/2018
1596927-201802-M7	Major	SCCS D4.2	23/02/2018	Closed out on 24/04/2018
1596927-201802-N1	Minor	5.3.3	23/02/2018	Closed out on 01/02/2019
1596927-201802-N2	Minor	6.9.3	23/02/2018	Closed out on 01/02/2019
1733498-201901-M1	Major	SCCS D 5.1	01/02/2019	Closed out on 15/04/2019
1733498-201901-M2	Major	General COC 5.7.2	01/02/2019	Closed out on 15/04/2019
1733498-201901-M3	Major	SCCS D 2.2	01/02/2019	Closed out on 15/04/2019
1733498-201901-M4	Major	6.5.1	01/02/2019	Closed out on 15/04/2019
1733498-201901-M5	Major	6.5.2	01/02/2019	Closed out on 15/04/2019
1733498-201901-N1	Minor	5.1.3	01/02/2019	Closed out on 14/02/2020

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1733498-201901-N2	Minor	5.2.3	01/02/2019	Closed out on 14/02/2020
1733498-201901-N3	Minor	2.1.3	01/02/2019	Closed out on 14/02/2020
1733498-201901-N4	Minor	4.7.3	01/02/2019	Closed out on 14/02/2020
1883198-202002-M1	Critical	2.1.1	14/02/2020	Closed out on 12/05/2020
1883198-202002-M2	Critical	7.2.6	14/02/2020	Closed out on 12/05/2020
1883198-202002-N1	Minor	2.2.2	14/02/2020	Escalated to Major NC. Refer NC no. 2165801-202202-M1
1883198-202002-N2	Minor	4.2.3	14/02/2020	Closed out on 18/02/2022
1883198-202002-N3	Minor	7.3.2	14/02/2020	Closed out on 18/02/2022
1733498-201901-N4	Minor	3.3.2	14/02/2020	Escalated to Major NC. Refer NC no. 2165801-202202-M2
2165801-202202-M1	Major	2.2.2	18/02/2022	Closed on 16/05/2022
2165801-202202-M2	Major	3.3.2	18/02/2022	Closed on 16/05/2022
2165801-202202-M3	Major	3.6.2	18/02/2022	Closed on 16/05/2022
2165801-202202-M4	Major	6.2.2	18/02/2022	Closed on 16/05/2022
2165801-202202-M5	Major	6.7.1	18/02/2022	Closed on 16/05/2022
2165801-202202-M6	Major	7.8.2	18/02/2022	Closed on 16/05/2022
2165801-202202-N1	Minor	6.7.2	18/02/2022	Open
2165801-202202-N2	Minor	7.3.1	18/02/2022	Open

3.4 Stakeholders and previous land owner / user consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss SOU 8 East Palm Oil Mill and Supply Base 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)
Workers Representative	<ol style="list-style-type: none"> 1. Mandore 2. Harvester 3. General workers 4. Gender Committee Representative 5. NUPW Representative 	Face to face interview
Governmental Department	<ol style="list-style-type: none"> 6. SJK(T) Sepang 7. SK Seri Lanang 8. SK Gappin 	Face to face interview
Communities	<ol style="list-style-type: none"> 9. Hoo Soon Fatt (Smallholders) 10. MPKK Kg. Seri Cheding 11. Ladang Sungai Buaya 	Face to face interview
Suppliers/Contractors	<ol style="list-style-type: none"> 12. Nalini 13. Tiong Ying Transport Sdn. Bhd. 14. GSP Letchumy Sdn. Bhd 15. ATT Trading 16. SM Nooris Enterprise 	Face to face interview

Stakeholders comment	
1	<p>Feedbacks: Female workers</p> <p>They informed that there is no discrimination occurred in the company. They were treated equally and the wages were paid according to the Minimum Wage Order 2020. They also informed that no sexual harassment reported. They understood the complaint procedure.</p> <p>Audit Team verification and response:</p> <p>Reviewed the payslips, employment contracts and records of meeting minutes of Gender Committee confirmed that no discrimination and sexual harassment reported.</p>
2	<p>Feedbacks: Local workers & foreign workers, NUPW representatives</p> <p>No restrictions by management to all mill and estate employees to join union. Almost all local workers associated with NUPW while more than 50% foreign workers become member. Required fees paid by company with no issue.</p> <p>The representatives have informed that they were elected by all the workers without any involvement of management. They will have discussion with the management if there are any issues raised by the workers. The management will take action accordingly. They are involved in the Social Dialogue committee as well to discuss the issues in the company.</p> <p>Audit Team verification and response:</p> <p>Reviewed the payslips, employment contracts confirmed that no discrimination to the foreign workers. reviewed the social dialogue minutes meeting confirms the workers representative discussed the issue raised by the workers with the management.</p>

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3	<p>Feedbacks: Contractors</p> <p>They informed that they have signed agreement prior to provide services. Payment was made promptly. They were briefed on company policies and RSPO requirements. They understood the complaint mechanism. They have good relationship with the management.</p>
	<p>Audit Team verification and response:</p> <p>No other issue.</p>

List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
Dusun Durian Estate (Golden Hope Plantation Berhad)	Until 2008	5634.45	Yes	No	Yes, ownership changed due to company merging as Sime Darby
Sepang Estate (Golden Hope Plantation Berhad)		2092.28			
East Estate (Golden Hope Plantation Berhad)		3176.21			

Previous land owner / user comment	
	<p>Feedbacks: N/A</p>
	<p>Audit Team verification and response: N/A</p>

3.5 Impartiality and conflict of interest

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

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Formal Signing-off of Assessment Conclusion and Recommendation

The audit objectives have been achieved and the certificate scope is appropriate. Based on the results of this audit, it is concluded that SOU 8 East Palm Oil Mill and Supply Base 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 SOU 8 East Palm Oil Mill and Supply Base remain certified.

Report prepared by	Acceptance of Assessment Conclusion
Name: Muhammad Fadzli b. Masran	Name:
Company Name: BSI Services (M) Sdn. Bhd.	Company Name:
Title: Client Manager	Title:
Signature:  Date: 15/06/2022	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>  SIME DARBY PLANTATION BHD EAST ESTATE RAYME HASHIM SR MANAGER Date:
Date: 15/06/2022	Date: 15/06/2022

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance	
Principle 1: Behave ethically and transparently			
Criterion 1.1: The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	<p>(C) Documents that are specified in the RSPO P&C are made available to the public.</p> <p>- Critical (Major) compliance -</p>	<p>Documents specified for mill and all estates within SOU 8 Certification Unit made available as per sample as following:</p> <ul style="list-style-type: none"> - Land titles/user rights - Occupational health and safety plans - Plans and impact assessments relating to environmental and social impacts - HCV documentation - Pollution prevention and reduction plans - Details of complaints and grievances - Continuous improvement plans - Public summary of certification assessment report - Group Sustainability Policy - Record of contributions to community development <p>Other publicly available documents as per published via Sime Darby Plantation’s website link as following: https://simedarbyplantation.com/sustainability/reports-policies-and-statements/</p> <p>All operating units have individual documents and records to demonstrate compliance to this indicator.</p>	Complied

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1.1.2	<p>Information is provided in appropriate languages and accessible to relevant stakeholders.</p> <p>- Minor compliance -</p>	<p>All the related information was in Bahasa Malaysia and English and accessible to the stakeholders upon request.</p> <p>Interview conducted on-site with sampled internal and external stakeholders confirmed that the information provided in appropriate languages and accessible to them.</p> <p>Communication to external stakeholder made through stakeholder consultation meeting as per sample Minutes of Meeting sighted for Dusun Durian Estate Stakeholder Consultation Meeting 01/2021; Date: 17/11/2021 and East Estate which conducted Stakeholder Meeting 2021 for SOU 8 & 9 dated on 11/11/2021 at Grand Ballroom, Sime Darby Plantation Academy. The minutes of meeting records indicated that most of feedbacks from stakeholders during previous meeting have been addressed and updated to relevant stakeholders.</p>	Complied
1.1.3	<p>(C) Records of requests for information and responses are maintained.</p> <p>- Critical (Major) compliance -</p>	<p>The mill has implemented visitor book, complaint book and inspection book to record any requests from the stakeholders. The last visit from DOE was on 22/11/2021 and 08/02/2022 from DOE. Details of inspection was recorded in the inspection books.</p> <p>SOU 8 maintained records of request for information and responses as per sample sighted as following:</p> <ul style="list-style-type: none"> - Sepang Estate: Workers requests to brief on the complaint and grievance procedures "Suara Kami" during Muster Ground briefing session dated on 17/11/2021. - Dusun Durian Estate: Sekolah Agama Menengah Unwanus Saadah Kanchong Darat (SAMUSKD) Banting requests dated on 12/11/2021 - East Estate: SJK Pulau Carey Request for road access permit for lorry dated on 4/2/2022 	Complied

		<p>All requests found to be responded within short time by respective recipients.</p>	
<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. - Critical (Major) compliance -</p>	<p>Sime Darby Plantation Estate Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 01/11/2008). The procedure has detailing the process of handling complaints from stakeholders and the time frame for external communication to be dealt with. The time frame to provide feedback is within two weeks of the date of receipt for communication and within one week of the completion of the investigation.</p> <p>The Mill Manager has appointed Mill Assistant as the social officer to handle any issue related to social in the mill. Appointment letter dated 17/07/2021 was sighted.</p> <p>There was a combined stakeholder meeting conducted on 11/11/2021 for East POM, East Estate, West POM and West Estate. Stakeholders such as local communities, contractors, suppliers and governmental representatives were attended to the meeting. Issues were recorded in the meeting minutes with action to be taken and person-in-charge. All of the issues were directed to the estates. No issue required action from East POM.</p> <p>Consultation and communication procedures were explained to relevant stakeholders as per sample sighted in Dusun Durian Estate conducted on 4/2/2022 as part of SOU 8 “Race to Green – Grievance Communication” program. Sighted the region report template on communication plan which includes the Social Dialogue events to be conducted between estate management and workers on weekly basis. Other internal communication sample sighted for East Estate include the following:</p> <ul style="list-style-type: none"> - International Labour Organization (ILO) requirements briefing to workers; Date: 6/1/2022 	<p>Complied</p>

		<p>- Briefing and distribution of "Suara Kami" Stickers to workers; Date: 10/12/2021</p> <p>Communication to external stakeholder made through stakeholder consultation meeting as per sample Minutes of Meeting sighted for Dusun Durian Estate</p>	
1.1.5	<p>There is a current list of contact and details of stakeholders and their nominated representatives.</p> <p>- Minor compliance -</p>	<p>The latest Stakeholders Lists for all operating units within SOU 8 sighted available as updated on November 2021. Information of stakeholders' details available included person in charge, address, e-mail and contact number for various stakeholders' category among internal and external stakeholders including local communities, authorities, vendors and neighbours etc.</p>	Complied
<p>Criterion 1.2: The unit of certification commits to ethical conduct in all business operations and transactions.</p>			
1.2.1	<p>A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.</p> <p>- Minor compliance -</p>	<p>SOU 8 East has implemented policy on code of ethical conduct and integrity (Code of Business Conduct - COBC) which covered all operations in the plantation operation.</p> <p>All the workers will signed a declaration on <i>Komitmen Peribadi dan Pematuhan Kepada Kod Etika Kerja (COBC) Sime Darby Plantation</i> to comply with the COBC of the company.</p> <p>Vendor Integrity Pledge (VIP) has implemented where the business conduct was included in the pledge. The sampled contractors and suppliers as below:</p> <ol style="list-style-type: none"> 1. Warung Cik CT Enterprise 2. Steam & Condensate Solutions Sdn Bhd 3. Tiong Ying Enterprise Sdn Bhd 4. Chip Huat Excavator Works 5. GSP Lechumy Sdn Bhd 6. Dynamic Attraction Enterprise 	Complied

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		7. ATT Trading 8. SM Nooris Enterprise																															
1.2.2	A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice. - Minor compliance -	Monitoring included inspection visit by internal auditors. Sighted records available for latest internal audit for SOU 8 East was conducted on 06/12/2021 for East POM, 05/01/2022 in Sepang Estate, 08/12/2021 in Dusun Durian Estate and 07/12/2021 in East Estate.	Complied																														
Principle 2: Operate legally and respect rights																																	
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.																																	
2.1.1	(C) The Unit of Certification complies with legal requirements - Critical (Major) compliance -	East Palm Oil Mill continued to comply with legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and GSQM sustainability team. The Mill and the 3 estates had obtained and renewed license and permits as required by the law. The licenses/permit viewed among others were: <table border="1" data-bbox="1182 932 1921 1396"> <thead> <tr> <th></th> <th>License / Permit / Regulatory Requirement</th> <th>Validity Period</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>East Palm Oil Mill</td> <td></td> </tr> <tr> <td>2</td> <td>MPOB License no 53323-800-4000</td> <td>30/09/2022</td> </tr> <tr> <td>3</td> <td>DOE – Jadual Pematuhan Ref 001456</td> <td>30/06/2022</td> </tr> <tr> <td>4</td> <td>BOMBA – no 329272– fire certificate</td> <td>31/05/2022</td> </tr> <tr> <td>5</td> <td>Work on O/T –JTK 3 -3 years approval</td> <td>Eff 31/05/19</td> </tr> <tr> <td>6</td> <td>Majlis Daerah Kuala Langat ref 13480</td> <td>31/12/2022</td> </tr> <tr> <td>7</td> <td>Sterilizer no 1 PM 1069</td> <td>21/02/2023</td> </tr> <tr> <td>8</td> <td>Sterilizer no 2 PMT 1531</td> <td>21/02/2023</td> </tr> <tr> <td>9</td> <td>Sterilizer no 3 PMT 1070</td> <td>21/02/2023</td> </tr> </tbody> </table>		License / Permit / Regulatory Requirement	Validity Period	1	East Palm Oil Mill		2	MPOB License no 53323-800-4000	30/09/2022	3	DOE – Jadual Pematuhan Ref 001456	30/06/2022	4	BOMBA – no 329272– fire certificate	31/05/2022	5	Work on O/T –JTK 3 -3 years approval	Eff 31/05/19	6	Majlis Daerah Kuala Langat ref 13480	31/12/2022	7	Sterilizer no 1 PM 1069	21/02/2023	8	Sterilizer no 2 PMT 1531	21/02/2023	9	Sterilizer no 3 PMT 1070	21/02/2023	Complied
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		10	Boiler no 3 PMD 80297	14/04/2022
		11	Crane no 4 PMA 28305	21/02/2023
		12	Crane no 4 PMA 13212	21/02/2023
		13	Air Compressor PMT 86895	24/06/2022
		14	Air Compressor PMT 86896	24/06/2022
		15	Air Receiver Tank PMT 81790	14/04/2022
		16	Air receiver Tank PMT 81806	14/04/2022
		17	Metrology Corp. w/bridge 1 ref D 188333	Eff 08/02/2022
		18	Metrology Corp. w/bridge 1 ref D 038237	Eff 06/04/2021
		19	Suruhanjaya Tenaga ref 2019/02642	Pending
			<i>Dusun Durian Estate</i>	
		1	Permit <i>Barang Kawalan</i> KPDNKK No 5408	12/01/2024
		2	Air Compressor PMT 28377	23/02/2022
		3	Air Compressor PMT 28376	23/02/2022
		4	Air Compressor PMT 28263	01/05/2022
		5	MPOB – Keluaran BTB– 563441011000	31/07/2022
		6	MPOB – Keluaran BTB– 528976002000	30/04/2022
			<i>East Estate</i>	
		1	Permit <i>Barang Kawalan</i> KPDNKK No 2820	07/02/23 7/2/22

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		<p>Tenaga certificate renewal was made with approval received via email dated 10/01 2022. Certificate has yet to be received by the mill.</p> <p><i>Factory and Machinery Act 1967 –</i> The following competency requirements were verified:</p> <table border="1" data-bbox="1193 547 1933 933"> <thead> <tr> <th></th> <th>Competent person</th> <th>No of personnel.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Steam engineer</td> <td>1st grade – 1</td> </tr> <tr> <td>2</td> <td>Engine Driver (BHC)</td> <td>1 - 1st Grade 1- 2nd grade</td> </tr> <tr> <td>3</td> <td>Boilermen</td> <td>2-2nd grade</td> </tr> <tr> <td>4</td> <td>AESP (Authorised Entrant and Standby Person Confined Space)</td> <td>2 competent persons</td> </tr> <tr> <td>5</td> <td>AGTES (Authorised Gas Tester Entry Supervisor Confined Space)</td> <td>1 competent person</td> </tr> <tr> <td>6</td> <td>Electrical Chargemen</td> <td>1 - A4 1 AO Chargemen</td> </tr> </tbody> </table> <p><i>EQ (Prescribed Premise) Crude Palm Oil Regulations 1977</i></p> <ul style="list-style-type: none"> a) Requirement in "Jadual Pematuhan" b) License no / validity period – 001456 till 30/6/22 at 30mt/hr c) Discharge method – land application – land application. d) Scheduled waste (CePSWaM): Mill Manager - Nov 2018 e) Effluent treatment (CePPOME) Mill Manager - Feb 2018. <p><i>Air Monitoring</i></p> <ul style="list-style-type: none"> a) Particulate – Stack sampling was carried out on quarterly basis. b) Noted that monitoring was conducted on (at 12.0%) CO2. <table border="1" data-bbox="1220 1356 1915 1385"> <thead> <tr> <th>Boiler ref</th> <th>Date</th> <th>Dust concentration</th> <th>EQA std</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Competent person	No of personnel.	1	Steam engineer	1 st grade – 1	2	Engine Driver (BHC)	1 - 1st Grade 1- 2 nd grade	3	Boilermen	2-2 nd grade	4	AESP (Authorised Entrant and Standby Person Confined Space)	2 competent persons	5	AGTES (Authorised Gas Tester Entry Supervisor Confined Space)	1 competent person	6	Electrical Chargemen	1 - A4 1 AO Chargemen	Boiler ref	Date	Dust concentration	EQA std					
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PMD 80297	03/3/21	70 mg/m3	150 mg/m3				
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>The CU continued to implement and maintain the established documented system for identifying, accessing, tracking and monitoring of compliance with the legal requirements that were applicable to them.</p>	Complied				

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		<p>a) Each estate and mill had its own Legal and Other Requirements Register (LORR) and were being evaluated individually annually for compliance. The legal registers were updated by the person in-charge and approved by the respective managers.</p> <p>b) The GSQM Department is responsible to track changes and the information was disseminated to all its plantations and Mill department. Among the applicable legal and included in the legal register are Pesticides Act 1974 and Regulations, Environmental Quality Act 1974 and Regulations, Factories and Machinery Act 1967 and Regulations, Occupational Safety and Health 01/7/2019. Act 1994, Employment Act 1955, Aboriginal Peoples Act 1954, Industrial Relations Act 1967, Children and Young Persons (Employment) Act 1966, MPOB Regulations (Licensing) 2005.</p> <p>c) The latest legal register update by GSQM in 2022 was related to the following;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Date</th> <th>Description</th> <th>Section Affected</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>30/5/21</td> <td>Min wages order 2018</td> <td>Amended - 2020</td> </tr> <tr> <td>2</td> <td>30/5/21</td> <td>Anti Money Laundering Act 2001</td> <td>Newly added</td> </tr> <tr> <td>3</td> <td>30/5/21</td> <td>Malaysian Anti-Corruption Act 2018</td> <td>Amendment</td> </tr> <tr> <td>4</td> <td>30/5/21</td> <td>Whistle Blower Protection Act 2020</td> <td>Newly added</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>OU</th> <th>LORR Rev</th> <th></th> <th>OU</th> <th>LORR Rev</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>East POM</td> <td>11/02/22</td> <td>3</td> <td>D Durian Estate</td> <td>05/01/22</td> </tr> <tr> <td>2</td> <td>East Estate</td> <td>02/6/21</td> <td>4</td> <td>Sepang Estate</td> <td>15/06/21</td> </tr> </tbody> </table>		Date	Description	Section Affected	1	30/5/21	Min wages order 2018	Amended - 2020	2	30/5/21	Anti Money Laundering Act 2001	Newly added	3	30/5/21	Malaysian Anti-Corruption Act 2018	Amendment	4	30/5/21	Whistle Blower Protection Act 2020	Newly added		OU	LORR Rev		OU	LORR Rev	1	East POM	11/02/22	3	D Durian Estate	05/01/22	2	East Estate	02/6/21	4	Sepang Estate	15/06/21	
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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>The Estates have maps showing the locations of boundary stones that have been physically located and marked. Inspection of boundary stones/markers/trenching at the 3 estates, during the field inspection confirmed that they were clearly marked and maintained. All the physical markers/Boundary stones along the legal boundaries between was visibly available.</p> <table border="1" data-bbox="1160 600 1814 970"> <thead> <tr> <th></th> <th>Estate</th> <th>Boundary</th> <th>Neighbouring</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>East</td> <td>P17A</td> <td>West Estate</td> </tr> <tr> <td>2</td> <td>East</td> <td>P13A</td> <td>West Estate</td> </tr> <tr> <td>3</td> <td>D Durian</td> <td>P04B</td> <td>Sg Langat</td> </tr> <tr> <td>4</td> <td>D Durian</td> <td>P06K1</td> <td>Kg Kancong Darat</td> </tr> <tr> <td>5</td> <td>Sepang</td> <td>P05C1</td> <td>Kg Baru India</td> </tr> <tr> <td>6</td> <td>Sepang</td> <td>P05C1</td> <td>Kubor 1 Malaysia</td> </tr> <tr> <td>7</td> <td>Sepang</td> <td>P15B</td> <td>Kg Batu 2</td> </tr> </tbody> </table>		Estate	Boundary	Neighbouring	1	East	P17A	West Estate	2	East	P13A	West Estate	3	D Durian	P04B	Sg Langat	4	D Durian	P06K1	Kg Kancong Darat	5	Sepang	P05C1	Kg Baru India	6	Sepang	P05C1	Kubor 1 Malaysia	7	Sepang	P15B	Kg Batu 2	Complied
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Criterion 2.2: All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.																																			
2.2.1	<p>A list of contracted parties is maintained.</p> <p>- Minor compliance -</p>	<p>The list of contracted parties available as per stakeholder list</p> <p>Both the estates and the mill continued to maintain the stakeholders' information (address, contact number, nominated representatives) which included the contractors, vendors/suppliers, foreign recruitment agencies, embassy, government agencies, schools, local communities, CPO/PK customers, etc. The list of stakeholders has been established by the mill. The list was updated on 31/01/22 comprises of various parties, neighbouring communities and Government Agencies.</p>	Complied																																

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	Classification	No of stakeholder			
		EE	DDE	SE	EPOM
1	Government Agencies - MPOB/KPDNHEP - PDRM/Immigration	20	37	20	20
2	Local Community	8	8	15	8
3	Suppliers/Vendor	20	15	31	20
4	Contractors	10	5	10	10
	Total	58	65	76	58

	Date	East	D Durian	Sepang	EPOM
1	Ist meeting	11/11/21	17/11/21	14/02/22	11/11/21
2	2 nd meeting	05/02/20	13/11/19	14/02/21	05/02/20

The subjects discussed during the meeting with the presence management including stakeholders among others discussed on the following;

- a) FFB OER award by the Mill
 - Prices subject to commodities pricing
 - Extraction ratios
 - FFB quality
- b) Company Policies and SOP
- c) Issues relating to neighborhood and concerns
- d) Fire prevention control / prohibition

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		<p>e) RSO/MSPO compliance and guidelines f) Vendor / suppliers legal compliance</p> <p>There is no major course of concern of issues highlighted during the meeting. Dusun Durian Estate was unable to made meeting in 2020 due MCO restriction in the vicinity.</p>																																				
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>The agreements (selectively sampled) have included clauses in relation to requirement to meeting legal among others;</p> <table border="1"> <thead> <tr> <th></th> <th>OU</th> <th>Contractor</th> <th>Services</th> <th>Validity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EE</td> <td>ATT Trading</td> <td>Transporting LF to mill</td> <td>31/12/22</td> </tr> <tr> <td>2</td> <td>EE/SE/ Dusun Durian Estate</td> <td>Chip Huat Excavator</td> <td>Works on road grading and compacting.</td> <td>31/12/22</td> </tr> <tr> <td>3</td> <td>SE</td> <td>Ammachi Enterprise</td> <td>Ammachi Enterprise (Harvesting & Collection)</td> <td>19/12/21</td> </tr> <tr> <td>4</td> <td>SE/EE/ Dusun Durian Estate</td> <td>Tiong Ying Enterprise</td> <td>Transporting of FFB</td> <td>31/12/22</td> </tr> <tr> <td>5</td> <td>EPOM</td> <td>Pengangkutan Sri Tanjung Sepat Sdn Bhd</td> <td>Transportation of CPO to refinery</td> <td>31/10/23</td> </tr> <tr> <td>6</td> <td>Dusun Durian Estate</td> <td>GSP Ltechumy</td> <td>Supply of lent labour</td> <td>31/12/22</td> </tr> </tbody> </table>		OU	Contractor	Services	Validity	1	EE	ATT Trading	Transporting LF to mill	31/12/22	2	EE/SE/ Dusun Durian Estate	Chip Huat Excavator	Works on road grading and compacting.	31/12/22	3	SE	Ammachi Enterprise	Ammachi Enterprise (Harvesting & Collection)	19/12/21	4	SE/EE/ Dusun Durian Estate	Tiong Ying Enterprise	Transporting of FFB	31/12/22	5	EPOM	Pengangkutan Sri Tanjung Sepat Sdn Bhd	Transportation of CPO to refinery	31/10/23	6	Dusun Durian Estate	GSP Ltechumy	Supply of lent labour	31/12/22	Non-compliance
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		<p>It stated that the agreement is governed among others by the following;</p> <p>Clause 5 (b) - Compliance with applicable laws and guidelines</p> <ol style="list-style-type: none"> i. To comply with all applicable laws, by-laws, rules, regulations ii. Not limited to laws in relation to employment, environment, OSH, anti-bribery, anti-slavery, human trafficking laws iii. Laws and SOP on COVID 19 pandemic iv. All contractors are subject to KPI monthly evaluation <p><u>Sepang Estate:</u></p> <p>Reviewed 4 of the employment contracts for contractor’s workers (Tiong Ying Enterprise Sdn Bhd) found that the reference of Minimum Wage Order stated in Clause 1 and Clause 2 was the obsolete version. It mentioned the wages is accordance to Minimum Wage Order 2016 and Minimum Wage Order 2019 instead of Minimum Wage Order 2020 even the workers were signed on Year 2020.</p> <p><u>Dusun Durian Estate:</u></p> <ol style="list-style-type: none"> 1. Reviewed 7 of the employment contracts for contractor’s workers (G.S.P Lechumy Sdn Bhd) found that the reference of Minimum Wage Order stated in Clause 1 and Clause 2 was the obsolete version. It mentioned the wages is accordance to Minimum Wage Order 2019 instead of Minimum Wage Order 2020 even the workers were signed on Year 2022. 2. There was no payment of wage for public holiday on 04/11/2021 and 25/12/2021 to the workers of G.S.P Lechumy Sdn Bhd as verified in the payment vouchers. 3. There was no payment of two days’ wages at the ordinary rate of pay for worked on public holiday on 04/11/2021 for workers below: 	
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		<ul style="list-style-type: none"> • Passport No.: BW050775 • Passport No.: BX0699589 • Passport No.: BQ0361523 • I/C No.: 551113-10-56XX • I/C No.: 581025-10-5043 <p>4. Reviewed the payslips and checkroll attendance for worker (Passport No.: BW050775) found that he has worked on rest day on 28/11/2021. However, no payment of wages as per Employment Act 1955, Section 60 (3) (d).</p> <p>5. Reviewed the payslips and checkroll attendance for November 2021 and January 2022 found that the contractor paid RM 6.00/ hour of overtime to the workers who work for overtime. This has confirmed with the contractor that he just paid RM 6.00/ hour of overtime to the workers who worked overtime. Sampled workers as below:</p> <ul style="list-style-type: none"> • Passport No.: BW050775 • Passport No.: BX0699589 • Passport No.: BW0114373 • Passport No.: BT0170596 • Passport No.: BX0208012 • Passport No.: BR0840123 • I/C No.: 581025-10-5043 <p><u>East Estate:</u></p> <p>1. Reviewed 7 of the employment contracts for contractor's workers (S M Nooris Enterprise) found that the reference of Minimum Wage Order stated in Clause 1 and Clause 2 was the obsolete version. It mentioned the wages is accordance to</p>	
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		<p>Minimum Wage Order 2019 instead of Minimum Wage Order 2020 even the workers were signed on Year 2022.</p> <p>2. The contractor (S M Nooris Enterprise) has made deduction of wages for SOCSO & EIS for 7 of his workers as verified in the payslips for November 2021, December 2021 and January 2022. According to Employees' Social Security Act 1969 (Act 4), the rate of contribution is 1.25% of the insured monthly wages and to be paid by the employer.</p> <p>3. The EIS contribution made was not in accordance to Employees' Social Security Act 1969 (Act 4), Attachment B for foreign workers as verified the Borang 8A. The workers as below:</p> <table border="1" data-bbox="1167 775 1906 1342"> <thead> <tr> <th>Passport No.</th> <th>EIS Contribution made as per Borang 8A</th> <th>Correct amount to contribute as per Attachment B</th> </tr> </thead> <tbody> <tr> <td rowspan="3">U0561881</td> <td>November 2021: RM 14.40</td> <td>November 2021: RM 24.40</td> </tr> <tr> <td>December 2021: RM 14.40</td> <td>December 2021: RM 23.10</td> </tr> <tr> <td>January 2022: RM 14.40</td> <td>January 2022: RM 23.10</td> </tr> <tr> <td rowspan="3">K0861283</td> <td>November 2021: RM 11.90</td> <td>November 2021: RM 21.90</td> </tr> <tr> <td>December 2021: RM 11.90</td> <td>December 2021: RM 25.60</td> </tr> <tr> <td>January 2022: RM 14.40</td> <td>January 2022: RM 24.40</td> </tr> </tbody> </table>	Passport No.	EIS Contribution made as per Borang 8A	Correct amount to contribute as per Attachment B	U0561881	November 2021: RM 14.40	November 2021: RM 24.40	December 2021: RM 14.40	December 2021: RM 23.10	January 2022: RM 14.40	January 2022: RM 23.10	K0861283	November 2021: RM 11.90	November 2021: RM 21.90	December 2021: RM 11.90	December 2021: RM 25.60	January 2022: RM 14.40	January 2022: RM 24.40	
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		U0564060	November 2021: RM 15.60 December 2021: RM 15.60 January 2022: RM 15.60	November 2021: RM 24.40 December 2021: RM 24.40 January 2022: RM 24.40		
		EA009253 9	November 2021: RM 14.40 December 2021: RM 14.40 January 2022: RM 14.40	November 2021: RM 24.40 December 2021: RM 23.10 January 2022: RM 23.10		
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		U0069690	November 2021: RM 14.40	November 2021: RM 24.40		

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		There was no payment of wage for public holiday on 04/11/2021 to the workers of S M Nooris Enterprise as verified in the payslips.					
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>All OU contracts/Agreement have generic clauses in relation to disallowing child, forced and trafficked labour as described in the Vendor Integrity Pledge (VIP).</p> <p>All contracted parties/vendors were required to signed Vendor Integrity Pledge (VIP) and to comply with para;</p> <ul style="list-style-type: none"> - a (i); Vendor Code of Business Conduct (VCOBC) - a (ii); all applicable laws and regulations related anti-bribery, fraud and corruption. - Contractors workers compliance requirements (passport, permit & employment terms) <p>The contract documents and Vendor Integrity Pledge (VIP) records sighted in the indicator 2.2.2 above also contain clauses disallowing child, forced and trafficked labour. No young workers are employed by contractors and vendors.</p>	Complied				
Criterion 2.3: All FFB supplies from outside the unit of certification are from legal sources.							
2.3.1	<p>(C) For all directly sourced FFB, the mill requires:</p> <ul style="list-style-type: none"> • Information on geo-location of FFB origins • Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder • One or more supporting documents for claims • Valid MPOB license 	<p>The mill received only crop from the SDP estates, mainly from the East / Sepang and Dusun Durian Estates, others if any are from diversion from the sister mill as results of breakdown or annual maintenance. All the estates from the same SOU 08 possessed the following information sighted and verified during the audit</p>	Complied				

	- Critical (Major) compliance -	<p>a) All FFB from the SDP estates supported by the delivery documents.</p> <p>b) Valid land title with ownership status (refer indicator 4.4.1)</p> <p>c) Valid MPOB licence (refer criteria indicator 2.1.1)</p> <p>All delivery documents were verified with volumes of FFB received by the mill.</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 Indicator2.3.1.</p> <p>- Minor compliance -</p>	There is no smallholders' crop received or processed in East Palm Oil Mill.	Not Applicable																								
Principle 3: Optimise productivity, efficiency, positive impacts and resilience																											
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.																											
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>The 3 estates, i.e East / Sepang / Dusun Durian continued to commit to long term economic and financial viability. The annual budgets for 2022 to 2026 were sighted. The budget covers activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure, RSPO compliance etc. The budget also included projections on yield/ha, and total cost of production per m ton & per ha and CAPEX - capital expenditure mainly for buildings, furniture and others asset related expenses. The estates adopted the following format for the annual budget.</p> <table border="1" data-bbox="1205 1169 1839 1353"> <thead> <tr> <th>Year</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> </tr> </thead> <tbody> <tr> <td>Mature Ha</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td>Immature Ha</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td>Total Ha</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </tbody> </table>	Year	2022	2023	2024	2025	2026	Mature Ha	x	x	x	x	x	Immature Ha	x	x	x	x	x	Total Ha	x	x	x	x	x	Complied
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<p>3.1.2</p>	<p>An annual replanting programme projected for a minimum of five years with yearly review, is available. - Minor compliance -</p>	<p>The long-range replanting programs (LRRP) until 2026 were sighted on all 3 estates. The program was reviewed once a year and incorporated into their annual financial budget. The program sighted for the next 5 years in hectares is as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Year</th> <th>East</th> <th>Sepang</th> <th>D Durian</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2023</td> <td>241.42</td> <td>127.84</td> <td>0.00</td> </tr> <tr> <td>2</td> <td>2024</td> <td>250.71</td> <td>222.55</td> <td>83.33</td> </tr> <tr> <td>3</td> <td>2025</td> <td>300.39</td> <td>243.94</td> <td>263.67</td> </tr> <tr> <td>4</td> <td>2026</td> <td>0.00</td> <td>277.36</td> <td>38.06</td> </tr> </tbody> </table>		Year	East	Sepang	D Durian	1	2023	241.42	127.84	0.00	2	2024	250.71	222.55	83.33	3	2025	300.39	243.94	263.67	4	2026	0.00	277.36	38.06	<p>Complied</p>																																			
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3.1.3	<p>The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertake.</p> <p>- Minor compliance -</p>	<p>The management review was held as follows chaired by the respective Managers:</p> <table border="1" data-bbox="1227 481 1834 715"> <thead> <tr> <th></th> <th>Estate</th> <th>Date of meeting</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sepang Estate</td> <td>09/02/2022</td> <td>9</td> </tr> <tr> <td>2</td> <td>East Estate</td> <td>20/12/2021</td> <td>11</td> </tr> <tr> <td>3</td> <td>D Durian Estate</td> <td>13/01/2022</td> <td>17</td> </tr> <tr> <td>4</td> <td>East POM</td> <td>13/02/2021</td> <td>10</td> </tr> </tbody> </table> <p>The agenda discussed among others includes the following;</p> <ul style="list-style-type: none"> a) Results of internal audits b) Customer feedback c) Process performance and product conformity d) Status of preventive & corrective actions e) Follow up action from management review f) Changes that could affect the management system g) Recommendation for improvement <p>Minutes of meeting for all 3 estates and the mill were sighted and verified. No major issues were highlighted during the meeting. Main focus is on the forthcoming external RSPO audit in June 2022.</p>		Estate	Date of meeting	Attendees	1	Sepang Estate	09/02/2022	9	2	East Estate	20/12/2021	11	3	D Durian Estate	13/01/2022	17	4	East POM	13/02/2021	10	Complied
	Estate	Date of meeting	Attendees																				
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3	D Durian Estate	13/01/2022	17																				
4	East POM	13/02/2021	10																				
<p>Criterion 3.2: The unit of Certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable Continuous improvement in key operations.</p>																							
3.2.1	<p>(C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.</p>	<p>In consideration to of environmental and social impact, the operating units has established continuous improvement plan. Reviewed the sampled established FY 2021/22 as follows:</p>	Complied																				

	<p>- Critical (Major) compliance -</p>	<p>Palm Oil Mill</p> <ol style="list-style-type: none"> 1. Redesign conveyor and connecting to the existing Fly Ash Conveyor at the side of boilers. The main objective is to make only 1 area of ash disposal 2. Redesign the layout of ramp area. extend the size of the FFB lorry turning point and having an additional FFB hopper 3. To work along with CER Region Engineering team to redesign/restructure the drain layout of the mill. To discuss with estate team as well for the shortest route of water extraction from mill compound. 4. To build a small drain at the centre of boiler area to make sure no stagnant water at the area. 5. To install insulation sound proof at the ripple mill as to reduce the noise sound into surrounding. <p>Estates</p> <ol style="list-style-type: none"> 1. To mechanize spraying works to improve productivity and labour shortage 2. To mechanize manuring works using fertiliser spreader to improve productivity and labour shortage 3. Replace old agriculture machineries and vehicles to reduce machineries/vehicle breakdown times. 4. To replace existing earth drain and existing damaged drain to resolve stagnant water issues and blocked drain at linesite area. 	
<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>RSPO metrics template submitted was verified its data to be reflective of raw data sources from each operating units.</p>	<p>Complied</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>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>SOP was established for the Estates. Sime Darby SOP issued 02/01/2008 and Agricultural reference Manual, Sustainability Plantation Management System and EQMS (Estate Quality Management System) were distributed to all operating units under SOU18 as a guidance document to conduct estate operation. The SOP covers land preparation, planting material, upkeep, harvesting, FFB transportation and etc.</p> <p>Available a folder contained a Mill Quality Management System (Standard Operating Procedure). Version 1:2008. Included an operation of:</p> <ul style="list-style-type: none"> 1.0 Reception Station 2.0 Fruit Handling Station 3.0 Sterilization Station 4.0 Threshing Station 5.0 Pressing Station 6.0 Clarification Station 7.0 Depericarping Station 8.0 Kernel Recovery Station 9.0 Boiler Station 10.0 Power generation 	<p>Complied</p>

		<p>11.0 Product Storage and Despatch 12.0 Laboratory 13.0 Oil Recovery Station 14.0 Water Treatment Plant 15. Effluent treatment Plant</p> <p>Sime Darby has established a system to monitor the mill operation. The visited the operating units on timely basis. Their reports covers on all aspect of operation.</p> <p>For the estates, reviewed a folder of SOP maintain for Estate Quality Management System issue date 01/11/2008. The main category of the SOP under:</p> <p>1. Estate Upkeep and cultivation</p> <ul style="list-style-type: none"> • Planning for replanting/new planting • Felling/clearing and land preparation • Weeding/Spraying-Mature • Weeding/Spraying-Immature • Road construction • Road Bridges, culverts • Soil and water conservation • Boundaries • Leguminous cover crops • Lining, holing, planting • Census/supplying • Thinning • Pests and dieses • Manuring 	
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		<ul style="list-style-type: none"> • Water management <p>2. Harvesting and Collection</p> <ul style="list-style-type: none"> • Harvesting • D 12 Block Harvesting system • Ripeness standard • Division of labour. <p>Available a details SOP for operation covering safe working for application of fertilizer, SOP for Handling of machinery, SOP Harvesting, SOP for Prunning, SOP for Spraying, SOP for Chemical handling, SOP for Safe Driving, SOP for workshop and etc.</p>	
3.3.2	<p>A mechanism to check consistent implementation of procedures is in place. - Minor Compliance -</p>	<p>The monitoring of the mill and estates process is made through the supervision headed by Mill/Estates Manager. All process parameters are documented and summarized in a daily report.</p> <p>For mill, the Mill advisor, Structured Oil Recovery Assessment (SORA) and Planning and Monitoring Unit visited the operating units on timely basis. Their reports covers on all aspect of operation.</p> <p>For estates, Sime Darby Plantation has established mechanism to monitor the implementation of their procedure by Plantation Advisor Visit, Performance Monitoring Visit and Agronomist Visit. The visit focusing on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep.</p> <p>During site visit at the East POM workshop, it was sighted that the Oxygen and Acetylene gas container used for welding/cutting works was not installed with flash back arrestor. This was against the Safety Work Procedure for Workshop, rev. no. 2, issued on 07/01/2008 under section 18.4 (b).</p> <p>During document review at East POM, it was noted that an accident occur on 13/09/2021 at boiler operation involving workers with id</p>	<p>Non-compliance</p>

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		<p>no. 850809-10-6135 with 19 days medical leaves. However, the JKPP 6 notification was submitted to DOSH was only conducted 01/10/2021, 18 days after the accident happen. This was against the Standard Operating Procedure of Incidents, Accidents & Non-Conformance Management. Refer SOP no. SDP/SQM/(ESH)/001-2-9 rev. 1 dated 30/05/2019.</p> <p>East Estate had an SOP under PQMS dated 01/06/2006 titled water quality monitoring stipulated requirement of quarterly frequency. East Estate made one sampling 31/03/2021 for the year.</p> <p>East POM:</p> <p>Sime Darby Plantation has implemented Oil Palm Pal (OPP) and developed Workers Housing Management Procedure dated 26/11/2021 to provide guideline to the management in providing a safe, liveable workers housing condition including the process of handling housing repair. The timeline to investigate/ inspect the housing defect based on the risk category. If high risk, the inspection/ investigation needs to be done immediately. If medium risk, the inspection/ investigation needs to be done within 24 hours and if low risk, the inspection/ investigation needs to be done within 3 working days. However, interviewed with the person-in-charge confirmed that he did not carry out initial inspection based on the risk category in East POM. For eg: There were two medium risk issues were raised on 04/12/2021 and 09/12/2021. The inspection was conducted on 21/12/2021 by the person-in-charge and the contractor.</p> <p>Sime Darby Plantation has developed Sime Darby Plantation Estate Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 01/11/2008). The procedure has detailing the process of handling complaints</p>	
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		<p>from stakeholders and the time frame for external communication to be dealt with. The time frame to provide feedback is within two weeks of the date of receipt for communication and within one week of the completion of the investigation. There were issues raised by the workers in Gender Committee meeting and recorded in the meeting minutes. However, the issues raised on 11/01/2021 has yet to be resolved and it repeated during the meeting on 24/11/2021. This has verified with the representative that the issues have yet to be resolved.</p> <p>The evidence showed the monitoring of Standard Operating Procedure established was not effectively implemented. Thus, non-conformity were raised.</p>	
<p>3.3.3</p>	<p>Records of monitoring and any actions taken are maintained and available. - Minor Compliance -</p>	<p>Sime Darby Plantation has established mechanism to check the effective implementation of the procedure. Among the mechanism such as Mill/Plantation Advisor Visit, Performance Monitoring Visit, SORA/SCRA visit, Agronomist visit and Internal Audit.</p> <p>Reviewed the monitoring records maintained at the operating units office as follows:</p> <p>East POM</p> <ol style="list-style-type: none"> 1. Structured Crop and Oil Recover Assessment (SCRA and SORA) FY 2021 Round 1 SOU 8 East Summary Report for visit on 19 – 23/04/2021 2. Structured Oil Recovery Assessment (SORA) report for visit on 15 – 19/11/2021 3. RSPO and MSPO Internal Audit report for SOU 8: East Mill dated 06/12/2021. <p>Sepang Estate</p> <ol style="list-style-type: none"> 1. Plantation Advisor visit report conducted on 17 – 19/03/2021. Refer report ref. no. SEP/SOU 8/E/1-2021. 	<p>Complied</p>

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		<ol style="list-style-type: none"> 2. Structured Crop and Recovery Assessment (SCRA) Assessment Report for visit on 21/04/2021 3. RSPO and MSPO Internal Audit report for SOU 8: Sepang Estate dated 05/01/2022. 4. Agronomist visit on 15 – 16/11/2021 as per report Sepang Estate 2022 Agronomic & Fertiliser Recommendation Report – Oil Palm dated 01/12/2021. <p>Dusun Durian Estate</p> <ol style="list-style-type: none"> 1. Structured Crop and Recovery Assessment (SCRA) Assessment Report for visit on 22/11/2021 2. Performance Monitoring Visit Summary Dusun Durian Estate for visit conducted on 22/1/2021 3. Agronomist visit on 21 – 22/07/2021 as per report Dusun Durian Estate 2022 Agronomic & Fertiliser Recommendation Report – Oil Palm dated 08/10/2021 <p>East Estate</p> <ol style="list-style-type: none"> 1. Agronomist visit on 01 – 02/09/2021 as per report East Estate 2022 Agronomic & Fertiliser Recommendation Report – Oil Palm dated 23/09/2021. 2. Internal Audit conducted in the estate on 07/12/2022 	
<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	<p>(C) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/out-grower scheme, is documented.</p> <p>- Critical (Major) compliance -</p>	<p>Environmental</p> <p>There are no new plantings or operations within SOU 08 East CU. However there were plans and impact assessments relating to environmental impacts based on documents as following:</p>	Complied

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		<p>a) Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; Register</p> <p>b) Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-01/EAI</p> <p>c) Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-02/EIE.</p> <p>There is no change of current practices required to mitigate negative effects based on identified impacts for both the mill and estates. However the mill and estates have conducted periodical review on the aspects and impacts identified and evaluated as registered.</p> <p>The mill and estates has continuously implemented its annual programs that were established as part of its individual Pollution Prevention Plan. Managers and Assistant Managers of mill and estate were identified as person-incharge of the programs which were established upon review of the aspect and impact register. It was observed that the reviewing and updating on the registers were made annually if there’s no any new activity within respective sites.</p> <table border="1" data-bbox="1176 1141 1944 1369"> <thead> <tr> <th></th> <th>Projects</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td></td> <td>Estate</td> <td></td> </tr> <tr> <td>1</td> <td>SE - Social</td> <td>workers quarters roofing replacement 5 years</td> </tr> <tr> <td>2</td> <td>SE - Welfare</td> <td>Employees motorcycle parking area - 2023</td> </tr> <tr> <td>3</td> <td>SE - Welfare</td> <td>Upgrading of staff house facilities - 2023</td> </tr> </tbody> </table>		Projects	Details		Estate		1	SE - Social	workers quarters roofing replacement 5 years	2	SE - Welfare	Employees motorcycle parking area - 2023	3	SE - Welfare	Upgrading of staff house facilities - 2023	
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		4	Dusun Durian Estate - Social	Workers house porch 5 year plan RM 94K /year
		5	Dusun Durian Estate - Social	New drainage line site 5 year plan RM 27K/year
		6	Dusun Durian Estate - Social	Premixed road estate complex RM160K - 2023
		7	DD Operation	New fertilizer store 2024 RM 374K
		8	Dusun Durian Estate - Social	New community hall 2025 RM1.1M
		9	EE Environmental	Bund straightening 5 years RM2.2M
		10	EE - Social	Housing upgrading RM 6 units RM630K
		11	EE - Operation	Replacement of fertilizer store 2022 RM408
		12	EE - Social	Addition overhead tank 2022 RM165K
			East POM	
		1	Operation	Mill front area upgrading 2022 - RM1.8M
		2	Environmental	EFB yard - concreting works 2022 - RM250K
		3	Environmental	New effluent application area 2022 RM500K
		4	Operation	Upgrading Engine room/sterilization area 2022 RM500K
		5	Operation	Kernel Plant roofing upgrading 2023 RM300K
		6	Operation	1 unit decanter 2023 RM100K
		7	Housing	TNB meter installation 2022 RM500K

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		<table border="1"> <tr> <td data-bbox="1176 375 1232 430">8</td> <td data-bbox="1232 375 1444 430">Environmental</td> <td data-bbox="1444 375 1948 430">sterilizer to continuous sterilizer system 2024.</td> </tr> </table>	8	Environmental	sterilizer to continuous sterilizer system 2024.	
8	Environmental	sterilizer to continuous sterilizer system 2024.				
3.4.2	<p>For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.</p> <p>- Minor Compliance -</p>	<p>Environmental</p> <p>SOU 08 East has a separate Social Impact Assessment (SIA) and Environmental Impact Assessment reports. It mentioned the objectives, category, action, frequency, person in charge and monitoring period.</p> <p>Among others as summarized below:</p> <p>a) To ensure compliance to SOP and legal requirement regarding social (appointment of person in charge/committee to handle social matters, communication on policies/SOP on social to relevant stakeholders, monitoring of pay and agreement of workers and contractor’s workers and to maintain housing and facilities provided to workers). based on inputs received from</p>	Complied			

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		<p>external stakeholders during stakeholder meetings, union meetings, JCC meetings, and Gender Committee</p> <p>b) To contribute to local communities' development based on inputs received from external stakeholders during stakeholder meetings, union meetings, JCC meetings, and Gender Committee meetings.</p> <p>The aspect and impact analysis for all the mill/estate operations are documented and revised annually recent being Jan 2022. In the comprehensive report, the study of aspect and impact are aimed to;</p> <p>a) Plan to avoid negative impact and to promote positive impacts. b) Reduction disposal of waste taking into consideration of social responsibilities. c) Plan to reduce pollution and release of GHG d) Development and implementations.</p> <p>The aspect and impact covered the following activities/operations among others;</p> <table border="1" data-bbox="1182 991 1939 1382"> <thead> <tr> <th></th> <th>Estates Activities</th> <th></th> <th>Estates Activities</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Poisoning of VOPs/ woodies</td> <td>7</td> <td>Vehicle maintenance by contractors</td> </tr> <tr> <td>2</td> <td>Circle spraying</td> <td>8</td> <td>EFB application</td> </tr> <tr> <td>3</td> <td>Management of empty containers</td> <td>9</td> <td>Fertilizer storage /application</td> </tr> <tr> <td>4</td> <td>Rat baiting</td> <td>10</td> <td>Grass slashing</td> </tr> <tr> <td>5</td> <td>Diesel Reception</td> <td>11</td> <td>Chemicals storage</td> </tr> <tr> <td>6</td> <td>Triple rinsing</td> <td>12</td> <td>Grading of FFB</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>East Palm Oil Mill Activities</td> <td></td> <td>East Palm Oil Mill Activities</td> </tr> </tbody> </table>		Estates Activities		Estates Activities	1	Poisoning of VOPs/ woodies	7	Vehicle maintenance by contractors	2	Circle spraying	8	EFB application	3	Management of empty containers	9	Fertilizer storage /application	4	Rat baiting	10	Grass slashing	5	Diesel Reception	11	Chemicals storage	6	Triple rinsing	12	Grading of FFB						East Palm Oil Mill Activities		East Palm Oil Mill Activities	
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		<p>3. Issue: Representative from the mosque requested for black soil for beautification in the mosque area and to carry out "gotong-royong" in the mosque area in Sepang Estate.</p> <p>Action to be taken: The mill management agreed to supply the black soil and will join the "gotong-royong" activity.</p> <p>Status: Seen the request letter for "gotong-royong" dated 10/01/2022 and request letter for black soil dated 31/01/2022 from the representative of mosque. The management has approved the requests and seen the photo evident that the management has involved in the activities and supplied black soil as per requested.</p>																					
<p>3.4.3</p>	<p>(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way. - Critical (Major) compliance -</p>	<p>Environmental</p> <p>The Social/Environmental Action Plan 2022 available for each units were available having information i.e issues, management plan, PIC and time frame. The input are gathered from the meeting minutes</p> <ul style="list-style-type: none"> a) Gender Committee, NUPW, b) Safety Meeting, c) Complaint & Request from internal & external stakeholders and muster briefing). d) Stakeholders meeting <table border="1" data-bbox="1227 1161 1928 1391"> <thead> <tr> <th></th> <th>OU</th> <th>Review date</th> <th>Updates</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EPOM</td> <td>10/01/2022</td> <td>No changes - no new activities</td> </tr> <tr> <td>2</td> <td>Sepang</td> <td>03/01/2022</td> <td>No changes</td> </tr> <tr> <td>3</td> <td>D Durian</td> <td>05/01/2022</td> <td>Grabber system for FFB collection</td> </tr> <tr> <td>4</td> <td>East</td> <td>01/0/2022</td> <td>No changes</td> </tr> </tbody> </table>		OU	Review date	Updates	1	EPOM	10/01/2022	No changes - no new activities	2	Sepang	03/01/2022	No changes	3	D Durian	05/01/2022	Grabber system for FFB collection	4	East	01/0/2022	No changes	<p>Complied</p>
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		<p>Social</p> <p>The social management plan was implemented, reviewed and updated on yearly basis in the participatory way by collected feedbacks during meeting with internal and external stakeholders. The plan has updated the progress of the issues. For eg:</p> <ol style="list-style-type: none"> Issue: Cattle issue scattered in the workers' housing area. Action: Meeting with the cattle owners and instructed them to relocate the cattle. <p>Status: The management has maintained a list of cattle owners and seen the permit applications from owner to management of Sepang Estate to relocate the cattle. A meeting with the cattle owners was conducted on 10/12/2021. Besides, monitoring of the status of cattle was carried out by the Auxiliary Police.</p>	
<p>Criterion 3.5: A system for managing human resources is in place.</p>			
3.5.1	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives where applicable.</p> <p>- Minor Compliance -</p>	<p>The Human Resource Department in HQ has established Hiring of Local Workers Procedure (Doc. No.: 01-11-19) dated 01/11/2019 and Workforce Management Unit Liaison & Recruitment Standard Operating Process & Procedures (SOPP) (Doc. No.: WMU/LR-SOPP/JAN2016/R1, Rev. 1 dated 01/11/2016) to explain the recruitment processes for both local and foreign workers. The recruitment of foreign workers will be carried out by the Workforce Management Unit and HR.</p>	Complied
3.5.2	<p>Employment procedures are implemented, and records are maintained.</p> <p>- Minor Compliance -</p>	<p>Application form for employment, interview form, medical check-up report, photocopied of identification card, employment contract and induction training record were sighted for new recruited employees in East POM. Job vacancy will be posted in social media. Seen the vacancy post posted on 10/09/2021.</p>	Complied
<p>Criterion 3.6: An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.</p>			

<p>3.6.1</p>	<p>(C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented. - Critical (Major) compliance -</p>	<p>Sime Darby has established the Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by the CEO, Upstream Malaysia dated 01/06/2020.</p> <p>In the Policy Statement stated the commitment to provide safe and healthy workplace and operating in an environmentally responsible manner at all their operation in Malaysia</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the mill and estate.</p> <p>Sime Darby has established SOP for HIRARC. Refer Estate Quality Management System, Level 2: Standard Operating Manual, Subsection 5.4: Planning, Appendix 5.4.1a Hazard Identification, Risk Assessment and Risk Control (HIRARC) Procedure ver. 1 Year 2008, issue no. 1 dated 1/4/2008.</p> <p>The operating units has conducted assessment for risk covers all main operations and support operations. The HIRARC was reviewed at minimum once a year, if accident occur or changes on the operation.</p> <p>Reviewed the risk assessment as follows: East POM</p> <ol style="list-style-type: none"> 1. Latest Chemical Health Risk Assessment was conducted on 23/07/2021 by assessor with DOSH reg. no. HQ/09/ass/00/124. Refer report no. HQ/09/ass/00/124 – 2020/0011 2. Latest HIRARC review was conducted on 13/12/2021 with changes in Kernel Plant, boiler and fruit handling and steriliser operation and 28/10/2021 with changes at boiler operation due accident occur on 13/10/2021. 	<p>Complied</p>
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		<p>3. Latest Noise Risk Assessment was conducted on 11/03/2019. Refer report ref. no. EC/0319/10925. As per recommendation, audiometric test to be conducted on annually basis. Latest audiometric test was conducted on 04 and 11/10/2021 and retest for workers with STS on 19/11/2021 and 24/01/2022. The report was yet to be received by the mill during the estate.</p> <p>Sepang Estate</p> <ol style="list-style-type: none"> 1. Latest Chemical Hazard Risk Assessment was conducted on 11/10/2020 by assessor with DOSH reg. no. HQ/09/ass/00/124. Refer report ref. no. HQ/09/ASS/00/124 – 2020/0034. 2. Noise Risk Assessment was conducted on 10/08/2020 by Hygiene Tech with DOSH reg. no. HQ/94/PEB/00/08. 3. FY 2021, latest HIRARC review was conducted on 10/12/2021 for accident cases occur on 15/12/2021 while for FY 2022, the HIRARC review was conducted on 22/01/2022 due to accident occur 20/01/2022 on Auxiliary police operation. <p>Dusun Durian Estate</p> <ol style="list-style-type: none"> 1. Baseline Noise Risk Assessment was conducted on 28/10/2021 by Hygiene Tech with DOSH reg. no. HQ/10/PEB/00/112. Refer report no. HQ/10/PEB/00/112 – 181/2021. 2. Latest Chemical Hazard Risk Assessment was conducted on 12/11/2020 by assessor HQ/09/ass/00/124. Refer report ref. no. HQ/09/ASS/00/124 – 2020/0045. 3. HIRARC review FY 2021 was conducted on 24/11/2021 due to accident occur at harvesting operation on 12/10/2021 and 06/12/2021 due to accident occur at rat baiting operation on 29/11/2021 <p>East Estate</p>	
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		<ol style="list-style-type: none"> 1. Latest CHRA was conducted by assessor with DOSH eg. No. HQ/09/ass/00/124 on 05/11/2020. Refer report ref. no. HQ/09/ASS/00/124 – 2020/0043. 2. Baseline Noise Risk Assessment was conducted on 27/10/2021 by Hygiene Tech with DOSH reg. no. HQ/10/PEB/00/112. Refer report no. HQ/10/PEB/00/112 – 177/2021. 3. Latest HIRARC review was conducted on 31/12/2021 due to accident occur in workshop operation on 19/11/2021 and changes in operation such as harvesting, manuring, spraying, frond stacker, auxiliary police, tractor driver and general works. The HIRARC review was conducted by the management team based on accident cases, changes in operation, workplace inspection and workers feedback. 	
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>The operating units in SOU 8 has established and monitored Safety and Health Management Plan. The plans includes OSH Risk Management, OS Structure, Incident Reporting, Emergency Preparedness and Response, Chemical Safety Management, Noise Management, Contractor Safety Management, Communication, Inspection, Awareness and Competency Training and DOSH Visit and Audit. The management plan was monitored on quarterly basis and reviewed and annually basis. reviewed the monitoring and implementation of the management plan as follows;</p> <p>East POM</p> <ol style="list-style-type: none"> 1. Latest Noise Risk Assessment was conducted on 11/03/2019. Refer report ref. no. EC/0319/10925. As per recommendation, audiometric test to be conducted on annually basis. Latest audiometric test was conducted on 04 and 11/10/2021 and retest for workers with STS on 19/11/2021 and 24/01/2022. The report was yet to be received by the mill during the estate. 	Non-compliance

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		<ol style="list-style-type: none"> 2. The mill conducted chemical exposure monitoring on annually basis. Latest CEM was conducted by Hygiene Tech. with reg. no. HQ/19/JHI/00/00039 on 27/12/2021. Refer report PR21-CHM-0057. 3. Annual Local Exhaust Ventilation (LEV) Examination was conducted 27/12/2021. Refer report no. HQ/16/JHII/00/23-2021/034. 4. The mill conducted first aid kit monitoring on monthly basis recorded in the First Aid Kit Checklist. Reviewed the monitoring records for January 2021 – January 2022. Noted during the field visit, the first aid items in the box was adequate and no expired items found. 5. The mill conducted workplace inspection on quarterly basis prior to safety and health committee meeting. Reviewed the inspection records conducted in July and September 2021. The report includes details such as issues, corrective action, pictures before and after implementation of correction plan, person responsible, date completion and status. 6. The mill conducted fire drill and ERP training on annually basis. Latest training was conducted on 26/01/2022 with emergency evacuation time recorded at 5 minutes. 7. The mill conducted medical surveillance on annually basis for workers involve in chemical handling. Latest medical surveillance was conducted 10/11/2021. 13 workers were sent for surveillance and 1 were unfit due to Anaemia and 2 required retest for MRP and urine Manganese. The workers with Anaemia was instructed to conduct works not involving Hexane as per recommendation by VMO and letter instruction dated 06/12/2021 signed by the Mill Manager. For the workers required retest, the retest will be conducted in February 2022. 	
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		<p>During site visit at the East POM Kernel Dispatch area, sighted a lorry driver for lorry with reg. no. BLV 8186 was working on top of the trailer and not wearing safety harness while tarpaulin the canvas after loaded the lorry with palm kernels. This was against the existing control measure in HIRARC established and Safety Work Procedure for Oil Palm and Kernel Despatch, rev. no. 4, issued on 07/01/2008 under section B(11)</p> <p>Sepang Estate</p> <ol style="list-style-type: none"> 1. The estate conducted first aid kit monitoring on monthly basis recorded in the First Aid Box – Monthly Inspection. Reviewed the monitoring records for January 2021 – February 2022. Noted during the field visit, the first aid items in the box was adequate and no expired items found 2. The estate conducted medical surveillance on annually basis. Reviewed the reports for surveillance conducted on 07/01/2022. 3. The estate conducted ERP training on on annually basis. Latest training was conducted with Sepang Fire Departments on 26/01/2022 with evacuation time recorded at 5 minutes as per “Borang Pengesahan Aktiviti” by Sepang Fire Departments. 4. The mill conducted workplace inspection on quarterly basis prior to safety and health committee meeting. Reviewed the inspection records conducted on 10/02/2022 and 07/12/2021. <p>Dusun Durian Estate</p> <ol style="list-style-type: none"> 1. The estate conducted audiometric test on annually basis. Latest audiometric test was conducted on 20/01/2022 as per Invoice no. A-2201/019 dated 26/01/2022. The estate has yet to receive by the estate. 2. The mill conducted workplace inspection on quarterly basis prior to safety and health committee meeting. Reviewed the 	
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		<p>inspection records conducted on 24 - 26/01/2022, 16 - 17/11/2021.</p> <ol style="list-style-type: none"> 3. Latest medical surveillance for workers involved in chemical handling was conducted by OHD with DOSH reg. no. HQ/17/DOC/00/00042 on 30/12/2021. 28 workers were sent for surveillance and found fit to work as chemical handlers. 4. The estate conducted first aid kit monitoring on monthly basis recorded in the Monthly Checklist/Monitoring for First Aid Kit. Reviewed the monitoring records for June 2021 – February 2022. Noted during the field visit, the first aid items in the box was adequate and no expired items found. <p>East Estate</p> <ol style="list-style-type: none"> 1. The estate conducted PPE inspection during workplace inspection. Reviewed the inspection records dated 23/02/2021, 14/05/2021 and 17/08/2021. 2. The estate conducted workplace inspection records on quarterly basis. Reviewed the inspection records dated 23/02/2021, 14/05/2021 and 17/08/2021. The results were discussed in Safety and Health committee meeting. Reviewed the minutes meeting dated 26/03/2021, 25/06/2021 and 14/09/2021. 3. The estate conducted medical screening for sprayers on monthly basis during VMO visit. Reviewed the medical screening records dated 16/02/2022, 12/01/2022, 24/11/2021, 14/10/2021 and 08/09/2021. 4. The estate conducted medical surveillance for workers exposed to Organophosphate, Chromium and Manganese on annually basis. Latest surveillance was conducted on 10/12/2021. 52 workers were sent for surveillance and found fit to work as chemical handlers. 	
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		5. The estate conducted firefighting equipment monitoring on annually basis. Reviewed the records of monitoring FY 2021. As at the audit date, a total of 152 fire extinguisher were at the estate with expired/service date in July 2022.	
Criterion 3.7: All staff, workers, Scheme Smallholders, out-growers, and contract workers are appropriately trained.			
3.7.1	<p>(C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and out-growers, taking into account gender-specific needs, and which covers applicable aspects of the RSPOP&C, in a form they understand, and which includes assessments of training.</p> <p>- Critical (Major) compliance -</p>	<p>All operation units within SOU 8 established and documented a training plan base on training need analysis conducted on annual basis. Sighted Training Schedule FY 2021 which covers all job designation including the contractors. The training program covers areas such as Safety, Environment and Management Systems.</p> <p>No scheme smallholders and out-growers within SOU 8.</p>	Complied
3.7.2	<p>Records of training are maintained.</p> <p>- Minor Compliance -</p>	<p>The operating units maintained the training records conducted. Reviewed the training records as follows:</p> <p>East POM</p> <ol style="list-style-type: none"> 1. Internal Office Memo in relation to ILO briefing dated 26/11/2021 2. Document verification and contractors briefing dated 13/11/2021 3. Workplace behaviour briefing dated 16/12/2021 4. Mill laboratory supervisor forum and training dated 15/09/2021 5. Separate Oil recovery System training dated 07/09/2021 6. Crane operational training dated 12/01/2021 7. HIRARC walkabouts training dated 24/12/2021 8. Safety work procedure for Steriliser, kernel and boiler station training dated 13/01/2022 9. First aid kit refresher training dated 08/01/2022 	Complied

		<p>10. fire drill and ERP training dated 26/01/2022</p> <p>Sepang Estate</p> <ol style="list-style-type: none"> 1. Workplace ethical behaviour briefing dated 14/02/2022 2. CePSWaM training dated 10 – 14/01/2022 3. Fire drill training dated 26/01/2022 4. First aid training dated 29/01/2022 5. Estate SOP for workers in and out for Auxiliary Police training dated 25/01/2022 6. HIRARC review training dated 08/12/2021 7. First Aid training dated 13/12/2021 8. Bagworm treatment training dated 18/11/2021 9. Spraying techniques and the Safety Aspects and maintenance of Inter Pump training dated 29/11/2021 10. Trunk injection training dated 07/05/2021 11. Environmental training dated 08/03/2021 12. Company policy training dated 18 – 20/02/2021 <p>Dusun Durian Estate</p> <ol style="list-style-type: none"> 1. First aid, CPR, Choking Training dated 15/12/2021 2. Emergency response plan training dated 12/02/2022 3. Health Safety Committee training dated 27/11/2021 4. ILO indicators, IOMs and Awareness on Race to Green training dated 25/11/2021 5. Rat baiting and safety training dated 17/02/2021 6. Fire drill and firefighting training dated 11/11/2021 7. Refresher Policy and COBC briefing dated 03/11/2021 8. Harvesting and pal pro training dated 28/01/2022 	
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		<ul style="list-style-type: none"> 9. Harvesting Incentive Scheme briefing dated 20/11/2021 10. Road site pruning training dated 08/02/2021 East Estate 1. SOP for manuring and PPE awareness training dated 08/01/2021 2. SOP for harvesting and PPE awareness training dated 20/01/2021 3. Fire drill and fire extinguisher training dated 24/03/2021 4. Lorry inspection and safety briefing dated 22/06/2021 5. Replanting works safety briefing dated 03/05/2021 6. SOP and safety aspect for trunk injection training dated 06/10/2021 7. SOP and safety aspect for rat baiting training dated 21/10/2021 8. SOP and safety aspect for ST 102 Spraying dated 15/10/2021 9. First aid training dated 08/01/2022 10. PPE, Pre-Mixing and triple rinse training dated 20/10/2021 11. Circle spraying training dated 28/01/2022 12. Spraying techniques and the Safety Aspects and maintenance of Inter Pump training dated 27/10/2021 	
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>The mill continuously provided training to the personnel involved in SCCS. Reviewed the training records as follows:</p> <ul style="list-style-type: none"> 1. RSPO/MSPO/SCCS training dated 23/12/2021 	Complied

Criterion 3.8: Supply chain requirement for mills
 (note: All supply chain requirements are considered as **Critical (C)**. However it will not contribute to suspension if there is more than 5 non-compliance within a principle)

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3.8.1	<p>Identity Preserved Module A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme.</p> <p>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.</p>	<p>As per Sustainability Plantation Management System, SOP for Sustainability Supply Chain and Traceability, ver. 2, issue no. 5 dated April 2019 under section Glossary stated the meaning of RSPO Identity preserved as supply chain model assured that the RSPO certified oil palm product delivered to the end user uniquely identifiable to a single RSPO certified supply base.</p> <p>FFB were obtained from all Sime Darby certified estates only. There was no third party's crop nor non-certified FFB received by the mill. This was verified during the stakeholders meeting and site visit at mill.</p>	Not Applicable
3.8.2	<p>Mass Balance Module 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>	<p>FFB were obtained from all Sime Darby certified estates only. There was no third party's crop nor non-certified FFB received by the mill. This was verified during the stakeholders meeting and site visit at mill.</p>	Complied
3.8.3	<p>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.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report. Reviewed the estimated CPO and PK production for period of March 2021 - January 2022.</p> <p>The actual tonnage of CPO and PK produce during the period since last audit will be recorded in this audit. Reviewed the actual CPO and PK production for the period of March 2021 - January 2022.</p>	Complied
3.8.4	<p>The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.</p>	<p>RSPO PalmTrace registration was conducted by the Global Trade Marketing Department. All transaction will register in the RSPO PalmTrace.</p>	Complied

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		<p>The mill license available at PalmTrace as following:</p> <ul style="list-style-type: none"> - Member Name: East Oil Mill - Sime Darby - Member ID: RSPO_PO1000000097 - Member category: Oil Mill - RSPO Membership No.: 1-0008-04-000-00 (Sime Darby Plantation Berhad) 	
<p>3.8.5</p>	<p>Documented procedures The mill shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. b) Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). c) Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able 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>Sime Darby Plantation has develop Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability, Appendix 15, Version 2, Issue No. 5 dated April 2019 to ensure the handling of incoming FFB and outgoing CPO and PK are carried out in a proper manner to meet the sustainability requirements for traceability and mass balance. The following subjects were included in the procedure:</p> <ul style="list-style-type: none"> 4.0 Responsibilities 5.0 Control of Documents & Records 6.0 Delivery of FFB from the Estate 7.0 Receiving FFB at the Mill 9.0 Process Monitoring 10.0 Products Despatch 11.0 Non-conforming Products and/ or Documents 12.0 Product Claims 13.0 Outsourced Contractor 14.0 Training 15.0 Reclassification of Mill's Supply Chain Model 16.0 Production Volume 17.0 Conversion Factors 	<p>Complied</p>

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		<p>18.0 Internal Audit 19.0 Complaints 20.0 Management Review</p> <p>The mill has appointed the Admin Account Officer and Admin Assistant as persons responsible to implement the traceability system as per appointment letter dated 01/01/2021 signed by the Mill Manager.</p>	
3.8.6	<p>Internal Audit</p> <p>i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill:</p> <p>a. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p> <p>b. Effectively implements and maintains the standard requirements within its organisation.</p> <p>ii) Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The mill shall maintain the internal audit records and reports.</p>	<p>Addressed in Plantation Quality Management System, Sustainable Plantation Management System, Appendix 15: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under section 18.0 Internal Audit. Based on the procedure, the internal audit is to be conducted annually as per Internal Audit Procedure. Refer SOP ref. no. SD/SDP/PSQM/IAP.</p> <p>Latest internal audit was conducted for RSPO P & C MYNI 2019 including Supply Chain Requirements for Mills as per report RSPO and MSPO Internal Audit report for SOU 8: East Mill dated 06/12/2021. 3 major non-conformity regarding supply chain was issued during the assessment and has been closed by the mill.</p> <p>The results of Internal Audit were discussed in the Management Review Meeting as sighted in minutes meeting conducted on 30/11/2021 under section 2.0: Results of Internal Audit.</p>	Complied
3.8.7	<p>Purchasing and Goods In</p> <p>i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p> <p>ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>Addressed in the Plantation Quality Management System, Sustainable Plantation Management System, Appendix 15: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under section 6.0 delivery FFB from Estate.</p> <p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented</p>	Complied

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	<p>iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.</p>	<p>for the FFB received. Records verified by internal and external audit.</p> <p>The mill have a system to verify at the weighbridge. Information for RSPO certified FFB were recorded in FFB Consignment notes and weighbridge tickets. Reviewed the sampled delivery off FFB as follows:</p> <p>1) Sample of own certified unit FFB received ticket:</p> <table border="1" data-bbox="1176 614 1944 1383"> <tr> <td data-bbox="1176 614 1545 965"> <p>a) Supplier: Sepang Estate b) Product ID: FFB A Crop c) Nett weight: 18,720 kg d) Delivery date: 16/11/2021 e) Weighbridge ticket no.: 211032 f) D.O. no.: 36090 g) RSPO certificate no.: RSPO 543543</p> </td> <td data-bbox="1545 614 1944 965"> <p>a) Supplier: Dusun Durian Estate b) Product ID: FFB A Crop c) Nett weight: 8,710 kg d) Delivery date: 16/11/2021 e) Weighbridge ticket no.: 211030 f) D.O. no.: 19624 g) RSPO certificate no.: RSPO 543543</p> </td> </tr> <tr> <td data-bbox="1176 965 1545 1316"> <p>a) Supplier: East Estate b) Product ID: FFB A Crop c) Nett weight: 5,670 kg d) Delivery date: 17/11/2021 e) Weighbridge ticket no.: 211088 f) D.O. no.: 437843 g) RSPO certificate no.: RSPO 543543</p> </td> <td data-bbox="1545 965 1944 1316"> <p>a) Supplier: Dusun Durian Estate b) Product ID: FFB A Crop c) Nett weight: 7,360 kg d) Delivery date: 17/11/2021 e) Weighbridge ticket no.: 211072 f) D.O. no.: 76722 g) RSPO certificate no.: RSPO 543543</p> </td> </tr> <tr> <td data-bbox="1176 1316 1545 1383"> <p>a) Supplier: Sepang Estate b) Product ID: FFB B Crop</p> </td> <td data-bbox="1545 1316 1944 1383"> <p>a) Supplier: East Estate b) Product ID: FFB A Crop</p> </td> </tr> </table>	<p>a) Supplier: Sepang Estate b) Product ID: FFB A Crop c) Nett weight: 18,720 kg d) Delivery date: 16/11/2021 e) Weighbridge ticket no.: 211032 f) D.O. no.: 36090 g) RSPO certificate no.: RSPO 543543</p>	<p>a) Supplier: Dusun Durian Estate b) Product ID: FFB A Crop c) Nett weight: 8,710 kg d) Delivery date: 16/11/2021 e) Weighbridge ticket no.: 211030 f) D.O. no.: 19624 g) RSPO certificate no.: RSPO 543543</p>	<p>a) Supplier: East Estate b) Product ID: FFB A Crop c) Nett weight: 5,670 kg d) Delivery date: 17/11/2021 e) Weighbridge ticket no.: 211088 f) D.O. no.: 437843 g) RSPO certificate no.: RSPO 543543</p>	<p>a) Supplier: Dusun Durian Estate b) Product ID: FFB A Crop c) Nett weight: 7,360 kg d) Delivery date: 17/11/2021 e) Weighbridge ticket no.: 211072 f) D.O. no.: 76722 g) RSPO certificate no.: RSPO 543543</p>	<p>a) Supplier: Sepang Estate b) Product ID: FFB B Crop</p>	<p>a) Supplier: East Estate b) Product ID: FFB A Crop</p>	
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		<ul style="list-style-type: none"> c) Nett weight: 9,600 kg d) Delivery date: 12/01/2022 e) Weighbridge ticket no.: 212633 f) D.O. no.: 25569 g) RSPO certificate no.: RSPO 543543 	<ul style="list-style-type: none"> c) Nett weight: 10,260 kg d) Delivery date: 12/01/2022 e) Weighbridge ticket no.: 433057 f) D.O. no.: 437843 g) RSPO certificate no.: RSPO 543543 	
		<ul style="list-style-type: none"> a) Supplier: Sepang Estate b) Product ID: Loose Fruit c) Nett weight: 7,920 kg d) Delivery date: 13/01/2022 e) Weighbridge ticket no.: 212692 f) D.O. no.: 36575 g) RSPO certificate no.: RSPO 543543 	<ul style="list-style-type: none"> a) Supplier: East Estate b) Product ID: FFB A Crop c) Nett weight: 10,260 kg d) Delivery date: 13/01/2022 e) Weighbridge ticket no.: 212697 f) D.O. no.: 434856 g) RSPO certificate no.: RSPO 543543 	
		<ul style="list-style-type: none"> a) Supplier: Sepang Estate b) Product ID: FFB A Crop c) Nett weight: 8,930 kg d) Delivery date: 24/01/2022 e) Weighbridge ticket no.: 212961 f) D.O. no.: 025594 h) RSPO certificate no.: RSPO 543543 	<ul style="list-style-type: none"> a) Supplier: Dusun Durian Estate b) Product ID: FFB A Crop c) Nett weight: 7,850 kg d) Delivery date: 24/01/2022 e) Weighbridge ticket no.: 212953 f) D.O. no.: 75093 h) RSPO certificate no.: RSPO 543543 	
		<p>There is no overproduction of certified tonnage of CPO. Mechanism in place for handling non-conforming oil palm products and/or documents has been documented in Plantation Quality Management System, Sustainable Plantation Management System,</p>		

		<p>Appendix 15: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under section 11 Non-conforming products and/or documents.</p> <p>Where there is contamination of RSPO/MSPO certified material during receiving, processing, storage and dispatch, the mill/estate shall downgrade the materials following the downgrade order: RSPO: IP -> MB -> Non-certified.</p>													
<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> <ul style="list-style-type: none"> a) The name and address of the buyer; b) The name and address of the seller; c) The loading or shipment / delivery date; d) The date on which the documents were issued; e) RSPO certificate number; f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations); g) The quantity of the products delivered; h) Any related transport documentation; i) A unique identification number. 	<p>Sampled of the sales and goods out delivery records as below: CSPO</p> <table border="1" data-bbox="1176 718 1948 1252"> <tr> <td>a. The name and address of the buyer: SDO Trading Hedging</td> </tr> <tr> <td>b. The name and address of the seller: East POM</td> </tr> <tr> <td>c. The loading or shipment / delivery date: 16/11/2021</td> </tr> <tr> <td>d. The date on which the documents were issued: 16/11/2021</td> </tr> <tr> <td>e. RSPO certificate number: RSPO 543543</td> </tr> <tr> <td>f. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): 007 – Crude Palm Oil (CPO) – RSPO IP</td> </tr> <tr> <td>g. The quantity of the products delivered: 35,930 kg</td> </tr> <tr> <td>h. Any related transport documentation: Weighbridge Ticket no. 015192</td> </tr> <tr> <td>i. A unique identification number: Contract Ref.: S/PSD/2110/CPO0069D</td> </tr> </table> <table border="1" data-bbox="1176 1252 1948 1372"> <tr> <td>a. The name and address of the buyer: SDP Joma Ref (JR)</td> </tr> <tr> <td>b. The name and address of the seller: East POM</td> </tr> <tr> <td>c. The loading or shipment / delivery date: 25/02/2021</td> </tr> </table>	a. The name and address of the buyer: SDO Trading Hedging	b. The name and address of the seller: East POM	c. The loading or shipment / delivery date: 16/11/2021	d. The date on which the documents were issued: 16/11/2021	e. RSPO certificate number: RSPO 543543	f. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): 007 – Crude Palm Oil (CPO) – RSPO IP	g. The quantity of the products delivered: 35,930 kg	h. Any related transport documentation: Weighbridge Ticket no. 015192	i. A unique identification number: Contract Ref.: S/PSD/2110/CPO0069D	a. The name and address of the buyer: SDP Joma Ref (JR)	b. The name and address of the seller: East POM	c. The loading or shipment / delivery date: 25/02/2021	<p>Complied</p>
a. The name and address of the buyer: SDO Trading Hedging															
b. The name and address of the seller: East POM															
c. The loading or shipment / delivery date: 16/11/2021															
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i. A unique identification number: Contract Ref.: S/PSD/2110/CPO0069D															
a. The name and address of the buyer: SDP Joma Ref (JR)															
b. The name and address of the seller: East POM															
c. The loading or shipment / delivery date: 25/02/2021															

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		<ul style="list-style-type: none"> d. The date on which the documents were issued: 25/02/2021 e. RSPO certificate number: RSPO 543543 f. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): 007 – Crude Palm Oil (CPO) – RSPO IP g. The quantity of the products delivered: 36,150 kg h. Any related transport documentation: Weighbridge Ticket no. 014228 i. A unique identification number: Contract Ref.: S/PSD/2102/CPO0090A 	
		<p>CSPK</p> <ul style="list-style-type: none"> a. The name and address of the buyer: SDO Carey KCP - SDP Nuri KCP (NK) b. The name and address of the seller: East POM c. The loading or shipment / delivery date: 31/12/2021 d. The date on which the documents were issued: 31/12/2021 e. RSPO certificate number: RSPO 543543 f. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): 008 – Palm Kernel – RSPO IP g. The quantity of the products delivered: 18,090 kg h. Any related transport documentation: Weighbridge Ticket no. 015312 i. A unique identification number: Contract Ref.: S/C-PSD/2112/PK0106 	

		<ul style="list-style-type: none"> a. The name and address of the buyer: SDO Carey KCP - SDP Nuri KCP (NK) b. The name and address of the seller: East POM c. The loading or shipment / delivery date: 21/01/2022 d. The date on which the documents were issued: 21/01/2022 e. RSPO certificate number: RSPO 543543 f. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): 008 – Palm Kernel – RSPO IP g. The quantity of the products delivered: 19,290 kg h. Any related transport documentation: Weighbridge Ticket no. 015369 i. A unique identification number: Contract Ref.: S/C-PSD/2112/PK0170 	
3.8.9	<p>Outsourcing Activities</p> <ul style="list-style-type: none"> i) The mill shall not outsource its milling activities. In cases where he mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO Supply Chain Certification ii) The mill shall ensure the following: <ul style="list-style-type: none"> a) The mill has legal ownership of all input material to be included in outsourced processes 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>Sime Darby has established Standard Operating procedure for outsourced activities as per Sustainability Plantation Management System, SOP for Sustainability Supply Chain and Traceability, ver. 2, issue no. 5 dated April 2019, Section 13.0: Outsourced Contractors.</p> <p>In the SOP under section 13.1 stated that CPO Mill cannot outsourced processing activities like refining or crushing.</p> <p>The list of outsourced contractors was sighted, List of Stakeholders 2021 include the transport contractor for CPO, Pengangkutan Sri Tanjung Sepat Sdn. Bhd.</p> <p>Reviewed the contracts between The Sime Darby Plantation Bhd. with Pengangkutan Sri Tanjung Sepat Sdn. Bhd. 12/12/2020. Refer contract ref. no. T/SDPB/PEN/CPO/0720/003.</p>	Complied

	<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>		
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.	Stated in the contract agreement between The Sime Darby Plantation Bhd. with CPO transporter Pengangkutan Sri Tanjung Sepat Sdn. Bhd. as per Letter of award ref. no. T/SDPB/PEN/CPO/0720/003 dated 12/12/2020 under section 5. The Transporter’s undertakings, obligations and covenants under subsection. (a) General Obligations, Covenants and Undertakings.	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.	Stated in the contract agreement between The Sime Darby Plantation Bhd. with CPO transporter Pengangkutan Sri Tanjung Sepat Sdn. Bhd. as per Letter of award ref. no. T/SDPB/PEN/CPO/0720/003 dated 12/12/2020 under section 5. The Transporter’s undertakings, obligations and covenants under subsection. (d) Roundtable on Sustainable Palm Oil (RSPO) and Malaysian Sustainable Palm Oil (MSPO) Supply Chain Certification Standards.	Complied
3.8.12	<p>Record keeping</p> <p>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.</p> <p>ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory</p>	<p>i. Sime Darby has established Standard Operating Procedure to maintain all records of evidence on the implementation of MSPO SCCS. The SOP was documented in Sustainability Plantation Management System, SOP for Sustainability Supply Chain and Traceability, ver. 2, issue no. 5 dated April 2019 under section 5.0: Control of Documents and Records.</p> <p>ii. As stated in SOP for Sustainability Supply Chain and Traceability, ver. 2, issue no. 5 dated April 2019 under section</p>	Complied

	<p>requirements and be able to confirm the certified status of raw materials or products held in stock.</p> <p>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.</p> <p>iv) For Mass Balance Module, the mill:</p> <p>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.</p> <p>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.</p> <p>c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock).</p>	<p>5.0: Control of Documents and Records all traceability records should be maintained at minimum period of 3 years.</p> <p>iii. East POM receives and process only certified FFB. Therefore, it uses the Identity Preserve supply chain system and module.</p> <p>iv. a. East POM has established the SCCS Mass balance sheet document to records and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.</p> <p>b. All volumes of certified CPO and PK that were delivered were deducted from the material accounting system according to conversion ratios of OER and KER as per sample records of Mill production report January 2021 – December 2021 and FFB summary year todate as at 31/12/2021.</p> <p>c. Positive stock deliveries maintained through the SCCS Mass balance sheet document to records and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. No short selling made by East POM. As at 31/12/2021 surplus of stock available after despatched recorded at 891.45 ton for CPO and 97.12 ton for PK.</p>	
<p>3.8.13</p>	<p>Extraction Rate</p> <p>The oil extraction rate (OER) and the kernel extraction rate (KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.</p>	<p>Addressed in the Plantation Quality Management System, Sustainable Plantation Management System, Appendix 15: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under section 17.0 Conversion Factor.</p> <p>Extraction rates were derived from actual production output that were measured daily by the mill and recorded in the daily production report. Actual rates for the period since last audit were available in the Mill production report January 2021 – December 2021 recorded at 21.74% for OER and 5.03% for KER .</p>	<p>Complied</p>

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		Volume estimates for next period were based on historical extractions and FFB projection from estates.	
3.8.14	Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.	Extraction rates updated daily based on actual measurement of production output. Projected rates were based on historical extractions and FFB projection from estates.	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>	<p>Addressed in the Plantation Quality Management System, Sustainable Plantation Management System, Appendix 15: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under section 7.0 receiving FFB at the mill and 9.0 Process Monitoring.</p> <p>West POM received only certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.</p>	Complied
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>i. Based on the downloaded transactions register from the certification unit's Palmtrace, the company was able to demonstrate that it has been registering its transactions in the Palmtrace accordingly.</p> <p>ii. Based on the announcement (transaction) summary, all the registrations were found to be in order.</p>	Complied
3.8.17	Claims	RSPO trademark was not use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims.	Complied

	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.		
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.	No off-product claim made by East POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc.). Thus, this indicator is not applicable.	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.	No off-product claim made by East POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc.). Thus, this indicator is not applicable.	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.	No off-product claim made by East POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc.). Thus, this indicator is not applicable.	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.	No off-product claim made by East POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc.). Thus, this indicator is not applicable.	Not Applicable

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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.	No evidence of RSPO corporate logo used by East POM as verified through documentations and websites. Thus, this indicator is not applicable.	Complied
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Business to business communication is demonstrated via shipping documentation and invoices to the next supply chain actor or buyer.	Complied
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	East POM is not under distributor or wholesaler category. Thus, this requirement is not applicable	Complied
5.3	<p>Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:</p> <p>a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation.</p> <p>b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>	East POM is not under distributor or wholesaler category. Thus, this requirement is not applicable	Not Applicable
Business to consumer communication			

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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.	No business to consumer communication on product specific claim made. East POM only producing crude and unfinished product. This is not applicable for East POM.	Not Applicable
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.	No business to consumer communication on product specific claim made. East POM only producing crude and unfinished product. This is not applicable for East POM.	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.	No business to consumer communication on product specific claim made. East POM only producing crude and unfinished product. This is not applicable for East POM.	Not Applicable
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	No business to consumer communication on product specific claim made. East POM only producing crude and unfinished product. This is not applicable for East POM.	Not Applicable
6.5	Members shall not communicate to consumers' information about their suppliers' RSPO membership status.	No business to consumer communication on product specific claim made. East POM only producing crude and unfinished product. This is not applicable for East POM.	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.	No business to consumer communication on product specific claim made. East POM only producing crude and unfinished product. This is not applicable for East POM.	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.	No business to consumer communication on product specific claim made. East POM only producing crude and unfinished product. This is not applicable for East POM.	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	No business to consumer communication on product specific claim made. East POM only producing crude and unfinished product. This is not applicable for East POM.	Not Applicable

	<p>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 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.rspo.org.</p>		
<p>MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES</p>			
<p>Certified oil palm content (IP)</p>			
	<p>For IP, 95% or above of the oil palm content must be RSPO IP-certified.</p>	<p>Oil palm content is 100% CPO and claim as RSPO IP-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 volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.</p>	<p>Oil palm content is 100% CPO and claim as RSPO IP-certified. All infeed material (FFB) is RSPO certified.</p>	<p>Complied</p>
<p>Labelling and trademark (IP)</p>			
	<p>Members are allowed to use the RSPO label in one of the following ways: a. RSPO trademark which includes the tag 'CERTIFIED' or b. 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 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-</p>	<p>East POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Complied</p>

	pack communications, the RSPO trademark can be printed anywhere on the pack.		
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. 	East POM is producing crude palm product and does not involved in any labelling of end product.	Complied
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>	Sime Darby Plantation has established Group Sustainability & Quality Policy Statement dated 02/12/2019 by Group Managing Director where the company is respecting, upholding & no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC). The HRC was last revised 2020. Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with	Complied

	- Critical (Major) compliance -	<p>effective date on 25/03/2020. Sime Darby Plantation respect and safeguard human rights, notion of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with SDP. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, business partners, workers in our operations and supply chains, and communities surrounding our operations. The policy is available in the company's website: Policy on the Protection of HRDs FINAL.pdf (sime-darbyplantation.com).</p> <p>The briefing of the policies was conducted on 07/12/2021 in East POM, 18/02/2021 in Sepang Estate and 03/11/2021 in Dusun Durian Estate.</p>	
4.1.2	<p>The unit of certification does not instigate violence or use any form of harassment in their operations.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation prohibits any form of harassment in their operation as per the policies above. Interviewed with the workers confirmed that no harassment by the management.</p>	Complied
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 whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation has developed Human Rights Charter last revised 2020 where they believe everyone has the responsibility to promote human rights, safeguard democracy and its institutions and not violate the rights of others. They recognise the important role Human Rights Defenders, whistleblowers, complainants and community spokespersons play by lodging complaints in confidence. 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</p>	Complied

		among workers and relevant external stakeholders also confirmed the information.	
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 company has developed a documented procedure in Sustainable Plantation Management System on handling social issues, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008. The procedure has detailing the process of handling social issues raised by the stakeholders and resolve in an effective, timely and appropriate manner.</p> <p>Sime Darby Plantation has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 01/11/2018 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the mill and estates. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation.</p> <p>Besides, Sime Darby Plantation has implemented “Suara Kami” and whistleblowing in the company for the internal and external stakeholders to report if there is any grievance. The grievance mechanism can be access through https://sime-darbyplantation.com/sustainability/human-rights-statement/.</p> <p>In additional, Sime Darby Plantation has implemented Oil Palm Pal (OPP) and developed Workers Housing Management Procedure dated 26/11/2021 to provide guideline to the management in providing a safe, liveable workers housing condition including the process of handling housing repair. The timeline to investigate/ inspect the housing defect based on the risk category. If high risk, the inspection/ investigation needs to be done immediately. If</p>	Complied

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		medium risk, the inspection/ investigation needs to be done within 24 hours and if low risk, the inspection/ investigation needs to be done within 3 working days. Briefing of the implementation of OPP was conducted on 08/12/2021 in East POM.	
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>East POM has implemented Oil Palm Pal (OPP) and "<i>Borang Kerosakan Rumah – Workers/ NC/ Staff</i>" to record any complaints related to housing defects. Besides, Complaint Book to record complaints and requests reported by the stakeholders was implemented too. Most of the complaints were related to housing repair. Sampled of the complaint as below:</p> <ul style="list-style-type: none"> i. House No.: 3 dated 30/12/2021 Issue: Leakage of roof. Action: The management has appointed contractor to carry out the repair work to replace the roofing. Seen the invoice# MCT 001/22 dated 09/01/2022 found that the leakage roof was replaced at the respective house. <p>Besides, social dialogue was implemented to discuss issues in the working area and housing area in East POM. The last meeting was conducted on 09/02/2022 to update the progress of the issues raised and new issues. The issues raised were monitor by Assistant. Neither any complaints nor land dispute occurred in the SOU 8 Certification Unit since the last audit. For workers grievance, management briefed the workers on the complaint and grievance procedures "Suara Kami" as per sample sighted for Sepang Estate that conducted during Muster Ground briefing session on 17/11/2021.</p>	Complied
4.2.4	The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to	Sime Darby Plantation has implemented Flowchart and Procedure on Handling Social Issues, version 1 and dated 01/11/2008. Initial	Complied

	<p>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>negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders. Besides, the company has implemented "Suara Kami Helpline" as a platform for the workers to raise any issue. Seen the SOP for "Suara Kami Helpline" dated 15/04/2020 that explained the procedure of the helpline. The procedure could be accessible via SOP-Suara-Kami-Helpline_15Apr2020.pdf (simedarbyplantation.com).</p> <p>In additional, the company developed Policy on Protection of Human Rights Defenders (HRDs) where if the complaint cannot be solved through this manner, HRDs can be provided legal remedies such as litigation or alternate dispute resolution options including mediation and arbitration in situations where complaints cannot be resolved internally.</p>	
<p>Criterion 4.3: The unit of Certification contributes to local sustainable development as agreed by local communities.</p>			
<p>4.3.1</p>	<p>Contributions to community development that are based on the results of consultation with local communities are demonstrated.</p> <p>- Minor compliance -</p>	<p>The mill management has made contribution such as assisted the school that affected during the flood to clean up the school area. Besides, the management also provided foods and goods as well as financial assistance to the flood victims. Seen the payment vouchers and photos evident of the assistance provided.</p> <p>Contributions made as per sample records of Corporate Social Responsibility Report; CSR Activities FY 2021:</p> <ul style="list-style-type: none"> - Dusun Durian Estate: Subsidy for School Transport; Jan – Dec 2021 - Dusun Durian Estate: Subsidy for Foreign Workers to go for Friday Prayers; Jan – Dec 2021 - Dusun Durian Estate: Provide rice (10 kg) to all workers; Alternate month 	<p>Complied</p>

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		<ul style="list-style-type: none"> - Dusun Durian Estate: Cleaning drain at Sekolah Agama Menengah Unwanus Saadah Kanchong Darat (SAMUSKD) Banting; Date: 12/11/2021 - East Estate: Assistance for flood victim at Kampung Bakar Leleh Pulau Carey; Date: 3/1/2022 - East Estate: Grass-cutting assistance in Kg. Sungai Bumbun Pulau Carey; Date: 14/2/2022 - East Estate: Drain desilting in Kg. Sungai Bumbun Pulau Carey; Date: 10/1/2022 	
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.			
4.4.1	<p>(C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents Related to the history of land tenure and the actual legal or customary use of the land are available.</p> <p>- Critical (Major) compliance -</p>	<p>East POM is located on the land of East Estate under Land Title# 47697; Lot No.: 2666. A copy of the land title was kept in the mill.</p> <p>Total of 40 land titles available in Sepang Estate and sampled the land titles as below:</p> <ol style="list-style-type: none"> 1. Title No.: 48737; Lot No.: 0000048; Area: 202.44370 ha 2. Title No.: 47885; Lot No.: 0000268; Area: 45.09710 ha 3. Title No.: 47019; Lot No.: 0001143; Area: 76.43490 ha 4. Title No.: 80611; Lot No.: 0005758; Area: 1,841.88300 ha <p>Payment of quit rent dated 19/04/2021 was sighted.</p> <p>Total of 40 land titles available in Dusun Durian Estate and sampled the land titles as below:</p> <ol style="list-style-type: none"> 1. Title No.: 48787; Lot No.: 0000702; Area: 320.1058 ha 2. Title No.: 48428; Lot No.: 0001718; Area: 807.3213 ha 3. Title No.: 27390; Lot No.: 1462; Area: 56.3965 ha 	Complied

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		<p>4. Title No.: 27439; Lot No.: 0001300; Area: 40.6203 ha Payment of quit rent dated 26/03/2021 was sighted.</p> <p>Total of 14 land titles available in East Estate and sampled the land titles as below:</p> <ol style="list-style-type: none"> 1. Title No.: 334133; Lot No.: 0018141; Area: 371.90 ha 2. Title No.: 334108; Lot No.: 0000958; Area: 5,366 ha 3. Title No.: 334131; Lot No.: 0018282; Area: 244.40 ha 4. Title No.: 49799; Lot No.: 0002698; Area: 53.7978 ha <p>Payment of quit rent dated 07/01/2021 and 17/02/2021 was sighted.</p>	
4.4.2	Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	<p>Sime Darby Plantation has developed Human Rights Charter last revised 2020, under Clause 3.1.1 where the company ensures the operating environment is free from conflict by undertaking robust free, prior and informed consent (FPIC) process to any new develop.</p> <p>No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.</p>	Complied
4.4.2a	Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making. - Minor compliance -	<p>No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.</p>	Complied

4.4.2b	Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken. - Minor compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.	Complied
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 issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.	Complied
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 -	There is no land dispute recorded. Boundary stone was identified and marked in the slop surveyed map. Trenches and boundary stones were available to demarcate the boundary and this has confirmed by interviewed with the community.	Complied
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 -	There is no land dispute recorded. Boundary stone was identified and marked in the slop surveyed map. Trenches and boundary stones were available to demarcate the boundary and this has confirmed by interviewed with the community.	Complied
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 -	There is no land dispute recorded. Boundary stone was identified and marked in the slop surveyed map. Trenches and boundary stones were available to demarcate the boundary and this has confirmed by interviewed with the community.	Complied
4.4.6	There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties. - Minor compliance -	There is no land dispute recorded. Boundary stone was identified and marked in the slop surveyed map. Trenches and boundary stones were available to demarcate the boundary and this has confirmed by interviewed with the community.	Complied

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 plantings are established on the land of local peoples Consultation with relevant stakeholders conducted on-site confirmed the information.	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 plantings are established on the land of local peoples Consultation with relevant stakeholders conducted on-site confirmed the information.	Complied
4.5.3	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. - Minor compliance -	No new plantings are established on the land of local peoples Consultation with relevant stakeholders conducted on-site confirmed the information.	Complied
4.5.4	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. - Minor compliance -	No new plantings are established on the land of local peoples Consultation with relevant stakeholders conducted on-site confirmed the information.	Complied

4.5.5	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. - Minor compliance -	No new plantings are established on the land of local peoples Consultation with relevant stakeholders conducted on-site confirmed the information.	Complied
4.5.6	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. - Minor compliance -	No new plantings are established on the land of local peoples Consultation with relevant stakeholders conducted on-site confirmed the information.	Complied
4.5.7	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. - Minor compliance -	No new plantings are established on the land of local peoples Consultation with relevant stakeholders conducted on-site confirmed the information.	Complied
4.5.8	(C) New lands are not acquired in areas inhabited by communities in voluntary isolation. - Critical (Major) compliance -	No new plantings are established on the land of local peoples Consultation with relevant stakeholders conducted on-site confirmed the information.	Complied
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.			
4.6.1	(C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place. - Critical (Major) compliance -	Sime Darby Plantation has developed Flowchart and Procedures on Handling Land Disputes, version 1 dated 01/11/2008. The procedure has detailing the process if any issues reported by local communities regarding land dispute. Negotiation process will be initiated which included the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties' involvement including stakeholders. Compensation of calculation	Complied

		and distribution to the affected parties will be determined by Land Management Department.	
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>	SOP as per indicator 4.6.1.	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 issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.	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 issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.	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> <p>- Critical (Major) compliance -</p>	Sime Darby Plantation has developed Flowchart and Procedures on Handling Land Disputes, version 1 dated 01/11/2008. The procedure has detailing the process if any issues reported by local communities regarding land dispute. Negotiation process will be initiated which included the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties' involvement including stakeholders. Compensation of calculation and distribution to the affected parties will be determined by Land Management Department.	Complied

4.7.2	<p>(C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.</p> <p>- Critical (Major) compliance -</p>	SOP as per indicator 4.7.1.	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>	There was no community that have lost access and rights to land for plantation expansion as the operating units expands the planting area under certified area.	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 issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.	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 issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.	Complied
4.8.3	<p>Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4)</p>	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.	Complied

	- Minor compliance -		
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 issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.	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 -	There were no smallholders crop received or processed by the mill hence criteria 5.1 is not applicable.	Not Applicable
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 -	There were no smallholders crop received or processed by the mill hence criteria 5.1 is not applicable.	Not Applicable
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. - Critical (Major) compliance -	There were no smallholders crop received or processed by the mill hence criteria 5.1 is not applicable.	Not Applicable
5.1.4	(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. - Critical (Major) compliance -	There were no smallholders crop received or processed by the mill hence criteria 5.1 is not applicable.	Not Applicable

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5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe. - Minor compliance -	There were no smallholders crop received or processed by the mill hence criteria 5.1 is not applicable.	Not Applicable
5.1.6	(C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given. - Critical (Major) compliance -	There were no smallholders crop received or processed by the mill hence criteria 5.1 is not applicable.	Not Applicable
5.1.7	Weighbridges used for determining payment to smallholders are verified by an independent third party on a regular basis (this can be government). - Minor compliance -	There were no smallholders crop received or processed by the mill hence criteria 5.1 is not applicable.	Not Applicable
5.1.8	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. - Minor compliance -	There were no smallholders crop received or processed by the mill hence criteria 5.1 is not applicable.	Not Applicable
5.1.9	(C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner. - Critical (Major) compliance -	There were no smallholders crop received or processed by the mill hence criteria 5.1 is not applicable.	Not Applicable
Criterion 5.2: The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.			
5.2.1	The Company consults with interested smallholders (irrespective of type) within the Unit of Certification, including women or other partners in their supply base, to assess their needs for support to improve their livelihoods and their interest in RSPO certification. - Minor compliance -	East Palm Oil Mill received no FFB from the schemed smallholders. However consultation are made normally through meeting e.g. Meeting with stakeholders and FFB suppliers incorporated in the stakeholder meeting. Smallholders as local community were invited to attend the stakeholder meeting for briefing on matters related to MSPO and RSPO certifications particularly on crop quality and field standards.	Complied

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		<table border="1"> <thead> <tr> <th></th> <th>Estate / mill</th> <th colspan="2">Date of meeting</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>East Estate</td> <td>11/11/2021</td> <td>5 smallholders</td> </tr> <tr> <td>2</td> <td>East Estate</td> <td>05/02/2020</td> <td>5 smallholders</td> </tr> <tr> <td>3</td> <td>East POM</td> <td>11/11/2021</td> <td>5 smallholders</td> </tr> <tr> <td>4</td> <td>East POM</td> <td>05/02/2020</td> <td>5 smallholders</td> </tr> </tbody> </table>		Estate / mill	Date of meeting		1	East Estate	11/11/2021	5 smallholders	2	East Estate	05/02/2020	5 smallholders	3	East POM	11/11/2021	5 smallholders	4	East POM	05/02/2020	5 smallholders	
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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>There were no smallholders crop received or processed by the mill hence criteria 5.2 is not applicable. However consultation are made normally through meeting e.g. Meeting with stakeholders and FFB suppliers incorporated in the stakeholder meeting. Smallholders as local community were invited to attend the stakeholder meeting for briefing on matters related to MSPO and RSPO certifications particularly on crop quality and field standards.</p> <table border="1"> <thead> <tr> <th></th> <th>Estate / mill</th> <th colspan="2">Date of meeting</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>East Estate</td> <td>11/11/2021</td> <td>5 smallholders</td> </tr> <tr> <td>2</td> <td>East Estate</td> <td>05/02/2020</td> <td>5 smallholders</td> </tr> <tr> <td>3</td> <td>East POM</td> <td>11/11/2021</td> <td>5 smallholders</td> </tr> <tr> <td>4</td> <td>East POM</td> <td>05/02/2020</td> <td>5 smallholders</td> </tr> </tbody> </table>		Estate / mill	Date of meeting		1	East Estate	11/11/2021	5 smallholders	2	East Estate	05/02/2020	5 smallholders	3	East POM	11/11/2021	5 smallholders	4	East POM	05/02/2020	5 smallholders	Complied
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5.2.3	<p>Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.</p> <p>- Minor compliance -</p>	<p>There were no smallholders crop received or processed by the mill hence criteria 5.2 is not applicable.</p>	Not Applicable																				
5.2.4	<p>(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.</p> <p>- Critical (Major) compliance -</p>	<p>There were no smallholders crop received or processed by the mill hence criteria 5.2 is not applicable.</p>	Not Applicable																				

5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the Smallholder support programme. - Minor compliance -	There were no smallholders crop received or processed by the mill hence criteria 5.2 is not applicable.	Not Applicable
Principle 6: Respect workers' rights and conditions			
Criterion 6.1: Any form of discrimination is prohibited.			
6.1.1	(C) A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age. - Critical (Major) compliance -	Sime Darby Plantation has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They promote diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity union membership, political affiliation or age. The policy could be downloaded from https://simedarbyplantation.com/wp-content/uploads/2021/12/HRC-2020-1.pdf . The briefing of the policies was conducted on 07/12/2021 in East POM, 18/02/2021 in Sepang Estate and 03/11/2021 in Dusun Durian Estate.	Complied
6.1.2	(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. - Critical (Major) compliance -	Interviewed with the workers from different gender and nationalities confirmed that no discrimination has reported. The management treated all equally such as provided free accommodation and medical to all the workers and job offered based on capability. The worker can request for job transfer if they found they are unfit for the job assigned to them.	Complied

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6.1.3	<p>The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation has developed a Promotion for Employees (Doc. No.: SDP/HRUM/2020/SOP01 dated 01/01/2020) to provide a guideline on promotion process to ensure all employees are given fair and equal opportunity based on the set requirements such as work performance and suitability of the position.</p> <p>No discrimination based on religion, gender, and nationality etc. during their recruitment. The recruitment process is based on skills, capabilities, and medical fitness necessary etc. This was confirmed from job vacancy advertisement and sample recruitment sighted.</p>	Complied
6.1.4	<p>Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.</p> <p>- Minor compliance -</p>	<p>Reviewed the pre-employment medical check-up reports in East POM, Sepang Estate and Dusun Durian Estate found that no requirement for pregnancy testing to be conducted prior the employment. Interviewed with the female workers confirmed that pregnancy testing is not a requirement for them to be employed.</p>	Complied
6.1.5	<p>(C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.</p> <p>- Critical (Major) compliance -</p>	<p>Gender Committee was established in East POM, Sepang Estate, Dusun Durian Estate and East Estate. Seen the organization chart of the committee in the operating units.</p> <p>There were meetings conducted on 24/11/2021, 24/06/2021, 13/03/2021 and 11/01/2021 in East POM and seen the meeting minutes. There were domestic violence cases reported and investigations have been taken accordingly. The issues were resolved with mutually agreed by the relevant parties. Records of investigation were sighted. Interviewed with the female workers confirmed that no case of sexual harassment reported.</p> <p>There was a meeting conducted on 28/01/2022 in Sepang Estate. No issue was reported as verified in the meeting minutes and interviewed with the committees. Regional meeting via Microsoft Teams was conducted on 29/03/2021, 14/07/2021 and 03/02/2023. Briefing of the sexual harassment was carried out during the virtual</p>	Complied

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		<p>meeting. Activity such as Zumba was carried out with the participation of female workers.</p> <p>Meeting was conducted in Dusun Durian Estate and the last meeting was conducted on 15/01/2022. Meeting minutes for the meetings conducted on Y2021 and Y2022 were sighted. Issues raised during the meeting were resolved as verified during the audit. Interviewed with the Chairman confirmed that no case of sexual harassment and violence reported. They also created a WhatsApp group as a channel to lodge complaint by the female workers.</p> <p>There were four meetings conducted for Y2021 and the last meeting was conducted on 17/12/2021. Reviewed the four meeting minutes found no issue was reported.</p>	
6.1.6	<p>There is evidence of equal pay for the same work scope. - Minor compliance -</p>	<p>Reviewed total 10 payslips in East POM which consists of male and female workers found that their salary is the same for the same job scope. They were paid according to the Minimum Wage Order 2020 without any discrimination. Interviewed with both the female and male workers confirmed that no discrimination has occurred.</p> <p>Evidence of equal pay for same work scope available based on the records of work agreement and pay documents of November 2021, December 2021 and January 2022 of sample workers in estates as following:</p> <p>Sepang Estate sample employees documents:</p> <ul style="list-style-type: none"> - Employee # 3196; F; Date joined: 2/7/2007; GW - Employee # 3137; M; Date joined: 14/12/2004; MAIC Carrier - Employee # 109836; F; Date joined: 5/1/2015; GW - Employee # 160082; F; Date joined: 1/10/2020; GW - Employee # 150450; M; Date joined: 11/5/2000; MAIC Carrier - Employee # 145940; M; Date joined: 24/9/2018; PR Worker 	Complied

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		<ul style="list-style-type: none"> - Employee # 93005; F; Date joined: 13/7/2013; Field Worker - Employee # 160079; F; Date joined: 1/10/2020; Field Worker - Employee # 127686; M; Date joined: 10/11/2016; Cutter - Employee # 153962; M; Date joined: 1/9/2019; MAIC Carrier - Employee # 153333; M; Date joined: 8/8/2019; PR Worker - Employee # 147024; M; Date joined: 24/11/2000; Machine Operator - Employee # 153339; M; Date joined: 8/8/2019; PR Worker - Employee # 132827; M; Date joined: 17/4/2017; Cutter <p>Dusun Durian Estate sample employees documents:</p> <ul style="list-style-type: none"> - Employee # 7219; F; Date joined: 9/7/2001; GW - Employee # 73035; F; Date joined: 1/10/2011; GW - Employee # 7171; M; Date joined: 25/7/2008; MAIC Grabber - Employee # 73887; M; Date joined: 1/1/2021; MAIC Cutter - Employee # 98020; M; Date joined: 27/5/2011; MAIC Cutter - Employee # 157574; M; Date joined: 15/1/2020; MAIC Frond Stacker - Employee # 149439; M; Date joined: 23/3/2019; LF Cleaning - Employee # 136379; M; Date joined: 1/9/2017; GW - Employee # 117947; M; Date joined: 24/10/2015; C1 Cutter - Employee # 154775; M; Date joined: 21/9/2019; R1 Carrier - Employee # 156917; M; Date joined: 16/12/2019; MAIC Frond Stacker - Employee # 154802; M; Date joined: 21/9/2019; C1 Cutter 	
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		<p>East Estate sample employees documents:</p> <ul style="list-style-type: none"> - Employee # 5865; M; Date joined: 7/10/1989; Piece Rated Worker - Employee # 5919; F; Date joined: 1/7/1993; Creche Ayah - Employee # 5964; F; Date joined: 1/6/2004; Pruner - Employee # 5996; F; Date joined: 2/6/2008; Field Worker - Employee # 58047; M; Date joined: 14/9/2021; FFB Cutter - Employee # 99288; M; Date joined: 10/2/2014; Machine Operator - Employee # 100376; M; Date joined: 15/3/2014; FFB Cutter - Employee # 108122; M; Date joined: 28/11/2014; Loose Fruit Collector - Employee # 120638; M; Date joined: 16/4/2016; FFB Cutter - Employee # 140637; F; Date joined: 1/3/2018; Clinic Aider - Employee # 148362; M; Date joined: 2/1/2019; General Worker - Employee # 151290; M; Date joined: 3/6/2019; Field Worker - Employee # 152191; M; Date joined: 8/7/2019; FFB Cutter - Employee # 152636; M; Date joined: 22/7/2019; FFB Cutter - Employee # 156270; M; Date joined: 1/11/2019; Field Worker - Employee # 158150; M; Date joined: 2/3/2020; Watchman - Employee # 163097; M; Date joined: 16/4/2021; Loose Fruit Collector 	
<p>Criterion 6.2: Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).</p>			
6.2.1	<p>(C) Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in</p>	<p>Sime Darby Plantation has sign the Collective Agreement with National Union of Plantation Workers (NUPW). Sample of</p>	<p>Complied</p>

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	<p>national languages (English or Bahasa Malaysia) and explained to them in language they understand.</p> <p>- Critical (Major) compliance -</p>	<p>employment contracts are reviewed and the agreements are signed in both English and home country language (i.e. Hindi, Bahasa Malaysia/Indonesia). Upon the foreign workers arriving to the estate, they will be inducted for the terms and conditions of employment contract and briefed on the company's policies. This has confirmed by interviewed with the foreign workers.</p> <p>Agreement was based on the latest MAPA Circular # 6/2022 MAPA/NUPW; Date: 21/1/2022; Agreement on the Wages of Harvesters, Harvesting Kanganies, Loaders and "Other Loaders" on Oil Palm Estates, 2019; Wage Rates – February, 2022.</p> <p>Explanation on the trial implementation of Harvesting Incentive Scheme (HIS) was conducted by Sepang Estate Management on 18/11/2021. The HIS applicable to all harvesting operation workers including cutter, carrier and loose fruit collector etc..</p>	
6.2.2	<p>(C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.</p> <p>- Critical (Major) compliance -</p>	<p>Reviewed total 10 employment contracts in East POM and the contracts are signed in their dual language which is English and their home country language such as Bahasa Malaysia/Indonesia. The terms and conditions such as working hours, deduction, overtime, sick leave, holiday entitlement, reason of dismissal and period of notice were outlined in the contract. The extension contract has outlined the terms and condition according to the Employment Act 1955 and Minimum Wage Order 2020.</p> <p>As per Inter-Office Mail from Sime Darby Plantation's Head, HR Upstream to Senior Managers/Managers Estate & Mill for all Northern Region, Central East Region, Central West Region on Implementation of Revised Workers' Contracts and Register of Maternity Leave and Allowances; Date: 3/12/2019.</p> <p>All workers work agreement were also based on the latest MAPA Circular # 6/2022 MAPA/NUPW; Date: 21/1/2022; Agreement on the Wages of Harvesters, Harvesting Kanganies, Loaders and "Other</p>	Non-compliance

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		<p>Loaders" on Oil Palm Estates, 2019; Wage Rates – February, 2022 as per sample documents sighted as following: Sepang Estate sample employees documents:</p> <ul style="list-style-type: none"> - Employee # 3196; F; Date joined: 2/7/2007; GW - Employee # 3137; M; Date joined: 14/12/2004; MAIC Carrier - Employee # 109836; F; Date joined: 5/1/2015; GW - Employee # 160082; F; Date joined: 1/10/2020; GW - Employee # 150450; M; Date joined: 11/5/2000; MAIC Carrier - Employee # 145940; M; Date joined: 24/9/2018; PR Worker - Employee # 93005; F; Date joined: 13/7/2013; Field Worker - Employee # 160079; F; Date joined: 1/10/2020; Field Worker - Employee # 127686; M; Date joined: 10/11/2016; Cutter - Employee # 153962; M; Date joined: 1/9/2019; MAIC Carrier - Employee # 153333; M; Date joined: 8/8/2019; PR Worker - Employee # 147024; M; Date joined: 24/11/2000; Machine Operator - Employee # 153339; M; Date joined: 8/8/2019; PR Worker - Employee # 132827; M; Date joined: 17/4/2017; Cutter <p>Effective from 15/11/2021, Sepang Estate has been selected as pilot site to implement the Harvesting Investing Scheme (HIS) with Allowance Codes as following:</p> <table border="1" data-bbox="1160 1177 1917 1375"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A194</td> <td>Harvesting Incentive</td> </tr> <tr> <td>A195</td> <td>Harvesting Staff Incentive</td> </tr> <tr> <td>A196</td> <td>One-Off Introducer Incentive</td> </tr> </tbody> </table>	Code	Description	A194	Harvesting Incentive	A195	Harvesting Staff Incentive	A196	One-Off Introducer Incentive	
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		<table border="1"> <tr> <td>A197</td> <td>One-Off Training Incentive</td> </tr> </table>	A197	One-Off Training Incentive																			
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		<table border="1"> <tr> <td>A198</td> <td>Cutter Incentive</td> </tr> </table>	A198	Cutter Incentive																			
A198	Cutter Incentive																						
		<p>Where, based on certain criteria of pre-qualification such as outturn, quality and yield bracket tonnage etc., a cutter of harvesting gang are entitled for Code A194 and A198 incentives while the other harvesting operation workers such as carrier etc. are entitled for A194 incentive.</p> <p>Sepang Estate management has briefed the affected workers on the scheme on 18/11/2021 and required to monitor for 90 days. Based on the records of December 2021 payslip for the harvesting gang sampled above, it was found that two cutters were entitled and qualified for payment of Code A194 and A198 as following:</p> <ul style="list-style-type: none"> - Employee # 127686; M; Date joined: 10/11/2016; Cutter - Employee # 132827; M; Date joined: 17/4/2017; Cutter <p>Where both cutters met both criteria of A194 and A198 and entitled as following:</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Cutter</th> <th>Eligibility</th> <th>RM Incentive</th> </tr> </thead> <tbody> <tr> <td>A194</td> <td>Employee # 127686</td> <td>100% Eligible</td> <td>RM 400.00</td> </tr> <tr> <td>A194</td> <td>Employee # 132827</td> <td>100% Eligible</td> <td>RM 400.00</td> </tr> <tr> <td>A198</td> <td>Employee # 127686</td> <td>100% Eligible</td> <td>RM 250.00</td> </tr> <tr> <td>A198</td> <td>Employee # 132827</td> <td>100% Eligible</td> <td>RM 250.00</td> </tr> </tbody> </table> <p>However, the payslips reviewed for both cutters shown that only A198 incentive was paid for December 2021 although they were qualified. Earlier consultation made with the harvesting gang during field visit also revealed the feedback from the cutters in the miss of this payment. All other sampled harvesting gang workers were paid</p>	Code	Cutter	Eligibility	RM Incentive	A194	Employee # 127686	100% Eligible	RM 400.00	A194	Employee # 132827	100% Eligible	RM 400.00	A198	Employee # 127686	100% Eligible	RM 250.00	A198	Employee # 132827	100% Eligible	RM 250.00	
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		<p>with their qualified incentives entitlement accordingly except for the sample cutters above. Hence, a Critical Non-compliance has been raised on the matter.</p> <p>Dusun Durian Estate sample employees documents:</p> <ul style="list-style-type: none"> - Employee # 7219; F; Date joined: 9/7/2001; GW - Employee # 73035; F; Date joined: 1/10/2011; GW - Employee # 7171; M; Date joined: 25/7/2008; MAIC Grabber - Employee # 73887; M; Date joined: 1/1/2021; MAIC Cutter - Employee # 98020; M; Date joined: 27/5/2011; MAIC Cutter - Employee # 157574; M; Date joined: 15/1/2020; MAIC Frond Stacker - Employee # 149439; M; Date joined: 23/3/2019; LF Cleaning - Employee # 136379; M; Date joined: 1/9/2017; GW - Employee # 117947; M; Date joined: 24/10/2015; C1 Cutter - Employee # 154775; M; Date joined: 21/9/2019; R1 Carrier - Employee # 156917; M; Date joined: 16/12/2019; MAIC Frond Stacker - Employee # 154802; M; Date joined: 21/9/2019; C1 Cutter <p>East Estate sample employees documents:</p> <ul style="list-style-type: none"> - Employee # 5865; M; Date joined: 7/10/1989; Piece Rated Worker - Employee # 5919; F; Date joined: 1/7/1993; Creche Ayah - Employee # 5964; F; Date joined: 1/6/2004; Pruner - Employee # 5996; F; Date joined: 2/6/2008; Field Worker 	
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		<ul style="list-style-type: none"> - Employee # 58047; M; Date joined: 14/9/2021; FFB Cutter - Employee # 99288; M; Date joined: 10/2/2014; Machine Operator - Employee # 100376; M; Date joined: 15/3/2014; FFB Cutter - Employee # 108122; M; Date joined: 28/11/2014; Loose Fruit Collector - Employee # 120638; M; Date joined: 16/4/2016; FFB Cutter - Employee # 140637; F; Date joined: 1/3/2018; Clinic Aider - Employee # 148362; M; Date joined: 2/1/2019; General Worker - Employee # 151290; M; Date joined: 3/6/2019; Field Worker - Employee # 152191; M; Date joined: 8/7/2019; FFB Cutter - Employee # 152636; M; Date joined: 22/7/2019; FFB Cutter - Employee # 156270; M; Date joined: 1/11/2019; Field Worker - Employee # 158150; M; Date joined: 2/3/2020; Watchman - Employee # 163097; M; Date joined: 16/4/2021; Loose Fruit Collector 	
<p>6.2.3</p>	<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.</p> <p>- Critical (Major) compliance -</p>	<p>10 samples for workers in various operations including mill operators, weighbridge operators and general workers were verified. Overtime was appropriate and deduction was made fairly as per the agreement and approval from the Human Resource Department.</p> <p>Records of payslip and check-roll documents available to the workers for sample employees sighted as per indicator 6.1.6 above. Records shown all relevant legal compliance requirements were met by SOU 8.</p>	<p>Complied</p>

<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 workers live in the housing complex of the mill are provided with free housing facilities, subsidized water supply, electric supply and medical support.</p> <p>Dusun Durian Estate latest VMO visit was conducted on 15/2/2022 by Dr. Muhammad Naqib Bin Shariff; OHD ref. # HQ/17/DOC/00/00042. Previous visit was on 25/1/2021.</p> <p>East Estate latest VMO visit was conducted on 16/2/2022 by Dr. Hartati Suhaimi of Klinik Hartati, Sijangkang Selangor. Previous visit was on 12/1/2021.</p> <p>Housing inspection was conducted on weekly basis by Person In-Charge of Accommodation who was appointed from the Employee Welfare Representatives (EWR) for each Sepang Estate divisions as following:</p> <ul style="list-style-type: none"> - Main Division - Sungai Rawang Division - Sungai Linau Division <p>Dusun Durian divisions as following:</p> <ul style="list-style-type: none"> - Main Division (Klanang Bharu) - Sungai Gapin Division - Tanjung 12 Division - Telok Datok Division - Sungai Buaya Division <p>East Estate divisions as following:</p> <ul style="list-style-type: none"> - East A Division - East B Division - East C Division - East D Division 	<p>Complied</p>
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		Housing Complex/Nest/Community Hall Weekly Inspections (PIOA) forms were used for inspections with inspections criteria and score rating included in the form.	
6.2.5	<p>The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	<p>All the workers have provided with 10kg of rice once every two months as per company's policy. Seen the records of distribution of rice in East POM. Interviewed with the workers confirmed that they are easily access to adequate, sufficient and affordable foods where the mill is neighbouring to the small town where they can easily access. Sundry shop was available inside the estates' compound and the price are reasonable as confirmed through interviewed with the workers.</p> <p>Grocery shop provided within estate housing area as per sample tenancy agreement sighted as following:</p> <ul style="list-style-type: none"> - Shop House Agreement dated 1/7/2021 until 30/6/2022 between SDP East Estate and Rajamah A/P Ramasamy (Shop # 2 – Division B) - Shop House Agreement dated 1/7/2021 until 30/6/2022 between SDP East Estate and Thasarathan A/L Selvaraju (Shop # 1 – Division C) <p>Furthermore SDP provided 10kg rice on every alternate month basis to all workers as part of the effort to improve workers' access to adequate, sufficient and affordable food.</p>	Complied
6.2.6	<p>A DLW is paid to all workers, including piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.</p> <p>PROCEDURAL NOTE: STATEMENT FROM THE RSPO STANDARDS STANDING COMMITTEE REGARDING INDICATOR 6.2.6 ON DECENT LIVING WAGE</p> <p>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</p>	<p>SOU 8 East POM & supply bases have established the prevailing wage calculation to include all the in-kind benefits provided to the workers. Sampled the prevailing wages for benefit of Rice – RM 13.00 for local workers and foreign workers, medical cost for RM 68.52 and phone reload – RM 5 for both local workers and foreign workers. The prevailing wages is more than the Minimum Wage Order 2020.</p>	Complied

<p>for which no Global Living Wage Coalition (GLWC) benchmarks exist (As of September 2019, GLWC has developed national benchmarks in Bangladesh, Belize, Brazil, China, Colombia, Costa Rica, Dominican Republic, Ecuador, Ethiopia, Ghana, Guatemala, India, Kenya, Malawi, Mexico, Nicaragua, Pakistan, South Africa, Sri Lanka, Uganda and Vietnam These benchmarks are developed based on banana, coffee, floriculture, textile, manufacturing, seafood processing and tea industry. The RSPO is in the process of commissioning benchmarks for Malaysia and Indonesia for the palm oil sector and will develop methods to calculate and/or define DLW applicability for all palm oil producing countries in which RSPO members operate).</p> <p><i>Where a GLWC living wage standard (benchmark), or one that fulfils the basic requirements of the RSPO-endorsed living wage methodology, has been established in the country or region of operation, the same should be used as benchmarks.</i></p> <p>In the absence of such benchmarks, the RSPO will collaborate with the GLWC and/or local experts on developing oil palm industry benchmarks (Benchmark in this context may include other approaches and/or methods to calculate the applicability of DLW in the country or region in accordance to the RSPO endorsed method for determining a DLW. Local applicability for benchmarks is important and it may differ based on the needs of each locality or country). These benchmarks will be developed in collaboration and consultation with relevant stakeholders such as palm oil industry members, workers' union, authorities and/or relevant organisations.</p> <p><i>For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, national minimum wages shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an assessment of the prevailing wages and in-kind benefits provided to workers in the Unit of Certification aligned with the RSPO Guidance for Implementing a Decent Living Wage (RSPO Guidance for Implementing a Decent Living Wage). The RSPO will also develop further guidance and tools to calculate DLW in line with the RSPO endorsed methodology which may include independent studies by local experts in their respective region or country).</i></p> <p>Once these benchmarks are available, this procedural note is no longer applicable. UoC shall have an implementation plan towards the payment of a DLW with specific targets, and a phased implementation process including:</p> <ul style="list-style-type: none"> • Updated assessment on prevailing wages and in-kind benefits • There is annual progress on the implementation of living wages • 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 		
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	<ul style="list-style-type: none"> 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>All the core works are performed by permanent and full-time employees in SOU 8 East POM and supply bases. 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 temporary/ casual worker was employed. The estates have appointed contractors for harvesting, FFB transporting and heavy machinery for road maintenance.</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>Sime Darby Plantation has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They respect the rights of their employees to form and join unions and bargain collectively.</p> <p>The briefing of the policies was conducted on 07/12/2021 in East POM, 18/02/2021 in Sepang Estate and 03/11/2021 in Dusun Durian Estate.</p>	Complied
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>Union Committee was established in East POM, Sepang Estate, Dusun Durian Estate and East Estate.</p> <p>The last NUPW meeting was conducted on 15/10/2021 and 20/11/2021 with the management and workers' representatives in East POM. Issues were raised during the meeting and recorded in</p>	Complied

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		<p>the meeting minutes. Action plan was developed for the issues raised by the NUPW representatives. Details refer to Indicator 3.4.2. NUPW meeting was conducted with the management. The last meeting was conducted on 28/07/2021. Besides, there was a meeting with the NUPW Selangor on 11/10/2021 to discuss the new committee members and some disputes reported. Interviewed with the NUPW Chairman in Sepang Estate and committee member confirmed that all the issues were resolved. In additional, committee of NUPW have involved in the Social Dialogue meeting to discuss the issues reported in the estate. There were two meetings in a month to discuss and update the progress of the issues.</p> <p>The last NUPW meeting was conducted on 19/11/2021 in Dusun Durian Estate with total 6 attendees from management and union representatives. Meeting minutes was sighted and no issue was reported.</p> <p>Meeting was conducted on 24/11/2021 in East Estate and meeting minutes was sighted. Issues reported were recorded in the social management plan and action is still in progress.</p>	
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>Interviewed with the NUPW representatives and the workers confirmed that the election of the representatives were elected freely by the workers without any interference of management.</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>- Minor compliance -</p>	<p>Sime Darby Plantation has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights.</p>	Complied

		<p>They recognize that protecting the wellbeing of children means safeguarding them from any form of maltreatment or exploitation, including child sex tourism, child trafficking and child pornography. They are eradicating child labour in all their supply chain and not employ anyone under age of 18 years.</p> <p>All the contractors and suppliers must read through Vendor COBC before they signed on the Vendor Integrity Pledge where they will be required to comply with labour and human rights. Besides, the contractors had briefed on the human right charter and prohibition of child labour. This has confirmed with the stakeholders through stakeholder consultation.</p>	
6.4.2	<p>(C) There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure.</p> <p>- Critical (Major) compliance -</p>	<p>Workforce Management Unit has developed SOPP under Clause 3.1.14 LR14 – Recruitment Drive where the minimum requirement of the age is 18 years old. Age screening is based on identification documents and/ or passport and from the stated date of birth. The local employees have to submit a photocopy of identification card during application of job to the management for verification purpose. The screening procedure was included as per SOP Hiring of locals dated 01/11/2019 by the assistant operating unit while for foreign workers, the Workforce Management Unit Liaison & Recruitment SOPP (WMU/LR-SOPP/March2016) dated 30/03/2016 under clause procedures recruitment team shall be guided by approved requirement; Age 18-45 years old).</p> <p>Based in records of Employee Master Listing; Op. Unit: Sepang Estate; ZCKRLM04; Date: 15/2/2022 @ 10:54:54 am with particulars of workers including Date of Birth and Date Joined, all workers in Sepang Estate met minimum age requirements upon joining.</p> <p>Verified the records in the workers’ personal file.</p>	Complied

6.4.3	<p>(C) Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work.</p> <p>- Critical (Major) compliance -</p>	<p>There was no young person employed by the company as their minimum age was 18 years old. This has verified with the Employee Master Listing and through interviewed with the stakeholders confirmed that no child labour was employed in the certification unit.</p>	Complied
6.4.4	<p>The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.</p> <p>- Minor compliance -</p>	<p>The management has communicated to the stakeholders regarding the Human Rights Charter and emphasized that the risk of child labour to the stakeholders.</p> <p>Interview conducted on-site with sampled 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. Sighted too vendors briefing sample by East Estate management on 24/12/2021 and acknowledgement made by vendors via Vendor Integrity Pledge (VIP) as following:</p> <ul style="list-style-type: none"> - Chip Huat Excavator Works - AST Maju Enterprise - ATT Trading - Tiong Ying Enterprise Sdn. Bhd. 	Complied
Criterion 6.5: There is no harassment or abuse in the workplace, and reproductive rights are protected.			
6.5.1	<p>(C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation has developed Human Rights Charter where they create a working environment with zero tolerance for sexual harassment and abuse, and in which violence is never used to resolve issues or conflict.</p> <p>The briefing of the policies was conducted on 07/12/2021 in East POM, 18/02/2021 in Sepang Estate and 03/11/2021 in Dusun Durian Estate.</p>	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>Sime Darby Plantation has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They seek to create a working environment with zero tolerance for sexual harassment and abuse and in which violence is never used to resolve issues or conflict.</p> <p>The briefing of the policies was conducted on 07/12/2021 in East POM, 18/02/2021 in Sepang Estate and 03/11/2021 in Dusun Durian Estate.</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>Assessment for New Mothers (with infants under 24 months) FY2021 was conducted on 13/04/2021 in East POM. There were two new mothers identified in the mill with an infant at age of 1 and 2 months old during the assessment. No specific needs required from them as their children is taken care by their family members. Formula milk was given to the children and there is not required to have additional time to pump breast milk.</p> <p>There was no new mother identified in Sepang Estate and Dusun Durian Estate since last audit. This has confirmed with the female workers and Chairman of Gender Committee.</p> <p>There were 3 new mothers identified in East Estate during the assessment for new mothers conducted on 02/11/2021 by Chairman of Gender Committee. Specific needs requested by the new mothers were granted as verified in the assessment report.</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>Flowchart and Procedure on Handling Social Issues, version 1, dated 01/11/2008 was implemented as well. Initial negotiation between the management and the dispute parties should be taken within two</p>	Complied

		<p>weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders.</p> <p>Besides, the company has implemented "Suara Kami Helpline" as a platform for the workers to raise any issue. Seen the SOP for "Suara Kami Helpline" dated 15/04/2020 that explained the procedure of the helpline. The procedure could be accessible via SOP-Suara-Kami-Helpline_15Apr2020.pdf (sime-darbyplantation.com).</p>	
<p>Criterion 6.6: No forms of forced or trafficked labour are used.</p>			
<p>6.6.1</p>	<p>(C) All workers have entered into employment voluntarily and the following are prohibited:</p> <ul style="list-style-type: none"> • Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes) • Charging the workers for recruitment fees. • Contract substitution • Involuntary overtime • Lack of freedom of workers to resign • Penalty for termination of employment • Debt bondage • Withholding of wages <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation has established a new Procedure on Foreign Workers' Individual Passport Safe Keeping; Doc. Version # 3; Effective date: 13/8/2021.</p> <p>The recruitment cost were declared by the labour agent from source country for the applicable fees. Sampled for Tenaga Kerja Indonesia (TKI) Kepada Agensi (PL) Dan Sponsor (PL) for Indonesia effective date on 01/06/2017 (IDR 6,150,000) and Amoza Travels for India (INR 50000) for documents required, medical, insurance, transportation, etc. No other hidden recruitment fees paid to agent.</p> <p>Passport was kept by the management voluntarily. There is agreement letter signed by worker and employer on the safekeeping passport at office. If the workers want to obtain the passport for own usage, they can anytime request for it.</p> <p>There is no contract substitution as the employment contract signed between Sime Darby and embassy of Indonesia and India was same with the employment contract signed between worker and estate/mill.</p> <p>Overtime was given voluntarily. Sighted the overtime request form where employer offer work to worker after working hour/rest day/public holiday.</p>	<p>Complied</p>

		<p>The termination of service clearly stated that the termination of employment if:</p> <ol style="list-style-type: none"> 1. The company is not satisfied with your performance 2. You end employment for any reason; this may include abscondment, resignation or termination before expiry of the fixed term or extended term. 3. You commit any misconduct, including theft, fraud, insubordination, negligence or any other form of crime. 4. You have breached any express or implied terms of your employment. 5. Fail medical examination based on FOMEMA result. 6. Involved in any act that will affect the reputation of the company. <p>Interviewed with the workers confirmed that no forced and trafficked labour in SOU 8. The terms and conditions offered by the company were similar in their home country and when arrived in the plantations. No contract substitution has occurred. Overtimes was monitored by the company and the workers are giving freedom to choose to overtime and resign. There was no penalty for termination of employment if they wish to terminate the contract earlier as per the employment contract signed.</p>	
6.6.2	<p>(C) Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented. - Critical (Major) compliance -</p>	<p>SDPB has implemented a Sime Darby's Human Rights Charter revised 2020 and can be easily access via www.simedarbyplantation.com where they committed as below:</p> <ol style="list-style-type: none"> a) Providing equal opportunity b) Respecting freedom of association c) Eradicating any form of exploitation d) Providing decent and fair wages, reasonable working hours 	Complied

		<p>with adequate rest, achievable productivity targets, voluntary overtime as well as adequate housing with access to basic needs</p> <p>e) Eradicating any form of exploitation, forced or bonded labour, slavery, human trafficking and sexual exploitation by eliminating the need to retain identification documents, eliminating risk caused by debt bondage and avoiding contract substitution.</p> <p>All the foreign workers will be provided with induction training prior to work. Besides, they were provided with decent living condition and free from any discrimination. The workers informed that they were treated equally without any discrimination and allow joining NUPW freely. No contract substitution has occurred through interviewed with the workers.</p>	
<p>Criterion 6.7: The unit of certification ensures that the working environment under its control is safe and without undue risk to health.</p>			
<p>6.7.1</p>	<p>(C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.</p> <p>- Critical (Major) compliance -</p>	<p>The Estate and Mill Manager in SOU 18 has been appointed as Person Responsible / Chairman for Safety and Health in the estate as per appointment letter.</p> <p>The management has established Safety Committee Member consist of Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate/Mill Manager. The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting. In the meeting discussed on the matters arising from the previous meetings, accident and incident report, workplace inspection, and training.</p> <p>East POM</p>	<p>Non-compliance</p>

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		<p>The Mill Manager has been appointed as Person Responsible / Chairman for Safety and Health in the estate as per appointment letter signed by the Regional CEO dated 26/11/2021.</p> <p>Sepang Estate</p> <p>The Estate Manager, Mr. Rosmadi Bin Mohd Daud as the chairman of the OSH Committee as stated in the appointment letter dated 01/11/2021 undersigned by the Regional CEO, Central East Region.</p> <p>For the year 2021 the management have only conducted 1 OSH Committee Meeting due to the restrictions of the Covid-19 pandemic. Moving forward the management can still ensure the OSH Committee are carried out despite the restriction by conducting online meetings or using feedback forms to obtain OSH related issues from the committee members. Therefore, an Opportunity for Improvement was raised.</p> <p>Dusun Durian Estate</p> <p>The Estate Manager, Mr. Amirudin Bin Said as the chairman of the OSH Committee as stated in the appointment letter dated 01/11/2021 undersigned by the Regional CEO, Central East Region.</p> <p>East Estate</p> <p>The Estate Manager, Mr. Rayme Bin Hashim as the chairman of the OSH Committee as stated in the appointment letter dated 01/11/2021 undersigned by the Regional CEO, Central East Region.</p> <p>OSH Committee of the respective operating units conducts regular OSH Meetings to address all issues related to OSH in the operating units. Workplace Inspections are conducted prior to the OSH Meeting.</p>	
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		<ol style="list-style-type: none"> 1. Sepang Estate conducted OSH Meetings in the estate. The meeting minutes were available for verification dated 14/02/2022 (01-2022) and 08/12/2021 (01-2021). 2. Dusun Durian Estate conducted OSH Meetings in the estate. The meeting minutes were available for verification dated 18/11/2021 (02-2021) and 24/04/2021 (01-2021). 3. East Estate conducted regular OSH Meetings in the estate. The meeting minutes were available for verification dated 29/12/2021 (04-2021), 14/09/2021 (03-2021), 25/06/2021 (02-2021) and 26/01/2021 (01-2021). <p>Sepang Estate - The 1st Quarter OSH Committee Meeting has been planned but postponed due to EMCO as stated in the memo dated 04/02/2021. The OSH Committee Meeting has then been conducted on 08/12/2021 (01-2021).</p> <p>Dusun Durian Estate - 1st Quarter and 3rd Quarter meeting has been planned but postponed due to MCO as per memo dated 13/01/2021 and 05/07/2021 respectively. OSH Meeting has then been conducted on 20/04/2021 (01-2021) and 18/11/2021 (02-2021).</p> <p>MCO at Sepang Estate commences on June 2021 and August 2021 however, only 1 OSH meeting recorded for the year 2021. For Dusun Durian Estate, MCO on January 2021 and July 2021 however only 2 OSH Meeting conducted.</p> <p>Therefore, this is not in line with OSH Act 1994, Part IV (21); Meetings of Safety And Health Committee - Frequency Of Meetings Of Committee; <i>A safety and health committee shall meet as often as may be necessary commensurate with the risks attendant on the nature of work at the place of work but shall not meet less than once in three months.</i></p>	
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		<p>As per new FAQ by DOSH "Soalan Lazim Berkaitan Perintah Kawalan Pergerakan; JKPP Bil. 1; Dated 30/04/2020" stated 2 options which are</p> <p>c. "Melaksanakan mesyuarat menggunakan kaedah alternatif seperti telesidang" atau "Tanggung dan adakan mesyuarat selepas tempoh PKP berakhir",</p> <p>"Namun majikan perlu memastikan mesyuarat JKK dijalankan sekurang-kurangnya 4 kali setahun dan di minitkan satu persatu".</p>	
6.7.2	<p>Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in national languages (English and/or Bahasa Malaysia) and explained in the language understandable to the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Accident of emergency procedure is presented in Mill Quality Management System Standard Operation manual (MQMS SOM) dated November 1st, 2008. Flowchart of emergency handling was presented in Appendix 5.5.3.3.</p> <p>The operating units maintain the records of accidents including JKPP 6 forms reported to DOE, medical leaves certificates, accidents investigations reports and HIRARC review. The accidents occurrence were reported to the Headquarters through Rapid 4 systems and DOSH by submitting the JKPP 6 form through MyKKP system.</p> <p>The operating units provided first aid box and placed at designated places in the mill or hold by the appointed trained first aider such as mandore.</p> <p>The operating units continuously provided training to the workers on emergency and first aid. Latest training was conducted as per criteria 3.7.2.</p> <p>Mill</p> <p>The mill provided first aid box and placed at designated/strategic workstation control by trained first aider. The mill conducted first aid kit monitoring on monthly basis recorded in the First Aid Kit Checklist. Reviewed the monitoring records for January 2021 –</p>	Non-compliance

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		<p>January 2022. Noted during the field visit, the first aid items in the box was adequate and no expired items found.</p> <p>The mill maintained all documents and records of accidents. Reviewed JKKP 6, JKKP 9 and Rapid 4 report for accident cases occur on 12/10/2021 at FFB loading ramp and 13/09/2021 at boiler station.</p> <p>DOSH have issued letter of instruction regarding investigation for both cases. Refer email dated 25/10/2021 and instruction letter no. SL/SKEM/21/06211 dated 08/11/2021. The mill has responded to the email and instruction letter on 03/11/2021 as per communication email with DOSH Officer.</p> <p>Estates</p> <p>Emergency Response Plans and Procedures were available in the estates and mills to address potential emergencies such as Flood, Fire, Chemical Spillage, Poisoning, Earthquake/landslide, Accidents, Storm and Wild/ Poisonous Animal Attacks. The plans have been posted at notice boards in the mills and estates and communicated to the workers. Emergency contact numbers have been posted at the notice boards and provided to the workers as well. Interview with the workers such as mandores and store attendants indicated that the workers are aware on the available emergency response plans. Trainings were conducted in the mill and estates to provide awareness to the workers on emergency responses. The trainings were sighted as below.</p> <ol style="list-style-type: none"> 1. Sepang Estate – Fire Drill Training was conducted by Fire and Rescue Department Malaysia on 26/01/2022. 2. <u>Dusun Durian Estate</u> 	
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		<p>Fire Drill and Fire Fighting Training was conducted on 11/11/2021.</p> <p>3. <u>East Estate</u> Fire Drill and Fire Extinguisher Training was conducted on 13/01/2022.</p> <p>First aiders were present in the operating units. They have been trained and obtained certificates as the PIC to address first aid in the operating units. Visit to the mill and estates indicated each station and gangs were equipped with first aid kits. Interview with the respective first aid holders indicated that they were well aware on the methods to use the items in the first aid boxes. The boxes are regularly monitored by the mill and estate Hospital Assistants to replenish the used items and replace expired items. Records of items used were also maintained and available in the boxes.</p> <p>1. <u>Sepang Estate</u> First Aid Box Training conducted on 29/01/2022. First Aider Training conducted on 13/12/2021.</p> <p>2. <u>Dusun Durian Estate</u> First Aid, CPR and Choking Training conducted on 15/12/2021.</p> <p>3. <u>East Estate</u> First Aid Training was conducted on 08/01/2022</p> <p>Nevertheless, the monitoring of the First Aid Box was not effectively implemented at East Estate.</p> <p>The first aid box was sampled for the Spraying Gang Trunk Injection and Office. The First Aid boxes were found to be as below:</p> <p>5. The First Aid items in the First Aid Box were insufficient. There were less items in the box compared to the First Aid Items list</p>	
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		<p>that was in the box. (Cosmoplast, Handiplast, Cotton Ball & Cotton Wool were not available)</p> <ol style="list-style-type: none"> 6. There were items that were in the box but not listed in the First Aid Item List. 7. Monthly Inspection of First Aid Kit Items were ineffective as records of monitoring showed that all items were replenished and available, but the items were not available in the box during inspection despite not being used by the person in charge. 8. Issues and Replenishment were not recorded in the first aid kit. Last usage records shown as 2018 despite the items being used as recent as this month. <p>Hence, a minor nonconformity was raised.</p> <p>Accident records were maintained in the estate and available for verification.</p> <ol style="list-style-type: none"> 1. <u>Sepang Estate</u> There was a total of 1 accident in the estate for the year 2022 to date with a total of 3 LTA. The accident investigation has been conducted and records were available for verification. As for 2021 there were 7 accident cases reported in the estate. The JKPP 6 forms have been generated and submitted to DOSH accordingly. The JKPP 8 form have been submitted to DOSH for the year ending 2021 on 03/01/2022 and available for verification. 2. <u>Dusun Durian Estate</u> There were no accidents reported for the year 2022 in the estate. As for 2021 there were 2 accident cases in the estate. The accident reports and JKPP 6 form sent to DOSH were available 	
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		<p>for verification. The JKPP 8 form was sent to DOSH on 17/01/2022 and available for verification.</p> <p>3. East Estate</p> <p>There were 3 accidents reported in the estate for the year 2022. The accident investigation has been carried out and records were available for verification.</p> <p>As for 2021 there were a total of 14 accidents in the estate. The JKPP 6 forms have been submitted to DOSH accordingly and available for verification. The JKPP 8 form for the year ending 2021 have been submitted to DOSH on 01/01/2021.</p>																
6.7.3	<p>(C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.</p> <p>- Critical (Major) compliance -</p>	<p>The mill and estates visited provided appropriate PPE to all workers according to the job type. The PPE given as per CHRA report, HIRARC and Pictorial Safety Standard (PSS) dated 17/3/2008.</p> <p>The mill maintained the records of PPE issue in the PPE Issuance Record Book. Reviewed the PPE issuance for workers with employment no. as follows:</p> <table border="1" data-bbox="1160 938 1951 1150"> <thead> <tr> <th>Boiler</th> <th>Laboratory</th> <th>Workshop</th> </tr> </thead> <tbody> <tr> <td>1. 102478</td> <td>1. 79814</td> <td>1. 6955</td> </tr> <tr> <td>2. 118949</td> <td>2. 77300</td> <td>2. 6956</td> </tr> <tr> <td></td> <td>3. 82271</td> <td>3. 140940</td> </tr> <tr> <td></td> <td>4. 165746</td> <td></td> </tr> </tbody> </table> <p>All workers in the estates have been provided with appropriate personal protective equipment (PPE), which is provided by the management free of charge. During the field visit to the Spraying Gang, Harvesting Gang and Manuring Gang and visit to the stores of the estate and mill, it was sighted that all required appropriate PPEs were worn by the personals.</p>	Boiler	Laboratory	Workshop	1. 102478	1. 79814	1. 6955	2. 118949	2. 77300	2. 6956		3. 82271	3. 140940		4. 165746		Complied
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		The estate has well maintained facilities for the workers to sanitise themselves prior to returning home from work. The showers were all in good working condition. Interview with workers indicated that they were all well aware that they have to sanitise themselves before returning home due to the hazard that the chemical residues could cause.													
6.7.4	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. - Minor compliance -	<p>Medical care is provided to all the employees. Reviewed on workers profile records found that all workers are covered by the accident insurances.</p> <p>Local and foreign workers covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Reviewed the form 8A, "Jadual Caruman" for August, September and October 2021 for contribution of all employees including staff.</p> <p>For local workers, they were also covered with Employment Insurance Scheme. Reviewed the SIP form, "Jadual Caruman" for August, September, October, November, December 2021 and January 2022 for contribution of all employees including staff.</p>	Complied												
6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics. - Minor compliance -	<p>Records of all accidents are kept. Accident incidences are reviewed during the safety meetings. Records on Lost Time Accident (LTA) metrics was maintained. Accident records are found to be updated. JKPP 8 form were submitted to DOE through MyKKP systems. Sighted the samples of accident statistic FY 2021 as reported to DOSH as follows:</p> <table border="1" data-bbox="1160 1161 1895 1361"> <thead> <tr> <th>Operating units</th> <th>Accident Cases</th> <th>LTA</th> </tr> </thead> <tbody> <tr> <td>East POM</td> <td>2</td> <td>37</td> </tr> <tr> <td>Sepang Estate</td> <td>7</td> <td>157</td> </tr> <tr> <td>D.Durian Estate</td> <td>2</td> <td>78</td> </tr> </tbody> </table>	Operating units	Accident Cases	LTA	East POM	2	37	Sepang Estate	7	157	D.Durian Estate	2	78	Complied
Operating units	Accident Cases	LTA													
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		East Estate	14	192	
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>IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. Although there have been no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators.</p> <p>The estates has established IPM program. The plan was reviewed on annually basis. among the IPM plant established:</p> <ol style="list-style-type: none"> 1. To maintain beneficial plant nursery and progressive planting of the <i>Turnera subulata</i>, <i>Antigonan leptopus</i> and <i>Cassia cobanensis</i> 2. Monitoring of Barn Owl population 3. To maintain the establishment of <i>Nephrolepis</i> <p>Reviewed the implementation of IPM plan as follows:</p> <p>Sepang Estate</p> <ol style="list-style-type: none"> 1. Latest campaign of rat baiting was conducted for Mar – May 2021 with average of 3 round per campaign. 2. Latest barn owl census was conducted in March 2021. The ratio of barn owl box was recorded at 1: 13 ha with occupancy rate at 67% <p>Dusun Durian Estate</p>			Complied

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		<ol style="list-style-type: none"> 1. FY 2021, 2 rat baiting campaign was conducted. 1st campaign was conducted in Jan – Feb 2021 at average of 3 rounds with final rounds acceptance level recorded at 11 – 18%. 2nd campaign was conducted in Jul – Aug 2021 at average of 3 rounds with final rounds acceptance level recorded at 9 – 15%. 2. FY 2021, barn owl census was conducted in February. Reviewed records the census records for field 02T, 09A and 09B. Occupancy recorded at 64.70%. <p>East Estate</p> <ol style="list-style-type: none"> 1. FY 2021, barn owl census was conducted in February. Reviewed summary records of Occupancy rate recorded at 55.42%. 2. The estate continuously planting beneficial plant such as <i>Tunera subulata</i>, <i>Cassia cobanensis</i>, <i>Antigonan leptopus</i>. Reviewed the records of beneficial plant planting in P&D Record Book. 3. To monitor the bagworm attack, the estate conducted bagworm census to decide whether to proceed with treatment. Latest census was conducted in January – February 2022. Reviewed the records for field 01A2-Q dated 26/01/2022 	
7.1.2	<p>Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented.</p> <p>- Minor compliance -</p>	<p>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.</p> <p>In SOU 8, 3 plant species were used for IPM such as <i>Tunera subulata</i>, <i>Cassia cobanensis</i>, and <i>Antigonan leptopus</i>.</p>	Complied

7.1.3	<p>There is no use of fire for pest control unless in exceptional circumstances such as plantation sanitation, i.e. where no other effective methods exist, and with prior approval of government authorities.</p> <p>- Minor compliance -</p>	<p>No evidence and records of fire usage for pest control at all estate visited.</p> <p>Addressed in the Sime Darby Planation Group Sustainability and Quality Policy Statement signed by the Group Managing Director on 02/12/2019 and Responsible Agriculture Charter under section 3.2: Protect and enhance forest:</p> <p>"We will seek to protect and enhance forest and wildlife, and minimise carbon emission from land use change through:</p> <p>ix. Zero tolerance of the use of fire within our land boundaries and conservation areas, and the establishment of effective monitoring and prevention systems, as well as protective firefighting measures in and around our operation."</p>	Complied												
Criterion 7.2: Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.															
7.2.1	<p>(C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised.</p> <p>- Critical (Major) compliance -</p>	<p>The written justification in Standard Operating Procedure (SOP) of all agrochemical are available the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Sdn Bhd. Refer to Sime Darby Agricultural Reference Manual, issue:1 version:3 dated 01.07.2011. Selected products are specific to the target pest, weed and disease.</p>	Complied												
7.2.2	<p>(C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided.</p> <p>- Critical (Major) compliance -</p>	<p>Records of pesticides used (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) is maintained by the estate and submitted to the Head Quarters on a monthly basis. Sampled the a.i/ha for chemicals used in 2021 as below: -</p> <table border="1" data-bbox="1162 1214 1955 1393"> <thead> <tr> <th>Operating Unit</th> <th>Sepang Estate</th> <th>Dusun Durian Estate</th> <th>East Estate</th> </tr> </thead> <tbody> <tr> <td>Jan 2021</td> <td>2.236</td> <td>5.167</td> <td>1.723</td> </tr> <tr> <td>Feb 2021</td> <td>1.871</td> <td>11.636</td> <td>1.759</td> </tr> </tbody> </table>	Operating Unit	Sepang Estate	Dusun Durian Estate	East Estate	Jan 2021	2.236	5.167	1.723	Feb 2021	1.871	11.636	1.759	Complied
Operating Unit	Sepang Estate	Dusun Durian Estate	East Estate												
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		<table border="1"> <tr><td>Mar 2021</td><td>1.476</td><td>1.844</td><td>1.449</td></tr> <tr><td>Apr 2021</td><td>0.916</td><td>1.358</td><td>1.595</td></tr> <tr><td>May 2021</td><td>0.675</td><td>0.985</td><td>0.795</td></tr> <tr><td>Jun 2021</td><td>1.796</td><td>1.566</td><td>1.436</td></tr> <tr><td>Jul 2021</td><td>0.762</td><td>1.082</td><td>0.909</td></tr> <tr><td>Aug 2021</td><td>0.397</td><td>1.246</td><td>0.138</td></tr> <tr><td>Sep 2021</td><td>3.872</td><td>1.106</td><td>0.126</td></tr> <tr><td>Oct 2021</td><td>0.779</td><td>2.252</td><td>0.115</td></tr> <tr><td>Nov 2021</td><td>1.545</td><td>2.274</td><td>0.682</td></tr> <tr><td>Dec 2021</td><td>0.320</td><td>2.865</td><td>0.835</td></tr> </table>	Mar 2021	1.476	1.844	1.449	Apr 2021	0.916	1.358	1.595	May 2021	0.675	0.985	0.795	Jun 2021	1.796	1.566	1.436	Jul 2021	0.762	1.082	0.909	Aug 2021	0.397	1.246	0.138	Sep 2021	3.872	1.106	0.126	Oct 2021	0.779	2.252	0.115	Nov 2021	1.545	2.274	0.682	Dec 2021	0.320	2.865	0.835	
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7.2.3	<p>(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.</p> <p>- Critical (Major) compliance -</p>	<p>The estates have implemented a Continuous Improvement Plan where they have stated the intention to reduce the usage of chemical through implementation of Integrated Pest Management Plan.</p> <p>Sighted during the site visit at the estates, the establishment of beneficial plants along the estate roads and immature areas as well as barn owl boxes placed at strategic areas.</p> <p>Paraquat was eliminated. In its place, alternatives such as Glyphosate is used instead. Monocrotophos was eliminated and in its place Acephate is used.</p>	Complied																																								
7.2.4	<p>There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.</p> <p>- Minor compliance -</p>	<p>There is no evidence of prophylactic use of pesticides in the estates.</p>	Complied																																								

<p>7.2.5</p>	<p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.</p> <p>The due diligence refers to:</p> <ul style="list-style-type: none"> a) Judgment of the threat and verify why this is a major threat b) Why there is no other alternative which can be used c) Which process was applied to verify why there is no other less hazardous alternative d) What is the process to limit the negative impacts of the application e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak. <p>- Minor compliance -</p>	<p>Sighted in the Chemical Registers showed that only class III & IV chemicals were used at the estates. During the site visit to the chemical store it was justified that there were only class II, III and IV chemicals being used. Paraquat was eliminated. In its place, alternatives such as Glyphosate was used instead. Monocrotophos was eliminated and in its place, Acephate is used.</p>	<p>Complied</p>
<p>7.2.6</p>	<p>(C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criteria 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.</p> <p>- Critical (Major) compliance -</p>	<p>Pesticide operators are given training on the safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers in the estate.</p> <p>Sampled the training conducted for pesticide handlers as below: -</p> <ul style="list-style-type: none"> a. East Estate <ul style="list-style-type: none"> - Spraying Techniques and the Safety Aspects & Maintenance of Inter Sprayer (29/11/2021). - Trunk Injection Training (07/05/2021) b. Dusun Durian Estate <ul style="list-style-type: none"> - Inter Pump Handling & Safety Training (25/03/2021) 	<p>Complied</p>

		<p>c. East Estate</p> <ul style="list-style-type: none"> - Tractor Mounted Sprayer (ST102) Training (15/10/2021) - Trunk Injection & Safety Training (06/10/2021) - Circle Spraying Training (28/01/2022) - PPE & Triple Rinsing for Pre-Mixer (20/10/2022) 	
7.2.7	<p>(C) Storage of all pesticides is in accordance with recognised best practices.</p> <ul style="list-style-type: none"> - Critical (Major) compliance - 	<p>Pesticides were found stored in the mill and estate’s Chemical Store in accordance with the Occupational Safety and Health Act 1994 (Act 514) and Pesticides Act 1974 (Act 149) and their Regulations. The stores were at all times locked and at the time of visit the store clerk was seen to unlock the padlock to open entrance door for auditor to inspect the store. At the entrance door, signage requiring donning of PPE were visibly posted. The Chemical Store signage with required Hazard Symbols were available at the entrance. The facility ventilation fan was found working with adequate ventilation available, up-to-date chemical register, trade and generic names, and their Safety data Sheet were available.</p>	Complied
7.2.8	<p>All pesticide containers are triple rinsed and punctured before being disposed of and/or handled responsibly if used for other purposes.</p> <ul style="list-style-type: none"> - Minor compliance - 	<p>Pesticide containers were found to be recycled and used as premix containers. The access containers were all triple rinsed and punctured and stored at the designated store before they are disposed to the licensed recycle waste collector. Inventory and Records of disposal of empty chemical containers were available and verified in the mill and estates respectively.</p>	Complied
7.2.9	<p>(C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying.</p> <ul style="list-style-type: none"> - Critical (Major) compliance - 	<p>No aerial spraying for pesticide were done in the estates.</p>	Complied

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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>Medical Surveillance were conducted in the estates based on the recommendation of the CHRA for workers exposed to hazardous chemicals. Results of annual medical surveillance were available in the estates for verification as follows.</p> <p>Sepang Estate</p> <p>Medical Surveillance was conducted on 21/01/2022 at Pantai Premier Pathology for 45 estate workers, namely sprayers, workshop attendants, mandores, trunk injectors and manurers who have been deemed to be exposed to hazardous chemicals and fumes. The results have not been provided yet by the assessor.</p> <p>Dusun Durian Estate</p> <p>Medical Surveillance was conducted on 10/12/2021 at Klink Faridah for 24 estate workers, namely sprayers, workshop attendants, mandores, trunk injectors and manurers who have been deemed to be exposed to hazardous chemicals and fumes. The results indicated all workers were fit to work.</p> <p>East Estate</p> <p>Medical Surveillance was conducted on 10/02/2022 for 4 workers who have been exposed to hazardous chemicals in the estate. The results indicated all 4 workers were fit to work with no abnormal results.</p>	Complied
7.2.11	<p>(C) No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.</p> <p>- Critical (Major) compliance -</p>	<p>All estates have prohibited woman workers who are confirmed pregnant or breast-feeding to handle chemicals as per Gender Policy and Occupational Safety and Health Policy signed by the Managing Director on January 2015.</p> <p>It was sighted during the visit to the stores there were signages stating that pregnant and breast-feeding women are not allowed to enter the chemical stores.</p>	Complied

		There were no female workers assigned for chemical related works in the three estates visited.																									
Criterion 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.																											
7.3.1	<p>A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.</p> <p>- Minor compliance -</p>	<p>SOU 08 East Mill and Estates had identified all wastes and sources of pollution. The Waste Management Action Plan FY 2022 were established to mitigate and control the identified wastes and source of pollution. The most significant environmental receptors for the estate and mill operations were:</p> <table border="1" data-bbox="1160 676 1939 944"> <thead> <tr> <th></th> <th>Receptor</th> <th>Sources</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Air</td> <td>sources from boiler stack (smoke and particulate), vehicle & generator (smoke and gases), anaerobic processes (ETP, EFB dumping)- GHG</td> </tr> <tr> <td>2</td> <td>Water</td> <td>cleaning water/run-off/process station waters (hydro-cyclone /sterilizer condensate/clarification waste) & boiler quenching water and blow down</td> </tr> <tr> <td>3</td> <td>Land</td> <td>Scheduled waste, clinical waste, Industrial waste, domestic waste and industrial/process waste.</td> </tr> </tbody> </table> <p>All waste and pollution are identified and documented in the Waste Management Plan and Pollution Prevention Plan Financial Year 2022. The waste generated from the mill/estate operations as shown below;</p> <table border="1" data-bbox="1160 1123 1939 1364"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Scheduled waste</td> <td>Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries</td> </tr> <tr> <td>2</td> <td>Domestic waste</td> <td>rubbish from the mill complex and employees' quarters</td> </tr> <tr> <td>3</td> <td>Industrial waste</td> <td>Fibre, palm kernel shell, boiler ash, scrap iron</td> </tr> </tbody> </table>		Receptor	Sources	1	Air	sources from boiler stack (smoke and particulate), vehicle & generator (smoke and gases), anaerobic processes (ETP, EFB dumping)- GHG	2	Water	cleaning water/run-off/process station waters (hydro-cyclone /sterilizer condensate/clarification waste) & boiler quenching water and blow down	3	Land	Scheduled waste, clinical waste, Industrial waste, domestic waste and industrial/process waste.		Type of waste	Details	1	Scheduled waste	Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries	2	Domestic waste	rubbish from the mill complex and employees' quarters	3	Industrial waste	Fibre, palm kernel shell, boiler ash, scrap iron	Non-compliance
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<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>In East POM and the estates in SOU 8 procedure SD/SDP/PSQM (ESH)/203- EN1 – Scheduled Wastes (Hazardous Waste) Management has been established.</p> <p>a) Management and disposal of wastewater 2022 has been established compiled by Assistant Engineer.</p> <p>b) Waste Management Plan 2022 has been established prepared by QA and verified by the Assistant Engineer in Jan 2022. The management Plan for 2022 has yet to be finalised the source and disposal method of scheduled waste, domestic waste and industrial waste.</p> <p>c) Based on Environmental Impact Evaluation (file no: SM/5.2/EIE) and Environment Aspect and Impact Identification (file no: SM/5.2/EAI) improper disposal of clinical items will be impact on community, depletion of natural resources and land contamination.</p> <p>d) Interview with staffs and workers i.e. storekeepers and chemical mixer were trained and they had understood the hazards involved and how the chemicals should be used and disposed in a safe manner.</p> <p>e) Among the identified wastes include empty chemical containers including pesticides containers. Empty pesticides containers were washed at washing station prior to disposal. Disposals were carried out in compliance with relevant regulation of scheduled waste. Inventory and consignment documents verified for confirmation of proper management and disposal. The CU scheduled waste is disposed to the following vendors registered with DOE.</p> <table border="1" data-bbox="1160 1289 1872 1374"> <thead> <tr> <th>OU</th> <th>Date</th> <th>SW409</th> <th>SW110</th> <th>SW410</th> <th>SW305</th> </tr> </thead> <tbody> <tr> <td>East POM</td> <td>12/2/22</td> <td>-</td> <td>-</td> <td>0.420</td> <td>-</td> </tr> </tbody> </table>	OU	Date	SW409	SW110	SW410	SW305	East POM	12/2/22	-	-	0.420	-	<p>Complied</p>
OU	Date	SW409	SW110	SW410	SW305										
East POM	12/2/22	-	-	0.420	-										

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	East POM	<i>Due Aug</i>	<i>Deferred - explanatory notes below</i>			
	East POM	14/1/21	0.440	0.090	0.218	0.410
	OU	Date	SW409	SW410	SW404	SW305
	D Durian	16/02/22	-	0.176	-	0.021
	D Durian	28/01/22	-	0.300	-	0.025
	D Durian	24/11/21	-	0.355	-	0.026
	D Durian	28/11/21	-	-	0.005	-
	D Durian	10/9/20	-	-	0.026	-
	Sepang	24/11/21	-	0.0870	-	0.210
	Sepang	23/11/21	-	-	-	0.240
	Sepang	17/02/21	-	0.0300	-	0.400
	Sepang	28/05/21	-	-	0.0059	-
	East	21/1/21	-	-	-	0.104
	East	23/1/21	-	-	-	0.691
	East	16/3/21	-	-	-	0.810
	East	12/06/21	-	0.200	-	-
	East	23/10/21	-	0.228	-	0.408
	East	31/12/21	-	-	-	0.380
	<p>The CU scheduled waste is disposed to the following vendors registered with DOE. Letter from DOE dated 06/9/2011 for the approval was sighted and verified.</p>					

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		<p>East POM has written to DOE on the delay in disposal via email and letter dated 18/11/2021 on the date deferment from July 2021 the latest being 14/01/2021 for a consignment of 2.772 mt which is as result of the CMCO restriction coupled with reason of Kualiti Alam inability to accept due to empty slot (unplanned shutdown) as explained in email dated 20/11/2021. Discussion was made with Manager and DOE officer on 18/11/2021.</p> <table border="1" data-bbox="1160 619 1888 850"> <thead> <tr> <th></th> <th>Date</th> <th>SW Buyers/Vendor</th> </tr> </thead> <tbody> <tr> <td>East POM</td> <td>30/4/22</td> <td>Pentas Flora Sdn Bhd</td> </tr> <tr> <td>East Est</td> <td>30/4/22</td> <td>Kualiti Alam SB/Sime Kubota Sdn Bhd</td> </tr> <tr> <td>Sepang</td> <td>30/4/22</td> <td>Malik Family Resources T Sdn Bhd</td> </tr> <tr> <td>D Durian</td> <td>30/4/22</td> <td>Kualiti Alam SB/Sime Kubota Sdn Bhd</td> </tr> </tbody> </table> <p>Empty containers were despatched to licensed buyer namely <i>SS Setia Teknologi Enterprise</i> registered with DOE dated 24/10/2018 and <i>Jabatan Pertanian</i> via letter dated 07/12/2015. Records of despatches by the estates sighted as follows;</p> <table border="1" data-bbox="1167 1018 1912 1367"> <thead> <tr> <th>Estate</th> <th>Date</th> <th>Empty container</th> <th>Ally bottle</th> <th>Cartoon Boxes</th> <th>Empty bags</th> </tr> </thead> <tbody> <tr> <td>East</td> <td>10/02/22</td> <td>422 units</td> <td>102 kg</td> <td>92 kg</td> <td>-</td> </tr> <tr> <td>East</td> <td>17/04/21</td> <td>783 units</td> <td>229 kg</td> <td>74 kg</td> <td>-</td> </tr> <tr> <td>Sepang</td> <td>11/11/21</td> <td>408 units</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>Sepang</td> <td>18/01/21</td> <td>297 units</td> <td>53 kg</td> <td>47 kg</td> <td>-</td> </tr> <tr> <td>Sepang</td> <td>10/02/20</td> <td>314 units</td> <td>-</td> <td>30 kg</td> <td>-</td> </tr> <tr> <td>D Durian</td> <td>28/04/21</td> <td>106 units</td> <td>26 kg</td> <td>150 kg</td> <td>680 kg</td> </tr> </tbody> </table>		Date	SW Buyers/Vendor	East POM	30/4/22	Pentas Flora Sdn Bhd	East Est	30/4/22	Kualiti Alam SB/Sime Kubota Sdn Bhd	Sepang	30/4/22	Malik Family Resources T Sdn Bhd	D Durian	30/4/22	Kualiti Alam SB/Sime Kubota Sdn Bhd	Estate	Date	Empty container	Ally bottle	Cartoon Boxes	Empty bags	East	10/02/22	422 units	102 kg	92 kg	-	East	17/04/21	783 units	229 kg	74 kg	-	Sepang	11/11/21	408 units	-	-	-	Sepang	18/01/21	297 units	53 kg	47 kg	-	Sepang	10/02/20	314 units	-	30 kg	-	D Durian	28/04/21	106 units	26 kg	150 kg	680 kg	
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7.3.3	The unit of certification does not use open fire for waste disposal. - Minor compliance -	<p>There was no land preparation in SOU 8 Mill and Estates by burning ever since SDB practiced zero burning as per the policy in:</p> <p>a) EQMS-SOP-Section B2 - Under felling/clearing & land preparation b) Carbon Policy</p> <p>SDP has a policy of no open burning. As advocated, the estate practiced zero burning. In the replants visited during the audit in the Estates, it was evident that all palms were felled, shredded, windrowed and left to decompose. There was no evidence that fire had been used to prepare land for replanting in the estate No fire was used for waste disposal.</p>	Complied												
Criterion 7.4: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.															
7.4.1	Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts. - Minor compliance -	<p>Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield.</p> <p>The sustaining of the soil fertility is guided by the organization SOPs content among others as stated in sections of the following documents;</p> <p>a) EQMS chapter B8 - Leguminous Cover Crops</p>	Complied												

		<p>b) EQMS chapter B14 – Manuring c) ARM Section 8 – Manuring</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>Plant Nutrition and Protection Unit (PNU) prepare the annual fertilizer recommendation base leaf analysis result. Leaf analysis show the nutrient level was used as the guidance for the recommendation. As per company SOP, the soil sampling analysis carried at 5 years interval. The leaf analysis and soil analysis report was made available for review. Sepang Estate Latest Soil sampling was conducted on 06/09/2018. Refer test report no. S59/2018 dated 09/08/2018. Latest leaf sampling was conducted on 29/06/2021 – 29/07/2021. The leaf nutrient report was included in the Sepang Estate 2022 Agronomic & Fertiliser Recommendation Report – Oil Palm dated 01/12/2021. Dusun Durian Estate Latest Soil sampling was conducted on 13/03/2018. Refer test report no. S19/2018 dated 04/04/2018. Latest leaf sampling was conducted on 10/03/2021 – 06/04/2021. The leaf nutrient report was included in the Dusun Durian Estate 2022 Agronomic & Fertiliser Recommendation Report – Oil Palm dated 01/12/2021. East Estate Latest Soil sampling was conducted on 02/08/2018. Refer test report no. S56/2018 dated 06/09/2018.</p>	<p>Complied</p>

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		Latest leaf sampling was conducted on 10/03/2021 – 06/04/2021. The leaf nutrient report was included in the East Estate 2022 Agronomic & Fertiliser Recommendation Report – Oil Palm dated 23/09/2021.					
7.4.3	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. - Minor compliance -	Nutrient recycling strategy is in place and includes use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. The strategy as follows: 1. EFB applied at selected fields at the estates. 2. Fibre and POM were use as compost material. 3. Palm residues after planting were left in the biomass row to decompose.	Complied				
7.4.4	Records of fertiliser inputs are maintained. - Minor compliance -	<p>The estate maintain the records of manuring application as per recommendation by the agronomist.</p> <p>Observed application records as per agronomist recommendation: Sepang Estate</p> <table border="1"> <tr> <td> <p>Month program: Aug - Sep 2021</p> <p>Field: OP 99 C</p> <p>Ha program: 95.40 ha</p> <p>Type: NKC</p> <p>Rate/palm: 3.50 kg/palm</p> <p>Month completed: Dec 2021</p> </td> <td> <p>Month program: Aug - Sep 2021</p> <p>Field: OP 03 C1</p> <p>Ha program: 94.31 ha</p> <p>Type: NKC</p> <p>Rate/palm: 3.50 kg/palm</p> <p>Month completed: Nov2021</p> </td> </tr> <tr> <td> <p>Month program: Jun 2021</p> <p>Field: OP 05 C1</p> <p>Ha program: 80.96 ha</p> <p>Type: KIE</p> </td> <td> <p>Month program: Jun 2021</p> <p>Field: OP 02 C</p> <p>Ha program: 69.24 ha</p> <p>Type: GML</p> </td> </tr> </table>	<p>Month program: Aug - Sep 2021</p> <p>Field: OP 99 C</p> <p>Ha program: 95.40 ha</p> <p>Type: NKC</p> <p>Rate/palm: 3.50 kg/palm</p> <p>Month completed: Dec 2021</p>	<p>Month program: Aug - Sep 2021</p> <p>Field: OP 03 C1</p> <p>Ha program: 94.31 ha</p> <p>Type: NKC</p> <p>Rate/palm: 3.50 kg/palm</p> <p>Month completed: Nov2021</p>	<p>Month program: Jun 2021</p> <p>Field: OP 05 C1</p> <p>Ha program: 80.96 ha</p> <p>Type: KIE</p>	<p>Month program: Jun 2021</p> <p>Field: OP 02 C</p> <p>Ha program: 69.24 ha</p> <p>Type: GML</p>	Complied
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		Rate/palm: 1.00 kg/palm Month completed: Oct 2021	Rate/palm: 1.75 kg/palm Month completed: Oct 2021	
		Dusun Durian Estate		
		Month program: Feb – Mar 2021 Field: 08K Ha program: 50.96 ha Type: MOP Rate/palm: 1.25 kg/palm Month completed: Mar 2021	Month program: Feb – Mar 2021 Field: 2011A Ha program: 58.20 ha Type: MOP Rate/palm: 1.25 kg/palm Month completed: Mar 2021	
		Month program: May 2021 Field: 08K Ha program: 50.96 ha Type: RP Rate/palm: 2.00 kg/palm Month completed: May 2021	Month program: May 2021 Field: 2011A Ha program: 58.20 ha Type: RP Rate/palm: 1.75 kg/palm Month completed: Jun 2021	
		East Estate		
		Month program: Aug – Sept 2021 Field: 00B1 Ha program: 32.24 ha Type: N.K.C 2 Rate/palm: 3.75 kg/palm Month completed: Sept 2021	Month program: Aug – Sept 2021 Field: 07B4 Ha program: 49.33 ha Type: N.K.C 2 Rate/palm: 3.50 kg/palm Month completed: Sept 2021	

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.</p> <p>- Critical (Major) compliance -</p>	<p>Soil series map were available for all estates prepared by the R&D-Precision Agriculture Unit. No fragile soils identified in all estates in SOU 8. Soil Identified as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Estate</th> <th style="text-align: center;">Soil Series</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Sepang Estate</td> <td>Batu Lapan 5.5%, BriaH 1.21%, Bungor 28.67%, Carey3.03%, Gajah Mati 4.54%, Jawa 3.85%, Kedah 0.01%, Kuala Brang 2.16%, Linau 0.68%, Local Alluvium 2.38%, Munchong 2.76%, Organic Clay 8.14%, Padang Besar 13.59%, Sedu 7.09%, Selangor 15.60%, Tavy 0.78%</td> </tr> <tr> <td style="vertical-align: top;">D. Durian Estate</td> <td>BriaH 14.45%, Selangor 46.46%, Bernam 17.90%, Jawa 5.39%, Subang 3.96%, unclassified 11.84%</td> </tr> <tr> <td style="vertical-align: top;">East Estate</td> <td>BriaH 0.74%, Carey 1.42%, Jawa 30.14%, Jawa/Shallow 26.05%, Jawa/fine sandy clay loam 2.07%, Jugra 1.41%, Parit Botak 2.01%, Sabrang 0.86%, Sedu 10.23%, Selangor 10.52%, Selangor/fine sandy clay loam 3.29%, Telok 1.14%, Tongkang 4.95%, Tualang 5.17%</td> </tr> </tbody> </table>	Estate	Soil Series	Sepang Estate	Batu Lapan 5.5%, BriaH 1.21%, Bungor 28.67%, Carey3.03%, Gajah Mati 4.54%, Jawa 3.85%, Kedah 0.01%, Kuala Brang 2.16%, Linau 0.68%, Local Alluvium 2.38%, Munchong 2.76%, Organic Clay 8.14%, Padang Besar 13.59%, Sedu 7.09%, Selangor 15.60%, Tavy 0.78%	D. Durian Estate	BriaH 14.45%, Selangor 46.46%, Bernam 17.90%, Jawa 5.39%, Subang 3.96%, unclassified 11.84%	East Estate	BriaH 0.74%, Carey 1.42%, Jawa 30.14%, Jawa/Shallow 26.05%, Jawa/fine sandy clay loam 2.07%, Jugra 1.41%, Parit Botak 2.01%, Sabrang 0.86%, Sedu 10.23%, Selangor 10.52%, Selangor/fine sandy clay loam 3.29%, Telok 1.14%, Tongkang 4.95%, Tualang 5.17%
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7.5.2	<p>No replanting on steep slopes (above 25 degrees) unless approved by state governments. In case of replanting is permitted, no replanting in contiguous area of steep terrain (greater than 25 degrees) larger than 25 Ha within the Unit of Certification.</p> <p>- Minor compliance -</p>	<p>Sime Darby has established Slope and River Protection Policy signed by the Managing Director dated 15/1/2015. In the policy clearly stated that:</p> <ol style="list-style-type: none"> Slope of >25° must be excluded from any new planting development and replanting program. 								

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		<p>2. Slope of <25°, the existing crop and vegetation shall be maintained accordingly.</p> <p>3. Planting terraces had been constructed where slope >10°. Fields are established with cover crops such as mucuna and soft grasses and ferns.</p> <p>As per slope map prepared by R&D-TTAS Precision Agriculture Unit (UCP) dated November 2018, no area with slope of >25° identified in the estate.</p>	
7.5.3	<p>There is no new planting of oil palm on steep terrain.</p> <p>- Minor compliance -</p>	No new planting conducted at all estates visited.	Complied
<p>Criterion 7.6: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>			
7.6.1	<p>(C) To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.</p> <p>- Critical (Major) compliance -</p>	<p>Soil series and topography map available for estate visited. No fragile soil categorized in the estates visited as per soil map issued by R&D Precision Agriculture Unit.</p> <p>As sighted in estates visited, the estate have taken into account the land terrain, drainage and road systems in planning the 2021 replanting.</p>	Complied
7.6.2	<p>Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices.</p> <p>- Minor compliance -</p>	<p>Addressed in the Sime Darby Planation Group Sustainability and Quality Policy Statement signed by the Group Managing Director on 2/12/2019 and Responsible Agriculture Charter under section 3.2: Protect and enhance forest:</p> <p>"We will seek to protect and enhance forest and wildlife, and minimise carbon emission from land use change through:</p> <p>vii. No new development of peat areas, regardless of depth or location. We will seek to rehabilitate existing plantings on peats where possible.</p>	Complied

7.6.3	<p>Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.</p> <p>- Minor compliance -</p>	<p>As per slope map prepared by R&D-TTAS Precision Agriculture Unit (UCP) dated November 2018, topography information at estates visited as follows:</p> <table border="1" data-bbox="1160 475 1848 866"> <thead> <tr> <th>Elevation</th> <th>Sepang Estate</th> <th>D. Durian Estate</th> <th>East Estate</th> </tr> </thead> <tbody> <tr> <td>0° - 2°</td> <td>36.62</td> <td>100.00</td> <td>100.00</td> </tr> <tr> <td>2° - 6°</td> <td>48.79</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>6° - 12°</td> <td>14.30</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>12° - 20°</td> <td>0.30</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>20° - 25°</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>> 25°</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	Elevation	Sepang Estate	D. Durian Estate	East Estate	0° - 2°	36.62	100.00	100.00	2° - 6°	48.79	0.00	0.00	6° - 12°	14.30	0.00	0.00	12° - 20°	0.30	0.00	0.00	20° - 25°	0.00	0.00	0.00	> 25°	0.00	0.00	0.00	Complied
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<p>Criterion 7.7: No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.</p>																															
7.7.1	<p>(C) There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas.</p> <p>- Critical (Major) compliance -</p>	<p>There are no new plantings conducted in the SOU 08 Certification Unit estates. There are no peat soil or soil categorized as marginal or fragile soil at all estates.</p>	Not Applicable																												
7.7.2	<p>Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat.</p> <p>PROCEDURAL NOTE:</p> <p>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).</p> <p>- Minor compliance -</p>	<p>There are no peat soil or soil categorized as marginal or fragile soil at all estates within SOU 08 certification unit.</p>	Not Applicable																												
7.7.3	<p>(C) Subsidence of peat is monitored, documented and minimised.</p>	<p>There are no peat soil or soil categorized as marginal or fragile soil at all estates within SOU 08 certification unit.</p>	Not Applicable																												

	- Critical (Major) compliance -		
7.7.4	<p>(C) A documented water and ground cover management programme is in place.</p> <p>- Critical (Major) compliance -</p>	The water and ground cover management programme is documented in the Sime Darby Agricultural Reference Manual (Water Management in Coastal and Peatlands) issued on 01/07/2011.	Not Applicable
7.7.5	<p>(C) For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation.</p> <p>This is subject to transitional (5 years: 2019 to 2024) arrangement stated in the Drainability Assessment Procedure.</p> <p>Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.</p> <p>- Critical (Major) compliance -</p>	There are no peat soil or soil categorized as marginal or fragile soil at all estates within SOU 08 certification unit.	Not Applicable
7.7.6	<p>(C) All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2019) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>	There are no peat soil or soil categorized as marginal or fragile soil at all estates within SOU 08 certification unit.	Not Applicable
7.7.7	<p>(C) All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation</p>	There are no peat soil or soil categorized as marginal or fragile soil at all estates within SOU 08 certification unit.	Not Applicable

	<p>Associated with Oil Palm Cultivation on Peat', version 2 (2019) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>																														
<p>Criterion 7.8: Practices maintain the quality and availability of surface and groundwater.</p>																															
<p>7.8.1</p>	<p>A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following:</p> <p>a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.</p> <p>b) Workers have adequate access to clean water.</p> <p>- Minor compliance -</p>	<p>Both the Mill and Estates had established its Water Management Plan for year 2022 which was developed to maintain the quality and availability of natural water resources. This is made by practicing efficient water consumption through various methods such as; implementation of rain water harvest, construction of water gate for effective management of field drains, establishment of <i>Mucuna bracteata</i> to prevent erosion, side drain at field road to control water, frond stacking, Enhancement of ground vegetation at bare ground area.</p> <p>The water sources are as shown below;</p> <table border="1" data-bbox="1162 928 1953 1390"> <thead> <tr> <th></th> <th>Water sources</th> <th>usage</th> <th>Monitoring & measurement</th> <th>Freq</th> <th>PIC</th> <th>Review status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SYABAS</td> <td>Purchased for domestic consumption</td> <td>Monitoring water supply</td> <td>Mthly</td> <td>AM Mgr</td> <td>Liaison with Authority</td> </tr> <tr> <td>2</td> <td>Rain water</td> <td>Domestic use Workshop Chemical mixing</td> <td>Rain fall data</td> <td>On-going</td> <td>AM Mgr</td> <td>Water harvesting for general washing</td> </tr> <tr> <td>3</td> <td>Water tank</td> <td>Emergency water supply</td> <td>-</td> <td>-</td> <td>AM Mgr</td> <td>Request water supply</td> </tr> </tbody> </table>		Water sources	usage	Monitoring & measurement	Freq	PIC	Review status	1	SYABAS	Purchased for domestic consumption	Monitoring water supply	Mthly	AM Mgr	Liaison with Authority	2	Rain water	Domestic use Workshop Chemical mixing	Rain fall data	On-going	AM Mgr	Water harvesting for general washing	3	Water tank	Emergency water supply	-	-	AM Mgr	Request water supply	<p>Complied</p>
	Water sources	usage	Monitoring & measurement	Freq	PIC	Review status																									
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						from other estates
The contingency plan during water shortage						
	Area/incident	Action steps	PIC	status		
1	Water shortage/ prolonged dry season	to obtain water from local authority /estate catchment to train/educate staff/workers to conserve water to seek assistance from local authority to obtain treated water supply from mill's WTP	Manager AM/Mill Engineer	As and when required		
2	Severe water pollution/ Contamination	to obtain water from local authority to train/educate staff/workers to conserve water to seek assistance from local authority to obtain treated water supply from mill's WTP	Manager AM// Mill Engineer	As and when required		
3	Salt water intrusion	Flushing out water during dry & low tide season	Estate Mgmt	Schedule		

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				<p>Construction of screw gate to prevent entry into field drain</p> <p>Regular inspection during high tide to identify any tide gate and flap door.</p>																							
<p>The Estate had implemented water managements plans which covered:</p> <ul style="list-style-type: none"> Water shortage contingencies Water pollution prevention Reduce wastage Identification & management of waste waters Monitoring rainfall Regular water quality analysis. <p>Water management plan review date sighted on selective basis.</p> <table border="1" data-bbox="1205 1011 1883 1246"> <thead> <tr> <th></th> <th>Estate/Mill</th> <th>Review date</th> <th>Issues</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>East POM</td> <td>03/01/2022</td> <td>Nil</td> </tr> <tr> <td>2</td> <td>East Estate</td> <td>01/01/2022</td> <td>Nil</td> </tr> <tr> <td>3</td> <td>D Durian Estate</td> <td>05/01/2022</td> <td>Nil</td> </tr> <tr> <td>4</td> <td>Sepang Estate</td> <td>01/01/2022</td> <td>Nil</td> </tr> </tbody> </table> <p>The water reduction plan is shown below;</p>									Estate/Mill	Review date	Issues	1	East POM	03/01/2022	Nil	2	East Estate	01/01/2022	Nil	3	D Durian Estate	05/01/2022	Nil	4	Sepang Estate	01/01/2022	Nil
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4	Sepang Estate	01/01/2022	Nil																								

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Issues/Areas	Action Steps	PIC	Status
1 Rain water collection	Large containers are to be placed at strategic locations to collect rain water The rainwater shall be recycled for washing heavy machinery	AM/Field staff	On-going
2 Leakage on plumbing system	Frequent inspection to detect leakage Fix any leakage	AM/Field staff	On-going
3 Water compartmentalization	To conserve level of soil moisture To minimize water stress during dry season	AM/Field staff	On-going
4 Handling of chemicals	To recycle water spillage while mixing of chemical at mixing area	AM/Field staff	On-going
5 education	Avoid excessive usage during cleaning Close pipe to prevent water dripping	AM/Field staff	On-going
5 Re-streaming	Re stream from sterilizer condensate pit for dilution	Mill engineer	On-going

The Mill Identification & Management of Waste Water

location	Wastewater produced	Treatment/containment	Reuse/recycle/disposal method

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		1	Processing stations	Clarification condensate Sterilizer condensate Hydro cyclone condensate Mill floor cleaning water	Oil recovery/ETP	Recover into system	
7.8.2	<p>(C) Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017) or applicable National legislation or specific environmental permit. Smallholders may replant existing planted areas provided there is no evidence of environmental deterioration having occurred during the previous cycle.</p> <p>- Critical (Major) compliance -</p>			<p>The 3 estates continued to protect the water courses, including maintaining and restoring appropriate riparian buffer zones along the natural waterways. The estates adopted the existing SDP policy to maintain the buffer by restricting agrochemicals application and left undeveloped during replanting. Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones. The guidelines are detailed in the River Reserve Management (Management of River Reserve in Sime Darby</p>			Non-compliance

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		<p>Plantation dated April 2014). The buffer zones established are as follows:</p> <table border="1" data-bbox="1240 464 1852 743"> <thead> <tr> <th></th> <th><i>River width</i></th> <th><i>Buffer zone</i></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>2</td> <td>20 - 40 meters</td> <td>40 meters</td> </tr> <tr> <td>3</td> <td>10 - 20 meters</td> <td>20 meters</td> </tr> <tr> <td>4</td> <td>5 - 10 meters</td> <td>10 meters</td> </tr> <tr> <td>5</td> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>The signboards were displayed accordingly at the site where applicable. The guideline was issued by the GSQM Unit with latest revision dated on 13/6/2011. The buffer zones identified at the estates are as similar in the HCV areas;</p> <table border="1" data-bbox="1249 927 1856 1110"> <thead> <tr> <th></th> <th>Estate</th> <th>HCV area</th> <th>Area</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>East</td> <td>Fridge Mangroves</td> <td>52.72</td> </tr> <tr> <td>2</td> <td>East</td> <td>Erosion Control Bunds</td> <td>81.84</td> </tr> <tr> <td>3</td> <td>Sepang</td> <td>Water Catchment</td> <td>2.0</td> </tr> </tbody> </table> <p>Samples are taken by the mill management for detection of any pollution arising from the mill and estate activities. Water samples from the intake point and outlet are taken for analysis for detection of any contamination /quality effect to the water courses. Dusun Durian Estate made a quarterly analysis at the adjacent river/watercourse at respective divisions. Among others management plan taken; Regular inspection at buffer/HCV areas</p>		<i>River width</i>	<i>Buffer zone</i>	1	> 40 meters	50 meters	2	20 - 40 meters	40 meters	3	10 - 20 meters	20 meters	4	5 - 10 meters	10 meters	5	< 5 meters	5 meters		Estate	HCV area	Area	1	East	Fridge Mangroves	52.72	2	East	Erosion Control Bunds	81.84	3	Sepang	Water Catchment	2.0	
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East Mill River Water Analysis Parameter								
	Date		12/10/2021			0707/2021		
		unit	TG1	TG2	TG3	TG1	TG2	TG3
1	pH	6-9	6.2	6.2	6.2	6.6	6.5	6.5
2	BOD	Mg/l	<1	<1	7	7	5	5
3	COD	Mg/l	2300	2300	760	1680	452	480
4	SS	Mg/l	92	70	8	206	262	264
5	AN	Mg/l	<1	<1	<1	<1	<1	<1
6	P	Mg/l	0.26	0.16	ND	0.02	0.01	0.01

Monitor water from surrounding areas
Track, measure and report all activities around river
Train and educate workers.
There were no major issues on the monthly water analysis for the sampling points. All units in mg/l except pH.
Site visit on 18/02/2022 field no P00d1 and P02D observed there were significant traces of spraying being made at row edge of main drain/watercourse leading external flow to the estuary Sg Langat. Hence an NCR AB 01 of 2022 is raised.

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D Durian Estate River Water Analysis Parameter								
Date		SB Div 29/07/2021			TD Div 29/07/2021			
	unit	04B	96B	09D	09A	12A	-	
1	pH	6-9	3.2	4.0	4.5	5.8	5.7	-
2	BOD	Mg/l	<1	<1	<1	1	4	-
3	COD	Mg/l	44	16	12	20	72	-
4	SS	Mg/l	2	4	2	12	2	-
5	AN	Mg/l	1	1	<1	<1	<1	-
6	P	Mg/l	0.15	0.03	0.00	ND	ND	-
East Estate Water Analysis Parameter								
Date		31/03/2021						
	unit	Div A	Div B	Div C	Div D	-	-	
1	pH	6-9	3.2	4.8	3.5	5.9	-	-
2	BOD	Mg/l	5	6	6	4	-	-
3	COD	Mg/l	156	304	312	36	-	-
4	SS	Mg/l	34	46	28	10	-	-
5	AN	Mg/l	2	1	2	4	-	-
6	P	Mg/l	0.01	0.02	ND	0.03	-	-

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7.8.3	<p>Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.</p> <p>- Minor compliance -</p>	<p>Based on "<i>Jadual Pematuhan</i>" (license no 001456 valid till 30/06/2022) EPOM disposed effluent on land application in East Estate. Sighted quarterly report has been submitted to DOE by quarterly basis. Latest submission for to DOE on the following period. Among others the indicators are;</p> <table border="1" data-bbox="1167 560 1818 1161"> <thead> <tr> <th></th> <th>April - June 21</th> <th>STD</th> <th>07/4/21</th> <th>06/5/21</th> <th>08/6/21</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>pH</td> <td>-</td> <td>7.60</td> <td>7.70</td> <td>7.20</td> </tr> <tr> <td>2</td> <td>BOD mg/l</td> <td>5000</td> <td>445</td> <td>2170</td> <td>1345</td> </tr> <tr> <td>3</td> <td>A Nitrogen</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>4</td> <td>Total N</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>5</td> <td>Oil & Grease</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <table border="1" data-bbox="1167 884 1818 1161"> <thead> <tr> <th></th> <th>Jan - April 22</th> <th>STD</th> <th>06/1/21</th> <th>08/2/21</th> <th>10/3/21</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>pH</td> <td>-</td> <td>7.40</td> <td>7.50</td> <td>7.50</td> </tr> <tr> <td>2</td> <td>BOD mg/l</td> <td>5000</td> <td>298</td> <td>135</td> <td>1165</td> </tr> <tr> <td>3</td> <td>A Nitrogen</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>4</td> <td>Total N</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>5</td> <td>Oil & Grease</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p>The effluent are land applied at field no P00D1. The site was visited and confirmed no spillage being observed from the furrow row.</p>		April - June 21	STD	07/4/21	06/5/21	08/6/21	1	pH	-	7.60	7.70	7.20	2	BOD mg/l	5000	445	2170	1345	3	A Nitrogen	-	-	-	-	4	Total N	-	-	-	-	5	Oil & Grease	-	-	-	-		Jan - April 22	STD	06/1/21	08/2/21	10/3/21	1	pH	-	7.40	7.50	7.50	2	BOD mg/l	5000	298	135	1165	3	A Nitrogen	-	-	-	-	4	Total N	-	-	-	-	5	Oil & Grease	-	-	-	-	Complied
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7.8.4	<p>Mill water use per tonne of FFB is monitored and recorded.</p> <p>- Minor compliance -</p>	<p>The mill processing water are obtained from the water catchment adjacent to the mill complex. The water usage monitoring is made on a monthly basis with the latest recording detailed sampled (water usage m3/per mt of fresh fruit bunches (FFB) below;</p>	Complied																																																																								

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		<table border="1"> <thead> <tr> <th></th> <th>Month</th> <th>2020</th> <th>2021</th> <th>Month</th> <th>2020</th> <th>2021</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Jan</td> <td>1.36</td> <td>2.40</td> <td>July</td> <td>0.43</td> <td>1.39</td> </tr> <tr> <td>2</td> <td>Feb</td> <td>1.51</td> <td>1.69</td> <td>Aug</td> <td>0.51</td> <td>1.22</td> </tr> <tr> <td>3</td> <td>Mac</td> <td>1.25</td> <td>1.48</td> <td>Sept</td> <td>1.00</td> <td>1.34</td> </tr> <tr> <td>4</td> <td>April</td> <td>1.00</td> <td>1.49</td> <td>Oct</td> <td>0.80</td> <td>1.44</td> </tr> <tr> <td>5</td> <td>May</td> <td>0.32</td> <td>1.45</td> <td>Nov</td> <td>1.88</td> <td>1.76</td> </tr> <tr> <td>6</td> <td>June</td> <td>0.45</td> <td>1.42</td> <td>Dec</td> <td>1.34</td> <td>2.35</td> </tr> <tr> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>Total /m3</td> <td>140711</td> <td>194103</td> </tr> </tbody> </table> <p>A slightly higher water usage noted, probably due to the proportionate reduction in volume of FFB being processed. There were variations of performance. Probable factors are linked to rainy days, significant boiler water rinsing/discharging for maintenance etc.</p>		Month	2020	2021	Month	2020	2021	1	Jan	1.36	2.40	July	0.43	1.39	2	Feb	1.51	1.69	Aug	0.51	1.22	3	Mac	1.25	1.48	Sept	1.00	1.34	4	April	1.00	1.49	Oct	0.80	1.44	5	May	0.32	1.45	Nov	1.88	1.76	6	June	0.45	1.42	Dec	1.34	2.35	-	-	-	-	Total /m3	140711	194103	
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-	-	-	-	Total /m3	140711	194103																																																					
<p>Criterion 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised</p>																																																											
<p>7.9.1</p>	<p>A plan for efficiency of the use of fossil fuels and to optimise renewable energy is implemented, monitored and documented. - Minor compliance -</p>	<p>A plan for improving the efficiency of the use of fossil fuels is in place and has been incorporated into the Environmental Aspect and Impact activities report for 2022. The document was updated on Jan 2022. The Environment Management Plan for efficiency of fossil fuel usage are detailed below:</p> <table border="1"> <thead> <tr> <th></th> <th>Target</th> <th>Objective</th> <th>Action plan</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Backhoe tractor</td> <td>To reduce fossil fuel (diesel) consumption from company-owned vehicles and</td> <td>to ensure the vehicle engine is turn off during idle time to record vehicle activity which consume fuel</td> </tr> </tbody> </table>		Target	Objective	Action plan	1	Backhoe tractor	To reduce fossil fuel (diesel) consumption from company-owned vehicles and	to ensure the vehicle engine is turn off during idle time to record vehicle activity which consume fuel	<p>Complied</p>																																																
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			fuel using mobile equipment		
2	Van / Supervisor y vehicle	To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment	To record vehicle activity in order to eliminate waste activity which consume fuel. To turn off vehicle engine during idle time.		
3	Electrical supply	To reduce reliance on gen-sets for power supply	Utilization of TNB sources		

The utilization of fossil fuel ratio in 2020 and 2021 are being monitored with records shown below with baseline of 1.75 to 2.5 L/FFB mt (estate) respectively.

	2020 Diesel L/FFB mt			2021 Diesel L/FFB mt		
	East	Sepang	D Durian	East	Sepang	D Durian
Jan	2.41	2.90	2.00	2.41	2.96	1.91
Feb	2.19	2.73	1.40	1.83	2.45	1.51
Mac	1.25	2.95	1.13	1.38	2.06	1.32
Apr	1.20	2.88	0.87	1.24	2.01	1.28
May	1.18	2.94	0.97	1.37	2.27	1.16
Jun	1.64	2.33	1.10	1.49	2.96	1.30
July	1.83	2.62	1.32	1.46	2.63	1.39

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		<p>Environmental Aspect Identification Summary FY 2022 reviewed accordingly.</p> <p>Environmental Impact Evaluation Summary FY 2022 reviewed accordingly.</p> <p>EIA was reviewed annually with recent being on 17/01/21. There were changes in 2020 for the new inclusion of ESP for the boiler emission quality enhancement (commissioned on Mac 2020) and Tech Grade Oil Production (installed on Jan 2020).</p> <p>The renewable energy usage & diesel consumption 2022 was established and monitored by monthly basis. Reduction plan and initiative for diesel usage – by maintenance of the boiler & machinery to ensure at optimum level, to monitor diesel usage, provide training to workers regarding reduce fuel and diesel usage for boiler. Diesel utilization for the mill is outsourced.</p>	
<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>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, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points.</p> <p>Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 4.0 which is submitted to the RSPO Secretariat. Based on verification of various record, the data in the RSPO PalmGHG Calculator was correct.</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 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>	<p>No development within SOU 8 East POM Certification Unit since 2014.</p>	<p>Complied</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>Significant pollutants identification was conducted during Environmental Aspect Identification and Environmental Impact Evaluation conducted. Environmental management plan were documented under Environmental Improvement Plan/Pollution Prevention Plan for FY 2021. Implementation of plan is being monitored by appointed person in charge with target of time frame for completion.</p>	<p>Complied</p>
<p>Criterion 7.11: Fire is not used for preparing land and is prevented in the managed area</p>			
7.11.1	<p>(C) Land for new planting or replanting is not prepared by burning.</p> <p>- Critical (Major) compliance -</p>	<p>There was no evidence that fire had been used to prepare land for replanting in West Estate PR19/20 and PR22. No fire was used for waste disposal.</p>	<p>Complied</p>
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>There was no land preparation by burning ever since SDPB practice zero burning as per the policy in:</p> <ul style="list-style-type: none"> a. EQMS-SOP-Section B2 - Under felling/clearing & land preparation b. Carbon Policy <p>The use of fire for waste disposal and for preparing land for oil palm cultivation or replanting was not practiced in the estate. From field visit and interviews with the workers there is no open burning being practiced in the estates. The Group policy of "Zero open burning" has been enforced since July 2008. The operating units adhered to the policy of "Zero Open Burning" for any replanting. Furthermore, Sime Darby Plantation assigned 1 person</p>	<p>Complied</p>

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		based in HQ being in charge to detect any open fire in the Company's' fields using the Global Spot Watch. This is the measures taken by the organization to pledge towards zero open burning.	
7.11.3	The unit of certification engages with adjacent stakeholders on fire prevention and control measures. - Minor compliance -	The estates in SOU 08 held engagement with the adjacent stakeholders via briefing sessions as stated in ERP procedure <i>Kertas Kerja Program Simulasi Kebakaran</i> dated 12/09/2019 and Fire Prevention and Control Measure. Therein containing a. Objective b. Activity and prevention. c. Function of Fire and Rescue Team d. Emergency Evacuation Plan / Drill All stakeholders being briefed in the respective stakeholders' meetings in a brief agenda relating to fire prevention and issues relating to environmental. 1. Sepang Estate Stakeholder Meeting with adjacent stakeholders were conducted on 14/02/2022. 2. Dusun Durian Estate RSPO & MSPO Briefing to Stakeholders held on 11/11/2021.	Complied
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.			
7.12.1	(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. A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.	The audit findings have confirmed that there is no new planting. Hence, the requirement under this indicator does not apply.	Not Applicable

	- Critical (Major) compliance -		
7.12.2	<p>(C) HCVs, HCS forests and other conservation areas are identified as follows:</p> <p>a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.</p> <p>b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p> <p>PROCEDURAL NOTE: Requirement is further clarified under the Interpretation of Indicator 7.12.2 and Annex 5 (approved by BOG on 12 June 2019).</p> <p>- Critical (Major) compliance -</p>	<p>The audit findings have confirmed that there is no new planting after 15/11/2018 in SOU 8 estates. Hence the current HCV assessment of the estates remains valid.</p> <p>The audit findings have confirmed that there is no new planting after 15/11/2018 in SOU 8 estates. Hence, the requirement under this indicator does not apply.</p>	Not Applicable
7.12.3	<i>Indicator is not applicable in Malaysia context</i>		Not Applicable
7.12.4	<p>(C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p> <p>- Critical (Major) compliance -</p>	<p>The audit findings have confirmed that there is no new planting after 15/11/2018 in SOU 8 estates. Hence, the requirement under this indicator does not apply.</p>	Not Applicable

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>	<p>The audit findings have confirmed that there is no new planting after 15/11/2018 in SOU 8 estates. Hence, the requirement under this indicator does not apply.</p>	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>The HCV re-assessment was compiled by PSQM team on May 2016 for SOU 8. Thereafter being reviewed on October 2020. The report therein contained information relating to HCV identification and management. The details among others as extracted below.</p> <ul style="list-style-type: none"> a) Overview of HCV assessment b) Description of assessment area <ul style="list-style-type: none"> - Landscape context - biodiversity & conservation values - ecosystem service / social & cultural values c) HCV criteria & application to agriculture <ul style="list-style-type: none"> - Visual observation & supporting information - Wildlife in plantation - decision on HCV status d) HCV management / Monitoring. <p>The report is given in details to provide the existence of HCV, complete with photo and description The conservation and management of such identified areas are also detailed therein. The HCV areas presence as identified by the Estates within SOU 8 are given below;</p> <table border="1" data-bbox="1193 1254 1915 1374"> <thead> <tr> <th></th> <th></th> <th>Area</th> <th>Ha</th> <th>HCV Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>East</td> <td>Mah Meri Tribe graveyard</td> <td>0.81</td> <td>6</td> </tr> <tr> <td>2</td> <td>East</td> <td>Fridge Mangroves</td> <td>52.72</td> <td>4</td> </tr> <tr> <td>3</td> <td>East</td> <td>Erosion Control Bunds</td> <td>81.84</td> <td>4</td> </tr> </tbody> </table>			Area	Ha	HCV Type	1	East	Mah Meri Tribe graveyard	0.81	6	2	East	Fridge Mangroves	52.72	4	3	East	Erosion Control Bunds	81.84	4	Complied
		Area	Ha	HCV Type																			
1	East	Mah Meri Tribe graveyard	0.81	6																			
2	East	Fridge Mangroves	52.72	4																			
3	East	Erosion Control Bunds	81.84	4																			

		<table border="1" data-bbox="1193 363 1912 440"> <tr> <td>4</td> <td>Sepang</td> <td>Water Catchment</td> <td>2.0</td> <td>4</td> </tr> <tr> <td></td> <td></td> <td>Total</td> <td>137.375</td> <td></td> </tr> </table> <p>All areas were sighted and verified. HCV of no 4 and 6 above are re-categorized areas from the normal buffer zone category. Hectare for the re-categorized areas has not affected the others category including the planted areas. All the HCVs were maintained by SDP special projects whilst the mangrove areas are under the jurisdiction of the state government. The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. Map verification and site visit confirmed that West estate is surrounded by river/straits and villages. The HCVs, conservation areas/environmentally sensitive areas e.g. bund along the stretches of river/straits which passes bordering through the estate had been identified and being monitored.</p>	4	Sepang	Water Catchment	2.0	4			Total	137.375		
4	Sepang	Water Catchment	2.0	4									
		Total	137.375										
7.12.7	<p>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.</p> <p>- Minor compliance -</p>	<p>The CU management has established a standard monitoring document. Details provided include the following information;</p> <ul style="list-style-type: none"> a) Area b) Field no and GPS coordinate c) Observation <ul style="list-style-type: none"> - Encroachment /sign of trespassing - Wildlife issues/conflicts/sighting - Pollution /erosion issues d) Maintenance of signage / fence <p>The monitoring being made by the AP during the security rounds in the estate complex. The field staff/Assistant also played a role in providing information during their daily rounds in the fields. Records furnished by the APs were sighted and verified.</p> <table border="1" data-bbox="1176 1362 1930 1394"> <tr> <td>Action steps</td> <td>Action Plan</td> <td>Date</td> <td>PIC</td> </tr> </table>	Action steps	Action Plan	Date	PIC	Complied						
Action steps	Action Plan	Date	PIC										

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	1	Inspection of HCV	Continuous inspection and recommendation To liaise with related agency	On-going	Estate mgmt
	2	Protection or conservation & monitoring of biodiversity area.	To continuously collaborate with R& D to monitor the status & health of trees	On-going	Estate mgmt
	3	Protection & conservation of mangrove forests area.	To erect signs indicating mangrove forest near coastal areas. To erect signs indicating mangrove forest as HCV areas for conservation.	On-going	Estate mgmt
	5	Rehabilitation & habitat enhancement	To participate in tree planting divers tree species to enhance the surrounding biodiversity.	On-going	Estate mgmt
	6	Interface with animals	Raise awareness of HCV/RTE to employees Employees are taught not to disturbed/hunt wildlife. Liaison with <i>Jabatan Perhilitan</i> on wildlife encounter/discovery	On-going	Estate mgmt
	7	Education and awareness	Educate employees on importance of biodiversity. Encourage research on specific biodiversity To erect signage No fishing/no hunting/no swimming	On-going	Estate mgmt

7.12.8	<p>(C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.</p> <p>- Critical (Major) compliance -</p>	<p>The audit findings have confirmed that there is no new HCVs, HCS forests peatland and other conservation areas been identified after 15 Nov 2018 in SOU 8 estates. Hence, the requirement under this indicator does not apply.</p>	Complied
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Appendix B: GHG Reporting Executive Summary

The GHG emissions that were produced in **2020 for East Palm Oil Mill** and supply base was calculated using the PalmGHG Calculator version 4.0. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

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

The summary of the Net GHG emitted in **2020 for East Palm Oil Mill** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.35
PKO	1.35

Extraction	%
OER	19.51
KER	4.69

Production	t/yr
FFB Process	71,700.57
CPO Produced	24841.54
PKO Produced	5977.7

Land Use	Ha
OP Planted Area	10706.99
OP Planted on peat	0.00
Conservation (forested)	0.00
Conservation (non-forested)	0.00
Total	10706.99

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	35245.99	0.49	0.00	0.00	0.00	0.00	35245.99	0.49
CO ₂ Emission from fertilizer	4641.56	0.06	0.00	0.00	0.00	0.00	4641.56	0.06
NO ₂ Emission	2992.95	0.04	0.00	0.00	0.00	0.00	2992.95	0.04
Fuel Consumption	17.51	0.00	0.00	0.00	0.00	0.00	17.51	0.00
Peat Oxidation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sink								
Crop Sequestration	-33398.08	-0.47	0.00	0.00	0.00	0.00	-33398.08	-0.47
Conservation Sequestration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	9499.93	0.13	0.00	0.00	0.00	0.00	9499.93	0.13

*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	24958.95	0.20
Fuel Consumption	25.10	0.00
Grid Electricity Utilization	0.00	0.00
Credit		
Export of Grid Electricity	0.00	0.00
Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
Total	24984.04	0.20

Summary of Kernel Crusher Emission and Credit (if applicable)

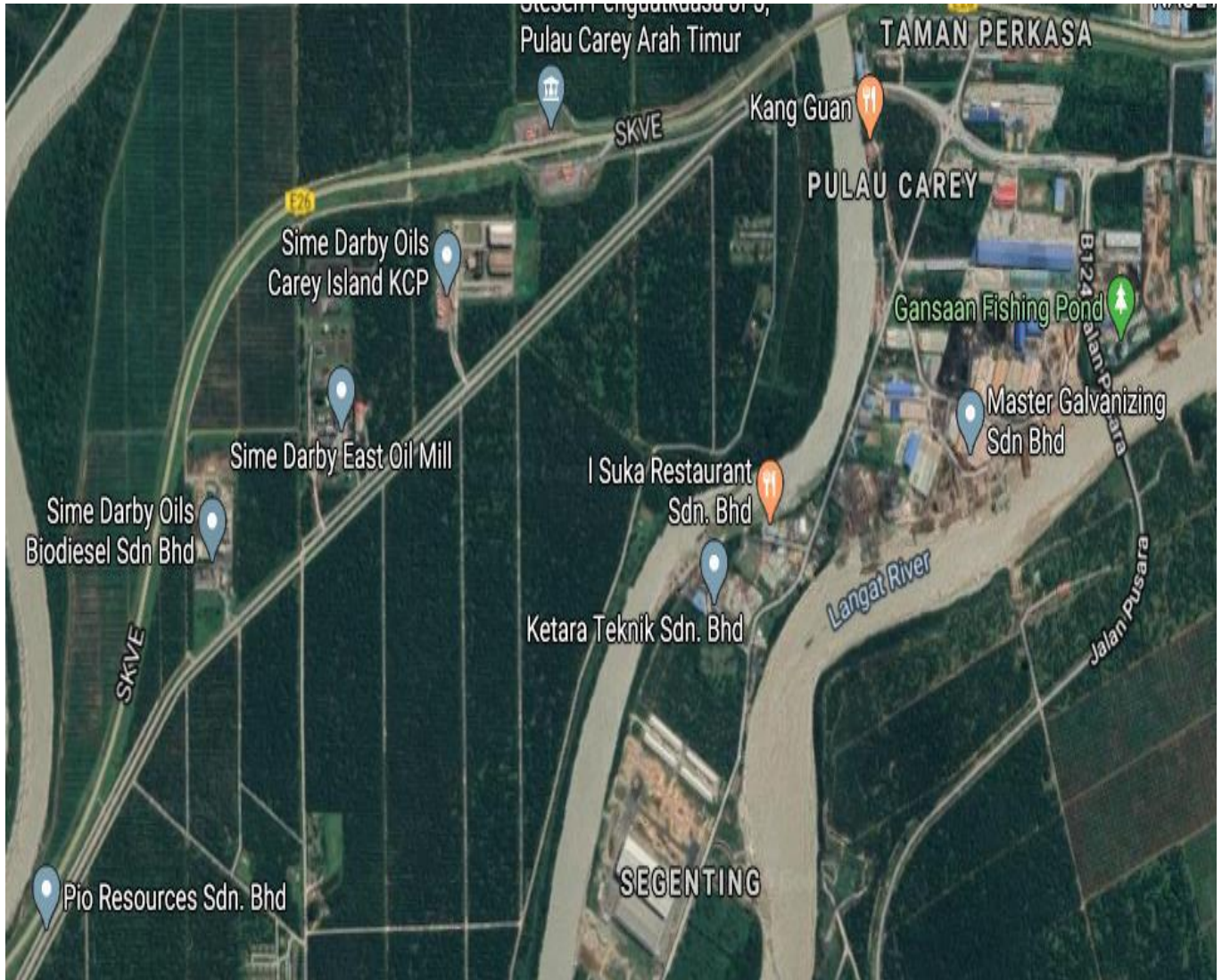
Emissions	tCO ₂ e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
Total Crusher emissions	0.00

*This mill has no kernel crusher operation.

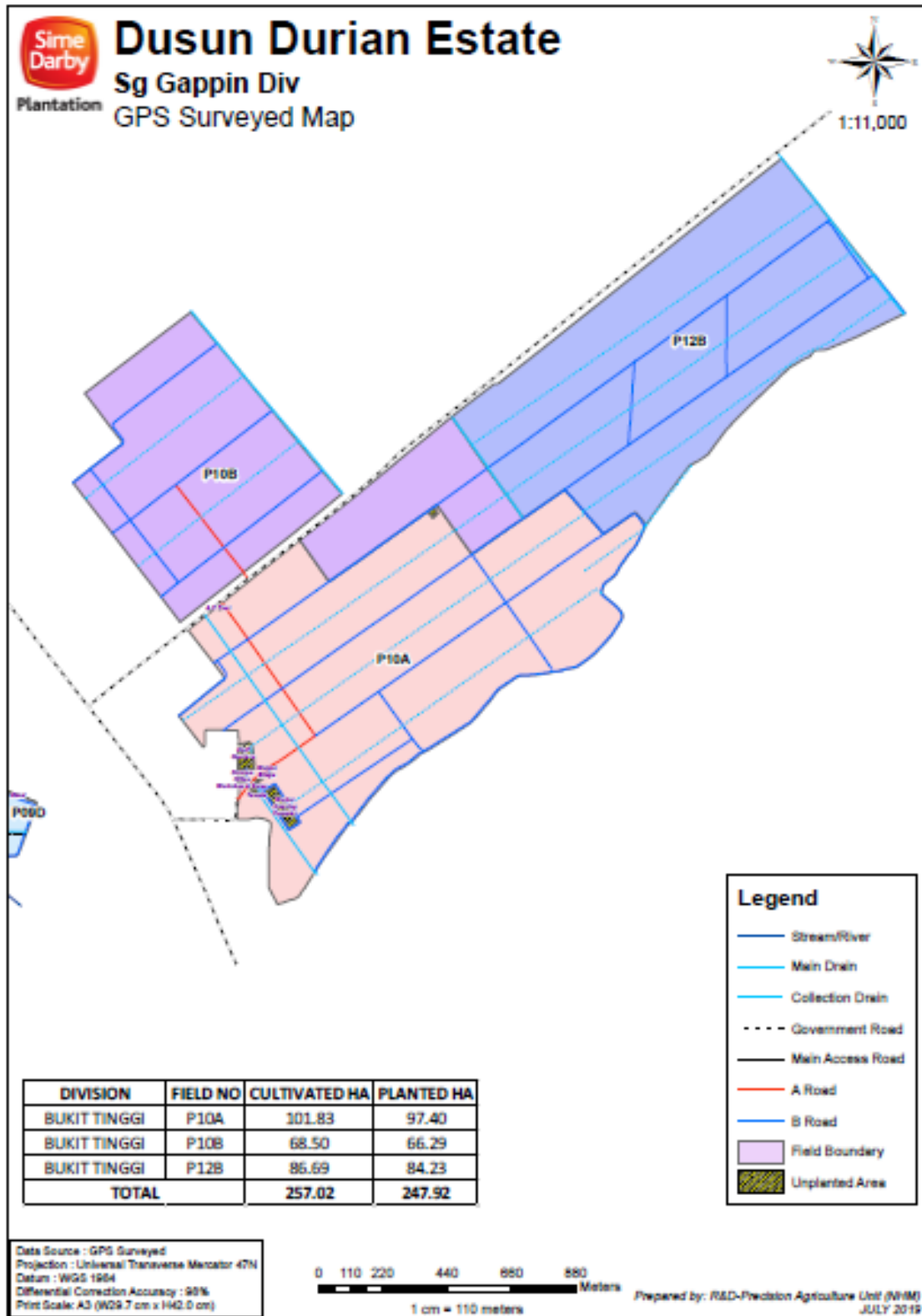
Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0.00
Divert to anaerobic diversion (%)	100.00

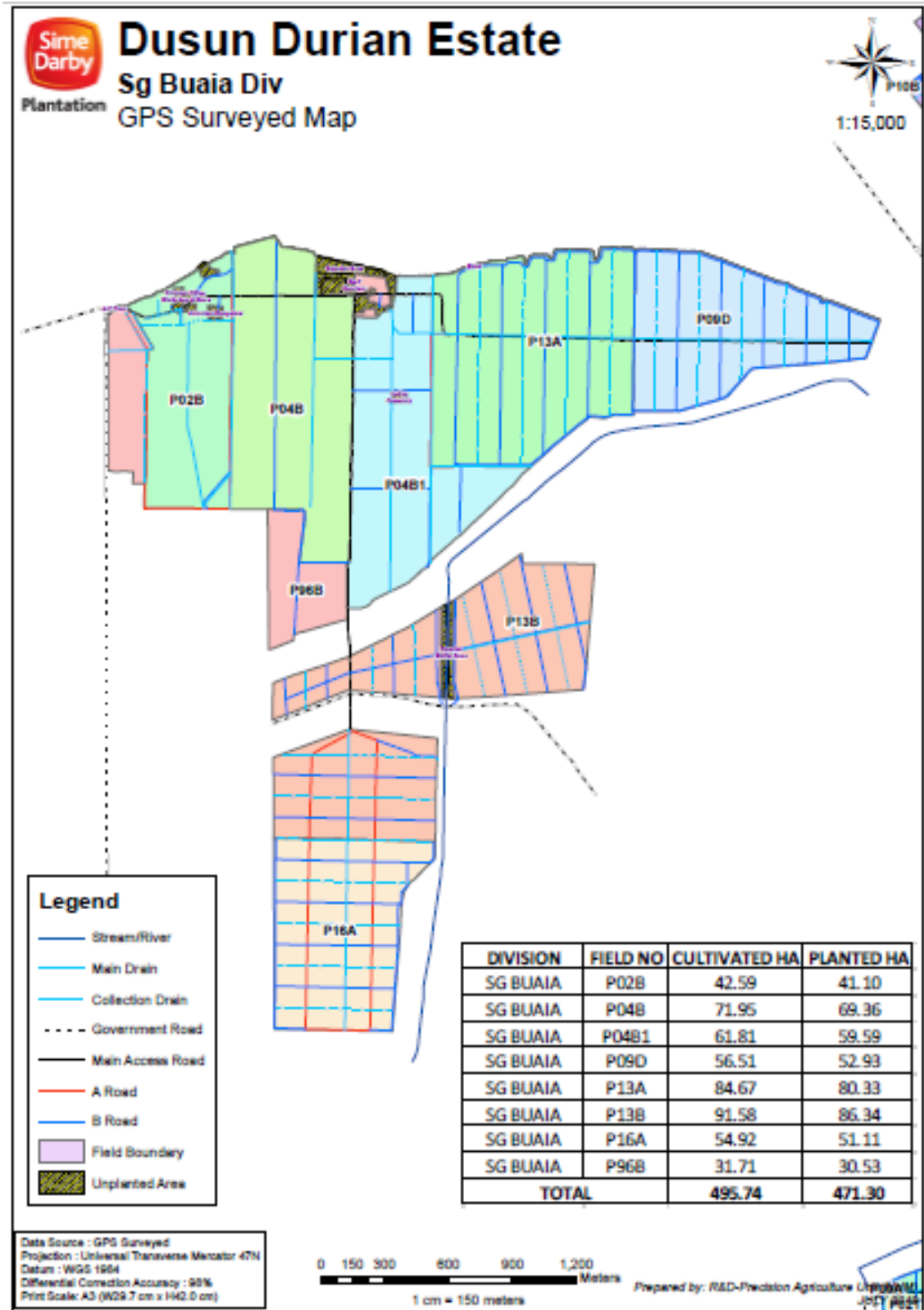
POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	100.00
Divert to methane captured (flaring) (%)	0.00
Divert to methane captured (energy generation) (%)	0.00

Appendix C: Location Map of Certification Unit and Supply bases

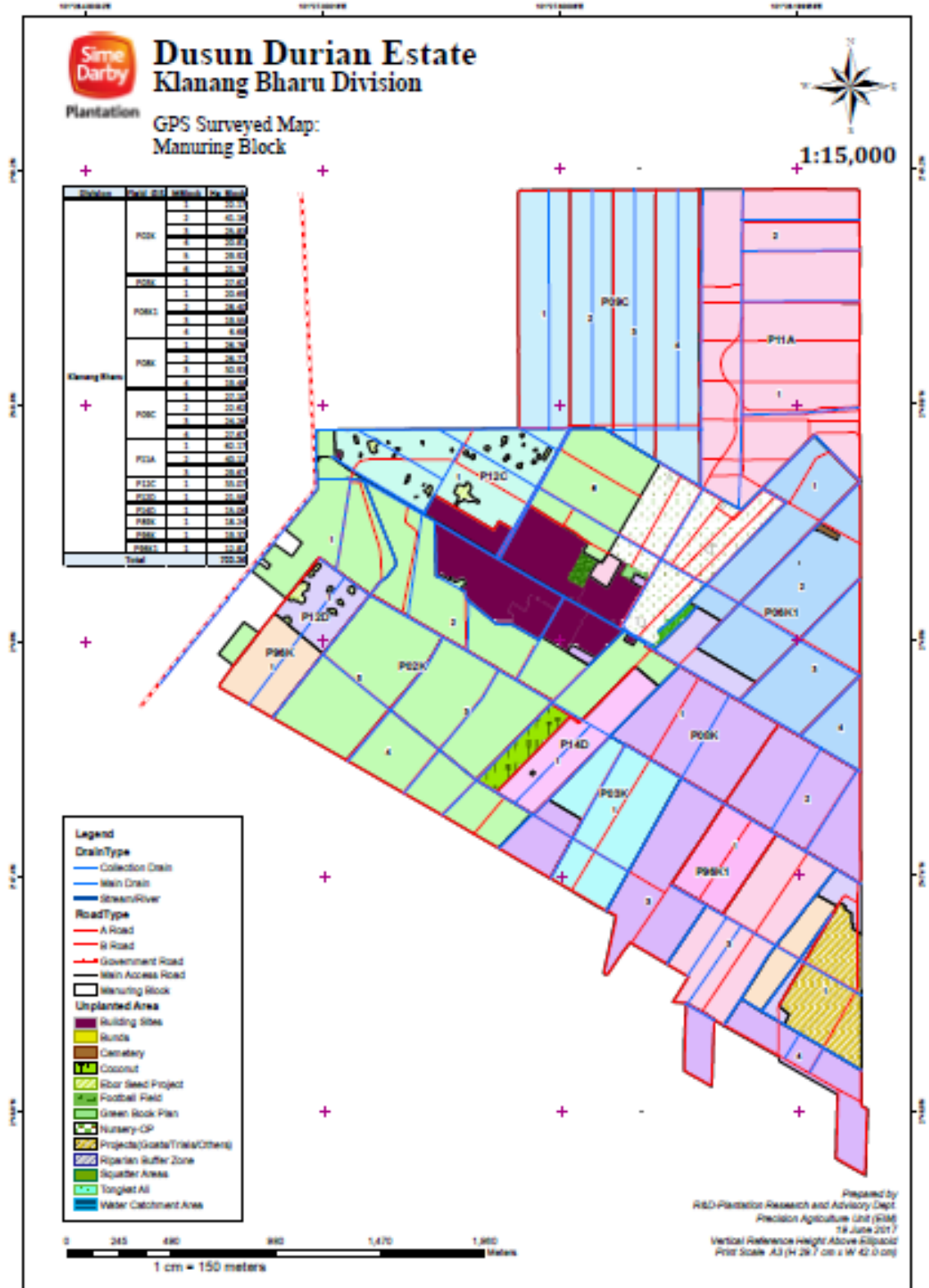


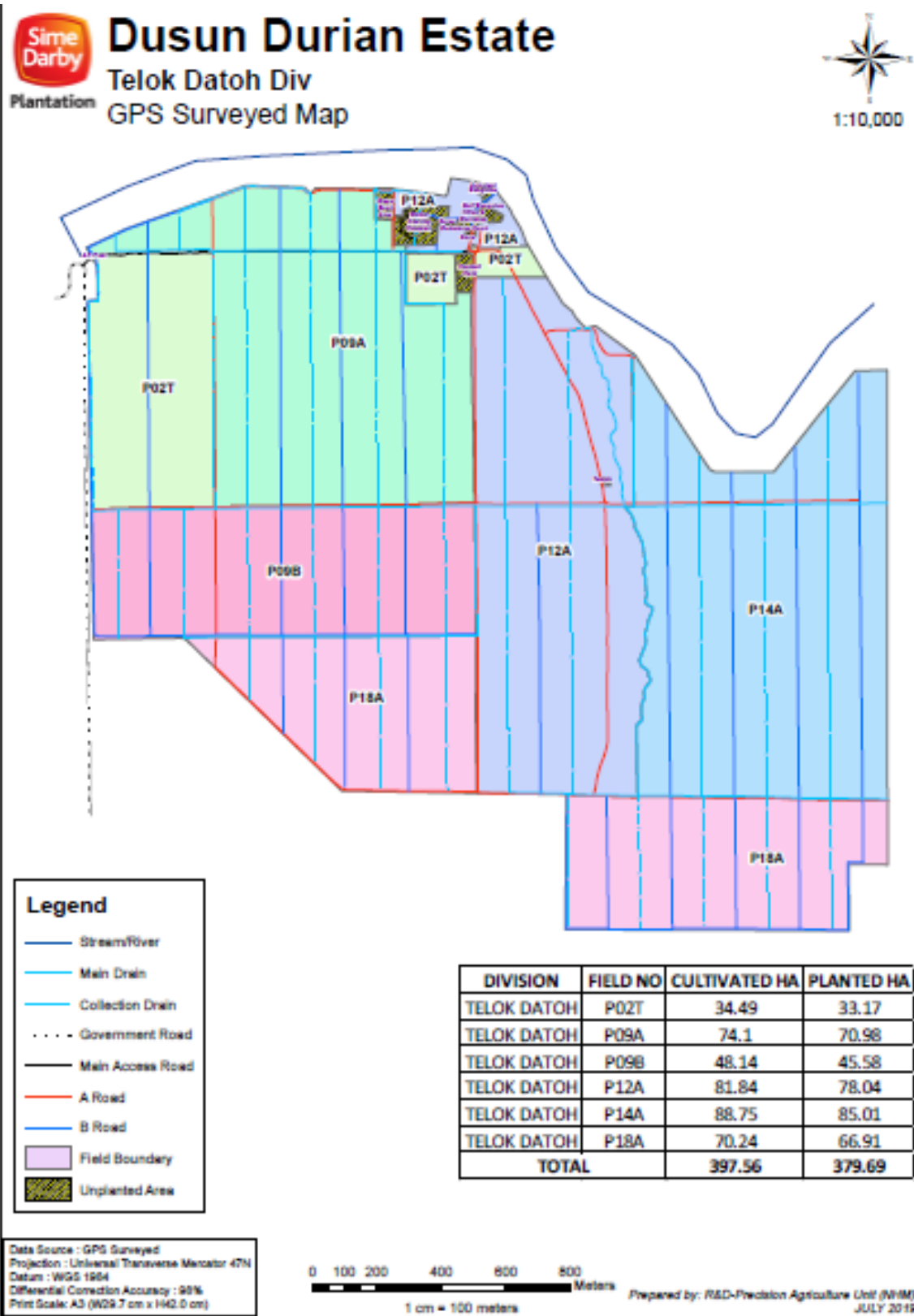
Appendix D: Estate Field Map

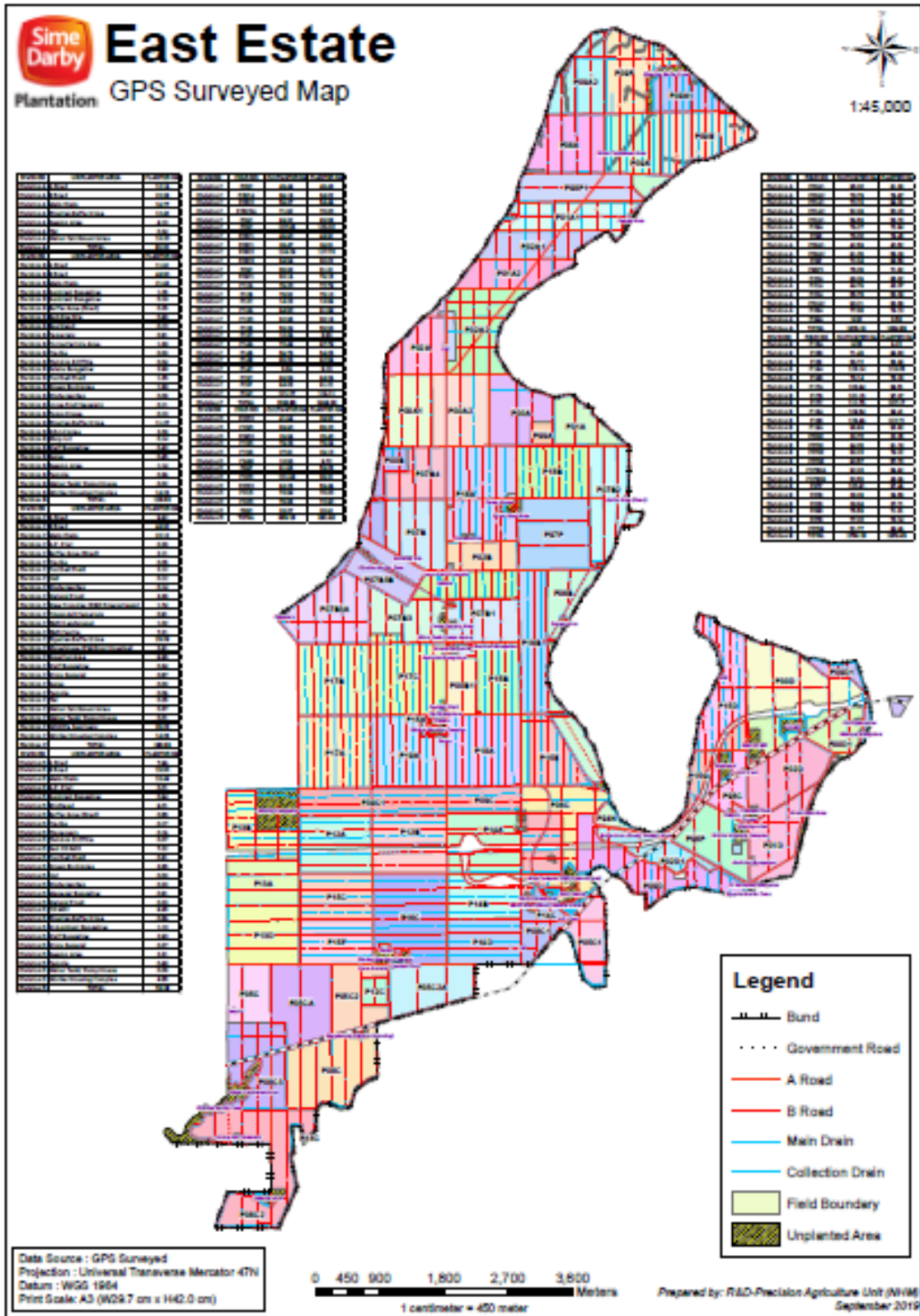


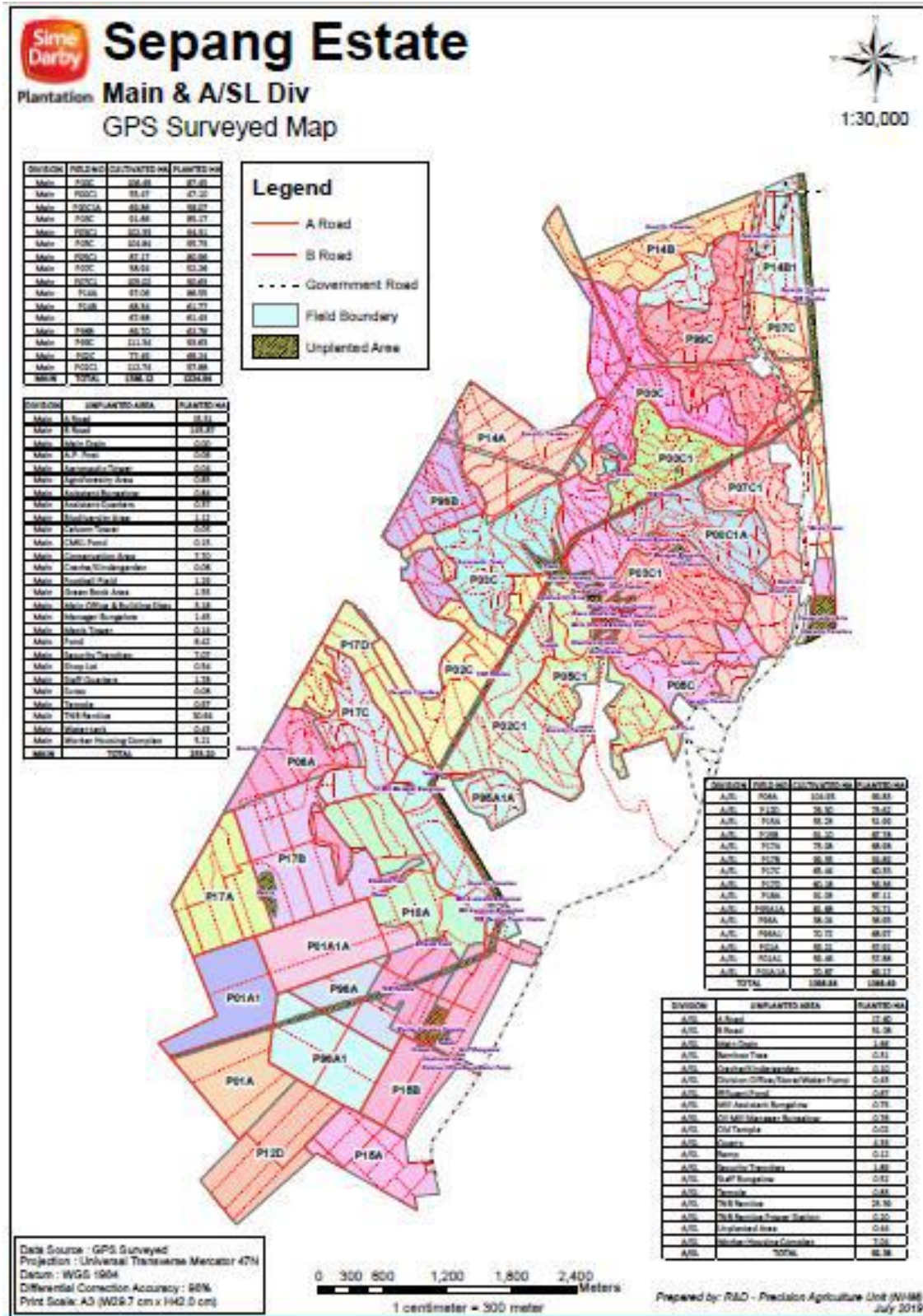


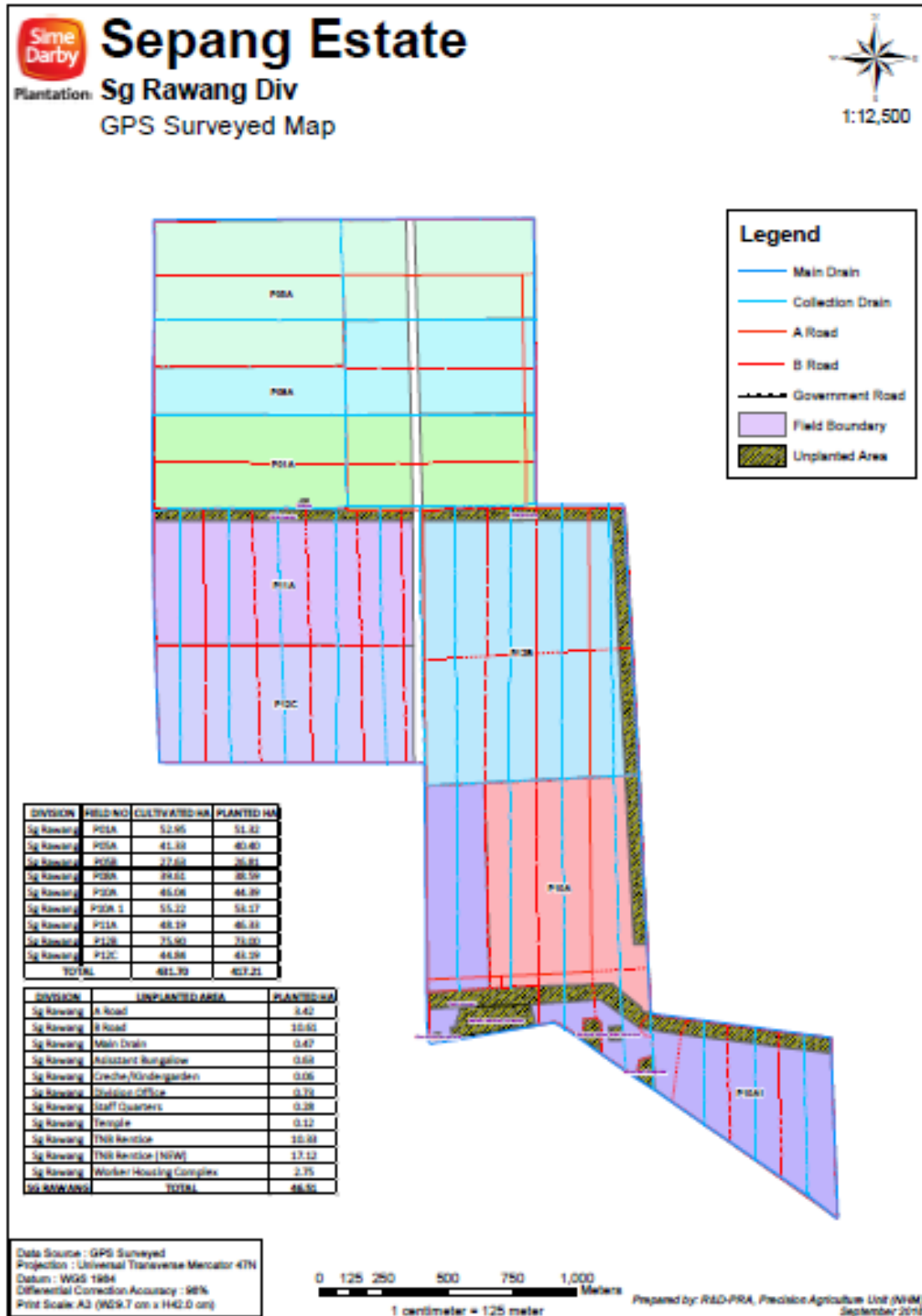
RSP0 P&C Public Summary Report
Revision 12 (Jun 2021)











RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Appendix E: List of Smallholder Registered and sampled

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			
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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
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