

**RSPO PRINCIPLE AND CRITERIA  
PUBLIC SUMMARY REPORT**

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

<b>Client Company Name / Parent Company:</b> <b>Boustead Plantations Berhad</b>
Client Company / Parent Company Address: 19 <sup>th</sup> Floor Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia
Certification Unit: <b>Boustead Emastulin Sdn. Bhd. - Segaria Business Unit</b>
Location of Certification Unit: Segaria Palm Oil Mill, KM30, Jalan Sungai Intan, 91308 Semporna, Sabah, Malaysia
Date of Final Report: 30/05/2023

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### Section 1: Scope of the Assessment

1. Company Details			
<b>Parent Company</b>	Boustead Plantations Berhad		
<b>RSPO Membership Number</b>	1-0012-04-000-00	<b>Membership Approval Date</b>	11/10/2004
<b>Address</b>	19 <sup>th</sup> Floor Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia		
<b>Palm Oil Mill / Group Manager / Estate (Certification Unit)</b>	Boustead Emastulin Sdn. Bhd. - Segaria Business Unit		
<b>Location / Address</b>	Segaria Palm Oil Mill, KM30, Jalan Sungai Intan, 91308, Semporna, Sabah, Malaysia		
<b>Website</b>	www.bousteadplantations.com		
<b>Management Representative</b>	Azmariah Muhamed /Mitah Limpu	<b>E-mail</b>	<a href="mailto:azmariah@bplant.com.my">azmariah@bplant.com.my</a> <a href="mailto:mitah@bplant.com.my">mitah@bplant.com.my</a>
<b>Telephone</b>	+603-2145 2121	<b>Facsimile</b>	+603-2144 7917

2. Certification Information			
<b>Certificate Number</b>	RSPO 682292	<b>Certificate Start Date</b>	07/03/2023
<b>Date of First Certification</b>	07/03/2018	<b>Certificate Expiry Date</b>	06/03/2028
<b>Scope of Certification</b>	Production of Palm Oil and Palm Kernel		
<b>Visit Objectives</b>	To conduct a recertification assessment and look for positive evidence to ensure that elements of the scope of certification and the requirements of the management standard are effectively addressed by the organisation's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organisation's specified objectives, as applicable with regard to the scope of the management standard, and to confirm the on-going achievement and applicability of the forward strategic plan and where applicable to identify potential areas for improvement of the management system.		
<b>Assessment Cycle</b>	<input type="checkbox"/> Pre-Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input type="checkbox"/> Annual Surveillance Assessment (ASA Choose an item.) <input checked="" type="checkbox"/> Recertification Assessment (RA 1) <input type="checkbox"/> Scope Extension		
<b>Applicable Standards / Normative Reference</b>	RSPO Certification System for P&C and RSPO ISH 2020 <input checked="" type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil <input checked="" type="checkbox"/> Malaysia National Interpretation 2019 for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
<b>Supply Chain Module</b>	<input checked="" type="checkbox"/> Identity Preserved; <input type="checkbox"/> Mass Balance	<b>Mill Capacity</b>	30mt/hr
<b>ISH certification Phase</b>	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable		

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<b>Is this a remote audit or on-site audit</b>	<input checked="" type="checkbox"/> On-site audit (Option AI)	<input type="checkbox"/> On-site audit (Option AII)	<input type="checkbox"/> Remote audit (Option B)
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<b>3. Other Certifications</b>			
<b>Certificate Number</b>	<b>Standard(s)</b>	<b>Certificate Issued by</b>	<b>Expiry Date</b>
MSPO 682293	ISO 9001:2015 Quality Management System	SIRIM QAS INTERNATIONAL	20/07/2024
MSPO 682292	MSPO-4:2013 Part 4: General Principles for Palm Oil Mills	BSI Services Malaysia Sdn Bhd	21/03/2023
MSPO 682293	MSPO-3:2013 MSPO Part 3: General Principles for Oil Palm Plantations and Organized Smallholders	BSI Services Malaysia Sdn Bhd	21/03/2023

**Note:**  
For MSPO-4:2013 Part 4: General Principles for Palm Oil Mills and MSPO-3:2013 MSPO Part 3: General Principles for Oil Palm Plantations and Organized Smallholders audit has been conducted on 20/02/2023 and still pending for certification issuance.

<b>4. Location(s) of Mill &amp; Supply Bases</b>			
<b>Name (Mill / Supply Base / Group Manager / Smallholders)</b>	<b>Location</b>	<b>GPS Coordinates</b>	
		<b>Latitude</b>	<b>Longitude</b>
Segaria POM	Segaria Palm Oil Mill, KM30, Jalan Sungai Intan, 91308 Semporna, Sabah, Malaysia	4°28'56.00"N	118°23'55.00"E
Segaria Estate	Segaria Estate, KM30, Jalan Sungai Intan, 91308 Semporna, Sabah, Malaysia	4° 29' 54.30" N	118° 24' 03.80" E

<b>5. Description of Supply Base</b>					
<b>New Planting Development</b>	<input checked="" type="checkbox"/> No (no change in total planted area) <input type="checkbox"/> Yes				
<b>Estate / Smallholders</b>	<b>Total Planted (Mature + Immature) (ha)</b>	<b>HCV (ha)</b>	<b>Infrastructure &amp; Other (ha)</b>	<b>Total Area (ha)</b>	<b>% of Planted</b>
Segaria Estate	4,465.10	197.97	83.13	4,746.20	94.08
<b>Total</b>	<b>4,465.10</b>	<b>197.97</b>	<b>83.13</b>	<b>4,746.20</b>	<b>94.08</b>

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6. Plantings & Cycle						
Estate / Smallholders	Age (Years) - ha				Mature	Immature
	0 - 3	4 - 14	15 - 25	>25		
Segaria Estate	440.30	458.00	2,467.50	1,099.30	4,024.80	440.30
<b>Total (ha)</b>	<b>440.30</b>	<b>458.00</b>	<b>2,467.50</b>	<b>1,099.30</b>	<b>4,024.80</b>	<b>440.30</b>

7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated (Mar 22 – Feb 23)	Actual (Jan 22 – Jan 23)		Forecast (Mar 23 – Feb 24)
		Previous license period (Jan 22 – Feb 22)	Current license period (Mar 22 – Jan 23)	
Segaria Estate	78,000	11,219.39	62,499.85	77,400.00
<b>Total</b>	<b>78,000</b>	<b>73,719.24</b>		<b>77,400.00</b>

8. Summary of Certified Tonnage of FFB (from other certified unit(s))				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated (Mar 22 – Feb 23)	Actual (Jan 22 – Jan 23)		Forecast (Mar 23 – Feb 24)
		Previous license period (Jan 22 – Feb 22)	Current license period (Mar 22 – Jan 23)	
N/A		-	-	
<b>Total</b>		<b>Nil</b>		

9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Out growers / smallholders	Tonnage (MT) / year			
	Estimated (Mar 22 – Feb 23)	Actual (Jan 22 – Jan 23)		Forecast (Mar 23 – Feb 24)
		Previous license period (Jan 22 – Feb 22)	Current license period (Mar 22 – Jan 23)	
N/A	-	-	-	-
<b>Total</b>	<b>Nil</b>	<b>Nil</b>		<b>Nil</b>

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	Jan 2022	6,537.20	-	6,537.20
2	Feb 2022	4,682.19	-	4,682.19

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3	Mar 2022	5,874.37	-	5,874.37
4	Apr 2022	4,683.52	-	4,683.52
5	May 2022	6,393.02	-	6,393.02
6	June 2022	5,023.64	-	5,023.64
7	Jul 2022	4,825.15	-	4,825.15
8	Aug 2022	6,002.26	-	6,002.26
9	Sept 2022	6,378.80	-	6,378.80
10	Oct 2022	6,465.39	-	6,465.39
11	Nov 2022	5,294.06	-	5,294.06
12	Dec 2022	5,385.92	-	5,385.92
13	Jan 2023	6,173.72	-	6,173.72
<b>TOTAL</b>		<b>73,719.24</b>	<b>-</b>	<b>73,719.24</b>

<b>10. Summary of Certified Tonnage (MT) (not applicable for ISS)</b>			
<b>Estimated (Mar 22 – Feb 23)</b>	<b>Actual (Jan 22 – Jan 23)</b>		<b>Forecast (Mar 23 – Feb 24)</b>
	Previous license period (Jan 22 – Feb 22)	Current license period (Mar 22 – Jan 23)	
<b>FFB</b>	<b>FFB</b>		<b>FFB</b>
78,000 mt	11,219.39 mt	62,499.85 mt	77,400 mt
	<b>TOTAL</b>	73,719.24	
<b>CPO (OER: 22.50%)</b>	<b>CPO (OER: 22.80 %)</b>		<b>CPO (OER: 22.50 %)</b>
17,500 mt	2,553 mt	14,253 mt	17,325 mt
	<b>TOTAL</b>	16,806.00 mt	
<b>PK (KER 3.50 %)</b>	<b>PK (KER: 3.51 %)</b>		<b>PK (KER: 3.51 %)</b>
2,730 mt	403 mt	2,184 mt	2,695 mt
	<b>TOTAL</b>	2,587 mt	

<b>10A. Monthly Records of Certified CPO &amp; PK since the last audit</b>			
<b>No.</b>	<b>Month - Year</b>	<b>Certified CPO (MT)</b>	<b>Certified PK (MT)</b>
1	Jan 2022	1,475.00	233.00
2	Feb 2022	1,078.00	170.00
3	Mar 2022	1,352.00	205.00
4	Apr 2022	1,341.00	204.00
5	May 2022	1,189.00	185.00
6	June 2022	1,156.00	178.00

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7	Jul 2022	1,091.00	167.00
8	Aug 2022	1,424.00	209.00
9	Sept 2022	1,417.00	218.00
10	Oct 2022	1,462.00	227.00
11	Nov 2022	1,179.00	185.00
12	Dec 2022	1,218.00	189.00
13	Jan 2023	1,424.00	217.00
<b>TOTAL</b>		<b>16,806.00</b>	<b>2,587.00</b>

<b>11. Summary of Actual Volume sold</b>					
<b>Current License period (Mar 22 – Jan 23)</b>					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
<b>CPO (MT)</b>	8,984.35	-	-	-	8,984.35
<b>PK (MT)</b>	1,379.64	-	-	-	1,379.64
<b>Credits</b>	-	-	-	-	-
<b>Previous License period (Jan 22 – Feb 22)</b>					
<b>CPO (MT)</b>	7,610.62	-	-	-	7,610.62
<b>PK (MT)</b>	1,199.72	-	-	-	1,199.72
<b>Credits</b>	-	-	-	-	-

<b>11A. Records of Certified CPO &amp; PK Sold under PalmTrace since the last audit (if any)</b>				
No.	Buyers Name	PalmTrace Trading License Number	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	KLK Premier Oils Sdn Bhd	RSPO_PO1000000136	6,285.43	
2	Lahad Datu Edible Oils Sdn Bhd	RSPO_PO1000000071	10,309.54	
3	Lahad Datu Edible Oils Sdn Bhd	RSPO_PO1000006525		2,366.87
4	Lahad Datu Edible Oils Sdn Bhd	RSPO_PO1000007145		212.49
<b>TOTAL</b>			<b>16,594.97</b>	<b>2,579.36</b>

<b>11B. Records of certified CPO &amp; PK Sold under other schemes since the last audit (if any)</b>				
No.	Buyers Name	Scheme Name	Certified CPO Sold (MT)	Certified PK Sold (MT)
	N/A			
<b>TOTAL</b>			<b>N/A</b>	<b>N/A</b>

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11C. Records of CPO & PK Sold as conventional since the last audit (if any)			
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
	N/A		
<b>TOTAL</b>		<b>N/A</b>	<b>N/A</b>

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
	N/A		
<b>TOTAL</b>			<b>N/A</b>

12. Independent Smallholders Certified Tonnage (MT) / Volume									
Phase	Estimated last year (N/A)			Actual (N/A)			Forecast (N/A)		
	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			N/A			N/A			N/A
IS-CSPO	N/A	N/A		N/A	N/A		N/A	N/A	
IS-CSPKO	N/A	N/A		N/A	N/A		N/A	N/A	
IS-CSPKE	N/A	N/A		N/A	N/A		N/A	N/A	
CSPK	N/A	N/A		N/A	N/A		N/A	N/A	

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

13. Independent Smallholders Actual Sold Tonnage / Volume							
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	CSPK	IS-CSPKO	IS-CSPKE
Current License period (N/A)							
Credits				N/A	N/A	N/A	N/A
Physical	N/A	N/A	N/A				



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Previous License period (N/A)							
<b>Credits</b>				N/A	N/A	N/A	N/A
<b>Physical</b>	N/A	N/A	N/A				

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

## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)

Suite 29.01 Level 29, The Gardens North Tower,

Mid Valley City, Lingkaran Syed Putra,

59200 Kuala Lumpur, Malaysia.

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Representative: Dr. Chaiyaporn Seekao ([Chaiyaporn.Seekao@bsigroup.com](mailto:Chaiyaporn.Seekao@bsigroup.com))

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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 **20-23/02/2023**. The audit programme is included as Section 2.3. Where applicable, prior to the initial certification and recertification audit, 30 days Public Notification was made through the RSPO and BSI website on **15/03/2023**.

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 **02/05/2023**. 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**

<b>Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (Recertification)</b>	<b>Year 2 (ASA 1_1)</b>	<b>Year 3 (ASA 1_2)</b>	<b>Year 4 (ASA 1_3)</b>	<b>Year 5 (ASA 1_4)</b>
Segaria POM	✓	✓	✓	✓	✓
Segaria Estate	✓	✓	✓	✓	✓

**Tentative Date of Next Visit: February 20, 2023 – February 23, 2023**

**Total Number of Mandays: 12**

## 2.2 BSI Assessment Team

<b>Name</b>	<b>Role</b>	<b>Competency</b>
Mohd Razaleigh bin Mohamad (MRM)	Team Leader	<p><b>Education:</b> Holds a Bachelor Degree in Plantation Management and Agrotechnology, University Technology Mara (UiTM).</p> <p><b>Work Experience:</b> He has 5 years’ experience in Oil Palm Estate Management with Tradewinds Plantation Berhad. The last position held was Senior Assistant Manager. He has more than 4 years of experience in Third Party Certification Audit with Control Union (M) Sdn Bhd for RSPO P&amp;C, MSPO P&amp;C and GLOBALG.A.P. IFA Fruits and Vegetables. Qualified as RSPO Lead Auditor and approved to conduct Environmental and Social elements.</p> <p><b>Training attended:</b> He has completed ISO 9001-2015 Lead Auditor Course, ISO14001- 2015 Lead Auditor Course, ISO45001-2018 Lead Auditor Course, Endorsed RSPO P&amp;C Lead Auditor Course, Endorsed MSPO P&amp;C Lead Auditor Course, Social Accountability SA8000 Auditor Course, Endorsed RSPO Independent Smallholder Standard Auditor Training and Endorsed RSPO Refresher Trainings.</p> <p><b>Language proficiency:</b> Fluent in Bahasa Malaysia and English.</p> <p><b>Aspect covered in this audit:</b> During this assessment, he assessed on the aspects of legal, social, and stakeholder engagement.</p>
Nor Halis Abu Zar (NHA)	Team Member	<p><b>Education:</b> Holds a Bachelor of Science in Plantation Technology and Management, University Technology Mara</p> <p><b>Work Experience:</b> He has 6 years’ experience in Oil Palm Estate Management with Kulim Plantations Sdn. Bhd. The last position held was Assistant Manager. His experience includes the day-to-day estate operations and ensures the implementation of RSPO, ISCC and MSPO certification. He is a qualified Lead Auditor for MSPO and has accumulated more than 400 audit</p>

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		<p>days throughout his current career as the auditor for multiple disciplines covering Malaysia.</p> <p><b>Training attended:</b> He has completed ISO IMS 9001 and 14001 Lead Auditor Course, MSPO 2530:2013 Lead Auditor Course, Endorsed RSPO P&amp;C Lead Auditor Course, ISO 45001 Lead Auditor Course, ISO 9001:2015 Lead Auditor Course, MSPO SCCS Auditor Course, SMETA Requirement Training and Endorsed Independent Smallholders Standard Auditor Training.</p> <p><b>Language proficiency:</b> Fluent in Bahasa Malaysia and English.</p> <p><b>Aspect covered in this audit:</b> Legal requirements, natural and HCV conservation, water &amp; wastes management, environmental aspects, training, and economic management plan.</p>
<p>Muhammad Fadzli bin Masran (MFM)</p>	<p>Team Member</p>	<p><b>Education:</b> Holds a Bachelor Degree in Forestry Science, graduated from University Putra Malaysia.</p> <p><b>Work Experience:</b> 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 &amp; 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><b>Training attended:</b> He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in April 2018, endorsed RSPO Lead Auditor Course in July 2018, MSPO Lead Auditor Course in October 2018, endorsed RSPO Supply Chain Certification training course in January 2019, MSPO Supply Chain Certification System (SCCS) Auditor training Course (MPOCC Endorsed), CQI and IRCA Certified ISO 9001:2015 Lead Auditor Training Course in April 2019, HCV and GIS Training in November 2019, SMETA Requirements Training in April 2021, Endorsed Independent Smallholders Standard Auditor Training and Endorsed RSPO Refresher Trainings.</p> <p><b>Language proficiency:</b> Fluent in in both verbal/written Bahasa Malaysia and English.</p> <p><b>Aspect covered in this audit:</b> Economic management plan, mill best practices, estate best practices, Legal Requirements, land &amp; Legal issue, Occupation Health Safety requirement, HIRARC, training, and RSPO supply chain requirements.</p>
<p>Dr. Suhaili Sahari</p>	<p>Peer Reviewer</p>	<p><b>Education:</b> Graduated from University Technology Mara (UiTM), Malaysia in Diploma in Science in 1990. He furthers his first degree in B.Sc (Hons) in Chemistry with Industrial Chemistry in 1995 from Liverpool University, England. He later advances his study in Master in Business Administration (General) in 2002 and graduated in 2005 from University of Multimedia, Malaysia. Completed his PhD from University Science Islam Malaysia (Faculty of Economy and Muamalat - Management) under the supervision of previous University Vice Chancellor Dato' Mohd Muda.</p> <p><b>Work Experience:</b> Worked with Hong Leong Group of Companies as a production executive cum TQM facilitator and continues to advance in his career as a manager and senior manager in management, production, training and quality for more than 11 years. During his tenure with Hong Leong Group of Companies, he heavily involved in strategic management decision issues such as developing SWOT analysis, Vision, Mission, Business and Corporate Strategy formulation, Acquisition and restructuring strategies.</p>

		<p>Strategic actions and implementation etc. Then he joint Kumpulan Guthrie and Sime Darby Group of Companies for more than 7 years as a manager, heads of department and Assistant Vice President in management, quality and training. Part of his duty is to strategies the departmental vision; mission, critical success factors and action plan into actions and support the corporate strategic plan.</p> <p><b>Training attended:</b></p> <ol style="list-style-type: none"> <li>1. ISO 9001:2015 Lead Auditor and Internal Auditor</li> <li>2. ASI reviewer training</li> <li>3. Safety and Health</li> <li>4. ISO 14001:2015 Standard</li> <li>5. RSPO Standards: RSPO P&amp;C 2018 MY-NI 2019</li> <li>6. MSPO Standards: MS 2530 : 2013 part 1, 2 , 3 and 4</li> <li>7. Problem Solving Technique: 8 D, ICC, QCC, Systematic PS</li> <li>8. HACCP MS 1480:2019</li> <li>9. GAP Standard: Global GAP, Euro GAP</li> </ol>
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**Accompanying Persons:**

Name	Role
N/A	

**2.3 Assessment Plan**

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

Date	Time	Subjects	MRM	MFM	NHA
Sunday, 19/02/2023		Audit team travel to Tawau	√	√	√
Monday, 20/02/2023	0800 0830 - 0900	Audit team travel to Segaria Estate Opening Meeting: <ul style="list-style-type: none"> <li>• Opening Presentation by Audit team leader.</li> <li>• Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation).</li> <li>• Verification on previous audit findings</li> </ul>	√	√	√
	0900 - 1200	Segaria Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, etc.	√	√	√
	1200 - 1300	Lunch	√	√	√
	1300-1630	Continue with unfinished elements	√	√	√

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Date	Time	Subjects	MRM	MFM	NHA
	1630 -1700	Interim Closing Briefing	√	√	√
Tuesday, 21/02/2023	0830-1200	Segaria Estate 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).	√	√	√
	1000-1200	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	√		
	1200-1300	Lunch	√	√	√
	1300-1630	Continue with unfinished elements	√	√	√
	1630-1700	Interim Closing Briefing	√	√	√
Wednesday 22/02/2023	0830-1200	Segaria POM Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc. Visit to laboratory, weighbridge and palm product storage area.	√	√	√
	1200-1300	Lunch break	√	√	√
	1300-1630	Continue with unfinished elements	√	√	√
	1630-1700	Interim Closing Briefing	√	√	√
Thursday 23/02/2023	0830-1100	Segaria POM Document Review P1 – P7: SOPs. Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation, RSPO Supply chain requirements for mill etc.		√	√
	1100-1200	Audit team discussion and closing meeting	√	√	√
	1230-1300	Closing meeting: conclusion and recommendation	√	√	√
	1300	Lunch & Audit team travel out to Tawau	√	√	√

**Major Non-conformities close out visit.**

Date	Time	Subjects	MRM
Monday, 01/05/2023		Audit team travel to Tawau Travel to Semporna, overnight in Semporna	√
Tuesday, 02/05/2023	0800 0830 - 0900	Audit team travel to Segaria Estate Opening Meeting: • Opening Presentation by Audit team leader.	√

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Date	Time	Subjects	MRM
	0900 - 1200	Verification on Major NC: 1. 2313739-202302-M1 2. 2313739-202302-M2 3. 2313739-202302-M3  Site observation, workers interview (individual and group session) if necessary  Document review – implemented evidence	√
	1200 - 1230	Closing Meeting	√
	1300-1630	Audit Team travel to Tawau Flight MYAirline Z9-8906 1910PM-	√

### 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?	Time bound plan has included all estates and mills under Boustead Plantation Sdn. Bhd (Sungai Jernih Business Unit, Trong Business Unit, Segaria Business Unit, Segamaha Business Unit, Nak Business Unit, Lapan Kabu Estate, Eldred Bekoh, Rimba Business Unit, Tawai Business Unit, Kanowit Tinjar)	Complied
Have all the estates and mills certified within five (5) years after obtaining RSPO membership? If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021	There are still 6 business units that pending for certification and expected to be certified in 2023 and 2024 and TBP revision has been approved by RSPO on 28/03/2023. 1. Eldred Bekoh Certification Unit 2. Rimba Nilai Certification Unit 3. Tawai Certification Unit 4. Lapan Kabu Certification Unit 5. Solandra Certification Unit 6. Kanowit Tinjar Certification Unit	Complied
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three (3) years from the date of acquisition. Certification plan for the new acquisition shall be available. If no, has RSPO Secretariat approval obtained? Was the submission according to the template as announced by the RSPO Secretariat on 21/12/2021.	Yes, new acquisitions took place in 2018 involving Pertama Estate, Sabah from Duta Plantations Berhad and in 2019 involving Tawai Business Unit, Sabah from Sit Seng & Sons Realty Sdn Bhd. Certification plan for the new acquisition is 2022 as per planned. The Company plans to postpone the certification for Tawai to 2024 due to plans to certify 1 business unit consisting of 1 mill and 5 supply base and 3 estates without mill in 2023 (Rimba Nilai Business Units, Lapan Kabu Estate and Elfred Bekoh Estate). Revision has been approved by RSPO on 28/03/2023	Complied
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	Yes, there is deviations as per initial plan. Revision of Time bound plan has been submitted to RSPO for approval and approved on 28/03/2023	Complied
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	Yes, there changes for business units that plan to be certified in 2022 has been deferred to 2023 and 2024. The Company originally plan to certify the certification unit in 2022 and have initiated the process of appointing certification body for the certification unit, however, the certification unit is pending for Land Liability	Complied



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	<p>Disclosure. Hence, process of appointing certification stopped.</p> <p>The Company have submitted Land Liability Disclosure for the certification unit to RSPO for review. Due to insufficient data information, Land Liability Disclosure is still pending in January 2023.</p> <p>TBP has been approved by RSPO on 28/03/2023</p>	
Have there been any isolated lapses in implementation of the plan? If yes a <b>Minor</b> non-compliance shall be raised	No. Refer to Boustead Plantation Berhad Time Bound Plan approved on 28/03/2023 which was submitted to RSPO. There has not been any isolated lapses in implementation of the plan	Complied
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a <b>Major</b> non-compliance shall be raised	No. Refer to Boustead Plantation Berhad Time Bound Plan approved on 28/03/2023 which was submitted to RSPO. There has not been any isolated lapses in implementation of the plan	Complied
<b>Un-Certified Units or Holdings</b>		
No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&C criterion 7.12.	Neither any replacement after dates defined in NIs Criterion 7.3 for primary forest nor any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3.	Complied
Any new plantings since January 1 <sup>st</sup> 2010 shall comply with the RSPO New Plantings Procedure.	No new planting in uncertified unit as per internal audit report verification.	Complied
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 4.4, 4.5, 4.6, 4.7 and 4.8	No any land conflicts occurred that require to be resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.	Complied
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2	Labor disputes has been reported to RSPO on 26/02/2020 by one of the ex-workers in Rimba Nilai Business Unit. The cases settle through RSPO complaint system and has been classified as closed. There is no other issues of labor has been reported as per interview and internal audit.	Complied
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	No. Findings raised on legal non-compliance during this audit was resolved prior to certification.	Complied
Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.	Yes, the internal audit been conducted by the sustainability team. Positive assurance was through the internal audit report conducted on the operation units which have complied with the company policy and SOPs.	Complied

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<p>Are there any Critical (Major) non-compliance raised against any of the RSPO P&amp;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?</p>	<p>No non-compliance raised against any of the RSPO P&amp;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</p>	<p>Complied</p>
<p>Have there been any stakeholder (including NGO) consultation conducted?</p>	<p>Stakeholders are being engaged during stakeholders consultation which are being carried out during social impact assessment (SIA). Issues raised during the session are being recorded and actions/resolutions being handled by respective units.</p>	<p>Complied</p>

**3.2 Progress of scheme smallholders and/or outgrowers**

<p><b>Progress of scheme smallholders or outgrowers towards compliance with relevant standards</b></p>		
<p><b>Requirement</b></p>	<p><b>Remarks</b></p>	<p><b>Compliance</b></p>
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification? 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 since there is no scheme smallholders and scheme out growers</p>	<p>Not Applicable</p>

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**Approved Time Bound Plan**

Name of the Unit of Certification (UoC)	Country	Name of the Mills and Supply Bases	Location Address	GPS Coordinates (in decimal degree)		Total Managed Area (Ha)	Certification Status (Certified / Not certified)	Plan Year for Certification	Actual Certification Year	Date of Last TBP Verified and Approved by CB	REVISION OF THE TBP <i>(Only applicable when revision is made)</i>			
				Latitude	Longitude						Any revision from the last approved TBP	New Proposed Year for Certification	Justification of changes for each UoC	Date of approval from RSPO
Sungai Jernih	Malaysia	Sungai Jernih Palm Oil Mill	KM 70, Lebuhraya Gambang – Segamat, 26650	3.3383	103.0998		Certified		2011					
		Sungai Jernih	Pekan, Pahang, Malaysia	3.3383	103.0998	2,695.70	Certified		2011					
		Bebar	KM 87, Lebuhraya Gambang – Segamat, 26700 Muadzam Shah, Pahang, Malaysia	3.1466	103.1116	2,340.60	Certified		2011					
		Tabung Tentera Terengganu	KM 61, Jln Jabor–Jerangau, 24050 Kemaman, Terengganu, Malaysia	4.2042	103.2354	1,810.70	Certified		2011					
Trong	Malaysia	Trong Palm Oil Mill	KM 24, Jalan Trong – Bruas, 34800 Trong, Taiping, Perak, Malaysia	4.6742	100.7080		Certified		2017					

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		Taiping Rubber Plantations (TRP)	Batu 14, Jalan Taiping – Beruas, 34800 Trong, Perak, Malaysia	4.6875	100.7105	1,382.80	Certified		2017				
		Malaya	Malaya Estate, 34100 Selama, Perak, Malaysia	5.1338	100.6981	906.20	Certified		2017				
		Bukit Mertajam	Bukit Mertajam Estate, 09009 Kulim, Kedah, Malaysia	5.4237	100.6264	3,044.90	Certified		2017				
		Stothard	Stothard Estate, 09300 Kuala Ketil, Kedah, Malaysia	5.5863	100.7172	983.10	Certified		2017				
		Kuala Muda	Lot 20, 21, 49, 581, 1759, 1818, 2052, 2537, 8065, Lot 8145, Sungai Petani, 08009 Kuala Muda, Kedah, Malaysia	5.6188	100.5830	1,519.50	Certified		2017				
		Batu Pekaka	Batu Pekaka Estate, 09300 Kuala Ketil, Kedah, Malaysia	5.5763	100.6336	968.70	Certified		2017				
Telok Sengat	Malaysia	Telok Sengat Palm Oil Mill	Telok Sengat, 81900 Kota Tinggi, Johor, Malaysia	1.5685	104.0436		Certified		2019				

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		Telok Sengat	Telok Sengat, 81900 Kota Tinggi, Johor, Malaysia	1.5680	104.0370	3,680.00	Certified		2019					
		Chamek	Jalan Paloh, 86009 Kluang, Johor, Malaysia	2.1496	103.2500	816.90	Certified		2019					
		Kulai Young	Jalan Sedenak, 81000 Kulai, Johor, Malaysia	1.6255	103.5302	670.50	Certified		2019					
Segaria	Malaysia	Segaria Palm Oil Mill	KM30, Jalan Sungai Intan, 91308	4.4824	118.3981		Certified		2018					
		Segaria	Semporna, Sabah, Malaysia	4.4983	118.4009	4,746.20	Certified		2018					
Segamaha	Malaysia	Segamaha Palm Oil Mill	Lot CL 115343336, 91114, Lahad Datu, Sabah.	5.2088	117.8097		Certified		2019					
		Sungai Segamaha	KM 50.5, Jalan Lahad Datu-Sandakan Off Road 30 KM, Kampung Paris 2, 91114, Lahad Datu, Sabah, Malaysia	5.2029	117.8085	3,244.50	Certified		2019					
		Bukit Segamaha		5.2092	117.7595	2,415.50	Certified		2019					
		G&G		5.1615	117.7892	2,409.80	Certified		2019					
		Tabung Tentera Sabah		5.2865	117.9035	2,023.00	Certified		2019					
Nak	Malaysia	Nak Palm Oil Mill	Mile 3 off 19 Mile, Labuk Road, 90009 Sandakan Sabah	5.9010	117.8552		Certified		2016					

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		Nak	Mile 19, 27KM Labuk Road, 90009 Sandakan, Sabah	5.9033	117.8521	1,386.10	Certified		2016					
		Sutera	Off Mile 45, 68 KM Lahad Datu Road, Sandakan, 90009 Sabah.	5.6966	117.7842	2,200.70	Certified		2016					
		Resort	Km 100 Sandakan Road, 90009 Sandakan, Sabah.	5.6546	117.3662	1,135.10	Certified		2016					
Lepan Kabu	Malaysia	Lepan Kabu	Km 88.8, Jln Kota Bharu – Gua Musang, 18000 Pahi, Kuala Krai, Kelantan	5.4828	102.2210	2,015.40	Not Certified	2022		2022	Yes	2023	The Company originally plan to certify the certification unit in 2022 and have initiated the process of appointing certification body, however, the certification unit is pending for Land Liability Disclosure. Hence, process of appointing certification stopped. The Company have submitted Land Liability Disclosure for the certification unit to RSPO for review. Due to insufficient data information, Land Liability Disclosure is still pending in January 2023.	28/03/2023

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Eldred Bekoh	Malaysia	Eldred	K/B No 102 86500 Bekok, Segamat, Johor.	2.2780	103.1152	1,827.30	Not Certified	2022		2022	Yes	2023	The Company originally plan to certify the certification unit in 2022 and have initiated the process of appointing certification body, however, the certification unit is pending for Land Liability Disclosure. Hence, process of appointing certification stopped. The Company have submitted Land Liability Disclosure for the certification unit to RSPO for review. Due to insufficient data information, Land Liability Disclosure is still pending in January 2023.	28/03/2023
Eldred Bekoh	Malaysia	Bekoh	K/B 505 Bekoh Estate 84900 Tangkak Johor	2.3576	102.5381	1,226.10	Not Certified	2022		2022	Yes	2023	The Company originally plan to certify the certification unit in 2022 and have initiated the process of appointing certification body, however, the certification unit is pending for Land Liability Disclosure. Hence, process of appointing certification stopped. The Company have submitted Land Liability Disclosure for the certification unit to RSPO for review. Due to insufficient data information, Land Liability Disclosure is still pending in January 2023.	28/03/2023
Rimba Nilai Business Unit	Malaysia	Rimba Nilai Palm Oil Mill	90100 Sugut, Sabah.	6.2580	117.3131		Not Certified	2022		2022	Yes	2023	The Company originally plan to certify the certification unit in 2022 and have initiated the process of appointing certification body, however, the certification unit is pending for Land Liability Disclosure. Hence, process of	28/03/2023
		Sungai Sungai 1		6.2508	117.3094	1,973.10	Not Certified	2022		2022	Yes	2023		28/03/2023
		Sungai Sungai 2		6.1635	117.1247	2,342.30	Not Certified	2022		2022	Yes	2023		28/03/2023

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		Sungai Sungai 3		6.2508	117.3094	1,755.60	Not Certified	2022		2022	Yes	2023	appointing certification stopped. The Company have submitted Land Liability Disclosure for the certification unit to RSPO for review. Due to insufficient data information, Land Liability Disclosure is still pending in January 2023.	28/03/2023
		Lembah Paitan		6.4254	117.2461	1,373.70	Not Certified	2022		2022	Yes	2023		28/03/2023
		Kawananan		6.4079	117.1931	2,585.10	Not Certified	2022		2022	Yes	2023		28/03/2023
Tawai	Malaysia	Tawai Palm Oil Mill	KM 75, Telupid-Beluran Road, Locked Bag No.69, 89100, Telupid, Sabah.	5.6088	117.3617		Not Certified	2023		2022	Yes	2024	The Company plans to postpone the certification for Tawai to 2024 due to plans to certify 1 business unit consisting of 1 mill and 5 supply base and 3 estates without mill in 2023.	28/03/2023
		Tawai 1		5.6483	117.3293	1,792.40	Not Certified	2023		2022	Yes	2024		28/03/2023
		Tawai 2		5.6088	117.3617	3,232.70	Not Certified	2023		2022	Yes	2024		28/03/2023
		Pertama	KM 113, Jalan Telupid – Sandakan 89300 Telupid, Sabah.	5.6728	117.2586	2,703.90	Not Certified	2023		2022	Yes	2024		28/03/2023
		Sapa Payau	KM 108, Jln. Telupid – Sandakan 89320 Telupid, Sabah.	5.7024	117.2992	1,240.20	Not Certified	2023		2022	Yes	2024		28/03/2023
		Ruku Ruku	Km108, Jln. Telupid – Sandakan 89320 Telupid, Sabah.	5.5554	117.2783	3,196.20	Not Certified	2023		2022	Yes	2024		28/03/2023
		Lokan	89320 Telupid, Sabah.	5.5321	117.3046	2,565.10	Not Certified	2023		2022	Yes	2024		28/03/2023
		Lokan Baru		5.5159	117.3653	1,873.90	Not Certified	2023		2022	Yes	2024		28/03/2023



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Boustead Pelita Tinjar Sdn. Bhd & Boustead Pelita Kanowit Sdn Bhd	Malaysia	Kanowit Palm Oil Mill	Jalan Nibong – Tada, Kanowit, 96000 Sibul, Sarawak.	2.1642	112.0988		Not Certified	2024		2022				28/03/2023
		Jih	KM 11.5, Jalan Nibong – Tada, Kanowit, 96000 Sibul, Sarawak.	2.1709	112.1069	2,936.40	Not Certified	2024		2022				28/03/2023
		Bawan	KM28 Jln Tuah, Off Nibong Tada, 96000 Sibul. Sarawak.	2.1448	112.2045	1,794.40	Not Certified	2024		2022				28/03/2023
		Pedai	Jln Tuah, Off Nibong Tada, 96000 Sibul. Sarawak.	2.1740	112.1658	3,421.60	Not Certified	2024		2022				28/03/2023
		Mapai	KM34 Jln Sg Mapai Off Nibong Tada, 96000 Sibul. Sarawak.	2.1314	112.2781	2,467.10	Not Certified	2024		2022				28/03/2023
		Kelicut	Kanowit, Sarawak.	2.0567	112.0658	3,444.50	Not Certified	2024		2022				28/03/2023
Boustead Pelita Tinjar Sdn. Bhd & Boustead Pelita Kanowit Sdn Bhd	Malaysia	Loagan Bunut Palm Oil Mill	Ulu Teru, Jalan Long Lama, 98300 Baram, Sarawak.	3.7285	114.2822		Not Certified	2024		2022				28/03/2023
	Malaysia	Loagan Bunut	Lot 5,12,15 Tinjarland District, Ulu Teru, Jalan Long Lama, 98300 Baram, Sarawak.	3.7204	114.2754	12,522.12	Not Certified	2024		2022				28/03/2023

**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 3 (Three) Critical; 2 (Two) Minor nonconformities and 0 (Zero) Opportunity For Improvement raised. The Boustead Emastulin Sdn Bhd – Segaria Business Unit Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Non-conformity																																							
<b>NCR Ref #</b>	2313739-202302-M1	<b>Issued Date</b>	23/02/2023																																				
<b>Due Date</b>	23/05/2023	<b>Closure Date</b>	02/05/2023																																				
<b>Indicator &amp; Category (Critical / Minor)</b>	2.1.1 (Critical)																																						
<b>Statement of Nonconformity:</b>	Salary payment for field workers is not according to Minimum Wages Order 2022																																						
<b>Requirement Reference:</b>	The Unit of Certification complies with legal requirements																																						
<b>Objective Evidence:</b>	<p>Based on sample of payslips from different types of works, gender, and origin countries in Segaria Estate, it has been found out that salary payment is not according to the Minimum Wages Order 2022 which is RM57.69/day and RM1500/month. Details as per below</p> <p>Employee ID Types works Month Total workdays Salary as per Minimum wages order Actual salary</p> <table border="1"> <thead> <tr> <th>Employee ID</th> <th>Types works</th> <th>Month</th> <th>Total workdays</th> <th>Salary as per Minimum wages order</th> <th>Actual salary</th> </tr> </thead> <tbody> <tr> <td>2472</td> <td>Field workers</td> <td>Jan 23</td> <td>21</td> <td>1211.49</td> <td>782.77</td> </tr> <tr> <td>2527</td> <td>Field workers</td> <td>Jan 23</td> <td>25</td> <td>1442.56</td> <td>1119.04</td> </tr> <tr> <td>2560</td> <td>Field workers</td> <td>Jan 23</td> <td>23</td> <td>1326.87</td> <td>839.05</td> </tr> <tr> <td>1386</td> <td>Harvesters</td> <td>Mar 22</td> <td>25</td> <td>1057.75</td> <td>821.11</td> </tr> <tr> <td>2567</td> <td>Harvesters</td> <td>Mar 22</td> <td>26</td> <td>1100.06</td> <td>973.22</td> </tr> </tbody> </table>			Employee ID	Types works	Month	Total workdays	Salary as per Minimum wages order	Actual salary	2472	Field workers	Jan 23	21	1211.49	782.77	2527	Field workers	Jan 23	25	1442.56	1119.04	2560	Field workers	Jan 23	23	1326.87	839.05	1386	Harvesters	Mar 22	25	1057.75	821.11	2567	Harvesters	Mar 22	26	1100.06	973.22
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2567	Harvesters	Mar 22	26	1100.06	973.22																																		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>1. Identify workers that do not achieve the basic wages for January 2023 until March 2023.</li> <li>2. Reimburse the unpaid wages for workers that their salary does not as per Minimum Wages Order for the month of January 2023 until March 2023.</li> </ol>																																						
<b>Root Cause Analysis:</b>	There is no proper monitoring and documentation of working hours that has been done by the management where sampled workers frequently did not complete																																						

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	their 8-hour shift, hence, caused the low productivity and their salary did not achieve minimum wage i.e., RM57.69/day.
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Establish clock-in and clock-out record for all workers and monitor the workers' working hours.</li> <li>2. Conduct motion study for all types of work, on an annual basis, to identify the average productivity for respective types of work to ensure rate offered comply with daily minimum wage i.e., RM57.69/day.</li> <li>3. Review the piece rate offered for all types of piece-rated job, on an annual basis. Revise the rate, where applicable which will be part of issues that will be discussed during the management review.</li> <li>4. Taking disciplinary action to workers who were not completing 8-hours of work by verbal and written warning.</li> </ol>
<b>Assessment Conclusion:</b>	<ol style="list-style-type: none"> <li>1. Reimbursement of workers' salaries who did not achieve minimum wages has been paid base on the payment voucher dated 13/04/2023 base on sample workers that has been taken during the Major NC`s closure visit and has been confirmed through interview with sample workers which they confirmed that they received the reimbursement.</li> <li>2. Monitoring of working hours has been established which has been monitored by mandore for each gang. It can be sighted in the document "Kehadiran Pekerja" which has been signed/thumbprint by workers while start/end works. It has been confirmed through interview with workers.</li> <li>3. Motion studies has been conducted by the management for each type of works and as per verification current rate is achievable base on average output for sample workers. The management decided there is no revision of rate required.</li> <li>4. Sighted sample of the workers that has been issued of reminder letters on 02/03/2023 for those that did not complete 8 working hours.</li> </ol> <p>Correction and corrective action have been identified sufficient to close the NC</p>

Non-conformity			
<b>NCR Ref #</b>	2313739-202302-M2	<b>Issued Date</b>	23/02/2023
<b>Due Date</b>	23/05/2023	<b>Closure Date</b>	02/05/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	4.2.2 (Escalated to Major)		
<b>Statement of Nonconformity:</b>	The implementation of the complaint procedure was ineffective		
<b>Requirement Reference:</b>	Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.		
<b>Objective Evidence:</b>	Grievances procedure has been documented in the document title "Policy and procedures- grievance procedure" reference number HR/2022/023/003 revision 0 issuance date 01/03/2022 that been prepared by Mr Fadzly Mahyuddin, Head, Human Resources and Admin. As per stated in the CAP, briefing on the SOPs will be conducted on monthly basis by the management during the morning muster call, however, it has been verified that latest communication has been done on 11/07/2022 by Ms Noor Era Fazirah Jundam.		

	<p>Further verification has been done by auditor during the interview, one of stakeholders mentioned that she has lodged complaint to assistant manager regards to sundry shops. However, until the day of audit, there is no respond by the management.</p> <p>Current practices is incompliance with CAP established, hence it is not sufficient to the non-conformities. Non-conformities have been escalated to Major Non-conformities.</p>
<p><b>Corrections:</b></p>	<ol style="list-style-type: none"> <li>1. Management to review the complaint form regarding a complaint about the sundry shop. Once the management have come up with a solution to the complaint lodged, the management engages with the affected stakeholder to explain the decision and get mutual agreement on the decision with the affected stakeholder. The next action is according to the established grievance procedure.</li> <li>2. Conduct briefing on grievance procedure to all workers and stakeholders. Record and document the briefing.</li> <li>3. Conduct briefing on the established grievance procedure and emphasize the timeline for resolving the complaint received to person in-charge. Record and document the briefing.</li> </ol>
<p><b>Root Cause Analysis:</b></p>	<ol style="list-style-type: none"> <li>1. No dedicated staff were assigned to record the grievance procedure communication on a monthly basis.</li> <li>2. Previous person in-charge to monitor complaint record resigned and the new person in-charge is not familiar with the grievance procedure timeline as she never been briefed on the grievance procedure.</li> </ol>
<p><b>Corrective Actions:</b></p>	<ol style="list-style-type: none"> <li>1. Appoint person in-charge to record and document the communication on grievance procedure, monthly basis.</li> <li>2. Conduct training on established grievance procedure, on an annual basis, to the appointed person in-charge who monitors the complaint record. Evaluate the understanding of the person in-charge via Training Evaluation Form. In case of unsatisfactory training evaluation score, conduct re-training.</li> <li>3. Establish monthly grievance procedure briefing schedule and record the briefing.</li> </ol>
<p><b>Assessment Conclusion:</b></p>	<ol style="list-style-type: none"> <li>1. Issues that have been highlighted has been responded to the sundry shops owner which sighted in the document "request and response". As per interview with sundry shops owner. It has been confirmed that action has been taken and respond has been communicated to her.</li> <li>2. Communication of grievance procedure plan has been established "Grievance procedure briefing plan" and latest communication has been done on 17/04/2023 to workers and stakeholders conducted on 05/04/2023. Next training has been planned on 22/05/2023.</li> <li>3. Appointment of PIC for handling grievance procedure sighted in the appointment letter dated 06/03/2023 to Ms Noor Era Fazirah binti Jundam and communication of grievance procedure conducted by the assistant manager on 05/04/2023 to PIC. Assessment on understanding on the communication sighted in the Training evaluation form. As per interview with PIC, she can demonstrate her understanding on procedure.</li> </ol> <p>Correction and corrective action has been identified sufficient to close the NC</p>

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Non-conformity			
<b>NCR Ref #</b>	2313739-202302-M3	<b>Issued Date</b>	23/02/2023
<b>Due Date</b>	23/05/2023	<b>Closure Date</b>	02/05/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	2.2.2 (Escalated to Major)		
<b>Statement of Nonconformity:</b>	Contractor unable to demonstrate compliance to legal requirement		
<b>Requirement Reference:</b>	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.		
<b>Objective Evidence:</b>	<p>As per interview with one FFB transport contractors, the PIC confirmed that salary payment has been done to his lorry driver on 10th onwards after the contractors received payment from the estates. It is contradicted with Sabah Labour ordinance clause 108. (1) The wages of an employee shall be paid not later than seven days after the expiration of the wage period in respect of which they are due.</p> <p>Non-conformities have been raised in the same indicator during the previous audit, hence, the non-conformities has been escalated to Major NC.</p>		
<b>Corrections:</b>	Immediately conduct engagement with the FFB Transport Contractor on the legal requirement as per RSPO principles and criteria i.e., paying salary to worker no later than seven days after the expiration of the wage period in respect of which they are due.		
<b>Root Cause Analysis:</b>	No mechanism was established to track the legal compliance of contractors.		
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Establish a legal compliance checklist i.e., date of salary payment, date of pay slip issuance, contribution of EPF, contribution of SOCSO, etc. and conduct monitoring on the legal compliance to all contractors between 3<sup>rd</sup> to 5<sup>th</sup> of the month. Contractor to acknowledge the legal compliance checklist and provide the required documentations to the estate for record keeping.</li> <li>2. Conduct an annual briefing on the legal requirement as per RSPO principles and criteria to all contractors.</li> </ol>		
<b>Assessment Conclusion:</b>	<ol style="list-style-type: none"> <li>1. Engagement with contractors has been conducted on 18/04/2023 with attendance of 5 contractors. Communication on legal requirement and requirement to comply with the legal requirement as per stated in the contract agreement. As per interview, all contractors can demonstrate their understanding on legal requirement that need to be comply.</li> <li>2. Legal compliance checklist has been established in document in "Contractor's legal compliance checklist". Latest due diligence was done for month March 2023</li> <li>3. As per interview with the contractor's workers of Asniey Jaya, it has been confirmed that salary has been paid before 7<sup>th</sup> for March salary</li> </ol>		

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	<p>4. Communication of the legal requirement will be conducted on annual basis and has been included in the management plan which is during the stakeholder’s consultation.</p> <p>Correction and corrective action has been identified sufficient to close the NC</p>
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Non-conformity			
<b>NCR Ref #</b>	2313739-202302-N1	<b>Issued Date</b>	23/02/2023
<b>Due Date</b>	Next ASA	<b>Closure Date</b>	Open
<b>Indicator &amp; Category (Critical / Minor)</b>	7.8.1 (Minor)		
<b>Statement of Nonconformity:</b>	Water management plan for water analysis that incompliance with parameter has not been established		
<b>Requirement Reference:</b>	<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> <ul style="list-style-type: none"> <li>a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.</li> <li>b) Workers have adequate access to clean water.</li> </ul>		
<b>Objective Evidence:</b>	<p>Drinking water analysis has been conducted latest on 30/01/2023 with lab reference number W230109/08 sent Dynakey Laboratories Sdn Bhd and results shows that total coliform is 120MPN/ 100ml count comparing to parameter a zero count of total coliform per 100 ml of water is considered safe for drinking. However, there is no management plan has been established for incompliance for the parameter</p>		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>1. Establish management plan for incompliance for the total coliform parameter.</li> <li>2. Clean the main water tank.</li> <li>3. Replace of the chlorine dosing on concrete tank from dripping to direct inject on pipeline before entering overhead tank.</li> <li>4. Conduct retest sampling.</li> <li>5. Endorse an awareness Memo for all resident regarding the result of Water Quality Analysis and the mandatory of boiling water for drinking purposes.</li> </ol>		
<b>Root Cause Analysis:</b>	<p>The mill management discussed and decided on how to manage the water analysis results verbally, either in person or over the phone. There was no dedicated staff assigned to record and integrate the decision into the management plan.</p>		
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Include an agenda to discuss the result of Water Quality Analysis during Mill Co-Ordinating Committee Meeting / Environment Meeting Committee to aware the committee on the compliance of treated water with the parameter limits.</li> <li>2. Assigned a staff to monitor and record the progress of the implementation on the established management plan.</li> </ol>		
<b>Assessment Conclusion:</b>	<p>Corrective action plan has been reviewed and deemed to be satisfactory to address the Minor Nonconformity. Evidence of the CAP will be verified during next assessment</p>		

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Non-conformity			
<b>NCR Ref #</b>	2313739-202302-N2	<b>Issued Date</b>	23/02/2023
<b>Due Date</b>	Next ASA	<b>Closure Date</b>	Open
<b>Indicator &amp; Category (Critical / Minor)</b>	3.3.2 (Minor)		
<b>Statement of Nonconformity:</b>	The mechanism to check consistent implementation of procedures was no monitored effectively.		
<b>Requirement Reference:</b>	A mechanism to check consistent implementation of procedures is in place.		
<b>Objective Evidence:</b>	Noted during site visit at EFB conveyor, it was noted that there is maintenance and repair job conducted. Sighted that 2 set of gas cutting cylinder (Oxygen and Acetylene) was not appropriately equip with safety equipment such as flashback arrestor and chain and lock. Reviewed the latest workplace inspection records dated 01/12/2022, it was found that the findings were inconsistent.		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>1. Immediately install flashback arrestor, chain, and lock to all set of gas cutting cylinder.</li> <li>2. Revise workplace inspection form to ensure all work area covered and consistent finding.</li> </ol>		
<b>Root Cause Analysis:</b>	No competent person in Occupational Safety and Health (OSH) is present at Segaria Mill to monitor the OSH implementation.		
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Revise the Workplace Inspection Checklist by adding the condition of the gas cutting cylinder set i.e., flashback arrestor, chain, and lock, and discuss the workplace inspection report at the quarterly Safety Committee Meeting.</li> <li>2. Conduct training to all workplace inspector / safety committee on the revised Workplace Inspection Checklist.</li> <li>3. Include the training on Workplace Inspection Checklist in the annual safety program.</li> <li>4. Appoint suitable staff as OSH Coordinator and send the staff on OSH Coordinator training for better monitoring in OSH implementation.</li> </ol>		
<b>Assessment Conclusion:</b>	Corrective action plan has been reviewed and deemed to be satisfactory to address the Minor Nonconformity. Evidence of the CAP will be verified during next assessment		

Opportunity for Improvements	
OFI #	Description
OFI 1	NIL

Positive Findings	
PF #	Description
PF 1	<ul style="list-style-type: none"> <li>• Good cooperation with the sustainability and management team.</li> <li>• Good retrieval of records and documents</li> <li>• Maturity of the system can be seen during assessment</li> </ul>

**3.3.1 Status of Nonconformities Previously Identified and Observations**

Non-conformity			
<b>NCR Ref #</b>	2154449-202201-M1	<b>Issued Date</b>	14/01/2022
<b>Due Date</b>	13/04/2022	<b>Closure Date</b>	5/04/2022
<b>Indicator &amp; Category (Critical / Minor)</b>	6.2.3 (Critical)		
<b>Statement of Nonconformity:</b>	Evidence of legal labour requirements were not demonstrated effectively.		
<b>Requirement Reference:</b>	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.		
<b>Objective Evidence:</b>	<p>Management of Segaria Estate has made deduction on wages for "Store Deduction" without any approval from authority. This has verified on the payslips on May 2021 for workers as below:</p> <ol style="list-style-type: none"> <li>1. Employee No.: 2386</li> <li>2. Employee No.: 2139</li> <li>3. Employee No.: 2203</li> <li>4. Employee No.: 2683</li> </ol> <p>Besides, sampled the permits of the workers below found that the permit was expired during the time of audit:</p> <ol style="list-style-type: none"> <li>1. Employee No.: 1148 expired on 13/11/2021</li> <li>2. Employee No.: 2286 expired on 31/10/2021</li> <li>5. Employee No.: 2473 expired on 13/12/2021</li> <li>6. Employee No.: 2499 expired on 13/12/2021</li> <li>7. Employee No.: 1247 expired on 31/08/2021</li> <li>8. Employee No.: 2433 expired on 22/09/2021</li> <li>9. Employee No.: 2112 expired on 16/05/2020</li> <li>10. Employee No.: 2318 expired on 19/12/2021</li> <li>11. Employee No.: 1932 expired on 02/07/2021</li> <li>12. Employee No.: 2664 expired on 02/07/2021</li> </ol>		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>1. With immediate effect no store deduction will be made from workers' salary.</li> <li>2. Valid PLKS for the respective employees had been submitted for processing of renewal and should be available and hand over to them by mid of February 2022.</li> </ol>		



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<b>Root Cause Analysis:</b>	<ol style="list-style-type: none"> <li>1. Store deduction was practiced while awaiting approval by JTK.</li> <li>2. No proper SOP or guideline establish in handling new passport application and renewal of PLKS to suit with much inevitable delay at each process during this pandemic period.</li> </ol>
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Memo to the respective check roll clerk on no store deduction until received approval by JTK. Meanwhile, conduct a briefing to the said PIC regarding the store deduction issue.</li> <li>2. Establish Foreign Workers Procedure for new passport application and PLKS renewal.</li> </ol>
<b>Assessment Conclusion:</b>	<p>Major NC close out verification:</p> <ol style="list-style-type: none"> <li>1. Verified internal memo (02/2022) dated 15/1/2022 for discontinuation of store deduction with immediate effect.</li> <li>2. Management review meeting minute dated 20/1/2022 was reviewed. As emphasis in the meeting, store deduction will be discontinued with immediate effect until approval obtained from Labour Department.</li> <li>3. Verified the latest pay slips (January 2022). Based on review of sample workers, no store deduction recorded in the pay slip.</li> <li>4. Permit renewal of all 9 workers were verified. 1 (one) worker has been repatriated and verified based on termination notice sent to the management on 1/2/2022.</li> <li>5. Verified the new SOP for passport and permit renewal process. Interview with the admin staff and has confirmed on the understanding of the new SOP and its processes.</li> </ol> <p>With the above evidence of implementation, the major NC is closed effectively on 5/4/2022. Continuous implementation will be further verified in the next assessment.</p>
<b>Effectiveness Closure (for previous audit closed Critical NC):</b>	<p>As per verification during the audit, it has been found that no deduction has been made for store issuance as per sample of pay slips that has been taken for month July'22, September'22 and January'23 and has been further confirmed through interview with sample workers. It is compliance with latest salary deduction permit "Permit potongan daripada gaji pekerja" serial number JTKSBH/PMT/1133/2022/0142 for period 19/07/2022- 18/07/2022 which Segaria Estate only allowed to make deduction for</p> <ol style="list-style-type: none"> <li>a. Sport and recreation club fee, RM2.00/month</li> <li>b. Workers unions fee RM10.00/month</li> <li>c. Travelling document processing cost</li> </ol> <p>As per inter interview with workers, permit renewal has been properly managed by the estate management and there is no pending cases on permit renewal. It has been further verified base on the sample of passport/permit for foreign workers. As per interview with PIC, she can demonstrate her understanding on the SOPs that has been established. Hence the critical non-conformity remains closed.</p>

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Non-conformity			
<b>NCR Ref #</b>	2154449-202201-M2	<b>Issued Date</b>	14/01/2022
<b>Due Date</b>	13/01/2022	<b>Closure Date</b>	5/04/2022
<b>Indicator &amp; Category (Critical / Minor)</b>	3.4.3 (Critical)		
<b>Statement of Nonconformity:</b>	The environmental management and monitoring plan was not implemented, reviewed and updated regularly in a participatory way		
<b>Requirement Reference:</b>	The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.		
<b>Objective Evidence:</b>	<p>The established HCV Management Plan 2021 under section Agricultural Land Contamination stated, establish of 3-meter buffer zone adjacent to forest reserve. This was against Environmental Condition JPAS/PP/18/600-1/11/1/101 dated 23/02/2011 section 5.6 (i) "Perlindungan Kawasan Sensitif -Zon Pemampam sekurang-kurangnya selebar 50-meter hendaklah disediakan di sempadan kawasan projek yang bersempadan dengan Hutan Simpan Mount Pock. Sebarang aktiviti pemajuan ladang kelapa sawit atau aktiviti pembersihan Kawasan tidak di benarkan di Kawasan zon pemampam ini sebagaimana yang dinyatakan di bawah perkara 5.2.3 dalam laporan EIA". Site verification at PR2020 adjacent to Hutan Simpan Mount Pock found the implementation in line with HCV Management Plan but not to Environmental Condition by Jabatan Perlindungan Alam Sekitar.</p>		
<b>Corrections:</b>	To revise Estate HCV Management Plan to be in line with recent directive from JHS and JPAS. In the meantime, those areas bordering with Mount Pock Forest reserve to be censused and marked accordingly.		
<b>Root Cause Analysis:</b>	Misinterpretation of "Aku Janji Syarat-Syarat Alam Sekitar" has led to wrong justification in establishment of HCV Plan as well as field implementation.		
<b>Corrective Actions:</b>	Estate Management will consult Jabatan Hutan Semporna (JHS) and Jabatan perlindungan Alam Sekitar (JPAS) to clarify latest revision of Syarat - Syarat Pematuhan Alam Sekitar if any. Further, management to communicate for excise out buffer zone area and re-classify in the area statement		
<b>Assessment Conclusion:</b>	<p>Major NC close out verification:</p> <ol style="list-style-type: none"> <li>HCV management plan dated 10/2/2022 was verified. Establishment of 50m buffer adjacent to forest reserved has been included in the plan and in line with the approval conditions under "Aku Janji Syarat-Syarat Alam Sekitar". ii) Site verification was made on 25/4/2022 to confirm the new demarcation of forest buffer adjacent to Mount Pock Forest reserve at PR20, PM07A1, PM10A and PM10B.</li> <li>Meeting with Forestry Department was carried out on 17/3/2022. Forest buffer issue has been discussed with the intent to request for reduction of forest buffer from 50m to 30m from adjacent forest reserve. Final approval will subject to Environmental Protection Department (EPD) approval for any amendment of approval conditions under "Aku Janji Syarat-Syarat Alam Sekitar".</li> </ol> <p>With the above evidence of implementation, the major NC is closed effectively on 5/4/2022. Continuous implementation will be further verified in the next assessment.</p>		

<b>Effectiveness Closure (for previous audit closed Critical NC):</b>	Latest HCV Management Plan FY 2023 has been prepared on 15/02/2023. Sighted adjacent to forest reserved has been included in the plan and in line with the approval conditions under "Aku Janji Syarat-Syarat Alam Sekitar". Verified during site visit at boundary Mount Pock Forest, all buffer has been implemented and marked. Demarcation of forest reserve has been maintained by the Management. Thus, Major NC was remained closed.
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<b>Non-conformity</b>			
<b>NCR Ref #</b>	2154449-202201-M3	<b>Issued Date</b>	14/01/2022
<b>Due Date</b>	13/04/2022	<b>Closure Date</b>	5/04/2022
<b>Indicator &amp; Category (Critical / Minor)</b>	7.10.3 (Critical)		
<b>Statement of Nonconformity:</b>	Plan to reduce or minimize significant pollutants were not effectively implemented and monitored.		
<b>Requirement Reference:</b>	Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.		
<b>Objective Evidence:</b>	During site visit at workshop compound (main division), spillage of used lubricant was sighted on the ground and resulting to soil contamination. Observed at Sipid Division workstation, gate valve attached to the discharge outlet was found to be malfunction and was left open. Water discharge from the outlet flown to nearby oil trap/interceptor at the back of contractor's workshop. Traces of oil and black colored water was seen which led to water pollution.		
<b>Corrections:</b>	Buy proper tools for schedule waste handling, repair the malfunction valve and amend workplace inspection form by inserting spillage monitoring for workshop station.		
<b>Root Cause Analysis:</b>	Lack of awareness to use proper tools and do regular inspection during schedule waste handling led to spillage and contamination.		
<b>Corrective Actions:</b>	Conduct refresher training to workshop team on awareness of proper SW handling to avoid earth pollution.		
<b>Assessment Conclusion:</b>	Major NC close out verification: <ul style="list-style-type: none"> <li>i) Workplace inspection checklist for March 2022 (date of inspection: 13/3/2022) was verified. Inspection of oil trap component included as part of inspection criteria in the checklist.</li> <li>ii) Onsite verification on 25/3/2022 has confirmed on the effective implementation of the monitoring checklist. No evidence of water/soil pollution observed. Drain valve from the pre-mix area has been replaced with the new stop cock/valve. Oil trap no.9 has been cleaned and upgraded which include multiple sump and under flow pipe system.</li> <li>iii) Refresher training on Standard Operating Procedure (SOP) and Safe Working Procedure (SWP) was conducted on 21/2/22 for Sipid Division's workshop team. Evidence of training was made available for verification.</li> <li>iv) Safety and Health Committee (SHC) meeting minute dated 9/3/2022 was reviewed. Related issues with regards to workplace inspection reported in the meeting minute.</li> </ul>		

	With the above evidence of implementation, the major NC is closed effectively on 5/4/2022. Continuous implementation will be further verified in the next assessment.
<b>Effectiveness Closure (for previous audit closed Critical NC):</b>	Workplace inspection was conducted on December 2022 and January 2023 at Workshop. Verified through site visit at workshop found there is no issue on pollution from the oil and lubricant spillage at soil. All used oil were collected at station area at workshop and transferred to Schedule waste store for disposal. On the oil trap, all valve was functioned well. As per interview and site visit, the monitoring all the valve condition was conducted by foreman, and field staff in charge by workplace inspection. SHC Meeting was conducted quarterly and discusses on the workplace inspection issue. Thus, Major NC was remained closed.

Non-conformity			
<b>NCR Ref #</b>	2154449-202201-M4	<b>Issued Date</b>	14/01/2022
<b>Due Date</b>	13/04/2022	<b>Closure Date</b>	5/04/2022
<b>Indicator &amp; Category (Critical / Minor)</b>	6.7.3 (Critical)		
<b>Statement of Nonconformity:</b>	Personal protective equipment (PPE) to cover all potentially hazardous operations was not appropriately available and worn by workers		
<b>Requirement Reference:</b>	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		
<b>Objective Evidence:</b>	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.		
<b>Corrections:</b>	Some of the PPE used at the place of work to cover all potentially hazardous operations such as harvesting was not provided for free of charge. From the interview with the harvesting gang at PM06A and have explained that they need to buy the rubber boots themselves. Based on the last PPE issuance records, only safety helmet and sickle cover were replaced in September 2020. No records of rubber boots issuance since the last 3 years. Also seen during site visit, worn out and broken helmets used by the said gang.  Observed at PM09B for manuring activity; inappropriate PPE used by some of the manurer/applicators. Low cut rubber boots were used which not in line with the PPE requirements written in the SOP no.5 : Membaja - Manual, rev:1 dated 12/3/11.		
<b>Root Cause Analysis:</b>	Census then supply appropriate PPE to all workers according to Safe Work Procedure (SWP) guideline for each type of operation at estate and organize fresh training on right PPE usage.		
<b>Corrective Actions:</b>	Lack of understanding on the importance of right PPE usage as well as wrong understanding on PPE useful life eligible for replacement.		
<b>Assessment Conclusion:</b>	<ol style="list-style-type: none"> <li>1. Communicate to all level of workforce on annual PPE Inspection Plan. At the same time educate them especially key person e.g. Mandore to be proactive in reporting about urgent PPE replacement.</li> <li>2. PPE for employees will be inspected on 6 monthly basis.</li> </ol>		

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<b>Effectiveness Closure (for previous audit closed Critical NC):</b>	<ol style="list-style-type: none"> <li>1. The estate provided appropriate PPE to all workers according to the job type. Noted during site visit, the sprayers were provided with wellington boots, apron, nitrile gloves, respirator and safety goggles while harvester were provided with safety helmets, sickle/chisel cover and wellington boots.</li> <li>2. Reviewed the PPE issuance records for the sprayers and harvesters interviewed (employment no. 27x4, 24x8, 27x6, 12x8, 27x9, 16x9, 14x7, 11x1, 25x5, 18x5 and 21x3) and found consistent with sighted onsite.</li> <li>3. The estate conducted PPE inspection at minimum of once every 6 months. Reviewed the inspection records dated 24/02/2022, 10/03/2022, 18/08/2022, 19/09/2022, 02/01/2023 and 06/02/2023.</li> </ol>
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Non-conformity			
<b>NCR Ref #</b>	2154449-202201-N1	<b>Issued Date</b>	14/01/2022
<b>Due Date</b>	Recertification Audit	<b>Closure Date</b>	Escalated to Major NC
<b>Indicator &amp; Category (Critical / Minor)</b>	2.2.2 (Minor)		
<b>Statement of Nonconformity:</b>	Due diligence of contractors was not available.		
<b>Requirement Reference:</b>	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.		

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**Objective Evidence:**

Sampled the employment contracts, payslips and daily summary records of contractors' workers (Seng Lee Enterprise, Pemborong Faidz Enterprise and Asniey Jaya Enterprise) in Segaria Estate found the following issues:

1. There was a clause in employment contract for all the workers of contractor stated passport must be surrender to the employer for safekeeping. There is no option provided to the workers if they would like to surrender or keep the passport by themselves. In additional, the conditions of the management will only return temporary to the workers when needed, shows that as if the company is the owner of the passport. The passport is the identity of the workers and it is their rights to have full access to the passport without restriction or conditions.
2. There was no notice period stated in the employment contract if the workers resign.
3. Interviewed with the contractors confirmed that wages of public holiday were not paid to the workers.
4. Interviewed with the contractors confirmed that the wages of workers will be paid only after they received payment from Segaria Estate, which is normally after 10th of the following month. Therefore, they paid the salary of the workers after 7th of the following month.
5. Name of employer in the permit of the foreign workers employed by the contractors was under Boustead Emastulin Sdn Bhd. The workers are as below:
  - i. Passport No.: B 5731378
  - ii. Passport No.: AT 699008
  - iii. Passport No.: C 7624323
  - iv. Passport No.: AU 421615
  - v. Passport No.: AT 968315
  - vi. Passport No.: P 0554436B
6. Permit of the following workers were expired.
  - i. Passport No.: B 5731378 which expired on 02/11/2019 under Social Pass
  - ii. Passport No.: AT 699008 which expired on 30/09/2021
  - iii. Passport No.: C 7624323 which expired on 31/10/2021
  - iv. Passport No.: AU 421615 which expired on 22/11/2021
  - v. Passport No.: AT 968315 which expired on 02/07/2021
7. There is no evidence of SOCSO and EPF contribution made for the contractors' workers.
8. Reviewed the payslips and Daily Summary Report of May 2021 found that the contractors' workers have worked on rest day without paying as per Sabah Labour Ordinance 1950. The sampled workers as below:

Contractor	I/C No. or Passport No.	Date of Worked on Rest Day
Seng Lee Enterprise	AU 421615	07/05/2021 and 28/05/2021
Asniey Jaya	AT 968315	07/05/2021 and 28/05/2021

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<b>Corrections:</b>	Call special meeting with the contractors to highlight audit issues and release latest compliance letter to them.
<b>Root Cause Analysis:</b>	Lack of awareness and training in some certification scope led to incompliance.
<b>Corrective Actions:</b>	To hold 6 months interval meeting, consultation and inspection with the contractors to uphold their level of compliance and understanding on certification scope from time to time.
<b>Assessment Conclusion:</b>	As per interview with one FFB transport contractors, the PIC confirmed that salary payment has been done to his lorry driver on 10th onwards after the contractors received payment from the estates. It is contradicted with Sabah Labour ordinance clause 108. (1) The wages of an employee shall be paid not later than seven days after the expiration of the wage period in respect of which they are due.  Non-conformities have been raised in the same indicator during the previous audit, hence, the non-conformities has been escalated to Major NC.

Non-conformity			
<b>NCR Ref #</b>	2154449-202201-N2	<b>Issued Date</b>	14/01/2022
<b>Due Date</b>	Recertification Audit	<b>Closure Date</b>	Escalated to Major NC
<b>Indicator &amp; Category (Critical / Minor)</b>	4.2.2 (Minor)		
<b>Statement of Nonconformity:</b>	The implementation of the complaint procedure was ineffective.		
<b>Requirement Reference:</b>	Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.		
<b>Objective Evidence:</b>	Workers had informed auditor that they have lodged complaint on housing defect to the management by recorded in a form. However, no action has taken and there is no update from the management on the status of complaint. Site visit to the houses verified that the defects were yet to be repaired. Verified the Request & Response Form found that no complaint recorded as mentioned by the workers.		
<b>Corrections:</b>	Establish volunteer amongst the residences as a Linesite Coordinator which function to assist Head of Linesite to manage and report any repair urgency required		
<b>Root Cause Analysis:</b>	Procedure for request and response of defect housing not clearly understood by the workers.		
<b>Corrective Actions:</b>	Do regular refreshing session at muster call (once per month) on procedure of request and response particularly which in respect of housing defect report or complaint as to improve understanding from time to time.		
<b>Assessment Conclusion:</b>	Grievances procedure has been documented in the document title "Policy and procedures- grievance procedure" reference number HR/2022/023/003 revision 0 issuance date 01/03/2022 that been prepared by Mr Fadzly Mahyuddin, Head, Human Resources and Admin. As per stated in the CAP, briefing on the SOPs will be conducted on monthly basis by the management during the morning muster call, however, it has been verified that latest communication has been done on 11/07/2022 by Mrs Nor Erra Fazira Jundam. Further verification has been done by auditor during the interview, one of stakeholders mentioned that she has lodged		



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	complaint to assistant manager regards to sundry shops. However, until the day of audit, there is no respond by the management. Current practices is incompliance with CAP established, hence it is not sufficient to the non-conformities. Non-conformities has been escalated to Major Non-conformities
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Non-conformity			
<b>NCR Ref #</b>	2154449-202201-N3	<b>Issued Date</b>	14/01/2022
<b>Due Date</b>	Recertification Audit	<b>Closure Date</b>	23/02/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	6.3.2 (Minor)		
<b>Statement of Nonconformity:</b>	Minutes of meeting between the unit of certification with workers representatives were not available		
<b>Requirement Reference:</b>	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.		
<b>Objective Evidence:</b>	The last meeting conducted was on April 2019 and meeting minutes was sighted. However, the workers' representatives informed that there were meetings conducted after April 2019 but meeting minutes was not generated.		
<b>Corrections:</b>	The management will request from the societies to report and discuss with the management on regular basis.		
<b>Root Cause Analysis:</b>	Annual Meeting for Persatuan Pekerja Segaria (PPS) to select new committee yet to be conducted mainly due to Covid 19 S.O.P constrain.		
<b>Corrective Actions:</b>	Conduct polling at muster call to appoint new committee and carry out meeting soon		
<b>Assessment Conclusion:</b>	Sighted memo dated 03/12/2022 invitation for member of Persatuan Pekerja Segaria (PPS) mentioning that meeting will be conducted 06/12/2022. Minutes meeting sighted and the agenda on the meeting is to elected representative workers for each division. SOPs for Persatuan Pekerja Segaria (PPS) sighted in the document "Perlembagaan Persatuan Pekerja Segaria (PPS)". Interview has been done with the chairman of Persatuan Pekerja (PPS), Mr Aidil bin Musa. As per interviewed, it has been confirmed that that there is no interference of the management during the election. Evidence verified is sufficient to close the Minor Non conformities		

Non-conformity			
<b>NCR Ref #</b>	2154449-202201-N4	<b>Issued Date</b>	14/01/2022
<b>Due Date</b>	Recertification Audit	<b>Closure Date</b>	23/02/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	7.3.1 (minor)		
<b>Statement of Nonconformity:</b>	Management plan for disposal based on toxicity and hazardous characteristics was not effectively documented and implemented.		
<b>Requirement Reference:</b>	A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.		



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<b>Objective Evidence:</b>	During site visit at Segaria POM, it was found that fine boiler ash generated at ESP collected in 1-ton jumbo bag and temporary stored at boiler house/ESP area. Further verification made with the established waste management plan, none of this process/industrial waste included in the said plan.
<b>Corrections:</b>	The Management immediately update Waste Management Action Plan for fine boiler ash generated by ESP
<b>Root Cause Analysis:</b>	The ESP plant was commission at 4/1/2022 and mill not updated Waste Management Action Plan.
<b>Corrective Actions:</b>	The management will update the Waste Management Action Plan for fine boiler ash generated by ESP and implemented in the future.
<b>Assessment Conclusion:</b>	Sighted Waste Management Action Plan 2022/2023 prepared on 24/10/2022. Issue on Boiler Ash and ESP Ash has been discussed in the section Industrial Waste. Environmental training has been conducted with included on the Boiler Ash issue dated 24/10/2022. Verification through site visit found the area already build with Ash Compartment so that no possibility spill from the ash. Thus, Minor NC was effectively closed.

Non-conformity			
<b>NCR Ref #</b>	2154449-202201-N5	<b>Issued Date</b>	14/01/2022
<b>Due Date</b>	Recertification Audit	<b>Closure Date</b>	23/02/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	6.7.2 (minor)		
<b>Statement of Nonconformity:</b>	First aid equipment was not made available at worksites		
<b>Requirement Reference:</b>	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		
<b>Objective Evidence:</b>	Based on site visit at field PM09B (manuring activity) and PM06A (harvesting), it was found that no first aid equipment available at both worksites. Sufficient clean water was not available at point of use for cleaning and emergency purpose. The current practice was not in line with SOP no.5: Membaja - Manual, rev:1 dated 12/3/11.		
<b>Corrections:</b>	Provide first aid box and clean water to all employee gangs and monitoring compliance through quarterly workplace inspection.		
<b>Root Cause Analysis:</b>	Certified First Aider for both gang had been appointed but not available to be contacted at time of site visit and interview.		
<b>Corrective Actions:</b>	i) Organize training session twice per year to create continuous level of awareness. ii) The management will purchase additional first aid box. Thus, every Mandore of each gang will have their own box when emergency suddenly happen. Training would also be provided to them annually.		

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<b>Assessment Conclusion:</b>	<ul style="list-style-type: none"> <li>• First aider present at various work station at the operating units sampled. The operating units continuously provided training to the appointed first aider to enhance the knowledge. Reviewed the training records First aid training dated 14/02/2023 and 13/07/2022.</li> <li>• The operating units monitor the usage of first aid items recorded in the Checklist of First Aid Kit usage. Reviewed the records for the month of December 2022 and January 2023.</li> <li>• The operating units conducted the first aid kit inspection on monthly basis. Reviewed the inspection records dated 07/09/2022, 16/10/2022, 07/11/2022 and 12/12/2022 for Segaria Estate.</li> <li>• During site visit and interview with spraying gang mandore at PR22F and harvesting gang at PM00B, sighted the first aid box and clean water were brought during operation.</li> <li>• The understanding on the basic first aid kit usage were satisfactory.</li> </ul> <p>The evidence of implementation of the CAP was found adequate. Thus the minor NC is effectively closed.</p>
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Non-conformity			
<b>NCR Ref #</b>	2154449-202201-N6	<b>Issued Date</b>	14/01/2022
<b>Due Date</b>	Recertification Audit	<b>Closure Date</b>	23/02/2023
<b>Indicator &amp; Category (Critical / Minor)</b>	2.1.2 (minor)		
<b>Statement of Nonconformity:</b>	System for ensuring legal compliance and to track changes to the laws and regulations were not effectively implemented.		
<b>Requirement Reference:</b>	A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.		
<b>Objective Evidence:</b>	<p>Based evaluation of compliance and review of legal register dated 1/7/2021, compliance status was not reflected with the actual evaluation of compliance for;</p> <p>Electric Supply Act 1990, part 4: Competent control, section 23: person in charge - No installation or electrical plant equipment other than those owned or managed by a supply authority shall be worked or operated except by or under the control of persons possessing such qualifications and holding such certificates as may be prescribed.</p> <p>USECHH Regulation 2000, regulation 17 - Engineering control equipment (tested by IHT in the interval of less than 12 months)</p>		
<b>Corrections:</b>	i) The Management will liaise with Suruhanjaya Tenaga (ST) to send mill chargeman take an interview to get chargeman A4 license. ii) The Management will conduct LEV monitoring on March 2022 by Dab Oh Sdn. Bhd.		
<b>Root Cause Analysis:</b>	<p>Evaluation of compliance process was not effectively demonstrated resulting to :</p> <ul style="list-style-type: none"> <li>- Mill not comply to Electric Supply Act 1990, part 4 due to mill chargeman only possessed AO.</li> <li>- Mill not comply to USECHH Regulation 2000, regulation 17 due to Local Exhaust Ventilation (LEV) Monitoring interval less than 12 months.</li> </ul>		

<b>Corrective Actions:</b>	The Management will perform yearly evaluation of compliance process and IA process to identify the non-conformance in the first place prior to external evaluation / audit.
<b>Assessment Conclusion:</b>	<ol style="list-style-type: none"> <li>1. Chargeman inspection was monitored and evaluated by Visiting Engineer (JK-T-2-B-0014-2018) as per latest Visiting Engineer visit report dated 14/02/2023. Since the Visiting Engineer was competence person, he will inspect and supervise the Chargeman.</li> <li>2. LEV monitoring was conducted latest on 31/03/2022 with report reference number OSHE/0322/1414.</li> <li>3. Monitoring on compliances has been conducted by Mill management. Refer Master planning Program Section 6.0 "Program Keselamatan &amp; Kesehatan 2022" Items No 9. LEV. Internal audit dated 13-15/12/2022 was also monitored on the LEV issue with result of compliance on that issue.</li> </ol> <p>Thus, Minor NC was effectively closed.</p>

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

### 3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1563886-201712-M1	Major	6.1.1	06/12/2017	Closed on 19/1/2018
1563886-201712-M2	Major	6.1.3	06/12/2017	Closed on 19/1/2018
1563886-201712-M3	Major	6.5.1	06/12/2017	Closed on 19/1/2018
1563886-201712-N1	Minor	4.1.2	06/12/2017	Closed on 31/1/2019
1563886-201712-N2	Minor	6.5.3	06/12/2017	Closed on 31/1/2019
1734699-201901-M1	Major	5.2.1	31/1/2019	Closed on 2/4/2019
1734699-201901-M2	Major	6.5.2	31/1/2019	Closed on 2/4/2019
1734699-201901-M3	Major	6.12.3	31/1/2019	Closed on 2/4/2019
1734699-201901-N1	Minor	4.7.5	31/1/2019	Closed on 13/1/2020
1734699-201901-N2	Minor	5.3.3	31/1/2019	Closed on 13/1/2020
1872166-202001-M1	Critical (Major)	3.4.3	15/1/2020	Closed on 11/4/2020
1872166-202001-M2	Critical (Major)	6.2.4	15/1/2020	Closed on 11/4/2020
1872166-202001-M3	Critical (Major)	6.7.3	15/1/2020	Closed on 11/4/2020

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1872166-202001-M4	Critical (Major)	7.2.7	15/1/2020	Closed on 11/4/2020
1872166-202001-M5	Critical (Major)	SCCS 5.3.2	15/1/2020	Closed on 11/4/2020
1872166-202001-N1	Minor	2.2.3	15/1/2020	Closed on 22/2/2021
1872166-202001-N2	Minor	3.5.1	15/1/2020	Closed on 22/2/2021
2154449-202201-M1	Critical (Major)	6.2.3	14/1/2022	Closed on 5/4/2022
2154449-202201-M2	Critical (Major)	3.4.3	14/1/2022	Closed on 5/4/2022
2154449-202201-M3	Critical (Major)	7.10.3	14/1/2022	Closed on 5/4/2022
2154449-202201-M4	Critical (Major)	6.7.3	14/1/2022	Closed on 5/4/2022
2154449-202201-N1	Minor	2.2.2	14/1/2022	Escalated to Major
2154449-202201-N2	Minor	4.2.2	14/1/2022	Escalated to Major
2154449-202201-N3	Minor	6.3.2	14/1/2022	Closed on 20/02/2023
2154449-202201-N4	Minor	7.3.1	14/1/2022	Closed on 20/02/2023
2154449-202201-N5	Minor	6.7.2	14/1/2022	Closed on 20/02/2023
2154449-202201-N6	Minor	2.1.2	14/1/2022	Closed on 20/02/2023
2313739-202302-M1	Critical (Major)	2.1.1	23/02/2023	Closed on 02/05/2023
2313739-202302-M2	Critical (Major)	4.2.2	23/02/2023	Closed on 02/05/2023
2313739-202302-M3	Critical (Major)	2.2.2	23/02/2023	Closed on 02/05/2023
2313739-202302-N1	Minor	7.8.1	23/02/2023	"Open"
2313739-202302-N2	Minor	3.3.2	23/02/2023	"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 Boustead Emastulin Sdn Bhd – Segaria Business Unit Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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

<b>Stakeholders contacted</b>		
<b>Type of Stakeholder</b> (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	<b>Stakeholder name / organization</b>	<b>Means of communication</b> (e.g. face to face interview, email, phone interview, comment from public notice)
Local communities	Mr Azis Passangan/Kampung Sipit Magai	Face to face
Contracted parties	Norhidayah Dalle/ Kedai Nurhayati	Face to face
Government/ School	Aldaon bin Abdullah/ S.k Segaria	Face to face
External	Kemal Abhisefa/ CLC Segaria	Face to face
Contractor	Nurul Atika Bari/ Asniey Jaya Enterprise	Face to face
Neighbouring estate	Sukhatta Haris/ Lai Kar Wan Plt	Face to face
Workers representative (Segaria Estate and Segari POM)	Mr Aidil/ Workers representative	Face to face
Internal stakeholder	Gender representative for each operating unit	Face to face

<b>Stakeholders comment</b>	
<b>1</b>	<p><b>Feedbacks: Gender representative for each operating unit</b></p> <p>2 gender representatives for each operating have been interviewed. Based on the interview, there is evidence that all female workers can participate in gender committee and has been invited for meeting that will be conducted every 6 months. As per interview, it has been confirmed that grievance procedure for any harassment has been communicated and all representatives can demonstrate their understanding on the procedure. Other than that, pregnancy test has not been conducted for female workers but only self-assessment on pregnant symptom such as menstrual delay will be submitted online on monthly basis. Representative also has been asked on discrimination and has been confirmed there is no discrimination has been practiced. All female workers received same benefits, leave and others. New mother assessment has been conducted for each operating units and has been confirmed by one of representative which also new mother.</p> <p><b>Audit Team verification and response:</b> No further verifications required</p>
<b>2</b>	<p><b>Feedbacks: Mr Azis Passangan/Kampung Sipit Magai</b></p> <p>Head of village for Kampung Sipt Magai, Mr Azis Passangan has been interviewed. Most of the villagers works as public and government servant, village works and own their own oil palms farm. Based on the on the interview, it has been confirmed that good relationships have been between both parties. They also mentioned that there are no operation/ activities in estates and POM that give adverse effect to the local communities. Any vacancies in estate/POM will be posted at notice board and nearby coffee shops at the village area. As per interview, some villagers work in the estate and POM. There are no cases of pollution has happened and identified by the villagers. There are also no issues of land dispute/ customary right land in Segaria Estate/ POM which has been confirmed by Mr Azis who already reside at that area for than more than 20 years</p> <p><b>Audit Team verification and response:</b> No further verifications required</p>
<b>3</b>	<p><b>Feedbacks: Worker’s representative for Segaria Estate and Segaria POM</b></p>

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	<p>Mr Aidil has been appointed as president for workers union in Segarua Estate. He mentioned he has been elected through election that has been conducted without interference of the management. He said all workers and staff can join the workers union except executive. For now, there is no request from the workers union and routine meeting will be conducted at least once a year. Responded to question on promotion, he said that all promotion is based on the recommendation by the section lead, appraisal approval by the management. If there is grievance/appeal on the promotion, it can be communicated with representative from workers union and the issues will be forwarded to the management.</p>
	<p><b>Audit Team verification and response:</b> No further verifications required</p>
4	<p><b>Feedbacks:</b> Neighbouring estate/ Sukhatta Haris/ Lai Kar Wan Plt</p> <p>Lai Kar Wan plantations is located around 2 km from Segaria Estate where all staff/workers is using Segaria Estate to access to Semporna town. There are boundaries established for Lai Kar Wan Plantations with Segaria Estate with drainage and pole. There is no land dispute which both estates have their own legal ownership from Sabah state government. Good relationships has been maintained and issues will be discussed through meeting and phone call. He also aware method/mechanism of communication if there is any issues related to land.</p>
	<p><b>Audit Team verification and response:</b> No further verifications required</p>
5	<p><b>Feedbacks:</b> Asniey Jaya Enterprise/ Kedai Nurhayati</p> <p>During the interview, one of stakeholders mentioned that she has lodged complaint to assistant manager regards to sundry shops. However, until the day of audit, there is no respond by the management. Interviewed with the contractors confirmed that the wages of workers will be paid only after they received payment from Segaria Estate, which is normally after 10th of the following month. Therefore, they paid the salary of the workers after 7th of the following month.</p>
	<p><b>Audit Team verification and response:</b> non-compliance of the requirement has been identified and non-conformities has been raised under indicator 2.2.2 and 4.2.2</p>
6	<p><b>Feedbacks:</b> Aldaon bin Abdullah/ S.k Segaria</p> <p>S.K Segaria is located inside the area of Segaria Estate. The headmaster of S.K Segaria confirm that good relationships has been maintained by both parties where estate has provided contribution in term of manpower and expenses for any school activities. Complaint procedure and consultation procedure has been communicated to them during the stakeholders meeting. It has been confirmed with headmaster that all kids which working at Segaria Estate/POM attended school and there are no kids helping their parent at the field.</p>
	<p><b>Audit Team verification and response:</b> No further verifications required</p>
7	<p><b>Feedbacks:</b> Kemal Abhisefa/ CLC Segaria</p> <p>Mr Kemal Abhisefa is a teacher for community learning centre (CLC) in Segaria Estate which provided education to Indonesian kids which studies at secondary level.He mentiond that not kids from Segaria POM/Estate attended CLC but also kids from the surrounding the area. As for now, there is 2 teachers with 4 assistant helpers. He appreciates commitment that has been given by the estates to ensure school building has been maintained and school operation run smoothly. He also asked is there any planning to enlarge/ replace current school which current can`t cope up with numbers of student.</p>
	<p><b>Audit Team verification and response:</b> As per verified by the auditor, budget to construct new school building has been included in the capital expenditure for year 2023 and yet to be approved.</p>

<b>List of land owner / user contacted</b>					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
<p>Notes:                      The plantation was planted with oil palm since 1965 and underwent 2<sup>nd</sup> cycle planting previously named as Ladang Segaria Sdn Bhd. After 2005, changed their name to Boustead Emastulin Sdn. Bhd.</p>					

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



### 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 Boustead Emastulin Sdn Bhd – Segaria Business Unit Certification Unit’s 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 Boustead Emastulin Sdn Bhd – Segaria Business Unit Certification Unit’s is certified.

Report prepared by	Acceptance of Assessment Conclusion
<b>Name: Mohd Razaleigh bin Mohamad</b>	<b>Name: Azmariah Muhamed</b>
<b>Company Name: BSI Services (M) Sdn Bhd</b>	<b>Company Name: Boustead Plantations Berhad</b>
<b>Title: Client Manager</b>	<b>Title: Head of Sustainability and Safety</b>
<b>Signature:</b>  	<b>Signature:</b> <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>  
<b>Date: 02/05/2023</b>	<b>Date: 10/05/2023</b>



**Appendix A: Summary of Findings**

Criterion / Indicator	Assessment Findings	Compliance	
<b>Principle 1: Behave ethically and transparently</b>			
<b>Criterion 1.1:</b> 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><b>(C)</b> Documents that are specified in the RSPO P&amp;C are made available to the public.</p> <p>- Critical (Major) compliance -</p>	<p>Segaria POM and Segaria Estate has specified document that publicly available has been documented in the communication procedure where stated list of documents that publicly available and can be requested by the stakeholders and there is no changes compare to last year. As per verification, all documents that specified in the RSPO P&amp;C have been classified as publicly available and can be requested by the stakeholders could request access for any documents if necessary. Besides, the documents such as company's policies is accessible by the stakeholders via <a href="https://www.boustead.com.my/sustainability-governance/">https://www.boustead.com.my/sustainability-governance/</a>.</p>	Complied
1.1.2	<p>Information is provided in appropriate languages and accessible to relevant stakeholders.</p> <p>- Minor compliance -</p>	<p>There is evidence that information has been provided in either Bahasa Malaysia and English. It has been verified based on the document review. As per verification, all document that classified as publicly available has been documented in Bahasa Malaysia and English. As per stated in the consultation and communication procedure, explanation will be given by the person in charge if the requester is using other than Bahasa Malaysia and English.</p>	Complied
1.1.3	<p><b>(C)</b> Records of requests for information and responses are maintained.</p> <p>- Critical (Major) compliance -</p>	<p>All information requests received will be recorded in the logbook that has been called "Consultation and communication logbook. As for the day of audit, there is no information request has been received, only assistance request.</p>	Complied

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1.1.4	<p><b>(C)</b> Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative.</p> <p>- Critical (Major) compliance -</p>	<p>Boustead Plantations Berhad has developed a Communication Procedure. The procedure is to handle communication for internal and external stakeholders. The methods of communication such as formally write in, through phone call, discussion or meeting and etc. External Communication Form (PKSJ-001) and Communication Record (PKSJ-002) was implemented and can be sighted during the audit.</p> <p>It has been made available and posted at the notice board for both operating units. It has been communicated to workers during the morning mustercall for all workers for both shift (Shift A and shift B) on 17/10/2022 and 24/10/2022 conducted by Mohd Fazlee Hisyam, environment staff for Segaria POM. Sighted, training material and attendance for the training conducted. While for stakeholders, it has been conducted in 2 different consultation which for internal and external. For internal, it has been conducted on 17/10/2022 while external 27/10/2022 together with Segaria Estate.</p> <p>As per interview with stakeholders, it has been confirmed that stakeholders has been communicate with the procedure and they able to demonstrate their understanding on the procedure.</p>	Complied
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>There was no changes and update list of stakeholders for each operating units and has been confirmed with the management operating units. List of stakeholders has been divided into 2 categories which are internal and external stakeholders. For internal stakeholder, 7 stakeholders have been included such as committee nurse, contractors, kindergarten teacher, auxiliary police. While for external, stakeholders listed is local committee such as settlers, government agency, police, school (Detail included person in charge, address, and phone number)</p>	Complied

**Criterion 1.2:** The unit of certification commits to ethical conduct in all business operations and transactions.

1.2.1	<p>A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.</p> <p>- Minor compliance -</p>	<p>Policy of code ethical conduct was established with document title "Code of ethics and conduct". The policy include</p> <ul style="list-style-type: none"> <li>a) Dealing fairly with customers, suppliers, contractors, competitors and other employees.</li> <li>b) Avoid situations of conflict of interests between personal interest and interests of the Company.</li> <li>c) Not to be influenced by receiving favours, and not to influence by giving favours.</li> <li>d) Not to accept any kinds of bribes or kickbacks or other unlawful or unethical benefits.</li> </ul> <p>As per stated in the policy, any Boustead executive, and staff found did not comply with the policy will be investigate by the management. As per interview with the management for each operating units can demonstrate their understanding on the policy. Sample of implementation has been taken for dealing with contractors and suppliers where it has been verified that payment has been made according as per contract base on the December and January payment records. As per verification by auditor, there is no issues of incompliance of the policy.</p>	Complied
1.2.2	<p>A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.</p> <p>- Minor compliance -</p>	<p>A system is in place to monitor compliance and the implementation of the policy has been done during the internal audit that has been conducted for each operating unit. Internal audit for Segaria POM and Segaria Estate was conducted on 13-15/12/2022 where 5 Nonconformities was raised.</p> <p>Other than that, group internal audit by internal audit department which focusing on business operations and transaction and sighted in the group internal audit report No PE22_SGM-SAM-R-009-Boustead Segaria POM that has been done on 05-09/02/2023</p>	Complied

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		Furthermore, the grievance mechanism support with Whistleblowing Policy document number BHB-GIG-POL02 dated 01/12/2021 stated that the complainants may choose to remain anonymous when reporting on the particular grievance).	
<b>Principle 2: Operate legally and respect rights</b>			
<b>Criterion 2.1:</b> There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	<b>(C)</b> The Unit of Certification complies with legal requirements - Critical (Major) compliance -	<p>Segaria Business Units has established a register of all applicable legal and other requirement documented in the List of Laws, Regulation &amp; Standards Applicable to Segaria Estate and Segaria POM Operations.</p> <p>The operating units continued to comply with most of legal requirements, except one non-compliance that has been detailed below. Compliance to each applicable law and regulation is monitored by the Sustainability Department and Person In charge in the Operating units. The operating units had obtained and renewed license and permits as required by the law. Among the licenses/permit viewed were:</p> <p>Segaria POM</p> <ol style="list-style-type: none"> <li>1. MPOB Licence #508110904000 valid from 01/06/2022 to 31/05/2023</li> <li>2. Weighbridge calibration by Metrology Corporation Sdn Bhd #B1700071 dated 10/01/2022</li> <li>3. DOE Licence #003471 valid until 30/06/2023</li> <li>4. License for private Installation #2022/03273 valid until 11/09/2023</li> <li>5. Vacuum Deaerator #SB PMT 7252 valid until 07/12/2023</li> <li>6. Air Receiver #SB PMT 11289 valid until 07/12/2023</li> </ol>	Non-compliance

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		<p>7. Salary Deduction Permits by JTK #JTKSBH/PMT/113/2022/0236 valid from 20/09/2022 to 19/09/2024</p> <p>8. Diesel Permit #KPDNHEP.SPN.600-1/7/2013/32(P) valid until 04/01/2023. Renewal has been requested on 21/12/2023 as per letter reference SegariaPOM/0086/2022. Sighted Evidence of received by JTK on 23/12/2022.</p> <p>9. Jadual Pematuhan #JAS.SHQ.600-3//1/14 Licence No:003471 valid until 30/06/2023</p> <p>10. Competence person Certified Environmental Professional In The Treatment of Palm Oil Mill Effluent (CePPOME) #CePPOME/00254, NRIC 950702-XX-XXXX dated 26/03/2021</p> <p>11. Competence person Certified Environmental Professional In Scheduled Waste Management (CePSWaM) #CePSWaM/03323, NRIC 950702-XX-XXXX dated 09/12/2019</p> <p>Segaria Estate</p> <p>1. MPOB Licence #504677002000 valid from 01/04/2022 to 31/03/2023</p> <p>2. Air Receiver Licence #SB PMT 13364 valid until 01/06/2023</p> <p>3. Horizontal Air Receiver tank #SB PMT 81486 valid until 03/05/2023</p> <p>4. Diesel and Petrol Permits #KPDNHEP.SPN.600-1/7/2013/36(P) Expiry on 15/01/2023. Refer Renewal evidence dated 22/12/2022 to KPDNHEP Semporna.</p> <p>5. Trading Licence #SPA/2021/821 valid until 31/12/2023</p> <p>6. "Lesen Untuk Menggaji Pekerja Bukan Bermastautin" #B000002/10 valid until 21/10/2023</p> <p>7. Salary Deduction Permit #600-1/2/16/1(11/SPN/2020-0120) valid until 18/07/2024</p>	
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		<p>8. License for private Installation no. 2022/02844, 2022/12845 and 2022/02846 valid until 18/09/2023</p> <p>Non -conformities</p> <p>Based on sample of payslips from different types of works, gender, and origin countries in Segaria Estate, it has been found out that salary payment is not according to the Minimum Wages Order 2022 which is RM57.69/day and RM1500/month. Details as per below</p> <p>Employee ID Types works Month Total workdays Salary as per Minimum wages order Actual salary</p> <table border="1"> <thead> <tr> <th>Employee ID</th> <th>Types works</th> <th>Month</th> <th>Total days work</th> <th>Salary as per Minimum wages order</th> <th>Actual salary</th> </tr> </thead> <tbody> <tr> <td>2472</td> <td>Field workers</td> <td>Jan 23</td> <td>21</td> <td>1211.49</td> <td>782.77</td> </tr> <tr> <td>2527</td> <td>Field workers</td> <td>Jan 23</td> <td>25</td> <td>1442.56</td> <td>1119.04</td> </tr> <tr> <td>2560</td> <td>Field workers</td> <td>Jan 23</td> <td>23</td> <td>1326.87</td> <td>839.05</td> </tr> <tr> <td>1386</td> <td>Harvesters</td> <td>Mar 22</td> <td>25</td> <td>1057.75</td> <td>821.11</td> </tr> <tr> <td>2567</td> <td>Harvesters</td> <td>Mar 22</td> <td>26</td> <td>1100.06</td> <td>973.22</td> </tr> </tbody> </table>	Employee ID	Types works	Month	Total days work	Salary as per Minimum wages order	Actual salary	2472	Field workers	Jan 23	21	1211.49	782.77	2527	Field workers	Jan 23	25	1442.56	1119.04	2560	Field workers	Jan 23	23	1326.87	839.05	1386	Harvesters	Mar 22	25	1057.75	821.11	2567	Harvesters	Mar 22	26	1100.06	973.22	
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2567	Harvesters	Mar 22	26	1100.06	973.22																																		
2.1.2	<p>A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.</p> <p>- Minor compliance -</p>	<p>Monitoring system in ensuring the legal compliance was in placed. Mechanism of tracking changes to the laws and regulations defined in the Chapter 15, Legal Procedure, ref: BEA /LP/2017 dated 01/01/2017. Changes in the law will be based on news release</p>	Complied																																				

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		through daily newspaper, law book (tracked by law book publisher) and circular form relevant association e.g. MPOA, MPOB, MAPA etc. Refer Legal and other Requirement register (LORR) dated 06/01/2023 has been documented. Sample of latest amendment on LORR were: 1. Minimum wages order 2022 2. Anti-sexual harassment Act 2022 3. Employment Act (Amendment) Act 2022	
2.1.3	Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries. - Minor compliance -	Legal boundaries for Segaria Estate and Segaria POM was clearly demarcated and visibly maintained. Sample checking at field PM94D1 neighbouring with Hatawa Estate, PM18E1 neighbouring with KLK Ladang Ringleet and PM07A2 neighbouring with Mount Pock Forest Reserve confirmed that there is no planting beyond these legal or authorised boundaries.	Complied
<b>Criterion 2.2:</b> All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.			
2.2.1	A list of contracted parties is maintained. - Minor compliance -	List of contractors was maintained by the management of each operating in the document title "List of stakeholder". There are no contracted parties in Segaria POM while for Segaria Estate, 3 contractors has been listed which are a. Seng Lee Enterprise b. Asniey Jaya Enterprise c. Pemborong Faidz Enterprise	Complied
2.2.2	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.	There is no FFB supplier for Segaria POM where Segaria POM operate under IP model. Contract agreement sighted with specific clauses on meeting applicable legal requirements and clauses disallowing child, forced and trafficked labour. Details has been taken for 3 contractors which is for hiring machineries and FFB transport. Details as per below	Non-compliance

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	<p>- Minor compliance -</p>	<ul style="list-style-type: none"> <li>a. Seng Lee Enterprise contract number SLE 01/2023 dated 01/01/2023</li> <li>b. Asniey Jaya Enterprise contract number AJE 01/2023</li> <li>c. Pemborong Faiz Enterprise number PFE 01/2023</li> </ul> <p>Stated in the contract agreement that contain specific clauses on meeting applicable legal requirements and clauses disallowing child, forced and trafficked labour.</p> <p>As per interview with the management for both operating units Due diligence for each contractors has been done by operating units each months where all document related to workers has been collected by each operating units for verification. Other than, it has been inspected base workplace inspection that has done every 3 months by the management and will be discuss during the OSH meeting.</p> <p>Verification of the compliance has been done by the auditor where sample of employment contract, payslips for November `22, December`22 and January `23, SOCSO contribution, passport/permit.</p> <p>As per interview with one FFB transport contractors, the PIC confirmed that salary payment has been done to his lorry driver on 10th onwards after the contractors received payment from the estates. It is contradicted with Sabah Labour ordinance clause 108. (1) The wages of an employee shall be paid not later than seven days after the expiration of the wage period in respect of which they are due.</p>	
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		Non-conformities have been raised in the same indicator during the previous audit, hence, the non-conformities has been escalated to Major NC.	
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>There is no FFB supplier for Segaria POM where Segaria POM operate under IP model. Contract agreement sighted with specific clauses on meeting applicable legal requirements and clauses disallowing child, forced and trafficked labour. Details has been taken for 3 contractors which is for hiring machineries and FFB transport. Details as per below</p> <p>a. Seng Lee Enterprise contract number SLE 01/2023 dated 01/01/2023</p> <p>b. Asniey Jaya Enterprise contract number AJE 01/2023</p> <p>c. Pemborong Faidz Enterprise number PFE 01/2023</p> <p>Stated in the contract agreement that contain specific clauses on meeting applicable legal requirements and clauses disallowing child, forced and trafficked labour</p> <p>As per verifications, there is no child, forced and trafficked labour has been identified. It has been confirmed through documentation (master list of workers, employment contract, payslips), interview with sample contractor`s workers.</p>	Complied
<p><b>Criterion 2.3:</b> All FFB supplies from outside the unit of certification are from legal sources.</p>			
2.3.1	<p><b>(C)</b> For all directly sourced FFB, the mill requires:</p> <ul style="list-style-type: none"> <li>• Information on geo-location of FFB origins</li> <li>• Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder</li> <li>• One or more supporting documents for claims</li> <li>• Valid MPOB license</li> </ul>	<p>Segaria POM adopted the Identity Preserve Supply Chain Module. Verified during the audit, the mill only received RSPO certified FFB from the Supply Base, Segaria Estate. All information for directly source of FFB was available for verification.</p>	Complied

	- Critical (Major) compliance -		
2.3.2	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. - Minor compliance -	Segaria POM adopted the Identity Preserve Supply Chain Module. Verified during the audit, the mill only received RSPO certified FFB from the Supply Base, Segaria Estate. There is no indirectly source of FFB. Thus, this indicator was not applicable.	Not Applicable
<b>Principle 3: Optimise productivity, efficiency, positive impacts and resilience</b>			
<b>Criterion 3.1:</b> There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	<b>(C)</b> A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders. - Critical (Major) compliance -	The management has forecasted 5 years business plan documented in Five (5) Years Planning Horizon FY 2024 – 2028. The business management plan include: Estate 1. Crop Yielding Areas a. PM areas (hectares) b. Production (tonnes) 2. Prime Mature Cost of Production a. General Charges b. Upkeep c. Manuring d. Collection e. Depreciation 3. Immature Upkeep Cost 4. Capital Expenditure a. Buildings, utility b. Buildings, Welfare c. Machinery and Installation	Complied

		<ul style="list-style-type: none"> <li>d. Vehicle, agricultural machinery</li> <li>e. Office equipment/ furniture</li> <li>f. Domestic equipment/ furniture and fittings</li> </ul> <p>Palm Oil Mill:</p> <ul style="list-style-type: none"> <li>1. Throughput               <ul style="list-style-type: none"> <li>a. FFB – Tonne</li> <li>b. OER (%)</li> <li>c. KER (%)</li> </ul> </li> <li>2. Summary of Expenditure               <ul style="list-style-type: none"> <li>a. General Charges</li> <li>b. Manufacture</li> <li>c. Depreciation</li> <li>d. Dispatch</li> </ul> </li> <li>3. Capital Expenditure               <ul style="list-style-type: none"> <li>a. Buildings, utility</li> <li>b. Buildings, Welfare</li> <li>c. Machinery and Installation</li> <li>d. Vehicle, agricultural machinery</li> <li>e. Office equipment/ furniture</li> <li>f. Domestic equipment/ furniture and fittings</li> </ul> </li> </ul>							
3.1.2	<p>An annual replanting programme projected for a minimum of five years with yearly review, is available.</p> <p>- Minor compliance -</p>	<p>Segaria Estate have long range replanting program until FY 2066. Replanting planned for the palm older than 25 years, non-performance field (yield) and ganoderma infected palm. Observed the replanting program for the next financial year as follows:</p> <table border="1" data-bbox="1137 1316 1930 1364"> <tr> <td></td> <td>2023</td> <td>2024</td> <td>2025</td> <td>2026</td> <td>2027</td> </tr> </table>		2023	2024	2025	2026	2027	Complied
	2023	2024	2025	2026	2027				

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		<table border="1"> <tr> <td>Segaria Estate</td> <td>251.40</td> <td>190.90</td> <td>208.70</td> <td>228.10</td> <td>220.20</td> </tr> </table>	Segaria Estate	251.40	190.90	208.70	228.10	220.20	
Segaria Estate	251.40	190.90	208.70	228.10	220.20				
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 budget plan was reviewed annually with both actual and forecasted for 5 years (up to 2027) and well documented upon request.</p> <p>Boustead Plantations Berhad has monitored the estate/mill performance against the estimates. They have monitored the performance through Estate/Mill Monthly Progress Report and action plan was developed if necessary.</p> <p>For sustainability certifications, the business unit conducted management review meeting on an annual basis. Latest management review meeting was conducted on 15/11/2022. The meeting was chaired by the Segaria Business Unit Sustainability Chairman and attended by Sustainability Members, and all operating units Managers and Asst. Managers. Among the discussion in the meeting as follows:</p> <ol style="list-style-type: none"> <li>1. Status of actions from previous management reviews</li> <li>2. Changes in:             <ol style="list-style-type: none"> <li>a. External and internal issues that are relevant to the RSPO system</li> <li>b. The need and expectations of interested parties (stakeholders), including compliance obligations</li> </ol> </li> <li>3. The extent to which RSPO management plans have been achieved</li> <li>4. Information on the organization’s performance including trends</li> </ol>	Complied						

		<p>in:</p> <ul style="list-style-type: none"> <li>a. Nonconformities and corrective actions</li> <li>b. Monitoring and measurement results</li> <li>c. Fulfilment of its compliance obligations</li> <li>d. Audit results</li> </ul> <p>5. Adequacy of reports</p> <p>6. Relevant communications from stakeholders including complaints</p> <p>7. Opportunities for continual improvement</p> <p>8. Any other business</p>	
<p><b>Criterion 3.2:</b> The unit of Certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable Continuous improvement in key operations.</p>			
<p>3.2.1</p>	<p><b>(C)</b> The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.</p> <p>- Critical (Major) compliance -</p>	<p>Action Plan for Continuous improvement on Environmental has been documented for the year 2023. Among main topics and action plan as below: -</p> <p>Segaria Estate</p> <p>Environment Management Programme (EMP)</p> <p>Water source contamination</p> <ul style="list-style-type: none"> <li>a) Conduct water sampling</li> <li>b) Prohibited manuring and herbicide spraying at buffer zone area</li> <li>c) Maintenance chemical trapping</li> </ul> <p>Conservation of soil erosion</p> <ul style="list-style-type: none"> <li>a) Planting LCC</li> <li>b) Prohibited to plant at slope 25 degree</li> <li>c) Construct silt pit</li> </ul>	<p>Complied</p>

		<p>Agricultural land contamination</p> <ul style="list-style-type: none"> <li>a) Reduce application of High toxicity pesticide (HTP)</li> <li>b) Monitoring chemical usage</li> <li>c) Prohibited blanket spraying except at replanting area</li> </ul> <p>Degradation of agriculture land</p> <ul style="list-style-type: none"> <li>a) Substitute the application of chemical fertilizer to organic fertilizer</li> <li>b) Practice pulverization method for replanting area</li> <li>c) Leaf sampling and soil analysis by AAR</li> </ul> <p>Chemical reduction</p> <ul style="list-style-type: none"> <li>a) Planting beneficial plant</li> <li>b) Prohibit illegal hunting to protect wild animals</li> <li>c) Continue with Tyto Alba assist breeding program</li> </ul> <p>Segaria POM</p> <ul style="list-style-type: none"> <li>a) To extend Sludge Cake Shed on Dewatering System: To prevent the pollutant from the sludge cake when rainy season</li> <li>b) To extend sludge cake Shed on dewatering System: To prevent the pollutant from the sludge cake when rainy season</li> <li>c) To budgeting One Uni JARR Test for lab using: To ensure the quality clean water supply</li> <li>d) To conduct training on Environment awareness: to make sure all employees understand the important to protecting the environment on the palm oil</li> <li>e) To dispose Schedule waste twice in annually: To fulfil regulation of DOE Requirement.</li> </ul>	
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		While for social aspect, both operating units has established plan to improve CLC school which located inside the estate compound in term of facilities and accommodation. Other than that, the management has plan to improve relationships with neighbouring estate by conducting sport event and religious activities.	
3.2.2	<p>As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the [RSPO metrics template].</p> <p><b>PROCEDURAL NOTE:</b>            The RSPO metrics template is awaiting decision/agreement by RSPO and the issue is still being discussed.            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>	RSPO metric template version 2.1 is used for the reporting of Segaria Palm Oil Mill certification unit’s metrics (economic, social and environment). Based on verification with input data, no discrepancies of data reported for the said period for all metrics.	Complied
<b>Criterion 3.3:</b> Operating procedures are Appropriately documented, consistently implemented and monitored.			
3.3.1	<p><b>(C)</b> Standard Operating Procedures (SOPs) for the unit of certification are in place.</p> <p>- Critical (Major) compliance -</p>	<p>Boustead Plantations Berhad has established Standard Operating procedure as guidance for daily operations the estates and mills. Estates operations was guided by the Oil Palm Circular. Latest update on the SOP was conducted on 29/06/2021 as Internal memo signed by the Chief Executive Officer. The SOP cover the operations includes:</p> <ol style="list-style-type: none"> <li>1. Programming</li> <li>2. Weeding</li> <li>3. Lalang</li> <li>4. Manuring application</li> <li>5. Pest and disease</li> </ol>	Complied

		<ol style="list-style-type: none"> <li>6. Census and thinning out</li> <li>7. Road and bridges</li> <li>8. Soil and water conservation</li> <li>9. Fences and survey</li> <li>10. Pollination</li> <li>11. Pruning</li> <li>12. Collection</li> <li>13. Labour assistance</li> <li>14. Felling and clearing</li> <li>15. Planting material</li> </ol> <p>Mill Operations was guided by the Mill Operation Manual. Latest updated on the SOP was conducted in May 2022 for Section 9 Boiler House as additionally operation of Electrostatic Precipitator in boiler operation. The SOP cover operations includes:</p> <ol style="list-style-type: none"> <li>1. Reception</li> <li>2. Fruit handling</li> <li>3. Sterilisation</li> <li>4. Threshing station</li> <li>5. Pressing station</li> <li>6. Depericarping station</li> <li>7. Nut cracking and kernel station</li> <li>8. Clarification station</li> <li>9. Boiler house</li> <li>10. Engine room</li> <li>11. Effluent treatment</li> </ol>	
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		<p>12. Laboratory and laboratory test method          13. Raw water treatment          14. Mill stores          15. Security          16. Process check sheet and work instructions</p> <p>In additional, Estate and Mill also guided by SWP (Safe Working Procedure) that specifically related to safety and environment. The SWP includes all main and support operations in the estate and mill.</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>The management monitored the estate/mill performance against the estimates through Estate/Mill Monthly Progress Report and action plan was developed if necessary.</p> <p>For mill, the Visiting Mill Engineer visited the mill on timely basis. Their reports cover all aspects of operation.</p> <p>For estates, mechanism to monitor the implementation of their procedure by Performance Monitoring Units and Agronomist Visit. The visit focuses on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep.</p> <p>The Sustainability and Safety department conducted Sustainability Internal Audit based on Internal Audit Procedure in Internal Audit.</p> <p>For safety work procedure implementation, it was monitored through workplace inspection, PPE inspection, first aid kit inspection and firefighting inspection.</p>	<p>Non-compliance</p>

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		<p>Noted during site visit at EFB conveyor, it was noted that there is maintenance and repair job conducted. Sighted that 2 set of gas cutting cylinder (Oxygen and Acetylene) was not appropriately equip with safety equipment such as flashback arrestor and chain and lock. Reviewed the latest workplace inspection records dated 01/12/2022, it was found that the findings were inconsistent.</p>	
<p>3.3.3</p>	<p>Records of monitoring and any actions taken are maintained and available. - Minor Compliance -</p>	<p>The operating units maintain the records of monitoring and action taken. Reviewed the monitoring records maintained at the operating units office as follows:</p> <p><b><u>Segaria Estate</u></b></p> <ol style="list-style-type: none"> <li>1. Agronomists visit report by the Applied Agricultural Resource dated 05/11/2022. Refer report no. TNM/adv/Segaria/OPMR2023/ltr</li> <li>2. Performance Monitoring Units on 31/05/2022 as per report email dated 09/06/2022.</li> <li>3. Monthly Progress Report for the month of September, October and November 2022.</li> <li>4. RSPO/MSPO Internal Audit report conducted on 13 – 15/12/2022. The estate has submitted the corrective action plan and evidence of implementation to the Lead Auditor on 28/12/2022 and accepted on 16/01/2023.</li> </ol> <p><b><u>Segaria POM</u></b></p> <ol style="list-style-type: none"> <li>1. Monthly Progress Report for the month of November 2022 dated 19/12/2022 and October 2022 dated 24/11/2022.</li> <li>2. Engineering Visit Report by Visiting Engineer conducted on 26 – 29/09/2022 as per email dated 11/01/2022.</li> </ol>	<p>Complied</p>

<b>Criterion 3.4:</b> A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.		
3.4.1	<p><b>(C)</b> 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>There is no new planting and new operations in both Segaria POM and Segaria estate and the latest social impact assessment, "Social impact assessment, Boustead Emastulin Sdn Bhd, Segaria Estate and Mill" was conducted on 27/09 – 01/10/2017 for by Malaysian Environmental Consultant (MEC). The objective of the assessment is for information and data collection related to social and workers` livelihood issues in Segaria Estate and POM and to propose management actions and provide recommendation for identified issues and to manage the social impacts that has been occurred. The assessment has been done base on different methodology in order to ensure accurate data and information collection which are data collection from in depth interview with various categories of stakeholders, filed observation and focus group discussion. Other than that, data analysis has been done through the records and document that has been established by the management. Issues that have been highlighted has been tabulated in table 4 together with the recommendation by the assessor. Samples of issues that has been highlighted as per below.</p> <ol style="list-style-type: none"> <li>1. Infrastructure issues related to workers housing. Water quality for workers and waste disposal.</li> <li>2. Periodic inspection and maintenance at workers housing.</li> <li>3. Clean water and sanitation.</li> <li>4. There are no toys has been provided at creche.</li> <li>5. There is no health program conducted by the clinic.</li> <li>6. Pending renewal for permit for workers and families.</li> <li>7. Each sprayer needs to achieve a minimum of 4-5 ha per day to eligible for the minimum daily rate wages.</li> </ol>
		Complied

		<p>While for environment, Environmental Aspects Impacts was available. Refer Environmental Aspects &amp; Impacts Identification Form review dated 18/09/2018. Among activities discussed were:</p> <p>Segaria Estate</p> <ul style="list-style-type: none"> <li>a) Main entrance</li> <li>b) Petrol / diesel</li> <li>c) Schedule waste store</li> <li>d) Line site and recreational area</li> <li>e) Workshop</li> <li>f) Weeding and spraying</li> <li>g) Harvesting and collection</li> <li>h) FFB Transportation</li> </ul> <p><b><u>Segaria POM</u></b></p> <ul style="list-style-type: none"> <li>a) Boiler</li> <li>b) Steriliser</li> <li>c) Workshop</li> <li>d) Schedule waste store</li> <li>e) Lab</li> <li>f) FFB dumping area</li> </ul>	
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>For Segaria Estate, management plan has been developed and documented in the document title "Social action plan year 2023" which include information of the estates, social action plan objective, social action plan, estates map and also related minutes meeting and procedure. There is evidence that the management plan has been conducted with participation of affected</p>	Complied

		<p>stakeholders and has been confirmed through stakeholder consultation from different category, chairman for Persatuan Pekerja Segaria (PPS), gender committee, CLC teacher and etc.</p> <ol style="list-style-type: none"> <li>1. Infrastructure issues related to workers housing. Water quality for workers and waste disposal. Management plan:             <ol style="list-style-type: none"> <li>a. As per water management plan, drinking water analysis will be conducted quarterly.</li> <li>b. Replace media in sand filter in water treatment plan</li> <li>c. Weekly Line site inspection</li> <li>d. Weekly Communication on the grievance procedure especially on worker housing repair</li> </ol> </li> <li>2. There are no toys has been provided at creche Management plan: To provide toys and constructed playground for the creche</li> <li>3. There is no health program conducted by the clinic Management plan: To organise frequent program on health and safety</li> <li>4. Pending renewal for permit for workers and families Management plan:             <ol style="list-style-type: none"> <li>a. Establish Foreign Workers Procedure for new passport application and PLKS renewal.</li> <li>b. To appoint PIC for permit renewal</li> <li>c. Monitoring through workers list and implementation of the procedure</li> </ol> </li> <li>5. Each sprayer needs to achieve a minimum of 4-5 ha per day to eligible for the minimum daily rate wages.</li> </ol>	
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		<p>Management plan:</p> <ul style="list-style-type: none"> <li>a. To ensure those eligible workers being paid for top ip minimum wages of RM1500/months</li> <li>b. Communication of the minimum wages order will be conducted during morning muster call.</li> </ul> <p>While for environment, Environmental management plan established has been developed with participation with internal and external stakeholders. Sighted evidence in the Stakeholders Minutes of meeting discussed on the environment issue. Refer latest meeting conducted:</p> <p>Segaria Estate and Segaria POM:</p> <ul style="list-style-type: none"> <li>a) Internal stakeholder: 17/11/2022</li> <li>b) External stakeholder: 27/10/2022</li> </ul>	
3.4.3	<p><b>(C)</b> The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.</p> <p>- Critical (Major) compliance -</p>	<p>Management and monitoring plan has been reviewed on annual basis with participation of relevant stakeholders and workers (Stakeholder consultation from different category, chairmen for Persatuan Pekerja Segaria (PPS), gender committee, CLC teacher and etc). Details of implementation of social management plan as per below</p> <ol style="list-style-type: none"> <li>1. Infrastructure issues related to workers housing. Water quality for workers and waste disposal.</li> </ol> <p>Management plan/Implementation:</p> <ul style="list-style-type: none"> <li>a. As per water management plan, drinking water analysis will be conducted quarterly.</li> </ul> <p>Drinking water analysis has been conducted latest on 30/01/2023 with lab reference number W230109/08 sent Dynakey Laboratories Sdn Bhd</p>	Complied

		<p>b. Weekly Line site inspection – Line site inspection has been conducted on 04/02/2023, 12/02/2023 and 19/02/2023</p> <p>2. There are no toys has been provided at creche          Management plan: To provide toys and constructed playground for the creche          Implementation: There is evidence that toys has been provided to creche and verified during the site visit by the auditor</p> <p>3. There is no health program conducted by the clinic          Management plan: To organise frequent program on health and safety          Implementation:          a. Training for 1<sup>st</sup> aid to 1<sup>st</sup> aider total 41 persons on 14/02/2023          b. Pregnant women and health kids training on 13/02/2023          c. Blood contribution program on 24/01/2023</p> <p>4. Pending renewal for permit for workers and families          Management plan:          a. Establish Foreign Workers Procedure for new passport application and PLKS renewal.          b. To appoint PIC for permit renewal          c. Monitoring through workers list and implementation of the procedure          Implementation:          Verified has been done by the auditor base on the sample of workers that has been selected from the list of workers documented in the document title "Stakeholder list (internal)" that had been updated on 04/02/2023/ Total 15 of workers has been</p>	
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selected based on different categories which are types of works, origin countries and gender. As per verification, there is no expired work permit has been identified and renewal process has been done according to internal procedure title "Prosedur pengurusan penyambungan pas lawatan kerja sementara (PLKS)". Details of workers that has been sample as per below

Workers ID	Origin Countries	Gender	Permit Expiry Date
1386	Indonesia	Male	01/02/2024
1628	Indonesia	Male	01/02/2024
1240	Filipina	Male	17/10/2023
1501	Indonesia	Female	22/05/2023
1579	Indonesia	Female	31/10/2023
2796	Filipina	Female	01/05/2023
1785	Indonesia	Male	01/04/203
2520	Indonesia	Male	01/02/2024

As per interview with the PIC that responsible for workers, Ms. Saimah binti Buraera, she can demonstrate her understanding on the SOPs that has been established.

Environment management plan has been prepared for the year of 2023. Most of the plan was same as last year and status was continuously. The action plan was monitored by details in the Proposed and completion date, Proposed budget, Person in charge and Status/verification. Topics covered in the Environment Management Plan were:

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		<ul style="list-style-type: none"> <li>a) Water source contamination</li> <li>b) Conservation of soil erosion</li> <li>c) Reduction of agricultural land contamination</li> <li>d) Degradation of agriculture land</li> <li>e) Chemical reduction</li> </ul> Segaria POM <ul style="list-style-type: none"> <li>a) Environment handling</li> <li>b) Height solid for effluent pond</li> <li>c) Oil spill that occurs in the SW store</li> <li>d) Air Pollution handling</li> <li>e) Water emission</li> <li>f) Sludge cake for dewatering and decanter</li> <li>g) Save the river from pollutant</li> <li>h) Water Quality Monitoring</li> <li>i) Water tank</li> </ul>	
<b>Criterion 3.5:</b> A system for managing human resources is in place.			
3.5.1	Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives where applicable. - Minor Compliance -	Recruitment, selection, hiring has been documented in 2 different documents, the Procedure of New Local Staff/Workers Hiring; Rev. # 1; Effective date: Feb 2020 and Foreign Workers Procedure; Rev. # 1; Issue date: Jan 2016. The procedure has been categorize as publicly available document upon request.	Complied
3.5.2	Employment procedures are implemented, and records are maintained. - Minor Compliance -	5 samples of newly recruited workers have been taken by the auditor (2 local workers and 3 foreign workers). Sighted documentation has been maintained such as job application form, interview records medical check-up records. Based medical check-up that been done, all workers have been declared as fit to	Complied

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		<p>workers. Sighted also documentation for foreign workers such as passport and working permit.</p> <p>Details of workers as per below</p> <ul style="list-style-type: none"> <li>a. Workers ID#2802- date joined 08/11/2022- club attendant</li> <li>b. Workers ID#2803- date joined 01/12/2022- machineries driver</li> <li>c. Workers ID#2804- date joined 01/01/2023- harvesters</li> <li>d. Workers ID#0143A- dated joined 30/04/2022- auto feeder operator</li> <li>e. Workers ID#0218-dated joined 11/07/2022- line sweeper</li> </ul> <p>Further interview with the newly recruited workers verified the process of recruitment has been properly implemented and they able to demonstrate their understanding on the employment contract.</p>	
<p><b>Criterion 3.6:</b> An occupational health and safety (H&amp;S) plan is documented, effectively communicated and implemented.</p>			
<p>3.6.1</p>	<p><b>(C)</b> All operations are risk assessed to identify H&amp;S issues. Mitigation plans and procedures are documented and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>Boustead Plantations Berhad has established Safety and health policy signed by CEO dated 12/06/2021.</p> <p>The policy is written in Bahasa Malaysia and English language that can be easily understood by all levels of its employees.</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 estate and mill.</p> <p>Boustead Plantations Berhad has established Standard Operating Procedure for risk assessment and documented in Hazard Identification, Risk Assessment, and Risk Control (HIRARC), revision no. 2 dated 29/12/2017.</p> <p>In the SOP, the HIRARC should be review and updated under following circumstances:</p>	<p>Complied</p>

		<ol style="list-style-type: none"> <li>1. Immediately, whenever there is occurrence of major or fatality accident (issuance of JKPP 6/JKPP 7) at the workplace</li> <li>2. When there is change in the work method which has new hazard and risk</li> <li>3. When a new machine and/or technology is introduced</li> <li>4. When there is new activity, process or operation</li> </ol> <p>The operating units have conducted assessment for risk on all the operations and documented in Hazard Identification, Risk Assessment, and Risk Control (HIRARC) and Chemical Hazard Risk Assessment and Noise Risk Assessment. The assessment covers all main operations and support operations. Reviewed the risk assessment as follows:</p> <p>Segaria Estate</p> <ol style="list-style-type: none"> <li>1. The estate has conducted Initial Noise Risk Assessment by assessor with DOSH reg. no. HQ/18/PEB/00/00024 on 16 – 17/12/2021. Refer report no. DAB/1221/127. No new workers join the work which expose to Noise Exposure Limit that required the estate to conduct baseline audiogram since last audit.</li> <li>2. Latest Chemical Health Risk Assessment was conducted on 14/09/2018 by assessor with DOSH reg. no. HQ/11/ASS/00/298-2018/131. As the CHRA report was due for review in 2023, the estate has plan to conduct the assessment in May 2023 as per Safety and Health Plan established.</li> <li>3. The estate has established HIRARC register covering all main estate operation and support operation. Latest review was conducted on 07/04/2022. The review was conducted due to accident cases on 05/04/2022 in FFB Loading operation.</li> </ol> <p>Segaria POM</p>	
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		<ol style="list-style-type: none"> <li>1. The mill has established HIRARC register covering the operation in the mill. Latest review was conducted in December 2022.</li> <li>2. Initial Noise Risk Assessment was conducted by assessor with DOSH reg. no. HQ/18/PEB/00/00024 on 15 – 16/11/2021. Refer report no. DABOH/1221/126.</li> <li>3. Latest Chemical Health Risk Assessment was conducted by assessor with DOSH reg. no. HQ/11/ASS/00/298-2022/269 on 15/12/2021.</li> </ol>	
3.6.2	<p><b>(C)</b> The effectiveness of the H&amp;S plan to address health and safety risks to people is monitored.          - Critical (Major) compliance -</p>	<p>The operating units have established and monitored Occupational Safety and Health Plan 2022 and 2023. Reviewed the implementation of the management plan FY 2022 as follows:          Segaria Estate</p> <ol style="list-style-type: none"> <li>1. The estate conducted medical surveillance for chemical handlers on annually basis as per recommendation in CHRA report. Latest medical surveillance was conducted on 25/11/2022 by OHD with DOSH reg. no. HQ/19/DOC/00/00399. 59 workers were sent for surveillance and found with normal results and fit to work as chemical handlers.</li> <li>2. As per NRA recommendation in the NRA report, the estate conducted annual audiometric test on 25/11/2022 by OHD with DOSH reg. no. HQ/19/DOC/00/0039. 27 workers were sent for test. 4 were found with abnormal results and recommended to be referred to OHD. The results of audiometric test have been brief to the workers on 14/01/2023. The estate is in progress to refer the workers with abnormal results to the OHD.</li> <li>3. The estate conducted workplace inspection on quarterly basis prior to safety and health committee meeting by the</li> </ol>	Complied

		<p>Workplace Inspection Committee established. The results of inspection were discussed in the safety and health committee meeting. Reviewed the inspection records dated 16 - 17/12/2022, 15 - 19/09/2022, 13 - 19/06/2022 and 17 - 20/2023.</p> <ol style="list-style-type: none"> <li>4. The estate conducted inspection on firefighting equipment at minimum of twice a year. Reviewed the inspection records dated 12/12/2022, 21/05/2022 and 07/01/2022.</li> <li>5. The estate conducted PPE inspection at minimum of once every 6 months. Reviewed the inspection records dated 24/02/2022, 10/03/2022, 18/08/2022, 19/09/2022 and 06/02/2023.</li> </ol> <p>Segaria POM</p> <ol style="list-style-type: none"> <li>1. Annual audiometric test has been conducted on 15/08/2022 by OHD with DOSH reg. no. HQ/19/DOC/00/0039 on 15/08/2022 and 25/11/2022. 54 workers were send for test, 2 were found with abnormal results and required to be examined by OHD. Examination by OHD has been conducted on 25/11/2022.</li> <li>2. The estate conducted the hearing conservation program at minimum of once a year after received the results of audiometric test. Latest hearing conservation program was conducted on 03/10/2022.</li> <li>3. Annual medical surveillance was conducted on 15/08/2022 by OHD with DOSH reg. no. HQ/19/DOC/00/0039. 40 workers were sent for surveillance and found fit to work.</li> <li>4. The mill conducted workplace inspection on quarterly basis prior to safety and health committee meeting. Reviewed the</li> </ol>	
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		<p>inspection records dated 01/12/2022, 14/10/2022, 09/06/2022 and 14/03/2022.</p> <p>5. The mill has established maps on firefighting equipment conducted inspection on monthly basis to ensure all in good conditions. Reviewed the inspection records dated 13/02/2023, 15/01/2023, 10/12/2022, 14/11/2022 and 15/10/2022.</p>	
<b>Criterion 3.7:</b> All staff, workers, Scheme Smallholders, out-growers, and contract workers are appropriately trained.			
3.7.1	<p><b>(C)</b> 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&amp;C, in a form they understand, and which includes assessments of training.</p> <p>- Critical (Major) compliance -</p>	<p>All operation units have established and documented a training plan base on training need analysis conducted on annual basis. Reviewed the training need analysis dated 21/10/2022 and Estate Operations Training Program and Occupational Safety and Health (OSH) and RSPO/MSPO Report and Program and Mill Training/Course/ Seminar Plan FY 2022 and 2023 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 the certification unit.</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>Segaria Estate</p> <ol style="list-style-type: none"> <li>1. First aid box training dated 14/02/2023 and 13/07/2022</li> <li>2. Emergency response plan training dated 08/2023</li> <li>3. Supply chain and traceability training dated 10/01/2023</li> <li>4. Chemical handling, premixing chemical, pesticides issuance and triple rinse SOP and SWP training dated 17/01/2023</li> </ol>	Complied

		<ol style="list-style-type: none"> <li>5. SWP for harvesting and pruning training dated 09/01/2023, 25/10/2022</li> <li>6. PPE awareness training dated 06 – 07/12/2022</li> <li>7. Classification of domestic waste, recycle waste and prohibition of zero burning training dated 06 – 07/12/2022</li> <li>8. HCV and RTE awareness training dated 06 – 07/12/2022</li> <li>9. Emergency response plan training dated training dated 06 – 07/12/2022</li> <li>10. SOP and SWP for manuring training dated 26/11/2022 and 14/11/2022</li> <li>11. SOP and SWP for spraying training dated 16/11/2022, 01/11/2022, 26/10/2022, 13/</li> <li>12. SOP and SWP for loose fruit collection training dated 13/11/2022</li> <li>13. SOP and SWP for workshop and scheduled waste training dated 31/10/2022</li> <li>14. SOP and SWP for FFB stacking training dated 04/07/2022</li> </ol> <p>Segaria POM</p> <ol style="list-style-type: none"> <li>1. Revised on SOP Supply Chain and Traceability SOP training dated 06/12/2022.</li> <li>2. FFB assessment towards OER optimisation training dated 29/11/2022.</li> <li>3. Integrity awareness training dated 17/11/2022.</li> <li>4. Scheduled waste management training dated 05/11/2022.</li> <li>5. RSPO/MSPO P&amp;C and Supply Chain and company policy briefing dated 17/10/2022 and 24/10/2022</li> </ol>	
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		<ul style="list-style-type: none"> <li>6. Hazard, safety and hearing conservation training dated 03/10/2022.</li> <li>7. Firefighting and ERP training dated 14/06/2022.</li> <li>8. Sexual harassment management at workplace training dated 17/03/2022.</li> </ul>	
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 has established organisation chart for implementation of the Supply Chain Certification Standard (SCCS). The mill conducted training for identified personnel involve in RSPO supply Chain Certification Standard as per Critical Control Point. Reviewed the sampled training attendance, training material and training evaluations as follows:</p> <ul style="list-style-type: none"> <li>1. Revised on SOP Supply Chain and Traceability SOP training dated 06/12/2022.</li> <li>2. FFB assessment towards OER optimisation training dated 29/11/2022.</li> <li>3. RSPO/MSPO P&amp;C and Supply Chain and company policy briefing dated 17/10/2022 and 24/10/2022</li> </ul>	Complied
<p><b>Criterion 3.8:</b> Supply chain requirement for mills (note: All supply chain requirements are considered as <b>Critical (C)</b>. However, it will not contribute to suspension if there is more than 5 non-compliance within a principle)</p>			
3.8.1	<p>Identity Preserved Module</p> <p>A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO Principles and Criteria (RSPO P&amp;C), or against the Group Certification scheme.</p>	<p>There are no changes compare to last year where Segaria POM adopted the Identity Preserve Supply Chain Module. Verified during the audit, the mill only received RSPO certified FFB from the Supply Base, Segaria Estate. Segaria POM has established SOP</p>	Complied



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	<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>entitled Supply Chain and Traceability Procedure with reference number: SSD/01/SCT-01 dated 25/01/2022. The SOP covers:</p> <ul style="list-style-type: none"> <li>a) 4.4 Supply chain module</li> <li>b) 4.4.1 Identity Preserve or Segregation</li> <li>c) 4.4.2 Mass Balance</li> <li>d) 4.5 Reclassification of Mill’s Supply Chain</li> <li>e) 4.6 Material accounting System (Fixed Inventory Periods)</li> <li>f) 4.7 Outsource activities</li> <li>g) 4.8 Claims</li> <li>h) 4.9 Complaint and Grievances</li> <li>i) 4.10 Registration of transaction</li> <li>j) 5.0 Reference</li> <li>k) 6.0 Revision History</li> <li>l) 7.0 Appendices</li> </ul>	
<p>3.8.2</p>	<p><b>Mass Balance Module</b>  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>There are no changes compare to last year where Segaria POM adopted the Identity Preserve Supply Chain Module. Verified during the audit, the mill only received RSPO certified FFB from the Supply Base, Segaria Estate. Thus, this indicator was not applicable.</p>	<p>Not Applicable</p>
<p>3.8.3</p>	<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&amp;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</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. Summary of CPO and PK deliver since last audit reported in the table 10 in the report.</p>	<p>Complied</p>

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	produced shall then be recorded in each subsequent annual surveillance report.																				
3.8.4	The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization, PalmTrace. The registration of PalmTrace will be carried out by the Marketing Department in HQ. Company has registered in PalmTrace system as follows:</p> <table border="1" data-bbox="1151 614 1928 1126"> <tr> <td>License ID</td> <td>CB135497 (Active)</td> </tr> <tr> <td>Member Name</td> <td>Boustead Emastulin Sdn Bhd – Segaria Business Unit</td> </tr> <tr> <td>Member ID</td> <td>RSPO_PO1000003734</td> </tr> <tr> <td>RSPO Membership Number</td> <td>1-0012-04-000-00 (Boustead Plantation Berhad)</td> </tr> <tr> <td>Type of Business</td> <td>Oil mill</td> </tr> <tr> <td>Issued On</td> <td>13/07/2022</td> </tr> <tr> <td>Issued By</td> <td>BSI Services Malaysia Sdn Bhd.</td> </tr> <tr> <td>Start Date</td> <td>12/07/2022</td> </tr> <tr> <td>End Date</td> <td>06/06/2023</td> </tr> </table> <p>Reporting requirements for supply chain verified through RSPO IT platform. Summary of transactions.</p>	License ID	CB135497 (Active)	Member Name	Boustead Emastulin Sdn Bhd – Segaria Business Unit	Member ID	RSPO_PO1000003734	RSPO Membership Number	1-0012-04-000-00 (Boustead Plantation Berhad)	Type of Business	Oil mill	Issued On	13/07/2022	Issued By	BSI Services Malaysia Sdn Bhd.	Start Date	12/07/2022	End Date	06/06/2023	Complied
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3.8.5	<p>Documented procedures</p> <p>The mill shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p>	<p>There are no changes compare to last year where Segaria POM adopted the Identity Preserve Supply Chain Module. Verified during the audit, the mill only received RSPO certified FFB from the Supply Base, Segaria Estate. Segaria POM has established SOP</p>	Complied																		

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<ul style="list-style-type: none"> <li>a) Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> <li>b) Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> <li>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.</li> <li>d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBs including ensuring no contamination in the IP mill.</li> </ul>	<p>entitled Supply Chain and Traceability Procedure with reference number: SSD/01/SCT-01 dated 25/01/2022. The SOP covers:</p> <ol style="list-style-type: none"> <li>1. 4.4 Supply chain module</li> <li>2. 4.4.1 Identity Preserve or Segregation</li> <li>3. 4.4.2 Mass Balance</li> <li>4. 4.5 Reclassification of Mill’s Supply Chain</li> <li>5. 4.6 Material accounting System (Fixed Inventory Periods)</li> <li>6. 4.7 Outsource activities</li> <li>7. 4.8 Claims</li> <li>8. 4.9 Complaint and Grievances</li> <li>9. 4.10 Registration of transaction</li> <li>10. 5.0 Reference</li> <li>11. 6.0 Revision History</li> <li>12. 7.0 Appendices</li> </ol> <p>For Internal Audit, the frequency was annually. As per SOP Section 4.1.5 “Internal audits shall be conducted at planned intervals to determine whether the RSPO requirement are effectively implemented and maintained (Internal audit Plan &amp; Schedule).</p> <p>Up-to date records available including the following:</p> <ul style="list-style-type: none"> <li>a. Segaria Palm Oil Mass Balancing Record for Oil Mills FY 2021</li> <li>b. Certified CPO sales contract - Certified PK sales contract</li> <li>c. Despatch records</li> </ul> <p>As per SOP established, the HOD has an overall responsibility and authority over the implementation of the procedure, requirements, and compliances with all the applicable RSPO Supply Chain Certification Standard and assisted by Assistant Managers, Engineers and Technical Executives as per stated in its procedure.</p>	
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		Segaria POM adopted the Identity Preserve Supply Chain Module. Verified during the audit, the mill only received RSPO certified FFB from the Supply Base, Segaria Estate. There was no third party's crop nor non-certified FFB received by the mill.	
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>Internal Audit was conducted as per Internal Audit Procedure Rev. 02 dated 24/05/2022. internal audit is scheduled to be conducted once a year.</p> <p>Latest Internal audit for RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents was conducted together with RSPO Principle and Criteria, MYNI 2019 on 15/12/2022 by HQ. There are non-conformities was raised during the 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>iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.</p>	<p>Addressed in the Supply Chain and Traceability Procedure with reference number: SSD/01/SCT-01 dated 25/01/2022 section 4.3.1(c) stated as that all crop received must be accompanied by relevant documents such as the FFB despatch chits that clearly stated information as sighted in sampled as follows:</p> <p><u>Sample 1</u>  Estate: Segaria Estate  Palm Oil mill: Segaria POM  Date despatch: 03/01/2023  Weight: 5.91 MT</p>	Complied

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		<p>Delivery Note no.: 472786  Stamp: Certified</p> <p><u>Sample 2</u>  Estate: Segaria Estate  Palm Oil mill: Segaria POM  Date despatch: 15/01/2023  Weight: 1.53 MT  Delivery Note no.: 473200</p>	
<p>3.8.8</p>	<p><b>Sales and Goods Out</b>  The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation):</p> <ol style="list-style-type: none"> <li>a) The name and address of the buyer;</li> <li>b) The name and address of the seller;</li> <li>c) The loading or shipment / delivery date;</li> <li>d) The date on which the documents were issued;</li> <li>e) RSPO certificate number;</li> <li>f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations);</li> <li>g) The quantity of the products delivered;</li> <li>h) Any related transport documentation;</li> </ol>	<p>Addressed in the Supply Chain and Traceability Procedure with reference number: SSD/01/SCT-01 dated 25/01/2022 section 4.3.2 Delivery of CPO and must be accompanied by relevant documents such as weighbridge tickets, delivery order, shipping documents etc. reviewed the sampled despatch records as follows:</p> <p>CPO</p> <ol style="list-style-type: none"> <li>a. Buyers: XXXX</li> <li>b. Sellers: Segaria POM</li> <li>c. Despatch date: 26/01/2023</li> <li>d. Date document issued; 26/01/2023</li> <li>e. RSPO Certificate No: RSPO 682292</li> <li>f. Product description: CPO/IP</li> <li>g. Quantity: 40.83 MT</li> <li>h. Transport documentation: RAH8168/S377</li> <li>i. A unique identification number: Weighbridge Ticket no.: CPO306202300033, Contract: LDO/01P2212/0024L</li> </ol> <p>CSPK</p>	<p>Complied</p>

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	<p>i) A unique identification number.</p>	<p>a. Buyers: XXXX  b. Sellers: Segaria POM  c. Despatch date: 27/12/2022  d. Date document issued; 27/12/2022  e. RSPO Certificate No: RSPO 682292  f. Product description: PK/IP  g. Quantity: 35.92 MT  h. Transport documentation: KEJ8168/TS683  i. A unique identification number: Weighbridge Ticket no.: CPO306202300033, Contract: LDO/36P2211/0042L</p>	
<p>3.8.9</p>	<p><b>Outsourcing Activities</b></p> <p>i) The mill shall not outsource its milling activities. In cases where he mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO Supply Chain Certification</p> <p>ii) The mill shall ensure the following:</p> <p>a) The mill has legal ownership of all input material to be included in outsourced processes</p> <p>b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p>	<p>The mill have updated procedure on handling, refer title Supply Chain and Traceability Procedure with reference number: SSD/01/SCT-01 dated 25/01/2022 in Section 4.7. Outsourcing only applicable for CPO and PK dispatch based on the delivered contract with buyers. Sighted the contract agreement as following;</p> <ol style="list-style-type: none"> <li>1. CPO Transporter: Jacpheine Shipping &amp; Freight Forwarding Sdn Bhd (Contract dated 01/01/2023)</li> <li>2. PK transporter: Pengangkutan Dagang Tera Sdn Bhd (Contract dated 01/01/2023)</li> <li>3. PK transporter: Yee Ping Trading (Contract dated 01/01/2023)</li> </ol> <p>Based on the agreement dated 01/01/2023, under point no 1.1 (whereas) the company agree to provide sufficient number of licensed and insured lorry tankers for transportation and delivery of crude palm oil from the mill to nominated oil refinery/bulking station.</p> <p>As per agreement contract the transport policy under 9(b) have said the approved certification bodied of RSPO, ISCC and MSPO have the rights to audit the contractor from time to time (if</p>	<p>Complied</p>

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	<p>d) The mill shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance.</p>	<p>Necessary) and contractor/ transporters shall provide unrestricted access to their respective operations.</p> <p>The communication on document control system have been done on 27/10/2022 as per training record.</p> <p>Addressed in the agreement contract the transport policy under 9(d) stated on that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance.</p> <p>Under addendum contract (additional requirements for contractors and service providers) and transport policy/guideline in handling of certified sustainable CPO and PK, it has stipulated the independent third party complies with relevant requirements of this RSPO Supply Chain Certification.</p>	
3.8.10	<p>The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.</p>	<p>Names and contact details of all contractors written in the stakeholder list FY 2022/FY2023.</p>	Complied
3.8.11	<p>The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.</p>	<p>No new contractor used for the processing or physical handling of RSPO certified oil palm products (transportation).</p>	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 requirements and be able to confirm the certified status of raw materials or products held in stock.</p>	<p>Boustead Plantations Berhad has established Standard Operating Procedure to maintain all records of evidence on the implementation of SCCS documented in Supply Chain and Traceability Procedure. Refer SOP no. SSD/01/SCT-01, revision no. 01, dated 09/09/2022. Addressed under section 4.1.4 Record Keeping which stated "Retention times for all records and reports shall be a minimum of three (3) and shall comply with legal and regulatory requirement and be able to confirm the certified status of oil palm materials or products held in stock."</p> <p>Reviewed the implementation of the SOP as follows:</p>	Complied

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	<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>1. Reviewed the certified products records in Segaria Palm Oil Mill Mass Balancing Record FY 2020 and 2021</p> <p>2. Reviewed the internal audit records FY 2020 conducted on 14 – 17/12/2020 and FY 2021 conducted on 15 – 18/11/2021</p> <p>The mill only received RSPO certified FFB from owned Supply Base, Segaria Estate and adopted the Identity Preserved Module.</p> <p>The mill record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. Reviewed the summary mass balance for CPO and PK for the period of January 2022 – January 2023 found that the sales of certified CPO and certified PK were always delivered from positive stock. Sampled as follows:</p> <table border="1" data-bbox="1151 783 1845 1134"> <thead> <tr> <th></th> <th></th> <th>CPO</th> <th>PK</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Quarter 3</td> <td>Produced</td> <td>3932.00</td> <td>594.00</td> </tr> <tr> <td>Dispatch</td> <td>3892.69</td> <td>573.94</td> </tr> <tr> <td>Balance</td> <td>244.28</td> <td>68.82</td> </tr> <tr> <td rowspan="3">Quarter 4</td> <td>Produced</td> <td>3859.00</td> <td>601.00</td> </tr> <tr> <td>Dispatch</td> <td>3894.66</td> <td>594.01</td> </tr> <tr> <td>Balance</td> <td>208.62</td> <td>75.81</td> </tr> </tbody> </table>			CPO	PK	Quarter 3	Produced	3932.00	594.00	Dispatch	3892.69	573.94	Balance	244.28	68.82	Quarter 4	Produced	3859.00	601.00	Dispatch	3894.66	594.01	Balance	208.62	75.81	
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3.8.13	<p><b>Extraction Rate</b>          The oil extraction rate (OER) and the kernel extraction rate (KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.</p>	<p>Conversion factor of CPO and PK production is depending on the actual OER and KER. The conversion factors were reported daily in the Daily Production Report. Reviewed the daily production report as follows:</p> <table border="1" data-bbox="1153 507 1935 708"> <thead> <tr> <th>Date</th> <th>OER</th> <th>KER</th> </tr> </thead> <tbody> <tr> <td>31/10/2022</td> <td>22.61</td> <td>3.51</td> </tr> <tr> <td>30/11/2022</td> <td>22.27</td> <td>3.49</td> </tr> <tr> <td>31/12/2022</td> <td>22.61</td> <td>3.51</td> </tr> </tbody> </table>	Date	OER	KER	31/10/2022	22.61	3.51	30/11/2022	22.27	3.49	31/12/2022	22.61	3.51	Complied
Date	OER	KER													
31/10/2022	22.61	3.51													
30/11/2022	22.27	3.49													
31/12/2022	22.61	3.51													
3.8.14	<p>Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.</p>	<p>The facility is using the actual extraction rate and therefore updating of rates is not necessary.</p>	Complied												
3.8.15	<p><b>Processing</b>          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>As per Supply Chain and Traceability Procedure. Refer SOP no. SSD/01/SCT-01, revision no. 01, dated 09/09/2022 under section 4.4 Supply Chain Models, subsection 4.4.1 Identity Preserve or Segregation. In the SOP stated "Mill shall ensure that there is no mixing of certified of certified and non-certified material in the processing and storage of sustainable products (through cleaning, flushing or other appropriate methods). This to ensure 100% segregated sustainable product to be reached."</p> <p>The mill is 100% received certified FFB from own certified supplying estate and produced 100% certified products. There are no non-certified materials will be received and processed as verified through summary mass balance for the period of January 2022 – January 2023.</p>	Complied												
3.8.16	<p><b>Registration of Transactions</b>          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</p>	<p>Addressed in Supply Chain and Traceability Procedure. Refer SOP no. SSD/01/SCT-01, revision no. 01, dated 09/09/2022 under section 4.10 Registration of Transaction under subsection 4.10.3 stated "Shipping announcement in RSPO Palm Trace shall be</p>	Complied												

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	<p>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>carried out by Marketing Department when RSPO certified products are sold as certified to refineries, crushers, and traders not more than 3 months after dispatch with the dispatch date being bill of Lading or the dispatch documentation date.”</p> <p>Reviewed the sample transaction as follows:</p> <table border="1" data-bbox="1153 539 1926 1292"> <thead> <tr> <th>Transaction ID</th> <th>Transaction Date</th> <th>Buyer Reference Number</th> <th>Product</th> </tr> </thead> <tbody> <tr> <td>TR-d642ecbc-393c</td> <td>10-02-2023</td> <td>KPOR/0902 9-P/CPO-IP-GMS</td> <td>CSPO</td> </tr> <tr> <td>TR-f14f1705-994d</td> <td>12-01-2023</td> <td>KPOR/09029-P/CPO-IP-GMS</td> <td>CSPO</td> </tr> <tr> <td>TR-482609c7-5829</td> <td>12-01-2023</td> <td>LDO/01P22 11/0032L</td> <td>CSPO</td> </tr> <tr> <td>TR-7fa22242-9864</td> <td>12-01-2023</td> <td>KPOR/08894-P/CPO-IP-GMS</td> <td>CSPO</td> </tr> <tr> <td>TR-330beef-648e</td> <td>12-01-2023</td> <td>LDO/01P22 10/0021L</td> <td>CSPO</td> </tr> <tr> <td>TR-02175ee9-8bcf</td> <td>05-01-2023</td> <td>LDO/36P22 11/0042L</td> <td>CSPK</td> </tr> <tr> <td>TR-d304bc29-0be8</td> <td>05-01-2023</td> <td>LDO/36P22 10/0024L</td> <td>CSPK</td> </tr> </tbody> </table>	Transaction ID	Transaction Date	Buyer Reference Number	Product	TR-d642ecbc-393c	10-02-2023	KPOR/0902 9-P/CPO-IP-GMS	CSPO	TR-f14f1705-994d	12-01-2023	KPOR/09029-P/CPO-IP-GMS	CSPO	TR-482609c7-5829	12-01-2023	LDO/01P22 11/0032L	CSPO	TR-7fa22242-9864	12-01-2023	KPOR/08894-P/CPO-IP-GMS	CSPO	TR-330beef-648e	12-01-2023	LDO/01P22 10/0021L	CSPO	TR-02175ee9-8bcf	05-01-2023	LDO/36P22 11/0042L	CSPK	TR-d304bc29-0be8	05-01-2023	LDO/36P22 10/0024L	CSPK	
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3.8.17	<p>Claims</p> <p>The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.</p>	<p>RSPO trademark was not use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims.</p>	Complied
<b>General corporate communications</b>			
4.1	<p>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.</p>	<p>No off-product claim made by Segaria Palm Oil Mill and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc). Check in the company website; <a href="https://www.boustead.com.my/plantation-division/">https://www.boustead.com.my/plantation-division/</a>, no RSPO trademark used so far.</p>	Complied
4.2	<p>In corporate communications a member is allowed to:</p> <ul style="list-style-type: none"> <li>a. Display its RSPO membership status</li> <li>b. Display the RSPO web address (www.rspo.org)</li> <li>c. State that the member supports the work of the RSPO</li> <li>d. State the member's history with regard to the RSPO.</li> <li>e. Use the RSPO trademark to promote its membership of the RSPO.</li> </ul> <p>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.</p>	<p>Communication has been made through the website which stated on RSPO memberships and list of business units/hectarage that has been certified. In the website also stated that Boustead Plantations supported the works of RSPO and history with RSPO since 2002</p>	Complied
4.3	<p>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.</p>	<p>Boustead Emastulin Sdn Bhd- Segaria POM does not make any statement that may lead to believe that RSPO memberships by itself implies the selling of RSPO certified oil palm product.</p>	Complied
4.4	<p>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.</p>	<p>Boustead Emastulin Sdn Bhd- Segaria POM does not make any statement that may lead to believe that RSPO memberships by itself implies the selling of RSPO certified oil palm product.</p>	Complied

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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 Segaria Palm Oil Mill and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc.)	Complied
<b>Business to business communications</b>			
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 was 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.	As per interview with weighbridge operator, she said that the weighbridge ticket will be stated the info i.e: product/commodity with SCC model (Crude Palm Oil RSPO IP) and will stamp the RSPO certificate number. Verified the documents found that the supply chain model and certificate number were stated on the ticket.	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>	Segaria Palm Oil Mill was not under distributor or wholesaler category. Thus, this requirement is not applicable.	Complied
<b>MODULE A – IDENTITY PRESERVED &amp; SEGREGATED SPECIFIC RULES</b>			

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<b>Certified oil palm content (IP)</b>			
	For IP, 95% or above of the oil palm content must be RSPO IP-certified.	CPO and PK content is 100% IP Certified Oil Palm where Segaria POM only received FFB from one supply bases which is Segaria Estate. There no changes compare to last year.	Complied
	For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.	CPO and PK content is 100% IP Certified Oil Palm where Segaria POM only received FFB from one supply bases which is Segaria Estate. There no changes compare to last year.	Complied
	Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.	CPO and PK content is 100% IP Certified Oil Palm where Segaria POM only received FFB from one supply bases which is Segaria Estate. There no changes compare to last year.	Complied
<b>Labelling and trademark (IP)</b>			
	Members are allowed to use the RSPO label in one of the following ways: <ul style="list-style-type: none"> <li>• RSPO trademark which includes the tag 'CERTIFIED' or</li> <li>• 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-pack communications, the RSPO trademark can be printed anywhere on the pack.</li> </ul>	No label been used for the mill products. Segaria POM is producing crude palm product and does not involved in any labelling of end product Hence, this requirement is not applicable.	Not Applicable
<b>Messaging (IP)</b>			
	Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:	No evidence of storytelling in product related communication. Segaria POM is producing crude palm product and does not involved in any labelling of end product	Not Applicable

	<ul style="list-style-type: none"> <li>• The oil palm products contained in this product have been certified to come from RSPO sources. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• The entire supply chain is monitored by independent, RSPO-accredited auditors. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• RSPO-certified sustainable palm oil has been produced to stringent environmental and social criteria. <a href="http://www.rspo.org">www.rspo.org</a></li> <li>• References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records.</li> </ul>	<p>Hence, this requirement is not applicable.</p>	
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**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.

<p>4.1.1</p>	<p><b>(C)</b> A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, FFB suppliers and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.</p> <p>- Critical (Major) compliance -</p>	<p>Policy has been established for respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD) is documented, "Polisi Kemampunan BPB" that has been signed by chief executive officer, Mr Zainal Abidin Shariff, on 12/07/2021. Stated in the clause 2.2.4, that the management committed to ensure that no harassment to HRD either individual or group.</p> <p>Communication of the policy was conducted for all workers for both shift (Shift A and shift B) on 17/10/2022 and 24/10/2022 by Mohd Fazlee Hisyam, environment staff for Segaria POM. Sighted, training material and attendance for the training conducted. While for stakeholders, it has been conducted in 2 different consultation which for internal and external. For internal, it has been conducted</p>	<p>Complied</p>
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		on 17/10/2022 while external 27/10/2022 together with Segaria Estate.	
4.1.2	The unit of certification does not instigate violence or use any form of harassment in their operations. - Minor compliance -	Boustead Plantation Berhad prohibits any form of harassment in their operation as per policy that has been established .Interviewed with the workers and stakeholders confirmed that they are aware prohibition for any harassment by the management and action will be taken for any cases of harassment happen. As for the day of audit, there is no harassment cases happen in both Segaria POM and estate that been confirmed through interview with both workers and stakeholders	Complied
<b>Criterion 4.2:</b> 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	<b>(C)</b> The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistle-blowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD. - Critical (Major) compliance -	Grievances procedure has been documented in the document title "Policy and procedures- grievance procedure" reference number HR/2022/023/003 revision 0 issuance date 01/03/2022 that been prepared by Mr Fadzly Mahyuddin, Head, Human Resources and Admin. Stated in the procedure that for workers, it can be reported to immediate superior and need to be responded within (3) working days and if the workers did not satisfied with the decision, the grievance can be transferred to head of department and HOD need to respond within (5) working days and grievance will be transferred to Human Resource department and need to be responded within (10) workings days and human resource need to facilitate a discussion that consist three (3) panel members to be appointed by the human resources. If no agreement reached after (10) days of meetings, issues will be presented to chief executive officer and decision of executive officer is final.  Stated in the clause 5.8, that the management of Boustead Plantations Berhad gives full assurance to employees, complainants and individuals or associations action as human rights defenders (HRD) that there will be no violence, intimidation, or retaliation	Complied

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		<p>before, during and after the problem-solving process. Stated also that the company assured to complainants will be protected and will not be threatened or disclosure of the complainant`s information to the parties involved.</p>	
<p>4.2.2</p>	<p>Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.          - Minor compliance -</p>	<p>Communication of the procedure to workers was conducted during the morning mustercall for all workers (Shift A and shift B) on 17/10/2022 and 24/10/2022 by Mohd Fazlee Hisyam, environment staff for Segaria POM. Sighted, training material and attendance for the training conducted. While for stakeholders, it has been conducted in 2 different consultation which for internal and external. For internal, it has been conducted on 17/10/2022 while external 27/10/2022 together with Segaria Estate.</p> <p>As per interview with stakeholders and workers, it has been confirmed that the procedure has been communicated and the stakeholders and workers can demonstrate their understanding on the procedure including illiterate parties.</p> <p>As per stated in the CAP, briefing on the SOPs will be conducted on monthly basis by the management during the morning muster call, however, it has been verified that latest communication was done on 11/07/2022 by Mrs Nor Erra Fazira Jundam.</p> <p>Further verification has been done by auditor during the interview, one of stakeholders mentioned that she has lodged complaint to assistant manager regards to sundry shops. However, until the day of audit, there is no respond by the management.</p> <p>Current practices are incompliance with CAP established, hence it is not sufficient to the non-conformities. Non-conformities have been escalated to Major Non-conformities.</p>	<p>Non-compliance</p>



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>Records of complaint have been maintained in logbook title "Buku Aduan" and has been maintained since 2019 for each operating units. Verification done and found out that that the major complaint is on replacement for harvesting equipment and damage at workers housing. There is evidence that most of the complaints have been responded immediately after the complaint received. It has been confirmed through interview with the workers itself. However, during the interview, one of stakeholders mentioned that she has lodged complaint to assistant manager regards to sundry shops. However, until the day of audit, there is no respond by the management. Non-conformities has been raised under 4.2.2.</p>	Complied
4.2.4	<p>The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.</p> <p>- Minor compliance -</p>	<p>Stated in the grievance procedure in clause 5.8.3, the complainants can use a third party such as lawyer, association, or non-profit organizations (NGO) to make a complaint directly to the management.</p> <p>Neither any complaints nor land dispute occurred in Segaria POM and estates at the time of audit that require the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.</p>	Complied
<p><b>Criterion 4.3:</b> The unit of Certification contributes to local sustainable development as agreed by local communities.</p>			
4.3.1	<p>Contributions to community development that are based on the results of consultation with local communities are demonstrated.</p> <p>- Minor compliance -</p>	<p>Consultation with local communities has been conducted for all operating units through email and memo which has been sent to all stakeholders and queries if there any contribution required. Other than that, it has been consulted during the stakeholder meeting for all stakeholders. However, there is no contribution required at the time of consultation. It has been confirmed through interview with stakeholders, that contribution is upon request and stakeholders able to demonstrate the consultation and communication procedure, the estates continued to provide support the</p>	Complied

		CLC/HUMANA/SK Segaria initiative especially in term of maintaining school building and facilities. Other than that, the management assists local communities to repair the roads to the nearby village.	
<b>Criterion 4.4:</b> 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><b>(C)</b> 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>	Segaria Estate consist of 2 division which are Main division and Sipit Division with total area of 4,746.20 Ha. Sipit Division has been leased for 98 years originally owned by Sabah Agri Development (Holdings) Co. Sdn Bhd in year 1965. Leasing agreement sighted for provisional lease title number 126290122 and in 1974, additional area leased for 99 years old for 2 land provisional leasing reference number 126290060 which also where Segaria POM located and 125311284 by Sabah state government. In 1980, 85% of the land has been planted with oil palm. As for the day of audit, total 4,465.10Ha.	Complied
4.4.2	Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	There is no evidence of any use local community land that requires negotiations or agreements detailing FPIC processes. Details of the land ownership are as per Indicator 4.4.1 above. All palms that have been planted has entered 2 <sup>nd</sup> cycle of planting. Therefore, this indicator is not applicable.	Not Applicable
4.4.2a	Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making.	There is no evidence of any local community land that requires discussions or with affected community groups. Details of the land historical ownership are as per Indicator 4.4.1 above. Therefore, this indicator is not applicable.	Not Applicable
4.4.2b	Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken.	There is no evidence of any local community land that requires discussions or with affected community groups. Details of the land	Not Applicable

	- Minor compliance -	historical ownership are as per Indicator 4.4.1 above. Therefore, this indicator is not applicable.	
4.4.2c	Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land. - Minor compliance -	There is no evidence of any local community land that requires discussions or with affected community groups. Details of the land historical ownership are as per Indicator 4.4.1 above. Therefore, this indicator is not applicable.	Not Applicable
4.4.3	<b>(C)</b> 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 evidence of any local community land that requires maps of appropriate scale showing the extent of recognized legal, customary or user rights affected local communities. Therefore, this indicator is not applicable.	Not Applicable
4.4.4	All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. - Minor compliance -	All available relevant documents are as per details in Indicator 4.4.1 which show legal ownerships of each operating units above. There is no land conflict involved and no proposed benefit sharing nor legal arrangements. All palms that have been planted has entered 2 <sup>nd</sup> cycle of planting. Therefore, this indicator is not applicable.	Not Applicable
4.4.5	<b>(C)</b> 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 evidence of any local community land involved and so this indicator is not applicable.	Not Applicable
4.4.6	There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties. - Minor compliance -	There is no evidence of any local community land involved and so this indicator is not applicable.	Not Applicable
<p><b>Criterion 4.5:</b> No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>			

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4.5.1	<p><b>(C)</b> Documents showing identification and assessment of demonstrable legal, customary and user rights are available.          - Critical (Major) compliance -</p>	<p>Segaria Estate consist of 2 division which are Main division and Sipit Division with total area of 4,746.20 Ha. Sipit Division has been leased for 98 years originally owned by Sabah Agri Development (Holdings) Co. Sdn Bhd in year 1965. Leasing agreement sighted for provisional lease title number 126290122 and in 1974, additional area leased for 99 years old for 2 land provisional leasing reference number 126290060 which also where Segaria POM located and 125311284 by Sabah state government. In 1980, 85% of the land has been planted with oil palm. As for the day of audit, total 4,465.10Ha. No Customary land was involved.</p>	Not Applicable
4.5.2	<p><b>(C)</b> 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 -</p>	<p>There is no new planting for both operating units (Segaria Estate and Segaria POM). It has been verified by the auditor through Global Risk Assessment Services System (GRASS) and interview with local communities and neighbouring estate.</p>	Not Applicable
4.5.3	<p>Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.          - Minor compliance -</p>	<p>There is no new planting for both operating units (Segaria Estate and Segaria POM). It has been verified by the auditor through Global Risk Assessment Services System (GRASS) and interview with local communities and neighbouring estate.</p>	Not Applicable
4.5.4	<p>To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples,</p>	<p>There is no new planting for both operating units (Segaria Estate and Segaria POM). It has been verified by the auditor through</p>	Not Applicable

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	the full range of food and water provisioning options are considered. There is transparency of the land allocation process. - Minor compliance -	Global Risk Assessment Services System (GRASS) and interview with local communities and neighbouring estate.	
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 -	There is no new planting for both operating units (Segaria Estate and Segaria POM). It has been verified by the auditor through Global Risk Assessment Services System (GRASS) and interview with local communities and neighbouring estate.	Not Applicable
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 -	There is no new planting for both operating units (Segaria Estate and Segaria POM). It has been verified by the auditor through Global Risk Assessment Services System (GRASS) and interview with local communities and neighbouring estate.	Not Applicable
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 -	There is no new planting for both operating units (Segaria Estate and Segaria POM). It has been verified by the auditor through Global Risk Assessment Services System (GRASS) and interview with local communities and neighbouring estate.	Not Applicable
4.5.8	<b>(C)</b> New lands are not acquired in areas inhabited by communities in voluntary isolation. - Critical (Major) compliance -	There is no new planting for both operating units (Segaria Estate and Segaria POM). It has been verified by the auditor through Global Risk Assessment Services System (GRASS) and interview with local communities and neighbouring estate.	Not Applicable
<b>Criterion 4.6:</b> 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	<b>(C)</b> A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.	Documented in "Prosedur Penentuan Hak Pemilikan Tanah". The procedure has outline the process of identifying legal, customary or user rights and also people that entitle for compensation. Based on	Complied

	- Critical (Major) compliance -	documentation review and interviews conducted with local communities, there is no evidence of any land dispute.	
4.6.2	<p><b>(C)</b> 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>	There are no changes compared to last year where previous procedure is still applicable in the document Fair Compensation dated 04/02/2015. The objective of the procedure is to ensure implementation of a fair compensation for any issue/ disputes related land power to claim rights, ownership and access to land between parties involved in considering differences in ethnic groups' gender differences etc. It is also to ensure any negotiation concerning compensation are dealt with through a documented system that enables indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved. Based on documentation review and interviews conducted with local communities, there is no evidence of any land dispute.	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>	There are no scheme small holdings that supply FFB to Segaria POM	Not Applicable
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>	There is no compensation has been paid since all lands under Segaria are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. since 1965 base on the land title provided and has been verified based on documentation review Based on documentation review and complaint logs, there is no evidence of any land dispute reported. Therefore, this Indicator is not applicable.	Complied
<p><b>Criterion 4.7:</b> 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><b>(C)</b> A mutually agreed procedure for identifying people entitled to compensation is in place.          - Critical (Major) compliance -</p>	<p>Documented in "Prosedur Penentuan Hak Pemilikn Tanah". In the procedure has outline the process of identifying legal, customary or user rights and also people that entitle for compensation</p>	Complied
4.7.2	<p><b>(C)</b> A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.          - Critical (Major) compliance -</p>	<p>Fair Compensation dated 04/02/2015 has been established. The objective of the procedure is to ensure implementation of a fair compensation for any issue/ disputes related land power to claim rights, ownership and access to land between parties involved in considering differences in ethic groups' gender differences etc. It is also to ensure any negotiation concerning compensation are dealt with through a documented system that enables indigenous people, local communities and other stakeholders are treated fairly and to have mutual benefit of the company and the parties involved.</p>	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.          - Minor compliance -</p>	<p>There are no customary right lands both operating units under Segaria Certification Units. It has been confirmed through interview with local communities and neighbouring estate. All lands are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. since 1965 base on the land title provided. Details as per below Segaria Estate consist of 2 division which are Main division and Sipit Division with total area of 4,746.20 Ha. Sipit Division has been leased for 98 years originally owned by Sabah Agri Development (Holdings) Co. Sdn Bhd in year 1965. Leasing agreement sighted for provisional lease title number 126290122 and in 1974, additional area leased for 99 years old for 2 land provisional leasing reference number 126290060 which also where Segaria POM located and 125311284 by Sabah state government. In 1980, 85% of the land has been planted with oil palm. As for the day of audit, total 4,465.10Ha.</p>	Complied

**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>	<p>Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.</p> <p>- Minor compliance -</p>	<p>There are no customary right lands both operating units under Segaria Certification Units. It has been confirmed through interview with local communities and neighbouring estate. All lands are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. since 1965 base on the land title provided. Details as per below Segaria Estate consist of 2 division which are Main division and Sipit Division with total area of 4,746.20 Ha. Sipit Division has been leased for 98 years originally owned by Sabah Agri Development (Holdings) Co. Sdn Bhd in year 1965. Leasing agreement sighted for provisional lease title number 126290122 and in 1974, additional area leased for 99 years old for 2 land provisional leasing reference number 126290060 which also where Segaria POM located and 125311284 by Sabah state government. In 1980, 85% of the land has been planted with oil palm. As for the day of audit, total 4,465.10Ha. Based on documentation review and interviews conducted with local communities, there is no evidence of any land dispute. Therefore, this Indicator is not applicable</p>	<p>Complied</p>
<p>4.8.2</p>	<p><b>(C)</b> Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.</p> <p>- Critical (Major) compliance -</p>	<p>There are no customary right lands both operating units under Segaria Certification Units. It has been confirmed through interview with local communities and neighbouring estate. All lands are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. since 1965 base on the land title provided. Details as per below Segaria Estate consist of 2 division which are Main division and Sipit Division with total area of 4,746.20 Ha. Sipit Division has been leased for 98 years originally owned by Sabah Agri Development (Holdings) Co. Sdn Bhd in year 1965. Leasing agreement sighted for provisional lease title number 126290122 and in 1974, additional area leased for 99 years old for 2 land provisional leasing reference number 126290060 which also where Segaria POM located and 125311284 by Sabah state government. In 1980, 85% of the land</p>	<p>Complied</p>



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		has been planted with oil palm. As for the day of audit, total 4,465.10Ha. Based on documentation review and interviews conducted with local communities, there is no evidence of any land dispute. Therefore, this Indicator is not applicable	
4.8.3	<p>Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4)</p> <p>- Minor compliance -</p>	<p>There are no customary right lands both operating units under Segaria Certification Units. It has been confirmed through interview with local communities and neighbouring estate. All lands are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. since 1965 base on the land title provided. Details as per below</p> <p>Segaria Estate consist of 2 division which are Main division and Sipit Division with total area of 4,746.20 Ha. Sipit Division has been leased for 98 years originally owned by Sabah Agri Development (Holdings) Co. Sdn Bhd in year 1965. Leasing agreement sighted for provisional lease title number 126290122 and in 1974, additional area leased for 99 years old for 2 land provisional leasing reference number 126290060 which also where Segaria POM located and 125311284 by Sabah state government. In 1980, 85% of the land has been planted with oil palm. As for the day of audit, total 4,465.10Ha.</p> <p>Based on documentation review and interviews conducted with local communities, there is no evidence of any land dispute. Therefore, this Indicator is not applicable</p>	Complied
4.8.4	<p>For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p> <p>- Minor compliance -</p>	<p>There are no customary right lands both operating units under Segaria Certification Units. It has been confirmed through interview with local communities and neighbouring estate. All lands are country leased land and provisional lease to Boustead Emastulin Sdn Bhd. since 1965 base on the land title provided. Details as per below</p> <p>Segaria Estate consist of 2 division which are Main division and Sipit Division with total area of 4,746.20 Ha. Sipit Division has been</p>	Complied

		<p>leased for 98 years originally owned by Sabah Agri Development (Holdings) Co. Sdn Bhd in year 1965. Leasing agreement sighted for provisional lease title number 126290122 and in 1974, additional area leased for 99 years old for 2 land provisional leasing reference number 126290060 which also where Segaria POM located and 125311284 by Sabah state government. In 1980, 85% of the land has been planted with oil palm. As for the day of audit, total 4,465.10Ha.</p> <p>Based on documentation review and interviews conducted with local communities, there is no evidence of any land dispute. Therefore, this Indicator is not applicable</p>	
<b>Principle 5: Support smallholder inclusion</b>			
<b>Criterion 5.1:</b> The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.			
5.1.1	<p>Current and previous period prices paid for FFB are publicly available and accessible by smallholders.</p> <p>- Minor compliance -</p>	Not applicable since Segaria POM operate under Identity Preserve Supply Chain Model. There are no smallholders involved.	Not Applicable
5.1.2	<p><b>(C)</b> Evidence is available that the unit of certification explains the FFB pricing to smallholders on request from individual smallholders (at least once a year or upon request).</p> <p>- Critical (Major) compliance -</p>	Not applicable since Segaria POM operate under Identity Preserve Supply Chain Model. There are no smallholders involved.	Not Applicable
5.1.3	<p><b>(C)</b> Fair pricing, calculated as a portion of the international CPO price less costs is provided to smallholders in the supply base and documented.</p> <p>- Critical (Major) compliance -</p>	Not applicable since Segaria POM operate under Identity Preserve Supply Chain Model. There are no smallholders involved.	Not Applicable
5.1.4	<p><b>(C)</b> 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</p>	Not applicable since Segaria POM operate under Identity Preserve Supply Chain Model. There are no smallholders involved.	Not Applicable

	repayments through FFB price reductions for replanting and or other support mechanisms where applicable. - Critical (Major) compliance -		
5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe. - Minor compliance -	Not applicable since Segaria POM operate under Identity Preserve Supply Chain Model. There are no smallholders involved.	Not Applicable
5.1.6	<b>(C)</b> Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given. - Critical (Major) compliance -	Not applicable since Segaria POM operate under Identity Preserve Supply Chain Model. There are no smallholders involved.	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 -	Not applicable since Segaria POM operate under Identity Preserve Supply Chain Model. There are no smallholders involved.	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 -	Not applicable since Segaria POM operate under Identity Preserve Supply Chain Model. There are no smallholders involved.	Not Applicable
5.1.9	<b>(C)</b> The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner. - Critical (Major) compliance -	Not applicable since Segaria POM operate under Identity Preserve Supply Chain Model. There are no smallholders involved.	Not Applicable
<b>Criterion 5.2:</b> 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.	Segaria POM an Identity Preserved Supply Chain Module. The Mill processes only FFB from Segaria Estate. The certification unit does not have any smallholders within its supply base. The management has taken initiative to consult neighbouring smallholders on	Complied

	- Minor compliance -	22/12/2022 during the stakeholders. It has been confirmed by the smallholders itself during the interview.	
5.2.2	The unit of certification develops and implements smallholder support programme to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Independent Smallholder Standard or RISS). - Minor compliance -	Segaria POM an Identity Preserved Supply Chain Module. The Mill processes only FFB from Segaria Estate. The certification unit does not have any smallholders within its supply base.	Not Applicable
5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production. - Minor compliance -	Segaria POM an Identity Preserved Supply Chain Module. The Mill processes only FFB from Segaria Estate. The certification unit does not have any smallholders within its supply base.	Not Applicable
5.2.4	<b>(C)</b> Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling. - Critical (Major) compliance -	Segaria POM an Identity Preserved Supply Chain Module. The Mill processes only FFB from Segaria Estate. The certification unit does not have any smallholders within its supply base.	Not Applicable
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the Smallholder support programme. - Minor compliance -	Segaria POM an Identity Preserved Supply Chain Module. The Mill processes only FFB from Segaria Estate. The certification unit does not have any smallholders within its supply base.	Not Applicable
<b>Principle 6: Respect workers' rights and conditions</b>			
<b>Criterion 6.1:</b> Any form of discrimination is prohibited.			
6.1.1	<b>(C)</b> 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 -	Boustead Plantations Berhad has developed Equal Opportunity Policy dated 02/12/2019 signed by CEO and displayed at the main notice boards and at the workers' housing. The Policy states that there will be no discrimination based on race, national origin, religion, gender, union membership and age. Interviews held with local and foreign workers (both male and female) at both units, confirmed that there is no form of discrimination. The workers confirmed that they were given equal employment opportunities	Choose an item.

		and are able to enjoy all the benefits and use of amenities accorded by the Company.	
6.1.2	<p><b>(C)</b> Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for foreign workers.</p> <p>- Critical (Major) compliance -</p>	<p>Based on interviews with workers at both sites, documents sighted, and observations made, there is no evidence that there has been any form of discrimination against any local or foreign employees. Review of pay checks and employment contracts also confirm that all workers irrespective of nationalities, gender, religion, etc are accorded the same employment terms and receive the same wages for the same scope of work.</p> <p>All foreign workers sampled confirmed that they enjoy the same benefits and amenities e.g., housing.</p> <p>There is also no evidence of recruitment fee has been imposed on any of the workers sampled. As per verification, the system that has been established since last year is effective to ensure that there is no discrimination in both operating units</p>	Complied
6.1.3	<p>The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.</p> <p>- Minor compliance -</p>	<p>Segaria POM and Segaria Estate were able to demonstrate that the recruitment selection, hiring and access to training were based on skills, capabilities and medical fitness. Each worker filled up a job application form attaching copies of NRIC, qualification, and previous work experience. The Manager then assessed their respective suitability to the job vacancy and recorded this in the application form. The workers also attended an orientation and induction training to familiarize them with their work in the estate during the probation period.</p> <p>3 samples of newly recruited workers were taken by the auditor (1 local workers and 2 foreign workers). Sighted documentation has been maintained such as job application form, interview records medical check-up records. Based medical check-up that been done, all workers have been declared as fit to workers. Base on the</p>	Complied

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		<p>interview records, there is evidence that selection of workers has been done base capabilities and skills.</p> <p>Details of workers as per below</p> <p>a. Workers ID#2802- date joined 08/11/2022- club attendant, previously works at the restaurant.</p> <p>b. Workers ID#2803- date joined 01/12/2022- machineries driver- previously work as lorry driver.</p> <p>c. Workers ID#2804- date joined 01/01/2023- harvesters- previously work as field workers.</p>	
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>Pregnancy test has not been conducted for all female workers and there is no instruction by the management to made pregnancy test as mandatory. Pregnancy test only been conducted for female workers that reported delay of menstruation. It has been confirmed through interview with hospital assistant and female workers. Sample of workers as per below</p> <p>a. Dated registered pregnancy on 07/02/2023, 762xxxx</p> <p>b. Dated registered pregnancy on 07/02/2023, 772xxxx</p>	Complied
6.1.5	<p><b>(C)</b> 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 under Persatuan Wanita Nurul Iman (PEWANI) where the objective is as part of communication for female workers, to improve the ability of the female workers and parts to improve relationship between female workers. Latest meeting has been conducted on 30/01/2023 with attendance for most of the female workers. During the meeting, the activities for year 2023 has been discussed, communication of the internal procedure and any issues related. Sighted activities that have been conducted for year 2023 which are volleyball tournament and cooking class on 19/09/2022.</p> <p>While for Segaria POM, gender committee was established call "Persatuan Wanita Kilang Sawit Segaria (PEWANIS) and latest</p>	Complied

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		<p>meeting has been conducted on 10/12/2022. Chairman was elected during the meeting on 17/10/2021 which has appointed Puan Rahmatia binti Jiba as chairman. Activities that have been conducted volleyball, birthday celebrations, tele match.</p> <p>As per interview with female workers, gender committee is functioning in order to address any female workers issues such as sexual harassment issues, reproductive rights, any issues of discrimination and increase of knowledge related such as maternity, breastfeeding</p>	
6.1.6	<p>There is evidence of equal pay for the same work scope.</p> <p>- Minor compliance -</p>	<p>As per sample of workers that was taken from different category but same work scope, it has been identified that all workers has been paid equally. Verification has been done through interview with the workers and review of pay slips. For daily rate workers, all workers were paid at RM57.69/day and piece rate work was documented in the document "revised rate for piece rated work as per latest minimum wages"</p>	Complied
<p><b>Criterion 6.2:</b> 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><b>(C)</b> Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or Bahasa Malaysia) and explained to them in language they understand.</p> <p>- Critical (Major) compliance -</p>	<p>There is no collective agreement between Boustead for estates that located in Sabah states of Malaysia. Details of pay and condition has been detail in the employment contract that has been signed by both parties (employer/employees) that has been documented in the document title "Kontrak Perkhidmatan Seksyen 18, Ordinan Buruh (Sabah) (kandungan Kontrak) 2008" which has been documented in Bahasa Malaysia. Communication of the employment contract has been done to the workers during the signing the agreement and based on interview, it has been confirmed that workers can demonstrate their understanding on the employment contract. For daily rate workers, all workers were paid at RM57.69/day and piece rate works it has been documented in</p>	Complied

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		<p>the document "revised rate for piece rated work as per latest minimum wages". Sample of the workers as per below</p> <table border="1" data-bbox="1137 434 1742 837"> <thead> <tr> <th>Workers ID</th> <th>Origin Countries</th> <th>Gender</th> </tr> </thead> <tbody> <tr> <td>1386</td> <td>Indonesia</td> <td>Male</td> </tr> <tr> <td>1628</td> <td>Indonesia</td> <td>Male</td> </tr> <tr> <td>1240</td> <td>Filipina</td> <td>Male</td> </tr> <tr> <td>1501</td> <td>Indonesia</td> <td>Female</td> </tr> <tr> <td>1579</td> <td>Indonesia</td> <td>Female</td> </tr> <tr> <td>2796</td> <td>Filipina</td> <td>Female</td> </tr> <tr> <td>1785</td> <td>Indonesia</td> <td>Male</td> </tr> <tr> <td>2520</td> <td>Indonesia</td> <td>Male</td> </tr> </tbody> </table>	Workers ID	Origin Countries	Gender	1386	Indonesia	Male	1628	Indonesia	Male	1240	Filipina	Male	1501	Indonesia	Female	1579	Indonesia	Female	2796	Filipina	Female	1785	Indonesia	Male	2520	Indonesia	Male	
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6.2.2	<p><b>(C)</b> 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>Total 28 sample of employment contract has been sampled for both Segaria POM and estate where details of pay and condition has been detail in the employment contract that has been signed by both parties (employer/employees). The employment contracts are in Bahasa Malaysia. Communication of the employment contract has been done to the workers during the signing the agreement and based on interview, it has been confirmed that workers can demonstrate their understanding on the employment contract. Information that was included in the employment contract.</p> <ol style="list-style-type: none"> <li>Working hours from 5.30am to 1.30 pm (8 hours) rest time at 10.30am until 11am for 6 days from Saturday to Thursday</li> <li>Overtime will be paid at rate 1.5% to normal rate per hours at rate RM10.81/hour</li> <li>Workers entitle for 14 days for services less than 2 years, 18 days for services 2-5 years and 22 days for more than 5 years</li> </ol>	Complied																											



		<p>d. Maternity leave for 60 days  e. Period of notice is 4 weeks from the date of notice  f. Work on rest day will be paid twice of daily rate and work on public holiday will be paid triple time from normal daily rate</p> <p>While for Segaria POM, the sample of "Offer of employment as a store clerk Segaria Palm Oil Mill" and "Bukti-bukti peribadi pekerja" were audited. In both documents clearly mentioned all payment and employment conditions.</p> <ol style="list-style-type: none"> <li>1. Period of notice is 1 months</li> <li>2. Working hours as per shift <ol style="list-style-type: none"> <li>a. Shift A: 7.00hrs-1500hrs</li> <li>b. Shift B: 1500hrs-2300hrs</li> <li>c. Day shift: 0700hrs- 1500hrs</li> </ol> </li> <li>3. Public holiday: 15 days</li> <li>4. Workers entitle for 14 days for services less than 2 years, 18 days for services 2-5 years and 22 days for more than 5 years</li> </ol>	
6.2.3	<p><b>(C)</b> 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>For both Segaria POM and Segaria, there is evidence that all workers has been provided with employment contract that stated in the employment contract working hours, deduction, overtime and leave entitlement. Mentioned in the employment contract that entitlement of leave is depending on length of services. For workers less than 2 years services, entitled 14 days of sick leave and 8 days of annual leave. Highlighted in the contract reasons for dismissal, period of notice and other legal labour requirements.</p> <p>As per verification, there was no resignation and dismissal in the period of audit. It has been confirmed through interview with workers and comparison total number of workers for current and</p>	Complied

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		<p>previous period and list of new recruitment in the Boustead Plantation online systems.</p> <p>As per verification during the audit, it has been found that no deduction has been made for store issuance as per sample of pay slips that has been taken for month July'22, September'22 and January'23 and has been further confirmed through interview with sample workers. It is compliance with latest salary deduction permit "Permit potongan daripada gaji pekerja" serial number JTKSBH/PMT/1133/2022/0142 for period 19/07/2022- 18/07/2022 which Segaria Estate only allowed to make deduction for</p> <ul style="list-style-type: none"> <li>a. Sport and recreation club fee, RM2.00/month</li> <li>b. Workers unions gee RM10.00/month</li> <li>c. Travelling document processing cost</li> </ul>	
6.2.4	<p><b>(C)</b> 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>For Segaria Estate, workers housing that has been categorized based to 4 types of house and year of construction As per site visit, adequate housing has been provided to all workers where each family has been provided with 1 house consists of 2 rooms, 1 toilet, 1 living rooms and 1 kitchen. To ensure that workers quarters in good condition, line site inspection has been done on weekly basis been conducted on 04/02/2023, 12/02/2023 and 19/02/2023 by hospital assistant Puan Jineh binti Mais and Cik Nur Asnysa Abbas. Septic tank has been installed for each housing and during site visit has been identified has been properly maintained by the management. Water supply has extracted from pond and has been treated by the management. Drinking water analysis has been done latest on 05/01/2023 to Dynakey Laboratories Sdn Bhd and Coliform and E.Coli is undetected. For foreign workers, there are 2 CLC has been established which teachers has been appointed by Indonesian government and also HUMANA that has been established by NGOs. For local workers, there is one primary school which Sekolah Ladang</p>	Complied

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		<p>Segaria which is under Malaysia Government. For Secondary school, it is located 25km from Segaria Estate and there is accommodation for hostel for those staying far from school. There is also welfare facilities such mosque, church, football field, badminton and volleyball court,</p> <p>Sighted layout plan for Segaria POM which consist of 52 doors. There is evidence that workers housing has been maintained in good condition and line site inspection has been conducted on weekly basis 04/02/2022, 12/02/2022 and 20/02/2022. Segaria POM shared same water source that has been treated by the estate. In the housing compound, there is mosque, church, badminton, volleyball, futsal and takraw court. Clinic, CLC, Humana shred with Segaria Estate</p>	
<p>6.2.5</p>	<p>The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	<p>There are 3 sundry shops in Segaria Estate and Segaria POM – Kedai Runcit Sipit, Kedai Runcit and kedai Irukia operating in the estate facilities. Other than that, there is provision trader that allow by the estate management 3 times a week and Pasar Tamu night market that on open on monthly basis after the salary payment. Monitoring of the item prices has been every 6 months and latest has been done on 12/12/2022. As per site visit to the sundry store, there is sufficient and affordable food sold in the sundry shops. It also has been confirmed that monitoring of the price is done by the management base on interview with sundry shop owner.</p>	<p>Complied</p>
<p>6.2.6</p>	<p>A DLW is paid to all workers, including piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.</p> <p><b>PROCEDURAL NOTE:</b> 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>Living wages was calculated by the management for both operating units base on RSPO "Guidance on calculating prevailing wages" and Household Expenditure Report, 2019, published by Department of statistic Malaysia. Calculation was documented in the prevailing wages which considering housing, electricity &amp; water, education, healthcare and other benefits that has been provided. Total value calculated is MYR1,850 for both local and foreign workers.</p>	<p>Complied</p>

<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"> <li>• Updated assessment on prevailing wages and in-kind benefits</li> <li>• There is annual progress on the implementation of living wages</li> <li>• 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</li> </ul>	<p>Comparing to average wages of the workers is MYR2,726.50 and basic minimum wages for Malaysia.</p>	
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	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>- Minor compliance -</p>		
6.2.7	<p>Permanent, full-time employment including contractors' workers and contracted workers is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal.</p> <p>- Minor compliance -</p>	<p>There is evidence that permanent, full-time employment is used for all core work in all operating units. It has been verified base on the workers master list, employment contract, site visit and interview with sample workers. Contractor only been appointed for FFB transport for field to POM using bin system.</p>	Complied
<p><b>Criterion 6.3:</b> 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><b>(C)</b> 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>Internal policy has been established for protection of children that has been documented in "Polisi Kemamanan BPB" that was signed by chief executive officer, Mr Zainal Abidin Shariff, on 12/07/2021. Stated in clause 2.1.2, that the management respect freedom of association and right to collective bargaining as long as compliance with local regulations. The policy has been established in Bahasa and English.</p> <p>Communication of the policy has been conducted for all workers for both shift (Shift A and shift B) on 17/10/2022 and 24/10/2022 conducted by Mohd Fazlee Hisyam, environment staff for Segaria POM. Sighted, training material and attendance for the training conducted. While for stakeholders, it has been conducted in 2 different consultation which for internal and external. For internal, it has been conducted on 17/10/2022 while external 27/10/2022 together with Segaria Estate.</p> <p>There is evidence that the policy has been implemented for both operating units. Since there is no legal and registered union, the</p>	Complied

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		<p>management taken initiative to established workers representative committee as part of commitment in freedom of association. Persatuan Pekerja Segaria (PPS) and Persatuan Pekerja Kilang Kelapa Sawit Segaria (PPKKS) has been established in both POM and estate.</p>	
<p>6.3.2</p>	<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>Sighted memo dated 03/12/2022 invitation for member of Persatuan Pekerja Segaria (PPS) mentioning that meeting will be conducted on 06/12/2022. Minutes meeting sighted and the agenda on the meeting is to elected representative workers for each division. SOPs for Persatuan Pekerja Segaria (PPS) sighted in the document "Perlembagaan Persatuan Pekerja Segaria (PPS)". Interview with the chairman of Persatuan Pekerja (PPS), Mr Aidil bin Musa confirmed that there are no interferences of the management during the election.</p> <p>While for Segaria POM, workers representative has been established named Segaria Palm Oil Mill workers association, PPKKSS, Persatuan Pekerja Kilang Kelapa Sawit Segaria which operated under club constitution that has been established which stated guidelines in for workers representative. Minutes meeting sighted for PPKKSS that has been conducted on 22/10/2022 with attendance of all POM workers. Issues that have been discussed is presentation of committee funds, election for new committee, raising issues and other issues. In the meeting issues that has been highlighted such as construction of small drain at workers housing number A01-A08 and to repair pothole in front of the workers housing. As per verification, all issues raised has been discussed with the management and action has been taken. Gotong royong that has been planned once in 2 months has been done on 02/11/2022.</p>	<p>Complied</p>

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6.3.3	<p>Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.</p> <p>- Minor compliance -</p>	<p>As per interview with chairman, secretary and sample workers, it has been confirmed that there were no interferences from the management. Management of Segaria POM did not participate in the meeting and in the election process. Sighted changes of chairman from Mr Kalla Latang to Mr Jendi Seriger bin Said and as per interview, changes were done through elections and without interference the management.</p>	Complied
<b>Criterion 6.4:</b> 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>Internal policy was established for protection of children documented in "Polisi Kemampuan BPB" that was undertaken by chief executive officer, Mr Zainal Abidin Shariff, on 12/07/2021. Stated in clause 2.1.3, that they will practice responsible recruitment and prohibit force and child labour. Stated in clause 2.1.4, the management will practices no exploitation of child and complied with local regulations "Akta Kanak-kanak dan orang muda (pekerjaan) (Pindaan) 2019.</p>	Complied
6.4.2	<p><b>(C)</b> 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>The management of each operating units follows requirement as per stated in local regulations which is "Akta Kanak-kanak dan orang muda (pekerjaan) (Pindaan)" 2019 where persons under 16 and below has been classified as children and young workers has been classified between 16-18 years. As per sampled personal file for both operating units, there are evidence that all workers recruited were above 18 years. Age screening verification procedure has been documented in the recruitment procedure and established the Procedure of New Local Staff/Workers Hiring; Rev. # 1; Effective date: Feb 2020 and Foreign Workers Procedure; Rev. # 1; Issue date: Jan 2016.</p>	Complied

		<p>Based on interviews, documentation review and observations in the field, evidence is available that minimum age requirements of 18 years old are met throughout Segaria POM and estate.</p> <p>Personnel files contain copies of the workers' NRIC (for Malaysians) and passports (for non-Malaysians). These documents were used to screen age of the workers when they applied for the job. Visit to the linesite and field also did not reveal any persons under 18 years old are working.</p>	
6.4.3	<p><b>(C)</b> 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>Review from the master list of workers for both estate and POM and interview with the workers, confirmed that there are no young workers has been recruited.</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>Communication of the policy has been conducted for all workers for both shift (Shift A and shift B) on 17/10/2022 and 24/10/2022 conducted by Mohd Fazlee Hisyam, environment staff for Segaria POM. Sighted, training material and attendance for the training conducted. While for stakeholders, it has been conducted in 2 different consultation which for internal and external. For internal, it has been conducted on 17/10/2022 while external 27/10/2022 together with Segaria Estate.</p>	Complied
<p><b>Criterion 6.5:</b> There is no harassment or abuse in the workplace, and reproductive rights are protected.</p>			
6.5.1	<p><b>(C)</b> 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>Policy for sexual harassment policy has been established in Bahasa Malaysia and documented "Kenyataan Dasar Anti Gangguan" which has been signed by chief executive officer, Mr Zainal Abidin Shariff, 01/03/2022. As per stated in the policy that the management is committed to prohibit any sexual and harassment in all operating units in Boustead Plantation Berhad documented in the Policy and procedure- managing sexual harassment in the workplace" issuance dated 01/03/2022 revision number HR/2022/023/002 where any cases of sexual/harassment that has been reported will be</p>	Complied



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		<p>investigate through domestic inquiry that clearly outline in clause 5.0. In the procedure also mentioned types of harassment which are physical conduct of sexual nature, verbal conduct of sexual nature, nonverbal conduct of sexual nature and sex-based conduct.</p> <p>Communication of the policy was conducted for all workers for both shift (Shift A and shift B) on 17/10/2022 and 24/10/2022 conducted by Mohd Fazlee Hisyam, environment staff for Segaria POM. Sighted, training material and attendance for the training conducted. While for stakeholders, it has been conducted in 2 different consultation which for internal and external. For internal, it has been conducted on 17/10/2022 while external 27/10/2022 together with Segaria Estate.</p>	
<p>6.5.2</p>	<p><b>(C)</b> A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce. - Critical (Major) compliance -</p>	<p>Policy for sexual harassment policy was established in Bahasa Malaysia and documented in the document title "Kenyataan Dasar Anti Gangguan" which has been signed by chief executive officer, Mr Zainal Abidin Shariff, 01/03/2022. As per stated in the policy in clause 2.2.1, the management of Boustead Plantation Berhad will respect right especially female to reproductive right and sexual health as long as compliance with local legal and regulations.</p> <p>Communication of the policy has been conducted for all workers for both shift (Shift A and shift B) on 17/10/2022 and 24/10/2022 conducted by Mohd Fazlee Hisyam, environment staff for Segaria POM. Sighted, training material and attendance for the training conducted. While for stakeholders, it has been conducted in 2 different consultation which for internal and external. For internal, it has been conducted on 17/10/2022 while external 27/10/2022 together with Segaria Estate.</p>	<p>Complied</p>
<p>6.5.3</p>	<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>New mother assessment for both operating units is conducted by hospital assistant during the routine pregnancy check-up. For Segaria POM, there was only 1 new mother identified work as</p>	<p>Complied</p>

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	- Minor compliance -	general clerk. Based on the assessment, the new mother requested time off for baby check-up and vaccination on monthly basis. Other than that, she requested for suitable resting area. As per interview, suitable resting area has been provided in the office and the manager approved to allow time off for baby medical check-up and vaccination. While for Segaria Estate, there were 2 new mothers identified and there are no special needs requested by both new mothers.	
6.5.4	A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce. - Minor compliance -	<p>Policy for sexual harassment has been established by Boustead Plantation Berhad which clearly stated that the management is committed and guarantee that complainant will be protected, and any information will not be disclosed. Any complaint will be handled through the specific internal procedure in the document "Policy and procedure- managing sexual harassment in the workplace" issuance dated 01/03/2022 revision number HR/2022/023/002.</p> <p>Communication of the policy has been conducted for all workers for both shift (Shift A and shift B) on 17/10/2022 and 24/10/2022 conducted by Mohd Fazlee Hisyam, environment staff for Segaria POM. Sighted, training material and attendance for the training conducted. While for stakeholders, it has been conducted in 2 different consultation which for internal and external. For internal, it has been conducted on 17/10/2022 while external 27/10/2022 together with Segaria Estate.</p>	Complied
<b>Criterion 6.6:</b> No forms of forced or trafficked labour are used.			
6.6.1	<p><b>(C)</b> All workers have entered into employment voluntarily and the following are prohibited:</p> <ul style="list-style-type: none"> <li>Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes)</li> <li>Charging the workers for recruitment fees.</li> </ul>	<p>Based on interviews with the workers, and observations made, the following were found:</p> <p>Retention of documents: All workers are free to keep their own passports. There is no retention of identity documents or passports unless these are needed for passport/work permit renewal. Some Indonesian workers has been interviewed and confirmed that</p>	Complied

	<ul style="list-style-type: none"> <li>• Contract substitution</li> <li>• Involuntary overtime</li> <li>• Lack of freedom of workers to resign</li> <li>• Penalty for termination of employment</li> <li>• Debt bondage</li> <li>• Withholding of wages</li> </ul> <p>- Critical (Major) compliance -</p>	<p>passport has been kept by the workers itself. It has been confirmed during site visit to line site where verification passport has been kept at their house.</p> <p>Charging of recruitment fee: Workers are not charged any recruitment fees. This is clearly stated in the contracts between Boustead Plantation with the recruitment agents from Indonesia Interviews conducted with workers also confirmed that they have not been charged any recruitment fees.</p> <p>Involuntary overtime: Based on interviews conducted with the workers, all overtime work were carried out on a voluntary basis. Workers are free decline any offers for overtime work. Sighted were written consent from workers to work overtime for Segaria POM and estate.</p> <p>Lack of freedom to resign: Workers are free to resign as per stated in their employment contracts. This was confirmed during interviews with workers.</p> <p>Debt bondage: There is no evidence of any incidence of debt bondage. It has been verified based on sample of pay slips where there is no deduction of salary for debt. Further verification has been done through interview where there is no debt has been given to the workers. The is also no recruitment fee has been charged to the workers hence confirmed that there is debt bondage implement.</p> <p>Withholding of wages: There is no evidence of withholding of wages. Workers' wages have been paid by cash and sighted evidence of payment that has been signed by the workers. There is evidence that there no workers` wages has been withhold. It has been further confirmed through interview.</p>	
6.6.2	<p><b>(C)</b> Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.</p>	<p>Boustead Plantations Berhad has established and maintained the same procedure as per last audit that has been documented in the Foreign Workers Policy dated 02/12/2019 signed by CEO. In the</p>	Complied

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	<p>- Critical (Major) compliance -</p>	<p>procedure has outline the process and procedure for foreign workers included recruitment process, post arrival, passport handling and renewal and employment contract renewal.</p> <p>Based on audit interviews and records sighted, Segaria POM and estate have demonstrated that the procedures are being implemented.</p>						
<p><b>Criterion 6.7:</b> 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><b>(C)</b> The responsible person(s) for H&amp;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 operating units has established Safety and Health Committee lead by the Estate Manager as per appointment letters signed by the Head of Segamaha - Segaria Business Unit. Refer appointment letter letter ref. no. OSHE/COMM/210-5 dated 15/07/2021. As for mill, the Safety and Health Committee lead by the Mill Manager as per appointment letters signed by the Acting Head of Sustainability and Safety. Refer appointment letter ref. no. OSHE/COMM/0083 dated 10/02/2023.</p> <p>The management has established a 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 the safety and health of the workers on a quarterly basis during the OSH committee meeting. In the meeting discussed agenda such as matters arising from previous meeting, workplace inspection reports, training program and implementation, safety issues at workplace, accident cases, HIRARC, and other issues.</p> <p>The operating units conducted safety and health committee meeting on quarterly basis as per requirements. Reviewed the latest 4 minutes meeting conducted for every operating units as follows:</p> <table border="1" data-bbox="1137 1302 1921 1347"> <tr> <td data-bbox="1137 1302 1261 1347"></td> <td data-bbox="1261 1302 1429 1347">04/ 2022</td> <td data-bbox="1429 1302 1592 1347">03/ 2022</td> <td data-bbox="1592 1302 1749 1347">02/ 2022</td> <td data-bbox="1749 1302 1921 1347">01/ 2022</td> </tr> </table>		04/ 2022	03/ 2022	02/ 2022	01/ 2022	<p>Complied</p>
	04/ 2022	03/ 2022	02/ 2022	01/ 2022				

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		Segaria Estate	21/12/2022	21/09/2022	22/06/2022	09/03/2022	
		Segaria POM	06/12/2022	18/10/2022	15/06/2022	15/03/2022	
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>Emergency Response Plans are available for Emergency Contact Number, Emergency Evacuation, First Aid Locations, and Fire Extinguisher Locations, Emergency Response Plan (Fire, Chemical Spillage, Flood and Accident) and displayed at strategic locations around the mill, estate office and stores. The estate continuously conducted training on accident and emergency procedures. Reviewed the training records dated 08/02/2023 and 06 – 07/12/2022 for Segaria Estate and 14/06/2022 for Segaria POM. Noted during the interview with workers, the understanding of emergency response procedure was satisfactory.</p> <p>First aider presents at various workstation at the operating units sampled. The operating units continuously provided training to the appointed first aider to enhance their knowledge. Reviewed the training records First aid training dated 14/02/2023 and 13/07/2022. The operating units monitor the usage of first aid items recorded in the Checklist of First Aid Kit usage. Reviewed the records for the month of December 2022 and January 2023. The operating units conducted the first aid kit inspection on monthly basis. Reviewed the inspection records dated 07/09/2022, 16/10/2022, 07/11/2022 and 12/12/2022 for Segaria Estate, 18/12/2022, 12/11/2022, 16/10/2022 and 10/09/2022. During site visit and interview with spraying gang mandore at PR22F and harvesting gang at PM00B, sighted the first aid box and clean water were brought during operation. Noted during site visit at the workshop and laboratory, the items in the first aid box is adequate. The understanding on the basic first aid kit usage was satisfactory.</p>					Complied

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		<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 was reported to the Headquarters through Monthly LTI reports and DOSH by submitting the JKPP 6/7 form through MyKKP system. Reviewed the accident records submitted to Headquarters FY 2022 and JKPP 6 forms, accident investigation records, HIRARC review and SOCSO claim for accident cases occur in the estate at FFB loading operation on 05/04/2022 and accident occur at water treatment plant on 27/09/2022 and boiler station on 26/11/2022.</p>	
<p>6.7.3</p>	<p><b>(C)</b> 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 operating units provided PPE to the workers as per Safety work Procedure and recommendation from risk assessment reports such as CHRA and NRA.</p> <p><b><u>Segaria Estate</u></b></p> <p>The estate provided appropriate PPE to all workers according to the job type. Noted during site visit, the sprayers were provided with wellington boots, apron, nitrile gloves, respirator and safety goggles while harvester were provided with safety helmets, sickle/chisel cover and wellington boots. Reviewed the PPE issuance records for the sprayers and harvesters interviewed (employment no. 27x4, 24x8, 27x6, 12x8, 27x9, 16x9, 14x7, 11x1, 25x5, 18x5 and 21x3) and found consistent with sighted onsite.</p> <p>The estate conducted PPE inspection at minimum of once every 6 months. Reviewed the inspection records dated 24/02/2022, 10/03/2022, 18/08/2022, 19/09/2022, 02/01/2023 and 06/02/2023.</p> <p><b><u>Segaria POM</u></b></p> <p>The mill provided appropriate PPE to all workers according to the job type. During site visit in the boiler, workshop and laboratory,</p>	<p>Complied</p>

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		<p>sighted the workers wears PPE such as safety helmet, leather gloves, earplugs, safety shoes, welding shield, respirator and etc. Reviewed the PPE issuance records for the boiler, workshop and laboratory (employment no. 00x4H, 00x2B, 04x2I, 01x0J, 03x6H and 03x8B) and found consistent with sighted onsite.</p> <p>The estate conducted PPE inspection at minimum of once every 6 months. Reviewed the inspection records dated 13/02/2023, 16/01/2023, 05/12/2022 and 14/11/2022.</p>	
6.7.4	<p>All workers are provided with medical care and covered by accident insurance. Costs incurred from work- related incidents leading to injury or sickness are covered in accordance with Malaysian law.</p> <p>- Minor compliance -</p>	<p>Medical care is provided to all the employees. 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 the month of March 2022, June 2022 and January 2023.</p> <p>For accident eligible for SOCSO claim, the operating units has made claim to SOCSO. Reviewed SOCSO claim for accident cases occur in Segaria Estate at FFB loading operation on 05/04/2022.</p>	Complied

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6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics. - Minor compliance -	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 2022 as reported to DOSH as follows: <table border="1" data-bbox="1137 571 1921 756"> <thead> <tr> <th>Operating units</th> <th>Accident Cases</th> <th>LTA</th> <th>Ref. no.</th> </tr> </thead> <tbody> <tr> <td>Segaria Estate</td> <td>2</td> <td>53</td> <td>JKPP 8/126977/2022</td> </tr> <tr> <td>Segaria POM</td> <td>2</td> <td>40</td> <td>JKPP 8/123669/2022</td> </tr> </tbody> </table>	Operating units	Accident Cases	LTA	Ref. no.	Segaria Estate	2	53	JKPP 8/126977/2022	Segaria POM	2	40	JKPP 8/123669/2022	Complied
Operating units	Accident Cases	LTA	Ref. no.												
Segaria Estate	2	53	JKPP 8/126977/2022												
Segaria POM	2	40	JKPP 8/123669/2022												

**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	<b>(C)</b> IPM plans are implemented and monitored to ensure effective pest control. - Critical (Major) compliance -	Segaria Estate has established Integrated Pest Management Plan (IPM) 2023 dated 02/01/2023. Among the objective and action plan were: <table border="1" data-bbox="1137 994 1921 1361"> <thead> <tr> <th>Objective</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Prevention or minimize of loss or damage to palm and yield by pest</td> <td>A damaged to the target parameter has exceed a threshold or any level upon census as per OPC, applied pesticide approved by Malaysia Pesticide Board  Planting beneficial plant; Cassia Conbanensis, Turnera Subulata, Antigono leptopus</td> </tr> </tbody> </table>	Objective	Action Plan	Prevention or minimize of loss or damage to palm and yield by pest	A damaged to the target parameter has exceed a threshold or any level upon census as per OPC, applied pesticide approved by Malaysia Pesticide Board  Planting beneficial plant; Cassia Conbanensis, Turnera Subulata, Antigono leptopus	Complied
Objective	Action Plan						
Prevention or minimize of loss or damage to palm and yield by pest	A damaged to the target parameter has exceed a threshold or any level upon census as per OPC, applied pesticide approved by Malaysia Pesticide Board  Planting beneficial plant; Cassia Conbanensis, Turnera Subulata, Antigono leptopus						



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		<p>Minimize of loss and damages to ripe &amp; unripe fruits and basal tissue of the palm base by rats attacks</p> <p>Ensuring sufficient food source (rat) for natural predator especially barn owl</p> <p>To reduce the use of pesticide</p>	<p>Fixing barn owl if needed</p> <p>Record of total owl alive and monitoring barn condition</p> <p>Use safe rodenticide to minimise infection to owl population (2<sup>nd</sup> Gen.)</p> <p>Plan out rat control properly in order to ensure rat is sufficed for chick survivals</p> <p>Regular training on calibration</p> <p>Use Low a.i /Ha percentage pesticide and low chemical recommendation per hectare</p>	
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>There were no species referenced in the Global invasive Species database and CABI.org sighted within the estate and POM premises.</p>		Complied
7.1.3	<p>There is no use of fire for pest control unless in exceptional circumstances such as plantation sanitation, i.e. where no other effective methods exist, and with prior approval of government authorities.</p> <p>- Minor compliance -</p>	<p>Based on document verification, site visit and interview confirmed that there is no evidence of fire use to control pest in the estate.</p>		Complied
<b>Criterion 7.2:</b> Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.				
7.2.1	<p><b>(C)</b> 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>The written justifications of pesticides were address in the Oil Palm Circular under section:</p> <p>1. Weeding</p>		Complied

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	<p>- Critical (Major) compliance -</p>	<ul style="list-style-type: none"> <li>i. Weed management in oil palm – OPC 1.b</li> <li>ii. Mikania Eradication &amp; Control – OPC 1.c</li> </ul> <p>2. Lalang</p> <ul style="list-style-type: none"> <li>i. Lalang Eradication &amp; Control – OPC 2.a</li> </ul> <p>3. Pest and Disease</p> <ul style="list-style-type: none"> <li>i. Rat Control in Oil Palm – OPC 4.b</li> <li>ii. Epiphyte Eradication – OPC 4.c</li> </ul> <p>Management of Termites in Young oil Palm Planted in Peat – OPC 4.h</p>																			
<p>7.2.2</p>	<p><b>(C)</b> 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. Sampled the a.i/ha for chemicals used in 2022 as below: -</p> <table border="1" data-bbox="1263 863 1805 1364"> <thead> <tr> <th>Month</th> <th>AI/ha KG@L/ha</th> </tr> </thead> <tbody> <tr> <td>Jan 2022</td> <td>16.25</td> </tr> <tr> <td>Feb 2022</td> <td>16.39</td> </tr> <tr> <td>Mar 2022</td> <td>16.76</td> </tr> <tr> <td>Apr 2022</td> <td>16.24</td> </tr> <tr> <td>May 2022</td> <td>16.73</td> </tr> <tr> <td>Jun 2022</td> <td>16.72</td> </tr> <tr> <td>Jul 2022</td> <td>17.07</td> </tr> <tr> <td>Aug 2022</td> <td>17.52</td> </tr> </tbody> </table>	Month	AI/ha KG@L/ha	Jan 2022	16.25	Feb 2022	16.39	Mar 2022	16.76	Apr 2022	16.24	May 2022	16.73	Jun 2022	16.72	Jul 2022	17.07	Aug 2022	17.52	<p>Complied</p>
Month	AI/ha KG@L/ha																				
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			<table border="1"> <tr> <td>Sep 2022</td> <td>17.41</td> </tr> <tr> <td>Oct 2022</td> <td>15.34</td> </tr> <tr> <td>Nov 2022</td> <td>16.65</td> </tr> <tr> <td>Dec 2022</td> <td>16.89</td> </tr> </table>	Sep 2022	17.41	Oct 2022	15.34	Nov 2022	16.65	Dec 2022	16.89	
Sep 2022	17.41											
Oct 2022	15.34											
Nov 2022	16.65											
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7.2.3	<p><b>(C)</b> Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.</p> <p>- Critical (Major) compliance -</p>	<p>The estate has established Reduction Plan on Herbicide Use FY 2022 and 2023. Among the plan:</p> <ol style="list-style-type: none"> <li>1. To conduct calibration training regularly</li> <li>2. Proper selection of herbicides, use low active ingredients (A.I) and low chemical recommendation per ha</li> <li>3. Ensure chemical issuance from store according to approved requisition chit by Asst. Manager</li> <li>4. Implementation of Integrated Pest Management Plan</li> <li>5. Purchase new and fixing of barn owl box</li> <li>6. Maintaining and records total owl and barn</li> </ol>	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>Reviewed the Chemical Registers dated 26/01/2023 and site visit at the chemical store, there is no evidence of prophylactic use of pesticides in the estates.</p>	Complied									
7.2.5	<p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.</p> <p>The due diligence refers to:</p> <ol style="list-style-type: none"> <li>a) Judgment of the threat and verify why this is a major threat</li> <li>b) Why there is no other alternative which can be used</li> </ol>	<p>Reviewed the Chemical Registers dated 26/01/2023 showed that only class III &amp; 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.</p>	Complied									

	<p>c) Which process was applied to verify why there is no other less hazardous alternative</p> <p>d) What is the process to limit the negative impacts of the application</p> <p>e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.</p> <p>- Minor compliance -</p>		
7.2.6	<p><b>(C)</b> 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>The estate has established training program for employees exposed to chemicals including sprayers and storekeeper to ensure the continuous awareness to the employee. The training was conducted by the Executives, field supervisors and representative form the chemical suppliers to the supervisors and operators. Reviewed the sampled training records as follows:</p> <ol style="list-style-type: none"> <li>1. Chemical handling, premixing chemical, pesticides issuance and triple rinse SOP and SWP training dated 17/01/2023.</li> <li>2. SOP and SWP for spraying training dated 16/11/2022, 01/11/2022, 26/10/2022.</li> </ol> <p>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>	Complied
7.2.7	<p><b>(C)</b> Storage of all pesticides is in accordance with recognised best practices.</p> <p>- Critical (Major) compliance -</p>	<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</p>	Complied

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		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.	
7.2.8	All pesticide containers are triple rinsed and punctured before being disposed of and/or handled responsibly if used for other purposes. - Minor compliance -	Empty pesticides containers were identified as scheduled waste. All empty pesticides containers were triple rinsed and reused back as premix chemical containers or puncture and stored at designated stored before disposed to licensed contractors. The pesticides containers were disposed as Scheduled Waste under SW 409 or recycled waste base on availability of waste disposal contractors.  Reviewed the inventory records of SW 409 for the month of October, November and December 2022 and January 2023. Reviewed also the disposal records dated 27/07/2022 with consignment note no. 2022072707LONH4U and 13/02/2023 with consignment note no. 004819.	Complied
7.2.9	<b>(C)</b> 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. - Critical (Major) compliance -	Aerial spraying is not a practice in the estate.	Not Applicable
7.2.10	<b>(C)</b> Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated. - Critical (Major) compliance -	The estate conducted medical surveillance for chemical handlers on annually basis as per recommendation in CHRA report. Latest medical surveillance was conducted on 25/11/2022 by OHD with DOSH reg. no. HQ/19/DOC/00/00399. 59 workers were sent for surveillance and found with normal results and fit to work as chemical handlers.	Complied
7.2.11	<b>(C)</b> 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.	Addressed in the Boustead Plantations Berhad Sustainability Policy dated 12/07/2021 signed by the Chief Executive Officer under section 1.6 Safe Handling of Pesticides stated as follows:	Complied

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	<p>- Critical (Major) compliance -</p>	<p>“Protect pregnant or breastfeeding mothers or other people who have medical restrictions from any work with pesticides according to the pesticides act 1974 (Act 149) and Regulation 3(c) of the pesticides (Highly Toxic Pesticides) Regulations 1996 (Amendment 2004).”</p> <p>During the site visit and interview the female chemical handlers they mentioned that they are not pregnant and not breastfeeding. The understanding on prohibition of work with chemical if pregnant and breastfeeding is satisfactory.</p>												
<p><b>Criterion 7.3:</b> Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.</p>														
<p>7.3.1</p>	<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>Waste Management Plan for the year of 2023 has been established. Among the action plan tabulated in the table below:</p> <table border="1" data-bbox="1137 802 1930 1340"> <thead> <tr> <th>Type of waste</th> <th>Description</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Schedule waste</td> <td rowspan="3">Used lubricants</td> <td>Monitor the usage of lubricants / engine oil to avoid spillages</td> </tr> <tr> <td>To put the tray at every tractor during service or repair time to trap any spillages</td> </tr> <tr> <td>To pour the used lubricant in a proper container and transfer into main schedule waste store.</td> </tr> <tr> <td>Used filter</td> <td></td> <td>To collect and record in schedule waste store</td> </tr> </tbody> </table>	Type of waste	Description	Action Plan	Schedule waste	Used lubricants	Monitor the usage of lubricants / engine oil to avoid spillages	To put the tray at every tractor during service or repair time to trap any spillages	To pour the used lubricant in a proper container and transfer into main schedule waste store.	Used filter		To collect and record in schedule waste store	<p>Complied</p>
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Used filter		To collect and record in schedule waste store												

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					To assemble item in a proper container / drum		
					Avoid keeping the items for a long period in a particular place		
					Empty herbicide container	Collect and record empty herbicide container	
						Puncture all the unused empty chemical container	
						To dispose all the items through registered appointed contractors	
					Used batteries	Collect and record batteries	
						To dispose all the items through registered appointed contractors	
					Domestic waste	Rubbish	Establish landfill 3 km away from water course and residential area
							Create awareness on hygiene
							To monitor line site cleanliness
					Recycle waste	POME	Monitor POME application
							To discuss estate & mill common issue during liaison meeting

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			<table border="1"> <tr> <td data-bbox="1279 363 1543 443">EFB</td> <td data-bbox="1543 363 1928 443">Monitor field application record</td> </tr> <tr> <td data-bbox="1279 443 1543 555">Re – use empty chemical containers</td> <td data-bbox="1543 443 1928 555">To label re-use empty container with Re use wastewater</td> </tr> <tr> <td data-bbox="1279 555 1543 671">Recyclable waste</td> <td data-bbox="1543 555 1928 671">Create awareness among the workers on benefit of recycling the waste</td> </tr> </table>	EFB	Monitor field application record	Re – use empty chemical containers	To label re-use empty container with Re use wastewater	Recyclable waste	Create awareness among the workers on benefit of recycling the waste	
EFB	Monitor field application record									
Re – use empty chemical containers	To label re-use empty container with Re use wastewater									
Recyclable waste	Create awareness among the workers on benefit of recycling the waste									
7.3.2	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</p> <p>- Minor compliance -</p>	<p>Action plan was monitored by person in charge with time frame and status of completion.</p> <p>Addressed in the Procedure of Schedule Waste Management Issue No 1, dated June 2017 on disposal of schedule waste and inventory. Training on Schedule waste has been conducted on 31/10/2022 at Segaria Estate and 30/10/2022 at Segaria POM</p> <p>Segaria Estate and Segaria POM has monitored their inventory and disposal of schedule waste as per Fifth Schedule (Regulation 11) Environmental Quality ACT 1974, Environmental Quality (Scheduled waste) Regulation 2005. Sample of record as below: -</p> <p><u>Segaria Estate</u></p> <p><u>Inventory</u></p> <ul style="list-style-type: none"> <li>• File reference Number: JAS.STW.600-3/4/108</li> <li>• Date Reporting: 31/01/2023</li> <li>• Waste Generated: SW102, SW109, SW110, SW305, SW306, SW403, SW404, SW409, SW410</li> </ul> <p><u>Disposal</u></p> <p>Sample 1</p> <ul style="list-style-type: none"> <li>• Disposal consignment note: 2023021316X81HMG</li> </ul>	Complied							



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		<ul style="list-style-type: none"> <li>• Date Disposal: 13/02/2023</li> <li>• SW410: Contaminated items with chemicals: 0.1880 MT by Lagenda Bumimas Sdn Bhd</li> </ul> <p>Sample 2</p> <ul style="list-style-type: none"> <li>• Disposal consignment note: 20230213165SX10J</li> <li>• Date Disposal: 13/02/2023</li> <li>• SW102: Used battery: 0.002 MT by Lagenda Bumimas Sdn Bhd</li> </ul> <p>Sample 3</p> <ul style="list-style-type: none"> <li>• Disposal consignment note: 2023021316NI0JH9</li> <li>• Date Disposal: 13/02/2023</li> <li>• SW305: Spent lubricating oil: 2.4510 MT by Lagenda Bumimas Sdn Bhd</li> </ul> <p><u>Segaria POM</u></p> <p><u>Inventory</u></p> <ul style="list-style-type: none"> <li>• File reference Number: JAS.STW.600-3/1/1</li> <li>• Date Reporting: 13/02/2023</li> <li>• Waste Generated: SW102, SW103, SW109, SW305, SW306, SW322, SW409, SW410</li> </ul> <p><u>Disposal</u></p> <p>Sample 1</p> <ul style="list-style-type: none"> <li>• Disposal consignment note: 2023021323MKX5RP</li> <li>• Date Disposal: 13/02/2023</li> <li>• SW410: Items contaminated with chemicals: 0.1800 MT by Lagenda Bumimas Sdn Bhd.</li> </ul> <p>Sample 2</p> <ul style="list-style-type: none"> <li>• Disposal consignment note: 20230213233HJ9X4</li> </ul>	
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		<ul style="list-style-type: none"> <li>Date Disposal: 13/02/2023</li> <li>SW305: Spent Lubrication Oils: 0.5660 MT by Lagenda Bumimas Sdn Bhd.</li> </ul>																
7.3.3	The unit of certification does not use open fire for waste disposal. - Minor compliance -	<p>Segaria Estate and Segaria POM was not use fire for waste disposal. Disposal for domestic and non-hazardous waste is through landfilling at designated area within estate. Segregation of non-degradable and degradable waste was done at site and dumping of waste only allowed for degradable waste. Collection of domestic waste has been conducted 3 times a week.</p> <table border="1"> <thead> <tr> <th rowspan="2">Segaria Business Unit</th> <th colspan="3">Landfill</th> </tr> <tr> <th>Block No</th> <th>Pit type</th> <th>Date Open</th> </tr> </thead> <tbody> <tr> <td>Estate/POM</td> <td>PM99/1</td> <td>Non-Organic</td> <td>30/01/2023</td> </tr> <tr> <td>Estate/POM</td> <td>PM99/1</td> <td>Organic</td> <td>31/01/2023</td> </tr> </tbody> </table>	Segaria Business Unit	Landfill			Block No	Pit type	Date Open	Estate/POM	PM99/1	Non-Organic	30/01/2023	Estate/POM	PM99/1	Organic	31/01/2023	Complied
Segaria Business Unit	Landfill																	
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Estate/POM	PM99/1	Non-Organic	30/01/2023															
Estate/POM	PM99/1	Organic	31/01/2023															
<b>Criterion 7.4:</b> 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 -	SOP on managing soil fertility for optimize yield and minimize environmental impacts has been established. The sustaining of the soil fertility is guided by the organization SOPs content among others as stated in OPC for Soil and Water Conservation (O.P.C. No. 08a.) dated April 1996 and reviewed in August 2018.	Complied															
7.4.2	Periodic tissue and soil sampling is carried out by Companies to monitor and manage changes in soil fertility and plant health. - Minor compliance -	Foliar and soil sampling was carried out by Applied Agricultural Resources (AAR) prior to the fertilizer recommendation for the next financial year. Leaf and soil nutrient analysis are commonly used in the diagnosis of fertilizer requirements in oil palms. The frequency for leaf sampling must be conduct for every year while for soil analysis, the frequency for soil sampling is conducted at 5 years intervals. Refer Latest Soil Sampling was conducted from	Complied															

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		02/07/2021. Refer report no. R21/6/369 dated 09/06/2021. Latest leaf sampling was conducted in 19/05/2022.									
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 -	Verified that EFB from Segaria POM has been used as bio fuel at the Boiler Station and also distributed to the Segaria Estate where it is used as a mulch in the field to further fertilize the soil. Sighted EFB Application record for the year of 2022 at PM04A, PM04B and PM04C. Rate application was 30MT/Ha.  Disposal Inventory Record submitted to DOE. Refer "Laporan Inventori Pelupusan Tandan Kosong Kelapa Sawit" for the month of January 2023 dated 18/02/2023.  POME discharge through land application at PM01 Block 20 & 21 with sprinkler application.	Complied								
7.4.4	Records of fertiliser inputs are maintained. - Minor compliance -	The fertiliser application was conducted as per recommendation by agronomist base on foliar sampling conducted. Refer Oil Palm Manuring Recommendation 2023 dated 05/11/2022 with reference number TNM/adv/Segaria/OPMR2023/ltr. Fertilizer application was according to the programme as verification Manuring Programme Record.	Complied								
<b>Criterion 7.5:</b> Practices minimise and control erosion and degradation of soils.											
7.5.1	<b>(C)</b> Maps identifying marginal and fragile soils, including steep terrain, are available. - Critical (Major) compliance -	Soil maps were available at all estates identifying the type of soil series and its area percentage in the estate. There were no marginal and fragile soils identified at the assessed estates. During field visit at the estates, it was sighted there was no oil palm planting on steep terrains as well. Among soil series sampled were: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Estate</th> <th>Type of Soil</th> <th>Hectarage, Ha</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Segaria</td> <td>Apas</td> <td>299.40</td> </tr> <tr> <td>Batang</td> <td>481.60</td> </tr> </tbody> </table>	Estate	Type of Soil	Hectarage, Ha	Segaria	Apas	299.40	Batang	481.60	Complied
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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>There is no replanting at steep slopes. Verified through sample site visit at immature area PR2021. Policy on slope protection and documented in Slope and River Protection Policy signed by the Managing Director in January 2015. The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the existing crop and vegetation shall be maintained accordingly. To minimize and control erosion and degradation of soil, management was taking some action as below:</p> <ul style="list-style-type: none"> <li>a) Proper stacking of fronds</li> <li>b) EFB application</li> <li>c) Avoidance of blanket spraying</li> <li>d) Construction terraces</li> <li>e) Road maintenance and maintenance of soft vegetation in the interlines.</li> </ul>	Complied											
7.5.3	<p>There is no new planting of oil palm on steep terrain.</p> <p>- Minor compliance -</p>	<p>There is no replanting at steep slopes. Verified through sampled site visit at immature area PR2021. Policy on slope protection and documented in Slope and River Protection Policy signed by the Managing Director in January 2015. The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program.</p>	Complied											

**Criterion 7.6:** Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.

7.6.1	<p><b>(C)</b> 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>Sighted Soil series and topography map at sampled estates. No fragile soil categorized in the estates sampled. The estate has taken into account the land terrain, drainage and road systems in planning for replanting.</p> <p>Refer table below on details of soil topography for estate:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type</th> <th>Hectarage, Ha</th> <th>Percentage, %</th> </tr> </thead> <tbody> <tr> <td>Flat</td> <td style="text-align: center;">723.30</td> <td style="text-align: center;">16.20</td> </tr> <tr> <td>Undulating</td> <td style="text-align: center;">848.40</td> <td style="text-align: center;">19.00</td> </tr> <tr> <td>Hilly</td> <td style="text-align: center;">2,893.40</td> <td style="text-align: center;">64.80</td> </tr> </tbody> </table> <p>Refer table below on details of soil series for estate:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Estate</th> <th>Type of Soil</th> <th>Hectarage, Ha</th> </tr> </thead> <tbody> <tr> <td rowspan="7" style="text-align: center; vertical-align: middle;">Segaria</td> <td style="text-align: center;">Apas</td> <td style="text-align: center;">299.40</td> </tr> <tr> <td style="text-align: center;">Batang</td> <td style="text-align: center;">481.60</td> </tr> <tr> <td style="text-align: center;">Batang – Lateritic</td> <td style="text-align: center;">148.20</td> </tr> <tr> <td style="text-align: center;">Beruang - Lateritic</td> <td style="text-align: center;">322.70</td> </tr> <tr> <td style="text-align: center;">Kinabutan</td> <td style="text-align: center;">1141.50</td> </tr> <tr> <td style="text-align: center;">Koboyan</td> <td style="text-align: center;">562.60</td> </tr> <tr> <td style="text-align: center;">Koyah</td> <td style="text-align: center;">221.60</td> </tr> </tbody> </table>	Type	Hectarage, Ha	Percentage, %	Flat	723.30	16.20	Undulating	848.40	19.00	Hilly	2,893.40	64.80	Estate	Type of Soil	Hectarage, Ha	Segaria	Apas	299.40	Batang	481.60	Batang – Lateritic	148.20	Beruang - Lateritic	322.70	Kinabutan	1141.50	Koboyan	562.60	Koyah	221.60	Complied
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	Koyah	221.60																															

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>There is no extensive planting on marginal and fragile soils. No fragile soil categorized in the estate. The estate has taken into account the land terrain, drainage and road systems in planning for replanting. Refer Boustead Agricultural Manual on best practice of planting oil palm (O.P.C. No. 08a.) dated April 1996 and reviewed in August 2018.</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>Soil Map and Topography information was used in the planning of replanting. Details of soil series and topography as per detail in the 7.6.1. The estate has considered the land terrain, drainage and road systems in planning for replanting. It was referred to Boustead Agricultural Manual on best practice of planting oil palm (O.P.C. No. 08a.) dated April 1996 and reviewed in August 2018.</p>	Complied
<p><b>Criterion 7.7:</b> No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.</p>			
7.7.1	<p><b>(C)</b> 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 is no new planting at Segaria Estate. There is no peat soil identified at estate visited. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</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><b>PROCEDURAL NOTE:</b>  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 is no new planting at Segaria Estate. There is no peat soil identified at estate visited. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</p>	Not Applicable
7.7.3	<p><b>(C)</b> Subsidence of peat is monitored, documented and minimised.</p> <p>- Critical (Major) compliance -</p>	<p>There is no new planting at Segaria Estate. There is no peat soil identified at estate visited. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</p>	Not Applicable

7.7.4	<p><b>(C)</b> A documented water and ground cover management programme is in place.          - Critical (Major) compliance -</p>	<p>There is no new planting at Segaria Estate. There is no peat soil identified at estate visited. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</p>	Not Applicable
7.7.5	<p><b>(C)</b> 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.           This is subject to transitional (5 years: 2019 to 2024) arrangement stated in the Drainability Assessment Procedure.           Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.          - Critical (Major) compliance -</p>	<p>There is no new planting at Segaria Estate. There is no peat soil identified at estate visited. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</p>	Not Applicable
7.7.6	<p><b>(C)</b> 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.          - Critical (Major) compliance -</p>	<p>There is no new planting at Segaria Estate. There is no peat soil identified at estate visited. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</p>	Not Applicable
7.7.7	<p><b>(C)</b> All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2019) and associated audit guidance.</p>	<p>There is no new planting at Segaria Estate. There is no peat soil identified at estate visited. Verification through site visit, document checking, and interview confirmed that there is no new planting activity in the estate visited. Hence, the criteria was not applicable.</p>	Not Applicable

- Critical (Major) compliance -																
<b>Criterion 7.8:</b> Practices maintain the quality and availability of surface and groundwater.																
7.8.1	<p>A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following:</p> <p>a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.</p> <p>b) Workers have adequate access to clean water.</p> <p>- Minor compliance -</p>	<p>A water management plan has been established at Segaria Estate and Segaria POM. Plan was reviewed on yearly basis. Refer latest plan FY2023. Among the objectives and Action plan details as below:</p> <table border="1"> <thead> <tr> <th>Strategy</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Riparian buffer zone</td> <td>To identified natural waterways in the estates and comply to the JPS guidelines on minimum width from river reserve</td> </tr> <tr> <td>To mark all palms where is around 20m from the river and stream</td> </tr> <tr> <td>No chemical interventions and manuring shall be carried out in the riparian reserved. Only manual weeding or slashing is allowed</td> </tr> <tr> <td>To conduct regular monitoring so that illegal activities are carried out</td> </tr> <tr> <td rowspan="3">Areas where buffer zone not established</td> <td>To maintain and establish soft grasses in mature field</td> </tr> <tr> <td>To stack fronds properly</td> </tr> <tr> <td>Construct terrace and silt pit at necessary area</td> </tr> <tr> <td>Water quality monitoring</td> <td>Identify and mark water sampling pints with maintenance</td> </tr> </tbody> </table>	Strategy	Action Plan	Riparian buffer zone	To identified natural waterways in the estates and comply to the JPS guidelines on minimum width from river reserve	To mark all palms where is around 20m from the river and stream	No chemical interventions and manuring shall be carried out in the riparian reserved. Only manual weeding or slashing is allowed	To conduct regular monitoring so that illegal activities are carried out	Areas where buffer zone not established	To maintain and establish soft grasses in mature field	To stack fronds properly	Construct terrace and silt pit at necessary area	Water quality monitoring	Identify and mark water sampling pints with maintenance	Non-compliance
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		<table border="1"> <tr> <td data-bbox="1126 363 1451 443"></td> <td data-bbox="1451 363 1942 443">Carried out water sampling as recommended</td> </tr> <tr> <td data-bbox="1126 443 1451 807" rowspan="6">Access of clean water to workers</td> <td data-bbox="1451 443 1942 523">Clean, back wash, at amin water storage periodically</td> </tr> <tr> <td data-bbox="1451 523 1942 576">Supply treated water at line site</td> </tr> <tr> <td data-bbox="1451 576 1942 628">Replace metal tank to HDPE tank</td> </tr> <tr> <td data-bbox="1451 628 1942 708">Maintenance of filtration by replacing damaged parts</td> </tr> <tr> <td data-bbox="1451 708 1942 761">Perform drinking water analysis</td> </tr> <tr> <td data-bbox="1451 761 1942 807">Replace old piping system</td> </tr> </table>		Carried out water sampling as recommended	Access of clean water to workers	Clean, back wash, at amin water storage periodically	Supply treated water at line site	Replace metal tank to HDPE tank	Maintenance of filtration by replacing damaged parts	Perform drinking water analysis	Replace old piping system	
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<p>Based on site visit and interview, it was verified that workers have access to clean water and management provide clean water without any charge.</p> <p>Rainfall was monitored by estate and mill. Refer daily rainfall data as at February 2023.</p> <p>Water quality monitoring has been conducted. Refer Certificate of analysis as below: -</p> <p><u>Segaria Estate</u>  <u>Sample: Japanese Pond</u>  Date sample: 09/01/2023  Date report: 30/01/2023  Report No.: W230109/04  Laboratory: DYNAKEY Laboratories Sdn Bhd  Result: Showed not exceed as per DWQS guidelines.</p>												

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		<p><u>Sample: Storage Tank</u>  Date sample: 09/01/2023  Date report: 30/01/2023  Report No.: W230109/06  Laboratory: DYNAKEY Laboratories Sdn Bhd  Result: Showed not exceed as per DWQS guidelines.</p> <p><u>Sample: Estate main Division</u>  Date sample: 09/01/2023  Date report: 30/01/2023  Report No.: W230109/07  Laboratory: DYNAKEY Laboratories Sdn Bhd  Result: Showed not exceed as per DWQS guidelines.</p> <p><u>Segaria POM</u>  <u>Sample: Upstream, Downstream, Final Discharge</u>  Date sample: 06/02/2023  Date report: 13/02/2023  Report No.: E230206/01A-01C  Laboratory: DYNAKEY Laboratories Sdn Bhd  Result: Showed not exceed as per DWQS guidelines.</p> <p><u>Sample: Upstream, Downstream, Final Discharge</u>  Date sample: 09/01/2023  Date report: 18/01/2023</p>	
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		<p>Report No.: E230109/25A-25C Laboratory: DYNAKEY Laboratories Sdn Bhd Result: Showed not exceed as per DWQS guidelines.</p> <p>Drinking water analysis has been conducted latest on 30/01/2023 with lab reference number W230109/08 sent Dynakey Laboratories Sdn Bhd and results shows that total coliform is 120MPN/ 100ml count comparing to parameter a zero count of total coliform per 100 ml of water is considered safe for drinking. However, there is no management plan has been established for incompliance for the parameter</p>	
7.8.2	<p><b>(C)</b> 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>Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones. Riparian buffer zones have been identified and demarcated. No chemicals and fertilizer application observed been used in their maintenance. Sighted at Sungai Segarong has been marked with pole and complete with awareness signage.</p> <p>Awareness on buffer zone area has been given during training and briefing at muster call. Refer latest training on 01/02/2023. Verified training materials, attendance and photos.</p>	Complied
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>The effluent treatment plant was made in accordance and interview with operator in charge revealed that the operation was in accordance with standard operation procedure and legal requirements. No overflow was observed, and flow meter reading was recorded daily.</p> <p>Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored. Effluent Analysis conducted by accredited laboratory, DYNAKEY Laboratories Sdn Bhd and submitted to DOE every 3 months through OER (Online</p>	Complied

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		<p>Environmental Report) and in compliance with mill’s compliance schedule for quarterly submission. First Schedule (regulation 10(2)) Quarterly Return Form Report reference as below:</p> <table border="1" data-bbox="1144 475 1921 1102"> <thead> <tr> <th>Report Date</th> <th>Quarter/Week</th> <th>BOD (Limit=50mg/L)</th> </tr> </thead> <tbody> <tr> <td rowspan="3">03/01/2023</td> <td>1<sup>st</sup>week/1<sup>st</sup>month</td> <td>27.00</td> </tr> <tr> <td>5<sup>th</sup>week/2<sup>nd</sup>Month</td> <td>26.90</td> </tr> <tr> <td>9<sup>th</sup>week/3<sup>rd</sup>Month</td> <td>18.40</td> </tr> <tr> <td rowspan="3">04/10/2022</td> <td>1<sup>st</sup>week/1<sup>st</sup>month</td> <td>20.00</td> </tr> <tr> <td>5<sup>th</sup>week/2<sup>nd</sup>Month</td> <td>16.10</td> </tr> <tr> <td>9<sup>th</sup>week/3<sup>rd</sup>Month</td> <td>23.40</td> </tr> <tr> <td rowspan="3">04/07/2022</td> <td>1<sup>st</sup>week/1<sup>st</sup>month</td> <td>36.80</td> </tr> <tr> <td>5<sup>th</sup>week/2<sup>nd</sup>Month</td> <td>16.20</td> </tr> <tr> <td>9<sup>th</sup>week/3<sup>rd</sup>Month</td> <td>19.00</td> </tr> </tbody> </table>	Report Date	Quarter/Week	BOD (Limit=50mg/L)	03/01/2023	1 <sup>st</sup> week/1 <sup>st</sup> month	27.00	5 <sup>th</sup> week/2 <sup>nd</sup> Month	26.90	9 <sup>th</sup> week/3 <sup>rd</sup> Month	18.40	04/10/2022	1 <sup>st</sup> week/1 <sup>st</sup> month	20.00	5 <sup>th</sup> week/2 <sup>nd</sup> Month	16.10	9 <sup>th</sup> week/3 <sup>rd</sup> Month	23.40	04/07/2022	1 <sup>st</sup> week/1 <sup>st</sup> month	36.80	5 <sup>th</sup> week/2 <sup>nd</sup> Month	16.20	9 <sup>th</sup> week/3 <sup>rd</sup> Month	19.00	
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7.8.4	<p>Mill water use per tonne of FFB is monitored and recorded.                      - Minor compliance -</p>	<p>Mill has maintained monitoring of water usage for processing FFB which are recorded monthly. Water for processing is abstracted from water catchment by using pump. The trend of water usage is tandem with volume of FFB process. Refer Water Usage Record Segaria POM. Average data as below:</p> <table border="1" data-bbox="1144 1289 1921 1378"> <thead> <tr> <th>Year</th> <th>FFB Processed, MT</th> <th>Water/L</th> <th>Water/FFB</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Year	FFB Processed, MT	Water/L	Water/FFB					Complied																
Year	FFB Processed, MT	Water/L	Water/FFB																								

		2022	67,545.52	40,917.65	0.61													
<b>Criterion 7.9:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised																		
7.9.1	<p>A plan for efficiency of the use of fossil fuels and to optimise renewable energy is implemented, monitored and documented.</p> <p>- 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 Management Plan 2023. The document was reviewed/updated in January 2023. Refer Improvement on usage of fossil fuel 2023: -</p> <ul style="list-style-type: none"> <li>To replace vehicles as per SOP</li> <li>Timely service and routine maintenance of every vehicles to be carried out</li> <li>Daily vehicles maintenance records were utilised to monitor the condition</li> <li>Write off ageing &amp; uneconomical units</li> <li>Park poor &amp; inefficient vehicles</li> </ul> <p>There is no opportunity for the estates to capitalize the utilisation of fibre/shell produced from the mill as part of their energy production in replacement of fossil fuel with the current technology limitation.</p> <p>The mill and estate monitored the diesel usage per ton FFB process/production on monthly basis. Reviewed the data FY 2022 as follows:</p> <table border="1"> <thead> <tr> <th>Estate / Mill</th> <th>Diesel, (L)</th> <th>FFB, (MT)</th> <th>Diesel / FFB (L/MT)</th> </tr> </thead> <tbody> <tr> <td>Segaria POM</td> <td>421,399.50</td> <td>67,545.52</td> <td>6.24</td> </tr> <tr> <td>Segaria Estate</td> <td>426,623.00</td> <td>67,545.52</td> <td>6.32</td> </tr> </tbody> </table>				Estate / Mill	Diesel, (L)	FFB, (MT)	Diesel / FFB (L/MT)	Segaria POM	421,399.50	67,545.52	6.24	Segaria Estate	426,623.00	67,545.52	6.32	Complied
Estate / Mill	Diesel, (L)	FFB, (MT)	Diesel / FFB (L/MT)															
Segaria POM	421,399.50	67,545.52	6.24															
Segaria Estate	426,623.00	67,545.52	6.32															

<b>Criterion 7.10:</b> Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.			
7.10.1	<p><b>(C)</b> 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>The GHG emissions are identified and assessed for the unit certification by sustainability team. RSPO GHG Calculator version 4 is used. The consumption of fertilisers and diesel were verified through Estates:</p> <ul style="list-style-type: none"> <li>a) FFB record book</li> <li>b) Stock book</li> <li>c) Monthly stock issue</li> <li>d) Stock requisition note Mill</li> <li>e) Mill Month End Production Report</li> <li>f) Monthly production report</li> <li>g) Flowmeter &amp; running hours record book</li> <li>h) Bio-gas generation daily monitoring log sheet</li> </ul> <p>Effluent analysis report Based on the verification of records; all the sampled issuance was traceable</p>	Complied
7.10.2	<p><b>(C)</b> 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>	Not applicable since no new development by the certification unit.	Complied
7.10.3	<p><b>(C)</b> Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.</p> <p>- Critical (Major) compliance -</p>	<p>Assessment of all polluting activities was conducted under Environmental Risk Assessment for identifying activities that contributes significant impact to environment including gaseous emission. Among the plan for pollution preventive action Plan FY 2022/2023 were:</p>	Complied

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		<p>a) To ensure the preventive maintenance vehicles checklist were in place. Regularly inspection is carried out to these vehicles.</p> <p>b) To place tray underneath the vehicles.</p> <p>Implementation of plan is being monitored by appointed person in charge with target of time frame for completion.</p> <p>As prescribed under DOE's Compliance Schedule, the mill is obliged to conduct stack sampling minimum once a year. Below are the verified reports (Isokinetic Stack &amp; Air Emission Monitoring Report):</p> <p><u>2<sup>nd</sup> Half 2022</u></p> <ul style="list-style-type: none"> <li>• Report no.: SPOM/ST-B2/2022</li> <li>• Report date: 19/10/2022</li> <li>• Result: Dust: 104.67 mg/m<sup>3</sup> (B5) vs limit 150, CO: 25 mg/m<sup>3</sup> vs limit 1000 @ 12% CO<sub>2</sub></li> </ul> <p><u>1<sup>st</sup> Half 2022</u></p> <ul style="list-style-type: none"> <li>• Report no.: SPOM/ST-B2/2022</li> <li>• Report date: 11/02/2022</li> <li>• Result: Dust: 70.43 mg/m<sup>3</sup> (B5) vs limit 150, CO: 86.74 mg/m<sup>3</sup> vs limit 1000 @ 12% CO<sub>2</sub></li> </ul> <p>For Air Pollution Control System, management use Electrostatic Precipitator (ESP) for monitoring. Continuous Emissions Monitoring System (CEMS) which link to the DOE on real time base were monitored.</p> <p>Sighted Online Environmental Reporting (OER) has been submitted to DOE on quarterly basis. The result within parameter as per Jadual Pematuhan JAS.SHQ.600-3/1/4 Licence No: 003471.</p>	
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		Environmental audit by 3 <sup>rd</sup> party has been conducted 2 times yearly. Latest report by MAA Consultancy Services Plt dated 29/12/2022.	
<b>Criterion 7.11:</b> Fire is not used for preparing land and is prevented in the managed area			
7.11.1	<b>(C)</b> Land for new planting or replanting is not prepared by burning. - Critical (Major) compliance -	There is no New Planting at Segaria Business Units. Verification through document review, interview and site visit confirmed that there is no replanting prepared by burning. Refer Zero open burning policy Sustainability Policy dated 12/07/2021. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	Complied
7.11.2	The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification. - Minor compliance -	Fire prevention measure has been established. Refer ERP Organization Chart for the year of 2023. Related SOP was available for verification. Refer Emergency Preparedness and Response Procedures.	Complied
7.11.3	The unit of certification engages with adjacent stakeholders on fire prevention and control measures. - Minor compliance -	There is evidence that management has engaged with stakeholders regarding on fire prevention and control measures. Refer Stakeholder meeting dated 27/10/2022. Refer Section 6.0 item 6.3. stated details on Fire Prevention. This meeting conduct to educate and inform the stakeholder neighbouring with estate regarding to Fire Management, Refer Section "Pelan Tindakan Cegah Kebakaran".	Complied
<b>Criterion 7.12:</b> 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	<b>(C)</b> 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.	Verified that there is no new land clearing since November 2005 and 15/11/2018.	Complied



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	- Critical (Major) compliance -				
7.12.2	<p><b>(C)</b> 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><b>PROCEDURAL NOTE:</b> 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 High Conservation Value assessment report was available dated November 2018 by Malaysian Environmental Consultant Sdn. Bhd. This HCV report cover the identification of high biodiversity value habitat in Segaria estate.</p> <p>The High Conservation Value assessment report was available dated November 2018. This HCV report cover the identification of high biodiversity value habitat in Segaria estate. The HCV report for the assessment done concurrently by internal assessors shown a total of HCV areas identified. Additional Supplementary Document: Mapping Upgrade for Segaria Estate 2018 HCV Assessment Report prepared by Malaysian Environmental Consultant Sdn. Bhd dated August 2021. Updated total HCV area was 197.97 Ha.</p> <p>Malaysian Environmental Consultants (MEC) consultancy focused on sustainable development, environmental management, water, forests &amp; natural resources. Sighted evidence in the company background section 1.0 on the competency of assessor related to HCV and HCS assessment.</p>			Complied
7.12.3	<i>Indicator is not applicable in Malaysia context</i>	Not Applicable			Not Applicable
7.12.4	<p><b>(C)</b> 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>	Sighted High Conservation Value (HCV) Management Plan 2023 dated 15/02/2023. Monitoring on plan was	ACTION PLAN	MONITORING	Complied

	<p>- Critical (Major) compliance -</p>	<p>done and stated in the section Completion date and Status. Management plan was reviewed on yearly basis and status of the action plan was updated by the management. As compared to previous management plan, the action plan and monitoring was continuously ongoing. There is no changes as per previous management plan.</p>			
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		<p>Sample of action plan and monitoring plan tabulated in the table below:HCV</p>			
		<p>HCV 1: RTE and endemic species</p>	<ul style="list-style-type: none"> <li>➤ Safeguard existing habitat and restore all riverine buffers to habitat quality by the next replanting.</li> <li>➤ Mark and label boundaries of HCV areas.</li> <li>➤ Promote awareness and compliance with expected behaviours and forest disturbance, hunting and live animal collecting in all conservation areas – Precautionary approach.</li> <li>➤ Socialization of conservation areas and sustainable utilization of plants and animals in HCV 1 areas – Precautionary approach.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Inspection &amp; maintenance of boundary markers</li> <li>➤ Monitoring of RTE species</li> <li>➤ Monitoring of biodiversity indicators.</li> <li>➤ Monitoring of hunting and collection of RTE species.</li> <li>➤ Regular enforcement of estate best practices SOPs and biological controls.</li> </ul>	

			<ul style="list-style-type: none"> <li>➤ Restriction of types and quantity of agro-chemical used and method of application.</li> <li>➤ Control chemical use to minimise the risk of accumulation of persistent chemicals in local wildlife, especially food animals for predators.</li> <li>➤ In response to company policies, prescribe and enforce wildlife related.</li> <li>➤ Working closely with local authorities such as PERHILITAN and PERHUTANAN to highlight and curtail any illegal activities.</li> </ul>		
		<p>HCV 2: Landscape level ecosystem and mosaics</p>	<ul style="list-style-type: none"> <li>➤ Encourage forest and land agencies to be transparent on land use and alienation of the Mount Pock Forest reserve.</li> <li>➤ Encourage forestry agencies to maintain the boundaries and integrity of the remaining areas of</li> </ul>	<ul style="list-style-type: none"> <li>➤ Inspection &amp; maintenance of boundary markers</li> <li>➤ Monitoring encroachment and activities outside that can be</li> </ul>	

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			<p>the Class 1 Mount Pock Forest reserve.</p> <ul style="list-style-type: none"> <li>➤ Support awareness raising among local stakeholders, including regional gun-owners of wildlife prescriptions in and around the Mount Pock Forest reserve.</li> <li>➤ Mark and label boundaries of HCV areas.</li> <li>➤ Ensure HCV areas within and around plantation areas remain, so that movement of wildlife species along biological corridors can occur (especially during replanting)</li> <li>➤ Establishing a continuous and contiguous conservation area allows a structural and functional part of the local ecosystems at landscape level to be preserved.</li> <li>➤ Socialise with local communities and control encroachment by the local communities in the</li> </ul>	<p>detrimental to HCV 2 areas.</p> <ul style="list-style-type: none"> <li>➤ Monitor poaching and hunting.</li> <li>➤ Maintain continuous socialization on conservation areas and sustainable utilization of plants and animals in HCV 2 areas.</li> <li>➤ Monitor activities of development and new road building / land clearing contractors to avoid fragmentation of HCV 2 areas.</li> </ul>	
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			<p>HCV areas (precautionary approach)</p> <ul style="list-style-type: none"> <li>➤ Avoid construction of new roads that can fragment the continuity of forest.</li> </ul>		
		<p>HCV 3: Ecosystems, Habitats and Refugia</p>	<ul style="list-style-type: none"> <li>➤ Mark and label boundaries of HCV areas.</li> <li>➤ Ensure HCV areas within and around plantation areas remain intact.</li> <li>➤ Socialise with local communities and control encroachment by local communities in the HCV 3 areas.</li> <li>➤ Avoid construction of new roads that can fragment the continuity of forest.</li> <li>➤ Maintain communication with management of adjacent development to reduce trans-boundary impacts.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Inspection and patrolling HCV boundaries.</li> <li>➤ Monitor encroachment and activities outside that can be detrimental to HCV 3 areas.</li> <li>➤ Monitor local communities' interest and activities in the HCV 3 areas.</li> <li>➤ Maintain continuous socialization and provide sustainable projects to offsets the need of local</li> </ul>	

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				<p>community's encroachment in HCV 3 areas.</p> <ul style="list-style-type: none"> <li>➤ Monitor activities of development and new road building / land clearing contractors to avoid fragmentation of HCV 2 areas (especially during replanting)</li> </ul>	
		<p>HCV 4: Flood Regulation, Soil Erosion Control, Fire Control, Water Quality, Biodiversity – Riverine buffers as biological corridor.</p>	<ul style="list-style-type: none"> <li>➤ Mark and label boundaries of HCV areas.</li> <li>➤ Maintaining riparian buffers to attenuate flood.</li> <li>➤ Develop appropriate SOP to manage riparian buffers and establish strict enforcement.</li> <li>➤ Develop SOP for chemical spraying and fertilizer application in</li> </ul>	<ul style="list-style-type: none"> <li>➤ Monitor flooding period</li> <li>➤ Control drainage flow to minimise soil loss</li> <li>➤ Regular review of effectiveness of SOP.</li> <li>➤ Monitor activities of</li> </ul>	

		<p>Soil formation.</p>	<p>areas close to the river buffer.</p> <ul style="list-style-type: none"> <li>➤ SOPs for replanting and preparation of hilly areas (contouring).</li> <li>➤ SOPs for road and drain design to minimise erosion.</li> <li>➤ Control drainage as above, and close supervision to optimise/minimise nutrient application.</li> <li>➤ Special SOP to be developed minimizing damaged to replanting in steep slopes.</li> <li>➤ Mark and label boundaries of HCV 4 areas.</li> <li>➤ Maintain riparian reserve.</li> <li>➤ SOP for monitoring water quality and riparian buffers.</li> <li>➤ SOP to monitor quality of incoming water resource and outgoing supply.</li> <li>➤ Identify parameters for monitoring water quality.</li> </ul>	<p>development and road and bridge building / land clearing on hilly areas and rivers (HCV 4).</p> <ul style="list-style-type: none"> <li>➤ Monitor soil loss (if necessary)</li> <li>➤ Monitor density of drains built to prevent over draining.</li> <li>➤ Monitoring intactness of riparian reserves.</li> <li>➤ Educate and socialize to local communities on the importance of maintaining riparian reserved and biological connectivity.</li> </ul>	
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			<ul style="list-style-type: none"> <li>➤ Establish proper drainage of sewage household waste water (ensure that this is not discharges in rivers that downstream settlement who uses the water for their basic needs).</li> <li>➤ Enforced containment procedures of oil and chemical spillage so it does not leak / flow into rivers.</li> <li>➤ Establish of 50m buffer zone to adjacent to forest reserve as "Syarat-syarat Pematuhan Alam Sekitar" stated in EIA by installing PVC pipe peg.</li> <li>➤ Due to estate's land perimeter with Mount Pock jungle reserve length at 21,000 metre. Reconfirm latest of "Syarat-syarat Pematuhan Alam Sekitar" with Jabatan Hutan Semporna (JHS) and Jabatan Perlindungan Alam Sekitar (JPAS) if any.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Water quality monitoring through regular water analysis at strategic points.</li> <li>➤ Announce to workers on existing of boundary peg at areas near to Mount Pock.</li> </ul>	
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			➤ To reduce 50m buffer zone area to 30m and reclassify in the area statement. It is indicated in the correspondence with Sabah Forestry Department (ref no. JPHTN/SE: 700-1/3/JILID.8/23) that the application is still under review.	
7.12.5	Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peat land and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas. - Minor compliance -	No local communities have been identified in self-declared HCV areas within sampling Estate.		Complied
7.12.6	All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species. - Minor compliance -	Sighted evidence of prohibiting of illegal hunting signage at sample estates. Verified through interview of workers found they have good awareness on it. Training on HCV has been conducted on 07/12/2022. Although there is no RTE species identified at Sample Estates, there is evidence to continuously prevent and discourage illegal or hunting, fishing, or collecting activities. Signage as well as routine patrolling activities were carried out as part of the efforts to create awareness among employees about biodiversity.		Complied
7.12.7	The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan. - Minor compliance -	Monitoring of action plan was carried out at appropriate frequency as a mechanism to ensure effectiveness of implementation. Report of the monitoring was adequately recorded by the person in-charge on daily basis. Based on the report, no RTE sighted and no evidence		Complied

		of encroachment/trespasses at the identified HCV and conservation area.	
7.12.8	<p><b>(C)</b> Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.</p> <p>- Critical (Major) compliance -</p>	No land clearing was done in Segaria Estate. Not applicable.	Not Applicable

**Appendix B: GHG Reporting Executive Summary**

The GHG emissions that were produced in **2022** for **Segaria POM** and supply base was calculated using the PalmGHG Calculator version 3.0.1. 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 **2022** for **Segaria POM** and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct
CPO	0.69
PKO	0.00

Extraction	%
OER	22.77
KER	3.51

Production	t/yr
FFB Process	67545.52
CPO Produced	15,382.00
PKO Produced	0.00

Land Use	Ha
OP Planted Area	4,465.10
OP Planted on peat	0.00
Conservation (forested)	0.00
Conservation (non-forested)	197.97
<b>Total</b>	<b>4,663.07</b>

**Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB
<b>Emission</b>								
Land Conversion	38,248.98	0.57	0.00	0.00	0.00	0.00	38,248.98	0.57
CO <sub>2</sub> Emission from fertilizer	1,815.61	0.41	0.00	0.00	0.00	0.00	1,815.61	0.41
NO <sub>2</sub> Emission	2,337.71	0.52	0.00	0.00	0.00	0.00	2,337.71	0.52
Fuel Consumption	1,332.69	0.30	0.00	0.00	0.00	0.00	1,332.69	0.30
Peat Oxidation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Sink</b>								
Crop Sequestration	-40,645.78	-0.60	0.00	0.00	0.00	0.00	-40,645.78	-0.60
Conservation Sequestration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>3,089.22</b>	<b>0.05</b>	0.00	0.00	0.00	0.00	<b>3,089.22</b>	<b>0.05</b>

\*Note: Includes both estates and smallholders

**Summary of Mill Emission and Credit**

	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
<b>Emission</b>		
POME	8,114.58	0.12
Fuel Consumption	1,314.77	0.02
Grid Electricity Utilization	0.00	0.00
<b>Credit</b>		
Export of Grid Electricity	-305.14	0.00
Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
<b>Total</b>	<b>9,124.21</b>	<b>0.14</b>

**Summary of Kernel Crusher Emission and Credit (if applicable)**

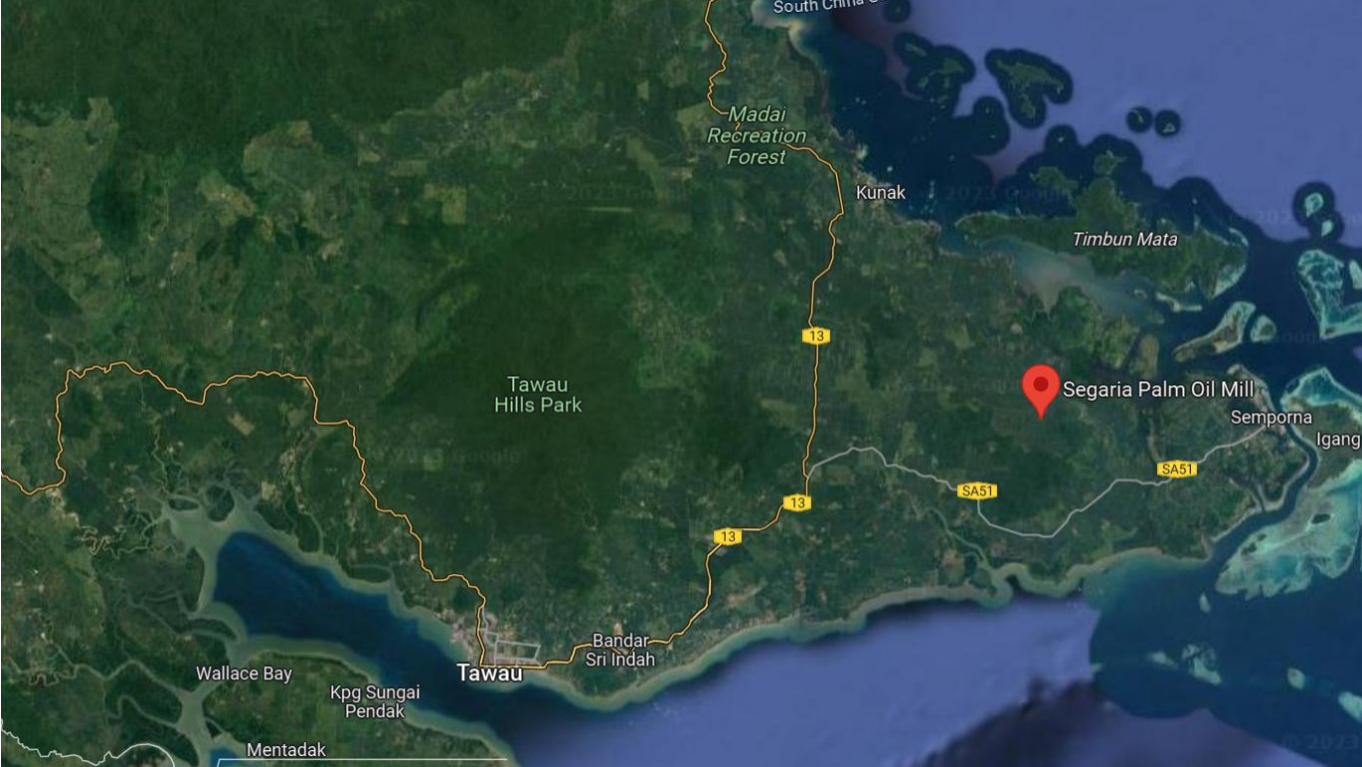
Emissions	tCO <sub>2</sub> e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
<b>Total Crusher emissions</b>	0.00

\*This mill has no kernel crusher operation.

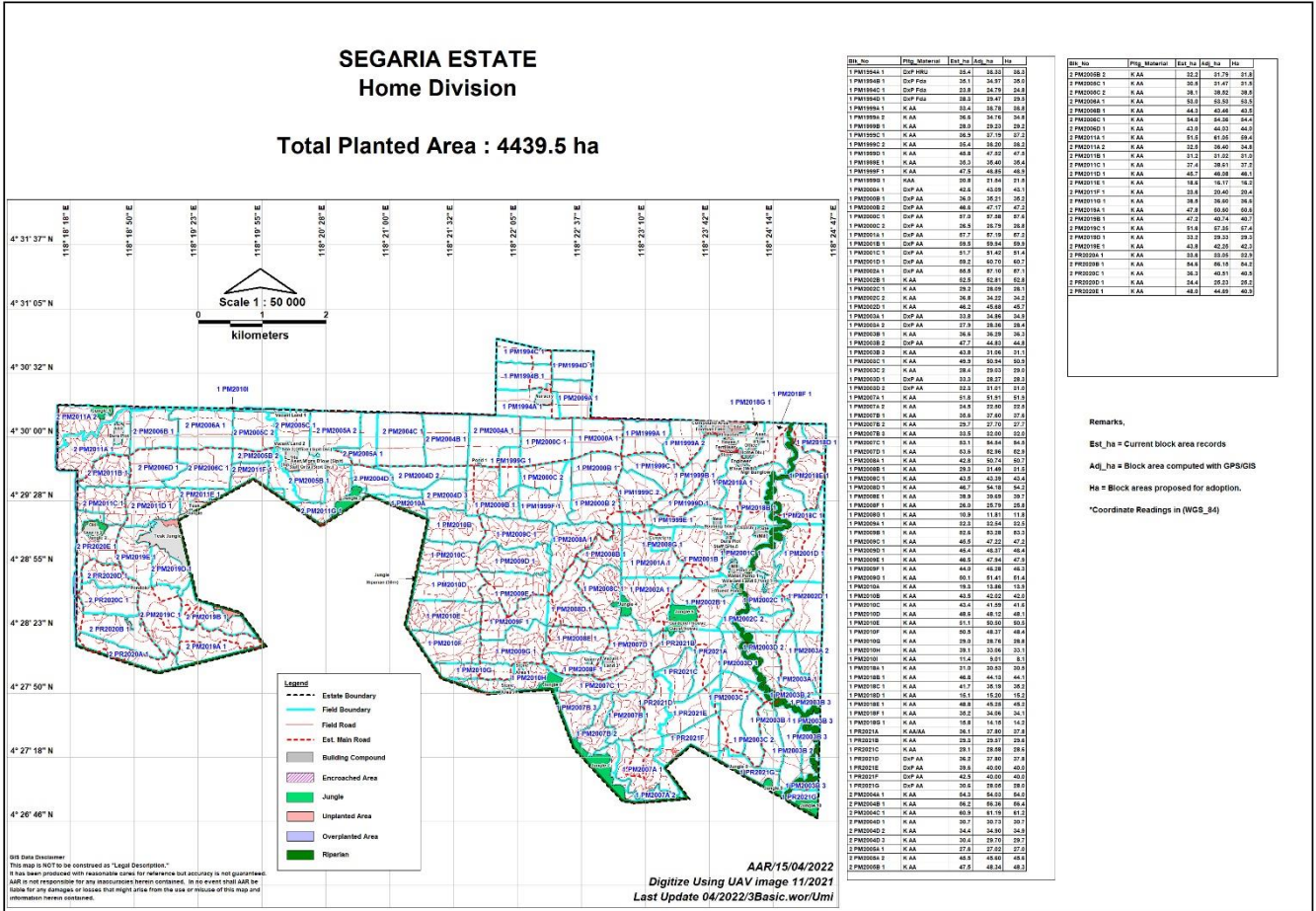
<b>Palm Oil Mill Effluent (POME) Treatment:</b>	
Divert to Compost (%)	0.00
Divert to anaerobic diversion (%)	100

<b>POME Diverted to Anaerobic Digestion:</b>	
Divert to anaerobic pond (%)	100
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**







## 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