

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

Boustead Plantations Berhad
Client company Address: 19 th Floor, Menara Boustead 69, Jalan Raja Chulan 50200 Kuala Lumpur, Malaysia
Certification Unit: Telok Sengat Palm Oil Mill & Telok Sengat Estate, Kulai Young Estate and Chamek Estate Location of Certification Unit: Telok Sengat Business Unit, Telok Sengat Palm Oil Mill 81909, Kota Tinggi, Johor, Malaysia

Report prepared by:
Nor Halis Abu Zar (Lead Auditor)

Report Number: 3058465

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

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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Boustead Plantations Berhad		
Mill/Estate	MPOB License No.	Expiry Date	
	Telok Sengat Palm Oil Mill - 500089304000	31/08/2021	
	Telok Sengat Estate - 615231002000	30/09/2021	
	Kulai Young Estate - 616050002000	31/12/2021	
	Chamek Estate - 613906002000	31/07/2021	
Address	19 th Floor, Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia		
Certification Unit	Telok Sengat Business Unit, Telok Sengat Estate, 81909 Kota Tinggi, Johor, Malaysia		
Contact Person Name	Anuar Bin Semail / Nurul Hanani Binti Abdullah		
Website	www.bousteadplantations.com.my	E-mail	anuar.bea@boustead.com.my
			hanani.bea@boustead.com.my
Telephone	+603-2145 2121 Ext. 351	Facsimile	+603-2144 7917

1.2 Certification Information			
Certificate Number	Mill: MSPO 697045		
	Estate: MSPO 697047		
Issue Date	15/04/2019	Expiry date	14/04/2024
Scope of Certification	Mill: Production of Sustainable Palm Oil and Palm Oil Products		
	Estate: Production of Sustainable Oil Palm Fruits		
Standard	Mill: MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General Principles for Palm Oil Mills		
	Estate: MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders		
Stage 1 Date	26-30/08/2018		
Stage 2 / Initial Assessment Visit Date (IAV)	19-22/11/2018		
Continuous Assessment Visit Date (CAV) 1	10-13/03/2020		
Continuous Assessment Visit Date (CAV) 2	05-08/07/2021		
Continuous Assessment Visit Date (CAV) 3	-		
Continuous Assessment Visit Date (CAV) 4	-		

Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date

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QMS 00292	ISO 9001:2015 Quality Management System	SIRIM QAS International Sdn. Bhd.	08/09/2022
RSPO 697033	RSPO Principles & Criteria for Sustainable Palm Oil Production: 2013; Malaysian National Interpretation: 2014; RSPO Supply Chain Certification June 2017 for CPO Mills (Module E: Mass Balance)	BSI Services Malaysia Sdn Bhd	10/09/2025

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
Telok Sengat Palm Oil Mill	81909 Kota Tinggi, Johor, Malaysia	104.04375	1.56792
Telok Sengat Estate	81909 Kota Tinggi, Johor, Malaysia	104.03717	1.56767
Chamek Estate	Jalan Paloh, 86009 Kluang, Johor, Malaysia	103.24999	2.14967
Kulai Young Estate	Jalan Sedenak, 81000 Kulai, Johor, Malaysia	103.53014	1.62542

1.4 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Telok Sengat Estate	3,503.40	60.70	115.90	3,680.00	95.20
Chamek Estate	795.60	-	21.30	816.90	97.39
Kulai Young Estate	657.50	-	13.00	670.50	98.06
TOTAL	4,956.50	60.70	150.20	5,167.40	95.92

1.5 Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Telok Sengat Estate	562.60	1202.40	1387.60	350.80	0	2940.80	562.60
Chamek Estate	84.40	137.40	70.10	462.20	41.50	711.20	84.40
Kulai Young Estate	-	321.90	136.00	70.70	128.90	657.50	-
Total (ha)	647.00	1661.70	1593.70	883.70	170.40	4309.50	647.00

1.6 Certified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Mar 2020 - Feb 2021)	Actual (Mar 2020 - Jun 2021)	Forecast (Mar 2021 - Feb 2022)
Telok Sengat Estate	68,400.00	89,039.51	81,200.00
Kulai Young Estate	13,775.00	15,572.05	11,610.00
Chamek Estate	10,260.00	17,756.14	12,950.00
Boustead Eldred Sdn Bhd		26,940.89	
Bekoh Estate		3,830.85	
Outside Estates		14,945.60	
Total	92,435.00	168,085.04	105,760.00

1.7 Uncertified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Mar 2020 - Feb 2021)	Actual (Mar 2020 - Jun 2021)	Forecast (Mar 2021 - Feb 2022)
Small Growers	10,000.00	0	0
FFB Suppliers	60,000.00	0	0
Total	70,000.00	0	0

Note: Small Grower and FFB Suppliers already certified.

1.8 Certified Tonnage			
	Estimated (Mar 2020 - Feb 2021)	Actual (Mar 2020 - Jun 2021)	Forecast (Mar 2021 - Feb 2022)
	FFB	FFB	FFB
Mill Capacity: 40 MT/hr	92,435.00	168,085.04	105,760.00
	CPO (OER: 22.00%)	CPO (OER: 20.97%)	CPO (OER: 21.50%)
SCC Model: MB	20,335.70	35,247.43	22,738.40
	PK (KER: 5.50 %)	PK (KER: 4.11%)	PK (KER: 4.50%)
	5,083.93	6,914.12	4,759.20

1.9 Actual Sold Volume (CPO)					
CPO (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
35,247.43	0	0	6,790.65	25,846.23	32,636.88

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1.10 Actual Sold Volume (PK)					
PK (MT)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
6,914.12	0	0	0	6,289.75	6,289.75

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 audit has been carried out fully remote due to Pandemic COVID-19 conducted from 05-08/07/2021. The audit programme is included as Section 2.3. This remote audit has been conducted using Information and Communication Technologies including (Microsoft Teams, WhatsApp and phone call). The planned audit objectives have been achieved, there were no connectivity issues which adversely affected the audit. The approach to the audit was to treat the Telok Sengat Business Unit 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 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. However, no certified smallholders involved within Telok Sengat Business Unit certification.

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 remotely. Fieldworkers were interviewed informally in small groups remotely. 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 surveillance 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 internally 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)
Telok Sengat Palm Oil Mill	✓	✓	✓	✓	✓
Telok Sengat Estate	✓	✓	✓	✓	✓
Chamek Estate	✓	✓	✓	✓	✓
Kulai Young Estate	✓	✓	✓	✓	✓

Tentative Date of Next Visit: March 1, 2022 - March 4, 2022

Total No. of Mandays: 15 mandays

2.1 BSI Assessment Team

Team Member Name	Role (Team Leader or Team member)	Qualifications (Short description of the team members)
Nor Halis Abu Zar	Team Leader	He holds Bachelor of Science, Plantation Technology and Management, graduated from Universiti Teknologi Mara. He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Halis had accumulated more than 6 years of sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. He is a qualified Lead Auditor for MS2530:2013 and has accumulated more than 300 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia. He has completed ISO IMS 9001, 14001 Lead Auditor Course in January 2019, MSPO 2530:2013 Lead Auditor Course in February 2019 and endorsed RSPO Lead Auditor Course in October 2020. Fluent in Bahasa Malaysia and English Language. During this assessment, he assessed on Legal requirement, Traceability, Safety and Health, Environment and Best Practice.
Muhammad Fadzli Masran	Team Member	He holds bachelor's degree in forestry science, graduated from University Putra Malaysia. He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO 9001 and ISO 14001 at Kulim Plantations. He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in April

		2018 and endorsed RSPO Lead Auditor Course in July 2018. Fluent in Bahasa Malaysia and English Language. During this assessment, she assessed on the aspects of social, legal, workers & stakeholders' consultation.
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2.2 Accompanying Persons

No.	Name	Role
	N/A	

2.3 Assessment Plan

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

Date	Time	Subjects	(NHA)	(MFM)	ICT Planned
Monday, 28/06/2021	0930 - 1000	Communication on document preparation - Audit plan - Any additional Information	√	√	Teleconference, Microsoft Team Meeting, Email
Monday, 05/07/2021 Telok Sengat POM	0900 - 0915	Opening meeting - Opening presentation by audit team leader - Confirmation of assessment scope and finalize audit plan	√	√	Teleconference, Microsoft Team Meeting, Email
	0915 - 1030	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, mill best practice, legal requirements, OHS, environment best practice and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1030 - 1040	10-minute break	√	√	
	1040 - 1230	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, mill best practice, legal requirements, OHS, environment best practice and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1230 - 1330	Lunch & Break	√	√	
	1330 - 1450	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, mill best practice, legal requirements, OHS, environment best practice and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1450 - 1500	10-minute break	√	√	
	1500 - 1700	Assessment and documentation review on social aspects, legal requirements, employees' welfare and stakeholder management, mill best practice, legal requirements, OHS, environment and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email

Date	Time	Subjects	(NHA)	(MFM)	ICT Planned
	1700 - 1730	Interim closing briefing	√	√	Teleconference, Microsoft Team Meeting, Email
Tuesday, 06/07/2021 Telok Sengat Estate	0900 - 1030	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1030 - 1040	10-minute break	√	√	
	1040 - 1230	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1230 - 1330	Lunch & Break	√	√	
	1330 - 1450	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1450 - 1500	10-minute break	√	√	
	1500 - 1700	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1700 - 1730	Interim closing briefing	√	√	Teleconference, Microsoft Team Meeting, Email
Wednesday 07/07/2021 Kulai Young Estate	0900 - 1030	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1030 - 1040	10-minute break	√	√	
	1040 - 1230	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email

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Date	Time	Subjects	(NHA)	(MFM)	ICT Planned
	1230 - 1330	Lunch & Break	√	√	
	1330 - 1450	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1450 - 1500	10-minute break	√	√	
	1500 - 1700	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1700 - 1730	Interim closing briefing	√	√	Teleconference, Microsoft Team Meeting, Email
Thursday, 08/07/2021 Chamek Estate	0900 - 1030	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1030 - 1040	10-minute break	√	√	
	1040 - 1230	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1230 - 1330	Lunch & Break	√	√	
	1330 - 1450	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email
	1450 - 1500	10-minute break	√	√	
	1500 - 1700	Assessment and documentation review on policy, social aspects, legal requirements, employees' welfare and stakeholder management, good agricultural practices, legal requirements, OHS, environment, biodiversity and continual improvement	√	√	Teleconference, Microsoft Team Meeting, Email

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Date	Time	Subjects	(NHA)	(MFM)	ICT Planned
	1700 - 1730	Closing briefing	√	√	Teleconference, Microsoft Team Meeting, Email

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 no Major, three (3) Minor nonconformities and two (2) OFI's raised. Telok Sengat Business Unit certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

Minor Nonconformities:	
Ref: 2077857-202107-N1	Area/Process: Telok Sengat Estate and Chamek Estate Issue Date: 08/07/2021
	Clause: 4.3.1.4 Part 3 Due Date: Next Surveillance
Requirements:	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.
Statement of Nonconformity:	PIC does not ensure date of JKPP 8 report submission comply with regulation.
Objective Evidence:	Sighted JKPP 8 report. Refer JKPP8/89084/2020 submitted on 03/06/2021 for Telok Sengat Estate and JKPP8/87308/2020 submitted on 09/03/2021 for Chamek Estate. However, the date submission not accordance with NADOPOD (Notification of accident, Occupational Poisoning and Occupational Disease) Regulation 2004.
Corrections:	Telok Sengat and Chamek Estate The estate has made schedule for submission JKPP8 to ensure the reply within the time.
Root cause analysis:	Telok Sengat and Chamek Estate The estate was late sending their JKPP8 report to DOSH due to the new PIC.
Corrective Actions:	Telok Sengat and Chamek Estate The OSHA officer from Boustead HQ trained the new PIC
Assessment Conclusion:	Corrective action plan accepted. The effectiveness of corrective action will be verified during next surveillance audit

Minor Nonconformities:		
Ref: 2077857-202107-N2	Area/Process: Telok Sengat POM	Clause: 4.4.2.2 Part 4
	Issue Date: 08/07/2021	Due Date: Next Surveillance
Requirements:	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties.	
Statement of Nonconformity:	The complaints and grievances procedure established was not effectively implemented	
Objective Evidence:	Reviewed the "Borang Aduan Kerosakan Rumah" as follows: 1. House no MQ 23 dated 27/05/2021 2. House no. MQ 34 dated 25/05/2021 3. House no. MQ 24 dated 24/05/2021 There was no evidence the grievances/complaints has been solved in timely manners and accepted by all parties as per SOP established.	
Corrections:	Telok Sengat Mill The mill had met with complainants to explain the current situation regarding the status of their complaints	
Root cause analysis:	Telok Sengat Mill Due to COVID-19 Pandemic, several grievances and complaints could not be solved due to contractors to perform repairs on the worker's houses could not be mobilized	
Corrective Actions:	Telok Sengat Mill The mill conducts regular engagement with complainants on an event-by-event basis of any issue to resolve their complaints/grievances.	
Assessment Conclusion:	Corrective action plan accepted. The effectiveness of corrective action will be verified during next surveillance audit	

Minor Nonconformities:		
Ref: 2077857-202107-N3	Area/Process: Chamek Estate	Clause: 4.5.3.3 Part 3
	Issue Date: 08/07/2021	Due Date: Next Surveillance
Requirements:	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.	
Statement of Nonconformity:	There is no evidence of Scheduled waste disposal has been made.	
Objective Evidence:	Sighted File reference number AS(B)J11/123/000/206. Sighted Inventory of E-Swiss has been made with reference number 0130J3081495U72021 for SW204, SW305, SW409 and SW410 dated 04/07/2021 at Chamek Estate. However, there is no evidence of disposal has been made since January 2020 as per inventory checking and through interview with personnel.	

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Corrections:	Chamek Estate The estate has made a schedule to ensure the waste was disposed of within 180 days
Root cause analysis:	Chamek Estate The estate not disposed their scheduled waste within 180 days due to the COVID-19 outbreak.
Corrective Actions:	Chamek Estate The estate had sent a letter on 14th July 2021 to Kluang of District Department of Environment to request a time extension for us to do the process of our scheduled waste disposal
Assessment Conclusion:	Corrective action plan accepted. The effectiveness of corrective action will be verified during next surveillance audit

Opportunity for Improvement		
Ref: 2077857-202107-I1	Area/Process: Telok Sengat Estate and Chamek Estate	Clause: 4.4.4.2 (g) Part 3
Objective Evidence:	Related to frequency of Osh Meeting refer Part IV Section 21 OSHA Regulation 1996, management should consider other method or platform to conduct OSH committee meeting during new norm of COVID-19.	

Opportunity for Improvement		
Ref: 2077857-202107-I2	Area/Process: Telok Sengat POM	Clause: 4.4.4.2 (g) Part 4
Objective Evidence:	Related to frequency of Osh Meeting refer Part IV Section 21 OSHA Regulation 1996, management should consider other method or platform to conduct OSH committee meeting during new norm of COVID-19.	

Noteworthy Positive Comments	
1	Good relationship being maintained with surrounding communities.
2	Good document retrieval.

3.3 Status of Previously Identified Nonconformities and OFI

Major Nonconformities:		
Ref: 1892458-202003-M1	Area/Process: Telok Sengat Business Unit	Clause: 4.5.5.1 Part 3
	Issue Date: 13/3/2020	Due Date: 12/6/2020
Requirements:	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: b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.	
Statement of Nonconformity:	The requirement was not adequately complied with.	

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Objective Evidence:	The monitoring of outgoing water was not available in all estate during audit. From the HCV report by MEC dated July 2018, estate was required to monitor the water quality which may have negative impacts into the natural waterways.
Corrections:	The estate already sent quotations to HQ department for water sampling and waiting their replied
Root cause analysis:	This HCV report monitoring requirement not captured in the existing plan
Corrective Actions:	To include in the established water management plan and conduct water sampling at outgoing water once a year
Assessment Conclusion:	Quotations received by Telok Sengat Business Unit's estates on 16/3/2020 and the sampling in all estates planned to be conducted on April 2020. However, due to COVID-19 Movement Control Order (MCO), the actual sampling activities were postponed to June 2020 and Telok Sengat Business Unit allowed extension to implement the CAP to 90 days. Actual sampling completed on June 2020 with evidence received shown that natural stream/river water sampling in all estates (Telok Sengat Estate, Kulai Young Estate & Chamek Estate) analysis results complied with all parameters. Hence, Major NC was closed on 8/6/2020.
ASA 2 Verification Statement	<p>Verified availability of HCV monitoring plan for the year of 2021 stated on monitoring of outgoing water. Sighted water analysis has been conducted.</p> <p>Telok Sengat Estate – Refer water analysis has been conducted on 05/07/2021 by UTCL Laboratory refer invoice number TI2021/00075. Refer report Number WE/2006/0115-0118 for 2 inlet and 2 outlet Sungai Layau Kiri and Sungai Air Tawar.</p> <p>Kulai Young Estate – Refer Water analysis dated 10/06/2021 conducted by UTCL Laboratory for inlet and outlet of Sungai Ayer Hitam however the result yet to receive. Refer Follow up email by Kulai Young estate to UTCL Laboratory. No recurrence of previous year findings hence the Major NC remained closed.</p>

Minor Nonconformities:		
Ref: 1892458-202003-N1	Area/Process: Telok Sengat Business Unit	Clause: 4.4.5.4 Part 3
	Issue Date: 13/3/2020	Due Date: 12/3/2021
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:	Information in contractor workers' payslip was insufficient for management to ensure workers paid based on legal/industry minimum standards according to the employment contract agreed between the contractor and his employee.	
Objective Evidence:	<p>Objective evidence:</p> <p>Payslip for Kulai Young Estate contractor's employees as per following:</p> <ul style="list-style-type: none"> - Cipta Melati Enterprise Employee ID # B5783219; Date joined: 24/4/2011; Post: Harvester - Cipta Melati Enterprise Employee ID # B7193861; Date joined: 16/7/2017; Post: Harvester - Cipta Melati Enterprise Employee ID # B3624666; Date joined: 29/7/2013; Post: Harvester 	
Corrections:	The Estate to conduct training and checking on contractor employees' payments.	

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Root cause analysis:	No briefing and checking for contractor on ensure employees contractor paid based on legal or industry minimum standards.
Corrective Actions:	To conduct briefing and regularly checking on contractor employees' payments
Assessment Conclusion:	The submitted CAP detailing on proposed actions to be taken to address the nonconformity based on the root cause determined were being reviewed by auditors deemed to be appropriate. Thus, the evidence of effectiveness of CAP will be verify during next coming surveillance assessment.
ASA 2 Verification Statement	Verified that Estate has conducted MSPO and RSPO Training with contractor dated 04/04/2021. All contractors' workers salary payments were monitored and paid by the estates to ensure the contractors workers were paid based on legal or industry minimum standards. Reviewed the employment contracts and payslips for the month of August and September 2020 and April and May 2021 for contract workers. And found in line with legal requirement. No recurrence of issue observed thus the minor NC was closed effectively on 08/07/2021.



3.4 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
1711670-201811-M1	Major (4.4.4.1-Part 4)	22/11/2018	Closed on 18/2/2019
1711670-201811-M2	Major (4.5.3.3-Part 3 & Part 4)	22/11/2018	Closed on 18/2/2019
1711670-201811-M3	Major (4.4.4.2-Part3)	22/11/2018	Closed on 18/2/2019
1711670-201811-M4	Major (4.5.3.4-Part 3)	22/11/2018	Closed on 18/2/2019
1711670-201811-M5	Major (4.5.6.1-Part 3)	22/11/2018	Closed on 18/2/2019
1711670-201811-M6	Major (4.4.2.5-Part 3)	22/11/2018	Closed on 18/2/2019
1711670-201811-M7	Major (4.4.5.6-Part 3)	22/11/2018	Closed on 18/2/2019
1711670-201811-M8	Major (4.4.5.11-Part 3)	22/11/2018	Closed on 18/2/2019
1711670-201811-M9	Major (4.6.3.1-Part 3)	22/11/2018	Closed on 18/2/2019
1711670-201811-M10	Major (4.6.3.2-Part 4)	22/11/2018	Closed on 18/2/2019
1711670-201811-N1	Minor (4.4.1.1-Part 3 & Part 4)	22/11/2018	Closed on 13/3/2020
1711670-201811-N2	Minor (4.4.5.4-Part 3)	22/11/2018	Closed on 13/3/2020
1892458-202003-M1	Major (4.5.5.1-Part 3)	13/3/2020	Closed on 12/6/2020
1892458-202003-N1	Minor (4.4.5.4-Part 3)	13/3/2020	Closed on 08/07/2021
2077857-202107-N1	Minor (4.3.1.4 Part 3)	08/07/2021	Open
2077857-202107-N2	Minor (4.4.2.2 Part 4)	08/07/2021	Open
2077857-202107-N3	Minor (4.5.3.3 Part 3)	08/07/2021	Open

3.5 Issues Raised by Stakeholders

IS #	Description
1	<p>Issues: Contractors</p> <p>The estate management always conduct discussion with contractors regarding any issues in the estates. The estates management always maintain good relationship with all contractors.</p>
	<p>Management Responses:</p> <p>Positive comment noted.</p>
	<p>Audit Team Findings:</p> <p>No further Issue</p>
2	<p>Issues: NUPW representative</p> <p>The estate management always give cooperation with NUPW representative and open for discussion if there is any issues raised by the employees</p>
	<p>Management Responses:</p> <p>The estates will give full cooperation for all program planned by the NUPW and the estates respect the employee rights to joint NUPW.</p>
	<p>Audit Team Findings:</p> <p>No further Issue</p>
3	<p>Issues: FFB Suppliers</p> <p>The payment always paid on time. If there is any off spec crop, the mill will communicate with the supplier.</p>
	<p>Management Responses:</p> <p>Normal practice at the mill and the supplier are aware on the SOP.</p>
	<p>Audit Team Findings:</p> <p>No further Issue</p>
4	<p>Issues: Penghulu Mukim Johor Lama</p> <p>There is no issue raised. The mill and estate always communicate with the local communities on any issues and call for stakeholder’s consultation. The mill and estates provide job opportunities to the local communities. The mill and estate made contributions to the local communities if requested and always joined with communities’ activities.</p>
	<p>Management Responses:</p> <p>The management continue the good relationship with local communities.</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 Telok Sengat Business Unit Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013. It is recommended that the certification of Telok Sengat Business Unit Certification Unit is approved and continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: MUHD HAFIZ BIN MAMAT	Name: NOR HALIS ABU ZAR
Company name: BOUSTEAD PLANTATIONS BERHAD	Company name: BSI MALAYSIA
Title: SUSTAINABILITY OFFICER	Title: CLIENT MANAGER
Signature:  Date: 30/07/2021	Signature:  Date: 30/07/2021

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 -	Boustead Plantations Berhad has established MSPO Policy signed by the Chief Executive Officer dated 02/12/2019. In the policy stated the company commitment to conduct the business in sustainable environment and continuous improvement to the Plantation and Palm Oil Mill operation through compliance with MSPO principle and requirement.	Complied
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	In the policy stated the company commitment to conduct the business in sustainable environment and continuous improvement to the Plantation and Palm Oil Mill operation through compliance with MSPO principle and requirement.	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 -	As per SOP established, the internal audit shall be carried out once a year guided by the annual audit schedule. Follow up audit can be carried out as and when it is required. The GE Department/Sustainability Chairman will fix the date of the audit with management representative.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Reviewed the communication email and audit notifications dated 23/03/2021.</p> <p>Reviewed the latest Internal Audit report conducted on 01 – 04/06/2021 through online platform due to Movement Control Order. 5 non-conformity and 17 OFIs were raised during the audit.</p>	
4.1.2.2	<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>Boustead Plantations Berhad has established Internal Audit Procedure, Revision no. 1, dated October 2018.</p> <p>The procedure covers the Audit frequency, Audit Schedule, Audit Notification, Audit Team and Performing Audit (Opening Meeting, Auditing, Audit Report, Closing Meeting, Corrective Action, Closing of NCR, Internal Audit Report).</p>	Complied
4.1.2.3	<p>Report shall be made available to the management for their review.</p> <p>- Major compliance -</p>	<p>The results of Internal Audit conducted were discussed in the management review. Reviewed the latest management review meeting conducted on 04/06/2021 through online platform.</p> <p>The operating units maintained all audit reports and corrective action plan and available for review.</p>	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	<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>Latest management review meeting was conducted on 04/06/2021 through online platform due to Movement Control Order. The meeting was chaired by the Telok Sengat Business Unit Sustainability Chairman and attended by the Head of Sustainability, Sustainability Members, and all operating units Managers and Asst. Managers. Among the discussion in the meeting as follows:</p> <ol style="list-style-type: none"> 1. Minutes/Action of previous meeting 2. MS2530:3 and MS2530:4 certification status 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		3. MSPO SCCS status 4. Results of internal audit 5. Customer feedbacks 6. Preventive and corrective action status 7. Changes affecting Policy 8. Recommendations for improvements 9. Any Other business	
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 -	The estates sampled has established the continuous improvement plan in consideration of environmental and social impacts. FY 2021, the plan was documented in the Capital Expenditure 2021. Among the plan as follows: 1. Using Zenoah blower for racking palm base. 2. Using Verion fertiliser spreader which is more systematic and accurate. 3. Using Badang for in field FFB evacuation 4. Using FFB motorized cutter to increase productivity	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. - Major compliance -	The new information and techniques to improve practices are obtained mainly through information from communications with suppliers and being members of associations related to palm oil industry. Any new information on new technology will be forwarded to the HQ for approval before any implementation.	Complied

Criterion / Indicator		Assessment Findings	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 -	Action plans were available in all the sampled estates, the action plan is cover for environment, workers’ needs, safety and others. Trainings on SOPs were also conducted from time to time to enhance the current techniques of agriculture best practice.	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 -	The consultation and communication was conducted through stakeholder meeting, dialogs, request letter, phone call between the mill and stakeholder (internal and external). The consultation and communication were recorded in the enquiry register book. Reviewed the records for consultation and communication by stakeholders as follows: Email notification from Labour Office to conduct inspection at Telok Sengat Estate dated 18/02/2021	Complied
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 -	Operating units within Boustead Telok Sengat Busniess Unit holds copies of each of the management documents that are required to be publicly available. Copies of the document such as documents related to environmental and social issues, waste management plan, records of complaints and grievances were available upon request. All the policies such as Pesticide Use Policy, Human Rights Policy and Foreign Workers Policy were publicly available in the company’s website: www.bousteadplantations.com.my Others sustainability practice were also available in the website.	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 -	Boustead Plantations has established Communication Procedure and implemented by all the business units. The scope of the procedure is 1. To handle internal communication within business units 2. To handle external communication between business units with external stakeholders such as authorities and local communities. The method of communications was through letter (written or electronic), phone call, meeting or discussion. All grievances or complaints were recorded in the Customers Complaint and Feedback log book.	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 -	Management official nominated responsible for stakeholders' communication and consultation are the estate managers. The estates management has established the Complaint Panel to handle any complaints raised by the stakeholders.	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 -	The business unit has established List of Stakeholders FY 2021. The list were divided into categories such as contractors, own estates, outsiders estate, CPO transporter, CPO buyer, palm kernel buyer, other interested parties (government agencies, schools, hospitals, etc.), NGO and local communities. In the list stated the stakeholders name, address and contact no. The consultation and communication were recorded in the enquiry register book. Reviewed the records for consultation and communication by stakeholders as follows: Email notification from Labour Office to conduct inspection at Telok Sengat Estate dated 18/02/2021	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
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 -	Estates within Boustead Telok Sengat Business Unit implemented the supply chain program based on Boustead Plantations MSPO Traceability Procedures; Issue 1; Issue date: July 2016; Rev. # 2; Rev. date: March 2018. The procedure was approved by MSPO Chairman which covering the implementation of all supply chain requirements for both POM and estate.	Complied
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	Regular inspections on compliance with the established traceability system were conducted through periodical internal audit. Furthermore, the estate management and staff responsible to conduct related inspections on compliance of all operations including traceability system. Sighted Planting Advisor Report dated 14/04/2021 stated traceability checking was conducted. Refer KYE/PQ/ZM/mas/2021.	Complied
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	The procedure also specified that the Sustainability Chairman shall have the overall responsibility for the implementation of the procedure with assignment of relevant personnel from various departments to assist in the implementation. At Telok Sengat Business Unit, Mill Manger and Estate Manager responsible for the MSPO implementation. Sighted appointment letter: Telok Sengat Estate: Mr Muhammad Hazim Muhd Nasir dated 04/01/2021 Kulai Young Estate: Mr Abdul Muiz Bin Abu Bakar dated 01/03/2021 Chamek Estate: Mr Mohamad Faizal Bin Abd Malek dated 01/01/2021	Complied
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained.	Records of FFB sales & delivery including FFB Weighbridge Tickets together with FFB Delivery Note (Chit) and Daily Record (FFB Receiving	Complied

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Criterion / Indicator	Assessment Findings	Compliance																																																
<p>- Major compliance -</p>	<p>Details Daily Report) were maintained. Sighted samples record available as following:</p> <p>Telok Sengat Estate</p> <table border="1" data-bbox="1050 555 1868 754"> <tr> <td>Date</td> <td>03/07/2021</td> <td>04/07/2021</td> <td>04/07/2021</td> </tr> <tr> <td>Ticket No.</td> <td>125184</td> <td>125189</td> <td>125262</td> </tr> <tr> <td>Lorry No.</td> <td>JMC9040</td> <td>JSH8961</td> <td>JER8867</td> </tr> <tr> <td>Weight</td> <td>10.31 MT</td> <td>4.15 MT</td> <td>9.02 MT</td> </tr> </table> <p>Kulai Young Estate</p> <table border="1" data-bbox="1050 804 1868 1003"> <tr> <td>Date</td> <td>02/07/2021</td> <td>02/07/2021</td> <td>02/07/2021</td> </tr> <tr> <td>Ticket No.</td> <td>S0002288</td> <td>S0002373</td> <td>S0002519</td> </tr> <tr> <td>Lorry No.</td> <td>JPK8679</td> <td>JPJ6978</td> <td>JEE3752</td> </tr> <tr> <td>Weight</td> <td>20.13 MT</td> <td>14.61 MT</td> <td>30.78 MT</td> </tr> </table> <p>Chamek Estate</p> <table border="1" data-bbox="1050 1053 1868 1252"> <tr> <td>Date</td> <td>04/01/2021</td> <td>27/06/2021</td> <td>02/03/2021</td> </tr> <tr> <td>Ticket No.</td> <td>R08784</td> <td>R10134</td> <td>R09245</td> </tr> <tr> <td>Lorry No.</td> <td>WCQ1613</td> <td>BLS5832</td> <td>JND9383</td> </tr> <tr> <td>Weight</td> <td>4.26 MT</td> <td>0.40 MT</td> <td>11.15 MT</td> </tr> </table>	Date	03/07/2021	04/07/2021	04/07/2021	Ticket No.	125184	125189	125262	Lorry No.	JMC9040	JSH8961	JER8867	Weight	10.31 MT	4.15 MT	9.02 MT	Date	02/07/2021	02/07/2021	02/07/2021	Ticket No.	S0002288	S0002373	S0002519	Lorry No.	JPK8679	JPJ6978	JEE3752	Weight	20.13 MT	14.61 MT	30.78 MT	Date	04/01/2021	27/06/2021	02/03/2021	Ticket No.	R08784	R10134	R09245	Lorry No.	WCQ1613	BLS5832	JND9383	Weight	4.26 MT	0.40 MT	11.15 MT	
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<p>4.3 Principle 3: Compliance to legal requirements</p>																																																		
<p>Criterion 4.3.1 – Regulatory requirements</p>																																																		

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Criterion / Indicator		Assessment Findings	Compliance
4.3.1.1	<p>All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.</p> <p>- Major compliance -</p>	<p>Estate operations are in compliance with the applicable local, state, national and ratified international laws and regulations. Legal Requirement Register (LRR) Document No. SMP-GPB-22 (rev 06) was available for verification.</p> <p>Telok Sengat Estate</p> <ol style="list-style-type: none"> 1. MPOB license no. 615231002000 expiry date on 30/09/2021 2. Permit Barang Kawalan Berjadual no. J003311 KPDNKK.J.KTG/PERMIT0298(PD) expiry date on 20/02/2022 3. Permit Potongan Upah Di Bawah Seksyen 24 Akta Kerja 1955 dated 21/08/2018 <p>Kulai Young Estate</p> <ol style="list-style-type: none"> 1. MPOB license no. 616050002000 expiry date on 31/12/2021 2. Permit Barang Kawalan Berjadual no. J002599 KPDNKK.J-B/26/5A/11/1410(p/D)(B) expiry date on 12/07/2021 3. Permit Potongan Gaji Pekerja by JTK dated 24/05/2005 4. Permit Potongan Upah Di Bawah Seksyen 24 Akta Kerja 1955 dated 08/07/2018 <p>Chamek Estate</p> <ol style="list-style-type: none"> 1. MPOB license no. 613906002000 expiry date on 31/07/2021 2. Permit Barang Kawalan Berjadual no. J002077 BPGK JH (KLU) 2321 SK expiry date on 09/03/2021 3. Kebenaran memasang Jentera JH/20/PT/44756 dated 11/03/2020 	Complied
4.3.1.2	<p>The management shall list all laws applicable to their operations in a legal requirement register.</p> <p>- Major compliance -</p>	<p>LORR was established to cover all legal acts, regulations and other requirement related to POM and supply base. Latest update on 01/07/2021. The sample of Act and Legal:</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ol style="list-style-type: none"> 1. Minimum Wages Order 2020 2. Pesticide Exemption Order 2020 3. Prevention and Control of Infectious Disease Act 1988 4. Workers Minimum Standard of Housing, Accommodation and Amenities Act 2019 5. Employees Provident Fund Amendment Order 2020 	
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>	LORR was established to cover all legal acts, regulations and other requirement related to POM and supply base. The sample of Act and Legal.	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>Tracking system available to identify changes in the relevant regulations through head office, sustainability team, website information and the information are communicated from the Head Office (Sustainability Section). Boustead Plantations Berhad have centralized system for tracking any changes in the law and subscribe into Lawnet. The latest updated was done on 01/07/2021. Sighted appointment letter for person in charge on LORR monitoring:</p> <p>Telok Sengat Estate: Mr Mohd Hafizi Kamarulzaman dated 04/01/2021 Kulai Young Estate: Mr Nordin Bin A. Rahman dated 01/05/2021 Chamek Estate: Ms Norafizza Binti Rossmi dated 01/01/2021</p> <p>Awareness on monitoring compliance and to track and update the changes in regulatory requirements at Telok Sengat Estate could be improved. Thus, OFI was raised.</p> <p>PIC does not ensure date of JKKP report submission comply with regulation. Sighted JKKP 8 report for Telok Sengat Estate has been submitted on 03/06/2021. Refer JKKP8/89084/2020 submitted on</p>	Minor Non Conformity

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Criterion / Indicator		Assessment Findings	Compliance																								
		03/06/2021 for Telok Sengat Estate and JKPP8/87308/2020 submitted on 09/03/2021 for Chamek Estate. However, the date submission not accordance with NADOPOD (Notification of accident, Occupational Poisoning and Occupational Disease) Regulation 2004. Thus, Minor Nc was raised.																									
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 -	There was no evidence to show that oil palm cultivation activities at the sampled estates had diminished the land use rights of others. Verified documents to show legal ownership of its land.	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 -	Verified the land titles shown that the legal ownership of the company. Sample of land title as below: Telok Sengat Estate <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Title no.</th> <th>Lot no.</th> <th>Hectare</th> </tr> </thead> <tbody> <tr> <td>459849</td> <td>1291 (9072)</td> <td>199.2780</td> </tr> <tr> <td>82693</td> <td>396</td> <td>160.3313</td> </tr> <tr> <td>80570</td> <td>7</td> <td>149.8348</td> </tr> </tbody> </table> Chamek Estae <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Title no.</th> <th>Lot no.</th> <th>Hectare</th> </tr> </thead> <tbody> <tr> <td>89011</td> <td>266</td> <td>66.1155</td> </tr> <tr> <td>90630</td> <td>183</td> <td>26.4310</td> </tr> <tr> <td>90629</td> <td>181</td> <td>84.7310</td> </tr> </tbody> </table>	Title no.	Lot no.	Hectare	459849	1291 (9072)	199.2780	82693	396	160.3313	80570	7	149.8348	Title no.	Lot no.	Hectare	89011	266	66.1155	90630	183	26.4310	90629	181	84.7310	Complied
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Title no.	Lot no.	Hectare															
64796	PTD 109033	562.3300															
229629	3564	103.3465															
64784	PTD 109021	0.1900															
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Sighted evidence of Legal Parameter boundary has clearly demarcated.			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 and informed consent (FPIC). - Minor compliance -	There is no land dispute in sampled estates at the time of audit. The land belongs to Boustead Plantations and land ownership documents verified. Verified there was no land disputes during phone call interview with the stakeholders.			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 customary land encumbrance in the mill compound at the time of audit verified through interviewed with the smallholders and local communities.			Complied												
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available.	There is no customary land encumbrance in the mill compound at the time of audit verified through interviewed with the smallholders and local communities.			Complied												

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -		
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	There is no customary land encumbrance in the mill compound at the time of audit verified through interviewed with the smallholders and local communities.	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 -	<p>Social Impact Assessment for Boustead Telok Sengat Business Unit has been conducted on 02 – 10/04/2018 by Malaysian Environment Consultant as per report dated 20/04/2018. The issue raised during the assessment was documented in the Key Issues of SIA Findings in Boustead Johor Concessions: Chamek, Kulai Young and Telok Sengat Estates and Telok Sengat Mill.</p> <p>The estates sampled has established Social Management Plan base on the findings identified during the social impact assessment conducted and stakeholder complaints and consultation conducted. Among the plan established as follows:</p> <p>Telok Sengat Estate</p> <ol style="list-style-type: none"> 1. To ensure the contractors tractors headlights and functioning 2. To conduct upkeep and maintenance work at the fences of Sekolah Agama Telok Sengat 3. To fix street lights at several spots in the estates road <p>Chamek Estate</p> <ol style="list-style-type: none"> 1. Repainting and repairs to worker house 2. To conduct clean house competition 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		3. To conduct water quality test every 6 months 4. Provide ambulance or emergency transportation to transport workers during emergency Kulai Young Estate 1. To provide toys and other educational equipment at the crèche to support children growth and education 2. To ensure all workers understand the employment contract 3. Repainting and repairs to worker house	
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 -	Operating units in Telok Sengat business units has established flowchart to deal with complaints and grievances. In the flowchart stated that all complaints and grievances will be received by the social officer appointed.	Complied
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 -	Telok Sengat POM has established flowchart to deal with complaints and grievances. In the flowchart established stated the timeline to resolve the complaints and grievances received. Noted during document review, the complaints and grievances we resolved in timely manners. Reviewed the sampled of complaints and grievances as follows: Telok Sengat Estate 1. Housing breakdown complaints report dated 12/05/2021 2. Housing breakdown complaints report dated 03/05/2021 3. Housing breakdown complaints report dated 05/06/2021 4. Housing breakdown complaints report dated 23/06/2021	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Chamek Estate 1. Housing breakdown complaints report dated 03/01/2021 2. Housing breakdown complaints report dated 26/01/2021 3. Housing breakdown complaints report dated 08/05/2021 4. Housing breakdown complaints report dated 02/06/2021 Kulai Young Estate 1. Housing breakdown complaints report dated 22/02/2021 2. Housing breakdown complaints report dated 02/06/2021 3. Housing breakdown complaints report dated 15/06/2021	
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 estates sampled has established Complaint/ Suggestion form and Housing Complaint Form to records all complaints and grievances made by the stakeholders. The form was made available at the mill office. In the form required the type of stakeholders, Improvement/Grievances/Comment, complainant, Criteria, Approval/Action and Comment and complainant acceptance.	Complied
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	Noted all workers were aware on the Complaint/ Suggestion form and Housing Complaint Form. Noted during interview with workers/gender committee representative and stakeholders, the awareness on the complaints procedure is satisfactory.	Complied
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 estates sampled maintained the records of all complaints and grievances and solution made to the stakeholders since August 2018	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			

Criterion / Indicator		Assessment Findings	Compliance
4.4.3.1	<p>Growers should contribute to local development in consultation with the local communities.</p> <p>- Minor compliance -</p>	<p>The estates sampled also made contribution to the local communities upon request and based on consultation with relevant stakeholders as per following sample:</p> <ol style="list-style-type: none"> 1. Contribution to Sekolah Agama Kg. Melayu Chamek as per payment voucher dated 14/09/2020 2. Contribution for "Kayuhan Santai Merdeka" program as per payment voucher dated 09/09/2020 3. Household living aid program dated 15/01/2021 4. Back to school program dated 19/12/2020 	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	<p>An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sighted OSH Plan for the year of 2021 cover for OSH meeting, Training, WPI, HIRARC and others. Policy already been communicated with workers and staff during OSH meeting and morning briefing. OSH Manual refer to OSH/001/2015 dated 07/12/2015.</p> <p>Interview with staff and workers revealed that all working SOPs being consistently implemented among all employees and monitored by the management through daily muster briefing, training and etc.</p> <p>OSH Policy dated 02/12/2019 already been communicated with workers and staff during OSH meeting and morning briefing. OSH Manual refer to OSH/001/2015 dated 07/12/2015.</p>	Complied
4.4.4.2	<p>The occupational safety and health plan shall cover the following:</p> <ol style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risks of all operations shall be assessed and documented. 	<p>Sighted Safety and Health Policy dated 02/12/2019 signed by Ibrahim Bin Abdul Majid already been communicated with workers and staff during OSH meeting and morning briefing. OSH Manual refer to OSH/001/2015 dated 07/12/2015.</p>	OFI

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Criterion / Indicator	Assessment Findings	Compliance
<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>a. Safety and health policy were available dated 02/12/2019 already been communicated to employee as per training record. Telok Sengat Estate: 04/04/2021 Chamek Estate: 29/03/2021 Kulai Young Estate: 10/02/2021</p> <p>b. The risk recorded under Hazard Identification Risk Assessment and Risk Control (HIRARC). This record covered from office activities until field maintenance activities and updated for 2021. Revised date as per estate: Telok Sengat Estate: 31/01/2021 by Mr Mohd Hazim Bin Mohd Nasir Chamek Estate: 01/03/2021 by Mr Muhamad Faizal Abd malek Kulai Young Estate: 23/05/2021 by Mr Amrulnizam For chemical in estate, Chemical Hazard Risk Assessment (CHRA) already been conducted: Telok Sengat Estate: February 2017 by ENV Consultancy & Monitoring Services Sdn Bhd Chamek Estate: 03/11/2020 by Mr Yeow Liang Ming (HQ/14/ASS/00/350) Kulai Young Estate: October 2018 by ENV Consultancy & Monitoring Services Sdn Bhd</p> <p>c. Awareness and training programme which includes the following requirements for employees exposed to pesticides was available under Training needs and plan record dated January 2021. For detail training been conducted can referred under indicator 4.4.6.2</p>	

Criterion / Indicator	Assessment Findings	Compliance
<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>d. Sighted PPE record was documented. PPE was given to the workers according to their job specification. The PPE was replaced once broken. It was verified through interview with staff and workers. Sighted "Buku Rekod PPE". Last given sighted on June 2021.</p> <p>e. The management already establish Standard Operating Procedure for handling of chemical 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, This can referred OSH Manual refer to OSH/001/2015 dated 7 Dec 2015. Training on handling of chemical has been conducted on 03/04/2021 at Kulai Young Estate.</p> <p>f. The management have appointed manager as responsible person(s) for workers' safety and health verified per Safety Organization chart. The appointed person already attends the training according to OSH training needs and plan.</p> <p>Telok Sengat Estate: Mr Ramli Bin Salim dated 01/04/2021 Chamek Estate: Mr Sharille Idzham Bin Baharin dated 01/06/2021 Kulai Young Estate: Pn Noor Aqilah Binti Astar</p> <p>g. The management was conducted the regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Sighted 1st OSH minutes of meeting:</p> <p>Telok Sengat Estate: 11/01/2021 attended by 18 persons Chamek Estate: 29/03/2021 attended by 18 persons</p>	

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		<p>Kulai Young Estate: 1st Meeting 08/02/2021 attended by 9 persons and 2nd meeting on 29/05/2021</p> <p>Related to frequency of Osh Meeting refer Part IV Section 21 OSHA Regulation 1996, management should consider other method or platform to conduct OSH committee meeting during new norm of COVID-19. Thus, OFI was raised</p> <p>h. Accident and emergency procedure were established to include emergency evacuation, fire situation, chemical spillage, accident at workplace.</p> <p>i. The Employee already been trained in First aid as per verification during interview session. Sighted evidence of First Aider has been nominated and attend the training dated Oct 2018 by Bulan Sabit Merah Malaysia. The certificate was valid for 3 years. Refer List Senarai Lantikan Ahli Pertolongan Cemas for the year 2021.</p> <p>j. The record of accident was available. Accident was review in the OSH quarterly Meeting. Sighted evidence of JKKP 8 submission: Telok Sengat Estate: JKKP8/89084/2020 submitted on 03/06/2021 Chamek Estate: JKKP8/87308/2020 submitted on 09/03/2021 Kulai Young Estate: JKKP8/65276/2021 submitted on 01/01/2021</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	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.	Boustead Plantations Berhad has established Human Rights Policy signed by the CEO dated 02/12/2019. In the policy stated the company commitment to ensure all individual will be treated with justice, dignity and respect.	Complied

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	- Major compliance -	The policy were communicated to all the employee and stakeholders through briefing, training, and meeting and displayed at notice boards in the operating units.	
4.4.5.2	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. - Major compliance -	Boustead Plantations Berhad has established Equality Policy signed by the CEO dated 02/12/2019. In the policy stated the company commitment to ensure all parties involve directly and indirectly with the mills/estates received fair treatment and not involve and support any form of discrimination bases on race, caste, nationality religion, disability, gender, age, sexual orientation and political opinion. The policy were communicated to all the employee and stakeholders through briefing, training, and meeting and displayed at notice boards in the operating units.	Complied
4.4.5.3	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. - Major compliance -	The management has established employment contract for all workers and contractors workers. All the terms and conditions stated in the employment agreement were as per Labour Act 1955, latest MAPA/NUPW Agreement and Minimum Wage Order 2020 (amendment). Reviewed the employment contract for workers with ID no. as follows: Telok Sengat Estate 1. BQ0765xxx 2. AU256xxx 3. C2748xxx 4. 6508xx-01-60xx 5. 6812xx-01-60xx Chamek Estate	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		1. 6407xx-01-57xx 2. 7707xx-02-54xx 3. 7005xx-01-59xx 4. 6705xx-01-63xx 5. B5782xxx Kulai Young Estate 1. 7111xx-01-62xx 2. 7605xx-01-74xx 3. 7906xx-04-51xx	
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 -	All contractors workers salary payments were monitored and paid by the estates to ensure the contractors workers were paid based on legal or industry minimum standards Reviewed the employment contracts and payslips for the month of August and September 2020 and April and May 2021 for contract workers as follows: Telok Sengat Estate (Voon Siaw Phin Contractor and Lee Kok Wee) 1. C3821xxx 2. B3627xxx 3. B3627xxx 4. BT0473xxx 5. BQ0765xxx 6. AU256xxx 7. C2748xxx Chamek Estate (Perusahaan Mewah Hijau)	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		1. C6902xxx 2. B3813xxx 3. C1865xxx 4. B5782xxx Kulai Young Estate (Cipta Melati Enterprise) 1. B5783xxx 2. B5783xxx 3. B3629xx	
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 management has established records for all employees and documented in Masterfile proof list. The records includes profile for each employees such as name, gender, date of birth, job description and date entry.</p> <p>The details for the contractors' workers are registered in the Workers Registration Form in estates' office.</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>The management has established employment contract for all workers and contractors workers. All the terms and conditions stated in the employment agreement were as per Labour Act 1955, latest MAPA/NUPW Agreement and Minimum Wage Order 2020 (amendment).</p> <p>The contract spell out the designation, basic salary, probation period, overtime and work and rest day payment, workdays, rest days, public holidays and condition of contract termination.</p> <p>The contact was agreed and signed by both employer and employee. Reviewed the employment contract for workers with ID no. as follows: Telok Sengat Estate</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		1. BQ0765xxx 2. AU256xxx 3. C2748xxx 4. 6508xx-01-60xx 5. 6812xx-01-60xx Chamek Estate 1. 6407xx-01-57xx 2. 7707xx-02-54xx 3. 7005xx-01-59xx 4. 6705xx-01-63xx 5. B5782xxx Kulai Young Estate 1. 7111xx-01-62xx 2. 7605xx-01-74xx 3. 7906xx-04-51xx	
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. - Major compliance -	The estate management has maintained Field & General Workers Daily Attendance Record and Bunches Record to record the attendance, tonnage, overtime etc. for individual checkroll workers.	Complied
4.4.5.8	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.	Normal working hours is 8 hours/day. Total monthly working hours is 208 hours. Verified the pays lips, the payment and calculation of overtime well distributed. The overtime rate after 8 hours daily rated is: Process <ul style="list-style-type: none"> • Normal working – daily rated / 8 hours x 1.5 	Complied

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	- Major compliance -	<ul style="list-style-type: none"> • Restday - daily rated / 8 hours x 2.0 • Public holiday – daily rated / 8 hours x 3.0 The overtime rate after 8 hours piece rated is: Harvester <ul style="list-style-type: none"> • Mon - Sat – flat rate • Sunday – flat rate x 2.0 • Public holiday – flat rate x 3.0 	
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance -	Reviewed employees payslips confirmed that the employees were paid as per stipulated Minimum Wages Order (Amendment) 2020. Reviewed payslips as follows: Telok Sengat Estate <ol style="list-style-type: none"> 1. BQ0765xxx 2. AU256xxx 3. C2748xxx 4. 6508xx-01-60xx 5. 6812xx-01-60xx Chamek Estate <ol style="list-style-type: none"> 1. 6407xx-01-57xx 2. 7707xx-02-54xx 3. 7005xx-01-59xx 4. 6705xx-01-63xx 5. B5782xxx Kulai Young Estate <ol style="list-style-type: none"> 1. 7111xx-01-62xx 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		2. 7605xx-01-74xx 3. 7906xx-04-51xx	
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 management provided free medical facilities to all the workers and dependents. The company also subsidized water and electricity to certain units.	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 -	Living quarters are provided to all workers but some local workers choose to stay outside as mill is close to neighbourhood village. Houses are equipped with bedroom and a bathroom. Utilities i.e. water and electricity is provided free. Rubbish is collected alternate days. Line site inspection was conducted on weekly basis.	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. - Major compliance -	Boustead Plantations Berhad has established Sexual Policy signed by the CEO dated 02/12/2019. In the policy stated the company commitment to implement the policy to ensure the well-being and safety of all parties involved in the mill activities. The policy were communicated to all the employee and stakeholders through briefing, training, and meeting and displayed at notice boards in the operating units. Noted during the interview (through phone call) with representative of gender committee shows the understanding on the policy and proper channel to make a report if any case of sexual harassment occur.	Complied
4.4.5.13	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	Boustead Plantations Berhad has established Human Rights Policy signed by the CEO dated 02/12/2019. In the policy stated the company respect the employee rights to join trade unions and will provide full	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>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>cooperation to the trade union in a collective way as long as its compliance to the laws and regulations.</p>	
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 be exposed to hazardous working conditions.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established child labour and minimum age employment Policy signed by the CEO dated 02/12/2019. In the policy stated the minimum age employment were subject to federal laws and state ordinance. The policy were also subject to the International Labour Organisation Convention 138 (1973).</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>A formal training programme on all aspects of MSPO was established and implemented. Training for various categories of operators, including all field and office staff, with regards to individual duties and training needs were reviewed and found to be complied.</p> <p>Training programme planned for year 2020 and 2021 was consistently implemented. The programme includes training for all categories of workers. Evidence of adequate and appropriate training on safe working practices provided to:</p> <ul style="list-style-type: none"> - workers exposed to machinery and high noise levels, - workers working in confined space, - harvesters 	Complied

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		- pesticides operators - manurers	
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>A formal training programme on all aspects of MSPO was been established and implemented. Training for various categories of operators, including all field and office staff, with regards to individual duties and training needs were reviewed and found to be complied.</p> <p>Telok Sengat Estate</p> <ol style="list-style-type: none"> 1. Safety Work procedure and Chemical Training dated 10/02/2021 2. Sprayer Training By Mycorp dated 12/03/2021 3. Safety Work Procedure and Harvester Training dated 17/02/2021 4. MSPO and RSPO Training with contractor dated 04/04/2021 5. Manuring Training dated 06/04/2021 <p>Kulai Young Estate</p> <ol style="list-style-type: none"> 1. Tractor Safety Training dated 28/05/2021 2. Rat Baiting Training dated 01/06/2021 3. Loading FFB Training dated 30/06/2021 4. MSPO Policy Training dated 10/02/2021 5. PPE, Chemical handling Training dated 03/04/2021 <p>Chamek Estate</p> <ol style="list-style-type: none"> 1. Environmental Training dated 10/03/2021 2. RSPO and MSPO Training dated 08/02/2021 3. PPE Training dated 05/03/2021 4. Spraying Technique dated 22/01/2021 5. Complaint and Grievance training dared 20/04/2021 	Complied

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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 continuous training has been programme according to training needs and plan 2019. This also to ensure that all employee is well trained on their job function accordingly. Sampling Record can refer as per indicator 4.4.6.2	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 -	Sighted Environmental and Biodiversity Policy dated 02/12/2019 signed by Ibrahim Bin Abdul Majid already been communicated by estate management to all employees from time to time during routine workers assembly. The recent specific environmental and biodiversity policy briefing was conducted on: Telok Sengat Estate: 04/04/2021 Kulai Young Estate: 10/02/2021 Chamek Estate: 29/03/2021 Sighted Environmental Management Programme (EMP) For The Year 2021 for Telok Sengat Estate, Kulai Young Estate and Chamek Estate.	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 -	On top of the above biodiversity management plan and objectives, the environmental management plan covered in the established action plan of significant environmental aspects identified and impacts evaluated. Sighted Environmental Management Programme (EMP) For The Year 2021 for Telok Sengat Estate, Kulai Young Estate and Chamek Estate.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>Sighted Environmental aspects & Impact Identification Form for Telok Sengat Estate, Kulai Young Estate and Chamek Estate. Among activity discussed were:</p> <ol style="list-style-type: none"> 1. Rubbish Disposal 2. FFB Stalk Trimming 3. Infield FFB Evacuations 4. FFB Harvesting 5. Receiving or issuing of fertilizer 	
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 developed environmental improvement plan to mitigate the negative impacts and to promote the positive ones were effectively implemented and monitored. Refer Environmental Aspects and Impacts – Mitigation Plan P5. The activity discussed were:</p> <ol style="list-style-type: none"> 1. Herbicides spraying 2. Exposure due to not wearing PPE 3. Mishandling of chemical leakage 4. Accidental contact by other party 	Complied
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>Few environmental plans were established (environmental management plan and waste management plan). The plan was as follow:</p> <ul style="list-style-type: none"> - To ensure water quality meets the environmental quality act 1974 - To ensure the slope/ terracing area minimum or free facing soil erosion and to keep buffer zone without chemical activity. - To ensure zero application of highly toxicity pesticides or herbicides - To minimize soil destruction and reduce frequency of chemical and fertilizer application 	Complied

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		<ul style="list-style-type: none"> - To substitute chemical to cultural and biological practices - To reduce conserve soil fertility - To recycle waste such as to recycle empty container as recycle waste after triple rinsing or reuse back as chemical container for spraying activity. 	
4.5.1.5	<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.</p> <p>- Major compliance -</p>	<p>The above programs were regularly communicated by estate management to all employees from time to time during routine workers assembly. Sighted sample of training:</p> <p>Telok Sengat Estate: Latihan Kesedaran Alam Sekitar dated 22/03/2021</p> <p>Kulai Young Estate: Latihan Dan Taklimat Program Kitar Semula 3R dated 11/05/2021</p> <p>Chamek Estate: Environmental Training dated 10/03/2021</p>	Complied
4.5.1.6	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>Specific Environmental Aspects & Impacts reviews were conducted annually at each operating unit. Refer Environmental Minutes of meeting for the year of 2021:</p> <p>Teluk Sengat Estate: 22/03/2021</p> <p>Kulai Young Estate: 18/05/2021</p> <p>Chamek Estate: 10/03/2021</p>	Complied
Criterion 4.5.2: Efficiency of energy use and use of renewable energy			
4.5.2.1	<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</p>	<p>There was a plan established for improving efficiency of the use of fossil fuel. Sighted the estate diesel consumption 2021. Diesel consumption/FFB produced can refer to indicator 4.5.2.2</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance																				
	operations over the base period. - 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 -	The estate was established estimation on total energy required. This estimation was compared to the actual usage by monthly and reported to the head office for monitoring. The record of Diesel consumption/FFB for the year of 2021 produced as per below: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Estate</th> <th>March</th> <th>April</th> <th>May</th> <th>June</th> </tr> </thead> <tbody> <tr> <td>Telok Sengat estate</td> <td>0.59</td> <td>0.57</td> <td>0.52</td> <td>0.25</td> </tr> <tr> <td>Kulai Young estate</td> <td>1.88</td> <td>2.47</td> <td>2.00</td> <td>2.01</td> </tr> <tr> <td>Chamek estate</td> <td>2.30</td> <td>2.04</td> <td>1.66</td> <td>1.86</td> </tr> </tbody> </table>	Estate	March	April	May	June	Telok Sengat estate	0.59	0.57	0.52	0.25	Kulai Young estate	1.88	2.47	2.00	2.01	Chamek estate	2.30	2.04	1.66	1.86	Complied
Estate	March	April	May	June																			
Telok Sengat estate	0.59	0.57	0.52	0.25																			
Kulai Young estate	1.88	2.47	2.00	2.01																			
Chamek estate	2.30	2.04	1.66	1.86																			
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	Telok Sengat Estate and Kulai Young Estate has proposed on replace bulb to energy saving bulb LED purposely for saving practice to reduce usage of energy. Refer Renewable Energy Used for The Year 2021.	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 -	All waste products and sources of pollution had been identified in Waste Management Action Plan Year 2021 for the estate. Based on the Waste Management Action Plan Year 2021 the following wastes and its sources were identified: <ol style="list-style-type: none"> 1. Domestic waste: Rubbish from linesite, office etc. at Field PM01B 2. Scheduled waste: SW305, SW409 & SW 410 3. Recyclable waste: Empty chemical container, empty fertilizer bag, palm fronds, etc. 	Complied																				

Criterion / Indicator	Assessment Findings	Compliance
<p>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:</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>- Major compliance -</p>	<p>As above, all waste products and sources of pollution had been identified in Waste Management Action Plan Year 2021 for the estate. Interview was conducted and confirmed that the practice of reduce, reuse and recycle of materials has been implemented.</p> <p>Segregation of wastes i.e. general wastes and scheduled wastes were conducted. Proper storage areas were identified for the storage of the recyclable wastes at the estate. Verified through photo evidence.</p>	<p>Complied</p>
<p>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.</p> <p>- Major compliance -</p>	<p>Telok Sengat Estate Sighted Inventory of E-Swiss dated 05/07/2021 reference number 01U78XD for SW409. Sighted latest disposal record on 31/05/2021 by Fast Fact management& Services Sdn Bhd. Refer Invoice number FF2021/0100.</p> <p>Kulai Young Estate Sighted inventory of E-Swiss dated 02/06/2021 reference number 2021060210Z8R9F0 for SW409 and SW410. Latest disposal record sighted on 19/04/2021 by SS Setia Teknologi Enterprise.</p> <p>Chamek Estate Sighted inventory of E-Swiss dated 04/07/2021 reference number 0130J3081495U72021 for SW204, SW305, SW409 and SW410. There is no evidence of Scheduled waste disposal has been made. Sighted File reference number AS(B)J11/123/000/206. Sighted Inventory of E-Swiss has been made with reference number 0130J3081495U72021 for SW204, SW305, SW409 and SW410 dated 04/07/2021. However, there is no evidence of disposal has been made</p>	<p>Minor Non Conformity</p>

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Criterion / Indicator		Assessment Findings	Compliance
		since January 2020 as per inventory checking and through interview with personnel. Thus Minor NC was raised.	
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 -	Estate conducted the Triple Rinsing of Empty Chemical Container Training (Latihan 3 Kali Pembilasan Bekas Racun dan Bahan Kimia) on to all sprayers gang for both divisions based on the guideline for used plastic pesticide container recycling program (UPPCR). The containers were collected by G-Planter for recycle purposes.	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 -	The management used to segregate the waste, i.e. general wastes and scheduled wastes. Proper storage areas were identified for the storage of the recyclable wastes. Verified through photo evidence. Telok Sengat Estate, domestic waste was disposed at Majlis daerah Pengerang Bin. Domestic waste at Kulai Young Estate were disposed at landfill. Domestic waste at Chamek estate were disposed at landfill	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 -	Based on the assessment done by the estate of all polluting activities as of the Environment Aspect and Impact assessment, identified sources were fertilizer, diesel and pesticide chemicals. Sighted Pollution Prevention Plan for the year 2021 for Telok Sengat Estate, Kulai Young Estate and Chamek Estate.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	Action plan to reduce identified significant pollutants including IPM implementation, empty chemical container & empty fertilizer bags recycle.	Complied
Criterion 4.5.5: Natural water resources			
4.5.5.1	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: 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.	a) Documented Water Management Plan Year 2021 inclusive of location; wastewaters produced; treatment/containment method; reuse/recycle/disposal method was sighted. The plan implemented as per following: - Identification of water sources - Efficient use of water - Renewability of water sources - Riparian buffer zone - Areas where buffer zone not established - Water quality monitoring - Effluent analysis - Demarcation of wetlands areas - Soil and water conservation measures - No construction of bunds/weirs/dam across main rivers b) Sighted water analysis has been conducted. Telok Sengat Estate – Refer water analysis has been conducted on 05/07/2021 by UTCL Laboratory refer invoice number TI2021/00075. Refer report Number WE/2006/0115-0118 for 2 inlet and 2 outlet Sungai Layau Kiri and Sungai Air Tawar.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>Kulai Young Estate – Refer Water analysis dated 10/06/2021 conducted by UTCL Laboratory for Sungai Ayer Hitam inlet and outlet however the result yet to receive. Refer Follow up email by Kulai Young estate to UTCL Laboratory.</p> <p>Chamek estate waster source from Syarikat Air Johor (SAJ). There is no natural water ways in the estate.</p> <p>c) Sighted Plan to Optimize Water Usage for The Year 2021 for Telok Sengat Estate, Kulai Young Estate and Chamek Estate.</p> <p>d) Verified through interview, the waterways were keep maintaining and restoring appropriate riparian buffer zones. No chemical activity was conducted.</p> <p>e) Verified through interview and photo evidence confirmed that there is no natural vegetation in riparian areas has been removed.</p> <p>f) Verified availability of Tube well at Kulai Young estate. Sighted application letter to JTK Johor and applicable action need to be taken as per letter dated 04/01/2021 refer (05) PTKJB/LDG/10101/00818Jld2. Sample analysis was conducted on 23/02/2021 by UTCL Laboratory. Refer report WE/2021/02/83. New application was sent to JTK dated 03/03/2021 and waiting for approval.</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>Verified through interview confirmed that there is no construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</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>The estate practice water harvesting at strategic locations. They also maintained monitoring records of water usage which recorded every day and summarized on monthly basis including the monitoring of</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -	rainfall water, which has been an alternative source of water as mitigation plan during draught season.	
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> <ul style="list-style-type: none"> a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. 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>- Major compliance -</p>	<p>The HCV assessment was done by the Malaysia Environmental Consultant on 2-10/4/2018. Refer report dated 20/07/2018 for Telok Sengat Estate, Kulai Young Estate and Chamek Estate.</p> <p>Verified availability of Identification of high biodiversity value habitats, rare and threatened ecosystems that could significantly affected by the estate activities.</p> <p>Sighted List of Conservation status (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).</p> <p>Total hectares that allocated as HCV Management areas was 279.18 ha including other estate under Boustead Berhad as per report. Sighted animal sighting record were kept and updated by the estate management.</p>	Complied
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> <ul style="list-style-type: none"> b) Ensuring that any legal requirements relating to the protection of the species are met. c) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts. 	<p>The management plan was available referred as per Table 6.2 Recommendation for managing and monitoring identified threats to HCV from HCV report by Malaysian Environmental Consultants (MEC) 20/07/2018. Sighted HCV Management Plan for the year of 2021 at Telok Sengat Estate, Kulai Young Estate and Chamek Estate.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance																								
	- Major compliance -																										
4.5.6.3	A management plan to comply with Indicator 1 shall be established and effectively implemented, if required. - Major compliance -	Sighted High Conservation Value (HCV) Management Plan for the year of 2021 for Telok Sengat Estate, Kulai Young Estate and Chamek Estate. Sighted four objectives stated in the plan which is: 1. Wildlife conservation 2. Waterways quality and health monitoring 3. Riparian zone establishment programme 4. Slope erosion control	Complied																								
Criterion 4.5.7: Zero burning practices																											
4.5.7.1	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. - Major compliance -	The company has implemented Clearing Methods (From Oil Palm), O.P.C. No. 51.c – July 1999 where the company implemented zero burning unless there were incidences of Basal Stem Rot [BSR] on the old stands or high risk of Oryctes infestation, then partial burning and pulverization are to be carried out. The replanting programmed as per below: <table border="1" data-bbox="1048 1045 1865 1375"> <thead> <tr> <th>Year of replant</th> <th>Telok Sengat Estate, Ha</th> <th>Kulai Young Estate, Ha</th> <th>Chamek Estate, Ha</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>215.70</td> <td>42.60</td> <td>42.00</td> </tr> <tr> <td>2022</td> <td>157.10</td> <td>64.10</td> <td>37.50</td> </tr> <tr> <td>2023</td> <td>210.00</td> <td>43.70</td> <td>41.50</td> </tr> <tr> <td>2024</td> <td>102.40</td> <td>49.20</td> <td>98.30</td> </tr> <tr> <td>2025</td> <td>143.60</td> <td>-</td> <td>30.70</td> </tr> </tbody> </table>	Year of replant	Telok Sengat Estate, Ha	Kulai Young Estate, Ha	Chamek Estate, Ha	2021	215.70	42.60	42.00	2022	157.10	64.10	37.50	2023	210.00	43.70	41.50	2024	102.40	49.20	98.30	2025	143.60	-	30.70	Complied
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Criterion / Indicator		Assessment Findings	Compliance
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 -	Verified through interview confirmed that there is no use of fire for land preparation during replanting. Hence, no special application made, and no approval granted.	Complied
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 -	Verified through interview confirmed that there is no use of fire for land preparation during replanting. Hence, no special application made, and no approval granted.	Complied
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	Verified through interview confirmed that there is no use of fire for land preparation during replanting. Hence, no special application made, and no approval granted.	Complied
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 -	Boustead Plantations Berhad has established the agriculture manual (Oil Palm Circular) covers felling and clearing, planting material, weeding, lalang, manuring, pest & disease, census & thinning out, drains, road & bridges, soil/water conservation, boundaries, fences & survey, supplying, pruning, collection (harvesting), external transport etc. This been verified during interview and all according to company Standard Procedure.	Complied
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	The implementation in estate was consistent with the Quality Assurance Manual and Work Instruction. Sighted Internal Audit report, which was conducted once a year by Sustainability section, the 1 st	Complied

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Criterion / Indicator		Assessment Findings	Compliance																								
	waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals. - Major compliance -	internal audit was conducted accordingly to cover the entire criterion stated in the standard and SOP.																									
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	Field marking was verified trough interview and photo evidence. The marking contains of year of planted, block and field number, and material of palm.	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 -	Boustead Plantations Berhad has implemented a management system for monitoring and reporting of performance against production targets for achieving long-term economic and financial viability.	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 -	The replanting programmed as per below: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Year of replant</th> <th>Telok Sengat Estate, Ha</th> <th>Kulai Young Estate, Ha</th> <th>Chamek Estate, Ha</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>215.70</td> <td>42.60</td> <td>42.00</td> </tr> <tr> <td>2022</td> <td>157.10</td> <td>64.10</td> <td>37.50</td> </tr> <tr> <td>2023</td> <td>210.00</td> <td>43.70</td> <td>41.50</td> </tr> <tr> <td>2024</td> <td>102.40</td> <td>49.20</td> <td>98.30</td> </tr> <tr> <td>2025</td> <td>143.60</td> <td>-</td> <td>30.70</td> </tr> </tbody> </table>	Year of replant	Telok Sengat Estate, Ha	Kulai Young Estate, Ha	Chamek Estate, Ha	2021	215.70	42.60	42.00	2022	157.10	64.10	37.50	2023	210.00	43.70	41.50	2024	102.40	49.20	98.30	2025	143.60	-	30.70	Complied
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4.6.2.3	The business or management plan may contain:	Sighted 5 years business plan has been established. From the estate audited, each estate has an annual operating budget for the calendar	Complied																								

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Criterion / Indicator		Assessment Findings	Compliance
	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 -	year 2021 and five-year projections (2021 -2025) for production. The plan includes age profile, yield projection and cost per tonne of FFB production etc. CAPEX for Year 2021.	
4.6.2.4	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 -	Boustead Plantations Berhad has monitored the estate performance against the estimates. They have monitored the performance through Estate Weekly Report and action plan was developed if necessary.	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 -	The pricing mechanism for contract works offered were clearly stated in the contract which agreed and signed by both operating units and contractors. Reviewed the contracts between Boustead plantation and contractors as follows: Telok Sengat Estate 1. Boustead Plantation and Voon Siaw Phin dated 01/01/2021 2. Boustead Plantation and Lian Kin Tractor Works dated 01/01/2021 3. Boustead Estates Agencies and Greenchain Plantations Sdn Bhd dated 25/01/2021 Chamek Estate	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		1. Boustead Plantation and Lokman Khalid Baba Reosurces dated 01/01/2021 2. Boustead Plantation and Perusahaan Mewah Hijau dated 01/01/2021 Kulai Young Estate 1. Boustead Plantation and Cipta Melati Enterprise dated 01/01/2021 2. Boustead Plantation and Lee Kok Wee dated 01/01/2021	
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Based on sample agreements reviewed and the interview with contractor, the contractual agreements confirmed to be understand by all parties and fair, legal as well as transparent. The payment terms were clearly stated in the contract. Reviewed the payment records as follows: 1. Payment for Cipta Melati Enterprise as per payment voucher no. Ref20210420C1524 and Ref 20210420D2324 dated 14/04/2021 Noted during interview with the FFB suppliers, there was no delay on payment by the estates sampled	Complied
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 -	Sampled contract agreements (as per indicator 4.6.3.2 above) were included with a special clause on MSPO compliance required for the contractor upon award.	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor.	The contractors have signed on the contract agreement prior to provide services. Seen the contract agreement and details as refer to Criterion 4.6.3.2.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	Boustead Plantations Berhad has agreed for BSI auditors to verify the assessment through a physical inspection if required.	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 -	The contractor will issue the working chit for every work done on daily basis as stated in the contract agreement. During the month end, the contractor will issue the tax invoice to the company for all the work done to proceed for payment.	Complied
4.7 Principle 7: Development of new planting			
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. - Major compliance -	No development of new planting in the estate.	N/A
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

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Criterion / Indicator	Assessment Findings	Compliance
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.
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.
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.
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. - Major compliance -	No development of new planting in the estate.
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	No development of new planting in the estate.

Criterion / Indicator		Assessment Findings	Compliance
	documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -		
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

Criterion / Indicator		Assessment Findings	Compliance
- 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	No development of new planting in the estate.	N/A

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

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

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 -	Boustead Plantations Berhad has established MSPO Policy signed by the Chief Executive Officer dated 02/12/2019. In the policy stated the company commitment to conduct the business in sustainable environment and continuous improvement to the Plantation and Palm Oil Mill operation through compliance with MSPO principle and requirement.	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 -	In the policy stated the company commitment to conduct the business in sustainable environment and continuous improvement to the Plantation and Palm Oil Mill operation through compliance with MSPO principle and requirement.	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 -	As per SOP established, the internal audit shall be carried out once a year guided by the annual audit schedule. Follow up audit can be carried out as and when it is required. The GE Department/Sustainability Chairman will fix the date of the audit with management representative. Reviewed the communication email and audit notifications dated 23/03/2021.	Complied

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		Reviewed the latest Internal Audit report conducted on 01 – 04/06/2021 through online platform due to Movement Control Order. 6 non-conformity and 6 OFIs were raised during the audit.	
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 -	Boustead Plantations Berhad has established Internal Audit Procedure, Revision no. 1, dated October 2018. The procedure covers the Audit frequency, Audit Schedule, Audit Notification, Audit Team and Performing Audit (Opening Meeting, Auditing, Audit Report, Closing Meeting, Corrective Action, Closing of NCR, Internal Audit Report).	Complied
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	The results of Internal Audit conducted were discussed in the management review. Reviewed the latest management review meeting conducted on 04/06/2021 through online platform. The operating units maintained all audit reports and corrective action plan and available for 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 -	Latest management review meeting was conducted on 04/06/2021 through online platform due to Movement Control Order. The meeting was chaired by the Telok Sengat Business Unit Sustainability Chairman and attended by the Head of Sustainability, Sustainability Members, and all operating units Managers and Asst. Managers. Among the discussion in the meeting as follows: 1. Minutes/Action of previous meeting 2. MS2530:3 and MS2530:4 certification status 3. MSPO SCCS status	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		4. Results of internal audit 5. Customer feedbacks 6. Preventive and corrective action status 7. Changes affecting Policy 8. Recommendations for improvements 9. Any Other business	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. - Major compliance -	The mil has established the continuous improvement plan in consideration of environmental and social impacts. FY 2021, the plan was documented in the Capital Expenditure 2021. Among the plan as follows: 1. Upgrading steriliser system into new SCADA system 2. Upgrading EFB leachate drainage system 3. Installation of 2 unit mixer for anaerobic pond no.1 an2 c/w electrical supply and caballing	Complied
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 -	The new information and techniques to improve practices are obtained mainly through information from communications with suppliers and being members of associations related to palm oil industry. Any new information on new technology will be forwarded to the HQ for approval before any implementation. Latest technology to be implemented in the mill is upgrading sterilizer system into new SCADA system	Complied

Criterion / Indicator	Assessment Findings	Compliance	
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	<p>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.</p> <p>- Major compliance -</p>	<p>The consultation and communication was conducted through stakeholder meeting, dialogs, request letter, phone call between the mill and stakeholder (internal and external).</p> <p>The consultation and communication were recorded in the enquiry register book. Reviewed the records for consultation and communication by stakeholders as follows:</p> <ol style="list-style-type: none"> 1. Records of communication in Customers Complaint and Feedback log book dated 24/06/2021, 25/06/2021 and 28/06/2021 2. Field citation from DOE dated 12/04/2021 letter of instruction for accident investigation at workplace dated 25/03/2021 	<p>Complied</p>
4.2.1.2	<p>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.</p> <p>- Major compliance -</p>	<p>Operating units within Boustead Telok Sengat Busniess Unit holds copies of each of the management documents that are required to be publicly available. Copies of the document such as documents related to environmental and social issues, waste management plan, records of complaints and grievances were available upon request. All the policies such as Pesticide Use Policy, Human Rights Policy and Foreign Workers Policy were publicly available in the company's website: www.bousteadplantations.com.my Others sustainability practice were also available in the website.</p>	<p>Complied</p>
Criterion 4.2.2 – Transparent method of communication and consultation			

Criterion / Indicator		Assessment Findings	Compliance
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p>	<p>Boustead Plantations has established Communication Procedure and implemented by all the business units. The scope of the procedure is</p> <ol style="list-style-type: none"> 1. To handle internal communication within business units 2. To handle external communication between business units with external stakeholders such as authorities and local communities. <p>The method of communications was through letter (written or electronic), phone call, meeting or discussion. All grievances or complaints were recorded in the Customers Complaint and Feedback log book.</p>	Complied
4.2.2.2	<p>The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i>.</p> <p>- Minor compliance -</p>	<p>The mill has appointed the Storekeeper as Secretary of Grievances Panel and Social Relationship Officer as per appointment letter dated 20/01/2021 signed by the Mill Manager.</p>	Complied
4.2.2.3	<p>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.</p> <p>- Major compliance -</p>	<p>The business unit has established List of Stakeholders FY 2021. The list were divided into categories such as contractors, own estates, outsiders estate, CPO transporter, CPO buyer, palm kernel buyer, other interested parties (government agencies, schools, hospitals, etc.), NGO and local communities. In the list stated the stakeholders name, address and contact no.</p> <p>The consultation and communication were recorded in the enquiry register book. Reviewed the records for consultation and communication by stakeholders as follows:</p> <ol style="list-style-type: none"> 1. Records of communication in Customers Complaint and Feedback log book dated 24/06/2021, 25/06/2021 and 28/06/2021 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		2. Field citation from DOE dated 12/04/2021 3. Letter of instruction for accident investigation at workplace dated 25/03/2021	
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. - Major compliance -	Telok Sengat POM implemented the supply chain program based on Boustead Plantations MSPO Traceability Procedures; Issue 1; Issue date: July 2016; Rev. # 2; Rev. date: March 2018. The procedure was approved by MSPO Chairman which covering the implementation of all supply chain requirements for both POM and estate.	Complied
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	Regular inspections on compliance with the established traceability system were conducted through periodical internal audit. Furthermore, the mill management and staff responsible to conduct related inspections on compliance of all operations including traceability system. Verification on site confirmed the inspections were regularly implemented accordingly.	Complied
4.2.3.3	The management shall identified and assign suitable employees to implement and maintain traceability system. - Minor compliance -	The procedure also specified that the Sustainability Chairman shall have the overall responsibility for the implementation of the procedure with assignment of relevant personnel from various departments to assist in the implementation. At Telok Sengat Business Unit, Mill Manager and Estate Manager responsible for the MSPO implementation.	Complied
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	Records of storage, sales, delivery, or transportation of CPO, PK and FFB were maintained as per sample sighted as following: CPO	Complied

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Criterion / Indicator		Assessment Findings				Compliance
		Date	03/06/2021	19/05/2021	18/05/2021	
		Ticket No.	123936	123170	123108	
		Lorry No.	BHH7523	BJT3372	NAL2502	
		Weight	34.65 MT	35.13 MT	33.43 MT	
		FFB				
		Date	28/06/2021	31/03/2021	31/01/2021	
		Ticket No.	S0002936/37	4891	TS9871	
		Lorry No.	JHD3384	JEE3752	JNV4254	
		Weight	33.48 MT	15.07 MT	10.74 MT	
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 -	Mill operations are in compliance with the applicable local, state, national and ratified international laws and regulations. Legal Requirement Register (LRR) Document No. SMP-GPB-22 (rev 06) was available for verification. Sighted List of licenses and permit. <ol style="list-style-type: none"> MPOB license no. 500089304000 expiry dated on 31/08/2021 Diesel permit no. KPDNKK.J.KTG.PERMIT0011(PD) expiry date on 09/09/2021 DOE License no. 006380 expiry date on 30/06/2022 Air compressor license JH PMT 11496 expiry date on 05/11/2021 				Complied

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Criterion / Indicator		Assessment Findings	Compliance
		5. Jadual Pematuhan DOE no 006380-expiry date on 30/06/2022	
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirement register. - Major compliance -	LORR was established to cover all legal acts, regulations and other requirement related to POM and supply base. Latest update on 01/07/2021. The sample of Act and Legal: 1. Minimum Wages Order 2020 2. Pesticide Exemption Order 2020 3. Prevention and Control of Infectious Disease Act 1988 4. Workers Minimum Standard of Housing, Accommodation and Amenities Act 2019 5. Employees Provident Fund Amendment Order 2020	Complied
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 -	LORR was established to cover all legal acts, regulations and other requirement related to POM and supply base. Monitoring of updates of Law and Regulation has been made by HQ level.	Complied
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, sustainability team, website information and the information are communicated from the Head Office (Sustainability Section). Boustead Plantations Berhad have centralized system for tracking any changes in the law and subscribe into Lawnet. The latest updated was done on 01/07/2021. Sighted appointment letter to Mr Hazmi Bin Ramli dated 31/10/2018.	Complied
Criterion 4.3.2 – Lands use rights			

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Criterion / Indicator		Assessment Findings	Compliance
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 -	Boustead Plantations Berhad did not acquire land from landowners, but leased it directly from the government. There were no issues of land disputes.	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. - Major compliance -	The mill was located in Telok Sengat Estate in lot 1292 under land title no. 25899.	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Sighted that legal parameter boundary has clearly demarcated.	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 -	Mill is situated in the Telok Sengat Estate land and not diminishing any other users' rights. There is no land dispute in the mill compound at the time of audit verified through interviewed with the smallholders and local communities.	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 customary land encumbrance in the mill compound at the time of audit verified through interviewed with the smallholders and local communities.	Complied
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	There is no customary land encumbrance in the mill compound at the time of audit verified through interviewed with the smallholders and local communities.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	There is no customary land encumbrance in the mill compound at the time of audit verified through interviewed with the smallholders and local communities.	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 impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	Social Impact Assessment for Boustead Telok Sengat Busniess Unit has been conducted on 02 – 10/04/2018 by Malaysian Environment Consultant as per report dated 20/04/2018. The issue raised during the assessment was documented in the Key Issues of SIA Findings in Boustead Johor Concessions: Chamek, Kulai Young and Telok Sengat Estates and Telok Sengat Mill. The mill has established Social Management Plan date 13/01/2021 base on the findings identified during the assessment and stakeholder consultation conducted. The management plan focusing on housing, health, workers children and occupational Safety and health.	Complied
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 -	Telok Sengat POM has established flowchart to deal with complaints and grievances. In the flowchart stated that all complaints and grievances will be received by the social officer appointed.	Complied
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 -	Telok Sengat POM has established flowchart to deal with complaints and grievances. In the flowchart established stated the timeline to resolve the complaints and grievances received.	Minor Non Conformity

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Reviewed the "Borang Aduan Kerosakan Rumah" as follows:</p> <ol style="list-style-type: none"> 1. House no MQ 23 dated 27/05/2021 2. House no. MQ 34 dated 25/05/2021 3. House no. MQ 24 dated 24/05/2021 <p>There was no evidence the grievances/complaints has been solved in timely manners and accepted by all parties as per SOP established. Thus, Minor NC was raised</p>	
4.4.2.3	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints.</p> <p>- Minor compliance -</p>	<p>The mill has established Complaint/ Suggestion form and Housing Complaint Form to records all complaints and grievances made by the stakeholders. The form was made available at the mill office. In the form required the type of stakeholders, Improvement/Grievances/Comment, complainant, Criteria, Approval/Action and Comment and complainant acceptance.</p>	Complied
4.4.2.4	<p>Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.</p> <p>- Minor compliance -</p>	<p>Noted all workers were aware on the Complaint/ Suggestion form and Housing Complaint Form. Noted during interview with workers/gender committee representative and stakeholders, the awareness on the complaints procedure is satisfactory.</p>	Complied
4.4.2.5	<p>Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.</p> <p>- Major compliance -</p>	<p>The mill maintained the records of all complaints and grievances and solution made to the stakeholders since August 2018</p>	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
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</p>	<p>The mill management has allocated RM 63/ month allowance for the workers' children who are studying secondary school.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation. - Minor compliance -	The mill also made contribution to the local communities upon request and based on consultation with relevant stakeholders as per following sample: 1. School donation (SJKT) for 21 st century room program dated 23/12/2020 2. Distribution of rice, sugar and cooking oil to all workers dated 31/12/2020	
Criterion 4.4.4: Employees safety and health			
4.4.4.1	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. - Major compliance -	Safety Program 2021 cover for OSH meeting, Training, WPI, HIRARC and others. Policy already been communicated with workers and staff during OSH meeting and morning briefing. OSH Manual refer to OSH/001/2015 dated 7/12/2015. Interview with staff and workers revealed that all working SOPs being consistently implemented among all employees and monitored by the management through daily muster briefing, training and etc.	Complied
4.4.4.2	The occupational safety and health plan should cover the following: 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: i. All employees involved are adequately trained on safe working practices;	The plan of Safety and health was available dated January 2021. a) The Safety and health policy were available dated 02/12/2019 signed by Ibrahim Bin Abdul Majid already been communicated to employee dated 06/04/2021 as per training record. b) Sighted HIRARC – OSH /HIRARC/1 has been established dated 01/04/2021. Sample of HIRARC checked were Grading, Loading Ramp, Sterilizer, and Marshalling Yard. & CHRA by Safety Solution PLT (HQ/04/ASS/00/203-2018/007). As per sampling recommendation from CHRA assessor to conduct chemical exposure monitoring for Potassium Chromate and N-Hexane by	OFI

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<ul style="list-style-type: none"> 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 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. h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees. i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite. 	<p>Hygiene Tech 1 in Laboratory. The record of Chemical exposure was available dated 6 August 2019 by PAC Testing & Consulting Sdn Bhd (JKKP KIM 127/453/8/ (3))</p> <ul style="list-style-type: none"> c) The Awareness and training programme which includes the following requirements for employees exposed to chemical and hazard was available under Training needs and plan record dated Jan 2021. Sample were: <ol style="list-style-type: none"> 1. Training Procedure COVID-19 dated 12/01/2021 2. PPE Training dated 16/02/2021 3. Noise Exposure Training dated 16/03/2021 4. Schedule waste Management Training dated 06/04/2021 d) Sighted PPE issuance record was available refer PPE Equipment Record. Last record sighted on 12/06/2020 for Workshop and 26/06/2021 for Workshop. For Lab local exhaust ventilation monitoring was available as per report ref: HQ/18/JHII/00/00019-2019/003 dated 04/04/2019 from CIH Laboratory Sdn. Bhd. e) The SOP available under title Health, Safety & Environmental (HSE) Manual dated 1 July 2013. This manual includes 15 area from activity reception & dispatch until Mill store. f) The management already appoint manager as person responsible regarding to safety and health as per letter Ref: OSH/02/AM/Hashini dated 17 Feb 2017. g) The management have conducted regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Latest OSH Meeting minutes 	

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	<p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>of meeting dated 25/02/2021 was sighted. Related to frequency of Osh Meeting refer Part IV Section 21 OSHA Regulation 1996, management should consider other method or platform to conduct OSH committee meeting during new norm of COVID-19. Thus, OFI was raised.</p> <p>h) Accident and emergency procedures was available, and instructions was be clearly understood by all employees during training. The record can refer under training indicator. Sighted evidence of ERP Organization Chart.</p> <p>i) Employees trained in First Aid was available at all mill operations. First Aid equipment also checked and found in order. Latest training on 11/10/2018 and valid for 3 years.</p> <p>j) The record of accident was available in mill, from the previous year. Accident was reviewed during OSH meeting. Sighted evidence in the minutes. Sighted JKKP 6 and JKK8 report was submitted. Refer JKKP 6 report dated 20/05/2021 and JKKP 8 report submitted on 27/01/2021. Refer JKKP 8/66831/2021.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>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.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established Human Rights Policy signed by the CEO dated 02/12/2019. In the policy stated the company commitment to ensure all individual will be treated with justice, dignity and respect.</p> <p>The policy were communicated to all the employee and stakeholders through briefing, training, and meeting and displayed at notice boards in the operating units.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
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>Boustead Plantations Berhad has established Equality Policy signed by the CEO dated 02/12/2019. In the policy stated the company commitment to ensure all parties involve directly and indirectly with the mills/estates received fair treatment and not involve and support any form of discrimination bases on race, caste, nationality religion, disability, gender, age, sexual orientation and political opinion.</p> <p>The policy were communicated to all the employee and stakeholders through briefing, training, and meeting and displayed at notice boards in the operating units.</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 management has established employment contract for all workers and contractors workers. All the terms and conditions stated in the employment agreement were as per Labour Act 1955, latest MAPA/NUPW Agreement and Minimum Wage Order 2020 (amendment).</p> <p>Reviewed the employment contract for workers with ID no. as follows:</p> <ol style="list-style-type: none"> 1. 60xx19-01-60xx 2. 84xx07-01-55xx 3. 95xx05-01-74xx 4. 66xx14-01-52xx 5. 82xx26-01-61xx 6. 89xx18-01-56xx 7. 01xx10-01-18xx 8. 73xx17-01-59xx 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		9. 80xx25-01-63xx 10. 83xx29-01-63xx	
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 was contractor available in the mill for work such as grass cutting. The grass cutting was carried out by the contractor himself without employed any workers. Therefore, there was no issue on the wages of employees of contractors.	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 -	The management has established records for all employees and documented in Masterfile proof list. The records includes profile for each employees such as name, gender, date of birth, job description and date entry.	Complied
4.4.5.6	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. - Major compliance -	The management has established employment contract for all workers and contractors workers. All the terms and conditions stated in the employment agreement were as per Labour Act 1955, latest MAPA/NUPW Agreement and Minimum Wage Order 2020 (amendment). The contract spell out the designation, basic salary, probation period, overtime and work and rest day payment, workdays, rest days, public holidays and condition of contract termination. The contact was agreed and signed by both employer and employee. Reviewed the employment contract for workers with ID no. as follows: 1. 60xx19-01-60xx	Complied

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		2. 84xx07-01-55xx 3. 95xx05-01-74xx 4. 66xx14-01-52xx 5. 82xx26-01-61xx 6. 89xx18-01-56xx 7. 01xx10-01-18xx 8. 73xx17-01-59xx 9. 80xx25-01-63xx 10. 83xx29-01-63xx	
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 -	The mill management has implemented Punch Card system to record the working hours and overtimes carried out by the workers.	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. - Major compliance -	Normal working hours is 8 hours/day. Total monthly working hours is 208 hours. Verified the pays lips, the payment and calculation of overtime well distributed. The overtime rate after 8 hours daily rated is: Process <ul style="list-style-type: none"> • Normal working – daily rated / 8 hours x 1.5 • Restday - daily rated / 8 hours x 2.0 • Public holiday – daily rated / 8 hours x 3.0 The overtime rate after 8 hours monthly rated is: Workshop <ul style="list-style-type: none"> • Mon - Sat – flat rate • Sunday – flat rate x 2.0 • Public holiday – flat rate x 3.0 	Complied

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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>The mill recorded the working hours and overtime using the punch card system which is overtime for both the employees and employers.</p> <p>Sampled pay slips were reviewed for the month of August and September 2020 and April and May 2021 for workers as follows:</p> <ol style="list-style-type: none"> 1. 60xx19-01-60xx 2. 84xx07-01-55xx 3. 95xx05-01-74xx 4. 66xx14-01-52xx 5. 82xx26-01-61xx 6. 89xx18-01-56xx 7. 01xx10-01-18xx 8. 73xx17-01-59xx 9. 80xx25-01-63xx 10. 83xx29-01-63xx 	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 management provided free medical facilities to all the workers and dependents. The company also subsidized water and electricity to certain units.</p>	Complied
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>Living quarters are provided to all workers but some local workers choose to stay outside as mill is close to neighbourhood village. Houses are equipped with bedroom and a bathroom. Utilities i.e.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		water and electricity is provided free. Rubbish is collected alternate days. Line site inspection was conducted on weekly basis.	
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Boustead Plantations Berhad has established Sexual Policy signed by the CEO dated 02/12/2019. In the policy stated the company commitment to implement the policy to ensure the well-being and safety of all parties involved in the mill activities. The policy were communicated to all the employee and stakeholders through briefing, training, and meeting and displayed at notice boards in the operating units. Noted during the interview (through phone call) with representative of gender committee shows the understanding on the policy and proper channel to make a report if any case of sexual harassment occur.	Complied
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. - Major compliance -	Boustead Plantations Berhad has established Human Rights Policy signed by the CEO dated 02/12/2019. In the policy stated the company respect the employee rights to join trade unions and will provide full cooperation to the trade union in a collective way as long as its compliance to the laws and regulations.	Complied
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. - Major compliance -	Boustead Plantations Berhad has established child labour and minimum age employment Policy signed by the CEO dated 02/12/2019. In the policy stated the minimum age employment were subject to federal laws and state ordinance. The policy were	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		also subject to the International Labour Organisation Convention 138 (1973).	
Criterion 4.4.6: Training and competency			
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. - Major compliance -	A formal training programme on all aspects of MSPO was established and implemented. Training for various categories of operators, including all field and office staff, with regards to individual duties and training needs was reviewed and found to be complied.	Complied
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 -	Training need analysis were documented for management level and workers level. Training programme planned for year 2020 and 2021 was consistently implemented. The programme includes training for all categories of workers. Evidence of adequate and appropriate training on safe working practices provided to: 1. Training Procedure COVID-19 dated 12/01/2021 2. PPE Training dated 16/02/2021 3. Noise Exposure Training dated 16/03/2021 4. Schedule waste Management Training dated 06/04/2021 5. MSPO Training dated 06/04/2021 6. Policy Briefing dated 06/04/2021	Complied
4.4.6.3	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. - Minor compliance -	A formal training programme on all aspects of MSPO Principles and Criteria was established and implemented. Training for various categories of operators, including all field and office staff, with regards to individual duties and training needs was reviewed and found to be complied.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Training programme planned for year 2020 and 2021 was consistently implemented. The programme includes training for all categories of workers.	
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>Environmental policy was available dated 02/12/2019 signed by Ibrahim Bin Abdul Majid already been communicated to employee dated 06/04/2021 as per training record.</p> <p>The environmental impact assessment (EIA) was documented as Environmental Aspect & Impact Identification Form; File # BEA/5.1/EAI.</p> <p>Environmental impact assessment was made based on the procedure of Environmental Aspect/Impact Evaluation; Rev. 1; Issue date: Jan 2017. For mill, it was sighted that the aspect identified, and impact evaluated covered all mill operational stations activities including operation of vertical sterilizer, maintenance of crude oil pumps, sludge pumps, waste pumps, effluent treatment plant and etc.</p> <p>Sighted Environmental Management Plan (Improvement Plan) for the year of 2021 has been established and approved by Mill Manager. Several categories were discussed which is:</p> <ol style="list-style-type: none"> 1. POME Final Discharge 2. Boiler Dust Emission 3. CEMS System 4. GHG Emission 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		5. Water quality and Noise Monitoring	
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 environmental impact assessment (EIA) was documented as Environmental Aspect & Impact Identification Form; File # BEA/5.1/EAI.</p> <p>Environmental impact assessment was made based on the procedure of Environmental Aspect/Impact Evaluation; Rev. 1; Issue date: Jan 2017. For mill, it was sighted that the aspect identified, and impact evaluated covered all mill operational stations activities including operation of vertical sterilizer, maintenance of crude oil pumps, sludge pumps, waste pumps, effluent treatment plant and etc.</p> <p>Sighted Environmental Management Plan (Improvement Plan) for the year of 2021 has been established and approved by Mill Manager. Several categories were discussed which is:</p> <ol style="list-style-type: none"> 1. POME Final Discharge 2. Boiler Dust Emission 3. CEMS System 4. GHG Emission 5. Water quality and Noise Monitoring 	Complied
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p>- Major compliance -</p>	<p>The developed environmental improvement plan to mitigate the negative impacts and to promote the positive ones were effectively implemented and monitored.</p>	Complied
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p>	<p>Few environmental plans were established (environmental management plan and waste management plan) such as to monitor</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -	smoke emissions from boiler and diesel genset operation and emission from LEV.	
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 -	Training related environment has been conducted. Refer Schedule waste management training dated 06/04/2021.	Complied
4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - Major compliance -	The management already conduct the regular meeting EPMC with workers representative periodically. This meeting discuss regarding to environmental quality such as Biology oxygen demand for POME, Scheduled waste management, dust particulate emission and others. Refer EPMC Minutes of meeting dated 25/02/2021.	Complied
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 -	A plan for improving efficiency of the use of fossil fuels was established to include Mill and estate quarters, office, meeting room, weighbridge, laboratory and mill operation, fuel consumption at estate Diesel use per mt FFB was monitored every month. The Plan for Improving Fossil Fuel and Palm GHG FY 2021/2022 includes the following: <ol style="list-style-type: none"> 1. Replacement of light bulb with energy saving LED Units 2. Promote usage of low energy 3. Hibernate or sleep mode for all computers, printers and photostat machine 4. To switch off and unplug all electrical equipment after office hours 	Complied

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Criterion / Indicator		Assessment Findings	Compliance												
		5. To maximize usage of Biogas Engine and Steam turbine.													
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 -	The mill was established estimation on total energy required. This estimation was compared to the actual usage by monthly and reported to the head office for monitoring. <table border="1"> <thead> <tr> <th>As @ May 2021</th> <th>FFB</th> <th>KwH</th> <th>Kwh/FFB</th> </tr> </thead> <tbody> <tr> <td>Steam Turbine</td> <td>42236.87</td> <td>684,697</td> <td>16.21</td> </tr> <tr> <td>Biogas Engine</td> <td>42236.87</td> <td>509.590</td> <td>12.07</td> </tr> </tbody> </table>	As @ May 2021	FFB	KwH	Kwh/FFB	Steam Turbine	42236.87	684,697	16.21	Biogas Engine	42236.87	509.590	12.07	Complied
As @ May 2021	FFB	KwH	Kwh/FFB												
Steam Turbine	42236.87	684,697	16.21												
Biogas Engine	42236.87	509.590	12.07												
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	There uses mesocarp fibers as its main source of energy as the steam boiler fuel. Steam turbine was fully in operation when the process runs.	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 -	All waste products and sources of pollution was identified in Waste Management Action Plan Year 2021/2022 for the mill. Based on the Waste Management Action Plan Year 2021/2022 the following wastes and its sources were identified: <ol style="list-style-type: none"> Domestic waste: Rubbish from linesite, office and etc. Industrial waste: POME, EFB, scrap metal, compost, reused empty container, used tyres & tubes Scheduled waste: SW305, SW306, SW 409, SW410 & SW 102 	Complied												
4.5.3.2	A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for: a) Identifying and monitoring sources of waste and pollution.	As above, all waste products and sources of pollution was identified in Waste Management Action Plan Year 2021/2022 for the mill. Site visit confirmed that the practice of reduce, reuse, and recycle of materials was implemented.	Complied												

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Criterion / Indicator		Assessment Findings	Compliance
	b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products. - Major compliance -	Base on interview, Segregation of wastes i.e. general wastes and scheduled wastes were verified to be satisfactory. Proper storage areas were identified for the storage of the recyclable waste.	
4.5.3.3	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 - Major compliance -	Sighted Inventory Records of Schedule waste for Telok Sengat Palm Oil Mill. Record were updated on 15/06/2021 prepared by Ms Salwah Binti Mohamed. Sighted E-Swiss Inventory record file reference no. AS(B)J31/152/000/025 dated 15/06/2021. Verified that SW305, SW409 and SW410 were generated. Latest disposal was sighted. Refer consignment note 2021021112ZC2IBE dated 11/02/2021, 2021021112G6EVCK dated 11/02/2021 and 2021021111R96CDF dated 11/02/2021. Disposal was conducted by Modern Energy Sdn Bhd	Complied
4.5.3.4	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse. - Minor compliance -	The domestic waste for mill was handle by Contactor Fast Fact Management & Service Sdn Bhd and disposed at Pihak Berkuasa Tempatan Pengerang bin.	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, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	Based on the assessment done by the mill of all polluting activities as of the Environment Aspect and Impact assessment, identified sources were boiler chimney, POME treatment & diesel as the main GHG pollutants. Current monitoring for emissions was through online boiler smoke density and alarm and quarterly boiler stack monitoring of dust particulate. Other environmental assessment carried out as per Action Plan for Environmental Assessment 20221/2022 established.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	Significant pollutants identified were SW generated, POME discharge and boiler stack emissions. These pollutants impact to GHG were monitored as per established plan. All action already been implemented and verified during site visit and document review.	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 -	Monitoring of POME discharge conducted on monthly basis through sample analysis by external lab and establish in Online Environmental Report Quarterly report to Department of Environmental (DOE) accordingly. As per verification all record the result shown comply with latest Jadual Pematuhan requirement. Refer Report First Schedule (regulation 10(21)) Quarterly Return Form dated 14/04/2021 Refer Report Syarat Lesen Bagi Premis Kelapa Sawit No. 002340 dated 12/04/2021. Refer Certificate of Analysis Report dated 05/04/2021 by Makmal Analisa Bukit Besar. Refer Maklumat Pelupusan Tandan Kosong Kelapa Sawit for the year 2021.	Complied
Criterion 4.5.5: Natural water resources			
4.5.5.1	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: a) Assessment of water usage and sources.	Sighted Water Management Plan 2021/2022 Telok Sengat Palm Oil Mill. Assessment of water usage and source were available. Monitoring of water has been conducted by water analysis. Ways of optimizing water were recorded. The location discussed in the management plan were: 1. Mill Processing	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	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 (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). - Major compliance -	2. Boiler 3. FFB Loading ramp 4. EFB 5. Workshop 6. Dispatch Bay 7. Washroom Sighted Water Analysis has been conducted: 1. Analysis report dated 20/05/2021 for ID MABB 5934 and 5935. By FGV Lab 2. Analysis Report dated 14/04/2021 for ID MABB 4551 and 4552 by FGV Lab	
4.5.5.2	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. - Major compliance -	POME discharge at Sungai Layau. Water analysis for upstream and downstream were sent to FGV Lab on monthly basis. Latest sample report May 2021 was sighted. This was based on the interview which found piping installation of sprinkler applications which were verified with the documents.	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Mill Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Quality Assurance Manual (QAM, Issue: 01, Date:12/2017), Mill Operation Manual (MOM, Issue 01 Rev 01, Date: October 2017) and Standard Operating Procedure for SPOM was established to cover all the station. Sighted some of the procedure related to loading ramp, sterilization station, threshing and press station, clarification station, kernel station, depericarper station, kernel	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		station, effluent treatment plant, boiler house, powerhouse, water treatment plant etc.	
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	The implementation in the TSPOM was consistent with the Quality Assurance Manual and Work Instruction. Sighted Internal Audit report, which was conducted once a year by Sustainability section, the 1st internal audit was conducted to cover the entire criterion stated in the standard and SOP. The other was reported by Visited Engineer.	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 -	TSPOM and supply base was established and implemented its commitment to long term sustainability and improvements through a capital expenditure programme e.g.: Capital expenditures, vehicle and heavy plant running schedule, OER, KER etc. Budget 2021- and 5-years planning horizon (projections 2021 to 2026) was verified during the audit. Telok Sengat POM was made progress towards achieving their performance production targets for the current financial year.	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 -	The pricing mechanism for FFB purchasing from external supplier were clearly stated in the contract under clause 8: FFB pricing in Second Schedule. The pricing mechanism were mainly based on the MPOB Average monthly CPO price. Current FFB price is prominently displayed at the mill outside the weighbridge counter and updated on monthly basis. Reviewed the contract as follows:	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		1. Boustead Telok Sengat Sdn. Bhd. with Asia Elmark Sdn. Bhd. 2. Boustead Telok Sengat Sdn. Bhd. with Jaya Sewajar Sdn. Bhd. 3. Boustead Telok Sengat Sdn. Bhd. with UM Plantations Sdn. Bhd.	
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Based on sample agreements reviewed and the interview with contractor, the contractual agreements confirmed to be understand by all parties and fair, legal as well as transparent. The payment terms were clearly stated in the contract under section 9: Payment. Reviewed the contract as follows: 1. Boustead Telok Sengat Sdn. Bhd. with Asia Elmark Sdn. Bhd. 2. Boustead Telok Sengat Sdn. Bhd. with Jaya Sewajar Sdn. Bhd. 3. Boustead Telok Sengat Sdn. Bhd. with UM Plantations Sdn. Bhd. Noted during interview with the FFB suppliers, there was no delay on payment by the mill.	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 -	Sampled contract agreements (as per indicator 4.6.3.2 above) were included with a special clause on MSPO compliance required for the contractor upon award.	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	The contractors have signed on the contract agreement prior to provide services. Seen the contract agreement and details as refer to Criterion 4.6.3.2.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required.	Boustead Plantations Berhad has agreed for BSI auditors to verify the assessment through a physical inspection if required.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
- Minor compliance -		

Appendix B: List of Stakeholders Contacted

<p>Government Officer: Nil</p>	<p>Community/neighbouring village: Penghulu Mukim Johor Lama Smallholders</p>
<p>Suppliers/Contractors/Vendors: Mill suppliers & contractors Estate suppliers & contractors</p>	<p>Worker’s Representative/Gender Committee: Workers Representative Gender Committee Representative Harvesters Sprayers Mill Operators</p>

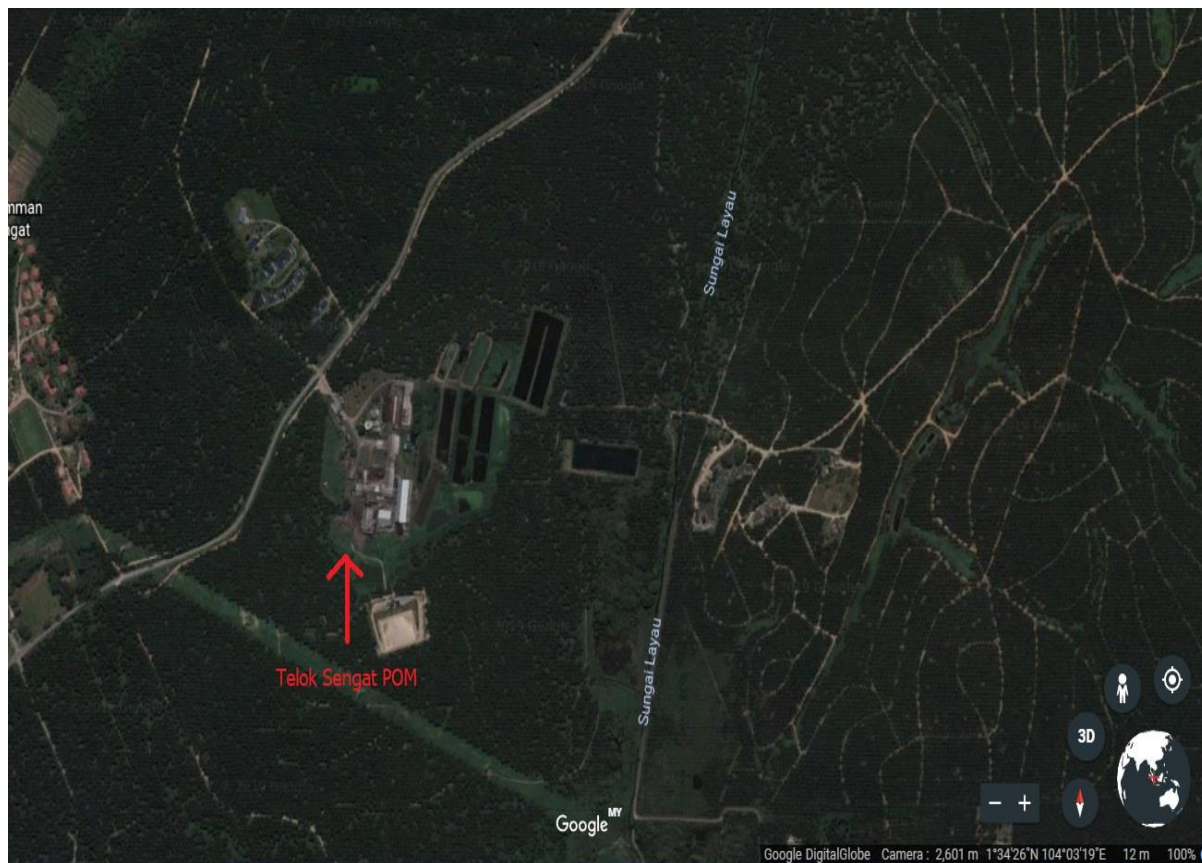
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Appendix C: Smallholder Member Details

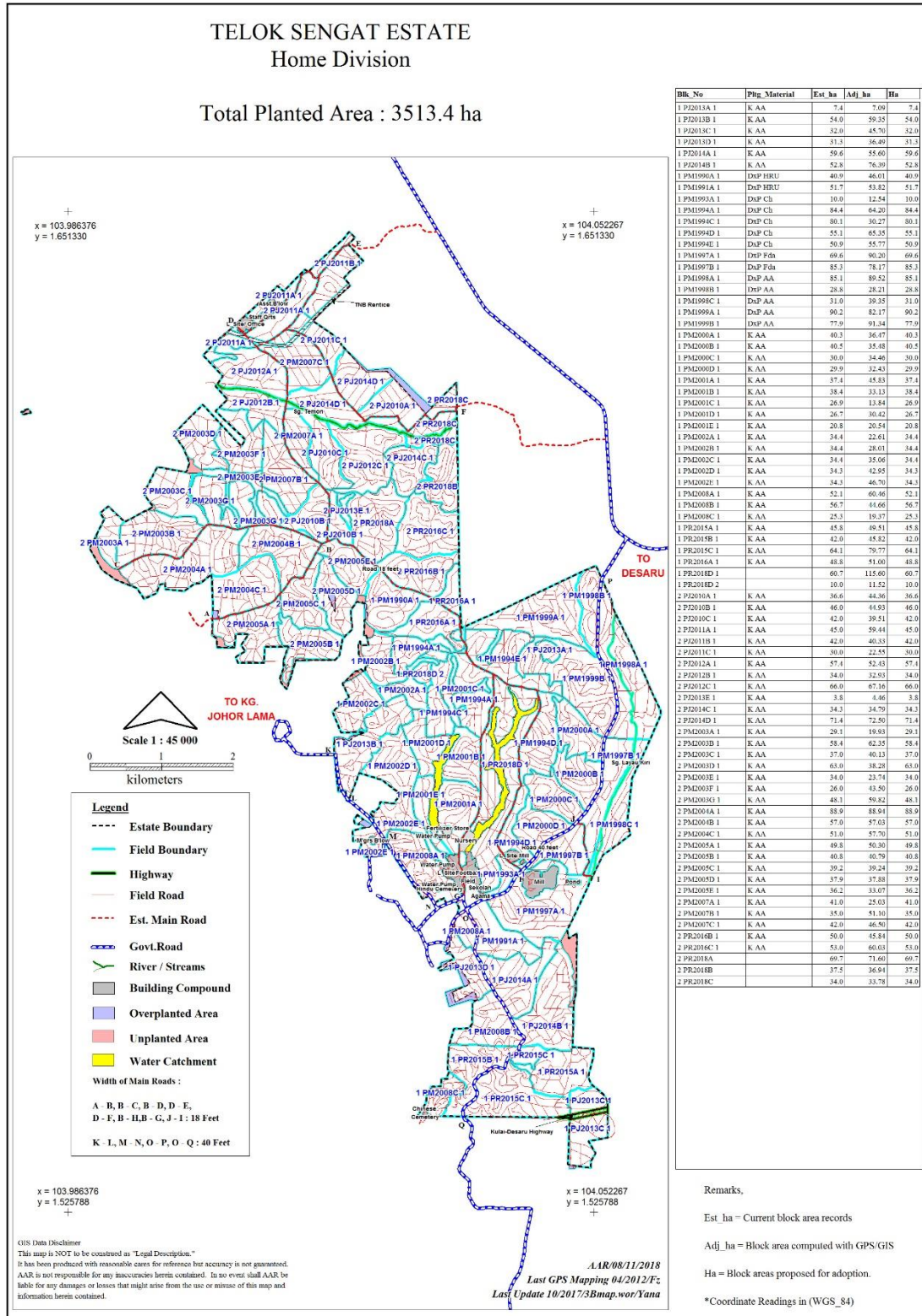
No.	Smallholder		Location of Planted Area (District)	GPS Coordinates	Certified Area (ha)	Planted Area (ha)
	Name	MPOB License Number				
	N/A					

Appendix D Location and Field Map

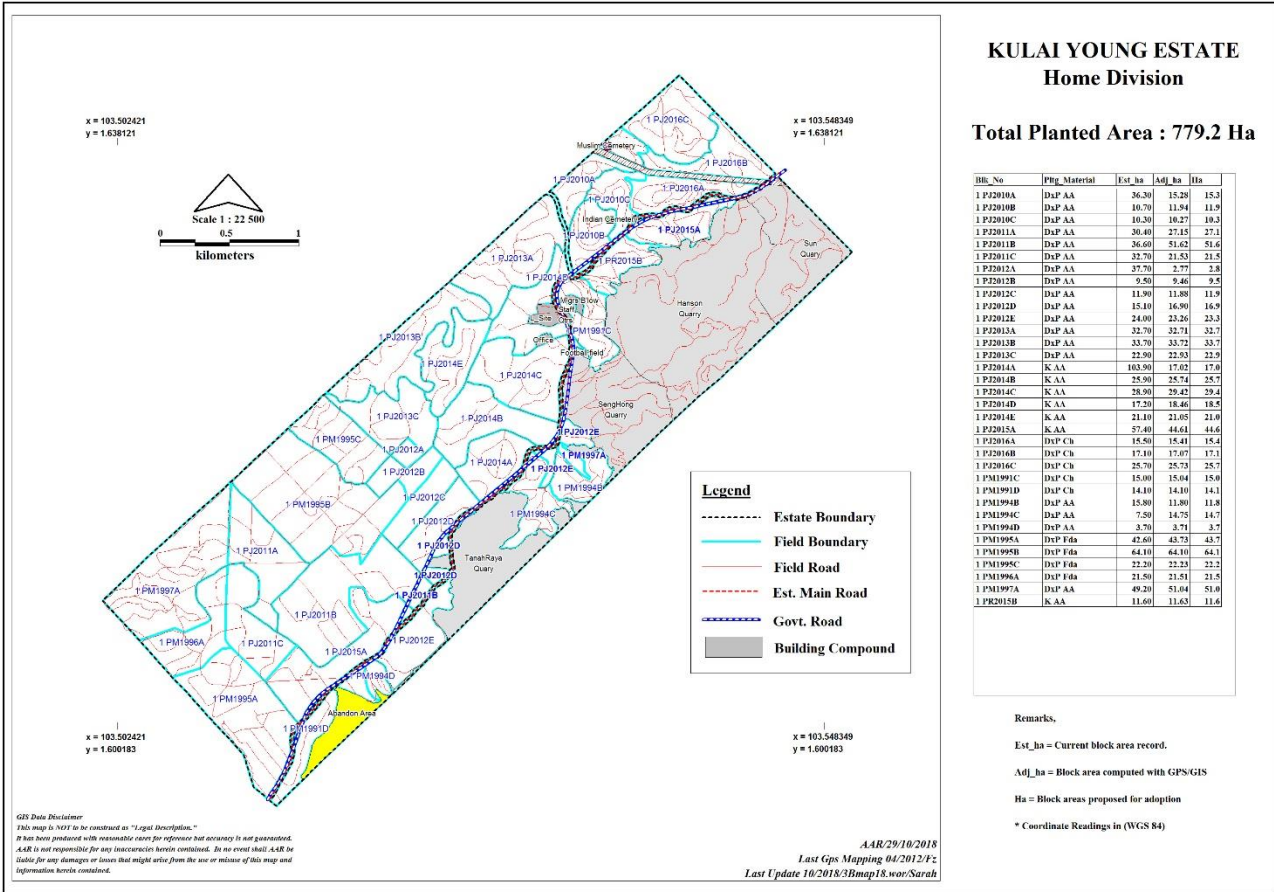
Telok Sengat Palm Oil Mill Location



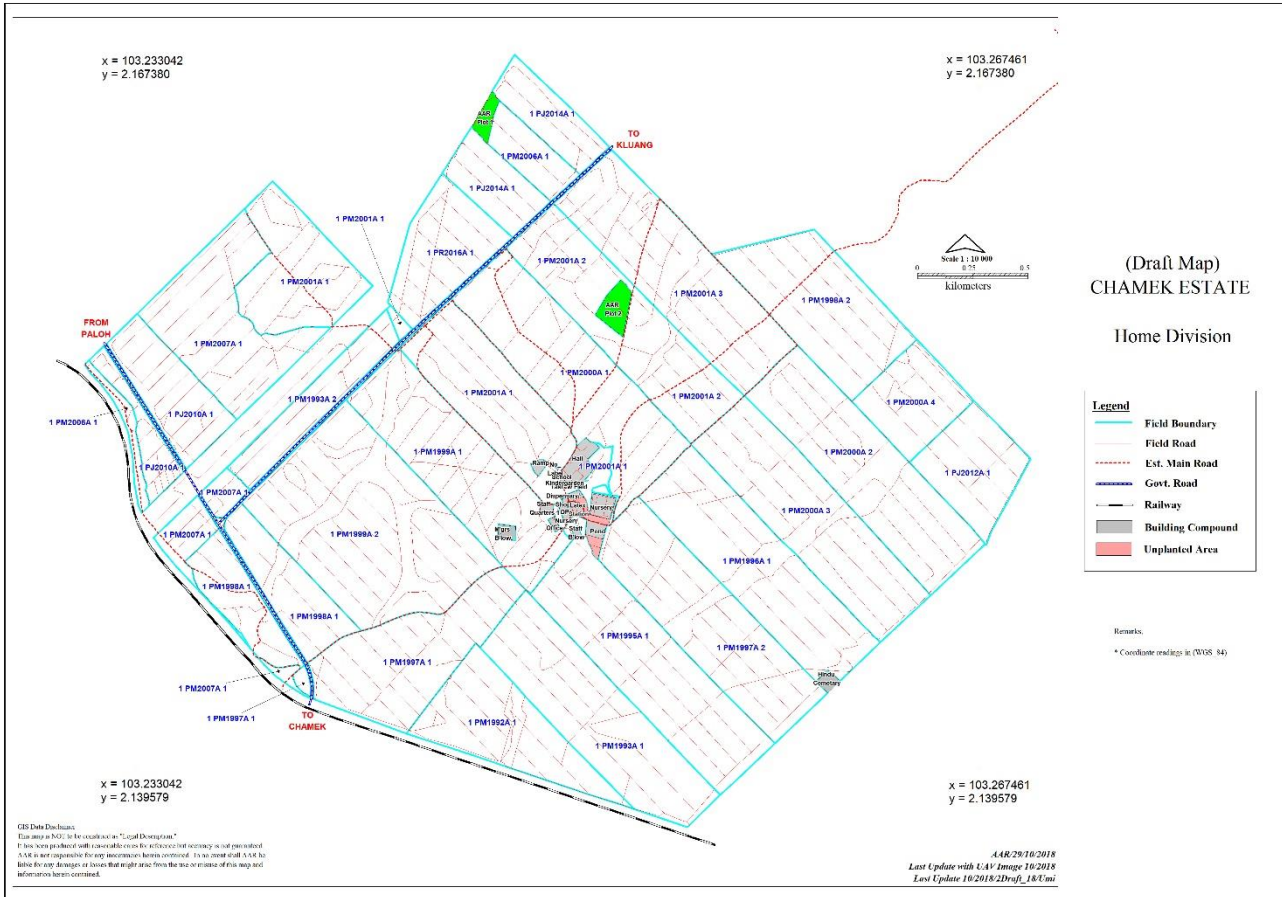
Telok Sengat Estate Field Map



Kulai Young Estate Field Map



Chamek Estate Field Map



Appendix E: List of Abbreviations

BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CE	Chamek Estate
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
KYE	Kulai Young Estate
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
TSE	Telok Sengat Estate
TSPOM	Telok Sengat Palm Oil Mill