

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

Palmgroup Holdings Sdn. Bhd. (Co. No. 462042-M)
Client company Address: 25.1-25.2, Level 25, Wisma Sanyan No. 1, Jalan Sanyan, 96000 Sibu, Sarawak, Malaysia
Certification Unit: Worldsign Harvest Sdn Bhd Location of Certification Unit: Lot 79, Block 5, Sungai Setuan Besar Balingian Land District, 96350 Mukah, Sarawak, Malaysia

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

Report Number: 3264888

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, Malaysia
Tel +60392129638 Fax +60392129639
www.bsigroup.com

TABLE of CONTENTS	Page No
Section 1: Executive Summary	3
1.1 Organizational Information and Contact Person	3
1.2 Certification Information	3
1.3 Location of Certification Unit	3
1.4 Certified Area	4
1.5 Plantings & Cycle	4
1.6 Certified Tonnage of FFB	4
1.7 Uncertified Tonnage of FFB.....	4
1.8 Certified Tonnage	4
1.9 Actual Sold Volume (CPO).....	5
1.10 Actual Sold Volume (PK).....	5
Section 2: Assessment Process	6
2.1 BSI Assessment Team.....	7
2.2 Accompanying Persons (<i>not applicable</i>).....	7
2.3 Assessment Plan	8
Section 3: Assessment Findings	9
3.1 Details of audit results	9
3.2 Details of Nonconformities and Opportunity for improvement.....	9
3.3 Status of Nonconformities Previously Identified and OFI	9
3.4 Summary of the Nonconformities and Status.....	11
3.5 Issues Raised by Stakeholders	12
Section 4: Assessment Conclusion and Recommendation	13
Appendix A: Summary of the findings by Principles and Criteria.....	14
Appendix B: List of Stakeholders Contacted	46
Appendix C: Smallholder Member Details.....	47
Appendix D: Location and Field Map	48
Appendix E: List of Abbreviations.....	50

Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Worldsign Harvest Sdn Bhd		
Mill/Estate	MPOB License No.	Expiry Date	
	541881004000	30/11/20	
Address	Lot 79, Block 5, Sungai Setuan Besar, Balingian Land District, 96350 Mukah, Sarawak, Malaysia		
Certification Unit	Worldsign Harvest Sdn Bhd		
Contact Person Name	Mr. Mr. Desmon Batin (DB), Mr Raymond Nyian (RN)		
Website	https://www.mafrika.com.my	E-mail	raymondny@mafrika.com.my desmon@mafrika.com.my
Telephone	+6084 353 155 +6012 881 0052	Facsimile	+6084 332 153

1.2 Certification Information			
Certificate Number	MSPO 681166		
Issue Date	12/10/2018	Expiry date	11/10/2023
Scope of Certification	Production of Sustainable Oil Palm Fruits		
Standard	MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Stage 1 Date	14/11/2017		
Stage 2 / Initial Assessment Visit Date (IAV)	20/03/2018		
Continuous Assessment Visit Date (CAV) 1	28/08/2019		
Continuous Assessment Visit Date (CAV) 2	12/8/2020 (remote) & 2-3/10/2020 (on-site)		
Continuous Assessment Visit Date (CAV) 3	-		
Continuous Assessment Visit Date (CAV) 4	-		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
Nil			

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

MSP0 Public Summary Report
Revision 1 (Feb 2020)

Worldsign Harvest Sdn Bhd	Lot 79, Block 5, Sungai Setuan Besar, Balingian Land District, 96350 Mukah, Sarawak, Malaysia	112.64775	2.91256
---------------------------	---	-----------	---------

1.4 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Worldsign Harvest Sdn Bhd	6,086.79	152.56	118.65	6,358.00	95.70 %
TOTAL	6,086.79	152.56	118.65	6,358.00	95.70 %

1.5 Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Worldsign Harvest Sdn Bhd	33.75	6,053.04	0	0	0	6,053.04	33.75
Total (ha)	33.75	6,053.04	0	0	0	6,053.04	33.75

1.6 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Oct 2019 - Sep 2020)	Actual (Aug 2019 - Jul 2019)	Forecast (Aug 2020 - Jul 2021)
Worldsign Harvest Sdn Bhd Estate	112,352.48	76,213.51	94,484.49
Total	112,352.48	76,213.51	94,484.49
Note: Nil			

1.7 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Oct 2019 - Sep 2020)	Actual (Aug 2019 - Jul 2019)	Forecast (Aug 2020 - Jul 2021)
Not applicable	N/A	N/A	N/A
Total	N/A	N/A	N/A
Note: Nil			

1.8 Certified Tonnage

	Estimated	Actual	Forecast
--	-----------	--------	----------

MSPO Public Summary Report
Revision 1 (Feb 2020)

Mill Capacity: N/A	(Oct 2019 - Sep 2020)	(Aug 2019 - Jul 2019)	(Aug 2020 - Jul 2021)
	FFB	FFB	FFB
	N/A	N/A	N/A
SCC Model: N/A	CPO (OER: %)	CPO (OER: %)	CPO (OER: %)
	N/A	N/A	N/A
	PK (KER: %)	PK (KER: %)	PK (KER: %)
	N/A	N/A	N/A

1.9 Actual Sold Volume (CPO)

CPO (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
Not applicable					

1.10 Actual Sold Volume (PK)

PK (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
Not applicable					

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 2-3/10/2020 and remote audit on 12/8/2020. The audit programme is included as section 2.3. The approach to the audit was to treat the estate 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 remote audit has been conducted using information and communication technologies including Microsoft Teams and WhatsApp. The planned audit objectives have been achieved. There were no connectivity issues which adversely effected the audit.

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 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.

MSPO Public Summary Report
Revision 1 (Feb 2020)

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)
Worldsign Harvest Sdn Bhd Estate	√	√	√	√	√

Tentative Date of Next Visit: August 9, 2021 - August 10, 2021

Total No. of Mandays: 4

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 Hidhir Zainal Abidin	Lead Auditor	He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006. 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 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2015. He had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of legal, mill best practices, safety and health, environmental and workers and stakeholders consultation.

2.2 Accompanying Persons *(not applicable)*

MSP0 Public Summary Report
Revision 1 (Feb 2020)

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
Wednesday 12/8/20	09.00 - 09.15	Opening Meeting via WebEx platform – confirmation of audit scope and remote audit process. <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan 	√
Worldsign Harvest Sdn Bhd	09.00 - 12.30	Document review P1 – P6 (MSP0 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).	√
	12.30 - 13.30	Closing meeting	√

PRELIMINARY AGENDA			
Date	Time	Subjects	Hidhir
Friday 2/10/20	09.00 - 09.15	Opening Meeting - confirmation of audit scope and audit process. <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan. 	√
Worldsign Harvest Estate	09.15 - 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 - 15.00	Stakeholder interview	√
	15.00 - 16.00	Document review P1 – P6 (MSP0 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)	√
	16.00 - 16.30	Interim closing	√
Saturday 3/10/20	09.00 - 10.30	Continue with unfinished elements from day 1	√
	10.30 - 11.00	Report preparation	√
	11.00 - 12.00	Closing meeting	√
	12.00	Lunch	√
	PM	Travel back to Sibuluan	√

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 & 0 Minor nonconformities raised. Only 2 opportunity for improvement raised during this audit.

Opportunity For Improvement		
Ref: 1944324-202008-11	Area/Process: Worldsign Harvest Sdn Bhd	Clause: 4.3.1.1
Objective Evidence:	The estate in the midst of conducting NRA @ Noise Risk Assessment as per new OHSA Noise Exposure Regulation 2019. Implementation based of the recommendation given by the NRA assessor will be further verified in the next assessment	

Opportunity For Improvement		
Ref: 1944324-202008-12	Area/Process: Worldsign Harvest Sdn Bhd	Clause: 4.4.4.2 (i)
Objective Evidence:	To carry out emergency drill as the last list was carried out last year in July 2019	

Noteworthy Positive Comments	
1	Worldsign Harvest Sdn Bhd management unit has maintained good relationship with the local community and other stakeholders.
2	Good cooperation given during both remote and onsite audit.

3.3 Status of Nonconformities Previously Identified and OFI

Finding Reference	1816033-201903-11	Certificate Reference	MSPO 681157
Certificate Standard	MS 2530:2013 Part-3	Clause	4.4.5.13
Category	Opportunity for Improvement		
Area/Process:	Worldsign Harvest Sdn Bhd		
Details	Site condition observed at labour quarter block 22 can be further improved on;		

MSP0 Public Summary Report
Revision 1 (Feb 2020)

	<ul style="list-style-type: none"> - Clogged/stagnant water at the backyard - Broken drainage PVC pipeline from house to drain/septic tank - Waste dumping at the backyard
Verification Statement	Site condition has been improved based on observation during site visit.

Major Nonconformities:		
Ref	Area/Process	Clause
<i>1816033-201903-M1</i>	Worldsign Harvest Sdn Bhd	4.4.5.3
Requirements:	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.	
Statement of Nonconformity:	Pay and conditions for daily rated and piece rated workers does not meet Sarawak Labour Ordinance under section 105 (5)	
Objective Evidence:	<p>Sample of pay slip/check roll/attendance @ thumb print and payment advice (piece rated) checked:</p> <p>Daily rated workers</p> <ul style="list-style-type: none"> i) MY00005535, July 2019, fingerprint ID:003000062, (Sunday work – 7/7/19, 14/7/19, 28/7/19, PH-22/7/19) ii) MY00005483, July 2019, fingerprint ID:003000062, (Sunday work – 7/7/19) iii) AU453890, July 2019, fingerprint ID: 003000115, (Sunday work -7/7/19, 14/7/19, 21/7/19, 28/7/19 PH -22/7/19) iv) AS623911, July 2019, fingerprint ID: 003000100, (Sunday work -7/7/19, 14/7/19, 21/7/19, 28/7/19 PH -22/7/19) <p>Piece rated workers</p> <ul style="list-style-type: none"> i) AU195461, September 2018, payment advice no. WHSB/PE18090056 (Sunday work – 2/9/18, 23/9/18, 30/9/18 and PH- 16/9/18) ii) AT733550, September 2018, payment advice no. WHSB/PE18090029 (Sunday work – 2/9/18,9/9/18, 23/9/18, 30/9/18) iii) B4583103, July 2019, payment advice no. WHSB/PE19070014 (Sunday work – 7/7/19, 21/7/19 and 28/7/19) 	
Root cause analysis:	The monitoring activity was not in regular schedule.	
Corrections:	To reimburse workers based on audit findings.	
Correction Action Plan:	<ul style="list-style-type: none"> 1) To ensure that any relevant memo/ circular is updated with the latest statutory requirement. 2) Senior HR Executive & HR Executive (2 persons) at Head Office will be assigned to assist in monitoring company internal policy (memo/ circular, etc) and to inform the management if there any need for the policy to be reviewed to meet the latest statutory requirements on Labour Ordinance Sarawak (Act A1237), Section 105C. 	

MSPO Public Summary Report
Revision 1 (Feb 2020)

Assessment Conclusion:	<p>i) Reimbursement was made for the said workers in the month of September 2019. Verified sample of payslips and contract payment and found to be sufficient.</p> <p>ii) Verified memo on the appointment of PIC Senior HR Executive & HR Executive (2 persons) at Head Office dated 30/10/19. Any changes of the legal and monitoring company internal policy (memo/ circular) will be under responsibility of the appointed PIC.</p> <p>Implemented corrective action plan was found to be effective. Thus the major NC is close on 15/11/19. Continuous implementation will be further verified in the next assessment.</p>
Verification Statement	Based verification during onsite audit, no recurrence of issue observed. Check roll and payment advise were verified and found to be in order. Thus, the previous NC is remain closed.

Minor Nonconformities:		
Ref	Area/Process	Clause
1816033-201903-N1	Worldsign Harvest Sdn Bhd	4.6.3.2
Requirements:	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.	
Statement of Nonconformity:	Agreed payment was not made in timely manner	
Objective Evidence:	Contract work agreement for road maintenance, ref. no.: VSDSB/NC19010052 between WHSB/NC19020015 between Worldsign Harvest Sdn Bhd and contractor, Kim Hing Transport Co. Request for payment dated 31/3/19, contract ref: WHSB/PE19030464. No payment made within agreed period of 3 months.	
Root cause analysis:	There is no follow-up feedback to communicate the payment status to the contractor.	
Corrections:	Pay contractor payments accordingly as per mutual concern between company and contractor.	
Correction Action Plan:	To provide feedback on the payment status and to communicate with contractor on any issue concern.	
Assessment Conclusion:	The corrective action plan is accepted. Effectiveness of corrective action taken will be further verified in the next assessment	
Verification Statement	Based verification during onsite audit, no issue of late payment highlighted by contractor and payment was promptly made. The corrective action found to be effective thus the previous minor NC is closed effectively on 12/8/2020. Continuous implementation will be further verified in the next assessment.	

3.4 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
1608409-201802-M1	Major	20/03/2018	Closed out on 19/5/2018



MSP0 Public Summary Report
Revision 1 (Feb 2020)

1608409-201802-M2	Major	20/03/2018	Closed out on 19/5/2018
1608409-201802-M3	Major	20/03/2018	Closed out on 19/5/2018
1608409-201802-N1	Minor	20/03/2018	Closed out on 15/11/2019
1816033-201903-M1	Major	28/8/2019	Closed out on 15/11/2019
1816033-201903-N1	Minor	28/8/2019	Closed out on 12/8/2020

3.5 Issues Raised by Stakeholders

IS #	Description
1	<p>Issues: <u>Workers' Representatives</u> Overtime and basic salary were on time and paid accordingly. No discrimination occur between locals and foreign worker as well as among male and female.</p> <p>Management Responses: Estate will continue the good practices.</p> <p>Audit Team Findings: No further issue.</p>
2	<p>Issues: <u>Contractors</u> Contractors are having a valid contract with Worldsign Harvest and payments were made accordingly. Their workers are staying outside the estate since the workers are locals. No other issue raised.</p> <p>Management Responses: Estate will continue the good practices.</p> <p>Audit Team Findings: 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 Worldsign Harvest Sdn Bhd Certification Unit complies with the MS 2530-3:2013. It is recommended that the certification of Worldsign Harvest Sdn Bhd Certification Unit is approved and/or continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Raymond Nyian	Name: Mohamed Hidhir Zainal Abidin
Company name: Palmgroup Holdings Sdn Bhd	Company name: BSI Services (M) Sdn Bhd
Title: Manager, Sustainability	Title: Lead Auditor
Signature:  Date: 18th June 2021	Signature:  Date: 18 th June 2021

Appendix A: Summary of the findings by Principles and Criteria

MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm 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 -	Palmgroup Palm Oil Mill Sdn Bhd has established a policy on sustainable palm oil production. Signed by MD, Mr Tiong Chiong Hee dated 20/4/16. Refer to MSPO Management Policy and Procedure, PGHSB/SOPP/014/2016(2019-05). The latest briefing to workers was carried out on 12/5/2020.	Complied
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The established policy has emphasized on the commitment for key legal, social and environmental consideration with the objective of improving the milling and estate operation	Complied
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 Sustainability team on 19-21/5/2020 for Worldsign Harverst Sdn Bhd. Audit covered both documentation and field operation for the mill. Rating was given based on audit finding. Audit report was available with the summary of findings for each respective work units. Total of 2 non-conformities raised by the internal auditor and closed on 8/7/ 2020.	Complied
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of	Worldsign Harvest Sdn Bhd has implemented Internal Audits Procedure under the established procedure, to MSPO Management Policy and	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

	strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	Procedure, PGHSB/SOPP/014/2016(2019-05),version 5, dated 25/3/19 which prepared by Sustainability Manager, Mr Raymond Nyian. The procedure has incorporated the internal auditor competency requirement. By default, internal audit is planned once a year. Total of 2 non-conformities raised by the internal auditor and closed on 8/7/20.	
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	Internal audit report dated 22/6/2020 was made available for management review.	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 -	MSPO management review was carried out on 3/6/2020. The meeting was carried out at Worldsign Harvest Sdn Bhd office with the management team and staff. All pertinent elements for MSPO implementation has been reviewed and presented to top management. In addition, TQM management meeting was also discussing on the MSPO elements on top of group’s performance review on monthly basis.	Complied
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - Major compliance -	Worldsign Harvest Sdn Bhd has established management plan on social, safety and health and environmental impact. The plan are documented and available for references. Verified the management plan for 2020 which covers social, environmental, safety and best practices as well as biodiversity aspect in palm oil mill operation. Monthly update will be presented via TQM management meeting in HQ.	Complied
4.1.4.2	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.	The manager will be responsible to monitor and improves practices of new information and techniques or new industry standards and technology to be implemented.	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

	- Major compliance -		
4.1.4.3	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. - Major compliance -	Among continuous action plan documented under CAPEX and annual plan under Worldsign Harvest Sdn Bhd as per below: i) Plant & machineries – bin system lorry (lorry truck, hook system and bin) farm tractor (KIOTI PC9020 89 hp) ii) Equipment and furniture – water tank 400 gallon. iii) Building and religious accommodation – labour quarters TKI (2 units), surau	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 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 -	Worldsign Harvest Sdn Bhd had continued to implement the Communication and Consultation Procedure (version 2) dated 15/4/2019. The procedure describe on the communication with the internal and external stakeholders. Mr Megang Anak Manggi has been appointed as Estate Social Officer which will be responsible in implementation and maintain of Company's Social issues. The appointment letter dated 7/1/2020 which issued by Estate Manager was sighted. Records of consultation and communication is available in following documents: a. ST 18- Register of Dispute b. ST 19- Monitoring of request c. Complaint/ suggestion record d. Consultation records with community log book List of external stakeholders was available which included stakeholder from nearby village, contractors, FFB suppliers, government bodies, internal stakeholders. The list was last update on August 2020. The	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

		management communicate the information during Training (complaint and grievance procedures, communication and consultation procedure) has been conducted to all workers in estate on 7/1/20	
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 -	Worldsign Harvest Sdn Bhd holds copies of each of the management documents that were required to be publicly available. Copies of the document such as documents related to environmental and social issues, plans for pollution prevention, records of complaints and grievances were available upon request. The memo was displayed on the information notice board. For external stakeholder, communication will be done by during stakeholder meeting. The latest meeting was carried out on 24/7/20 at Palmcol MESS.	Complied
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 -	Worldsign Harvest Sdn Bhd had continued to implement the Communication and Consultation Procedure (version 2) dated 15/4/2019. The procedure describe on the communication with the internal and external stakeholders.	Complied
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 -	Mdm Megang Anak Manggi has been appointed as Social Coordinator which will be responsible in implementation and maintain of Company's Social issues. The appointment letter dated 7/1/2020 which issued by Estate Manager in charge was sighted.	Complied
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 -	List of external stakeholders was available which included stakeholder from nearby village, contractors, FFB suppliers, government bodies, internal stakeholders. The list was last update on August 2020.	Complied
Criterion 4.2.3 – Traceability			

MSPO Public Summary Report
Revision 1 (Feb 2020)

<p>4.2.3.1</p>	<p>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 -</p>	<p>SOP on the traceability of the FFB has been established under Guidelines on Traceability Procedures, PGHSB/SOPP/001/2017, rev:01 dated November 2016.</p>	<p>Complied</p>
<p>4.2.3.2</p>	<p>The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -</p>	<p>Regular inspections were checked through daily in-field harvesting standard and FFB quality form inspection. Rating given for 4 criteria mainly on field condition, safe handling, quality harvesting and production recording. 0 – not comply, 1 – more improvement, 2 – satisfactory, 3 – perfect. Overall satisfactory rating given by the inspector.</p>	<p>Complied</p>
<p>4.2.3.3</p>	<p>The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -</p>	<p>Ms. Jelandang Anak Atin has been appointed in charge of traceability. Refer to appointment letter dated 7/1/20.</p>	<p>Complied</p>
<p>4.2.3.4</p>	<p>Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -</p>	<p>Based in verification of FFB delivery documents such as FFB dispatch chit, mill weighbridge ticket, FFB daily records book and monthly summary of FFB dispatch, the traceability was found to be in order. The information about date of delivery, origin field of FFB, weight and number of bunches was well recorded.</p>	<p>Complied</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. - Major compliance -</p>	<p>Permit and license verified; i) MPOB license no. 578603002000, selling and transporting of FFB valid until 30/11/20 ii) EIA report approval, serial no. 0744, ref. no.: (11)NREB/6-1/2E/54 entitled Proposed Worldsign Harvest Oil Plantation on Lot 79, Balingian L.D., Mukah Division Sarawak dated 9th September 2010</p>	<p>OFI</p>

MSPO Public Summary Report
Revision 1 (Feb 2020)

		<p>iii) Diesel Permit, serial no. Q001339, ref. no. MKH.P.05/17(D) valid until 24/9/21 with the storage capacity: 41,000 litre</p> <p>iv) License to employ non-resident workers under Labour Ordinance 119, ref: 22-PTK-MG-MKH-11123-78(A)-8 dated 6th May 2019 valid until 9th May 2021 with the quota of 33 workers.</p> <p>v) Overtime permit under Sarawak Labour Ordinance, serial no. JTKSWK/HKLM/004/18/(MUKAH) effective from 21st February 2018 with the maximum of 120 hours.</p> <p>vi) Certificate of fitness for air compressor, SW PMT 80630 valid until 16/3/21.</p> <p>The estate in the midst of conducting NRA @ Noise Risk Assessment as per new OHS Noise Exposure Regulation 2019. Implementation based of the recommendation given by the NRA assessor will be further verified in the next assessment - OFI</p>	
4.3.1.2	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. Refer to legal register, OT05 dated 10/7/2020.</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>The Sustainability Unit (in HQ) is responsible to update the legal requirements register. The most common method used were obtaining information from websites of government agencies and news.</p> <p>The Legal Register was updated if there any updated version or new applicable law or other requirements. Latest updated was done in August 2019 with addition on Noise Regulations 2019</p>	Complied
4.3.1.4	<p>The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.</p> <p>- Minor compliance -</p>	<p>The Sustainability Unit (in HQ) is responsible to update the legal requirements register and will communicated to all operating units through email and internal memo. The most common method used were</p>	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

		obtaining information from websites of government agencies and news. Person in charge for legal, Mr Wong Kiung Meng dated 7/1/2020.									
Criterion 4.3.2 – Lands use rights											
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	The usage of all land titles area for agriculture purposes and no land encroachment occur.	Complied								
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	The management Worldsign Harvest Sdn Bhd have provided documents to show legal ownership. Sighted during the audit were the title documents issued as summarized below: <table border="1" data-bbox="1048 742 1883 1034"> <thead> <tr> <th>Grant details</th> <th>Land size (Ha)</th> <th>Legal ownership/ Tenure</th> <th>Land use type</th> </tr> </thead> <tbody> <tr> <td>Lot. 79, Block 5, Balingian Land, TRN No: 10-LCTLS-044-005-00079. Locality: Sungai Siduan Besar, Balingian, Mukah</td> <td>6,358 ha</td> <td>Leasehold for 60 years until 4/11/69</td> <td>Agriculture</td> </tr> </tbody> </table>	Grant details	Land size (Ha)	Legal ownership/ Tenure	Land use type	Lot. 79, Block 5, Balingian Land, TRN No: 10-LCTLS-044-005-00079. Locality: Sungai Siduan Besar, Balingian, Mukah	6,358 ha	Leasehold for 60 years until 4/11/69	Agriculture	Complied
Grant details	Land size (Ha)	Legal ownership/ Tenure	Land use type								
Lot. 79, Block 5, Balingian Land, TRN No: 10-LCTLS-044-005-00079. Locality: Sungai Siduan Besar, Balingian, Mukah	6,358 ha	Leasehold for 60 years until 4/11/69	Agriculture								
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The legal perimeter boundary markers were clearly demarcated and visibly maintained on the ground as per sample sighted in the field block boundary to stakeholder area visited. The brief procedure for establishment and maintenance of boundary was documented.	Complied								
4.3.2.4	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).	No any disputes on land ownership where in case of any, the process will be conducted based on Flow Chart 1: FPIC Process Guide – Title: Identification of Customary Land Rights and Compensation Procedure; Ver. # 1; Ref. # PGHSB/SOPP/005/20151 dated 21/12/15	Complied								

	- Minor compliance -		
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’s no land encumbered by customary rights in Worldsign Harvest Estate, hence this indicator is not applicable.	Complied
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	There’s no land encumbered by customary rights in Worldsign Harvest Estate, hence this indicator is not applicable.	Complied
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	There’s no land encumbered by customary rights in Worldsign Harvest Estate, hence this indicator is not applicable.	Complied
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	Plans and impact assessments relating to environmental and social impacts based on records of following: Internal: Social Impact Assessment (SIA) Mitigation Plan; Version: 1 (OCT2016)/SU; Dated: 10/10/2016; By: Raymond Nyian; SR0: Social Management System – Stakeholder Register - Template ST02 Register of Stakeholder; Communication and consultation mechanisms and social risk identified as per below: - SR0: Social Management system - SR1: Local community; - SR2: Traceability & fair trade	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

		<ul style="list-style-type: none"> - SR3: OSH - SR4: Work Conditions - SR5: Living conditions (Poor risk rating given by Wild Asia) - SR6: Women & Children <p>Mitigation plan: housing inventory, complaint & grievance record, emergency response plan fire evacuation, water shortage, facility inspection record External: Wild Asia (Malaysia); Project Ref.: P438 Palmgroup; Final Report Social Impact Assessment; Palmgroup Holdings Sdn. Bhd. 21/6/2019.</p> <p>Summary of Findings:</p> <ul style="list-style-type: none"> - Hiring of workers in relation to legal and national legislation compliance - Work conditions covering human rights issues and national legislation compliance - Housing or workers in relation to legal and national legislation compliance - Health and safety with regards to workers and women groups - Workforce suppliers in relation to legal and national legislation compliance 	
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>A system for dealing with complaints and grievances established as Complaint and Grievance Procedures; Ref. # PGHSB/SOPP/002/2015; Ver. 1; Date issued: 21/12/2015</p>	Complied
4.4.2.2	<p>The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.</p> <p>- Major compliance -</p>	<p>Based on sampled "Borang Aduan" and above procedure, the system able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.</p>	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

<p>4.4.2.3</p>	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -</p>	<p>Any complaints will reported through official complaint form (formal/informal/sensitive) and will be discussed during meeting. Status of complaints are closed and resolution of the issues will be informed officially through letter to the said complainants.</p>	<p>Complied</p>
<p>4.4.2.4</p>	<p>Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -</p>	<p>During the site visit, it was confirmed that employees and surrounding communities are aware on the complaints and suggestion can be made anytime to the management. Most of the complaint raised through verbal and recorded in the complaint form.</p>	<p>Complied</p>
<p>4.4.2.5</p>	<p>Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -</p>	<p>The complaint records are available and recorded since 2016.</p>	<p>Complied</p>
<p>Criterion 4.4.3: Commitment to contribute to local sustainable development</p>			
<p>4.4.3.1</p>	<p>Growers should contribute to local development in consultation with the local communities. - Minor compliance -</p>	<p>The management has allocated some fund for local contribution and donation. Besides, the estate also made contribution to longhouse for festival celebration and school teacher’s day celebration etc. For example, CLC has been set up for the TKI worker’s children. Contribution for CLC such as stationary and school facilities was also noted as part of company’s CSR to workers.</p>	<p>Complied</p>
<p>Criterion 4.4.4: Employees safety and health</p>			
<p>4.4.4.1</p>	<p>An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -</p>	<p>A revised Occupational Safety & Health Policy dated 1st January 2019 signed by Managing Director is available and been displayed at prominent location in the mill compound and office.</p>	<p>Complied</p>
<p>4.4.4.2</p>	<p>The occupational safety and health plan shall cover the following:</p>	<p>a) Occupational Safety & Health Policy dated 1/1/2019 signed by Managing Director is available and been displayed at prominent</p>	<p>OFI</p>

**MSPO Public Summary Report
Revision 1 (Feb 2020)**

<p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risks of all operations shall be assessed and documented.</p> <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 and the concerns of the employees and any remedial actions taken are recorded.</p>	<p>location in the estate compound and office. Policy briefing for workers was carried out on 12/2/2020 and 10/2/2020 for contractor.</p> <p>b) HIRARC – The estate has conducted risk assessment on all main and support operations in the estate and documented in the HIRARC register. The HIRARC was reviewed on annually basis or when necessary.</p> <p>c) Training and awareness programme included in the OSH plan. Latest training for pesticides handler (mixer and sprayer) was carried out on 15/1/ 2020. Availability of SDS (valid and current version) was sighted and made available for verification.</p> <p>d) PPE and CHRA requirements (onsite) Respirator with 6003 filter, HIRARC only cotton mask</p> <p>e) SOP established for chemical weeding – BMP & Policies on Weeding, PGHSB/BMPP/05/2014</p> <p>f) At the estate, there is a designated OSH Coordinator who is responsible for organising safety training, meetings and investigation and reporting of accidents and Incidents. SHC Secretary/coordinator – Charemi Anak Jingga, appointment on 6/1/20. Verified based on SHC organization chart for 2020, dated 24/2/20</p> <p>g) Quarterly SHC meeting was carried out as per below:</p> <table border="1" data-bbox="1099 1090 1765 1209"> <thead> <tr> <th>Date of meeting</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>26/2/2020</td> <td>No pending issues</td> </tr> <tr> <td>3/6/2020</td> <td></td> </tr> </tbody> </table> <p>h) The estate has site specific Plans including maps showing assembly areas and up-to-date lists of emergency contacts with training conducted to communicate the Plan. Interviews of Mill staff and</p>	Date of meeting	Remarks	26/2/2020	No pending issues	3/6/2020		
Date of meeting	Remarks							
26/2/2020	No pending issues							
3/6/2020								

MSPO Public Summary Report
Revision 1 (Feb 2020)

	<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>workers confirmed understanding of emergency response procedures. Emergency response team has been established for fire fighter, first aider, spillage and accident investigation.</p> <p>i) Employees trained in First Aid shall be present at estate operation. 2 trained first aider registered and still valid until 11/11/2021. Internal training was done on 19th June 2020 by trained first aider. To carry out emergency drill as the last list was carried out last year in July 2019-OFI</p> <p>j) JKKP 8 – 4 accident with total of 4 lost time accident.</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 policies on good social practices regarding human rights in respect of industrial harmony for Palmgroup Holdings Sdn Bhd were established as following:</p> <ul style="list-style-type: none"> - Employment Policy; Ref. # PGHSB/SOPP/011/2016; Ver. 01; Date issued: 22/2/2016 - Child Labour Policy; Ref. # PGHSB/SOPP/005/2016; Ver. 02; Date issued: 5/5/2017 - Equal Opportunity Policy; Ref. # PGHSB/SOPP/007/2016; Ver.02; Date issued: 5/5/2017 - Special Labour and Forced Labour Policy; Ref. # PGHSB/SOPP/008/2017; Ver. 02; Date issued: 5/5/2017 - Freedom of Association & Collective Bargaining Policy; Ref. # PGHSB/SOPP/009/2017; Ver. 02; Date issued: 5/5/2017 	<p>Complied</p>

**MSPO Public Summary Report
Revision 1 (Feb 2020)**

		<ul style="list-style-type: none"> - Human Rights Policy; Ref. # PGHSB/SOPP/010/2017; Rev. 02 Date issued: 5/5/2017 - Sexual Harassment Policy; Ref. # PGHSB/SOPP/012/2017; Rev. 02; Date issued: 5/5/2017 - Women Rights Policy; Ref. # PGHSB/SOPP/013/2017; Rev. 02; Date issued: 5/5/2017 - Zero Burning Policy; Ref. # PGHSB/SOPP/014/2015; Rev. 01; Date issued: 21/7/2015 - Complaints and Grievance Procedures; SOPP/002 - Communication and Consultation Procedures; SOPP/00 	
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>There are no discriminatory practices in Worldsign Harvest Estate. The workers were equally treated for male and female and locals and foreign workers. All workers receive free accommodation, electricity, medical and insurance.</p>	Complied
4.4.5.3	<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>Pay and conditions for daily rated and piece rated workers does not meet Sarawak Labour Ordinance. Sample of payslips/check roll/attendance @ thumb print and payment advice (piece rated) checked:</p> <ol style="list-style-type: none"> 1. ABD01 (piece rated) 2. ANS01 (piece rated) 3. MY00006029 4. HAS31 (piece rated) 5. HAW02 (piece rated) 6. MAN25 (piece rated) 7. RUS02 (piece rated) 	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

		<ul style="list-style-type: none"> 8. SAL32 (piece rated) 9. SAW02 (piece rated) 10. SYM20 (piece rated) 	
4.4.5.4	<p>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.</p> <p>- Minor compliance -</p>	<p>No external contractors employees involved in direct estate operations i.e. production (harvesting) and maintenance (upkeep, spraying, manuring, etc.) except for road maintenance contractor.</p>	Complied
4.4.5.5	<p>The management shall establish records that provide an accurate account 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.</p> <p>- Major compliance -</p>	<p>The master list of workers are available containing the worker's name, D.O.B, age, gender, job description, etc.</p> <p>Refer Permit to employ non-resident workers, ref. no. 42-PTK-MG-MKH-11123-78(A)-8 dated 26/6/19. Total quota for hiring is 100 workers and valid until 30/6/21.</p>	Complied
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 is available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>All employees were provided with fair contracts that have been signed by both employee and employer. Copy of contract available ass per sample employment contract file and pay slips verified as per sampled employment contract file:</p> <ul style="list-style-type: none"> 1. ABD01 (piece rated) 2. ANS01 (piece rated) 3. MY00006029 4. HAS31 (piece rated) 5. HAW02 (piece rated) 6. MAN25 (piece rated) 7. RUS02 (piece rated) 8. SAL32 (piece rated) 	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

		<p>9. SAW02 (piece rated)</p> <p>10. SYM20 (piece rated)</p>	
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p>- Major compliance -</p>	<p>Based on the sampled pay slips of workers as above, there is no trace of breach of payment as stipulated in their contract. Interview with workers shows no issue on wages received. During site visit, interview with both local and foreign workers revealed no discrimination on overtime hours as well on wages received for overtime work done. This was also cross checked in their respective pay slips against punch card monthly/daily and daily payroll records sample and no discrepancies found.</p>	Complied
4.4.5.8	<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>Based on the agreement, Working hours is 8 hours. From Monday to Saturday. Total monthly working hours is 208 hours. The overtime maximum is 104 hours according to the Sarawak Labour Ordinance.</p> <p>As at current status, there was none has crossed 80 hours of overtime. Verified the pay slips, the payment and calculation of overt time well distributed.</p> <p>The overtime rate after 8 hours daily rated is: (upkeep/maintenance/general workers)</p> <ul style="list-style-type: none"> - Mon - Sat – daily rated / 8 hours x 1.5 - Sunday - daily rated / 8 hours x 2.0 - Public holiday – daily rated / 8 hours x 3.0 <p>The overtime rate after 8 hours piece rated is: (harvesters)</p> <ul style="list-style-type: none"> - Mon - Sat – flat rate - Sunday – flat rate x 2.0 - Public holiday – flat rate x 3.0 	Complied
4.4.5.9	<p>Wages and overtime payment documented on the pay slips</p>	<p>Salary slips clearly shows the calculations of gross salary, all deductions</p>	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

	shall be in line with legal regulations and collective agreements. - Major compliance -	and net salary of a worker. Workers interviewed confirmed that they are being paid more than the stipulated minimum wage and that they understand all the deductions being made. Deductions were based on following permits: Permit potongan daripada gaji pekerja di bawah seksyen 114 ordinar buruh (Sarawak bab 76) no. siri: JTKSWK/PL/010/18/(MUKAH); dated: 21/2/2018 for i) Canteen deduction ii) Sundry shop deduction	
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 development, medical care and health provisions. - Minor compliance -	The social benefits for: Local - incentives for good work performance by giving hampers for general workers during annual dinner and for staff is based on KPI eligible for incentive, bonus payment, professional development for only executive and above, medical care and health provisions are for entire work force including periodical medical surveillance for sprayers. Foreigner – new employees arriving from overseas are given the basic necessities and food and a return air tickets each for a contracted period.	Complied
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 -	Workers were provided with housing in clean and conducive condition. Progressively old wooden house will be replaced with concrete house as part of continual improvement plan. As minimum, linesite inspection has been conducted by site safety officer on monthly basis. As for Sarawak, Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) is not applicable. Refer to letter from Labour Department, ref. no.: JTKSWK/DA/(S)18 JLD 3 (27) dated 15/5/18.	Complied
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.	The management established the Sexual Harassment Policy – 012/2016 to prevent all forms of sexual harassment and violence at workplace.	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

	- Major compliance -		
4.4.5.13	<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>	<p>The management established the Freedom of Association & Collective Bargaining Policy - 009 to facilitate the collective bargaining in accordance with applicable laws and regulations.</p> <p>Sighted the latest JCC meeting for Worker-Management Committee Organization Chart 2020. No changes on committee members the appointment as to date. Latest JCC meeting dated 7/9/2020 was made available for review.</p>	Complied
4.4.5.14	<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>	<p>In-line with the established Child Labour Policy – 005/2016; it was verified during site visit to field and line site, there was no evidence of workers below 18 years old been employed. Workers were also aware of the minimum age policy is being strictly enforced by the management at which the age limit is above 18 years old.</p>	Complied
Criterion 4.4.6: Training and competency			
4.4.6.1	<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>The estate has established training program base on training need analysis conducted and documented in Executive, Staff and Workers Annual Training Program Schedule FY 2020. Sighted the sampled training records follows:</p> <ul style="list-style-type: none"> i. Safety policy training dated 18/7/2020 ii. SSOP training for Manuring dated 19/5/2020 iii. Scheduled waste training dated 13/5/2020 	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

		iv. HCV awareness training dated 18/7/2020 v. Complaints and grievance training dated 22/8/2020	
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 estate has conducted training need analysis base on type of job designation and training requirement. The training requirement divided into Best Management Practice, Environment, Social and Legal and Safety and Health.	Complied
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 -	The estate continuously provided the training to the workers as per plan. The training plan was reviewed on annually basis base on the training need analysis conducted.	Complied
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. - Major compliance -	Worldsign Harvest Sdn Bhd has established an environmental policy and environmental management plan with relevant to the applicable laws and regulations. Policy was signed by managing director on 6 /1/2014. Interviews of staff and workers found that the policy has been implemented and communicated regularly through morning briefing and displayed on notice board. The latest policy briefing was carried out on 14/3/ 2020.	Complied
4.5.1.2	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. - Major compliance -	Environmental management plan (EMP) documented under Environmental Continual Improvement Plan 2020. Environment impacts identified and being monitored as per stipulated frequency. Latest review of aspect impact assessment was done on 7/1/2020.	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

<p>4.5.1.3</p>	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. - Major compliance -</p>	<p>Base on the significant impacts identified in the register, the estate has established Environmental Continual Improvement Plan. In the plan stated the impacts, Parameter to be monitored, Monitoring Point and Frequency. Noted the implementation and monitoring as per indicator 4.5.1.2.</p>	<p>Complied</p>
<p>4.5.1.4</p>	<p>A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -</p>	<p>Program to promote positive impacts was documented in the environmental continual improvement plan such as: i. No domestic waste burning ii. 'Gotong-Royong' at linesite iii. Prohibition of illegal hunting iv. 3R Management</p>	<p>Complied</p>
<p>4.5.1.5</p>	<p>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>	<p>The estate has established training program for all the employee and documented in annual training program. The training plan, Policies, Environmental Aspects and Impacts, Environmental control procedure and etc. Latest training was carried out on 4/8/2020.</p>	<p>Complied</p>
<p>4.5.1.6</p>	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance -</p>	<p>The estate has established the Environmental and BMP Committee FY 2020. The committee held meeting on quarterly basis. Sighted the minutes meeting conducted on 12/3/2020 and 28/7/2020.</p>	<p>Complied</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>The estate maintains records of energy usage, which is reported monthly to head office. The use of the fossil fuel against the FFB production is being monitored. Diesel consumption for 2019: 494,744 litre Diesel consumption for 2020 (to-date): 253,921 litre</p>	<p>Complied</p>

MSPO Public Summary Report
Revision 1 (Feb 2020)

	- Major compliance -		
4.5.2.2	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. - Major compliance -	Worldsign Harvest Sdn Bhd has estimation on total energy required. This estimation was compared to the actual usage by monthly and reported to the head office for monitoring. Fossil fuel@ diesel usage is mainly from estate vehicle and generator set as there was no electricity supply from government @ Sarawak Energy. Palmcol Estate generate their own electricity for domestic and office consumption.	Complied
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	There was no use of renewable energy at Worldsign Harvest Sdn Bhd as to date. Operation of diesel genset and vehicle is fully dependent on fossil fuel.	Complied
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	The estate has identified the waste products and its source and documented in the Environmental Continual Improvements Plan. Waste identified as follows: i. Domestic Waste ii. Scheduled Waste – SW 102, SW 305, SW 306, SW 307, Empty pesticide container.	Complied
4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: 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 - Major compliance -	Based on the established procedures under, Domestic Waste Management Policy & BMP, ET001 dated 12/8/13 and Scheduled Waste Handling and Storage Guidance, PGHSB/SOPP/014/2016 dated 21/11/16 among the waste products identified and documented including general waste and scheduled waste. Sources of waste were from, estates and housing area. Common waste identified including domestic waste and scheduled waste. For estates, its reusable and recyclable wastes identified included empty fertilizer bags and triple rinsed empty chemical containers. Organic biomass waste generated by estates including fronds and chipped fell palms. Other specific activities such as estate vehicle workshop generate few categories of	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

		scheduled waste such as SW 102, SW 306, SW 501, SW 409 and SW 410.	
4.5.3.3	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. - Major compliance -	Documented pollution prevention plan for Worldsign Harvest Sdn Bhd was emphasized in the pollution prevention plan where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the estate. Noted records of triple rinsed container either to be used back for premix activities or pierced and disposed to recycler. The estate has appointed G-Planter Sdn. Bhd. as the recycler for the empty pesticide container as per email.	Complied
4.5.3.4	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. - Major compliance -	Worldsign Harvest Sdn Bhd has established 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. Document entitled Scheduled Waste Handling and Scheduled Waste Guidelines PGHSB/SOPP/14/2016 is referred to.	Complied
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses. - Minor compliance -	Empty pesticide containers were triple rinse and punctured before return back to recycler. Empty chemical container need to be marked or painted before re-used back for premix. For Bintulu, appointed DOA contractor for recycling is Fonsen Enterprise.	Complied
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, scheduled wastes, solid wastes and effluent. - Major compliance -	The estate has conducted assessment to identify all polluting activities and documented in the GHG Monitoring Plan to Reduce GHG Emission. Source of activities contribute to GHG emission identified as follows: i. Machinery/Vehicle ii. Generators	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

		<ul style="list-style-type: none"> iii. Fertilizers iii. Chemicals 	
4.5.4.2	<p>An action plan to reduce identified significant pollutants and emissions shall be established and implemented.</p> <p>- Major compliance –</p>	<p>The estate has established GHG Monitoring Plan to Reduce GHG Emission based on the assessment conducted. Sighted the implementation of the management plan as follows:</p> <ul style="list-style-type: none"> i. The estate using bunch ash as additional nutrient to the palm and helped the mill to dispose mill waste. ii. Monthly diesel consumption for each generators and vehicles were available for review 	Complied
Criterion 4.5.5: Natural water resources			
4.5.5.1	<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. 	<p>Worldsign Harvest Sdn Bhd has established guidelines on Water Use Monitoring. Refer doc. no. PGHSB/SOPP/004/2015, dated 21/12/2015. The guidelines established to monitor water use in a plantation in order to ensure water availability for communities.</p> <p>The estate has established water management plan FY 2020 documented in Rain Water Management Program (Water Supply) and Water Level Monitoring Plan. The management plan focusing on maintain the water level at the peat area. Sighted the implementation the management plan as follows:</p> <ul style="list-style-type: none"> i. The estate has install water level indicator in the estate. The estate monitor the water level on daily basis to ensure the water level at optimum level of 50 – 70 cm from the surface. ii. Chemical Spraying strictly not allowed at drain site and riparian buffer zone. Latest refresher training was carried out on 18th July 2020. <p>The estate has established riparian buffer zone at Sg. Setuan Besar. Noted during site visit, no chemical application was done at the buffer zone.</p>	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

	<p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance -</p>	<p>The estate has established and clearly demarcated the riparian buffer zone. Sighted during site visit at block 19 adjacent with block 54 at the Steel Beam Bridge, signboard on prohibition of chemical application activities, illegal hunting and fishing at the buffer zone area.</p> <p>Environmental monitoring was conducted on quarterly basis. Sighted the Environmental Monitoring Reports submitted to NREB for the first and second quarter. Refer report no. NREB/6-1/2E/54.</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>Sg. Setuan Besar flow through the estate. No construction of bunds, weirs and dams sighted during site visit. Construction of bunds and weirs were done at field drains for water management.</p>	Complied
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>Rain water – and all houses are supplied with at least 2 units of 400 gallons (1,800 lt) water tank. Rain water Management Programme (Water Supply) has been established with an objective to ensure efficient consumption of water.</p>	Complied
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value			
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>The Worldsign Harvest Sdn Bhd has conducted High Conservation Value Assessment by Wild Asia as per final reports 22nd June 2019. In the reports, HCV 1, HCV 3, HCV 4 and HCV 5 was identified in the estate. HCV 1 RTE Species identified and IUCN, RTE and Cites 9 status was listed in table 71: Worldsign Harvest Sdn Bhd HCV 1 Species.</p>	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

	- Major compliance -		
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> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p>- Major compliance -</p>	<p>HCV 1 RTE Species identified and IUCN, RTE and Cites 9 status was listed in table 38: Worldsign Harvest Sdn Bhd HCV 1 Species. The estate has established management plan for RTE species and documented in Environmental Management Plan under Flora and Fauna or RTE section and HCV Goals. Sighted the implementation of the management plan as follows:</p> <p>i. Prohibition on illegal hunting: the estate has erected signboard on prohibition of illegal hunting the estate entrance, HCV area and linesite.</p> <p>ii. RTE monitoring was recorded in the RTE Log Book. In the log book recorded the date, name or reporter, name of RTE and location the RTE sighted.</p> <p>iii. Chemical Spraying strictly not allowed at drain site and riparian buffer zone</p>	Complied
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>The estate has established management plan to comply with Indicator 1 as stated in indicator 4.5.6.3.</p>	Complied
Criterion 4.5.7: Zero burning practices			
4.5.7.1	<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>Worldsign Harvest Sdn. Bhd has established Zero Burning Policy signed by the Managing Director dated 21/7/2015. The policy was communicated to all the employee through training, briefing and signage at several notice board in the estate.</p>	Complied
4.5.7.2	<p>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.</p> <p>- Major compliance -</p>	<p>No controlled burning application is allowed as per Zero Burning Policy.</p>	N/A

MSPO Public Summary Report
Revision 1 (Feb 2020)

<p>4.5.7.3</p>	<p>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 -</p>	<p>No controlled burning application is allowed as per Zero Burning Policy.</p>	<p>N/A</p>
<p>4.5.7.4</p>	<p>Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -</p>	<p>No controlled burning application is allowed as per Zero Burning Policy. All felled palm will be shredded or chip and piled between planting rows.</p>	<p>Complied</p>
<p>4.6 Principle 6: Best Practices</p>			
<p>Criterion 4.6.1: Site Management</p>			
<p>4.6.1.1</p>	<p>Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -</p>	<p>Addressed in "Policy and BMP". Established based on operation such as: i) Oil Palm Harvesting [001, 27/7/13], Oil Palm Frond Pruning [001, 20/9/13 ii) Control of Tirathaba Bunch Moth [PGHSB/BMPP/002/2014, 2/5/14] iii) Water Management in Peat Soil [PGHSB/BMPP/004/2014, 1/7/14] iv) Weeding [PGHSB/BMPP/005/2014, 1/7/14] v) Termite Management in Peat Soil [PGHSB/BMPP/001/2014, 1/7/14] vi) IPM in Oil Palm Agroecological System [PGHSB/BMPP/007/2014, 14/7/14] vii) Fertilizer Management [PGHSB/BMPP/006/2014, 14/7/14] viii) Oil Palm Nursery Management [PGHSB/BMPP/003/2014, 1/7/14] ix) Rat Management in Oil Palm Plantation [PGHSB/BMPP/08/2015, 11/8/2015] To check on the consistent implementation of the SOP, internal agronomy team will visit estate minimum twice per year to monitor the</p>	<p>Complied</p>

MSPO Public Summary Report
Revision 1 (Feb 2020)

		P&D programme and overall field condition. Latest visit by agronomy team dated 16/8/19 is referred to.	
4.6.1.2	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. - Major compliance -	There is no slope or steep area within the estate.	Complied
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	Visual identification has been established for each field and divided into division and blocks. Each block is named by road and visual identification (field marker) erected for reference. Cross checked with the records on site ID and field ID in the system found to be consistent. Check-roll and bunch checker record showed consistence reference to the specific division and block.	Complied
Criterion 4.6.2: Economic and financial viability plan			
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 -	Business plan was demonstrated through availability of annual budget with 2 years projection. Among the main items included in the annual budget were harvesting and evacuation, field upkeep and employees welfare.	Complied
4.6.2.2	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. - Major compliance –	No replanting activity is planned within 5 years since this estate has planting the oil palm in year 2011 first planting.	Complied

MSPO Public Summary Report
Revision 1 (Feb 2020)

<p>4.6.2.3</p>	<p>The business or management plan may contain: 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) Financial indicators: cost benefit, discounted cash flow, return on investment - Major compliance –</p>	<p>The annual budget of the estate contains the information about crop projection, production cost and estimation of material price. The managers will have regular meeting with the top management to discuss about their estate’s performance and expenses in order to ensure efficiency of cash flow.</p>	<p>Complied</p>
<p>4.6.2.4</p>	<p>The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. - Major compliance -</p>	<p>Management has the working sheet for all the field operation for realization. Sampled the sanitation schedule for 2020 in monthly basis by manager for implementation of profit and loss monitoring.</p>	<p>Complied</p>
<p>Criterion 4.6.3: Transparent and fair price dealing</p>			
<p>4.6.3.1</p>	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance –</p>	<p>Pricing mechanisms for the products and other services were effectively documented and implemented as per following example: i) Contract work agreement for road maintenance and de-silting of collection drain, ref. no.: WHSB/NC20010378 between Worldsign Harvest Sdn Bhd and contractor, SYL VENTURE PLT</p>	<p>Complied</p>
<p>4.6.3.2</p>	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -</p>	<p>Contract work agreement for road maintenance and de-silting of collection drain, ref. no.: WHSB/NC20010378 between Worldsign Harvest Sdn Bhd and contractor, SYL VENTURE PLT Signature of the manager for estate and contractor evident in the agreement in January 2020. Payment records were found to be prompt and made in timely manner.</p>	<p>Complied</p>

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 -	Refer to road maintenance contract for 1 contractor; i) Contract work agreement for road maintenance and de-silting of collection drain, ref. no.: WHSB/NC20010378 between Worldsign Harvest Sdn Bhd and contractor, SYL VENTURE PLT Signature of the manager for estate and contractor evident in the agreement in January 2020.	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	The company has no objection to allow BSI auditors to verify the assessment through physical inspection if required.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	The contractor works has been recorded and approved in work verification @ certificate for payment before payment made by HQ in SibU.	Complied
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 -	Refer to road maintenance contract for 1 contractor; i) Contract work agreement for harvesting, ref. no.: VSDBS/NC19010052 between WHSB/NC19020015 between Worldsign Harvest Sdn Bhd and contractor, Kim Hing Transport Co. Signature of the manager for estate and contractor evident in the agreement in February 2019.	Complied
4.7 Principle 7: Development of new planting – Worldsign Harvest Sdn Bhd 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.			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation.	No development of new planting in the estate.	N/A

	- Major compliance -		
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia’s National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	No development of new planting in the estate.	N/A
Criterion 4.7.2: Peat Land			
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. - Major compliance -	No development of new planting in the estate.	N/A
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance -	No development of new planting in the estate.	N/A
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. - Major compliance -	No development of new planting in the estate.	N/A
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed.	No development of new planting in the estate.	N/A

	- Major compliance -		
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	No development of new planting in the estate.	N/A
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	No development of new planting in the estate.	N/A
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	No development of new planting in the estate.	N/A
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	No development of new planting in the estate.	N/A
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance -	No development of new planting in the estate.	N/A
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion.	No development of new planting in the estate.	N/A

	- Major compliance -		
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	No development of new planting in the estate.	N/A
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	No development of new planting in the estate.	N/A
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	No development of new planting in the estate.	N/A
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. - Major compliance -	No development of new planting in the estate.	N/A
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	No development of new planting in the estate.	N/A

MSPO Public Summary Report
Revision 1 (Feb 2020)

<p>4.7.6.6</p>	<p>A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance -</p>	<p>No development of new planting in the estate.</p>	<p>N/A</p>
<p>4.7.6.7</p>	<p>The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -</p>	<p>No development of new planting in the estate.</p>	<p>N/A</p>
<p>4.7.6.8</p>	<p>Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -</p>	<p>No development of new planting in the estate.</p>	<p>N/A</p>

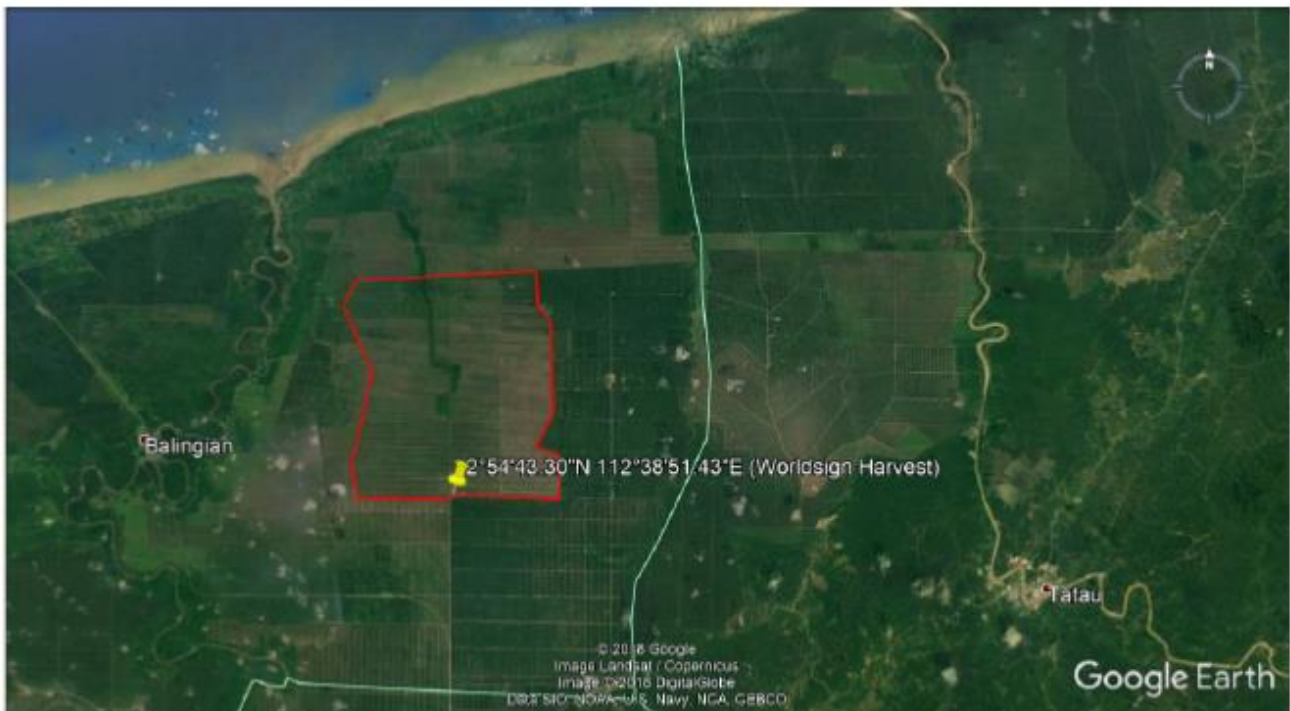
Appendix B: List of Stakeholders Contacted

<p>Government Officer: Nil</p>	<p>Community/neighbouring village: Nil</p>
<p>Suppliers/Contractors/Vendors: Kim Hing Transport Co.</p>	<p>Worker’s Representative/Gender Committee: Gender committee representative Worker’s representative by nationalities (Indonesian and local workers) Field workers JCC representative</p>

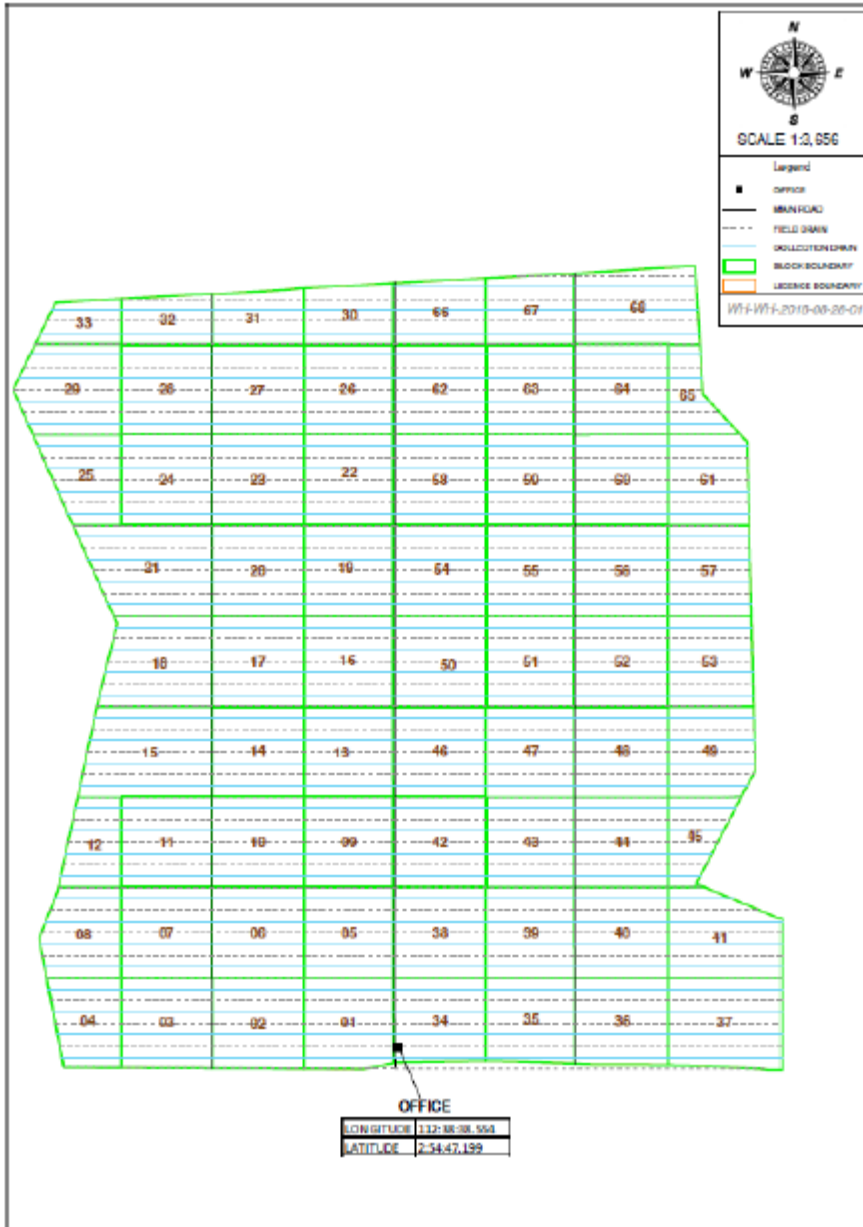
Appendix C: Smallholder Member Details

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



MSPO Public Summary Report
Revision 1 (Feb 2020)



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