

**MALAYSIAN SUSTAINABLE PALM OIL
- ANNUAL SURVEILLANCE ASSESSMENT 2 (ASA2)
Public Summary Report**

Sime Darby Plantation Berhad
Client company Address: Head Office: Level 5, Main Block, Plantation Tower No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia
Certification Unit: Sg Dingin Palm Oil Mill (SOU 1) & Plantations of SOU 1 including Sg Dingin Estate, Bukit Hijau Estate, Anak Kulim Estate, Somme Estate, Jentayu Estate, Padang Buluh Estate and Bukit Selarong Estate
Location of Certification Unit: Jalan Mahang-Kelang Lama, 09700 Karangan, Kedah, Malaysia

Report prepared by:
Mohamed Hidhir Zainal Abidin (Lead Auditor)

Report Number: 3091808

Assessment Conducted by:
BSI Services Malaysia,
(DSM Accreditation Number: MSPO 09112018 CB 12)
Suite 29.01 Level 29 The Gardens North Tower,
Mid Valley City Lingkaran Syed Putra,
59200 Kuala Lumpur
Tel +60392129638 Fax +60392129639
www.bsigroup.com

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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Sime Darby Plantation Berhad		
Mill/Estate	MPOB License No.	Expiry Date	
	Sungai Dingin POM, license no. : 530978004000	30/06/2021	
	Sg Dingin Estate, license no. : 528696002000	31/03/2021	
	Padang Buluh Estate, license no. : 529234002000	30/04/2021	
	Bukit Selarong Estate, license no. : 525104002000	30/11/2020	
	Anak Kulim Estate, license no. : 524669002000	31/10/2020	
	Bukit Hijau Estate, license no. : 524461002000	31/10/2021	
	Jentayu Estate, license no. : 523647002000	30/09/2020	
	Somme Estate, license no. : 52466002000	30/10/2021	
Address	Head Office: Level 5, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia		
Certification Unit	Sg Dingin Palm Oil Mill (SOU1) Jalan Mahang-Kelang Lama, 09700 Karangan, Kedah, Malaysia		
Contact Person Name	Mdm Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Subramaniam a/l Govindasamy (Mill Manager)		
Website	www.simedarbyplantation.com	E-mail	Shylaja.vasudevan@simedarby.com
Telephone	+603 78484379 (Head Office) +603 5940178 (Mill)	Facsimile	+603 78484363 (Head Office) +603 5940167 (Mill)

1.2 Certification Information			
Certificate Number	Mill: MSPO 705584 Plantations: MSPO 705628		
Issue Date	15/02/2018	Expiry date	14/02/2023
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products Estate: Production of Sustainable Oil Palm Fruits		
Standard	MS 2530-3:2013 and MS 2530-4:2013		
Stage 1 Date	N/A (The certification unit is RSPO certified)		
Stage 2 / Initial Assessment Visit Date (IAV)	31/10/2017-2/11/2017		
Continuous Assessment Visit Date (CAV) 1	11-14/02/2019		
Continuous Assessment Visit Date (CAV) 2	29/6 – 2/7/2020		
Continuous Assessment Visit Date (CAV) 3	TBA		

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Continuous Assessment Visit Date (CAV) 4		TBA	
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
RSPO 550179	RSPO P&C MY-NI 2014; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module E)	BSI Services (M) Sdn Bhd	11/08/2020
MSP0 717859	MSP0 Supply Chain Certification Standard: 2018	BSI Services (M) Sdn Bhd	23/10/2024

1.3 Location of Certification Unit			
Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Longitude	Latitude
Sg Dingin Palm Oil Mill	Jalan Mahang-Kelang Lama, 09700 Karangan, Kedah, Malaysia	100.71008	5.39405
Sg Dingin Estate	Jalan Mahang-Kelang Lama, 09700 Karangan, Kedah, Malaysia	100.70258	5.35145
Padang Buluh Estate	Jalan Sidam Kiri, Sungai Petani, Kedah, Malaysia	100.57333	5.57361
Bukit Selarong Estate	Jalan Ladang Bukit Selarong, Padang Serai, Kedah, Malaysia	100.59181	5.47257
Anak Kulim Estate	Jalan Kulim – Serdang, Kulim, Kedah, Malaysia	100.60351	5.31148
Bukit Hijau Estate	Jalan Kuala Tawar – Sedim, Kuala Ketil, Kedah, Malaysia	100.75694	5.55111
Jentayu Estate	K 17, Sungai Petani Kedah, Malaysia	100.66366	5.76661
Somme Estate	Jalan Terap – Serdang, Serdang, Kedah, Malaysia	100.60388	5.25333

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1.4 Certified Area					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Sg Dingin Estate	2,928.17	3.56	1,312.30	4,244.03	69.00
Padang Buluh Estate	3,447.00	14.34	547.13	4,008.47	85.99
Bukit Selarong Estate	3,669.04	34.24	222.29	3,925.57	93.47
Anak Kulim Estate	388.33	1.72	1,132.44	1,522.49	25.51
Bukit Hijau Estate	1,450.62	5.33	1,269.05	2,725.00	53.23
Jentayu Estate	1,191.04	0.71	986.84	2,178.59	54.67
Somme Estate	770.72	0	170.84	941.56	81.86
Total	13,844.92	59.9	5,640.89	19,545.71	70.83

* GPS variance from last assessment data due to GPS re-surveyed by Internal GPS Team.

1.5 Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Sg Dingin Estate	176.16	819.59	864.51	1,017.91	50.00	2,752.01	176.16
Padang Buluh Estate	586.00	684.00	1,671.00	506.00	0.00	2,861.00	586.00
Bukit Selarong Estate	342.56	699.27	513.75	2,113.46	0.00	3,326.48	342.56
Anak Kulim Estate	181.61	0.00	206.72	0.00	0.00	206.72	181.61
Bukit Hijau Estate	0.00	293.47	800.84	356.31	0.00	1,450.62	0.00
Jentayu Estate	612.26	145.91	432.87	0.00	0.00	578.78	612.26
Somme Estate	105.50	0.00	510.09	155.13	0.00	665.22	105.50
Total (ha)	2,004.09	2,642.24	5,162.92	4,311.95	50.00	11,840.83	2,004.09

* GPS variance from last assessment data due to GPS re-surveyed by Internal GPS Team.

1.6 Certified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Feb 19 - Jan 20)	Actual (Feb 19 - Jun 20)	Forecast (Jul 20 - Jun 21)
Sg Dingin Estate	14,891.00	52,471.79	54,057.00
Padang Buluh Estate	4,308.00	58,181.41	67,000.00
Bukit Selarong Estate	24,800.00	55,023.05	69,066.00
Anak Kulim Estate	62,018.39	4,384.70	3,300.00

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Bukit Hijau Estate	80,759.00	20,262.34	24,500.00
Jentayu Estate	67,900.00	18,806.95	24,507.00
Somme Estate	21,350.00	13,277.19	13,500.00
Tali Ayer Estate	N/A	326.37	N/A
Holyrood Estate	N/A	17,970.26	N/A
Total	276,026.39	240,704.06	255,930

Note:

Diversion of certified crop from SOU2 group estates (Tali Ayer and Holyrood Estate)

1.7 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Feb 19 - Jan 20)	Actual (Feb 19 - Jun 20)	Forecast (Jul 20 - Jun 21)
3 rd party supplier	N/A	96,366.16	N/A
Total		96,366.16	

1.8 Certified Tonnage

	Estimated (Feb 19 - Jan 20)	Actual (Feb 19 - Jun 20)	Forecast (Jul 20 - Jun 21)
	FFB	FFB	FFB
Mill Capacity: 80 MT/hr	276,026.39	240,704.06	255,930.00
SCC Model: MB	CPO (OER: 21.08 %)	CPO (OER: 21.06 %)	CPO (OER: 21.78 %)
	60,173.75	50,692.28	55,741.55
	PK (KER: 5.85 %)	PK (KER: 5.53 %)	PK (KER: 5.80 %)
	16,147.54	13,310.93	14,843.94

1.9 Actual Sold Volume (CPO)

CPO (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
50,692.28	-	-	320.06	35,775.94	36,096

1.10 Actual Sold Volume (PK)

PK (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
13,310.93	-	-	-	9,331.80	9,331.80

Section 2: Assessment Process

BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 190 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 29/06 to 2/07/2020. The audit programme is included as Appendix A. The approach to the audit was to treat the Sg Dingin Palm Oil Mill (SOU 1) & Plantations of SOU 1 as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. MS 2530-3:2013 and MS 2530-4:2013 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The estates or smallholders sample were determined based on formula $S = r\sqrt{n}$ where n is the number of estates while when applicable, the smallholders sample were determined following the MSPO Certification Requirement. The sampling of smallholders were based on the formula $(r\sqrt{n})$; where r is the risk factor (may defers 1, 1.5 and 2 depending on risk), where n is total number of group members. The sampled smallholder listed in Appendix C.

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

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

All the previous nonconformities are remains closed. The assessment findings for the initial assessment are detailed in Section 4.2.

This report is structured to provide a summary of assessment finding as attached in the Section 3. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

This report was externally reviewed by MSPO approved Peer Reviewer prior to certification decision by BSI.

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

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Sg Dingin POM	X	X	X	X	X
Somme Estate		X		X	
Anak Kulim Estate		X			X
Bukit Hijau Estate		X		X	
Sg Dingin Estate			X		X
Bukit Selarong Estate				X	
Padang Buloh Estate			X		
Jentayu Estate			X		X

Tentative Date of Next Visit: June 28, 2021 - July 1, 2021

Total No. of Mandays: 8 man-days

2.1 BSI Assessment Team

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Mohamed Hidir Zainal Abidin	Lead auditor	Holds a Bachelor Degree in Chemical Engineering from National University of Malaysia. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 14001, ISO 45001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and ISO 45001 Lead Auditor Course, Endorsed RSPO P&C Lead Auditor Course, MSPO Awareness Training and Endorsed RSPO SCCS Lead Auditor Course. He had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. In this assessment, he assessed on the aspects of supply chain, legal, mill best practices, safety and health, environmental and workers and stakeholders consultation. He is fluent in both verbal/written in English.
Vijay Kanna Pakirisamy	Team Member	He holds a bachelor's degree in Agribusiness Science Management with Honours from University Utara Malaysia in 2010. He gained his working exposure in the plantation sector, serving as an Assistant Manager with KL Kepong and IOI Plantations and as a Sr. Assistant Manager with United Plantations Berhad. Throughout his 10 year tenure in the oil palm industry,

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		<p>he has been part of the operations team that implements standards within the estate such as RSPO, MSPO, ISCC and FINWATCH. He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course in November 2019, endorsed RSPO P&C Lead Auditor Course in October 2019 and endorsed MSPO Lead Auditor Course in November 2019. During this assessment, he assessed on the aspects of Occupational, Health & Safety and estate best practises. He is fluent in Bahasa Malaysia and English languages.</p>
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2.2 Accompanying Persons

Nil

2.3 Assessment Plan

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

PRELIMINARY AGENDA				
Date	Time	Subjects	Hidhir	Vijay
Sunday 28/6/20	PM	Audit team travelling to Seberang Jaya. Check in at Sunway Hotel Seberang Jaya.	√	√
Monday 29/6/20 Sg Dingin Estate	0730 am	Audit team travelling to Sungai Dingin Estate	√	√
	08.30 – 09.00	<ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit Plan 		
	09.30 – 12.30	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.		
	12.30 – 13.30	Lunch	√	√
	13.30 – 16.30	Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting (if any)	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√

Date	Time	Subjects	Hidhir	Vijay
Tuesday 30/6/20 Jentayu Estate	0730 AM	Traveling to Jentayu Estate	√	√
	09.00 – 12.30	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.	√	√
	10.00 – 12.30	Stakeholder interview	√	-
	12.30 – 13.30	Lunch	√	√
	13.30 – 16.30	Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting (if any)	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√
Wednesday 1/7/20 Sg Dingin POM	0730	Travelling to Sg Dingin POM	√	√
	09.00 – 12.30	Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc		
	10.00 -12.30	Stakeholder interview	√	-
	12.30 – 13.30	Lunch	√	√
	13.30 – 16.30	Continue with document review (MSPO part 4), P1: Management commitment and responsibility, P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition. P5: Environment, natural resources, biodiversity and ecosystem services P4: Social responsibility, health safety and employment condition, P6 : Best practices	√	√
	16.30 – 17.00	Interim closing		
Thursday 2/7/20 Padang Buloh Estate	0730	Travelling to Padang Buloh Estate	√	√
	09.00 – 13.00	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.		
	10.00 – 12.00	Stakeholder consultation	√	-
	13.00 – 14.00	Lunch	√	√

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Date	Time	Subjects	Hidhir	Vijay
	13.30 – 16.30	Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting (if any)	√	√
	16.30 - 17.00	Closing meeting for MSPO	√	√

Section 3: Assessment Findings

3.1 Details of audit results

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

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

3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below.

During the Certification Assessment there were 0 Major & 3 Minor nonconformities raised. The Sg Dingin Palm Oil Mill (SOU 1) & Plantations of SOU 1 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 Major Non-conformity(ies) has been verified for its effectiveness and closed accordingly.

Minor Nonconformities:		
Ref: 1924804-202001-N1	Area/Process: Sg Dingin POM and supply base	Clause: 4.4.5.4 part 3
	Issue Date: 2nd July 2020	Due Date: Next surveillance audit
Requirements:	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.	
Statement of Nonconformity:	Employment contract and salary for employees of contractor was not effectively monitored based on legal or industry minimum standards.	
Objective Evidence:	Sg Dingin Estate Monthly wage payment slip for March, April and May 2020 for Noor Azizah Sedim Enterprise's workers were checked. It was found that basic pay was not in accordance to Minimum Wages Order 2020. Workers with ID (#####,#####,#####,##### and #####) were still receiving RM1,100 basic pay.	
Corrections:	Estate to monitor minimum wages of contractors employee RM1200 by payslip and ensure the outstanding areas were paid accordingly	
Root cause analysis:	Estate had informed regarding minimum wages and Contractor not able to follow up due to MCO constraint as lot of Government agencies office closed	
Corrective Actions:	Estate to ensure contractor submit a copy of new employment contract that follow minimum wages	

Assessment Conclusion:	Corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next surveillance assessment.
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Minor Nonconformities:		
Ref: 1924804-202001-N2	Area/Process: Sg Dingin POM and supply base	Clause: 4.4.4.2 (e) part 3
	Issue Date: 2 nd July 2020	Due Date: Next surveillance audit
Requirements:	The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.	
Statement of Nonconformity:	It was sighted during the field visit and at the premix store that most of the chemical drums used as premix drums were not labelled with 'Skull/Poison' pictures as stated in the Safety Operating Procedures.	
Objective Evidence:	<p>The Sime Darby Plantation Sdn. Bhd., Padang Buloh Estate, Prosedur Kerja Selamat/ Safety Operating Procedure; Membancuh/ Penyimpanan Semula Racun; Penyimpanan Racun/ Tong Lebih; No.4. Memastikan setiap tong racun dilabelkan gambar 'Tengkorak/Racun'.</p> <p>It was sighted during the field visit and at the premix store that most of the chemical container used as premix containers were not labelled with 'Skull/Poison' pictures as stated in the Safety Operating Procedures.</p>	
Corrections:	To take immediate action to put the hazard signage "skull logo / Racun" to all related chemical container use for premix	
Root cause analysis:	Estate management provide training and awareness to the person in charge regarding Chemical Safety. However minor hiccup happened and it not been supervised according to the estate SOP.	
Corrective Actions:	To monitor and have proper schedule for respraying to be done by the estate management. To ensure al premix container put the hazard signage.	
Assessment Conclusion:	Corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next surveillance assessment.	

Minor Nonconformities:		
Ref: 1924804-202001-N3	Area/Process: Sg Dingin POM and supply base	Clause: 4.5.7.1 (e) part 3
	Issue Date: 2 nd July 2020	Due Date: Next surveillance audit
Requirements:	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice	
Statement of Nonconformity:	Fire was used for the disposal of domestic waste.	
Objective Evidence:	The Operational Control Procedure for Landfill Management In Estate (SD/SDP/PSQM(ESH)203-EN7) dated 13th march 2017 states under Section 6	

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	<p>Requirements and Procedures; Section 6.6 Landfill Prohibitions; 6.6.1 Burning of waste in landfill. It was sighted during the site visit at Padang Buloh Estate that fire had been used to burn the domestic waste at the landfill.</p> <p>Section 6 Requirements and Procedure; Section 6.4 Landfill Design Criteria; The landfill shall be designed in accordance with the following criteria; d) the entrance to the landfill site should be fenced and equipped with a signage as indicated below (minimum);</p> <p>"TEMPAT PELUPUSAN SAMPAH DILARANG MEMBAKAR TIADA BAHAN BUANGAN TERJADUAL"</p> <p>It was sighted that the landfill was not fenced and the signboard available only stated "Tempat Pelupusan Sampah" and did not state "Dilarang Membakar".</p>
Corrections:	To put necessary signboard to ensure reminding of trespassing and open burning.
Root cause analysis:	Open burning by the outsiders
Corrective Actions:	To have proper fencing & signboard surrounding landfill area to ensure no trespassing
Assessment Conclusion:	Corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next surveillance assessment.

Noteworthy Positive Comments	
1	Good positive comments from internal and external stakeholders

3.3 Status of Nonconformities Previously Identified and OFI

Minor Nonconformities:		
Ref: 1741332-201902-N1	Area/Process: SOU1	Clause: 4.6.1.1 (Part 3)
	Issue Date: 14 th February 2019	Date of closure: 2/7/2020
Requirements:	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.	
Statement of Nonconformity:	Standard operating procedure namely Operational Control Procedure-PPE, Doc No: SD/SDP/PSQM(ESH)/201/OS16, Rev:0 dated:26/2/2015 was not consistently implemented.	
Objective Evidence:	During site visit at Bukit Hijau Estate, found that the nitrile glove was kept at house	
Corrections:	To conduct refresher training to all workers regarding PPE (to ensure workers not bring back PPE to the workers housing complex)	
Root cause analysis:	Workers bring back the nitrile glove during rest time because want to dry it	
Corrective Actions:	<ol style="list-style-type: none"> To conduct training evaluation to ensure the awareness and competency level is knowledgeable. To carry out workers housing complex inspection weekly basis. 	
Assessment Conclusion:	The previous minor NC was closed on 2/7/2020.	
Verification Statement	<p>Bukit Hijau Estate had conducted the training as stated in their correction action plan. Sighted the training records for the mentioned training dated 4th February 2020 done to all workers during the morning master.</p> <p>It was noted during the site visit and interview with workers at Sungai Dingin Estate, Jentayu Estate & Padang Buloh Estate that workers do not bring back contaminated</p>	

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	<p>PPE to the line site/houses. The PPE are dried at the PPE Drying Area provided by the management. Interview with workers indicated that workers understand that the PPE should be washed and dried at the designated areas and not to be brought back to the line site.</p> <p>No recurrence of issue observed thus the minor NC was closed effectively on 2/7/20. Continuous implementation will be further verified in the next audit.</p>
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3.4 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
M01	Major (Part 4)	3/11/2017	Closed
M02	Minor (Part 4)	3/11/2017	Closed
M03	Major (Part 4)	3/11/2017	Closed
M01	Minor (Part 3)	2/11/2017	Closed
M02	Minor (Part 3)	2/11/2017	Closed
M03	Major (Part 3)	2/11/2017	Closed
M04	Minor (Part 3)	2/11/2017	Closed
M05	Major (Part 3)	2/11/2017	Closed
M06	Major (Part 3)	2/11/2017	Closed
1741332-201902-N1	Minor (4.6.1.1-Part 3)	14/02/2019	Closed on 2/7/20
1924804-202001-N1	4.4.5.4 part 3	2/7/2020	"Open"
1924804-202001-N2	4.4.4 part 3	2/7/2020	"Open"
1924804-202001-N3	4.5.7.1 part 3	2/7/2020	"Open"

3.5 Issues Raised by Stakeholders

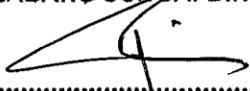
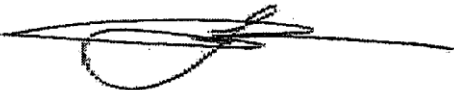
IS #	Description
1	<p>Feedbacks:</p> <p>Contractors interviewed</p> <p>Noor Azizah Sedim Enterprise (FFB transporter)</p> <p>Kogulan Subramaniam (Machine/vehicle repairer)</p> <p>TY Wong (Machine/vehicle repairer)</p> <p>PT Makmur (FFB transporter)</p> <p>No issue of late payment highlighted by the contractors. All terms and conditions clearly stipulated in the purchase order/agreement prior to start work.</p> <p>Management Responses:</p>

	Open for any comments for betterment of the payment process.
	<p>Audit Team Findings:</p> <p>No further issue noted.</p>
2	<p>Feedbacks:</p> <p>Union Representatives (NUPW) – No issue with the management. They are happy to work in the company. Free and new housing are provided to them. Wages are accordingly to the Minimum Wage Order 2020 since February 2020 with the new salary RM1,200</p>
	<p>Management Responses:</p> <p>The management will ensure the workers are treated equally.</p>
	<p>Audit Team Findings:</p> <p>No other issue.</p>
3	<p>Feedbacks:</p> <p>Gender Representatives – They are aware of the function of the committee and reported that there was no sexual harassment case reported. They were given equal opportunity to work in the company.</p>
	<p>Management Responses:</p> <p>The management will ensure the welfare and safety of female workers are protected.</p>
	<p>Audit Team Findings:</p> <p>No further issue.</p>
4	<p>Feedbacks:</p> <p>Workers representative (Indonesia, Bangladesh): No issue with the management and always open for consultation and assistance. Equal opportunity to all workers regardless of their nationality, gender and race.</p>
	<p>Management Responses:</p> <p>No favouritism and all workers are equally treated.</p>
	<p>Audit Team Findings:</p> <p>No further issue.</p>

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings

Based on the findings during the assessment *Sg Dingin Palm Oil Mill (SOU 1) & Plantations of SOU 1* Certification Unit complies with the **MS 2530-3:2013 and MS 2530-4:2013**. It is recommended that the certification of *Sg Dingin Palm Oil Mill (SOU 1) & Plantations of SOU 1* Certification Unit is continued.

Acknowledgement of Assessment Findings	Report Prepared by
Name: Mohd Rosli Bin Mohamed Suhaimi	Name: Mohamed Hidhir Zainal Abidin
Company name: Sime Darby Plantation Berhad	Company name: BSI Services (M) Sdn Bhd
Title: Acting Sr. Manager, Sungai Dingin Estate SIME DARBY PLANTATION BHD.	Title: Lead Auditor
Signature: Company No: 647766-V LADANG SUNGAI DINGIN  MOHD ROSLI BIN MOHAMED SUHAIMI ACTING SR. MANAGER Date: 23/11/2020	Signature:  Date: 23 rd November 2020

Appendix A: Summary of the findings by Principles and Criteria

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

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	The internal memo from Mr Tan Men Kon, Head of Plantation Sustainability & Quality Management documented the commitment Sime Darby towards MSPO implementation. The internal memo dated 8 th September 2017 was issued to all Estates and Mills. The commitment is to implement and certified with MSPO by December 2017. On top of the said commitment, Group Sustainability & Quality Policy Statement signed by Group Managing Director, Mohamed Helmy Othman Basha dated 2 nd December 2019 supported with Responsible Agriculture Charter (RAC), Innovation & Productivity Charter (IPC) and Human Right Charter (HRC).	Compliance
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The continual improvement commitment is documented in the following Management & Operation Policies: i) Responsible Agriculture Charter (RAC) ii) Innovation & Productivity Charter (IPC) iii) Human Right Charter (HRC) The commitments are made by Group Managing Director, Mohamed Helmy Othman Basha dated 2 nd December 2019	Compliance

Criterion 4.1.2 – Internal Audit															
<p>4.1.2.1</p>	<p>Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.</p> <p>- Major compliance -</p>	<p>Internal audit was carried by Sustainable & Quality Management Unit (SQM) team on 18th February 2020 for Sg Dingin Estate. Audit covered both documentation and field operation for estate. At Jentayu Estate, internal audit was carried out on 19th February 2020.</p>	<p>Compliance</p>												
<p>4.1.2.2</p>	<p>The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.</p> <p>- Major compliance -</p>	<p>Internal audit process is defined under Internal audit procedure, SD/SDP/PSQM/IAP, rev:2 dated 1/11/2017. Audit was carried out Sustainable & Quality Management Unit (SQM).</p> <table border="1" data-bbox="1050 735 1888 1098"> <thead> <tr> <th>Estate</th> <th>Date of audit</th> <th>Status of NC closure</th> </tr> </thead> <tbody> <tr> <td>Sg Dingin</td> <td>18th February 2020</td> <td>Accepted and closed on 27th June 2020.</td> </tr> <tr> <td>Jentayu</td> <td>19th February 2020</td> <td>Accepted and closed on 25th June 2020.</td> </tr> <tr> <td>Padang Buloh</td> <td>20th February 2020</td> <td>Accepted and closed on 19th May 2020.</td> </tr> </tbody> </table>	Estate	Date of audit	Status of NC closure	Sg Dingin	18 th February 2020	Accepted and closed on 27 th June 2020.	Jentayu	19 th February 2020	Accepted and closed on 25 th June 2020.	Padang Buloh	20 th February 2020	Accepted and closed on 19 th May 2020.	<p>Compliance</p>
Estate	Date of audit	Status of NC closure													
Sg Dingin	18 th February 2020	Accepted and closed on 27 th June 2020.													
Jentayu	19 th February 2020	Accepted and closed on 25 th June 2020.													
Padang Buloh	20 th February 2020	Accepted and closed on 19 th May 2020.													
<p>4.1.2.3</p>	<p>Reports shall be made available to the management for their review.</p> <p>- Major compliance -</p>	<p>The internal audit report has distributed to the estate management and Sime Darby Plantation HQ management. There is a month SQM meeting at HQ level to review the treading of findings raised in both internal and external audit.</p>	<p>Compliance</p>												
Criterion 4.1.3 – Management Review															

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<p>4.1.3.1</p>	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p>- Major compliance -</p>	<p>The latest management review was carried out on 16th May 2020 at Sg Dingin Estate. The combined MSPO meeting was chaired by estate manager and attended by assistant manager and head of department. All pertinent elements in the standard has been discussed for effective implementation of MSPO towards continual improvement. Management review meetings carried out for other sites as the following:</p> <table border="1" data-bbox="1050 571 1888 718"> <thead> <tr> <th>Estate</th> <th>Date of meeting</th> </tr> </thead> <tbody> <tr> <td>Jentayu</td> <td>8th June 2020</td> </tr> <tr> <td>Padang Buloh</td> <td>4th March 2020</td> </tr> </tbody> </table>	Estate	Date of meeting	Jentayu	8 th June 2020	Padang Buloh	4 th March 2020	<p>Compliance</p>
Estate	Date of meeting								
Jentayu	8 th June 2020								
Padang Buloh	4 th March 2020								
<p>Criterion 4.1.4 – Continual Improvement</p>									
<p>4.1.4.1</p>	<p>The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.</p> <p>- Major compliance -</p>	<p>SOU 1 estates have established the method for continual improvement, e.g.: Kaizen and various action plans including upgrade of workers housing, waste recycling programs and etc.</p>	<p>Compliance</p>						
<p>4.1.4.2</p>	<p>The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption.</p> <p>- Major compliance -</p>	<p>The management has conducted training need analysis on annual basis to identify the needs of training for each group of workers. The training identified including operations, understanding of MSPO/RSPO requirements, human rights, company policies, health and safety etc. The training identified were programmed throughout the year.</p>	<p>Compliance</p>						
<p>4.1.4.3</p>	<p>An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established.</p>	<p>Action plan for the KAIZEN project and other continual improvement plan documented under KAIZEN sheet and being monitored of monthly basis.</p>	<p>Compliance</p>						

	- Major compliance -		
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance -	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2). The time frame to provide feedback to the stakeholder is documented to be 2 weeks of the date receiving the queries. The Estate Manager is responsible to address all communication and request for documentations that could be made available to public/stakeholders.	Compliance
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	Sime Darby Plantations Berhad continued to use the group website for disseminating public information. The Sustainability Report and Group Annual report is available in website. Information relating to land titles, safety and health plans, pollution prevention plans, and annual report are available at the estate. In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates and muster ground notice boards for employees and visitors to view. Procedure for complaints and grievances were available through Sime Darby Plantations Bhd website at http://www.simedarbyplantation.com/Sustainability.aspx	Compliance
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2). The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated	Compliance

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		01/11/2008 documented the process for handling communication regarding social issues.					
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	As stated in the procedure, the Mill/Estate Managers are responsible to deal with the external communication for the respective estates under their management. Whereas the Assistant Managers (AM) of each mill/estates were delegated to be responsible for issues related to Indicator 1. Refer to letter dated 2 nd January 2020 for Sg Dingin Estate.	Compliance				
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. - Major compliance -	The latest stakeholders list for Sg Dingin Estate was updated on January 2020. The external stakeholder consultation is conduct once a year. The last meeting was conducted on 11 th March 2020. There were no issues raised with regards to the estate operation in the stakeholder consultation. <table border="1" data-bbox="1048 815 1888 916"> <tr> <td>Estate</td> <td>Records of meeting</td> </tr> <tr> <td>Jentayu Estate</td> <td>25th June 2020</td> </tr> </table>	Estate	Records of meeting	Jentayu Estate	25 th June 2020	Compliance
Estate	Records of meeting						
Jentayu Estate	25 th June 2020						
Criterion 4.2.3 – Traceability							
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). - Major compliance -	SOU1 Estates used the SOP in the QMM manual Section 7 Product Realisation Sub section 7.5.3 Identification and traceability – Level 3 Reference SOP, Section C6 – FFB Identification & Traceability to comply with the requirements for traceability of its product which is FFB.	Compliance				
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	The management conducted regular inspections on compliance with the established traceability system. For example at Sg Dingin Estate, FFB despatch detail report summarized on daily basis. Total of 3,939.01 mt of FFB despatched to Sg Dingin POM as at 31/5/20 based on SIME Semua 2.0 (CRS system) for traceability reporting and cross reference with Oil Palm Yield Statistics, ZHRVRM0001.	Compliance				

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<p>4.2.3.3</p>	<p>The management should identify and assign suitable employees to implement and maintain the traceability system.</p> <p>- Minor compliance -</p>	<p>The management of SOU2 estates had identified and assigned suitable employees to implement and maintain its traceability system.</p> <p>SIME Semua 2.0 (CRS system) for traceability. Electronic tag/chip is used for each and every load/consignment. Chip is linked to Semua apps and scanned and before weigh and despatch. All information were recorded in the system which traceable to identify [field, crop type, harvesting date, number of bunches, weight etc]. Person in charge for the each load/consignment is harvesting mandore and bunch counter.</p>	<p>Compliance</p>
<p>4.2.3.4</p>	<p>Records of sales, delivery or transportation of FFB shall be maintained.</p> <p>- Major compliance -</p>	<p>The were no sale of product (FFB) done by SOU1 estates as all its FFB was sent SDPB own mill. Records of FFB delivery to the mill were maintained and records verified were:</p> <p>i) Estate: Sg Dingin, Despatch date: 31/5/20, FFB from field 2011B, WB ticket number: 139607, lorry: PGY5898, weight: 13,680 Kg.</p> <p>ii) Estate: Padang Buloh, Despatch date: 30/6/20, FFB from field 2010A/2006A/2000F, WB ticket number: 13533, lorry: KDR8677, weight: 20.99 mt</p>	<p>Compliance</p>
<p>4.3 Principle 3: Compliance to legal requirements</p>			
<p>Criterion 4.3.1 – Regulatory requirements</p>			
<p>4.3.1.1</p>	<p>All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.</p> <p>- Major compliance -</p>	<p>Sime Darby has established a mechanism to ensure compliancy to legal and other requirement and documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 1.</p> <p>PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Estate/Mill Quality Management System, Level 2: Standard Operating</p>	<p>Compliance</p>

		<p>Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>Sighted the compliance records as follows:</p> <p>Sungai Dingin Estate</p> <ul style="list-style-type: none"> • Permit Barang Kawalan Berjadual (Diesel & Petrol – Ron 95); License No – KPDNHEP.KLM(P)34/199; Expiry Date – 09.10.2020. • Perakuan Penentuan Timbang dan Sukat; License No – B1559363; Valid from Date – 14.11.2019 (Valid for 1 year) • MPOB License; License No – 528696002000; Expiry Date – 31.03.2021. • Perakuan Kelayakan Pengandang Tekanan Tak Berapi; License No – KD PMT4574; Valid till 13.04.2021. <p>Jentayu Estate</p> <ul style="list-style-type: none"> • MPOB License; License Number:523647002000; Valid from 01.10.2019 to 30.09.2020. • Permit Barang Kawalan Berjadual (Diesel – 8000 Litre); License No – KPDNKK (SP) 006/2016 (SK); Expiry Date – 11.02.2020. • Perakuan Kelayakan Pengandang Tekanan Tak Berapi; License No – KD PMT4724; Valid till 08.03.2021. • Perakuan Penentuan Timbang dan Sukat; License No – B1509608; Valid from Date – 18.02.2020 (Valid for 1 year). <p>Padang Buloh Estate</p> <ul style="list-style-type: none"> • MPOB License (FFB); License No: 529234002000; Valid from 01.05.2020 till 30.04.2021. • MPOB License (Nursery); License No: 554595011000; Valid from 01.11.2019 till 31.10.2020. • Permit Barang Kawalan Berjadual; No. Rujukan: KPDNKK (SP) 	
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		<p>013/2016 (SK); Diesel 8,100 Litres; Valid from 16 January 2020 till 15 January 2021.</p> <ul style="list-style-type: none"> Permit Barang Kawalan Berjadual (Jerai Division); No. Rujukan: KPDNKK (SP) 002/2017 (SK); Diesel 5,800 Litres; Valid from 25 July 2019 till 24 July 2020. 	
<p>4.3.1.2</p>	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>Documented Procedures have been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>All legal requirements were documented in Legal and Other Requirement Register available at the estates.</p> <p>All the legal and other requirements were register accordingly and documented in the legal requirement register including new updates for Workers Minimum Standards of Housing and Amenities (Amendment) Act 2019, Minimum Wages Order 2020 and Auxiliary Police Regulations 1970, Movement Control Order & Akta Pencegahan & Pengawalan Penyakit Berjangkit 1988.</p> <p>Sungai Dingin Estate All legal requirements were documented in Legal and Other Requirement Register (LORR). The latest evaluation was conducted on 10.02.2020 undersigned by the Acting Sr. Manager.</p> <p>Jentayu Estate All legal requirements were documented in Legal and Other Requirement Register (LORR). The latest evaluation was conducted on 10.02.2020 undersigned by the Assistant Manager.</p> <p>Padang Buloh Estate</p>	<p>Compliance</p>

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		All legal requirements were documented in Legal and Other Requirement Register (LORR). The latest evaluation was conducted on 10.02.2020 undersigned by the Assistant Manager.	
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	Documented procedures have been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008. All legal requirement was documented in Legal and Other Requirement Register. Compliance to each applicable law and regulation is monitored by the operating units. The legal register at all sites were reviewed/updated on a yearly basis / as and when needed for new updates/licenses. Sighted the document 'Summary of Compliance' available at the estates undersigned by the Top Management. The document lists the latest applicable laws and amendments, revision dates and acknowledgement by the management.	Compliance
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. Sungai Dingin Estate The management has appointed the Asst Manager (Mohd Iqbal Bin Zulkifli) as the PIC to monitor any changes on the LORR and update as and when necessary as stated in the job functions as the PIC for Environment/ Quality Management Systems. Jentayu Estate	Compliance

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		<p>The management has appointed the Asst In Charge (Mohammad Afifi bin Abdullah) as the PIC to monitor any changes on the LORR and update as and when necessary as stated in the job functions as the PIC for RSPO/ ISCC & MSPO.</p> <p>Padang Buloh Estate</p> <p>The management has appointed the Asst Manager (Muhammad Anwar Abd Rahim) as the PIC to monitor any changes on the LORR and update as and when necessary as stated in the job functions as the PIC for RSPO/ ISCC & MSPO.</p>											
Criterion 4.3.2 – Lands use rights													
4.3.2.1	<p>The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.</p> <p>- Major compliance -</p>	<p>The usage of all land titles area for agriculture purposes and no land encroachment occur.</p>	Compliance										
4.3.2.2	<p>The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land.</p> <p>- Major compliance -</p>	<p>The management Sime Darby Plantation Berhad group estates have provided documents to show legal ownership. Sighted during the audit were the title documents issued as summarized below:</p> <table border="1"> <thead> <tr> <th>Name of Estate</th> <th>Grant details</th> <th>Land size (Ha)</th> <th>Legal ownership/ Tenure</th> <th>Land use type</th> </tr> </thead> <tbody> <tr> <td>Sg Dingin</td> <td>Total 17 grants. i) GRN7103,</td> <td>4,251.6 726 ha</td> <td>Freehold</td> <td>Agriculture</td> </tr> </tbody> </table>	Name of Estate	Grant details	Land size (Ha)	Legal ownership/ Tenure	Land use type	Sg Dingin	Total 17 grants. i) GRN7103,	4,251.6 726 ha	Freehold	Agriculture	Compliance
Name of Estate	Grant details	Land size (Ha)	Legal ownership/ Tenure	Land use type									
Sg Dingin	Total 17 grants. i) GRN7103,	4,251.6 726 ha	Freehold	Agriculture									

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			lot no. 635, title area: 1,019.589 ha			
		Jentayu	Total 5 grants i)GRN 5962, lot 3272 ha, Mukim Teloi Kiri, 1,004 ha	2,177.83 ha	Freehold	Agriculture
		Padang Buloh	Total of 15 grants i)HM 13376, lot 2387, Mukim Sidam Kiri	962.1 ha	Freehold	Agriculture
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Although only some of the boundary stones were managed to be found by the company, the demarcation of boundaries at the visited estates using concrete pole painted with red and white was very obvious, especially at the boundaries with third parties				Compliance

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<p>4.3.2.4</p>	<p>Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC).</p> <p>- Minor compliance -</p>	<p>No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit.</p>	<p>Compliance</p>
<p>Criterion 4.3.3 – Customary rights</p>			
<p>4.3.3.1</p>	<p>Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced.</p> <p>- Major compliance -</p>	<p>No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit.</p>	<p>Compliance</p>
<p>4.3.3.2</p>	<p>Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available.</p> <p>- Minor compliance -</p>	<p>No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit.</p>	<p>Compliance</p>
<p>4.3.3.3</p>	<p>Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available.</p> <p>- Major compliance -</p>	<p>No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit.</p>	<p>Compliance</p>
<p>4.4 Principle 4: Social responsibility, health, safety and employment condition</p>			
<p>Criterion 4.4.1: Social Impact Assessment (SIA)</p>			
<p>4.4.1.1</p>	<p>Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.</p>	<p>SIA was conducted on 23/2/2015 – 5/3/2015 by the Social & Environment Projects Unit, PSQM Department covering all estate in SOU 1 (Sg Dingin). The methodology of the assessment is through interview with stakeholders such as local communities, workers,</p>	<p>Compliance</p>

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	- Minor compliance -	contractors and suppliers. Other method such as site visit and documentation reviewed is carried out as well. Attendance list of the stakeholders involved in the assessment was sighted.	
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues. Records of communication sighted available as per following types: <ul style="list-style-type: none">- Estate complaint book- Roll call muster note book- Tool box briefing contractor- External communication files (official/authority/others)	Compliance
4.4.2.2	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. - Major compliance -	The complaint and grievances is open to effected parties including internal and external stakeholders. The time to process the complaints or grievances is 2 weeks.	Compliance
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	The complaint form is made available in the estates office. In case the complainant would want to make an anonymity complaint it can be made through electronic Complaint form or email to Senior Director or Whistleblowing committee or toll free number or fax or by mail. This information is available in notice boards in the mill.	Compliance
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	Interview conducted with workers to confirm their understanding of the complaint and grievance process. There is no grievance recorded since the last audit. Only request for maintenance housing are made by workers.	Compliance

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4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	The complaint record for request for maintenance are available and kept for 10 years according to the Standard Operation Manual Section 4; Subsection 4.2.3 Control of Documents.	Compliance
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	The estates management have made contribution to the local communities and stakeholders such as donation to school sports day, temple repair, safety town hall (safety programs, motivational and religious talk) for the benefit of local communities and also workers.	Compliance
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -	<p>Sime Darby has established the Group Policy on Health and Safety signed by the Managing Director on Jan 2015. The policy has been communicated to the workers through induction training for new workers, morning muster briefing and displayed at various notice boards within the estates.</p> <p>The Group Sustainability Management & Compliance & Certification Unit teams are also committed in establishing various working standards through procedures and pictorial methods to improve safe working condition in the estate.</p>	Compliance
4.4.4.2	The occupational safety and health plan shall cover the following: a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented.	a) Sime Darby has established the Group Policy on Health and Safety signed by the Managing Director on Jan 2015 and communicated to the workers through induction training for new workers, morning muster briefings and displayed at various notice boards within the estates.	Compliance

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<p>c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:</p> <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept</p>	<p>The policy has been effectively communicated to all workers and staffs on specific trainings as below:</p> <ul style="list-style-type: none"> ▪ Sungai Dingin Estate: 10 October 2019 ▪ Jentayu Estate: 26 June 2020 ▪ Padang Buloh Estate: 13.05.2020 <p>b) Sungai Dingin Estate Risk of all operations had been assessed and HIRARC document produced at Sungai Dingin Estate. Sighted the latest HIRARC for COVID-19 dated 29.04.2020. Sungai Dingin have investigated an accident involving the Harvesting Operations dated 22.04.2020. The HIRARC has been reviewed on 23.04.2020 with the improved control measures.</p> <p>CHRA was conducted on 19th November 2019 & 2 December 2019 by registered assessor JKPP HIE 127/171-2(124), Mr. Shaari Bin Chin.</p> <p>Jentayu Estate Risk of all operations had been assessed and HIRARC document produced at Jentayu Estate. Sighted the latest HIRARC for COVID-19 dated 29.04.2020. Jentayu Estate have investigated an accident involving the Harvesting Operations dated 21.11.2019. The HIRARC has been reviewed with the improved control measures.</p> <p>CHRA was conducted on 23 December 2015 and 18th April 2017 (Additional) by registered assessor JKPP HIE 127/171-2(124), Mr. Shaari Bin Chin.</p> <p>Padang Buloh Estate Risk of all operations had been assessed and HIRARC document produced at Padang Buloh Estate. Sighted the latest HIRARC for</p>	
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	<p>and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>COVID-19 dated 29.04.2020. Padang Buloh Estate have investigated an accident involving the Pruning Operations dated 08.08.2019 for an accident involving a worker that occurred on 03.08.2019. The HIRARC has been reviewed with the improved control measures.</p> <p>CHRA was conducted on 23 December 2015 and 18th April 2017 (Additional) by registered assessor JKKP HIE 127/171-2(124), Mr. Shaari Bin Chin.</p> <p>The Medical Surveillance for workers involved with chemical handling and workshop works were sent for medical surveillance for the year 2019. A total of 27 workers were tested and all were declared fit. For the year 2020, 33 workers were sent for medical surveillance on 27th June 2020 awaiting results from the registered doctor (Poliklinik Sakthi N Sheela – HQ/12/DOC/00/262).</p> <p>c) Estates visited have established training programs for management team, workers and contractors including pesticides applicators and programmed throughout the year.</p> <p>The training was conducted by competent personals in chemical handling. Sighted the training records at estates visited as follows:</p> <p>Padang Buloh Estate</p> <ul style="list-style-type: none"> • Safety & PPE Training for Sprayers – 22.02.2020 • Spraying Techniques and the Safety Aspects and Equipment Maintenance Training -29.05.2020 <p>Sungai Dingin Estate:</p> <ul style="list-style-type: none"> • Chemical Spraying & PPE Training – 03.02.2020 	
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		<p>Jentayu Estate</p> <ul style="list-style-type: none"> • Chemical Handling Training – 08.04.2020 • Training of Pesticide & Chemical Handling – 06.03.2020 • Chemical Container Washing Training by E-Idaman and RSQM – 26.08.2019 • Chemical & Waste Management Training SOU 1 – 26.08.2019 <p>d) The estates visited have provided appropriate PPE to all workers according to the job type. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) Estate dated 17/3/2008. Sighted during the field visit at all estates, workers were well equipped with nitrile gloves, rubber boots, apron, respirators, safety goggles and safety helmets.</p> <p>e) Procedures of chemical handling is presented in several documents, such Document No. SD/SDP/SQM(ESH)/001-1 Sime Darby Plantation Environment, Safety, and Health Management System (ESHMS) Manual dated July 1st, 2012 and Pictorial Safety Standard (PSS) Estate dated 17/3/2008.</p> <p>The Sime Darby Plantation Sdn. Bhd., Padang Buloh Estate, Prosedur Kerja Selamat/ Safety Operating Procedure; Membancuh/ Penyimpanan Semula Racun; Penyimpanan Racun/ Tong Lebih; No.4. Memastikan setiap tong racun dilabelkan gambar 'Tengkorak/Racun'.</p> <p>It was sighted during the field visit and at the premix store that most of the 20 Litres chemical containers used as premix containers were not labelled with 'Skull/Poison' pictures as stated in the Safety Operating Procedures. Hence a minor nonconformance was raised.</p>	
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		<p>f) OSH Chairman were appointed as follows:</p> <p>Sungai Dingin Estate The management have appointed the Acting Sr. Manager, En. Mohd Rosli Mohamed Suhaimi as the Chairman of the JKKP for Sungai Dingin Estate. Sighted the appointment letter dated 2nd January 2020 undersigned by the Regional CEO.</p> <p>Jentayu Estate The management have appointed the Manager, En. Ashamanisham as the Chairman of the JKKP for Jentayu Estate. Sighted the appointment letter dated 2nd January 2020 undersigned by the Regional CEO.</p> <p>Padang Buloh Estate The management have appointed the Manager, En. Anin Bin Suwardi as the Chairman of the JKKP for Padang Buloh Estate. Sighted the appointment letter dated 2nd January 2020 undersigned by the Regional CEO</p> <p>g) JKKP Meeting Minutes were sighted at the estates as below:</p> <ul style="list-style-type: none"> • Sungai Dingin Estate Regular OSH meetings were conducted every 3 months to discuss Health and Safety Issues. Sighted JKKP Meeting Minutes dated 18.05.2020 (2/2020), 08.01.2020 (01/2020), 10.10.2019 (04/2019), 22.02.2019 (03/2019) • Jentayu Estate Regular OSH meetings were conducted every 3 months to discuss Health and Safety Issues. Sighted JKKP Meeting Minutes 	
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		<p>dated 15.05.2020 (2/2020), 15.02.2020 (01/2020), 12.11.2019 (04/2019), 13.08.2019 (03/2019)</p> <ul style="list-style-type: none"> • Padang Buloh Estate <p>Regular OSH meetings were conducted every 3 months to discuss Health and Safety Issues. Sighted JKPP Meeting Minutes dated 04.05.2020 (2/2020), 07.01.2020 (1/2020), 08.10.2019 (04/2019), 08.07.2019 (03/2019)</p> <p>h) Sungai Dingin Estate</p> <p>Accident and emergency procedures were available and sighted at the Office and Workshop and General Stores. There is a formation of ERP Team & ERP for all the identified incidences (Fire, Flood, Wild Animal Attack, Chemical Spillage & Strike). The ERP Team was appointed, and the organizational chart was displayed at the notice board together with the emergency contacts. Sighted the training for Emergency Evacuation Drill dated 27.12.2019. ERP Training was conducted on 03.12.2019.</p> <p>Jentayu Estate</p> <p>Accident and emergency procedures were available and sighted at the Office and Workshop and General Stores. There is a formation of ERP Team & ERP for all the identified incidences (Fire, Flood, Wild Animal Attack, Chemical Spillage & Strike). The ERP Team was appointed, and the organizational chart was displayed at the notice board together with the emergency contacts. Sighted the training for Fire Drill conducted on 20th November 2019 and Spillage Drill Training conducted on 19th December 2019.</p> <p>Padang Buloh Estate</p>	
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		<p>Accident and emergency procedures were available and sighted at the Office and Workshop and General Stores. There is a formation of ERP Team & ERP for all the identified incidences (Fire, Flood, Wild Animal Attack, Chemical Spillage & Strike). The ERP Team was appointed, and the organizational chart was displayed at the notice board together with the emergency contacts. Sighted the training for Fire Drill conducted on 28.08.2019 and Chemical Spillage Drill Training conducted on 19.11.2019.</p> <p>i) Sungai Dingin Estate Workers trained in First Aid were present in field operations. Sungai Dingin Estate has 26 trained First Aiders by HA. The latest first aid training was conducted on 18.06.2020.</p> <p>Jentayu Estate Workers trained in First Aid were present in field operations. Jentayu Estate has 9 trained First Aiders by HA. The latest first aid training was conducted on 14.03.2020.</p> <p>Padang Buloh Estate Workers trained in First Aid were present in field operations. Padang Buloh Estate has 15 trained First Aiders by HA. The latest first aid training was conducted on 19.11.2019.</p> <p>j) Sungai Dingin Estate There were 2 accident cases recorded for the year 2019 involving FFB Loading Operation and manual Weeding Operation. The HIRARC have been revised accordingly and workers have been briefed during the morning muster. JKPP 8 Form for the year 2019 has been submitted to JKPP. There were no accident cases recorded for the year 2020 as of to date.</p>	
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		<p>Jentayu Estate There were 5 accident cases recorded for the year 2019. The HIRARC have been revised accordingly and workers have been briefed during the morning muster and job specific trainings. JKPP 8 Form for the year 2019 has been submitted to JKPP. There were no accident cases recorded for the year 2020 as of to date.</p> <p>Padang Buloh Estate There were 8 accident cases recorded for the year 2019. The accident investigation has been done for each of the accident cases. JKPP 6 was submitted according for each case. Also sighted the JKPP 8 for 2019 submitted through mykkp. HIRARC has been reviewed for each of the work stations involved with the accidents. 1 case has been reported for the year 2020 dated 27th June 2020. The JKPP 6 has been submitted to JKPP accordingly.</p>	
Criterion 4.4.5: Employment conditions			
<p>4.4.5.1</p>	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>The Social and Humanity Management Policy covers the necessary aspects of human rights. Employees are aware of their rights and workers and staff union monitor to ensure no violations.</p>	<p>Compliance</p>
<p>4.4.5.2</p>	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>SDPB has implemented Social Policy, Social & Humanity Management Policy dated January 2015 where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation, union membership, political view, religion and/or age.</p>	<p>Compliance</p>

<p>4.4.5.3</p>	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>All employees on Sg Dingin Estate had been provided with fair contracts which were signed by both employee and employer.</p> <p>Employment Contract Form for local and foreign workers were available. Information indicated in the form showed that all employees were provided with fair contracts in term of salary, accommodation and other benefits.</p> <p>Copies of Employment Contract for each local and foreign worker indicated in the employment records were available.</p> <p>Foreign worker contract was valid for 2-3 years depending on nationality. 1 year contract extension will be offered and renewed on annual basis subject to the mutual agreement between workers and employer. Sample of employment contract checked:</p> <table border="1" data-bbox="1050 794 1865 1367"> <thead> <tr> <th>Employee ID</th> <th>NRIC/Passport No</th> </tr> </thead> <tbody> <tr> <td>27213</td> <td>610629025060</td> </tr> <tr> <td>51276</td> <td>630510025280</td> </tr> <tr> <td>71806</td> <td>690728025683</td> </tr> <tr> <td>74794</td> <td>810205026007</td> </tr> <tr> <td>81723</td> <td>B3056026</td> </tr> <tr> <td>120578</td> <td>N1250887</td> </tr> <tr> <td>128428</td> <td>AT799151</td> </tr> <tr> <td>142720</td> <td>AU251513</td> </tr> </tbody> </table>	Employee ID	NRIC/Passport No	27213	610629025060	51276	630510025280	71806	690728025683	74794	810205026007	81723	B3056026	120578	N1250887	128428	AT799151	142720	AU251513	<p>Compliance</p>
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		146732	R0440684
		<u>Jentayu Estate</u>	
		Employee ID	NRIC/Passport No
		26288	700217025274
		26292	810201025867
		54134	850217025868
		95570	810711025963
		108155	AE0744889
		112619	910910025809
		133716	AT995056
		137033	06174927
		152095	L6402056
		<u>Padang Buloh Estate</u>	
		Employee ID	NRIC/Passport No
		149493	AU378741

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		156504	B8472048	
		152450	AU530897	
		26919	610109025470	
		26921	610803025008	
		157090	S9708992	
		156060	850622075535	
		85781	AS256686	
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. - Minor compliance -	Management for the Estates ensure employees of contractors are paid in accordance with the provisions of the Minimum Wages Order by making it compulsory for contractors to submit their workers' monthly pay slips. For Sg Dingin Estate, FFB transporter (Noor Azizah Sedim Enterprise) submits the workers' monthly wage payment slip. Sighted during the audit were monthly wage payment slip for March, April and May 2020. It was found that basic pay not in accordance to Minimum Wages Order 2020. All workers were still receiving RM1,100 basic pay. i)IC- 590417025661, 871224025615, 590417025661, 810903025829 and 750914026075 Thu, a minor NC was issued.		Non-Compliance
4.4.5.5	The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records	Sg Dingin Estate maintained a record of all employees, SEMUA – Employee Master Listing – Ref: ZCKRLM04 as at June 2020 for total of 363 workers (Oil Palm), under the following categories: 1) Monthly paid		Compliance

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	<p>should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	<p>2) Daily rated or General Worker 3) Staff</p> <p>The list had the following information details for each employee:</p> <ul style="list-style-type: none"> - Division - Employee Number - Employee Name - New NRIC/Passport Number - Date of Birth - Date joined <p>In addition each employee had details in individual registration forms and another for foreign workers with details of passport and work permits.</p>					
<p>4.4.5.6</p>	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>All employees on Sg Dingin Estate had been provided with fair contracts which were signed by both employee and employer.</p> <p>Employment Contract Form for local and foreign workers were available. Information indicated in the form showed that all employees were provided with fair contracts in term of salary, accommodation and other benefits.</p> <p>Copies of Employment Contract for each local and foreign worker indicated in the employment records were available.</p> <p>Foreign worker contract was valid for 2-3 years depending on nationality. 1 year contract extension will be offered and renewed on annual basis subject to the mutual agreement between workers and employer. Sample of employment contract checked:</p> <table border="1" data-bbox="1050 1254 1865 1382"> <thead> <tr> <th>Employee ID</th> <th>NRIC/Passport No</th> </tr> </thead> <tbody> <tr> <td>27213</td> <td>#####</td> </tr> </tbody> </table>	Employee ID	NRIC/Passport No	27213	#####	<p>Compliance</p>
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		<u>Jentayu Estate</u>			
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<p>4.4.5.7 The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p>		<p><u>Padang Buloh Estate</u></p> <table border="1"> <thead> <tr> <th>Employee ID</th> <th>NRIC/Passport No</th> </tr> </thead> <tbody> <tr><td>149493</td><td>*****</td></tr> <tr><td>156504</td><td>*****</td></tr> <tr><td>152450</td><td>*****</td></tr> <tr><td>26919</td><td>#####</td></tr> <tr><td>26921</td><td>#####</td></tr> <tr><td>157090</td><td>*****</td></tr> <tr><td>156060</td><td>#####</td></tr> <tr><td>85781</td><td>*****</td></tr> </tbody> </table> <p>Sg Dingin Estate had established a time recording system for all employees. Time recording system has been carried out manually on daily basis for field and office staff & executives. For office staff &</p>	Employee ID	NRIC/Passport No	149493	*****	156504	*****	152450	*****	26919	#####	26921	#####	157090	*****	156060	#####	85781	*****	<p>Compliance</p>
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	<p>- Major compliance -</p>	<p>executives, the working hours are recorded in the Executives & Staff Attendance List.</p> <p>For field workers, they record the working hours in the Daily Time Record. The overtime working hours always mutually agreed and approved by the assistant manager. The documented working hours available in the daily check roll records.</p>							
<p>4.4.5.8</p>	<p>The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.</p> <p>- Major compliance -</p>	<p>The working hours and breaks of each individual employee is recorded in their respective employment contracts which clearly stipulate that working hours is 8 hours from 630 AM to 230 PM inclusive of 30 minutes of break time. Based on records available, and interviews conducted with the workers confirmed that they work 8 hours. Any overtime work is paid in accordance with the provisions of the Employment Act 1955.</p>	<p>Compliance</p>						
<p>4.4.5.9</p>	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Wages and overtime payment documented on the pay slips at Sg Dingin Estate was in line with legal regulations and collective agreements. Pay slips of all employees are available as evidence of salary payment. The pay slip contain the following information :</p> <ul style="list-style-type: none"> a. Jenis Pendapatan Termasuk Dalam Gaji Purata b. Jenis Pendapatan Tidak Termasuk Dalam Gaji Purata c. Tanggungan Perbelanjaan d. Potongan <p>Some pay slips verified were:</p> <table border="1" data-bbox="1048 1201 1865 1391"> <thead> <tr> <th>Employee ID</th> <th>NRIC/Passport No</th> </tr> </thead> <tbody> <tr> <td>27213</td> <td>#####</td> </tr> <tr> <td>51276</td> <td>#####</td> </tr> </tbody> </table>	Employee ID	NRIC/Passport No	27213	#####	51276	#####	<p>Compliance</p>
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		137033	*****	
		152095	*****	
		<u>Padang Buloh Estate</u>		
		Employee ID	NRIC/Passport No	
		149493	*****	
		156504	*****	
		152450	*****	
		26919	#####	
		26921	#####	
		157090	*****	
		156060	#####	
		85781	*****	
		Cross checked with OER @ Out turn & Earning Report – Daily Rated (ZCKR_OER), numbers of out turn days tally with total salary paid in the pay slip.		
		4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional	

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	development, medical care and health provisions. - Minor compliance -	iv) Renewal for driving license for local workers working as driver v) Sending worker’s children to schools													
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation. - Major compliance -	SOU1 Estates on-site living quarters were provided to all employees. At time of visit these quarters were observed to be habitable with basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446). Line site inspections were carried weekly by the HA and biweekly inspections carried out by VMO. Linesite inspection guided under operational control procedure, SD/SDP/PSQM(ESH)/204-OD6, rev:0 dated 26/2/15. Records of line site inspection as per below table: <table border="1" data-bbox="1048 738 1870 1058"> <thead> <tr> <th>Estate</th> <th>Date of inspection</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Sg Dingin</td> <td>9/6/20, 15/6/20 & 23/6/20</td> <td>Weekly inspection</td> </tr> <tr> <td>Jentayu</td> <td>5/6/20, 12/6/20, 19/6/20 & 26/6/20</td> <td>Weekly inspection</td> </tr> <tr> <td>Padang Buloh</td> <td></td> <td></td> </tr> </tbody> </table>	Estate	Date of inspection	Remarks	Sg Dingin	9/6/20, 15/6/20 & 23/6/20	Weekly inspection	Jentayu	5/6/20, 12/6/20, 19/6/20 & 26/6/20	Weekly inspection	Padang Buloh			Compliance
Estate	Date of inspection	Remarks													
Sg Dingin	9/6/20, 15/6/20 & 23/6/20	Weekly inspection													
Jentayu	5/6/20, 12/6/20, 19/6/20 & 26/6/20	Weekly inspection													
Padang Buloh															
4.4.5.12	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	SDPB had established “Gender Policy” dated January 2015 and signed by the Managing Director which provided guidelines to prevent all forms of sexual harassment and violence at the workplace. Sg Dingin Estate had established a Gender Committee with the Manager as Patron, a chairwoman, a vice chairman, a secretary, and other committee members. Latest gender committee meeting was carried out on 5/5/20. At time of visit there was no case reported on any form of sexual harassment or violence at the workplace. Meetings carried out at other visited estates:	Compliance												

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		Estate	Date of meeting	
<p>4.4.5.13</p>	<p>The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	Jentayu	13/6/20	Compliance
<p>4.4.5.14</p>	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions.</p> <p>- Major compliance –</p>	Sg Dingin	13/3/20	Compliance
<p>Criterion 4.4.6: Training and competency</p>				

<p>4.4.6.1</p>	<p>All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.</p> <p>- Major compliance -</p>	<p>Estates visited have established a training program for all workers based on the training need analysis conducted on a yearly basis.</p> <p>Covid-19 training and briefings were sighted at the mill and estates. Interview with the workers and staff indicated that they were aware on the SOP during the RMCO such as social distancing, regular sanitization and use of PPE (Face Mask).</p> <p>Records of trainings were maintained by the estates as below: -</p> <p>Sungai Dingin Estate</p> <table border="1" data-bbox="1050 734 1870 1292"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>First Aid Training</td> <td>18.06.2020</td> </tr> <tr> <td>Manuring SOP Training</td> <td>20.03.2020</td> </tr> <tr> <td>Pest & Disease Training</td> <td>05.03.2020</td> </tr> <tr> <td>Recycle for Life Program – Waste Segregation Training</td> <td>20.01.2020</td> </tr> <tr> <td>Water Sampling Procedure Training</td> <td>05.02.2020</td> </tr> <tr> <td>Chemical Spraying & PPE Training</td> <td>03.02.2020</td> </tr> <tr> <td>Coronavirus (Covid-19) Health Briefing</td> <td>06.02.2020</td> </tr> </tbody> </table> <p>Jentayu Estate</p>	Training	Date	First Aid Training	18.06.2020	Manuring SOP Training	20.03.2020	Pest & Disease Training	05.03.2020	Recycle for Life Program – Waste Segregation Training	20.01.2020	Water Sampling Procedure Training	05.02.2020	Chemical Spraying & PPE Training	03.02.2020	Coronavirus (Covid-19) Health Briefing	06.02.2020	<p>Compliance</p>
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		Training	Date
		Human Right Defender & Policy Training	26.06.2020
		COBC & Whistle Blowing Training	26.05.2020
		Chemical Handling Training	08.04.2020
		Covid 19 Training	01.04.2020
		MSPO & RSPO MYNI 2019 Training	17.02.2020
		Spillage Drill (ERP) Training	19.12.2019
		Fire Drill Training	20.11.2019
Padang Buloh Estate			
		Training	Date
		Safety & PPE Training for Sprayers	22.02.2020
		Training Covid-19	19.03.2020
		Emergency Drill Training while Working – Nursery Workers	14.11.2019
		Chemical Spillage Drill	19.11.2019

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		First Aid Drill Training	19.11.2019	
		Spraying Techniques and the Safety Aspects and Equipment Maintenance Training	29.05.2019	
		Fire Drill Training	28.08.2019	
		IPM & Planting of Beneficial Plant Training	30.03.2019	
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	The estates visited has conducted training need analysis for all employee, management and contractors. The need analysis was conducted base on the job designation and training required by the job type. Sighted the Training Need Analysis for the year 2020 for all estates.		Compliance
4.4.6.3	A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure. - Minor compliance -	A training programme has been developed and available in the Training Requirement for Operating Units (Estate). The trainings were sighted to have also included Gender Specific Training and involves staffs and workers.		Compliance
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services				
Criterion 4.5.1: Environmental Management Plan				
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.	Sime Darby has established Environmental Policy signed by the Managing Director on January 2015. The policy has been communicated to the staffs and workers effectively. Sighted the policy training records for each estate as below:		Compliance

	<p>- Major compliance -</p>	<ul style="list-style-type: none"> ❖ Sungai Dingin Estate on 10th October 2019 ❖ Jentayu Estate on 26th June 2020 ❖ Padang Buloh Estate 13th May 2020 <p>The environmental management plan has been established to monitor the identified significant activities that give impacts on environment. A specific staff and executive have been appointed to do the monitoring to ensure the plan is effectively implemented.</p>	
<p>4.5.1.2</p>	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. <p>- Major compliance -</p>	<p>The estates have established environmental management plan base on the aspect and impact analysis conducted and documented in Pollution Prevention Plan. In the plan stated the environmental issue, objectives, location, action to be taken, and frequency of monitoring to be conducted. A specific staff and executive have been appointed to do the monitoring to ensure the plan is effectively implemented.</p> <p>The plan was communicated to all the management and workers through training, briefing, memo and signboard erected at several places in the estate. Noted during the interview with the workers shows the understanding of the environmental policy and plan established such as prohibition of spraying at the buffer zone area, prohibition of legal hunting and prohibition of open burning.</p> <p>Sungai Dingin Estate The estate has established environmental management plan base on Environmental Aspect Impact Identification and Environmental Impact Evaluation. The management plan was established for the activity which give significant impact for the environment and the plan was reviewed as an when there are new operations introduced that could affect the environment. Latest review was conducted on 24.09.2019 for the introduction of Zenoah Blower in the operations.</p>	<p>Compliance</p>

		<p>Jentayu Estate & Padang Buloh Estate</p> <p>The estate has established environmental management plan base on Environmental Aspect Impact Identification and Environmental Impact Evaluation. The management plan was established for the activity which give significant impact for the environment and the plan was reviewed as an when there are new operations introduced that could affect the environment.</p>	
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p> <p>- Major compliance -</p>	<p>The estates visited has established the environmental plan based on the Environmental Aspect Impact Identification and Environmental Impact Evaluation. The management plan was established for the activity which give significant impact for the environment. The EAI and EIE were reviewed annually basis.</p> <p>The management plan stated the objectives of the environmental issue, mitigating measures, person responsible and monitoring period. The progress of the plan was monitored on quarterly basis. The plan was reviewed on annually basis.</p>	Compliance
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p>- Minor compliance -</p>	<p>The program to promote the positive impact was documented in several management plan such as pollution prevention plan and waste management plan.</p> <ul style="list-style-type: none"> ❖ Sighted the reuse of empty chemical containers for premix chemical. The reused chemicals were labelled with skull signage. ❖ Sighted the waste water from chemical premixing activity was collected in designated collection sump and been pumped and reuse in the premix chemical. 	Compliance

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		Sighted the propagation of beneficial plants all along the estate main roads as an effort to reduce the use of chemicals to Integrated Pest Management	
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. - Major compliance -	<p>Estates visited has established training program for all workers based on training need analysis conducted on annually basis including the environmental policy and awareness. Noted during the interview with the workers shows the understanding of the environmental policy and plan established such as prohibition of spraying at the buffer zone area, prohibition of legal hunting and prohibition of open burning. Sighted the trainings conducted as below:</p> <p>Sungai Dingin Estate</p> <ul style="list-style-type: none"> • Replanting Safety & Zero Burning Training – 20th January 2020 • Recycling for Life Program – 20th January 2020 • Water Sampling Training – 5th February 2020 • Schedule Waste Training – 26th February 2020 <p>Jentayu Estate</p> <ul style="list-style-type: none"> • Chemical & Waste Management Training SOU 1 – 26.08.2019 • Schedule Waste Training – 09.04.2019 <p>Padang Buloh Estate</p> <ul style="list-style-type: none"> • Chemical Spillage Drill – 09.11.2019 • IPM & Planting of Beneficial Plant Training – 30.03.2019 <p>HCV Training – 24.01.2019</p>	Compliance
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.	The management has discussed with the employee regarding environmental quality during ESH committee meeting conducted on quarterly basis.	Compliance

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	<p>- Major compliance -</p>	<p>Sungai Dingin Estate Sighted Meeting Minutes dated 18.05.2020 (2/2020), 08.01.2020 (01/2020), 10.10.2019 (04/2019), 22.02.2019 (03/2019)</p> <p>Jentayu Estate Sighted Meeting Minutes dated 15.05.2020 (2/2020), 15.02.2020 (01/2020), 12.11.2019 (04/2019), 13.08.2019 (03/2019)</p> <p>Padang Buloh Estate Sighted Meeting Minutes dated 04.05.2020 (2/2020), 07.01.2020 (1/2020), 08.10.2019 (04/2019), 08.07.2019 (03/2019)</p>													
<p>Criterion 4.5.2: Efficiency of energy use and use of renewable energy</p>															
<p>4.5.2.1</p>	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.</p> <p>- Major compliance -</p>	<p>Estates visited has established management plan to optimize the usage of non-renewable energy and monitor it on monthly basis. Sighted the implementation of the management plan as follows:</p> <p>i. Sighted the records of Daily Vehicle maintenance Checklist for tractors at estates visited.</p> <p>ii. The sampled monitoring records for diesel consumption/FFB production at estates visited FY 2019 & FY2020 (till May) as follows:</p> <table border="1" data-bbox="1048 1110 1872 1369"> <thead> <tr> <th>ESTATE</th> <th>2019</th> <th>2020 (To date)</th> </tr> </thead> <tbody> <tr> <td>Sungai Dingin Estate</td> <td>1.79 L/Mt</td> <td>1.88 L/Mt</td> </tr> <tr> <td>Jentayu Estate</td> <td>2.57 L/Mt</td> <td>1.71 L/Mt</td> </tr> <tr> <td>Padang Buloh Estate</td> <td>2.44 L/Mt</td> <td>1.98 L/Mt</td> </tr> </tbody> </table>	ESTATE	2019	2020 (To date)	Sungai Dingin Estate	1.79 L/Mt	1.88 L/Mt	Jentayu Estate	2.57 L/Mt	1.71 L/Mt	Padang Buloh Estate	2.44 L/Mt	1.98 L/Mt	<p>Compliance</p>
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<p>4.5.2.2</p>	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the respective estate yearly budgets.</p>	<p>Compliance</p>
<p>4.5.2.3</p>	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>No renewable energy used in the estates visited.</p>	<p>Compliance</p>
<p>Criterion 4.5.3: Waste management and disposal</p>			
<p>4.5.3.1</p>	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>The estate has identified the waste products and source pollution and documented in Waste Management Action Plan FY 2020.</p> <ul style="list-style-type: none"> i. Domestic waste – Rubbish & Sewage ii. Scheduled waste – used lubricants/hydraulic oil, iii. Clinical waste iii. Recyclable waste – Reuse empty pesticides containers iv. Industrial Waste – Scrap metal & EFB v. Used PPE 	<p>Compliance</p>
<p>4.5.3.2</p>	<p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <ul style="list-style-type: none"> a) Identifying and monitoring sources of waste and pollution b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products 	<p>Estates visited has established Waste management Plan base on the identification and source of pollutions and the plan were available for review.</p>	<p>Compliance</p>

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	- Major compliance -		
4.5.3.3	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p style="text-align: center;">- Major compliance -</p>	<p>Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1 dated 26/2/2016. Proper disposal of waste material is carried out as per the company procedures. The procedures are fully understood by workers and managers.</p> <p>All estate visited also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor. Stores for scheduled waste were inspected at all estates visited and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment.</p> <p>The estates maintain the inventory records for all scheduled waste and reported to DOE on monthly basis through E-SWISS.</p> <p>Sighted the disposal of Scheduled Waste as follows: i. Machineries and tractors services was conducted by Sime Darby Industries. All the scheduled waste generated was taken by SDI. Refer letter approval by DOE no. AS (BB) 91/110/619/161 dated 6/9/2011.</p>	Compliance
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p style="text-align: center;">- Major compliance -</p>	<p>Empty pesticides containers are identified as Scheduled Waste, SW409. The empty containers were stored at designated SW Store before collected by licensed company approved by the DOE.</p> <p>Sighted the latest disposal of SW 409 as follows:</p> <ul style="list-style-type: none"> • Sungai Dingin Estate last disposed Empty Chemical Drums on 30th December 2019 – 480kgs to e-Idaman Sdn Bhd. • Jentayu Estate last disposed Empty Chemical Drums on 13 January 2020 – 170kg to e- Idaman Sdn Bhd. <p>Padang Buloh Estate last disposed Empty Chemical Drums on the 13th December 2019 (560kg) to e-Idaman Sdn Bhd.</p>	Compliance

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<p>4.5.3.5</p>	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>Sungai Dingin Estate The estate’s domestic waste is collected by a licensed contractor (Noor Azizah Sedim Enterprise), where the contractor is accountable to collect the domestic waste within the estate at a minimum 12 times a month to be disposed at the permitted dumping site as stated in the contract. Sighted the Tax Invoice dated 31st May 2020 amounting to RM 3,258.87.</p> <p>Jentayu Estate Domestic waste collected three time per week. Sighted during the site visit to the landfill at Field 07J, it was filled with domestic waste. No scheduled waste observed in the landfill.</p> <p>Padang Buloh Estate Domestic waste collected three time per week. Sighted during the site visit to the landfill at Field 07J, it was filled with domestic waste. No scheduled waste observed in the landfill.</p>	<p>Compliance</p>
<p>Criterion 4.5.4: Reduction of pollution and emission</p>			
<p>4.5.4.1</p>	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p>	<p>Estates visited has conducted assessment of all polluting activities in the Environmental Aspect Impact Identification and Environmental Impact Evaluation. The assessment was reviewed on annually basis and available for review.</p>	<p>Compliance</p>
<p>4.5.4.2</p>	<p>An action plan to reduce identified significant pollutants and emissions shall be established and implemented.</p> <p>- Major compliance -</p>	<p>Estates visited has established management plan to reduce the significant pollutants and documented in the Pollution Prevention Plan and Energy Management Plan. In the management plan stated the plan to reduce identified significant pollutants and emissions such as Energy Management, Diesel Reduction Plan and GHG Reduction Plan.</p>	<p>Compliance</p>

Criterion 4.5.5: Natural water resources																
<p>4.5.5.1</p> <p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities. c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate. e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented. f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually. <p>- Major compliance -</p>	<p>Documented in Sime Darby Slope and River Protection Policy dated 15/1/2015 signed by the Managing Director stated that buffer zone shall be maintained on both side of the river banks.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>River Width</th> <th>Buffer Zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> <tr> <td>* > 3 meters</td> <td>20 meters</td> </tr> </tbody> </table> <p>* For Sabah Plantations only.</p> <p>Monitoring based on Sustainable Plantation Management System Appendix 7 Standard Operation Procedure (SOP) for taking water samples from streams/ivers, version 1, year 2008, issue no. 1, dated 01/11/2008.</p> <p>All estates visited have established water management plan and reviewed on an annual. The management plan focusing on activities with impact to natural water sources such as water contamination and action plan during water shortage.</p> <p>All Estates uses water supplied by Syarikat Air Darul Aman. Monitoring of consumption/usage was conducted on monthly basis and available for review.</p> <p>The quality of out-going water into rivers was monitored quarterly by conducting water analysis. River water sampling for analysis was done</p>	River Width	Buffer Zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	* > 3 meters	20 meters	<p>Compliance</p>
River Width	Buffer Zone															
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		<p>for upstream, midstream and downstream. Sighted the water analysis records as follows:</p> <p>Sungai Dingin Estate:</p> <p>Report Date: 20.02.2020 Report Done By: Sime Darby Research Centre Report No.: IE205/2020</p> <p>Results: Does Not Confirm with Class IIA and IIB for Natural Waterways. (COD: 28 above Specifications of 25)</p> <p>Incoming: 40 Outgoing: 28</p> <p>A Corrective/Preventive Action Report for Non-Conforming Water Analysis Results was done where they have identified that the method used for sampling was incorrect and that the incoming water tested indicated BOD of 40. As a corrective action, the management has retrained the worker involved for sampling. The water sample was recollected and sent to be tested and is awaiting the results.</p> <p>Padang Buloh Estate</p> <p>Report Date: 12.12.2019 Report Done By: Sime Darby Research Centre Report No: IE1394</p> <p>Results: Does Not Confirm with Class IIA and IIB for Natural Waterways. (COD: 28 above Specifications of 25)</p> <p>Incoming: 60</p>	
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		<p>Outgoing: 58</p> <p>Based on the investigation done, no resampling was required because the 1st stream is higher, but the outgoing showed decreasing result.</p>	
4.5.5.2	<p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p>- Minor compliance -</p>	<p>No bunds, weirs or dams were sighted across main rivers and waterways in all estates.</p>	Compliance
4.5.5.3	<p>Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).</p> <p>- Minor compliance -</p>	<p>The practice water harvesting of water from road-side drains being directed and stored in conservation road side pits was observed in all estates.</p>	Compliance
<p>Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value</p>			
4.5.6.1	<p>Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p> <p>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</p> <p>b) Conservation status (<i>e.g.</i> The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.</p> <p>- Major compliance -</p>	<p>Sime Darby has conducted the HCV Assessment for all operating units in SOU 1 and documented in HCV Final Report for Strategic Operating Unit 1 dated March 2017 – Version 2.0. The assessment has been conducted by SDP-PSQM Department with support from R&D Department.</p> <p>Common wildlife found during the assessment were documented in Table 11 in the HCV Final Report for Strategic Operating Unit 1 dated March 2017 – Version 2.0. No RTE species were identified during the assessment.</p> <p>HCV available in SOU 1 is summarized in Table 1: Summary of HCV at SOU 1. All of the HCV identified are HCV 4 (Waterfall, Pond, Natural Spring Water, and River Reserve).</p>	Compliance

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		<p>Visited the HCV areas at he estates as below:</p> <ol style="list-style-type: none"> 1. Padang Buloh Estate River Reverse (Sg Jerung) – HCV 4 5.33 Ha 2. Sg Dingin Estate River Reserve (Sg Dingin) – HCV 4 3.56 Ha 3. Jentayu Estate Pond – HCV 4 0.71 Ha 	
4.5.6.2	<p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <ol style="list-style-type: none"> a) Ensuring that any legal requirements relating to the protection of the species are met. b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts. <p>- Major compliance -</p>	<p>According to the HCV report for the estates visited, there are no RTE species (according to IUCN classification) sighted at the operating units.</p> <p>Sighted during site visit, signboard of prohibition of illegal and appropriate hunting and fishing were erected at the conservation area and estate entrance and estate boundaries.</p>	Compliance
4.5.6.3	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p>	<p>According to the HCV report for the estates visited, there are no RTE species (according to IUCN classification) sighted at the operating units. However, estates visited has established HCV management plan to monitor all conservation area identified in the estate.</p>	Compliance
<p>Criterion 4.5.7: Zero burning practices</p>			

<p>4.5.7.1</p>	<p>Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice.</p> <p>- Major compliance -</p>	<p>Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law –EQA and Regulations 1974.</p> <p>Sungai Dingin Estate & Jentayu Estate</p> <p>No open burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.</p> <p>Padang Buloh Estate</p> <p>The Operational Control Procedure for Landfill Management In Estate (SD/SDP/PSQM(ESH)203-EN7) dated 13th march 2017 states under Section 6 Requirements and Procedures; Section 6.6 Landfill Prohibitions; 6.6.1 Burning of waste in landfill. It was sighted during the site visit at Padang Buloh Estate that fire had been used to burn the domestic waste at the landfill.</p> <p>Section 6 Requirements and Procedure; Section 6.4 Landfill Design Criteria; The landfill shall be designed in accordance with the following criteria; d) the entrance to the landfill site should be fenced and equipped with a signage as indicated below (minimum);</p> <div data-bbox="1050 1090 1870 1252" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>TEMPAT PELUPUSAN SAMPAH DILARANG MEMBAKAR TIADA BAHAN BUANGAN TERJADUAL</p> </div> <p>It was sighted that the landfill was not fenced and the signboard available only stated "Tempat Pelupusan Sampah" and did not state "Dilarang Membakar".</p>	<p>Non - Compliance</p>
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		Hence a Minor Nonconformance was raised.	
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. - Major compliance -	No open burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	N/A
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	No controlled burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	N/A
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	Noted based on the records on the land clearing and felling for the replanting at visited estates, method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	Compliance
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Standard Operating procedures on best management practices for Sime Darby Plantation is available in Agricultural Reference Manual for Oil Palm Estates (Ver.1; date: 1 Jul 2008). The SOP includes: <ul style="list-style-type: none"> 1. Planting Material 2. Nursery Techniques 3. Replanting 4. Land Preparation 	Compliance

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		<ol style="list-style-type: none"> 5. Planting Density 6. Maturity Age 7. Field Upkeep 8. Manuring 9. Canopy Management 10. Water Management in coastal/ peat plantings 11. Ablation 12. Ripeness standard 13. Harvesting interval 14. Loose fruit collection 15. Plant protection 16. Weed control 17. Leguminous cover crop establishment 	
4.6.1.2	<p>Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.</p> <p>- Major compliance -</p>	<p>Based on SPMS, Appendix 14: SOP for slope protection;</p> <ol style="list-style-type: none"> a. Slopes >25 degree must be excluded from any new plantation development and replanting programme. b. Slopes <25 degree the existing crop and vegetation shall be maintained accordingly. <p>Planting of forest trees for enrichment of the species is recommended</p>	Compliance
4.6.1.3	<p>A visual identification or reference system shall be established for each field.</p> <p>- Major compliance -</p>	<p>During site verification, seen all fields are marked and identified. Information like year planting (field no) and the total hectare is shown in all markers. There are both stencilled at the palm trees and also displayed in signage at the boundary/corners of every fields.</p>	Compliance
<p>Criterion 4.6.2: Economic and financial viability plan</p>			

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<p>4.6.2.1</p>	<p>A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.</p> <p>- Major compliance -</p>	<p>The annual business plan is available as per the Group Financial Procedure. & Guidelines. Both estates and the mill had a similar format i.e. in the form of annual budget with a 5 years projection. (Budget year, PY2, PY3, PY4, PY5). This business plan is prepared as guidance for future planning. The budget contains palm year of planting, age categories, and FFB production.</p> <p>Component of operating expenditure includes</p> <ul style="list-style-type: none"> a) Administration, b) harvesting & collection, c) field upkeep, transportation, d) road and bridges, e) labour overhead, f) EVIT (running accounts for engines, vehicles, implements & tractors. <p>Inclusive in the business plan is also Capital Expenditure (CAPEX) among others replacement / upgrading of building, vehicles replacement, workers' amenities etc. the budget for 2020 and 2021 for both the estates was sighted and verified.</p>	<p>Compliance</p>																		
<p>4.6.2.2</p>	<p>Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years.</p> <p>- Major compliance –</p>	<p>Sime Darby Plantation Berhad have established a replanting program spanned over a 10-years period from 2021 till 2029. The first 5 years programme summarize as per below table:</p> <table border="1" data-bbox="1048 1118 1890 1323"> <thead> <tr> <th>Estate</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> </tr> </thead> <tbody> <tr> <td>Sg Dingin</td> <td>244.42 ha</td> <td>134.13 ha</td> <td>206.04 ha</td> <td>214.86 ha</td> <td>-</td> </tr> <tr> <td>Jentayu</td> <td>154.49 ha</td> <td>122.54 ha</td> <td>113.48 ha</td> <td>86.70 ha</td> <td>-</td> </tr> </tbody> </table>	Estate	2021	2022	2023	2024	2025	Sg Dingin	244.42 ha	134.13 ha	206.04 ha	214.86 ha	-	Jentayu	154.49 ha	122.54 ha	113.48 ha	86.70 ha	-	<p>Compliance</p>
Estate	2021	2022	2023	2024	2025																
Sg Dingin	244.42 ha	134.13 ha	206.04 ha	214.86 ha	-																
Jentayu	154.49 ha	122.54 ha	113.48 ha	86.70 ha	-																

		Padang Buloh	291 ha	250 ha	285 ha	157 ha	-	
4.6.2.3	<p>The business or management plan may contain:</p> <ul style="list-style-type: none"> a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production : cost per tonne of FFB d) Price forecast e) e) Financial indicators : cost benefit, discounted cash flow, return on investment <p>- Major compliance –</p>	<p>This requirement i.e. crop material, crop projection, yield, production cost is available. It is provided in the business management plan shown in item 4.6.2.1 above.</p>						Compliance
4.6.2.4	<p>The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.</p> <p>- Major compliance -</p>	<p>The estates performance is recorded in the monthly progress report.</p> <ul style="list-style-type: none"> a) Details on the actual vs budget i.e. crop production, fixed and direct cost are shown therein. b) The management also provides variance report on the performance and reviewed on a monthly basis. <p>The supervisory personnel maintained a daily cost for the field operations.</p>						Compliance
<p>Criterion 4.6.3: Transparent and fair price dealing</p>								

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<p>4.6.3.1</p>	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p>- Major compliance –</p>	<p>The documentation of price mechanism for services received from contractors are contained in the respective contracts. Sighted during the audit was contract dated 30th March 2020 (1st September 2020 to 31st August 2021) between Sime Darby Plantation Berhad and Noor Azizah Sedim Enterprise for FFB transport to Sime Darby POM. Details rates are clearly indicated in the contract under Appendix 1 & 2 of the contract.</p> <table border="1" data-bbox="1048 571 1888 866"> <thead> <tr> <th>Estate</th> <th>Contractor/supplier</th> <th>Contract ref.</th> </tr> </thead> <tbody> <tr> <td>Jentayu</td> <td>PT Makmur Sdn Bhd</td> <td>Contract extension – valid until 30th June 2020. Pending for new contract.</td> </tr> <tr> <td>Padang Buloh</td> <td>Zaitunizan Binti Mahmud Husin</td> <td>PO no. 43000504567 dated 29th May 2020.</td> </tr> </tbody> </table>	Estate	Contractor/supplier	Contract ref.	Jentayu	PT Makmur Sdn Bhd	Contract extension – valid until 30 th June 2020. Pending for new contract.	Padang Buloh	Zaitunizan Binti Mahmud Husin	PO no. 43000504567 dated 29 th May 2020.	<p>Compliance</p>
Estate	Contractor/supplier	Contract ref.										
Jentayu	PT Makmur Sdn Bhd	Contract extension – valid until 30 th June 2020. Pending for new contract.										
Padang Buloh	Zaitunizan Binti Mahmud Husin	PO no. 43000504567 dated 29 th May 2020.										
<p>4.6.3.2</p>	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p>	<p>Reviewed during the audit were contracts entered between the Estates and third parties. The contracts and PO are fair as they contain provisions relating to the Estates’ and contractors’ obligations, payment calculation, mutual termination clause, and mutually agreed between Sime Darby Plantation Berhad and contractor. It was also stipulated that payment is to made within 30 days after upon receipt of the invoice. Sighted during the audit was invoice from Noor Azizah Sedim Enterprise (Inv No. 2020/05-04) dated 31st May 2020 and was paid on 9th June 2020. There is evidence that payments are made in a timely manner.</p> <table border="1" data-bbox="1048 1177 1888 1335"> <thead> <tr> <th>Estate</th> <th>Contractor/supplier</th> <th>Records of payment</th> </tr> </thead> <tbody> <tr> <td>Jentayu</td> <td>PT Makmur Sdn Bhd</td> <td>Inv. no. 7045, dated 31/5/20, paid on 11th June 2020</td> </tr> </tbody> </table>	Estate	Contractor/supplier	Records of payment	Jentayu	PT Makmur Sdn Bhd	Inv. no. 7045, dated 31/5/20, paid on 11 th June 2020	<p>Compliance</p>			
Estate	Contractor/supplier	Records of payment										
Jentayu	PT Makmur Sdn Bhd	Inv. no. 7045, dated 31/5/20, paid on 11 th June 2020										

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		Padang Buloh	Zaitunizan Binti Mahmud Husin	Inv. no. Z0306/2020 dated 31/5/20, paid on 9/6/20 (doc. no. 1600023149)	
Criterion 4.6.4: Contractor					
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	Sighted during the audit was the inclusion of MSPO requirements into contracts. This insertion of this Policy is to ensure contractors are aware and comply with local, national laws such as payment of minimum wage, ratified international laws, and also with MSPO standards. This was also acknowledged by the contractors, and reiterated during the stakeholder meeting.			Compliance
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Evidence of contracts with contractors were provided by the Estate management. The contracts contain provisions related to statutory obligations, EPF, SOCSO, min wages, insurance, safety tools, etc. Appendix 1 of contract states FFB transport rates mechanism.			Compliance
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	Statement on compliance with MSPO requirements is included in the agreement and signed and acknowledged by the contractor (PT Makmur Sdn Bhd) on 1 st March 2020. The auditors have been able to have access to the contractors' workers, documentations such as contracts and workers' pay slips for verification during this audit.			Compliance
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. - Major compliance -	Each contractor will be observed and monitored for FFB transporter and the transporters are required to show the weighbridge ticket from the mill as proof that FFB was delivered to the Mill as agreed. For harvesting contractor, FFB tonnage will be extracted from weighbridge data (from POM or estate with weighbridge) and work/job completed check by			Compliance

		assistant/manager using work completion certificate/checklist for approval.	
<p>4.7 Principle 7: Development of new planting – Sime Darby Plantation Berhad group estates did not carry out any new plantings since January 2015. Therefore, Principle 7 is not applicable during this main assessment. The immature areas are replanted area.</p>			

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

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	The internal memo from Mr Tan Men Kon, Head of Plantation Sustainability & Quality Management documented the commitment Sime Darby towards MSPO implementation. The internal memo dated 8 th September 2017 was issued to all Estates and Mills. The commitment is to implement and certified with MSPO by December 2017. On top of the said commitment, Group Sustainability & Quality Policy Statement signed by Group Managing Director, Mohamed Helmy Othman Basha dated 2 nd December 2019 supported with Responsible Agriculture Charter (RAC), Innovation & Productivity Charter (IPC) and Human Right Charter (HRC).	Complied
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	The continual improvement commitment is documented in the following Management & Operation Policies: i) Responsible Agriculture Charter (RAC) ii) Innovation & Productivity Charter (IPC) iii) Human Right Charter (HRC) The commitments are made by Group Managing Director, Mohamed Helmy Othman Basha dated 2 nd December 2019	Complied

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	Internal audit was carried by Sustainable & Quality Management Unit (SQM) team on 18 th February 2020 for Sungai Dingin Palm Oil Mill. Audit covered both documentation and field operation for the mill.	Complied
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	Internal audit process is defined under Internal audit procedure, SD/SDP/PSQM/IAP, rev:2 dated 1/11/2017. Audit was carried out Sustainable & Quality Management Unit (SQM). Total of 6 major and 5 minor NCs raised. Corrective action plan has been accepted and closed on 20 th June 2020.	Complied
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	The internal audit report has distributed to the POM management and Sime Darby Plantation HQ management. There is a month SQM meeting at HQ level to review the treading of findings raised in both internal and external audit.	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	The latest management review was carried out on 13/4/20. The combined MSPO meeting was chaired by mill manager and attended by assistant manager and head of department. All pertinent elements in the standard has been discussed for effective implementation of MSPO towards continual improvement.	Complied

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	<p>The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company.</p> <p>- Major compliance -</p>	<p>The Continuous Improvement Plan for 2020 at the mill sighted as follow:</p> <p>Environmental Impact & Opportunities</p> <ul style="list-style-type: none"> • To fully utilize turbine power to mill processing instead of using TNB in order to reduce TNB Consumption. • Educate workers on fuel saving practices • To ensure that the usage of backhoe is minimized, and unnecessary usage is stopped. • To ensure vehicle engine is stop during idle time. • To ensure the boiler chimney emission is within the allowable limit set by the Department of Environment (DOE). • To ensure all schedule waste must be recorded as per legal requirement. • To check the condition of the furrow and ensure not overflowing. <p>Social Impact & Opportunities</p> <ul style="list-style-type: none"> • Organize regular stakeholder meetings • Organize gender committee meetings • To contribute and document monetary & not monetary aid to local communities • To take action towards drunken workers at the line site. • To secure the security of our mill from illegal condition. 	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
4.1.4.2	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. - Major compliance -	Mill has use Electrostatic Precipitator System for controlling the smoke emission as per memo circulated dated 22/08/17. The information provided in Written Notification on Air Emission Sources (Air Pollution Control System-Electrostatic Precipitator).	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. - Major compliance -	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (subsection 5.5, Appendix 5.5.3.2). The time frame to provide feedback to the stakeholder is documented to be 2 weeks of the date receiving the queries. The Estate Manager is responsible to address all communication and request for documentations that could be made available to public/stakeholders.	Complied
4.2.1.2	The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	Sime Darby Plantations Berhad continued to use the group website for disseminating public information. The Sustainability Report and Group Annual report is available in website. Information relating to land titles, safety and health plans, pollution prevention plans, and annual report are available at the estate. In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates and muster ground notice boards for employees and visitors to view. Procedure for complaints and grievances were available through Sime Darby Plantations Bhd website at http://www.simedarbyplantation.com/Sustainability.aspx	Complied

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (subsection 5.5, Appendix 5.5.3.2). The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues.	Complied
4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> . - Minor compliance -	As stated in the procedure, the Mill/Estate Managers are responsible to deal with the external communication for the respective estates under their management. Whereas the Assistant Managers (AM) of each mill/estates were delegated to be responsible for issues related to Indicator 1. Seen the appointment letter to the appointed person in charge. Refer to letter dated 2 nd January 2020 for Sg Dingin POM.	Complied
4.2.2.3	A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. - Major compliance -	The latest stakeholders list for Sg Dingin POM was updated on January 2020. The external stakeholder consultation is conduct once a year. The last meeting was conducted for Chersonese POM on 11 th March 2020. There were no issues raised with regards to the mill operation in the stakeholder consultation.	Complied
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability.	All the two visited estates send their FFB to Sg Dingin POM. The weighbridge ticket provided the following details:	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	i) Product (FFB or Loose fruit) ii) Delivery note from estates stating the weight and fruit grade (A or B). iii) D.O Number iv) Date of the shipment The Sustainable Plantation Management System Appendix 15, ver:2, issue: 5 dated April 2019 documented the procedure for traceability. The procedure requires validation of certificate of supplying estate. The procedure had identified critical control points to prevent contamination of non-certified FFB. The current traceability system is Sime Weigh System. The responsible personal for the traceability is the Mill Manager.	
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	The Sustainable Plantation Management System Appendix 15, ver:2, issue: 5 dated April 2019 documented the procedure for traceability. The procedure requires validation of certificate of supplying estate. The procedure had identified critical control points to prevent contamination of non-certified FFB. The current traceability system is Sime Weigh System. The responsible personal for the traceability is the Mill Manager. Regular inspection is done during SCCS internal audit on 18/2/20 for Sg Dingin POM.	Complied
4.2.3.3	The management shall identified and assign suitable employees to implement and maintain traceability system.	Person in charge assigned for traceability is the mill manager. Refer to appointment letter dated 2 nd January 2020	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -		
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	The records of CPO sales has been verified. The dispatch of the CPO are determine by HQ Sales & Marketing and will be entered into the Sime Weigh System. The weigh bridge operator will check the system before releasing the dispatch.	Complied
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance -	Sime Darby has established a mechanism to ensure compliance to legal and other requirement and documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 1. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008. Sighted the sampled compliance records as follows: 1. Jadual Pematuhan (Peraturan – Peraturan Kualiti Alam Sekitar). No. Lesen: 004543; License Period: 01 July 2020 – 30 June 2021	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>2. Permit Barang Kawalan Berjadual; Diesel (18,500 Litres) – No Rujukan: KPDNHEP.KLM (P) 01/2005; Valid from 24.10.2019 – 23.10.2020</p> <p>MPOB License; License No: 530978004000; Validity Period from 01.07.2020 to 30.06.2021</p>	
4.3.1.2	<p>The management shall list all relevant laws related to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>All legal requirement was documented in Legal and Other Requirement Register.</p> <p>All the legal and other requirements were register accordingly and documented in the Legal requirement register including new updates for Workers Minimum Standards of Housing and Amenities (Amendment) Act 2019, Minimum Wages Order 2020 and Auxiliary Police Regulations 1970, Movement Control Order & Akta Pencegahan & Pengawalan Penyakit Berjangkit 1988.</p>	Complied
4.3.1.3	<p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p>- Major compliance -</p>	<p>Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>All legal requirement was documented in Legal and Other Requirement Register. Compliance to each applicable law and regulation is monitored by the operating units. The legal register at the mill was reviewed/updated on a yearly basis / as and when needed for new updates/licenses.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Sighted the document 'Summary of Compliance' available at the estates undersigned by the Mill Manager dated 18.05.2020. The document lists the latest applicable laws and amendment, revision dates and acknowledgement by the management.	
4.3.1.4	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. Sungai Dingin Mill has appointed Muhammad Syakif Bin Abdul Rani (Assistant Manager) as the person in charge to monitor the changes and updates on legal requirements that are relevant to the mill operations.	Complied
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - Major compliance -	Based on the results of documentations, site visit and stakeholder consultation, no evidence that the oil palm milling activities diminished the land use rights of others.	Complied
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.	Sime Darby leased all the land directly from the government. There were no issues of land disputes recorded. The land title is kept in the office and available for review. The mill located in	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	Sg. Dingin Estate. Refer land title no. 0240 dated 29/4/1968 for 2469 acre.	
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The map of the land portion is provided together with the land title. The map has provided the coordinated demarcation.	Complied
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There is not land dispute recorded. This was verified with stakeholders' consultation. In order to deal with future arising land dispute (if applicable), the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process in handling boundaries disputes.	Complied
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There is no evidence that the land on which the Mill is situated is encumbered by customary rights. Therefore, this Indicator is not applicable.	N/A
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	There is no evidence that the land on which the Mill is situated is encumbered by customary rights. Therefore, this Indicator is not applicable.	N/A
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available.	There is no evidence that the land on which the Mill is situated is encumbered by customary rights. Therefore, this Indicator is not applicable.	N/A

Criterion / Indicator		Assessment Findings	Compliance
- Major compliance -			
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	<p>Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance -</p>	<p>SIA was conducted on 23/2/2015 – 5/3/2015 by the Social & Environment Projects Unit, PSQM Department covering all estate in SOU 1 (Sg Dingin). The assessment was carried out through interviewed with stakeholders, document reviewed and site visit. The assessment was involved the participation of internal and external stakeholders such as local authorities, local communities, contractors and workers. Seen the attendance list of the stakeholders that involved in the assessment. Social management plan updated on yearly basis to capture all issues discussed during stakeholders engagement (meetings, visit etc). Plan dated 15th May 2020 available for review.</p>	Complied
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>System for dealing with complaints and grievances has been established and documented through:</p> <p>i) Under the Sustainable Plantation Management System Appendix 5, procedure on handling social issue (version 1; year 2008)</p> <p>ii) Under Group policies and authority's GPA No 85, Whistleblowing provide an internal mechanism for reporting, investigating and remedying any wrongdoing.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.4.2.2	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. - Major compliance -	The complaint and grievances is open to affected parties including internal and external stakeholders. The time to process the complaints or grievances is 2 weeks. Complaints about house maintenance are recorded in a log book which keeps the information about date, complainant, details of complain and status. Other written complains will be kept in a file. Nonetheless, there has been no complaint received so far	Complied
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	The complaint form is made available in the mill and estate offices. In case the complainant would want to make an anonymity complaint it can be made through electronic Complaint form or email to Senior Director or Whistleblowing committee or toll-free number or fax or by mail. Training on reporting of ethical misconduct was done incorporated with Code of Business Conduct (COBC) to all the workers at the mill	Complied
4.4.2.4	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. - Minor compliance -	Interview conducted with workers to confirm their understanding of the complaint and grievance process. There is no grievance recorded since the last assessment. Only request for maintenance housing are made by workers.	Complied
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. - Major compliance -	The mill maintained its records of complaint in a complain file. Records for more than 24 months ago were still kept in the file.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			

Criterion / Indicator		Assessment Findings	Compliance
4.4.3.1	<p>Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.</p> <p>- Minor compliance -</p>	<p>Among contribution given and CSR programme introduced by Sg Dingin POM;</p> <p>i) Sport day – 25th December 2020</p> <p>ii) 10 kg rice bag every 2 months</p> <p>iv) Employment opportunities for local – new recruitment</p>	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	<p>An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sime Darby has established the Group Policy on Health and Safety signed by the Managing Director on Jan 2015. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the mill.</p> <p>The OSH team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>The mill has established Safety and Health Management Plan and documented in Environment, Safety and Health Plan FY 2020. The management plan includes the ESH risk management, Emergency Response Procedure, Chemical Safety Management, Noise Boundary Monitoring, Health monitoring.</p> <p>The OSH Policy have been effectively communicated to all Mill workers and staffs on 24.02.2020</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.4.2 The occupational safety and health plan should cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risk of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: <ul style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements. g) The management shall conduct regular two-way communication with their employees where issues that affect their business 	<ul style="list-style-type: none"> a) Sime Darby Plantations have established the Group Policy on Health and Safety signed by the Managing Director on Jan 2015. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the mill. Sighted the records of the morning briefing done to all the workers dated 24.02.2020. b) The mill has conducted assessment for risk on all the operations and documented in Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The assessment covers all main operations and support operations such as security, office, store, weighbridge, fruit handling, threshing and etc. The assessment also covers working type, job step, hazard, effect, existing control, type, probability, etc. <p>HIRARC Review was conducted on an annual basis and when necessary due to accident that occurs. Sighted the latest HIRARC for COVID-19 dated 02.05.2020. Also sighted the latest review for General Work due to an accident involving a General Worker was conducted on 10th August 2019 for accident that occurred on 20.07.2019.</p> <p>The medical surveillance has been done for 18 workers on 15th 06 2019, including cholinesterase Test and Manganese test. 14 workers were declared fit to work while 3 workers were declared unfit to work which may</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>expose to Organophosphate, Manganese. The 3 workers were observed and retested on 26.07.2019 and were declared fit. The workers have been sent for medical surveillance for the year 2020 on 15,16 and 17 June 2020.</p> <p>Audiometric test was conducted on 18 February 2019 by BP Healthcare for 78 workers with 8 workers having hearing impairment. The 8 workers were tested again on 23rd July 2019 and 3 workers were confirmed to still have hearing impairment. The report states that the 3 workers are to undergo audiometric test yearly.</p> <p>CHRA was conducted on 27th May 2016 by registered assessor JKKP HIE 127/171-2(124), Mr. Shaari Bin Chin.</p> <p>c) The mill has established training program for employees exposed to chemicals used at the palm oil mill to ensure the continuous awareness to the employee. The training was conducted by the Manager, Asst. Manager and representative form the chemical suppliers to the supervisors and operators. Sighted the training records as follows:</p> <ul style="list-style-type: none"> • Chemical Handling Training – 11.03.2019 • Schedule Waste Training – 10.02.2020 <p>d) The mil has provided appropriate PPE to all workers</p>	

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	<p>according to the job type and requirements. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) Palm Oil Mill dated 17/3/2008.</p> <p>Sighted during site visit at the boiler station, workshop, ramp and engine room station, the workers were provided with leather gloves, mask, earplug, safety helmet and safety shoes. The workers acknowledged that they are entitled to appropriate PPE free of charge by the management. Sighted at the PPE issuance records documented in 'Rekod Penyerahan dan Pemakaian PPE' log book. The PPE issued recorded by workers and job designation.</p> <p>e) Procedures of chemical handling is presented in several documents, such as Document No. SD/SDP/SQM (ESH)/001-1 Sime Darby Plantation Environment, Safety, and Health Management System (ESHMS) Manual dated July 1st, 2012.</p> <p>f) Mill Manager, Mr Subramaniam a/l Govindasamy was appointed to be the Chairman of OSH Committee at the mill as per letter signed by the Regional CEO dated 02.01.2020. Mill management has appointed Safety Committee Members consisting of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Mill Manager.</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>g) The management conducted OSH committee meeting on quarterly basis and when necessary due to accident occur. In the meeting discussed issue on employees' safety, health and welfare such as mill safety and health achievement report, mill security, safety compliance by contractors, workplace audit report, legal compliance, safety and health training. Sighted the latest OSH Meeting Minutes dated 17.04.2020 (02-2020) and 31.01.2020 (01-2020)</p> <p>h) Accident of emergency procedure is presented in Mill Quality Management System Standard Operation manual (MQMS SOM) dated November 1st, 2008. Flowchart of emergency handling was presented in Appendix 5.5.3.3. Sighted during site visit, the workstation also equipped with fire extinguisher and first aid kit. Noted during interview with employee shows the understanding regarding emergency procedures. Sighted the trainings as below:</p> <p>The mill has established Emergency Response Team lead by the Mill Manager. Sighted during site visit, the ERT chart and Fire Hydrant and Fire Extinguisher Map was displayed at several notice board in the mill.</p> <ul style="list-style-type: none"> • Chemical & Oil Spillage Training – 10.02.2020 • Fire Drill & Extinguisher Training – 22.08.2019 	

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> i) First aiders were present at various work station at the mill. The first aider responsible for first aid box at each workstation. During the interview with the Boiler man, fireman and workshop foreman, shows the awareness regarding the emergency procedure if accident occur, person responsible of every first aid box and the location of the nearest first aid box. The first aid box was recently replenished with all stated items available in the box. The latest training conducted for the first aiders was on 05.09.2019. j) The Mill has reported 1 accident case (7 days LTA) for the year 2019 involving a General worker. The HIRARC has been revised on 10.08.2019 for the mentioned accident case. The JKPP 6 form has been submitted accordingly. Another 10 cases have been reported via JKPP 7 involving workers with hearing impairment and manganese poisoning. The JKPP 8 has been submitted to JKPP with the documents available for review. No cases were recorded for the year 2020 as of the audit date. 	
Criterion 4.4.5: Employment conditions			
4.4.5.1	The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.	Sime Darby Plantation Berhad is committed to implement the equal opportunity within their organization. Their commitment is mentioned in the Group Sustainability & Quality Policy Statement	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	signed by Group Managing Director on 2 nd December 2019 and further detailed out under Human Right Charter revised 2020.	
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>The top management of Sime Darby Plantation Berhad is committed to implement the equal opportunity within their organization. Their commitment is clearly described with the statement indicated under Human Right Charter revised 2020. There were no evidences of any form of discrimination based on race, national origin, religion, gender, union and political affiliation and is covered in the policy as well.</p> <p>Interview with workers indicates that there is no such discrimination occurs in the workplace</p>	Complied
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>The payroll and pay slip records of employees showed that all employees are paid with the monthly salary are compliance with the local minimum wages requirements.</p> <p>Sample of pay slips for foreign workers for December 2019, February 2020 and May 2020:</p> <ul style="list-style-type: none"> i) Employee no. 132475, IC no. 870529355282 ii) Employee no. 135890, IC no. 940310105757 iii) Employee no. 26831, IC no. 780902025806 iv) Employee no. 149629, IC no. 811010025949 <p>Sample of pay slips for foreign workers for December 2019, February 2020 and May 2020:</p> <ul style="list-style-type: none"> i) Employee no. 122690, passport no. AU006676 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		ii) Employee no. 118088, passport no. AU367199 iii) Employee no. 97505, passport no. AU088142 iv) Employee no. 87434, passport no. N8627778 v) Employee no. 83353, passport no. AT790532 Review the pay slip and mill attendance report (including OT hours) confirmed that their basic salary wages complied with minimum wages (RM 42.31/day) for daily rated and RM 1100/month for monthly rated workers. Further checked in May 2020 payslip, the worker has received RM1,200 per @ RM 46.15 per day as per new Minimum Wages Order 2020.	
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. - Minor compliance -	There are no permanent contract workers at Sg Dingin POM.	Complied
4.4.5.5	The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -	Sg Dingin POM maintain an accurate record of all employees (local and foreign) under Employee Master Listing report, ZCKRLM04. Total of 121 employees as at 30 th June 2020 listed under mill's check roll. Records updated and verified during the audit were found contains the following details of information for every employees. Employee Name Activity	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Nationality Gang details Date of Birth Occupation Religion Employment Date Sex Passport No. and Expiry Date (for foreigner) Work Permit Expiry Date Identification Card no. Socso. No. EPF no.	
4.4.5.6	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>Employment Contract for local and foreign workers are available. Information indicated in the form showed that all employees are provided with fair contracts in term of salary, accommodation and other benefits.</p> <p>Copies of Employment Contract for each local and foreign workers indicated in the employment records are available. Foreign worker contract is valid for 2 year plus yearly contract extension for those who intent to continue working with the company.</p> <p>Sample of employment contract available for the local workers:</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		i) Employee no. 132475 ii) Employee no. 135890 iii) Employee no. 26831 iv) Employee no. 149629 Sample of employment contract available for the foreign workers: i) Employee no. 122690 ii) Employee no. 118088 iii) Employee no. 97505 iv) Employee no. 87434 v) Employee no. 83353	
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers. - Major compliance -	Sg Dingin POM has established a time recording system using punch card for all employees. Time recording system has been implemented by punch card system for all mill employees. Verified mill attendance report, CKRRD005 and found to be consistent with punch card record. The working hours for all employees have been clearly documented in the Employment Contract and displayed in the office to ensure transparent for both employees and employer	Complied
4.4.5.8	The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.	The working hours and breaks of the individual worker indicated in the time records were in compliance with legal regulations and collective agreements. Based on the Mill Daily Attendance Report (CKRRD005) and punch card records, overtime and	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	breaks were recorded and consistent with the payslip for sample months in December 2019, February 2020 and May 2020.	
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Pay slips of all employees (check roll) are available as evidence of salary payment.</p> <p>The pay slip contain the following information :</p> <ul style="list-style-type: none"> a) Earnings <ul style="list-style-type: none"> - Basic Salary (Daily Rated Work, Work on Rest Day and Work on Holiday) - Overtime (Week days, Rest days and Holiday) b) Deduction <ul style="list-style-type: none"> - Union fee (NUPW & AMESU),SOCSO, EPF , electricity deduction and others <p>Deduction approval obtained for:</p> <ul style="list-style-type: none"> i) Electricity, Water, NUPW and AMESU deduction – PMT/10203/2017/0033(3) dated 23rd July 2017 	Complied
4.4.5.10	<p>Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.</p> <p>- Minor compliance -</p>	<p>The company provides:</p> <p>5kg rice and 5kg cooking oil to all workers once every 2 months</p> <p>RM5 mobile subsidy to all workers.</p> <p>Free medical benefit to workers dependent at the estates clinics.</p> <p>Renewal for driving license for local workers</p> <p>Sending worker’s children to schools</p> <p>Once a year festival token to all workers</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Yearly schooling assistance</p> <p>Sime Darby scholarship</p> <p>The field workers are paid with Productivity Incentive. The more they work the higher the incentive.</p>	
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p>- Major compliance -</p>	<p>The basic amenities and facilities at the quarters provided by the company to its workers including electricity, water and domestic waste disposal. Electricity and water is connected with the national infrastructure facilities. The usage of electricity and water is borne by the workers themselves.</p> <p>During the field assessment, it was observed that the housing area is in good conditions. For local workers with family, each will be given a house while for foreign workers for single workers, it will be given a shared house of 2-3 people per house.</p> <p>Line site inspection is conducted on a weekly basis as per the Workers' Minimum Standards Housing and Amenities Act 1990. The results of the inspection are being discussed with the estate manager for actions.</p> <p>For foreign workers, all foreign workers will be given a starter kit which includes basic amenities (e.g. mattress, cooking utensils).</p>	Complied
4.4.5.12	<p>The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>The Gender Policy has been included under Human Rights Charter revised 2020. The Policy covers the commitment to prevent sexual harassment and all forms of violence against women, workers and community. The signatory of the policy is Group Managing Director, Mohamed Helmy Othman Basha dated 2nd December 2019</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.5.13 The management shall respect the right of all employees to form and join trade union and allow workers’ own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>During the interview with workers, there are no evidence received that there are restriction from the company to allow workers to join trade union. The workers have their freedom to join the NUPW/MAPA union.</p> <p>Human Right Charter revised 2020 covers the commitment of the company towards respecting the rights of all personnel to form and join trade unions of their choice to bargain collectively. Latest union meeting with mill management dated 10th April 2020 is referred to. No concern highlighted by the union representative based on the meeting minute.</p>	<p>Complied</p>
<p>4.4.5.14 Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p> <p>- Major compliance -</p>	<p>Human Right Charter revised 2020 covers the commitment to not condone forced labour or child labour. The signatory of the policy is Group Managing Director, Mohamed Helmy Othman Basha dated 2nd December 2019. Site observation, interviewing with workers and verification of workers master list confirmed that there is no child labor. Youngest workers employed is 20 years old.</p>	<p>Complied</p>
<p>Criterion 4.4.6: Training and competency</p>		
<p>4.4.6.1 All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.</p> <p>- Major compliance -</p>	<p>The mill established a training program for all workers based on the training need analysis conducted on a yearly basis.</p> <p>Covid-19 training and briefings were sighted at the mill and estates. Interview with the workers and staff indicated that they were aware on the SOP during the RMCO such as social distancing, regular sanitization and use of PPE (Face Mask).</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance																
		<p>Records of trainings were maintained by the estates as below: -</p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>LOTO Training</td> <td>10 Feb 2020</td> </tr> <tr> <td>Press Station SOP Training</td> <td>19 May 2020</td> </tr> <tr> <td>Hopper SOP Training</td> <td>11 May 2020</td> </tr> <tr> <td>Human Rights Training</td> <td>04 May 2020</td> </tr> <tr> <td>Workshop Briefing (Welding SOP & Chemical handling)</td> <td>11 Mar 2019</td> </tr> <tr> <td>Covid 19 EPR Training</td> <td>09 April 2020</td> </tr> <tr> <td>Oil Room Training</td> <td>23 May 2020</td> </tr> </tbody> </table>	Training	Date	LOTO Training	10 Feb 2020	Press Station SOP Training	19 May 2020	Hopper SOP Training	11 May 2020	Human Rights Training	04 May 2020	Workshop Briefing (Welding SOP & Chemical handling)	11 Mar 2019	Covid 19 EPR Training	09 April 2020	Oil Room Training	23 May 2020	
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4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>The mill has conducted training need analysis for all employee, management and contractors. The need analysis was conducted base on the job designation and training required by the job type. 27 training were deemed required for workers in the mill.</p>	Complied																
4.4.6.3	<p>A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>The mill has a training program which is updated annually. Sighted the Training plan for FY 2020.</p>	Complied																

Criterion / Indicator	Assessment Findings	Compliance	
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sime Darby has established Environmental Policy signed by the Managing Director on January 2015. The environmental management plan has been established to monitor the identified significant activities that give impacts on environment. A specific staff and executive have been appointed to do the monitoring to ensure the plan is effectively implemented.</p> <p>The mill has established environmental management plan base on the aspect and impact analysis conducted and documented in Environmental Plan. In the plan stated the environmental issue, mitigating measures, person responsible, time frame, and monitoring. A specific staff and executive have been appointed to do the monitoring to ensure the plan is effectively implemented.</p> <p>The plan was communicated to all the management and workers through training, briefing, memo and signboard erected at several places in the estate. The policy and plan have been latest communicated on 24.02.2020.</p>	<p>Complied</p>
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations</p> <p>- Major compliance -</p>	<p>The mill has conducted aspect and impact analysis and documented in Environmental Aspect Impact Identification and Environmental Impact Evaluation. The analysis was reviewed on annually basis and incident happen. Latest review was conducted on 06.01.2020</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		Base on the significant impact identified in the analysis conducted, the mill has established Environmental management plan and reviewed on annually basis.	
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored. - Major compliance -	The mill has established environmental improvement plan and documented in Environmental Management Plan and reviewed on annually basis. Latest review was conducted on 06.01.2020	Complied
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	The program to promote the positive impact was documented in several management plan such as environmental management plan, energy management plan, pollution prevention plan and waste management plan.	Complied
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives. - Major compliance -	The mill continues provided training to ensure the awareness regarding the environmental policy among the employee. The mill management has established annual training program which covers the environmental awareness and compliance related trainings to the executives, staffs and workers. Sighted the training on environmental aspect as follows: <ul style="list-style-type: none"> • Chemical & Oil Spillage Training – 10.02.2020 • Schedule Waste Training – 10.02.2020 	Complied
4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.	The mill discussed the environmental issue during Environmental Performance Monitoring Committee Meeting conducted on quarterly basis. The recent meeting was conducted on 16th April 2020.	Complied

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Criterion / Indicator		Assessment Findings	Compliance																						
	- Major compliance -	Noted during interview with employee shows the understanding on the importance of environmental quality. The employees are also encouraged to discuss environmental issues with the management.																							
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																									
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period - Major compliance -	<p>The Mill maintains records of energy usage, which is reported monthly to head office through SAP system. The use of the steam turbine for electricity generation has been optimized in order to reduce the dependence on diesel fossil fuel. The monitoring of non-renewable energy usage was conducted on monthly basis. Sighted the sampled monitoring records for diesel usage for FY 2019 as follows:</p> <table border="1"> <thead> <tr> <th>Month (2019)</th> <th>Diesel Usage (Litre/ Mt CPO)</th> </tr> </thead> <tbody> <tr><td>January</td><td>0.51</td></tr> <tr><td>February</td><td>0.50</td></tr> <tr><td>March</td><td>0.66</td></tr> <tr><td>April</td><td>1.10</td></tr> <tr><td>May</td><td>0.82</td></tr> <tr><td>June</td><td>0.79</td></tr> <tr><td>July</td><td>0.65</td></tr> <tr><td>August</td><td>0.65</td></tr> <tr><td>September</td><td>0.12</td></tr> <tr><td>October</td><td>1.00</td></tr> </tbody> </table>	Month (2019)	Diesel Usage (Litre/ Mt CPO)	January	0.51	February	0.50	March	0.66	April	1.10	May	0.82	June	0.79	July	0.65	August	0.65	September	0.12	October	1.00	Complied
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Criterion / Indicator		Assessment Findings		Compliance																								
		November	0.74																									
		December	0.80																									
4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the respective estate yearly budgets.</p>		Complied																								
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>Renewable energy used is from biofuel (shell and fiber) for boiler start-up. Sighted the records for usage of renewable energy FY 2019 as follows:</p> <table border="1"> <thead> <tr> <th>Month (2019)</th> <th>Renewable Energy Used (Mt/ Mt CPO)</th> </tr> </thead> <tbody> <tr><td>January</td><td>1.034</td></tr> <tr><td>February</td><td>1.049</td></tr> <tr><td>March</td><td>1.051</td></tr> <tr><td>April</td><td>1.052</td></tr> <tr><td>May</td><td>1.035</td></tr> <tr><td>June</td><td>0.982</td></tr> <tr><td>July</td><td>0.972</td></tr> <tr><td>August</td><td>0.991</td></tr> <tr><td>September</td><td>0.888</td></tr> <tr><td>October</td><td>1.289</td></tr> <tr><td>November</td><td>0.890</td></tr> </tbody> </table>		Month (2019)	Renewable Energy Used (Mt/ Mt CPO)	January	1.034	February	1.049	March	1.051	April	1.052	May	1.035	June	0.982	July	0.972	August	0.991	September	0.888	October	1.289	November	0.890	Complied
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Criterion / Indicator		Assessment Findings		Compliance
		December	0.979	
Criterion 4.5.3: Waste management and disposal				
4.5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>The mill has identified the waste products and source pollution and documented in Waste Management Action Plan FY 2020</p> <ul style="list-style-type: none"> a. Domestic waste – Rubbish b. Scheduled waste – used lubricants/hydraulic oil, Empty pesticides containers c. Industrial waste – Boiler ash, Palm kernel shell, POME, EFB, scrap iron <p>Used PPE</p>		Complied
4.5.3.2	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <ul style="list-style-type: none"> a) Identifying and monitoring sources of waste and pollution. b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products. <p>- Major compliance -</p>	<p>The mill has established Waste management Plan base on the identification and source of pollutions and documented in Waste Management Action Plan 2020. The action plans have been developed to ensure they comply to the legal requirements and to improve efficiency and potential recycling of byproducts wherever possible.</p>		Complied
4.5.3.3	<p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p>	<p>Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1 dated 26/2/2016. Proper disposal of waste material are carried out as per the company procedures. The procedures are fully understood by Management and workers.</p> <p>The mill also has a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste</p>		Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>disposal contractor. Stores for scheduled waste were inspected at the mill and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment.</p> <p>Observed during workers interview with storekeeper shows the understanding the proper disposal for waste as all used lubricant and contaminated spill kit will be collected as Scheduled Waste and stored in designated storage area.</p> <p>All the records were found adequate as per required by EQ (Scheduled Waste) Regulations 2005. The inventory of Scheduled was reported on monthly basis through E-SWISS.</p> <p>Sighted the sampled scheduled waste disposal records:</p> <ul style="list-style-type: none"> • 19th July 2019; CN No:2019071908QKOCES (SW410) to TEX CYCLE (P2) Sdn Bhd – 0.1250Mt • 19th July 2019; CN No:2019071909D8IECO (SW409) to TEX CYCLE (P2) Sdn Bhd – 0.2350Mt • 19th July 2019; CN No:2019071909B7810F (SW322) to TEX CYCLE (P2) Sdn Bhd – 0.1500Mt 	
4.5.3.4	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p>- Minor compliance -</p>	<p>Domestic waste was collected by the sister estate, Sg. Dingin Estate and disposed at designated landfill.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.5.4: Reduction of pollution and emission			
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The mill has conducted assessment of all polluting activities in the Environmental Aspect Impact and Environmental Impact Evaluation. A management plan has been established based on the significant aspect and DOE license compliance schedule and documented in Pollution Prevention Plan.	Complied
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	A management plan has been established based on the significant aspect and DOE license compliance schedule and documented in Pollution Prevention Plan. Sighted the implementation of the management plan as follows: Observed the stack emission monitoring conducted and submitted Dept. of Environmental as follows: Boiler KD (PMD 80010) <ul style="list-style-type: none"> Report date: 10th October 2019 Dust Concentration: 58.3 at 12.0% CO2 well below the limit 150 mg/m³ 	Complied
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations. - Major compliance -	Treated POME discharge was regularly monitored as prescribed under "Jadual Pematuhan for land application – furrow system. Regular monitoring was done on monthly basis and every quarterly via "Borang Penyata Suku Tahun" to DOE for compliance. Noted the 1st quarter return as below:	Complied

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Criterion / Indicator		Assessment Findings			Compliance																														
		<table border="1"> <thead> <tr> <th>Month</th> <th>Parameter</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td rowspan="3">January 2020</td> <td>BOD</td> <td>1540</td> </tr> <tr> <td>pH</td> <td>7.2</td> </tr> <tr> <td>S.Solid</td> <td>7200</td> </tr> <tr> <td rowspan="3">February 2020</td> <td>BOD</td> <td>346</td> </tr> <tr> <td>pH</td> <td>7.6</td> </tr> <tr> <td>S.Solid</td> <td>720</td> </tr> <tr> <td rowspan="3">March 2020</td> <td>BOD</td> <td>808</td> </tr> <tr> <td>pH</td> <td>8.0</td> </tr> <tr> <td>S.Solid</td> <td>525</td> </tr> <tr> <td rowspan="3">April 2020</td> <td>BOD</td> <td>590</td> </tr> <tr> <td>pH</td> <td>7.9</td> </tr> <tr> <td>S.Solid</td> <td>2860</td> </tr> </tbody> </table> <p>The results conform with the parameter limits for land preparation.</p>	Month	Parameter	Results	January 2020	BOD	1540	pH	7.2	S.Solid	7200	February 2020	BOD	346	pH	7.6	S.Solid	720	March 2020	BOD	808	pH	8.0	S.Solid	525	April 2020	BOD	590	pH	7.9	S.Solid	2860		
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Criterion 4.5.5: Natural water resources																																			
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, 	<p>The mill has established water management plan and documented in Water Reduction Management Programme FY 2020. The plan objective documented as follows:</p> <ul style="list-style-type: none"> i. to reduce water usage as dilution ii. to reduce water usage at hydrocyclone operation iii. to reduce water usage for mill cleaning activities <p>The monitor the water consumption on monthly basis. Sighted the water consumption monitoring records FY 2019 as follows:</p>			Complied																														

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Criterion / Indicator		Assessment Findings		Compliance																										
	<p>maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>- Major compliance -</p>	<table border="1"> <thead> <tr> <th>Month (2019)</th> <th>Water Consumption (L/Mt)</th> </tr> </thead> <tbody> <tr><td>January</td><td>1.45</td></tr> <tr><td>February</td><td>1.42</td></tr> <tr><td>March</td><td>1.54</td></tr> <tr><td>April</td><td>1.53</td></tr> <tr><td>May</td><td>1.53</td></tr> <tr><td>June</td><td>1.69</td></tr> <tr><td>July</td><td>1.72</td></tr> <tr><td>August</td><td>1.58</td></tr> <tr><td>September</td><td>1.70</td></tr> <tr><td>October</td><td>1.49</td></tr> <tr><td>November</td><td>1.41</td></tr> <tr><td>December</td><td>1.29</td></tr> </tbody> </table>	Month (2019)	Water Consumption (L/Mt)	January	1.45	February	1.42	March	1.54	April	1.53	May	1.53	June	1.69	July	1.72	August	1.58	September	1.70	October	1.49	November	1.41	December	1.29		
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4.5.5.2	<p>Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.</p> <p>- Major compliance -</p>	<p>Treated POME discharge was regularly monitored as prescribed under "Jadual Pematuhan for land application – furrow system. Regular monitoring was done on monthly basis and every quarterly via "Borang Penyata Suku Tahun" to DOE for compliance.</p>		Complied																										
4.6 Principle 6: Best Practices																														

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.6.1: Mill Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	The mill processing system is documented in the Sustainability Plantation Management System MQMS/SQM/08 v 1 dated 01/11/2008 which includes the mill SOP, and Mill Quality Management Manual v.1 2008/MQMS/QMM/08. These documents provide guidelines and standards in the mill operations. The Standard Operating procedure (SOP) described details from the reception, sterilisation, threshing, pressing, clarification, depericarping (nut polishing) station, effluent, laboratory, workshop, despatches etc. In addition, there are also manuals available within the industry and MPOB that are used as guidelines.	Complied
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	The monitoring of the mill process is made through the shift supervision headed by an Assistant Engineer and the Mill Assistant. All process parameters are documented and summarized in a daily report. The external monitoring is made through visits by the CEO/General Manager and also technical personnel from the Head Office. DOSH performed the annual UPV machinery inspection. The last mill advisory visit was done on 12 th to 13 th December 2019 was rated at 86.5%. In addition, there are audits by PSQM and GCAD. This is to ensure compliance to Policies, procedures in relation mill operations, financial, OSH, welfare among others.	Complied
Criterion 4.6.2: Economic and financial viability plan			

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Criterion / Indicator		Assessment Findings	Compliance						
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	Sighted, 5 years Business Plan from 2020-2024. The planning was on Checkroll Labour, Contract Labour, Maintenance Internal & External, Consumables and Engine Vehicle Implement Transport (EVIT).	Complied						
Criterion 4.6.3: Transparent and fair price dealing									
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	<p>This is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream Malaysia dated 11/7/2017. All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the mill personnel. Under contract between Mayang Bayumas and mill dated 1st May 2020, pricing mechanism detailed out under Appendix 1 (Schedule of Transport Rates) and Appendix 2 (Transport Rate Adjustment Mechanism).</p> <p>Sg Dingin POM receiving 3rd party FFB from external suppliers. Contract between Sime Darby Plantation Berhad and FFB suppliers were sighted. Details of contract summarized as per below:</p> <table border="1"> <thead> <tr> <th>Supplier</th> <th>Agreement no.</th> <th>Contract period</th> </tr> </thead> <tbody> <tr> <td>Koperasi Peserta-Peserta Rancangan Felcra Gugusan</td> <td>P/P/0120/FFB0157 4L. Rates detail out under First</td> <td>1 year (1st January 2020 to 31st December 2020)</td> </tr> </tbody> </table>	Supplier	Agreement no.	Contract period	Koperasi Peserta-Peserta Rancangan Felcra Gugusan	P/P/0120/FFB0157 4L. Rates detail out under First	1 year (1 st January 2020 to 31 st December 2020)	Complied
Supplier	Agreement no.	Contract period							
Koperasi Peserta-Peserta Rancangan Felcra Gugusan	P/P/0120/FFB0157 4L. Rates detail out under First	1 year (1 st January 2020 to 31 st December 2020)							

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Criterion / Indicator		Assessment Findings			Compliance
		Sungai Malau Selama Berhad	Schedule and Second Schedule		
		Genting Plantations Berhad (Ladang Bkt Sembilan)	P/P/0120/FFB0157 1L. Rates detail out under First Schedule and Second Schedule	1 year (1 st January 2020 to 31 st December 2020)	
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	<p>All contracts were awarded through tendering system at Zone Level. Approved contractors will be given the LOA. Payments were all made in timely manner and no complaint from the contractor so far. For example, tax invoice for Mayang Bayumas, invoice date 30/4/20, received on</p> <p>Payments were all made in timely manner and no complaint from the contractor so far. Refer to invoice (P/AFVCH-09030) dated 31/5/20 for Genting Bukit Sembilan Estate.</p>			Complied
Criterion 4.6.4: Contractor					
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	<p>A contract was sighted. The evaluation and tender process was handled by the Procurement Department at Head Office. Transaction between Mayang Bayumas and the mill dated 1st May 2020 letter of award LOA on the CPO transportation. Inclusive in the contract is a clause 6.2 requiring compliance on safety factors and PPE;</p> <p>a) Comply with any applicable laws, regulations, terms and conditions.</p> <p>b) PPE issued to the employees</p>			Complied

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Criterion / Indicator		Assessment Findings	Compliance									
		c) Ensure safety of employees										
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	<p>The contracts transacted between Chersonese POM and Mayang Bayumas dated 1st May 2020 for duration of 3 months (ad-hoc) 1st May 2020 to 31st July 2020</p> <p>Sg Dingin POM receiving 3rd party FFB from external suppliers. Contract between Sime Darby Plantation Berhad and FFB suppliers were sighted. Details of contract summarized as per below:</p> <table border="1"> <thead> <tr> <th>Supplier</th> <th>Agreement no.</th> <th>Contract period</th> </tr> </thead> <tbody> <tr> <td>Koperasi Peserta-Peserta Rancangan Felcra Gugusan Sungai Malau Selama Berhad</td> <td>P/P/0120/FFB0157 4L. Rates detail out under First Schedule and Second Schedule</td> <td>1 year (1st January 2020 to 31st December 2020)</td> </tr> <tr> <td>Genting Plantations Berhad (Ladang Bkt Sembilan)</td> <td>P/P/0120/FFB0157 1L. Rates detail out under First Schedule and Second Schedule</td> <td>1 year (1st January 2020 to 31st December 2020)</td> </tr> </tbody> </table>	Supplier	Agreement no.	Contract period	Koperasi Peserta-Peserta Rancangan Felcra Gugusan Sungai Malau Selama Berhad	P/P/0120/FFB0157 4L. Rates detail out under First Schedule and Second Schedule	1 year (1 st January 2020 to 31 st December 2020)	Genting Plantations Berhad (Ladang Bkt Sembilan)	P/P/0120/FFB0157 1L. Rates detail out under First Schedule and Second Schedule	1 year (1 st January 2020 to 31 st December 2020)	Complied
Supplier	Agreement no.	Contract period										
Koperasi Peserta-Peserta Rancangan Felcra Gugusan Sungai Malau Selama Berhad	P/P/0120/FFB0157 4L. Rates detail out under First Schedule and Second Schedule	1 year (1 st January 2020 to 31 st December 2020)										
Genting Plantations Berhad (Ladang Bkt Sembilan)	P/P/0120/FFB0157 1L. Rates detail out under First Schedule and Second Schedule	1 year (1 st January 2020 to 31 st December 2020)										
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	This requirement has been specified during a briefing by the mill to contractor on 11/2/19. In addition, there was a letter dated 01/7/2017 on RSPO/ISCC/MSPO awareness issued to all the contractors, vendors of the mill. This letter was sighted and has	Complied									

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Criterion / Indicator	Assessment Findings	Compliance
	stated that all Contractors need to follow RSPO/ISCC/MSPO guideline in accordance with the Sime Darby Plantation of Estate Quality Management System	

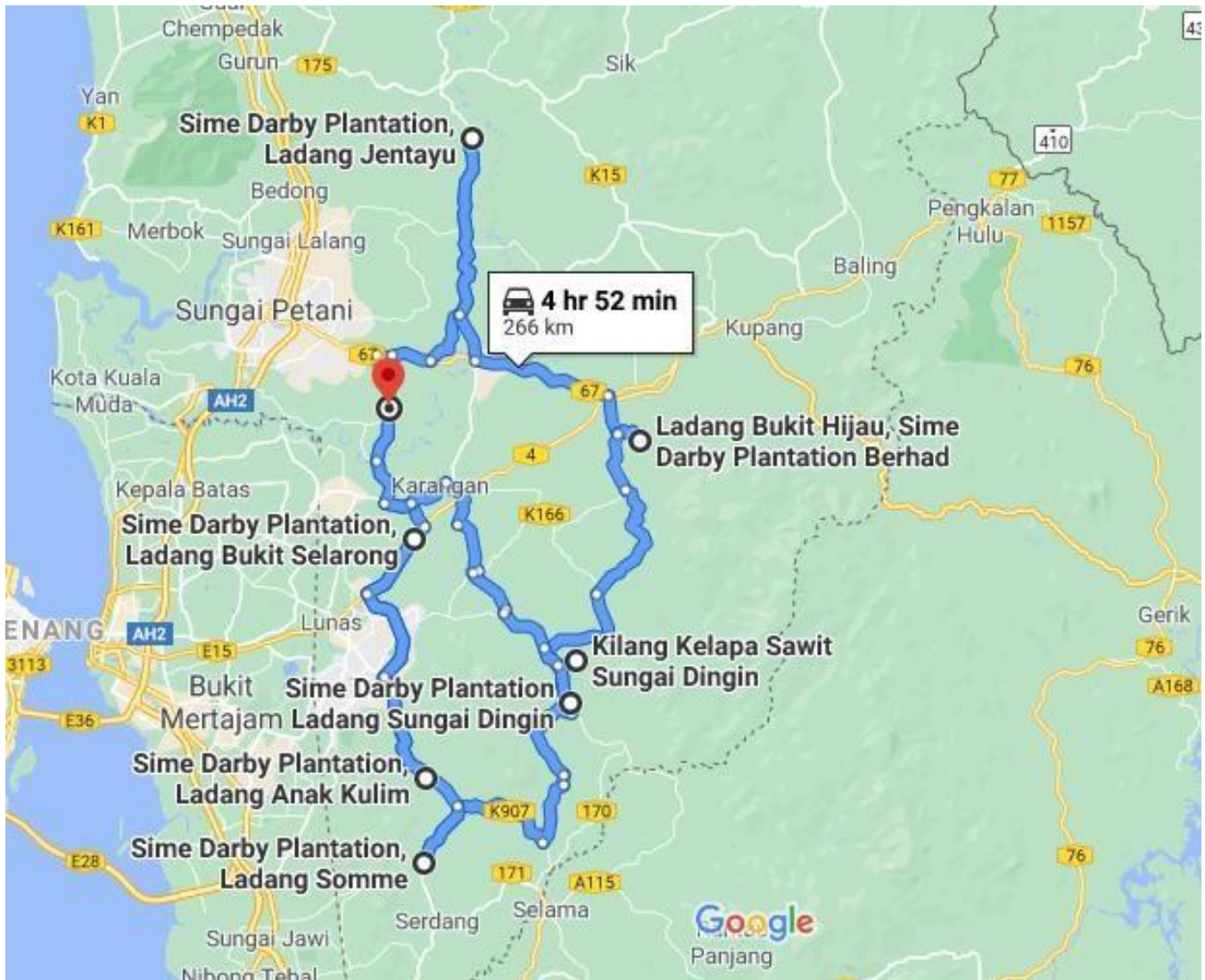
Appendix B: List of Stakeholders Contacted

<p>Government Officer: Nil</p>	<p>Community/neighbouring village: Nil</p>
<p>Suppliers/Contractors/Vendors: Noor Azizah Sedim Enterprise (FFB transporter) Kogulan Subramaniam (Machine/vehicle repairer) TY Wong (Machine/vehicle repairer) PT Makmur (FFB transporter)</p>	<p>Worker’s Representative/Gender Committee: NUPW representative (mill and estate) Gender committee representative Worker’s representative by nationalities (Nepal, India, Indonesia) Field workers Mill operators</p>

Appendix C: Smallholder Member Details (Not applicable)

No.	Smallholder		Location of Planted Area (District)	GPS Coordinates	Certified Area (ha)	Planted Area (ha)
	Name	MPOB License Number				
	N/A					

Appendix D: Location and Field Map

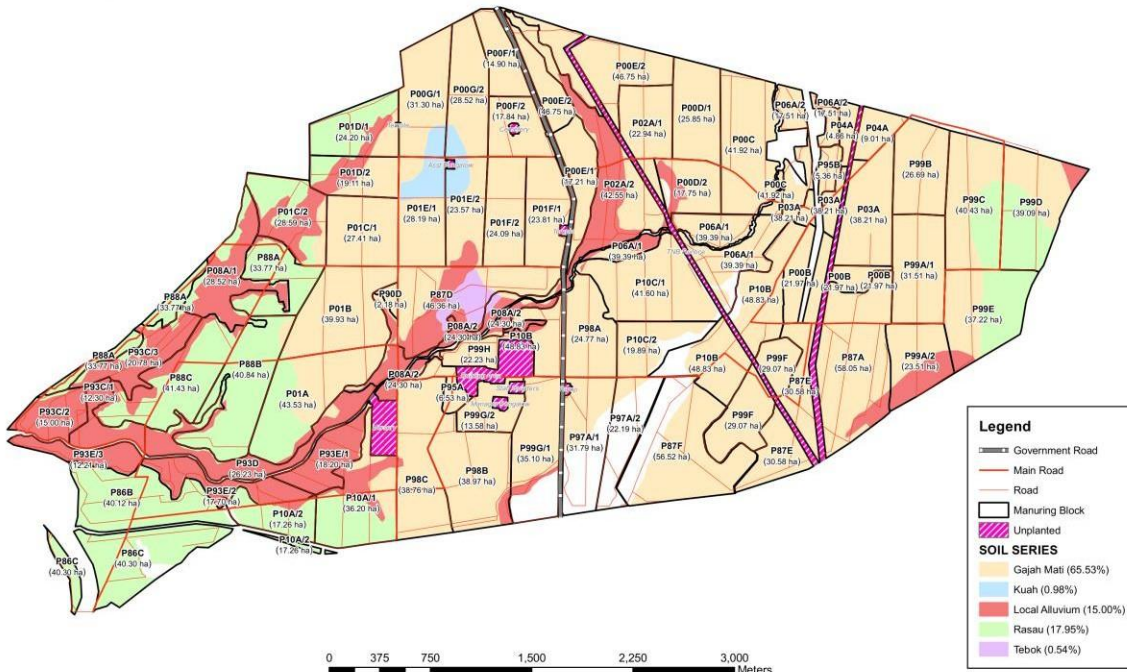


Padang Buloh Estate



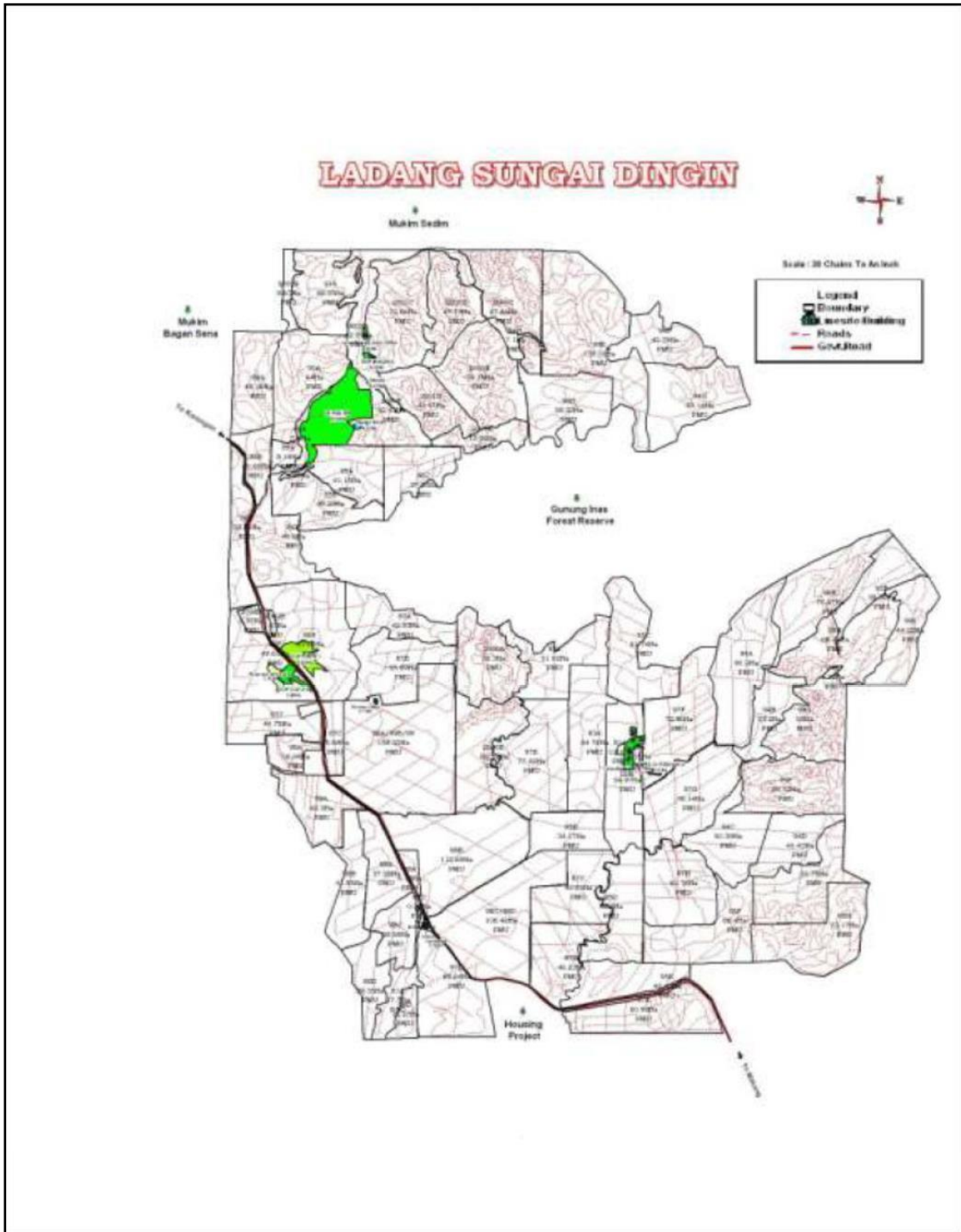
Padang Buluh Estate

Plantation Padang Buluh Division
 Manuring Block and Soil Series Map

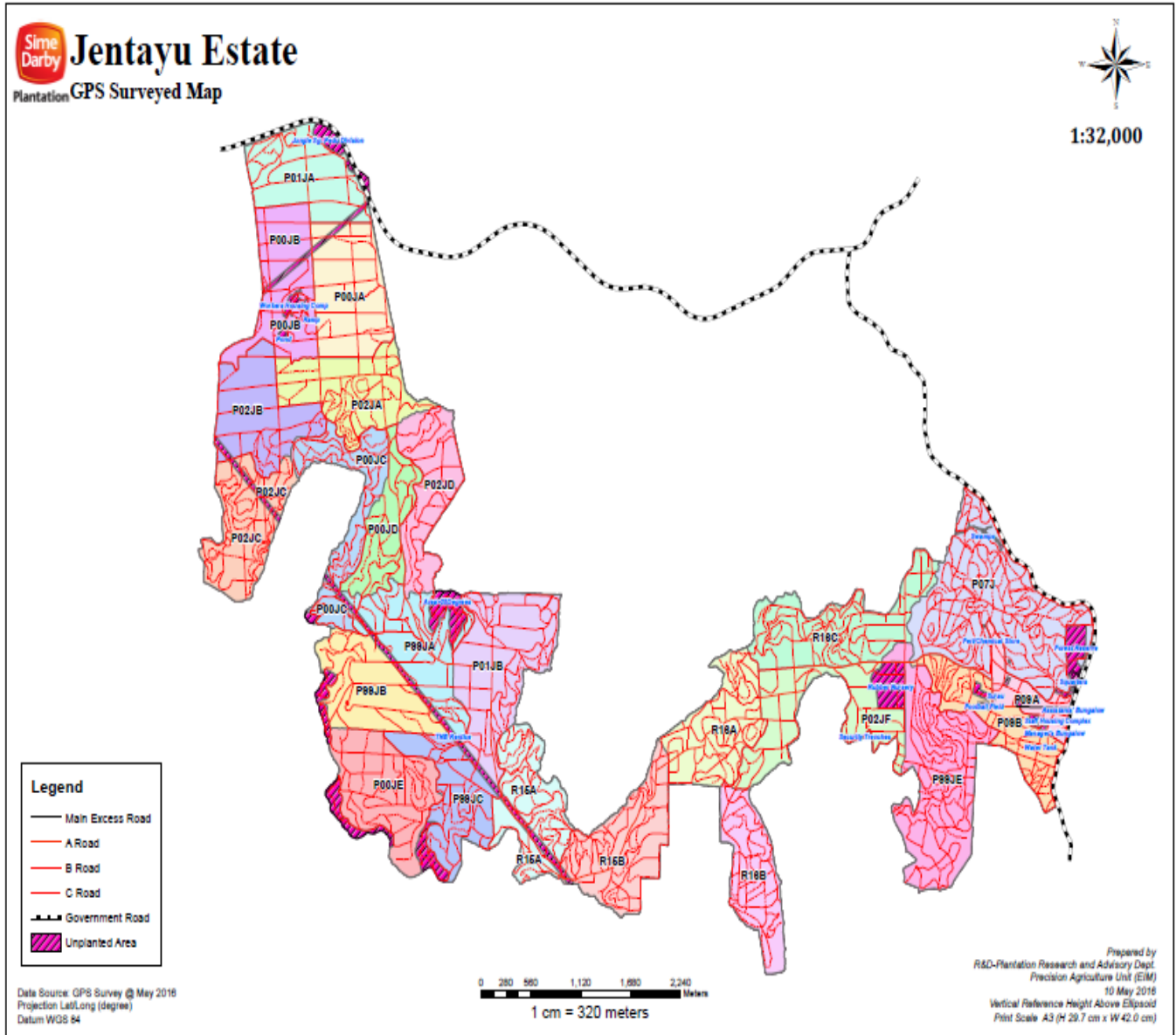


Data Source:
 a. Semi Detailed Soil Survey (20ch x 20ch)
 b. GPS Survey
 Projection - Rectified Skew Orthomorphic (RSO)
 Datum - Kartau 1948
 Date Prepared - 5 January 2012
 Prepared By: R&D - TTAS Precision Agriculture Unit (MZMZ)
 Print Scale : A3 (H 29.7 cm x W 42.0 cm)

Sungai Dingin Estate



Jentayu Estate



Appendix E: List of Abbreviations

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