

MALAYSIAN SUSTAINABLE PALM OIL
MSPO OPMC Public Summary Report

- Initial Assessment
- Annual Surveillance Assessment (4)
- Recertification Assessment (Choose an item.)
- Extension of Scope

SIME DARBY PLANTATION BERHAD
Client Company (HQ) Address: Level 11, Main Block, Plantation Tower No. 2, Jalan PJU 1A/7, Ara Damansara 47301 Petaling Jaya, Selangor, Malaysia
Certification Unit: Strategic Operating Unit (SOU 9) West Palm Oil Mill & West Estate
Date of Final Report: 25/7/2022

Report prepared by:
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Report Number: 3511590

Assessment Conducted by:
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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Sime Darby Plantation Berhad		
Mill/Estate	Certification Unit	MPOB License No.	Expiry Date
	West Palm Oil Mill	533238004000	30/09/2022
	West Estate	522968002000	31/08/2022
Address	Level 11, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia		
Management Representative	Shylaja Devi Vasudevan Nair (Head, Sustainability & Compliance Unit, GSD) Md Rapit Suman (SOU Chairman)		
Website	www.simedarbyplantation.com	E-mail	shylaja.vasudevan@simedarb ylantation.com
			rapit.suman@simedarbyplant ation.com
Telephone	+603-89478888 (HQ)	Facsimile	+603-3122 0375

1.2 Certification Information			
Certificate Number	Mill: MSPO 682052	Certificate Start Date	13/02/2018
	Estate: MSPO 690774		
Date of First Certification	13/02/2018	Certificate Expiry Date	12/02/2023
Scope of Certification	<input checked="" type="checkbox"/> Mill: Production of Sustainable Palm Oil and Palm Oil Products <input checked="" type="checkbox"/> Estate: Production of Sustainable Oil Palm Fruits		
Visit Objectives	Determination of the conformity of the client's management system, or parts of it, with audit criteria. Evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory and contractual requirements.		
Standard	<input type="checkbox"/> MSPO MS 2530-2:2013 – General Principles for Independent Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills		
Stage 1 Date	N/A (The certification unit is RSPO Certified)		
Stage 2 / Initial Assessment Visit Date (IAV)	05/12/2017 - 06/12/2017		
Continuous Assessment Visit Date (CAV) 1	31/01/2019 - 01/02/2019		
Continuous Assessment Visit Date (CAV) 2	27/07/2020 - 28/07/2020		
Continuous Assessment Visit Date (CAV) 3	03/03/2021 - 04/03/2021		
Continuous Assessment Visit Date (CAV) 4	09/02/2022 - 10/02/2022		

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1.3 Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
EU-ISCC-Cert-DE107-70040320	International Sustainability and Carbon Certification (EU)	AgroVet GmbH	16/04/2021
RSPO 543594	RSPO Principles & Criteria of Sustainable Palm Oil Production: 2018; Malaysian National Interpretation: 2019	BSI Services Malaysia Sdn. Bhd.	18/05/2025
MSPO 714130	MSPO Supply Chain Certification Standard (MSPO SCCS) 1 October 2018	BSI Services Malaysia Sdn. Bhd.	15/08/2024

1.4 Location of Certification Unit			
Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
West Palm Oil Mill	42960 Carey Island, Selangor, Malaysia	2° 54' 19.66" N	101° 21' 36.31" E
West Estate	42960 Carey Island, Selangor, Malaysia	2° 53' 22.17" N	101° 21' 38.23" E

1.5 Certified Area					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
West Estate	5,064.64	101.79	691.05	5,857.48	86.46%
Total (ha)	5,064.64	101.79	691.05	5,857.48	

Notes: HCV hectareage has increased from 45.75 ha to 101.79 ha based on HCV Addendum report dated October 2020

1.6 Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
West Estate	659.49	888.40	2,913.40	603.35	0	4,405.15	659.49
Total (ha)	659.49	888.40	2,913.40	603.35	0	4,405.15	659.49

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1.7 Certified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Feb 2021 - Jan 2022)	Actual (Feb 2021 - Jan 2022)	Forecast (Feb 2022 - Jan 2023)
West Estate	108,892.73	93,569.06	102,734.00
East Estate	51,201.41	74,638.26	0.00
Dusun Durian Estate	0.00	1,335.61	0.00
Sepang Estate	0.00	1,655.53	0.00
Bukit Talang Estate	0.00	36.29	0.00
Sungai Buloh Estate	0.00	236.61	0.00
Total (mt)	160,094.14	171,471.36	102,734.00
Note: -			

1.8 Uncertified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Feb 2021 - Jan 2022)	Actual (Feb 2021 - Jan 2022)	Forecast (Feb 2022 - Jan 2023)
N/A	N/A	N/A	N/A
Total (mt)	N/A	N/A	N/A
Note: -			

1.9 Certified Tonnage			
	Estimated (Feb 2021 - Jan 2022)	Actual (Feb 2021 - Jan 2022)	Forecast (Feb 2022 - Jan 2023)
	Mill Capacity: 50 MT/hr	FFB	FFB
	160,094.14	171,471.36	102,734.00
SCC Model: SG	CPO (OER: 21.63 %)	CPO (OER: 20.50 %)	CPO (OER: 21.00 %)
	34,620.50	35,141.61	21,574.14
	PK (KER: 5.07 %)	PK (KER: 4.84 %)	PK (KER: 5.00 %)
	8,115.45	8,291.55	5,136.70

1.10 Actual Sold Volume (CPO)					
CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
35,141.61	0.00	2,043.61	19,342.95	13,467.27	34,853.83

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1.11 Actual Sold Volume (PK)					
PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
8,291.55	0.00	0.00	6,887.39	1,387.61	8,275.00

Section 2: Assessment Process

BSI is a leading global provider of management systems assessment and certification, with more than 92,000 certified locations and clients in over 193 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 09/02/2022 - 10/02/2022. The audit programme is included as Section 2.4. The approach to the audit was to treat the Strategic Operating Unit (SOU 9) - West Palm Oil Mill and West Estate as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

The 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 Certification Unit were not using MSPO certification marks for any type of on- and off-product communication. The Certification Unit are compliance with the use of the MSPO Logo and related claims.

The estates or smallholders sample were determined based on formula $S = \sqrt{n}$ where n is the number of estates while when applicable, the smallholders sample were determined following the MSPO Certification Requirement

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.6.

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.

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

The Major NC close out was conducted online on 09/05/2022 as the evidence only involved documentation review.

This report was externally reviewed by MSPO approved Peer Reviewer prior to certification and recertification decision by BSI. For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

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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)
West Palm Oil Mill	√	√	√	√	√
West Estate	√	√	√	√	√

Tentative Date of Next Visit: February 6, 2023 - February 7, 2023

Total No. of Mandays: 7 Mandays

2.1 BSI Assessment Team

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Muhammad Fadzli Masran (MFM 1)	Team Leader	<p>Education: He holds Degree in Forestry Science, graduated from University Putra Malaysia.</p> <p>Work Experience: 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.</p> <p>Training attended: He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in April 2018, endorsed RSPO Lead Auditor Course in July 2018, MSP0 Lead Auditor Course in October 2018, endorsed RSPO Supply Chain Certification training course in January 2019, MSP0 Supply Chain Certification System (SCCS) Auditor training Course (MPOCC Endorsed), CQI and IRCA Certified ISO 9001:2015 Lead Auditor Training Course in April 2019, HCV and GIS Training in November 2019 and SMETA Requirements Training in April 2021.</p> <p>Aspect covered in this audit: During this assessment, he assessed the aspects of legal requirements, occupational health safety requirement, HIRARC, training, environment impact assessment, natural and biodiversity conservation, waste</p>

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		management, economic management plan, mill best practices, estate best practices and management plan. Language proficiency: Fluent in Bahasa Malaysia and English.
Mohamad Fitri Mustafa (MFM 2)	Team Member	Education: He graduated in Degree of Agribusiness from University Putra Malaysia. Work Experience: More than 12 years working experience in various plantation company with skills in Good Agricultural Practices (GAP) including Integrated Pest Management (IPM). Training attended: He involved in ISCC and MSPO auditing since September 2017 and qualified as Lead Auditor/Auditor for MSPO and ISO 9001. He has completed the MSPO Auditor Course in 2018 held by SGS (M) Sdn Bhd. Aspect covered in this audit: During this assessment, he assessed the policy and commitment, social requirements, contract agreement, human rights, workers' welfare, stakeholder consultation, legal requirements, land & legal issue. Language proficiency: Fluent in Bahasa Malaysia and English.

2.2 Impartiality and conflict of interest

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

2.3 Accompanying Persons

No.	Name	Role
N/A	N/A	N/A

2.4 Assessment Plan

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

Date	Time	Subjects	MFM 1	MFM 2
Tuesday, 08/02/2022	PM	Audit Team Travelling	√	√
Wednesday, 09/02/2022 West Estate	08.30 - 09.00	Opening Meeting: <ul style="list-style-type: none"> • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan. 	√	√

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Date	Time	Subjects	MFM 1	MFM 2
	08.30 - 13.00	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√
	09.00 - 11.30	Stakeholder interviews	-	√
	13.00 - 14.00	Lunch	√	√
	14.00 - 16.30	Continue with document review Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition P5: Environment, natural resources, biodiversity and ecosystem services P6: Best practices P7: Development of New Planting (if any)	√	√
	16.30 - 17.00	Interim Closing briefing	√	√
Thursday, 10/02/2022 West POM	08.30 - 13.00	Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√
	09.00 - 11.30	Stakeholder interviews	-	√
	13.00 - 14.00	Lunch	√	√
	14.00 - 16.30	Continue with document review (MSPO part 4) P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition P5: Environment, natural resources, biodiversity and ecosystem services P6: Best practices	√	√
	16.30 - 17.00	Preparation of audit report	√	√
	17.00 - 17.30	Closing Meeting	√	√

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

During the assessment there were one (1) Major & zero (0) Minor nonconformities and zero (0) raised. The Strategic Operating Unit (SOU 9) - West Palm Oil Mill and Supply Base Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the Corrective Actions for the Major Non-conformity (ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-Conformity Report			
NCR Ref #:	2164115-202202-M1	Issue Date:	10/02/2022
Due Date:	10/05/2022	Date of Closure:	09/05/2022
Area/Process:	West Palm Oil Mill	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.4.1 Major
Requirements:	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.		
Statement of Nonconformity:	The recommendation stated in the Baseline Noise Risk Assessment was not effectively implemented.		
Objective Evidence:	<p>Latest audiometric test was conducted on 29/07/2021. Refer report ref. no. AHIJAU/DOSH/WEST/0421. From the report, 4 workers were found with STS and required to be retest 3 months after the audiometric test. The retest was conducted on 07/12/2021. However, only 2 out of 4 employees went for retest. The list as follows:</p> <p>Employee STS in Noise Risk Assessment Report</p> <ol style="list-style-type: none"> 1. Abdul Rahman AT775170 2. Arkani A/P Sundar 680206-10-XXXX 3. Md Yusman b Mohamad Tasik 780219-01-XXXX 4. Sandran Munusamy 620916-01-XXXX 		

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	Employee did not go to audiometric retest 1. Arkani A/P Sundar 680206-10-XXXX 2. Md Yusman b Mohamad Tasik 780219-01-XXXX
Corrections:	Submitted the remaining worker to audiometric re-test on 11/2/2022.
Root cause analysis:	The recommendation stated in the Baseline Noise Risk Assessment was not effectively implemented due to changes in person responsible for the implementation and hand over plan is not comprehensive.
Corrective Actions:	Information such as audiometric result and existing control will be shared amongst OSH Committee during OSH Meeting and to cascade down the information to their colleagues accordingly.
Assessment Conclusion:	Major NC Evidence The mill has sent all the involved workers for audiometric retest on 11/02/2022 at BP Specialist Centre, Glenmarie. Reviewed the audiometric test report. The audiometric noise risk assessment and audiometric test results were discussed in the Safety and Health Committee meeting. Reviewed the minutes meeting for Safety and Health Committee meeting 02/2022 dated 21/04/2022. All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 09/05/2022.

Opportunity For Improvement			
Ref:	N/A	Clause:	MSP0 Part ___:
Area/Process:	N/A		
Objective Evidence:	N/A		

Noteworthy Positive Comments	
1	Good commitment from the management to maintain the system.

3.3 Status of Nonconformities Previously Identified and OFI

Non-Conformity Report			
NCR Ref #:	2027707-202103-M1	Issue Date:	04/03/2021
Due Date:	04/06/2021	Date of Closure:	18/05/2021
Area/Process:	West Estate	Clause & Category: (Major / Minor)	MSP0 2530 Part 3: 4.4.5.4 Major
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:	The management did not ensure employees of contractors are paid based on Employment Act 1955 and the employment contract was incomplete.		

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<p>Objective Evidence:</p>	<ol style="list-style-type: none"> 1. Reviewed the 5 employment contracts for the contractor’s workers from Bumi Sejahtera (M) Sdn Bhd found that the salary/ wages entitlement was not stated in the contract. The sampled workers as below: <ol style="list-style-type: none"> i. I/C No.: 050925-10-XXXX ii. Passport No.: C5025716 iii. Passport No.: C5026947 iv. Passport No.: C5025375 v. Passport No.: EE0296947 2. Reviewed the payslips for June 2020, September 2020 and December 2020 found that the wages for gazetted public holiday as per Employment Act 1955 were not paid to the contractors’ workers in YGNT Enterprise and Bumi Sejahtera (M) Sdn Bhd. The gazette public holidays are the Birthday of Yang di-Pertuan Agong (08/06/2020), the Birthday of the Ruler or the Yang di-Pertua Negeri (11/12/2020) and Malaysia Day (16/09/2020). Sampled workers as below: <ol style="list-style-type: none"> i. I/C No.: 050925-10-XXXX (BS) ii. Passport No.: C5025716 (BS) iii. Passport No.: C5026947 (BS) iv. Passport No.: C5025375 (BS) v. Passport No.: EE0296947 (BS) vi. I/C No.: 640425-10-XXXX (YGNT) vii. I/C No.: 821108-10-XXXX (YGNT) viii. I/C No.: 791016-10-XXXX (YGNT) ix. I/C No.: 890501-10-XXXX (YGNT) <p>This is recurring of major non-conformance of Ref.: 1937437-202002-M1.</p>
<p>Corrections:</p>	<ol style="list-style-type: none"> 1. Improve the monitoring system by standardizing the employment contract agreement. 2. Issue a warning letter to contractor for non-compliance to Employment Act 1955 and request the contractor to pay balance due to their worker and submit the evidence of payment for record.
<p>Root cause analysis:</p>	<ol style="list-style-type: none"> 1. Non-standardization of employment contract agreement for contract worker. 2. Improper training of legal compliance to contractor.
<p>Corrective Actions:</p>	<p>Annual training to contractor on compliance to legal requirement especially on Employment Act 1955 related to Part III and Part XII by SQM.</p>
<p>Assessment Conclusion:</p>	<p>CAP has been accepted and evidence of CAP implementation was verified as following:</p> <ol style="list-style-type: none"> 1. Payment voucher (Underpaid) YGNT Enterprise for YDPA Birthday, Malaysia Day, Birthday of Sultan Selangor for workers IC number dated 25/03/2021: <ul style="list-style-type: none"> - I/C No.: 640425-10-XXXX (YGNT) - I/C No.: 821108-10-XXXX (YGNT) - I/C No.: 791016-10-XXXX (YGNT) - I/C No.: 890501-10-XXXX (YGNT) 2. Reviewing of contract agreement (Rate of salary were stated in the agreement) and Payment voucher (Underpaid) Bumi Sejahtera Sdn Bhd for YDPA Birthday,

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	<p>Malaysia Day, Birthday of Sultan Selangor for workers IC number dated 30/04/2021:</p> <ul style="list-style-type: none"> - I/C No.: 050925-10-XXXX (BS) - Passport No.: C5025716 (BS) - Passport No.: C5026947 (BS) - Passport No.: C5025375 (BS) - Passport No.: EE0296947 (BS) <p>It was confirmed that the CAP has been effective and no recurrence of issue. Hence, Major NC has been closed on 18/05/2021.</p>
Verification Statement:	<p>The audit team had reviewed the corrective actions taken by the estate management. Sighted the new employment contracts were for contractor's employees.</p> <p>Among the terms & conditions included in the employment contract were working hours, wages & allowances, deduction for EPF & SOCSO, annual/festive leave, sick/paid leave, accommodation & amenities, medical, PPE, compliance to work, renewal on permit/passport and termination of contract.</p> <p>Pay slip (contractor's employees) for month of August, September, October, November & December 2021 were reviewed and the audit team found out that the wages for gazette public holiday as per Employment Act 1955 were, with the range of rate RM46.30 to RM60 per day (depending on the contractor).</p> <p>Training record for the contractor regarding on the legal implementation was made available and sighted.</p> <p>There was no recurrence of non-conformity. Thus, the NCR remains closed.</p>

Opportunity For Improvement			
Ref:	2027707-202103-I1	Clause:	MSPO 2530 Part 4: 4.2.3.3
Area/Process:	West Palm Oil Mill		
Objective Evidence:	Related to appointed person in charge on traceability, management could improve on the awareness of the appointed employees to implement and maintain the traceability system.		
Verification Statement:	<p>The mill has appointed the Sr. Assistant Manager person responsible to implement the traceability system as per appointment letter dated 01/01/2021 signed by the Mill Manager.</p> <p>The mill has conducted training as follows:</p> <ol style="list-style-type: none"> 1. Supply chain certification standards training dated 21/08/2021 2. MSPO trace system training dated 24/03/2021 		

Opportunity For Improvement			
Ref:	2027707-202103-I2	Clause:	MSPO 2530 Part 3: 4.4.4.2 (g)
Area/Process:	West Estate		
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.		

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Verification Statement:	The estate has conducted the meeting as per OSH Regulation requirement during the new norm of COVID-19. Reviewed the minutes meeting dated 06/04/2021, 10/06/2021, 24/09/2021 and 29/12/2021.
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3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
1568497-201712-M	4.3.1.1 Part 4 - Major	06/12/2017	Closed on 29/12/2017
1737402-201901-M1	4.4.4.2 (b) Part 4 – major	01/02/2019	Closed on 05/04/2019
1737402-201901-N1	4.4.5.4 Part 3 – Minor	01/02/2019	Closed on 28/07/2020
1737402-201901-N2	4.4.1.1 Part 4 – Minor	01/02/2019	Closed on 28/07/2020
1737402-201901-N3	4.4.6.3 Part 4 – Minor	01/02/2019	Closed on 28/07/2020
1937437-202002-M1	4.4.5.4 Part 3 – Major	28/07/2020	Recurring Major NC
1937437-202002-N1	4.4.5.4 Part 4 – Minor	28/07/2020	Closed on 04/03/2022
1937437-202002-N2	4.3.1.4 Part 4 – Minor	28/07/2020	Closed on 04/03/2022
2027707-202103-M1	4.4.5.4 Part 3 – Minor	04/03/2021	Closed on 18/05/2021
2164115-202202-M1	4.4.4.1 Part 4 – Major	10/02/2022	Closed on 09/05/2022

3.5 Issues Raised by Stakeholders



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

	<p>Management Responses: Noted on the good comments.</p> <p>Audit Team Findings: Reviewed the payslips, employment contracts confirmed that no discrimination to the foreign workers. Reviewed the social dialogue minutes meeting confirms the workers representative discussed the issue raised by the workers with the management.</p>
3	<p>Issues: Contractors (Dynamic Attraction Enterprise, Tana Agro Enterprise) They informed that they have signed agreement prior to provide services. Payment was made promptly. They were briefed on company policies and RSPO requirements. They understood the complaint mechanism. They have good relationship with the management.</p>
	<p>Management Responses: Noted on the good comments.</p>
	<p>Audit Team Findings: No other issue.</p>
4	<p>Issues: SJK (T) Pulau Carey Barat The mill and estate always give good cooperation and contribute to the school when requested. The management always maintain good relationship with the school.</p>
	<p>Management Responses: Noted on the good comments.</p>
	<p>Audit Team Findings: No other issue.</p>

3.6 List of Stakeholders Contacted

<p>Government Officer: SJK (T) Pulau Carey Barat</p>	<p>Community/neighbouring village: N/A</p>
<p>Suppliers/Contractors/Vendors: Dynamic Attraction Enterprise Munusamy & Son Enterprise Tana Agro Enterprise</p>	<p>Worker’s Representative/Gender Committee: Gender Committee Representatives NUPW Representative Workers Representative</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 Strategic Operating Unit (SOU 9) - West Palm Oil Mill and West Estate Certification Unit complies with the MS 2530-3:2013 or MS 2530-4:2013. It is recommended that the certification of Strategic Operating Unit (SOU 9) - West Palm Oil Mill and Supply Base Certification Unit is continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Md Rapit bin Suman	Name: Muhammad Fadzli b. Masran
Company name: Sime Darby Plantation Berhad	Company Name: BSI Services Malaysia Sdn. Bhd.
Title: Chairman, SOU 9	Title: Client Manager
Signature: 	Signature: 
Date: 27/06/2022	Date: 24/06/2022

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 -	Sime Darby Plantation Berhad has established Group Sustainability and Quality Policy Statement signed by the Group Managing Director dated 02/12/2019.	Complied
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	Sime Darby Plantation Berhad has clearly emphasized to achieve commitment towards a systematic approach in ensuring continuous improvement in the operation, compliance to statutory, legal and other regulatory requirements and establishment of traceability within the supply chain in the above-mentioned memorandum.	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 -	Sime Darby Plantation Berhad has developed Internal Audit Procedure, Doc. No.: SD/SDP/PSQM/IAP, Rev. 2 dated 01/11/2017. The frequency of the internal audit shall be carried out at least once a year and when is required.	Complied
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	Internal audit was performed by the group’s Sustainability Compliance Unit, Group Sustainability Department on 06/01/2022. Total of 3 major NC, 1 minor NC and 1 OFI were raised during the audit. Audit findings were discussed during the estate management review meeting which was held on 13/01/2022.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Root causes and corrective actions for each finding were determine in the management review minute meeting.	
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	Internal audit reports were made available to estate management for review. Sighted the internal audit findings were discussed during the meeting which was conducted on 13/01/2022.	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 -	Management review meeting was conducted on 13/01/2022 and attended by 25 participants. The meeting, chaired by the Estate Senior Manager discuss the following agenda: a. Matter arising b. Review on status/issue of input and output c. Sustainability management d. Customer/stakeholder feedback or complaints. e. Previous internal audit NC closure. f. Changes on management system. g. Recommendation for improvements. h. Other related matters.	Complied
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - Major compliance -	The action plan for continual improvement with regards to social and environment impacts, and opportunities were available in the estates in various forms such as social action plan, environmental management plan, and CER Apex Milestone to name a few. The plan clearly states the possible issues, action to be taken, person in charge, time frame and status of action.	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 estates continuously ensure there are improvement practices in line with new information and techniques introduced in the workforce. Kaizen Charter is introduced to ensure improvement projects are in place. Lean Six Sigma is used to minimize waste (money, time, manpower, etc) where improved methods are introduced in the management system. There has been no opportunity for the estates to adopt any new technology since the last assessment.	Complied
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 -	Implementation of new techniques or industry standard will be conducted thru briefing and set of training provided by the estate management or by the third parties. These new trainings and briefing will be included into their annual training program whenever necessary.	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 -	Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 01/04/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation. Manager is responsible for address the communication and requests.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		As to date, no records of information were requested by external parties except from the internal department. Sighted a communication between the group’s R&D Department requesting information from the estate. The communication was made on 08/02/2022.	
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 -	Publicly available management documents such as land titles, OHS plans, EIA and SIA reports, HCV documentation, pollution prevention and reduction plans, records of complaints and grievances, negotiation procedures, RSPO Public Summary Report, company policies and continual improvement plans are available. All operating units have individual documents and records to demonstrate compliance to this indicator. Sustainability Reports, policies and procedures are also accessible through the company’s website: http://www.simedarbyplantation.com/	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	Sime Darby Plantation Berhad has developed Estate Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 1/4/2008) to put in place a system to effectively communicate with external interested parties on matters pertaining to performance. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation.	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 -	The estate management has appointed Senior Assistant Manager as the person in charge for social. The appointment was made on 01/01/2022, approved by the Estate Manager.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. - Major compliance -	List of stakeholders for West Estate was made available to the audit team. The estate management had categorized their stakeholders as contractors, vendors/suppliers, local communities and government agencies. Interview with external stakeholder confirms that they do not have any complains to the estate management. They were aware of their rights and the channel to make the complaint or grievances.	Complied
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 -	Sime Darby Plantation Berhad has established SOP for traceability and documented in Sime Darby Plantation, Sustainable Plantation Management System, ver. 2, issue no. 5 dated April 2019 under Appendix 5: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability.	Complied
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	SIME Semua 2.0 (CRS system) for traceability. Electronic tag/chip is used for each and every load/consignment. Chip is linked to Semua apps and scanned and before weigh and despatch. All information were recorded in the system which traceable to identify [field, crop type, harvesting date, number of bunches, weight etc]. Person in charge for the each load/consignment is harvesting mandore and bunch counter.	Complied
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	The estate has appointed the Sr. Assistant Manager as person responsible for traceability as per appointment letter dated 01/01/2022 signed by the Sr. Estates Manager.	Complied

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Criterion / Indicator		Assessment Findings	Compliance																																
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	<p>The estate send the FFB harvested to the West POM. The estate maintain the records of FFB sale/dispatch to the mill. Reviewed the records of FFB dispatch as follows:</p> <table border="1"> <tbody> <tr> <td>a) Supplier: West Estate</td> <td>a) Supplier: West Estate</td> </tr> <tr> <td>b) Product ID: 0001-FFB A Crop</td> <td>b) Product ID: 0003-Loose fruit</td> </tr> <tr> <td>c) Nett weight: 7,280 kg</td> <td>c) Nett weight: 6,000 kg</td> </tr> <tr> <td>d) Delivery date: 08/02/2022</td> <td>d) Delivery date: 08/02/2022</td> </tr> <tr> <td>e) Weighbridge ticket no.: 314649</td> <td>e) Weighbridge ticket no.: 314676</td> </tr> <tr> <td>f) D.O. no.: 198931</td> <td>f) D.O. no.: 199938</td> </tr> <tr> <td>g) MSPO certificate no.: MSPO690774</td> <td>g) MSPO certificate no.: MSPO690774</td> </tr> <tr> <td>h) MSPO certificate validity: 12/02/2023</td> <td>h) MSPO certificate validity: 12/02/2023</td> </tr> <tr> <td>a) Supplier: West Estate</td> <td>a) Supplier: West Estate</td> </tr> <tr> <td>b) Product ID: 0003-Loose fruit</td> <td>b) Product ID: 0001-FFB A Crop</td> </tr> <tr> <td>c) Nett weight: 8,390 kg</td> <td>c) Nett weight: 7,030 kg</td> </tr> <tr> <td>d) Delivery date: 05/02/2022</td> <td>d) Delivery date: 07/02/2022</td> </tr> <tr> <td>e) Weighbridge ticket no.: 314545</td> <td>e) Weighbridge ticket no.: 314589</td> </tr> <tr> <td>f) D.O. no.: 199919</td> <td>f) D.O. no.: 200442</td> </tr> <tr> <td>g) MSPO certificate no.: MSPO690774</td> <td>g) MSPO certificate no.: MSPO690774</td> </tr> <tr> <td>h) MSPO certificate validity: 12/02/2023</td> <td>h) MSPO certificate validity: 12/02/2023</td> </tr> </tbody> </table>	a) Supplier: West Estate	a) Supplier: West Estate	b) Product ID: 0001-FFB A Crop	b) Product ID: 0003-Loose fruit	c) Nett weight: 7,280 kg	c) Nett weight: 6,000 kg	d) Delivery date: 08/02/2022	d) Delivery date: 08/02/2022	e) Weighbridge ticket no.: 314649	e) Weighbridge ticket no.: 314676	f) D.O. no.: 198931	f) D.O. no.: 199938	g) MSPO certificate no.: MSPO690774	g) MSPO certificate no.: MSPO690774	h) MSPO certificate validity: 12/02/2023	h) MSPO certificate validity: 12/02/2023	a) Supplier: West Estate	a) Supplier: West Estate	b) Product ID: 0003-Loose fruit	b) Product ID: 0001-FFB A Crop	c) Nett weight: 8,390 kg	c) Nett weight: 7,030 kg	d) Delivery date: 05/02/2022	d) Delivery date: 07/02/2022	e) Weighbridge ticket no.: 314545	e) Weighbridge ticket no.: 314589	f) D.O. no.: 199919	f) D.O. no.: 200442	g) MSPO certificate no.: MSPO690774	g) MSPO certificate no.: MSPO690774	h) MSPO certificate validity: 12/02/2023	h) MSPO certificate validity: 12/02/2023	Complied
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Criterion / Indicator	Assessment Findings	Compliance	
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
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>The estate continued to comply with the legal requirements. Compliance to each applicable law and regulation is monitored by the operating units and SQM sustainability team.</p> <p>The estate had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were:</p> <ol style="list-style-type: none"> 1. MPOB License no. 522968002000, valid till 31/08/2022 2. Scheduled Control Goods Permit for Diesel and Petrol no. B 00597 (ref. no. B.PGK.SEL/5857), valid till 03/04/2022 3. Visiting Medical Officer cert. no. 21308/2022, valid till 31/12/2022 4. Salary deduction permit under Section 24, Labour Act 1955 for electrical usage no. BHG. PU/9/129 JLD 33(53) dated 06/07/2017 5. Salary deduction permit under Section 24, Labour Act 1955 for Koperasi Serbaguna Kebangsaan Berhad, school children bus fare, and group Life Insurance Great Eastern Life Assurance (M) Bhd ref. no. JTKS(E) 6/115 Jld VII – 22(4) dated 15/05/2014 6. Salary deduction permit under Section 24, Labour Act 1955 for PTPTN and Tabung Haji Saving ref. no. JTKS(E) 6/115 Jld 36-20 (2) dated 30/05/2018 	<p>Complied</p>
4.3.1.2	<p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements.</p> <p>Reviewed the latest Legal & Other Requirements Register (LORR) and Summary of Compliance dated 31/05/2021.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
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 -	The estate has established list of all relevant laws and requirement and documented in Legal and Requirement Register (LORR). The list were updated on annually basis or if there is new updates on the register or additional applicable legal. Reviewed the latest register reviewed in May 2021. Among the latest updated on the register are: 1. Anti-money laundering, anti-terrorism financing and Unlawful activities act 2001 2. Malaysian Anti-Corruption Commission Act (Amended) 2018 3. Whistle-blower protection act 2010	Complied
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance -	Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008. A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual Group Sustainability Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. The person responsible appointed at the operating units will update the changes in the Legal Register.	Complied
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	The management do not diminish the land use rights of other users as the lands are belonging to Sime Darby Plantation Berhad as verified through the land title. Besides, phone interviewed with the local	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		communities confirmed that no encroachment of land and land dispute reported.	
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 -	There are total 21 land titles in West Estate and it was sighted the ownership of the land belongs to Sime Darby Plantation (Peninsular) Sdn Bhd. Sampled some of the land title as follow: a. Land title no: 46219, Lot No: 2601, Ha: 2028.28 b. Land title no: 46220, Lot No: 2602, Ha: 2651.90 c. Land title no: 4140, Lot No: 12355, Ha: 0.2159 d. Land title no: 4143, Lot No: 12358, Ha: 0.8727	Complied
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The estate legal boundary was clearly demarcated with pole, fences and security trenches. Sighted during site visit at P09G adjacent with smallholders from Kg. Orang Asli Sg. Judah, the legal boundary was demarcated by security trenches.	Complied
4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There is no land dispute in the West Estate at the time of audit. The land belongs to Sime Darby Plantation Berhad and land ownership documents verified. Interview with the stakeholders confirmed that no encroachment of land and land dispute reported.	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 or negotiated agreements within the West Estate land area. Interviewed with the local communities confirmed that no land encroachment.	Not Applicable

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Criterion / Indicator		Assessment Findings	Compliance
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should be made available. - Minor compliance -	There is no customary land or negotiated agreements within the West Estate land area. Interviewed with the local communities confirmed that no land encroachment.	Not Applicable
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 or negotiated agreements within the West Estate land area. Interviewed with the local communities confirmed that no land encroachment.	Not Applicable
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>The group had conducted Social Impact Assessment for West POM and West Estate dated on 27–28/03/2014. The assessment was commenced by Social & Environment Projects Unit, PSQM Department. The objectives of the assessment were to identify the existing social issues in the study area and to develop social management plan for respective study area that is agreed by both PSQM Department and Operating Unit management.</p> <p>The assessment findings were classified into 5 different group which are:</p> <ol style="list-style-type: none"> a. Good practice/findings. b. Issues. c. Complaints. d. Suggestion. e. Other findings by stakeholders. <p>From the assessment the mill management developed Social Management Plan to mitigate negative impact and promote positive</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		ones. The method of assessment was through interview, field observation and documentation review. The assessment also involved the participation with of relevant stakeholders such as local authorities, worker’s representative, local communities etc	
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 -	Sime Darby Plantation Estate Quality Management System, Standard Operating Manual (SOM), Sub-section 5.5 Management Responsibility, Appendix 5.5.3.2 Procedure for External Communication, version 2, issue 0, dated 25/5/2015. The complaints and grievances are open to effected parties including internal and external stakeholders. The time frame to deal with external communications should be within two weeks of the date of receipt for communication requiring direct feedback (Clause 6.3 of the procedure) and within one week of the completion of the investigation, for communication required investigation.	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 -	Stated in the procedure (refer above), the time frame to deal with external communications should be within two weeks of the date of receipt for communication requiring direct feedback (Clause 6.3 of the procedure) and within one week of the completion of the investigation, for communication required investigation.	Complied
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 group has established Oil Palm Pal, an app which enable the user to lodge a complaint by scanning the QR code provided at their housing premises. During the interview session, the employees were made aware of this system. Besides that, the estate management also conducted a dialogue called “Suara Kami” with their employees every two weeks. During this	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>program, the employees able to express their unsatisfying feeling or to complain directly to the management.</p> <p>List of issues being raised by the employees during the dialogue were made available to the audit team. The audit team also found that the management had taken an immediate action to tackle the issues.</p>	
4.4.2.4	<p>Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.</p> <p>- Minor compliance -</p>	<p>From the interview with the employees, the exhibited a good understanding regarding on the complaint procedure. The implementation of Oil Palm Pal apps helps the employees to lodge a complaint thru online.</p>	Complied
4.4.2.5	<p>Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request.</p> <p>- Major compliance -</p>	<p>Record review found that previous complaints and requests for the past 24 months were still available.</p>	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	<p>Growers should contribute to local development in consultation with the local communities.</p> <p>- Minor compliance -</p>	<p>The estate management has made contribution to the community such as construction of hump at the school upon request by the representative. Seen the photo evident of the construction done.</p> <p>Besides, the management provided assistance to the school for the development of the surrounding of school and a certificate of appreciation from the school was awarded to the estate management. Interview with the school representative confirms the good relationship between the school and the estate management.</p>	Complied
Criterion 4.4.4: Employees safety and health			

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.4.1 An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -</p>	<p>Sime Darby Plantation Berhad has established environmental policy Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020.</p> <p>In the Policy Statement stated as follows: "Upstream Malaysia is committed to providing safe and healthy workplaces and operating in an environmentally responsible manner at all our operations in Malaysia."</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p> <p>The GSQM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>Estate visited has established Safety and Health Plan and reviewed on annually basis. The plan covers on OSH Legal Compliance, Emergency Response Plan, OSH Management System and Risk Management, HIRADC, training, OSH committee meeting, workplace inspection, medical surveillance and etc.</p> <p>Reviewed the implementation of the Safety and Health Plan as follows:</p> <ol style="list-style-type: none"> 1. The estate conducted the workplace inspection on quarterly basis. Reviewed the records of inspection dated 25/11/2021, 26/08/2021 and 26/05/2021. The result of inspection were discussed in the Safety and health committee meeting. 2. Internal audit by SQM was conducted on annually basis. Latest internal audit was conducted on 06/01/2022. 	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
		<p>3. The estate continuously provide training to ensure the workers awareness on Emergency Response Plan. Latest fire drill and fire extinguisher training was conducted on 13/01/2022.</p> <p>4. The estate conducted annual medical surveillance for the workers involved in chemical handling. Latest medical surveillance was conducted on 05/04/2021 by OHD with DOSH reg. no. HQ/08/DOC/00/708.</p>	
4.4.4.2	<p>The occupational safety and health plan shall cover the following:</p> <p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risks of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:</p> <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p>	<p>a) Sime Darby Plantation Berhad has established Safety and health policy as per Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020.</p> <p>The policy is written in Bahasa and English language that can be easily understood by all levels of its employees.</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing, iCARE Safety and Health Townhall meeting, and displayed at various notice board within the estate.</p> <p>b) The operating units sampled has conducted assessment for risk on all the operations and documented in Hazard Identification, Risk Assessment, and Risk Control (HIRARC) and Chemical Hazard Risk Assessment. The assessment cover all main operations and support operations such as harvesting, weeding, manuring, office operation, security, pest and disease and other support operation.</p> <ul style="list-style-type: none"> 1. The HIRARC was reviewed at minimum once a year, if accident occur or changes. Latest HIRARC review was conducted on 15/12/2021 with changes in operation such as harvesting, power spray, spraying and manuring due to accident occur during the period. 	Complied

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<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>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>2. Latest Chemical Health Risk Assessment was conducted on 11/11/2020 by assessor with DOSH reg. no. HQ/09/ass/00/124. Refer report no. HQ/09/ass/00/124 – 2020/0032.</p> <p>3. Baseline Noise Risk Assessment was conducted on 26/10/2021 by assessor with DOSH reg. no. HQ/10/PEB/00/112. Refer report no. HQ/10/PEB/00/112-178/2021.</p> <p>c) The estate has established training program for employees exposed to chemicals including sprayers and store keeper to ensure the continuous awareness to the employee. The training was conducted by the Executives, field supervisors and representative from the chemical suppliers to the supervisors and operators. Reviewed the sampled training records as follows:</p> <ol style="list-style-type: none"> 1. Geo-I spraying training dated 16/11/2021 2. Chemical handling/spraying technique and PPE compliance by Mycrop training dated 26/10/2021 <p>d) The operating units sampled provided appropriate PPE to all workers according to the job type. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) dated 17/3/2008. Noted during site visit, the sprayers were provided with wellington boots, apron, nitrile gloves, respirator and safety goggles. Reviewed the PPE issuance records for the sprayers interviewed and found consistent with sighted onsite.</p> <p>e) Procedures of chemical handling is presented in several documents, such Document No. SD/SDP/SQM (ESH)/001-1Sime Darby Plantation Berhad Environment, Safety, and Health Management System (ESHMS) Manual dated 01/07/2012.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
	<p>f) The Estate Manager has been appointed as Person Responsible / Chairman for Safety and Health in the estate as per appointment letter dated 10/07/2021 signed by the Regional General Manager.</p> <p>g) The estate management has established Safety Committee Member consist of Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Mill Manager. The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting. In the meeting discussed on the matters arising from the previous meetings, accident and incident report, workplace inspection, and training. Reviewed the minutes meeting dated 06/04/2021, 10/06/2021, 24/09/2021 and 29/12/2021. The OHS Chairman and Secretary are in coordination with RSQM Head Quarter Officer for any update national regulations and collective agreements.</p> <p>h) Accident of emergency procedure is presented in Mill Quality Management System Standard Operation manual (MQMS SOM) dated November 1st, 2008. Flowchart of emergency handling was presented in Appendix 5.5.3.3. The operating units continuously provided training to enhance the workers awareness on emergency procedure. Reviewed the training records for Fire drill and fire extinguisher training dated 13/01/2022 with evacuation time recorded at below 1 minutes.</p> <p>i) First aider present at various work station at the operating units sampled. The mandore was appointed as responsible for first aid box at each workstation. The estate continuously provided training to the appointed first aider to enhance the knowledge. Reviewed the training records First aid training dated 25/01/2022.</p>	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>The Medical Assistant conducted first aid kit monitoring on monthly basis. Reviewed the monitoring records FY 2021 and January – February 2022.</p> <p>j) The estates maintain the records of accident cases and reported to HQ using the Rapid 4 System and reported to DOSH through JKKP 6 form. Reviewed the JKKP 6 and rapid 4 accident investigation reports for accident occur 13/10/2021 and 16/11/2021 at harvesting operation.</p> <p>West Estate visited submit the JKKP 8 form on annually basis to DOSH through MyKKP website. Reviewed the JKKP 8 report FY 2020 submitted to DOSH on 04/01/2022.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established Group Sustainability & Quality Policy Statement dated 02/12/2019 by Group Managing Director where the company is respecting, upholding & no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC). The HRC was last revised on August 2020. They promote the human rights, safeguard democracy and its institutions and not violate the rights of others. They also recognize the important role Human Right Defenders.</p> <p>In accordance with the United Nations Declaration on Human Rights Defenders, they are committed to safeguarding the confidentiality of those involved by establishing clear operational guidelines on the coordination, administration and response to the allegations of threats through our Human Rights Defender Policy and ensuring that their internal policies and mechanisms protect and prevent harm to</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>complainants, as well as respond to complaints on any alleged threats made to them. Refer to Policy on the Protection of Human Rights Defenders (HRDs) dated 25/03/2020 for more information. Policy on the Protection of HRDs_FINAL.pdf (sime-darbyplantation.com).</p> <p>The policies were communicated to stakeholders during stakeholder meetings. Besides, the briefing of the policies to workers was conducted on 25/01/2022 in West Estate.</p>	
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>Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights.</p> <p>They promote diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity union membership, political affiliation or age. The policy has been briefed to all the employees and stakeholders. The policy could be downloaded from http://www.sime-darbyplantation.com/sustainability/human-rights-charter</p>	Complied
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>There were employment contracts for staffs and workers. Pay and conditions are documented and achieved the Minimum Wage Order 2020. Sampled of employment contracts confirmed that terms and conditions are clearly outlined as per collective agreement and Employment Act 1955 which have been signed by the worker. Sampled of total 23 payslip for March 2021, April 2021 September 2021 and December 2021 found that all the workers were paid accordingly.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>Contract agreement for contractor’s workers were made available and reviewed. The estate management ensured that the employees of the contractors were paid according to the standard requirements. The copies of pay slips and employment contracts were made available and reviewed. The amount of EPF and SOCSO deductions were stated in the pay slip.</p>	Complied
4.4.5.5	<p>The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	<p>The estate management has registered all their workers into Employee Master Details Listing in SEMUA system where personal details such as full name, gender, date of birth, date join company, race, designation and wages were recorded. Verified the Employee Master Details Listing.</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 employees that recruited by the estates are of local, Indonesians, Bangladeshi, Nepalese and Indians. They are all under direct employment to the estates. All of them have signed on the employment contract prior to work. Duration of contract/ probation period, position offered, wages, annual leave, allowances, etc. was stated in the employment contract.</p>	Complied
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p>- Major compliance -</p>	<p>Daily attendance was recorded by punch card system on daily basis and overtime was recorded in the individual card. Besides the summary of mill daily attendance report for every month can be generated and maintained by the SAP system.</p> <p>The employer also highlights the working hours in their employment contract. Working hours is 8 hours per day. From Monday to Saturday. The overtime maximum is 104 hours according to Malaysian Law. Sighted the working hours being displayed at the notice board.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		The office will be working from 8.00 am to 5.00pm and break time at 1.00 pm to 3.00 pm. The workers basically are from 8.00 am to 4.00pm and depending on the shift.	
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. - Major compliance -	The working hour and break time have been clearly stated in the Employment Contract. Sighted in the Contract Agreement the rate of overtime which agreed by both parties. There is no complaint received regarding payment or forced to work overtime during site interview.	Complied
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 -	Pay slips clearly shows the calculations of gross salary, all deductions and net salary of a worker. Workers interviewed confirmed that they are being paid more than the stipulated minimum wage and that they understand all the deductions being made. Documented pay slip was distributed to individual workers on the day of payment.	Complied
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 -	Employees were provided with medical and accident insurance. With regards to local and foreign workers, staffs and executives, all of them are covered under EPF & SOCSO as required by the Malaysian Laws and Regulations. They were also provided with housing facilities at workers line site. Medical Assistant is responsible to carry out the monitoring at workers quarters.	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 -	Employees were provided with housing facilities at workers line site where the water supply is provided for free and electricity is borne by workers. Domestic waste is managed by West Estate; Welfare Amenities: Surau and Football Field.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Site visit to the line site confirms that the housing area were in a good condition, clean and comfort to live in.	
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 -	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They seek to create a working environment with zero tolerance for sexual harassment and abuse and in which violence is never used to resolve issues or conflict. Gender Committee was established in West POM and meetings were conducted 4 times in 2021. There was no issue reported during the meeting.	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 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. - Major compliance -	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They respect the rights of their employees to form and join unions and bargain collectively.	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. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	<p>programmes. Children shall not exposed to hazardous working conditions.</p> <p>- Major compliance -</p>	<p>Guiding Principles on Business and Human Rights. They recognize that protecting the wellbeing of children means safeguarding them from any form of maltreatment or exploitation, including child sex tourism, child trafficking and child pornography. They are eradicating child labour in all their supply chain and not employ anyone underage of 18 years.</p> <p>No employees below the age of 18 were sighted through verified the Employee Master Listing and interviewed with the workers.</p>	
Criterion 4.4.6: Training and competency			
4.4.6.1	<p>All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.</p> <p>- Major compliance -</p>	<p>The estates visited has established training plan base on the training need analysis conducted. The training plan covers all job designation including the contractors.</p> <p>Reviewed the sample training records as follows:</p> <ol style="list-style-type: none"> 1. Tanalink device usage dated 22/02/2021 2. Manuring SOP training dated 12/01/2021 3. Contract loose fruit transport training dated 22/01/2021 4. Scout harvesting training dated 19/01/2021 5. Contractor awareness briefing dated 13/08/2021 6. Medical access and guideline of leaving workplace briefing dated 22/10/2021 7. Electrical cutter training dated 12/01/2021 8. Sexual harassment briefing dated 01/12/2021 9. Fire drill and fire extinguisher training dated 13/01/2022 10. First aid training dated 25/01/2022 	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>The estates visited has conducted training need analysis for all employee, management and contractors. The need analysis was conducted base on the job designation and training required by the job type.</p>	Complied
4.4.6.3	<p>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.</p> <p>- Minor compliance -</p>	<p>The estates has established training schedule FY 2021 base on training need analysis conducted. The training program covers Policy, operation and OSH/others.</p> <p>The program involve the executive, staff/ supervisor, workers and contractors. The identified training was programmed throughout the year.</p>	Complied
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 in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established environmental policy documented in Group Sustainability and Quality Statement signed by Group Managing Director dated 02/12/2019 and Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 01/06/2020.</p> <p>In the Policy stated as follows: Group Sustainability and Quality Statement: Minimizing Environmental Harm: i. Protecting and enhancing biodiversity and ecosystem ii. No deforestation and No new development on peat land</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		iii. Enhancing resilience against climate change impact iv. Adopting responsible consumption and production Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement Environment i. Comply to emission and effluent standard ii. efficient use of water and energy iii. Minimize waste iv. Protect the ecosystem and biodiversity The policy has been communicated to the workers through induction training for new workers, morning briefing, iCARE Safety and Health Townhall meeting, and displayed at various notice board within the mill. Latest Company Policy training was conducted as as per criteria 4.4.6.1.	
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 -	The estates sampled conducted Environmental Impact Assessment to identify the environmental aspect in all estate activities and documented in Environmental Aspects Impacts Identification form and Environmental Impacts Evaluation form. The assessment covers all activities in the estates and mill. The assessment was conducted base on SOP established. Refer SOP Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure. The assessment was reviewed at minimum once a year or if there is any changes in operation. Latest review was conducted on 03/01/2022. The review was conducted by Assistant Manager and approved by the Manager.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		The estate visited has established environmental management plan base on aspect and impacts analysis conducted.	
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. - Major compliance -	The estates has established Environmental Management Plan FY 2021. The plan was reviewed on annually basis.	Complied
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Program to promote positive impact was documented in Pollution Prevention Plan. Among the the promote positive impact as follows: 1. To recollect waste water from chemical mixing process and recycled during premixing. 2. To continue remind workers no spraying alongside river buffer zone. 3. To continue remind workers and all resident no open burning.	Complied
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. - Major compliance -	The estate visited continue provided training to ensure the awareness regarding the environmental policy among the employee. The management has established annual training program which covers the environmental awareness and compliance related trainings to the executives, staffs and workers.	Complied
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance -	The estates visited discussed the issues on environmental concern during Environmental, Safety and Health committee meeting conducted on quarterly basis.	Complied
Criterion 4.5.2: Efficiency of energy use and use of renewable energy			

Criterion / Indicator		Assessment Findings			Compliance																		
<p>4.5.2.1</p> <p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.</p> <p>- Major compliance -</p>	<p>A plan for improving the efficiency of the use of fossil fuels is in place and has been incorporated into the Environmental Aspect and Impact activities report for 2022. The document was updated on Jan 2022. The Environment Management Plan for efficiency of fossil fuel usage are detailed below:</p> <table border="1"> <thead> <tr> <th></th> <th>Target</th> <th>Objective</th> <th>Action plan</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Backhoe tractor</td> <td>To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment</td> <td>To ensure the vehicle engine is turn off during idle time to record vehicle activity which consume fuel</td> </tr> <tr> <td>2</td> <td>Van / Supervisory vehicle</td> <td>To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment</td> <td>To record vehicle activity in order to eliminate waste activity which consume fuel. To turn off vehicle engine during idle time.</td> </tr> <tr> <td>3</td> <td>Electrical supply</td> <td>To reduce reliance on gen-sets for power supply</td> <td>Utilization of TNB sources</td> </tr> </tbody> </table>				Target	Objective	Action plan	1	Backhoe tractor	To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment	To ensure the vehicle engine is turn off during idle time to record vehicle activity which consume fuel	2	Van / Supervisory vehicle	To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment	To record vehicle activity in order to eliminate waste activity which consume fuel. To turn off vehicle engine during idle time.	3	Electrical supply	To reduce reliance on gen-sets for power supply	Utilization of TNB sources	<p>Complied</p>			
	Target	Objective	Action plan																				
1	Backhoe tractor	To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment	To ensure the vehicle engine is turn off during idle time to record vehicle activity which consume fuel																				
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<p>The utilization of fossil fuel ratio in 2020 and 2021 are being monitored with records shown below with baseline of 1.75 L/FFB mt (estate).</p> <table border="1"> <thead> <tr> <th></th> <th>WE 2020</th> <th>WE 2021</th> </tr> <tr> <th></th> <th>Diesel/FFB</th> <th>Diesel/FFB</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>3.04</td> <td>2.79</td> </tr> <tr> <td>Feb</td> <td>3.17</td> <td>1.89</td> </tr> <tr> <td>Mac</td> <td>1.55</td> <td>1.68</td> </tr> <tr> <td>Apr</td> <td>0.94</td> <td>1.40</td> </tr> <tr> <td>May</td> <td>1.18</td> <td>1.42</td> </tr> </tbody> </table>				WE 2020	WE 2021		Diesel/FFB	Diesel/FFB	Jan	3.04	2.79	Feb	3.17	1.89	Mac	1.55	1.68	Apr	0.94	1.40	May	1.18	1.42
	WE 2020	WE 2021																					
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Criterion / Indicator		Assessment Findings			Compliance																							
		<table border="1"> <tr><td>Jun</td><td>1.62</td><td>1.73</td></tr> <tr><td>July</td><td>1.88</td><td>1.47</td></tr> <tr><td>Aug</td><td>1.94</td><td>1.60</td></tr> <tr><td>Sep</td><td>1.79</td><td>1.43</td></tr> <tr><td>Oct</td><td>2.04</td><td>1.96</td></tr> <tr><td>Nov</td><td>2.05</td><td>1.90</td></tr> <tr><td>Dec</td><td>2.22</td><td>2.02</td></tr> <tr><td><i>Total</i></td><td><i>181708</i></td><td><i>168091</i></td></tr> </table> <p>In conclusion the total consumption of both shell and fibre over the CPO production is at an average of 4.8. When the renewable energy consumption is maximized the utilization of non-renewable is reduced. Similarly, the estate records and monitors the diesel utilization of vehicles running.</p> <p>Performance variation in view of several factors i.e.</p> <ul style="list-style-type: none"> a) Infrastructure of estates, b) Community size / no of gen-sets, c) No. Of vehicles / age of machine. d) Weather interference / crop production volume <p>There is no opportunity for the estates to capitalize the utilization of fibre/shell as part of their energy production in replacement of fossil fuel with the current technology limitation.</p>	Jun	1.62	1.73	July	1.88	1.47	Aug	1.94	1.60	Sep	1.79	1.43	Oct	2.04	1.96	Nov	2.05	1.90	Dec	2.22	2.02	<i>Total</i>	<i>181708</i>	<i>168091</i>		
Jun	1.62	1.73																										
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Oct	2.04	1.96																										
Nov	2.05	1.90																										
Dec	2.22	2.02																										
<i>Total</i>	<i>181708</i>	<i>168091</i>																										
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.	The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors,			Complied																							

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Criterion / Indicator		Assessment Findings	Compliance										
	This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	including all transport and machinery operations was determined based 3 years of previous year fuel consumption.											
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	The estate use bio-diesel for vehicles.	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 -	<p>The estates have identified the waste products and source pollution generated in the estates and mill. The waste are categorized as follows:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Item Description</th> </tr> </thead> <tbody> <tr> <td>Scheduled Waste</td> <td>SW 305 Spent Lubricant Oil SW 306 Spent hydraulic oil SW 410 Rags, plastics, papers or filters contaminated with scheduled waste SW 409 Disposed containers, bags or equipment contaminated with scheduled waste SW 404 Clinical waste</td> </tr> <tr> <td>Domestic waste</td> <td>Rubbish (used paper, plastic bottle. glass bottle, food waste)</td> </tr> <tr> <td>Industrial waste</td> <td>Empty pesticides containers (recycle plastic – triple rinse and punctured) Scrap Metal</td> </tr> <tr> <td>Sewage Waste</td> <td>Sewage</td> </tr> </tbody> </table>	Type	Item Description	Scheduled Waste	SW 305 Spent Lubricant Oil SW 306 Spent hydraulic oil SW 410 Rags, plastics, papers or filters contaminated with scheduled waste SW 409 Disposed containers, bags or equipment contaminated with scheduled waste SW 404 Clinical waste	Domestic waste	Rubbish (used paper, plastic bottle. glass bottle, food waste)	Industrial waste	Empty pesticides containers (recycle plastic – triple rinse and punctured) Scrap Metal	Sewage Waste	Sewage	Complied
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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>Estate sampled has established management Plan base on the identification and source of pollutions and the documented in Waste management Plan FY 2022 and were available for review. In the management plan stated the type of waste, description, source of pollution, action to be taken and person responsible.</p> <p>Sighted the implementation as follows:</p> <ol style="list-style-type: none"> 1. The estates maintain the inventory records for all scheduled waste generated and notify to DOE on monthly basis through ESWISS. Reviewed the ESWISS inventory record for the month of October, November and December 2021. 2. Scheduled waste was manage as per SOP established and as per Scheduled Wastes Environmental Quality (Scheduled Wastes) Regulations 2005. Reviewed the disposal records as per criteria 4.5.3.3. 3. Records of domestic waste disposal to MD Kuala Langat were sighted and verified. Collection dates dated 03/02/2022, 01/02/2022 on average 2x to 3x /week. 4. West Estate visited had a nutrient recycling strategy in place which included stacking pruned fronds in the respective fields to decompose, grass cutting harvesters paths and letting the cut mass to decompose in the field, EFB mulching and application of compost. In addition, during replanting, palms were felled, chipped, and windowed and left to decompose. Records showed that the estates had applied EFB at 35 tons/ha and records showed that EFB metric ton in 2021 was as follows: <table border="1" data-bbox="1095 1305 1731 1375"> <thead> <tr> <th></th> <th>Field no</th> <th>Ha</th> <th>Mt</th> <th>Month</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08A</td> <td>26.91</td> <td>949.51</td> <td>Sept/Nov</td> </tr> </tbody> </table>		Field no	Ha	Mt	Month	1	08A	26.91	949.51	Sept/Nov	<p>Complied</p>
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Criterion / Indicator		Assessment Findings					Compliance																																			
		2	05A	47.74	1608.5	Aug/Nov																																				
		3	09H	29.31	903.28	Oct/Nov																																				
		4	09E	51.81	1868.0	July																																				
		5	11A	77.19	2364.	Nov/Dec																																				
		6	06C	65.83	3231.9	April/Dec																																				
		7	05C	90.78	2246.1	Jan/Mac																																				
		8	06A1	65.15	27398	May/Nov																																				
4.5.3.3	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1 dated 26/2/2016. Proper disposal of waste material are carried out as per the company procedures.</p> <p>Estate also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p> <p>Reviewed the sample disposal records as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>SW404</th> <th>SW410</th> <th>SW410</th> <th>SW305</th> </tr> </thead> <tbody> <tr> <td>26/02/2020</td> <td>-</td> <td>14 pcs</td> <td>3 kg</td> <td>40 L</td> </tr> <tr> <td>14/05/2020</td> <td>-</td> <td>12 pcs</td> <td>0.5 kg</td> <td>33L</td> </tr> <tr> <td>08/10/2020</td> <td>-</td> <td>12 pcs</td> <td>3 kg</td> <td>33L</td> </tr> <tr> <td>28/05/2021</td> <td>-</td> <td>35 pcs</td> <td>-</td> <td>240 L</td> </tr> <tr> <td>29/01/2022</td> <td>8.5 kg</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>03/11/2021</td> <td>5.2 kg</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table>					Date	SW404	SW410	SW410	SW305	26/02/2020	-	14 pcs	3 kg	40 L	14/05/2020	-	12 pcs	0.5 kg	33L	08/10/2020	-	12 pcs	3 kg	33L	28/05/2021	-	35 pcs	-	240 L	29/01/2022	8.5 kg	-	-	-	03/11/2021	5.2 kg	-	-	-	Complied
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03/11/2021	5.2 kg	-	-	-																																						
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the</p>	<p>The procedure SD/SDP/PSQM (ESH)/203-EN1–Scheduled Wastes (Hazardous Waste) Management has been established.</p> <p>a) Collection of SW is made by Sime Kubota Sdn Bhd licensed vendor registered with DOE.</p> <p>b) The clinical waste SW 404 is disposed to Kualiti Alam Sdn Bhd.</p>					Complied																																			

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Criterion / Indicator		Assessment Findings	Compliance																								
	national programme on recycling of used HDPE pesticide containers. - Major compliance -	c) Empty containers were tripled rinsed, pierced and delivered to a registered recycler company M/s SS Setia Enterprise by DOE and Jabatan Pertanian. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Date</th> <th>Empty container</th> <th>Ally bottle</th> <th>Cartoon Boxes</th> <th>Spraying Pump</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01/02/2020</td> <td>126 units</td> <td>150 kg</td> <td>120 kg</td> <td>3 units</td> </tr> <tr> <td>2</td> <td>18/12/2020</td> <td>535 units</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>3</td> <td>09/01/2021</td> <td>147 units</td> <td>43 kg</td> <td>-</td> <td>-</td> </tr> </tbody> </table>		Date	Empty container	Ally bottle	Cartoon Boxes	Spraying Pump	1	01/02/2020	126 units	150 kg	120 kg	3 units	2	18/12/2020	535 units	-	-	-	3	09/01/2021	147 units	43 kg	-	-	
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4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses. - Minor compliance -	Records of domestic waste disposal to MD Kuala Langat were sighted and verified. Collection dates dated 03/2/22, 01/02/2022 on average 2x to 3x /week.	Complied																								
Criterion 4.5.4: Reduction of pollution and emission																											
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The estates visited has conducted the assessment of all polluting activities during Environmental Aspects identification, Environmental Impact Evaluation.	Complied																								
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The action plan to reduce the identified significant impact has been documented in Pollution Prevention Plan and Waste Management Plan.	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:	West Estate has established Water Management Plan 2021. The management plan stated the water source, areas of concern, Monitoring, contingency plan, person responsible and time frame. The areas of concern focusing on water shortage/dry spell, severe water	Complied																								

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Criterion / Indicator	Assessment Findings	Compliance												
<p>a. Assessment of water usage and sources of supply.</p> <p>b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities.</p> <p>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.).</p> <p>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance -</p>	<p>pollution, contamination of surface and ground water, reduce water usage in chemical activity, excess water in field and management of waste water.</p> <p>Management of riparian zone is guided by River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014).</p> <p>The widths of the buffer zones are guided by the following measurements:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">River width</th> <th style="text-align: left;">Buffer zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>West Estate had established its Water Management Plan for year 2022 which was developed to maintain the quality and availability of natural water resources. This is made by practicing efficient water consumption through various methods such as;</p> <ol style="list-style-type: none"> a) Implementation of rain water harvest, b) Construction of water gate for effective management of field drains, c) Establishment of <i>mucuna bracteata</i> to prevent erosion, d) Side drain at field road to control water, frond stacking, e) Enhancement of ground vegetation at bare ground area. 	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	
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Criterion / Indicator		Assessment Findings				Compliance						
			To seek assistance from local authority To obtain treated water supply from mill's WTP									
		Salt water intrusion	Flushing out water during dry & low tide season Construction of screw gate to prevent entry into field drain Regular inspection during high tide to identify any tide gate and flap door.	Estate Mgmt	Schedule							
		<p>West Estate had implemented water managements plans which covered:</p> <ul style="list-style-type: none"> a) Water shortage contingencies b) Water pollution prevention c) Reduce wastage d) Identification & management of waste waters e) Monitoring rainfall f) Regular water quality analysis. <p>Water management plan review date sighted on selective basis.</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Review date</th> <th>Issues</th> </tr> </thead> <tbody> <tr> <td>West Estate</td> <td>03/01/2022</td> <td>Nil</td> </tr> </tbody> </table>				Estate	Review date	Issues	West Estate	03/01/2022	Nil	
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Criterion / Indicator		Assessment Findings					Compliance																														
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5	Education	Avoid excessive usage during cleaning Close pipe to prevent water dripping	AM/ Field staff	On-going																																	
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. - Minor compliance -	No construction of bund, weirs and dams across waterways passing through the estates.					Complied																														
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation	The practice water harvesting of water from road-side drains being directed and stored in conservation road side pits.					Complied																														

Criterion / Indicator		Assessment Findings	Compliance										
	terraces and various natural receptacles). - Minor compliance -	Rain gutter to collect rain water and used for beneficial plant watering.											
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value													
4.5.6.1	<p>Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p> <p>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</p> <p>b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.</p> <p>- Major compliance -</p>	<p>The HCV re-assessment was compiled by PSQM team on May 2016 for West Estate SOU 9. Thereafter being reviewed on October 2020. The report therein contained information relating to HCV identification and management. The details among others as extracted below.</p> <p>a) Overview of HCV assessment</p> <p>b) Description of assessment area</p> <ul style="list-style-type: none"> - Landscape context - Biodiversity & conservation values - Ecosystem service / social & cultural values <p>c) HCV criteria & application to agriculture</p> <ul style="list-style-type: none"> - Visual observation & supporting information - Wildlife in plantation - Decision on HCV status <p>d) HCV management / Monitoring.</p> <p>The report is given in details to provide the existence of HCV, complete with photo and description The conservation and management of such identified areas are also detailed therein. The HCV areas presence as identified by the West Estate within SOU 9 are given below;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Area</th> <th>Site</th> <th>Ha</th> <th>HCV Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Natural Ponds</td> <td>P08A</td> <td>4.79</td> <td>HCV 4</td> </tr> </tbody> </table>		Area	Site	Ha	HCV Type	1	Natural Ponds	P08A	4.79	HCV 4	Complied
	Area	Site	Ha	HCV Type									
1	Natural Ponds	P08A	4.79	HCV 4									

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Criterion / Indicator		Assessment Findings				Compliance
		2	Fringe Mangroves	P09G	39.84	HCV 4
		3	Hatters castle	P06A	1.12	HCV 6
		4	Erosion Control Bund		53.64	HCV 4
		5	Water catchment	-	0.60	HCV 4
		6	Water catchment	-	1.80	HCV 4
			Total		101.79	
		<p>All areas were sighted and verified. HCV of no 4, 5 and 6 above are re-categorized areas from the normal buffer zone category. Hectare for the re-categorized areas has not affected the others category including the planted areas. All the HCVs were maintained by SDP special projects whilst the mangrove areas are under the jurisdiction of the state government. The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. Map verification and site visit confirmed that West Estate is surrounded by river/straits and villages. The HCVs, conservation areas/environmentally sensitive areas e.g. bund along the stretches of river/straits which passes bordering through the estate had been identified and being monitored.</p>				
4.5.6.2	<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"> a) Ensuring that any legal requirements relating to the protection of the species are met. b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts. 	<p>No RTE species were identified in the assessment conducted as per Amendment to HCV Re-Assessment for Strategic Operating Unit (SOU) 8 East, 9 West and 9A Sepang conducted by Conservation & Biodiversity Unit Group Sustainability Department, dated October 2020.</p>				Complied

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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 -	The estate has established HCV/Biodiversity Management Plan base on the HCV identified in the report. 1. To ensure the signage is maintained at site and retrievable on map 2. To update monitoring record of terracing 3. To promote awareness on HCV 4. To identify how tasks relating HCV / biodiversity able to be performed and competencies required 5. To maintain / enhance the biodiversity in the estates.	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 -	Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law – EQA and Regulations 1974.	Complied
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. - Major compliance -	No open burning noted based on the records on the land clearing and felling for the replanting at sampled estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	Not Applicable
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	No controlled burning noted based on the records on the land clearing and felling for the replanting at sampled estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction	Not Applicable

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Criterion / Indicator		Assessment Findings	Compliance
4.5.7.4	<p>Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched.</p> <p>- Minor compliance -</p>	<p>Noted based on the records on the land clearing and felling for the replanting at visited estates, method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.</p>	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	<p>Standard operating procedures shall be appropriately documented and consistently implemented and monitored.</p> <p>- Major compliance -</p>	<p>SOP was established for the Estates. Sime Darby Plantation Berhad SOP issued 2/1/2008 and Agricultural Reference Manual, Sustainability Plantation Management System and EQMS (Estate Quality Management System) were distributed to all operating units under SOU 24 as a guidance document to conduct estate operation. The SOP covers land preparation, planting material, upkeep, harvesting, FFB transportation and etc.</p> <p>Sime Darby Plantation Berhad has established mechanism to monitor the implementation of their procedure by Plantation Advisor Visit, Performance Monitoring Visit and Agronomist Visit. The visit focusing on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep.</p>	Complied
4.6.1.2	<p>Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established policy on slope protection and documented in Slope and River Protection Policy signed by the Managing Director in Jan 2015.</p> <p>The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the existing crop and vegetation shall be maintain accordingly.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance												
		<p>Landscapes of West Estate are mostly flat. Sime Darby Plantation Berhad has established policy on slope protection and documented in Slope and River Protection Policy signed by the Managing Director in Jan 2015. The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the existing crop and vegetation shall be maintain accordingly.</p> <p>The policy was communicated to the employee during master briefing, townhall training and displayed in several notice board in the estate.</p>													
4.6.1.3	<p>A visual identification or reference system shall be established for each field.</p> <p>- Major compliance -</p>	<p>West Estate had a visual identification/reference system for each established field/block and maps established. Field numbers and hectare were marked on palms and in some areas on concrete slaps.</p>	Complied												
Criterion 4.6.2: Economic and financial viability plan															
4.6.2.1	<p>A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.</p> <p>- Major compliance -</p>	<p>SOU 9 has continued its commitment to long term sustainability and improvements through a capital expenditure program. The management has forecasted 5 years business plan from FY 2021 – 2025.</p>	Complied												
4.6.2.2	<p>Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years.</p> <p>- Major compliance -</p>	<p>The revised replanting program was established which was updated. The replanting programme sighted as follow:</p> <table border="1"> <thead> <tr> <th>Year Replanting</th> <th>Hectare</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>233.82</td> </tr> <tr> <td>2023</td> <td>266.01</td> </tr> <tr> <td>2024</td> <td>250.08</td> </tr> <tr> <td>2025</td> <td>252.52</td> </tr> <tr> <td>2026</td> <td>65.92</td> </tr> </tbody> </table>	Year Replanting	Hectare	2022	233.82	2023	266.01	2024	250.08	2025	252.52	2026	65.92	Complied
Year Replanting	Hectare														
2022	233.82														
2023	266.01														
2024	250.08														
2025	252.52														
2026	65.92														

Criterion / Indicator		Assessment Findings	Compliance
4.6.2.3	<p>The business or management plan may contain:</p> <ul style="list-style-type: none"> a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production: cost per tonne of FFB d) Price forecast e) Financial indicators: cost benefit, discounted cash flow, return on investment <p>- Major compliance -</p>	<p>All relevant information contained in the annual budget plan for as sighted in annual budget FY2020 such as:</p> <ul style="list-style-type: none"> i. Total crop projection and yield potential ii. Activity direct cost <ul style="list-style-type: none"> a. Mature upkeep b. Manuring c. Harvesting and collection d. Transportation e. Nursery iii. Estate administration <ul style="list-style-type: none"> a. Admin Cost iv. Labour overhead v. Road and bridges vi. Cost of production. 	Complied
4.6.2.4	<p>The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.</p> <p>- Major compliance -</p>	<p>The budget plan was reviewed annually with both actual and forecasted amount for 5 years (up to 2026) and well documented upon request.</p>	Complied
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p>- Major compliance -</p>	<p>Pricing mechanism is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream Malaysia dated 25/02/2021:</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ. <p>Payments are processed and made by HQ through system named MEX. This is made upon job verification by the operating units' personnel and representatives from HQ for major projects.</p>	
4.6.3.2	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p>	<p>The contract agreements between the management and the contractors were verified. The rate of payment was clearly stated in the agreement. The payment was made on timely manner by the Head Quarter after received invoice from the contractor.</p>	Complied
Criterion 4.6.4: Contractor			
4.6.4.1	<p>Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.</p> <p>- Major compliance -</p>	<p>All contractors and suppliers are required to sign an addendum to ensure they comprehend with the palm oil sustainability certification (RSPO/MSPO/ISCC/SCCS) requirement. Sighted the requirement as follow:</p> <ol style="list-style-type: none"> Comply with local legal requirement. Attend the RSPO/MSPO/ISCC/SCCS briefing or training organized by the company. Having signed and enforceable agreement with the company. Provide access to the RSPO/MSPO/ISCC/SCCS auditors to contractor's operation site and employees whenever deemed necessary. Having related working permits. Ensure PPE utilization by contractor's employee while being in the company's premise (mill/estate). 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Awarded contractors are provided with Letter of Offer (contract agreement) which spelt out the conditions such as commencement, service contract, bank guarantee, insurance policies, failure to provide service, responsibility and indemnity, termination, governing laws, transportation rate and rate adjustment mechanism. Contracts between the company and the contractors (Tana Agro Enterprise, Bumi Sejahtera (M) Sdn Bhd & Tiong Ying Enterprise Sdn Bhd) were sampled for verification.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	Contractors have signed on the letter on RSPO/ ISCC/ MSPO/ SCCS requirements in accordance with Sime Darby Plantation Berhad management system which mentioned the contractor shall provide access to the RSPO/ ISCC/ MSPO/ SCCS auditors to contractors' operation site(s) and employees whenever deemed necessary.	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 -	All works performed at the estates are checked and verified by the estate's personnel. Projects where tenders are issued by HQ are checked by representative from HQ.	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 -	NA as no development of new planting.	Not Applicable

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Criterion / Indicator		Assessment Findings	Compliance
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia’s National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	NA as no development of new planting.	Not Applicable
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 -	NA as no development of new planting.	Not Applicable
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 -	NA as no development of new planting.	Not Applicable
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 -	NA as no development of new planting.	Not Applicable

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Criterion / Indicator		Assessment Findings	Compliance
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 -	NA as no development of new planting.	Not Applicable
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	NA as no development of new planting.	Not Applicable
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 -	NA as no development of new planting.	Not Applicable
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 -	NA as no development of new planting.	Not Applicable
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 -	NA as no development of new planting.	Not Applicable

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Criterion / Indicator		Assessment Findings	Compliance
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 -	NA as no development of new planting.	Not Applicable
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	NA as no development of new planting.	Not Applicable
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 -	NA as no development of new planting.	Not Applicable
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	NA as no development of new planting.	Not Applicable
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 -	NA as no development of new planting.	Not Applicable

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Criterion / Indicator		Assessment Findings	Compliance
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 -	NA as no development of new planting.	Not Applicable
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	NA as no development of new planting.	Not Applicable
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 -	NA as no development of new planting.	Not Applicable
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	NA as no development of new planting.	Not Applicable
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 -	NA as no development of new planting.	Not Applicable

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 -	Sime Darby Plantation Berhad has established Group Sustainability and Quality Policy Statement signed by the Group Managing Director dated 02/12/2019.	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 -	Sime Darby Plantation Berhad has clearly emphasized to achieve commitment towards a systematic approach in ensuring continuous improvement in the operation, compliance to statutory, legal and other regulatory requirements and establishment of traceability within the supply chain in the above-mentioned memorandum.	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 -	GSD Malaysia & Central East RSQM has conducted MSPO & RSPO Internal Audit on 09/12/2021 for West POM. The audit was carried out based on the reference of MS 2530-4:2013 which result 1 major NC. Appropriate action taken by the mill management to close the NC by identifying the strength and root causes.	Complied
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action.	Sime Darby Plantation Berhad has developed Internal Audit Procedure, Doc. No.: SD/SDP/PSQM/IAP, Rev. 2 dated 01/09/2017. The frequency of the internal audit shall be carried out at least once a year and when is required.	Complied

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Criterion / Indicator		Assessment Findings	Compliance				
	- Major compliance -	Internal audit was conducted by Sustainability Compliance Unit, Group Sustainability Department on 09/12/2021. The audit resulted 1 major NC. Appropriate action taken by the mill management to close the NC by identifying the strength and root causes.					
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	The internal audit report was documented and made available for management review, conducted on 19/01/2022. As evidence, all findings from internal audit was responded by Mill Management within the acceptable timeframe.	Complied				
Criterion 4.1.3 – Management Review							
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	The mill management conducted management review meeting on 19/01/2022 to discuss the internal audit findings and other related issues. The meeting was attended by 19 participants. Among the agendas discussed in the meeting were: a. Matter arising. b. Review on status or issues. c. Audit findings (MSPO/RSPO/ISCC). d. Other related matters.	Complied				
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 -	Continual management plan was developed based on the assessment conducted for environment and social in the mill. Sighted the plan for year 2022 as below: <table border="1" data-bbox="1086 1273 1870 1375"> <thead> <tr> <th>Issues</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>ESH risk management</td> <td>To review adequacy and effectiveness of previous plan.</td> </tr> </tbody> </table>	Issues	Action Plan	ESH risk management	To review adequacy and effectiveness of previous plan.	Complied
Issues	Action Plan						
ESH risk management	To review adequacy and effectiveness of previous plan.						

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Criterion / Indicator		Assessment Findings		Compliance
			To review compliance monitoring of legal and other requirements.	
		Chemical safety management	To coordinate CHRA exercise. To check and verify the implementation of the CHRA recommendation. To conduct yearly inspection on health surveillance.	
		Contractor safety management	Review of coordinator’s ESH performance through contractors’ regulations and company compliance. Conduct due diligent prior engagement.	
		New housing development	Additional new units June 2022	
		New boiler	Replacement to increase capacity 2023	
		Electrical supply	TNB meter installation 202.	
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 -	Any new technology and/or innovation equipment is subject to approval by Regional Offices and Headquarters. The new information is updated to employees through morning briefings, memo, meetings, station training. Whenever new technology or system are introduced, awareness briefing is provided to the employees at all levels prior to the implementation.		Complied
4.2 Principle 2: Transparency				
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements				

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Criterion / Indicator		Assessment Findings	Compliance
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>Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 01/04/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate.</p> <p>Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation.</p> <p>Manager is responsible for address the communication and requests.</p>	Complied
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>The management has disseminated the information of the documents that made publicly available such as management plan, OSH plan, audit reports and land titles upon request during the stakeholder meetings.</p> <p>Besides, internal and external stakeholders could access to the company's website to obtain information such as policies, annual report and complaint procedures.</p> <p>(http://www.simedarbyplantation.com/Sustainability.aspx)</p>	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 01/04/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation.	
4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> . - Minor compliance -	Assistant Manager of the West POM has been appointed as Social Officer to handle any issue related to social in the mill. Sighted the appointment letter dated 01/01/2021 issued by the Mill Manager. Role and responsibilities were clearly stated in the appointment letter.	Complied
4.2.2.3	A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. - Major compliance -	Stakeholder list was developed and stakeholders such as local communities, government authorities, external FFB suppliers and contractors were included into the list. The Mill Management has carried out stakeholder meeting with the external FFB suppliers on 11/11/2021. Among the agenda discussed during the meeting were: <ul style="list-style-type: none"> • Previous minute verification • Issues related to stakeholders • Closing 	Complied
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - Major compliance -	Sime Darby Plantation Berhad has established SOP for traceability and documented in Sime Darby Plantation, Sustainable Plantation Management System, ver. 2, issue no. 5 dated April 2019 under Appendix 5: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability.	Complied
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system.	West POM implemented its MSPO SCCS based on Sime Darby Plantation Berhad established Standard Operating Procedure to to	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>demonstrate compliancy to MSPO SCCS. The SOP was documented in Sustainability Plantation Management System, SOP for Sustainability Supply Chain and Traceability, ver. 2, issue no. 5 dated April 2019.</p> <p>Under section 6.0: Delivery of FFB from Estate, 7.0: Receiving FFB at mill and 10.0: Products dispatch stated that Estate/Mill to ensure sufficient information of certified products.</p> <p>As of the date of assessment, no sales of MSPO certified products were sold by West POM except for purchase of MSPO certified FFB only.</p> <p>Plantation Monitoring units conducted the Structured Oil Recovery Assessment on timely basis. reviewed the report for visit dated 05 – 09/04/2021 and 22 -26/11/2021.</p>	
4.2.3.3	<p>The management shall identified and assign suitable employees to implement and maintain traceability system.</p> <p>- Minor compliance -</p>	<p>The mill has appointed the Sr. Assistant Manager person responsible to implement the traceability system as per appointment letter dated 01/01/2021 signed by the Mill Manager.</p>	Complied
4.2.3.4	<p>Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained.</p> <p>- Major compliance -</p>	<p>Stock of CSPO & CSPK was recorded in Mass Balancing Records for Oil Mill. Production records were maintained in "Daily production summary". The information about stock balance, sales and delivery is recorded in the format on daily basis. Reviewed the Daily production summary dated 09/02/2022.</p> <p>Production of MSPO certified CPO have been started since MSPO certificate is granted.</p>	Complied
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			

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Criterion / Indicator		Assessment Findings	Compliance
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance -	The mill had continued to comply with the legal requirements. Compliance to each applicable law and regulation is monitored by the operating units and SQM sustainability team. The mill had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were: 1. MPOB License no. 533238004000, valid till 30/09/2022 2. DOE license no. 003180 with compliance schedule no. AS(B)31/152/000/086, valid till 30/06/2022 3. Private Installation License no. 003595/2021, valid till 19/06/2022 4. Fire Certificate no. JBPM:SL-7/1084/2021, valid till 15/08/2022 5. Competent person a. Steam Engineer 1 st grade cert. no. 044/200 b. Steam Engineer 2 nd grade cert. no. 097/2012 c. Engine driver 1 st grade cert. no. SL/85/2000 d. Engine driver 2 nd grade cert. no. SL/15/EIS/02/14 e. CePSWaM cert. no. CePSWaM/01415 f. CePPOME cert. no. CePPOME/00036	Complied
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirements register. - Major compliance -	All operating units have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. Reviewed the latest Legal & Other Requirements Register (LORR) and Summary of Compliance dated 31/05/2021.	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 -	The mill has established list of all relevant laws and requirement and documented in Legal and Requirement Register (LORR). The list were updated on annually basis or if there is new updates on	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>the register or additional applicable legal. Reviewed the latest register reviewed in May 2021. Among the latest updated on the register are:</p> <ol style="list-style-type: none"> 1. Anti-money laundering, anti-terrorism financing and Unlawful activities act 2001 2. Malaysian Anti-Corruption Commission Act (Amended) 2018 3. Whistle-blower protection act 2010 	
4.3.1.4	<p>The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.</p> <p>- Minor compliance -</p>	<p>Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008. A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual Group Sustainability Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. The person responsible appointed at the operating units will update the changes in the Legal Register.</p> <p>The mill has appointed the Sr. Asst. Manager as person responsible for tracking changes in regulatory requirement as per appointment letter dated 01/01/2021 signed by the Mill Manager.</p>	Complied
Criterion 4.3.2 – Lands use rights			
4.3.2.1	<p>The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users.</p> <p>- Major compliance -</p>	<p>West POM is located inside of the land of West Estate. The land belongs to Sime Darby Plantation (Peninsular) Sdn Bhd. Sighted the</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		copy of the land title# 44294; Lot No.: 2697. There is no issue on land use claims evidence during the audit.	
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 -	West POM is located inside of the land of West Estate. The land belongs to Sime Darby Plantation (Peninsular) Sdn Bhd. Sighted the copy of the land title# 44294; Lot No.: 2697. There is no issue on land use claims evidence during the audit.	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The mill was located in the West Estate and the boundary was demarcated by fences.	Complied
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There is no land dispute in the West POM at the time of audit. The land belongs to Sime Darby Plantation (Peninsular) Sdn Bhd and land ownership documents verified. Interviewed with the local communities confirmed that no land encroachment.	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 or negotiated agreements within the West POM land area. Interviewed with the local communities confirmed that no land encroachment.	Not Applicable
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 or negotiated agreements within the West POM land area. Interviewed with the local communities confirmed that no land encroachment.	Not Applicable

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 or negotiated agreements within the West POM land area. Interviewed with the local communities confirmed that no land encroachment.	Not Applicable
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 -	<p>The group had conducted Social Impact Assessment for West POM and West Estate dated on 27–28/03/2014. The assessment was commenced by Social & Environment Projects Unit, PSQM Department.</p> <p>The objectives of the assessment were to identify the existing social issues in the study area and to develop social management plan for respective study area that is agreed by both PSQM Department and Operating Unit management.</p> <p>The assessment findings were classified into 5 different group which are:</p> <ol style="list-style-type: none"> Good practice/findings. Issues. Complaints. Suggestion. Other findings by stakeholders. <p>From the assessment the mill management developed Social Management Plan to mitigate negative impact and promote positive ones. The method of assessment was through interview, field observation and documentation review. The assessment also</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		involved the participation with of relevant stakeholders such as local authorities, worker’s representative, local communities etc	
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	The company has developed a documented procedure in Sustainable Plantation Management System on handling social issues, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008. The procedure has detailing the process of handling social issues raised by the stakeholders and resolve in an effective, timely and appropriate manner. Besides, the group also developed Oil Palm Pal apps and organize “Suara Kami” Dialogue (conducted on fortnightly) to ease the stakeholders to channel their complaints and grievances to the management.	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 -	The complaints and grievances are open to effected parties including internal and external stakeholders. The time frame to deal with external communications should be within two weeks of the date of receipt for communication requiring direct feedback (Clause 6.3 of the procedure) and within one week of the completion of the investigation, for communication required investigation. Interview with external and internal stakeholders confirmed that the management has taken appropriate action to resolve the complaints in timely manner. Sighted the complaint records and dates taken to resolve the complaints.	Complied
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints.	The group has developed Oil Palm Pal, an app to ease the channel the complaint to the management and conducted “Suara Kami	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -	Dialogue” on fortnightly to gather any raising issues among the stakeholders. The QR code of Oil Palm Pals were sighted at the housing area.	
4.4.2.4	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. - Minor compliance -	Interview with the workers confirmed that they were aware with the implementation of the Oil Palm Pal and know how to use it when necessary. For workers who is not familiar with the apps, they were assisted by their colleagues, or they were free to make a complaint verbally to their officer.	Complied
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. - Major compliance -	The mill documented and maintained the previous records accordingly.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation. - Minor compliance -	The mill management has made contribution to the local communities such as provide job opportunity for the local communities. Each of the worker has been provided with 10kg of rice once every 2 months.	Complied
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 -	Sime Darby Plantation Berhad has established environmental policy Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 01/06/2020. In the Policy Statement stated as follows:	Major Non-compliance

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	<p>"Upstream Malaysia is committed to providing safe and healthy workplaces and operating in an environmentally responsible manner at all our operations in Malaysia."</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p> <p>The GSQM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p> <p>The mill has established Safety and Health Plan and reviewed on annually basis. The plan covers on OSH Legal Compliance, Emergency Response Plan, OSH Management System and Risk Management, HIRADC, training, OSH committee meeting, workplace inspection, medical surveillance and etc.</p> <p>Reviewed the implementation of the management plan FY 2021 as follows:</p> <ol style="list-style-type: none"> 1. Baseline Noise Risk Assessment Report was conducted on ALM/NOISE/WOM/0221/6591 by assessor with reg. no. HQ/13/PEB/00/122. 2. Latest local exhaust ventilation test was conducted on 19/11/2021. Refer report no. HQ/16/JHII/00/214/2021-122. The results found complied with ACGIH standards and ISECHH regulation 2000 3. Latest audiometric test was conducted on 29/07/2021. Refer report ref. no. AHIJAU/DOSH/WEST/0421. From the report, 4 workers were found with STS. The retest was conducted on 07/12/2021. However, only 2 out of 4 employees sent for retest. The recommendation stated in the Baseline Noise Risk 	

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		Assessment was not effectively implemented. Thus, the Major non-conformity was raised.	
4.4.4.2	<p>The occupational safety and health plan should cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risk of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: <ul style="list-style-type: none"> ii. All employees involved are adequately trained on safe working practices; iii. 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. 	<ul style="list-style-type: none"> a) Sime Darby Plantation Berhad has established Safety and health policy as per Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020. The policy is written in Bahasa and English language that can be easily understood by all levels of its employees. The policy has been communicated to the workers through induction training for new workers, morning briefing, iCARE Safety and Health Townhall meeting, and displayed at various notice board within the mill. b) The operating units sampled has conducted assessment for risk on all the operations. Reviewed the risk assessment as follows: <ol style="list-style-type: none"> 1. Baseline Noise Risk Assessment Report was conducted on 27/02/2021 ALM/NOISE/WOM/0221/6591 by assessor with reg. no. HQ/13/PEB/00/122. 2. Latest Chemical Health Risk Assessment was conducted on 15/07/2020 by assessor with DOSH reg. no. HQ/09/ass/00/124. Refer report no. HQ/09/ass/00/124 – 2020/0027 3. Latest HIRARC review was conducted on 13/01/2022 with changes in Kernel Plant, boiler and steriliser operation. c) The mill has established training program for employees exposed to chemicals used at the palm oil mill to ensure the continuous awareness to the employee. Sighted evidence of training plan and record as per criteria 4.4.6.1. 	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>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.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>d) The mill provided appropriate PPE to all workers according to the job type. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) dated 17/03/2008.</p> <p>Reviewed the PPE issuance records for workers working at the boiler station, workshop and laboratory.</p> <p>e) Procedures of chemical handling is presented in several documents, such Document No. SD/SDP/SQM (ESH)/001-1Sime Darby Plantation Environment, Safety, and Health Management System (ESHMS) Manual dated 01/07/2012.</p> <p>f) The Mill Manager has been appointed as Person Responsible / Chairman for Safety and Health in the estate as per appointment letter dated 01/11/2021 signed by the Regional CEO.</p> <p>g) The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting. In the meeting discussed on the matters arising from the previous meetings, accident and incident report, workplace inspection, and training. Reviewed the minutes meeting records dated 15/04/2021, 11/06/2021, 22/09/2021 and 27/11/2021.</p> <p>h) Accident of emergency procedure is presented in Mill Quality Management System Standard Operation manual (MQMS SOM) dated November 1st, 2008. Flowchart of emergency handling was presented in Appendix 5.5.3.3.</p> <p>The operating units continuously provided training to enhance the workers awareness on emergency procedure. Reviewed the latest ERP training conducted on 23/09/2021 with 15-minute evacuation time.</p>	

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		<p>i) First aid kit and first aider present at various work station at the mill. The mill continuously provided training to the appointed first aider to enhance the knowledge. Reviewed the training dated 12/07/2021 and 25/01/2022.</p> <p>The estate conducted the first aid monitoring on monthly basis. Reviewed the records for FY 2021.</p> <p>j) The mill maintain the records of accident cases and reported to HQ using the Rapid 4 System and reported to DOSH through JKPP 6 form. Reviewed the investigation report and JKPP 6 report as follows:</p> <ol style="list-style-type: none"> 1. JKPP 6 and Incident Detail Report for accident occur on 04/12/2021 t sterilizer station 2. JKPP 6 and Incident Detail Report for accident occur 21/07/2021 at thresher station. <p>The accident occurred was reviewed on quarterly basis during OSH committee meeting.</p> <p>West Estate visited submit the JKPP 8 form on annually basis to DOSH through MyKKP website. Reviewed the JKPP 8 report FY 2021 submitted to DOSH through MyKKP.</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>Sime Darby Plantation Berhad has established Group Sustainability & Quality Policy Statement dated 02/12/2019 by Group Managing Director where the company is respecting, upholding & no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020. Besides, Policy on the Protection of Human</p>	Complied

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		<p>Rights Defenders (HRDs) was established with effective date on 25/03/2020. Sime Darby Plantation Berhad respect and safeguard human rights, notion of democracy and its institution.</p> <p>They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with SDP. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, business partners, workers in our operations and supply chains, and communities surrounding our operations.</p> <p>Briefing on the group’s policies were made during the morning briefing and during the “Suara Kami Dialogue”, dated on 25/01/2022.</p>	
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>Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights.</p> <p>They promote diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity union membership, political affiliation or age. The policy has been briefed to all the employees and stakeholders.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance																					
		The policy could be downloaded from http://www.simedarbyplantation.com/sustainability/humanrightsc harter																						
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>Pay and conditions are documented in the workers’ Contract Agreement and wage payment records / pay slip.</p> <p>The salary is according to ‘Guidelines on the Implementation on the Minimum Wages’. National Wages Consultative Council Act 2020 (Act 732) Malaysian minimum salary is RM1100.00 as stated in the guidelines.</p> <p>Rate of pay is based on MAPA / NUPW Agreement Salary Scale as seen in the Contract Agreement and pay-slip. All the workers are under Mill pay-roll system. Sample taken on the workers below:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Employment No</th> <th>Nationality</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>093079</td> <td>Indonesian</td> </tr> <tr> <td>2</td> <td>085525</td> <td>Indonesian</td> </tr> <tr> <td>3</td> <td>122121</td> <td>Indonesian</td> </tr> <tr> <td>4</td> <td>127964</td> <td>Indonesian</td> </tr> <tr> <td>5</td> <td>150972</td> <td>Indonesian</td> </tr> <tr> <td>6</td> <td>006977</td> <td>Malaysian</td> </tr> </tbody> </table>	No	Employment No	Nationality	1	093079	Indonesian	2	085525	Indonesian	3	122121	Indonesian	4	127964	Indonesian	5	150972	Indonesian	6	006977	Malaysian	Complied
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4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>The management is ensuring the employees of their contractors are paid based on legal requirements by obtaining the pay slips of the contractor’s workers and review them. Based on verification of the sampled contractor e.g. Tiong Ying Enterprise Sdn Bhd (hiring backhoe), the payment was made in accordance to the legal requirements. The amount of EPF & SOCSO contributions were also included in the pay slips.</p>	Complied																					

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4.4.5.5	<p>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.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established Check-roll Employee Listing system for all data of their workers. Sighted at West POM the Personal Particulars data for all the workers in The Check-roll Employee Listing.</p> <p>The report stated the Offered Position, Personal Details, Date Employed, Educational background and Family Data</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 shall be made available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>Employment contract stated the offered position, wages implied, working hours, OT, allowances, rest day, working on holiday etc. The contract is in their origin country languages or English. as it is easy to be understood by workers. This contract is signed by both employee and employer and accompanied with respective witnesses.</p> <p>Workers employed consisted of Malaysian, Indian and Indonesian. Sample taken on the following workers for West POM sample on the following workers:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Employment No</th> <th>Nationality</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>093079</td> <td>Indonesian</td> </tr> <tr> <td>2</td> <td>085525</td> <td>Indonesian</td> </tr> <tr> <td>3</td> <td>122121</td> <td>Indonesian</td> </tr> <tr> <td>4</td> <td>127964</td> <td>Indonesian</td> </tr> <tr> <td>5</td> <td>150972</td> <td>Indonesian</td> </tr> <tr> <td>6</td> <td>006977</td> <td>Malaysian</td> </tr> </tbody> </table>	No	Employment No	Nationality	1	093079	Indonesian	2	085525	Indonesian	3	122121	Indonesian	4	127964	Indonesian	5	150972	Indonesian	6	006977	Malaysian	Complied
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4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.</p> <p>- Major compliance -</p>	<p>Daily attendance was recorded by punch card system on daily basis and overtime was recorded in the individual card. Besides the summary of mill daily attendance report for every month can be generated and maintained by the SAP system.</p>	Complied																					

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		<p>The employer also highlights the working hours in their employment contract. Working hours is 8 hours per day. From Monday to Saturday. The overtime maximum is 104 hours according to Malaysian Law. Sighted the working hours being displayed at the notice board.</p> <p>The office will be working from 8.00 am to 5.00pm and break time at 1.00 pm to 3.00 pm. The workers basically are from 8.00 am to 4.00pm and depending on the shift.</p>	
4.4.5.8	<p>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.</p> <p>- Major compliance -</p>	<p>The working hour and break time have been clearly stated in the Employment Contract. Sighted in the Contract Agreement the rate of overtime which agreed by both parties. There is no complaint received regarding payment or forced to work overtime during site interview.</p>	Complied
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>Pay slips clearly shows the calculations of gross salary, all deductions and net salary of a worker. Workers interviewed confirmed that they are being paid more than the stipulated minimum wage and that they understand all the deductions being made. Documented pay slip was distributed to individual workers on the day of payment.</p>	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>Employees were provided with medical and accident insurance. With regards to local and foreign workers, staffs and executives, all of them are covered under EPF & SOCSO as required by the Malaysian Laws and Regulations. They were also provided with housing facilities at workers line site. Medical Assistant is responsible to carry out the monitoring at workers quarters.</p>	Complied

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4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities. - Major compliance -	Employees were provided with housing facilities at workers line site where the water supply is provided for free and electricity is borne by workers. Domestic waste is managed by West POM; Welfare Amenities: Surau and Football Field. Site visit to the line site confirms that the housing area were in a good condition, clean and comfort to live in.	Complied
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They seek to create a working environment with zero tolerance for sexual harassment and abuse and in which violence is never used to resolve issues or conflict. Gender Committee was established in West POM and meetings were conducted 4 times in 2021. There was no issue reported during the meeting.	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 -	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They respect the rights of their employees to form and join unions and bargain collectively.	Complied

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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 -	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They recognize that protecting the wellbeing of children means safeguarding them from any form of maltreatment or exploitation, including child sex tourism, child trafficking and child pornography. They are eradicating child labour in all their supply chain and not employ anyone under age of 18 years. No employees below the age of 18 were sighted through verified the Employee Master Listing and interviewed with the workers.	Complied
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 -	The mill maintained the training records conducted. Reviewed the training records as follows: 1. Contract agreement and payslip in Malaysia and Indonesia language briefing 19/11/2021 2. Chemical handling training dated 17/11/2021 3. Fire drill and emergency training dated 23/09/2021 4. Human rights policy briefing dated 15/09/2021 5. Supply chain certification standards training dated 21/08/2021 6. Safety procedure on chain fastening dated 06/04/2021 7. MSPO trace system training dated 24/03/2021 8. Housing inspection training dated 09/02/2021	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>The mill conducted training need analysis to identify training required for the employee and documented in Training Matrix FY 2021.</p> <p>The mill has also conducted assessment to the training attendees to assess the training efficiency.</p>	Complied
4.4.6.3	<p>A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>The mill has established training schedule FY 2021 base on training need analysis conducted. The training program covers Policy, operation and OSH/others.</p> <p>The program involve the executive, staff/field supervisor, workers and contractors. The identified training was programmed throughout the year.</p>	Complied
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established environmental policy documented in Group Sustainability and Quality Statement signed by Group Managing Director dated 2/12/2019 and Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by CEO Upstream Malaysia dated 1/6/2020.</p> <p>In the Policy stated as follows:</p> <p>Group Sustainability and Quality Statement: Minimizing Environmental Harm:</p> <ul style="list-style-type: none"> i. Protecting and enhancing biodiversity and ecosystem ii. No deforestation and No new development on peat land iii. Enhancing resilience against climate change impact 	Complied

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		<p>iv. Adopting responsible consumption and production Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement Environment</p> <p>i. Comply to emission and effluent standard ii. efficient use of water and energy iii. Minimize waste iv. Protect the ecosystem and biodiversity</p> <p>The policy has been communicated to the workers through induction training for new workers, morning briefing, iCARE Safety and Health Townhall meeting, and displayed at various notice board within the mill. Latest Company Policy training was conducted on 01/02/2021.</p>	
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations</p> <p>- Major compliance -</p>	<p>The estates and mill conducted Environmental Impact Assessment to identify the environmental aspect in all estate activities and documented in Environmental Aspects Impacts Identification form and Environmental Impacts Evaluation form. The assessment covers all activities in the estates and mill. The assessment was conducted base on SOP established. Refer SOP Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure.</p> <p>The assessment was reviewed at minimum once a year or if there is any changes in operation. Latest review was conducted on 17/1/2021 by the Assistant Manager and approved by the Manager with no changes on made to the EAI and EIE since last review was conducted.</p>	Complied

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		<p>The estate visited has established environmental management plan base on aspect and impacts analysis conducted.</p> <p>The environmental management plan was established base on Environmental Aspect Impact Identification and Environmental Impact Evaluation conducted and documented in Pollution Prevention Plan. The EAI/EIE was reviewed by the estate management team.</p>	
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 management plan established base on operation with significant impact to the environment and documented in the Pollution Prevention Plan. The management plan was reviewed annually. The management plan stated the environmental issue, mitigation actions, monitoring plan and person responsible for monitoring implementation.</p> <p>Reviewed the implementation as follows:</p> <ol style="list-style-type: none"> 1. The mill has erected prohibition of burning signage at the linesite area. The mill also conducted inspection on zero burning monitoring during linesite inspection. Reviewed the inspection records dated 05/12/2021, 27/12/2021 and 12/01/2022. 2. The mill monitor the linesite for illegal wiring to ensure optimise energy consumption during linesite inspection records. Reviewed the inspection records dated 05/12/2021, 27/12/2021 and 12/01/2022. 3. The mill monitor the release smoke and ensure them were within the DOE parameter. The mill conducted stack sampling twice a year as per DOE compliance schedule. Reviewed the Isokinetic and Air Emission Monitoring report no. ALM/KKSWPC/0921/6996 dated 28/1/2021. 	Complied

Criterion / Indicator		Assessment Findings	Compliance																										
		4. The mill disposed EFB to the sister estate as nutrient recycle program. Reviewed the records as follows: <table border="1" data-bbox="1128 502 1709 943"> <thead> <tr> <th>Month</th> <th>Tonnage</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>954.43</td></tr> <tr><td>Feb</td><td>1672.58</td></tr> <tr><td>Mar</td><td>3061.83</td></tr> <tr><td>Apr</td><td>3172.04</td></tr> <tr><td>May</td><td>3117.47</td></tr> <tr><td>Jun</td><td>2823.87</td></tr> <tr><td>Jul</td><td>2422.33</td></tr> <tr><td>Aug</td><td>2742.43</td></tr> <tr><td>Sep</td><td>2105.59</td></tr> <tr><td>Oct</td><td>1978.21</td></tr> <tr><td>Nov</td><td>3242.46</td></tr> <tr><td>Dec</td><td>2097.58</td></tr> </tbody> </table>	Month	Tonnage	Jan	954.43	Feb	1672.58	Mar	3061.83	Apr	3172.04	May	3117.47	Jun	2823.87	Jul	2422.33	Aug	2742.43	Sep	2105.59	Oct	1978.21	Nov	3242.46	Dec	2097.58	
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4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Program to promote positive impact was documented in Energy management Plan and Waste management Plan Plan. Among the plan to promote positive impact as follows: <ol style="list-style-type: none"> To use fibre and shell as boiler fuel To harvest rain water and recycle back to RO plant Mill have RO water treatment plant to supply water for mill usage. 	Complied																										
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives. - Major compliance -	The mill continue provided training to ensure the awareness regarding the environmental policy among the employee. The estates management has established annual training program which covers the environmental awareness and compliance related trainings to the executives, staffs and workers.	Complied																										

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Criterion / Indicator		Assessment Findings	Compliance																														
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 estates visited discussed the issues on environmental concern during weekly muster briefing.	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 -	<p>The mill visited maintains records of energy usage, which is reported monthly to head office through SAP system. The monitoring of non-renewable energy usage was conducted on monthly basis. Sighted the records as follows:</p> <table border="1"> <thead> <tr> <th>Months</th> <th>Diesel consumption</th> </tr> </thead> <tbody> <tr><td>Target</td><td>0.02</td></tr> <tr><td>Jan</td><td>0.02</td></tr> <tr><td>Feb</td><td>0.12</td></tr> <tr><td>Mar</td><td>0.00</td></tr> <tr><td>Apr</td><td>0.00</td></tr> <tr><td>May</td><td>0.00</td></tr> <tr><td>Jun</td><td>0.02</td></tr> <tr><td>Jul</td><td>0.01</td></tr> <tr><td>Aug</td><td>0.02</td></tr> <tr><td>Sep</td><td>0.01</td></tr> <tr><td>Oct</td><td>0.02</td></tr> <tr><td>Nov</td><td>0.02</td></tr> <tr><td>Dec</td><td>0.33</td></tr> <tr><td>Average</td><td>0.05</td></tr> </tbody> </table>	Months	Diesel consumption	Target	0.02	Jan	0.02	Feb	0.12	Mar	0.00	Apr	0.00	May	0.00	Jun	0.02	Jul	0.01	Aug	0.02	Sep	0.01	Oct	0.02	Nov	0.02	Dec	0.33	Average	0.05	Complied
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Criterion / Indicator		Assessment Findings	Compliance																
		<p>The mill has established Energy Management Plan to optimize the usage of non-renewable energy. Reviewed the implementation of the management plan as follows:</p> <ol style="list-style-type: none"> 1. The mill monitor the the machine and vehicle preventive maintenance through SAP system. The system will triggered and notify the personnel. 2. The mill conducted housing inspection on weekly basis. Among the items inspected were to ensure no illegal wiring at the housing area. Reviewed the monitoring records dated 05/12/2021, 27/12/2021 and 12/01/2022. 																	
4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was determined based 3 years of previous year fuel consumption.</p>	Complied																
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>Renewable energy used is from biofuel (shell and fiber) for boiler start-up. Sighted the records for usage of renewable energy (shell and fiber) /CPO produce as follows:</p> <table border="1"> <thead> <tr> <th>Months</th> <th>2021</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>1.12</td> </tr> <tr> <td>Feb</td> <td>1.06</td> </tr> <tr> <td>Mar</td> <td>1.11</td> </tr> <tr> <td>Apr</td> <td>1.01</td> </tr> <tr> <td>May</td> <td>1.07</td> </tr> <tr> <td>Jun</td> <td>1.06</td> </tr> <tr> <td>Jul</td> <td>0.98</td> </tr> </tbody> </table>	Months	2021	Jan	1.12	Feb	1.06	Mar	1.11	Apr	1.01	May	1.07	Jun	1.06	Jul	0.98	Complied
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Criterion / Indicator		Assessment Findings		Compliance											
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		Sep	1.00												
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		Nov	1.09												
		Dec	1.05												
Criterion 4.5.3: Waste management and disposal															
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	The mill have identified the waste products and source pollution generated in the estates and mill. The waste are categorized as follows:		Complied											
		<table border="1"> <thead> <tr> <th>Type</th> <th>Item Description</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>Scheduled Waste</td> <td>Spent lubricants Spent hydraulic oil Used oil filters Empty lubricant, grease, hydraulic oil container Contaminated rags Used batteries Used IPA & Hexane Clinical waste</td> <td>Workshop, engine room, lab, boiler station, clinic</td> </tr> <tr> <td>Domestic waste</td> <td>Rubbish Sewage</td> <td>Linesite, mill office, plant</td> </tr> <tr> <td>Industrial waste</td> <td>POME EFB</td> <td>ETP, EFB station</td> </tr> </tbody> </table>	Type	Item Description	Source	Scheduled Waste	Spent lubricants Spent hydraulic oil Used oil filters Empty lubricant, grease, hydraulic oil container Contaminated rags Used batteries Used IPA & Hexane Clinical waste	Workshop, engine room, lab, boiler station, clinic	Domestic waste	Rubbish Sewage	Linesite, mill office, plant	Industrial waste	POME EFB	ETP, EFB station	
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<p>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:</p> <ul style="list-style-type: none"> a) Identifying and monitoring sources of waste and pollution. b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products. <p>- Major compliance -</p>	<p>The mill has established waste management plan as per waste identification. The plan was reviewed on annually basis.</p> <p>Reviewed the implementation of the management plan as follows:</p> <ol style="list-style-type: none"> The mill disposed EFB to the sister estate as nutrient recycle program. Reviewed the records as follows: <table border="1" data-bbox="1131 624 1709 1062"> <thead> <tr> <th>Month</th> <th>Tonnage</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>954.43</td></tr> <tr><td>Feb</td><td>1672.58</td></tr> <tr><td>Mar</td><td>3061.83</td></tr> <tr><td>Apr</td><td>3172.04</td></tr> <tr><td>May</td><td>3117.47</td></tr> <tr><td>Jun</td><td>2823.87</td></tr> <tr><td>Jul</td><td>2422.33</td></tr> <tr><td>Aug</td><td>2742.43</td></tr> <tr><td>Sep</td><td>2105.59</td></tr> <tr><td>Oct</td><td>1978.21</td></tr> <tr><td>Nov</td><td>3242.46</td></tr> <tr><td>Dec</td><td>2097.58</td></tr> </tbody> </table> Renewable energy used is from biofuel (shell and fiber) for boiler start-up. Sighted the records for usage of renewable energy (shell and fiber) /CPO produce as follows: <table border="1" data-bbox="1131 1177 1585 1377"> <thead> <tr> <th>Months</th> <th>2021</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>1.12</td></tr> <tr><td>Feb</td><td>1.06</td></tr> <tr><td>Mar</td><td>1.11</td></tr> <tr><td>Apr</td><td>1.01</td></tr> <tr><td>May</td><td>1.07</td></tr> </tbody> </table> 	Month	Tonnage	Jan	954.43	Feb	1672.58	Mar	3061.83	Apr	3172.04	May	3117.47	Jun	2823.87	Jul	2422.33	Aug	2742.43	Sep	2105.59	Oct	1978.21	Nov	3242.46	Dec	2097.58	Months	2021	Jan	1.12	Feb	1.06	Mar	1.11	Apr	1.01	May	1.07	<p>Complied</p>
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		<p>3. The mill monitor the inventory of scheduled waste and reported to DOE through E-SWISS. Reviewed the inventory records for the month of dated 03/02/2022, 15/01/2022, 13/12/2021 29/11/2021 and 28/10/2021.</p>																
4.5.3.3	<p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p>- Major compliance -</p>	<p>Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1 dated 26/2/2016. Proper disposal of waste material are carried out as per the company procedures.</p> <p>Inventory for all scheduled waste generated were recorded and reported to DOE through E-SWISS. Reviewed the Scheduled waste inventory dated 03/02/2022, 15/01/2022, 13/12/2021 29/11/2021 and 28/10/2021.</p> <p>Reviewed the sampled scheduled waste disposal records:</p> <ol style="list-style-type: none"> 23/07/2021, SW 322, C/N no. 2021072311GCITYN 23/07/2021, SW 322, C/N no. 2021072312LZKSOG 23/07/2021, SW 409, C/N no. 2021072311DOUNPQ 23/07/2021, SW 410, C/N no. 2021072311M1CEIW 23/07/2021, SW 306, C/N no. 2021072311YDULOG 23/07/2021, SW 305, C/N no. 2021072311PF2JU8 		Complied														

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Criterion / Indicator		Assessment Findings	Compliance																								
4.5.3.4	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse. - Minor compliance -	Domestic waste were collected by municipal appointed waste collectors and disposed at the municipal 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, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The estates has conducted the assessment of all polluting activities during Environmental Aspects identification, Environmental Impact Evaluation.	Complied																								
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The action plan to reduce the identified significant impact has been documented in Pollution Prevention Plan and Waste Management Plan.	Complied																								
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations. - Major compliance -	Treated POME discharge was regularly monitored as prescribed under Compliance Schedule. Regular monitoring was done on monthly basis and every quarterly via Quarterly return form to DOE for compliance. Sighted the quarterly return form as follows: 4 th quarter 2021 <table border="1" data-bbox="1086 1085 1758 1189"> <thead> <tr> <th></th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>7.20</td> <td>6.50</td> <td>7.20</td> </tr> <tr> <td>BOD</td> <td>637.00</td> <td>1480.00</td> <td>1955.00</td> </tr> </tbody> </table> 3 rd quarter <table border="1" data-bbox="1086 1236 1758 1340"> <thead> <tr> <th></th> <th>Jul</th> <th>Aug</th> <th>Sep</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>7.20</td> <td>7.20</td> <td>7.20</td> </tr> <tr> <td>BOD</td> <td>853.00</td> <td>1625.00</td> <td>1835.00</td> </tr> </tbody> </table>		Oct	Nov	Dec	pH	7.20	6.50	7.20	BOD	637.00	1480.00	1955.00		Jul	Aug	Sep	pH	7.20	7.20	7.20	BOD	853.00	1625.00	1835.00	Complied
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		The effluent analysis confirm with condition prescribed under Compliance Schedule.																											
Criterion 4.5.5: Natural water resources																													
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). <p>- Major compliance -</p>	<p>The mill has established water management Plan and documented in Identification and Management of wastewaters and Action Plan to reduce fresh water usage. In the plan stated the water source, areas of concern, monitoring, contingency plan, mitigation plan, person responsible and time frame. Sighted the implementation of the management plan as follows:</p> <ol style="list-style-type: none"> 1. The mill continue to monitor the water consumption. Sighted the records of water consumption as follows: <table border="1"> <thead> <tr> <th>Month</th> <th>Liter</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>1.22</td></tr> <tr><td>Feb</td><td>1.83</td></tr> <tr><td>Mar</td><td>1.00</td></tr> <tr><td>Apr</td><td>1.15</td></tr> <tr><td>May</td><td>1.19</td></tr> <tr><td>Jun</td><td>1.28</td></tr> <tr><td>Jul</td><td>1.06</td></tr> <tr><td>Aug</td><td>2.01</td></tr> <tr><td>Sep</td><td>1.10</td></tr> <tr><td>Oct</td><td>1.49</td></tr> <tr><td>Nov</td><td>1.40</td></tr> <tr><td>Dec</td><td>2.14</td></tr> </tbody> </table>	Month	Liter	Jan	1.22	Feb	1.83	Mar	1.00	Apr	1.15	May	1.19	Jun	1.28	Jul	1.06	Aug	2.01	Sep	1.10	Oct	1.49	Nov	1.40	Dec	2.14	Complied
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Criterion / Indicator		Assessment Findings	Compliance
		2. The mill conducted water sampling analysis at monsoon drain to ensure no pollution release into the field from mill operation. Reviewed the water analysis report no. IE320/2021 dated 23/03/2021 and IE631/2021 dated 30/06/2021.	
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 -	Treated POME discharge was regularly monitored as prescribed under Compliance Schedule. Regular monitoring was done on monthly basis and every quarterly via Quarterly return form to DOE for compliance.	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 -	SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs: sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill. Sime Darby Plantation Berhad has established a system to monitor the mill operation. The Mill advisor, Structured Oil Recovery Assessment (SORA) and Planning and Monitoring Unit visited the operating units on timely basis. Their reports covers on all aspect of operation.	Complied
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	The monitoring of the mill process is made through the shift supervision headed by an Engineer. All process parameters are documented and summarized in a daily report.	Complied

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		The Mill advisor, Structured Oil Recovery Assessment (SORA) and Planning and Monitoring Unit visited the operating units on timely basis. Their reports covers on all aspect of operation.	
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 -	Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. Sighted the annual budget FY 2021 and business plan FY 2021 – FY 2025 In the 5 years business plan include items as follows: i. Mill intake – FFB input ii. Production of CPO iii. Production of PK iv. Total Palm Oil Extraction v. Total Palm Kernel Extraction vi. Mill cost The business plan for FY2021 contains FFB yield, CPO, OER, and KER, costs of production, milling utilization and etc. It also includes environment, social (workers and staff’s welfare), and health and safety component and associated capital expenditure.	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 -	Pricing mechanism is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream Malaysia dated 25/02/2021:	Complied

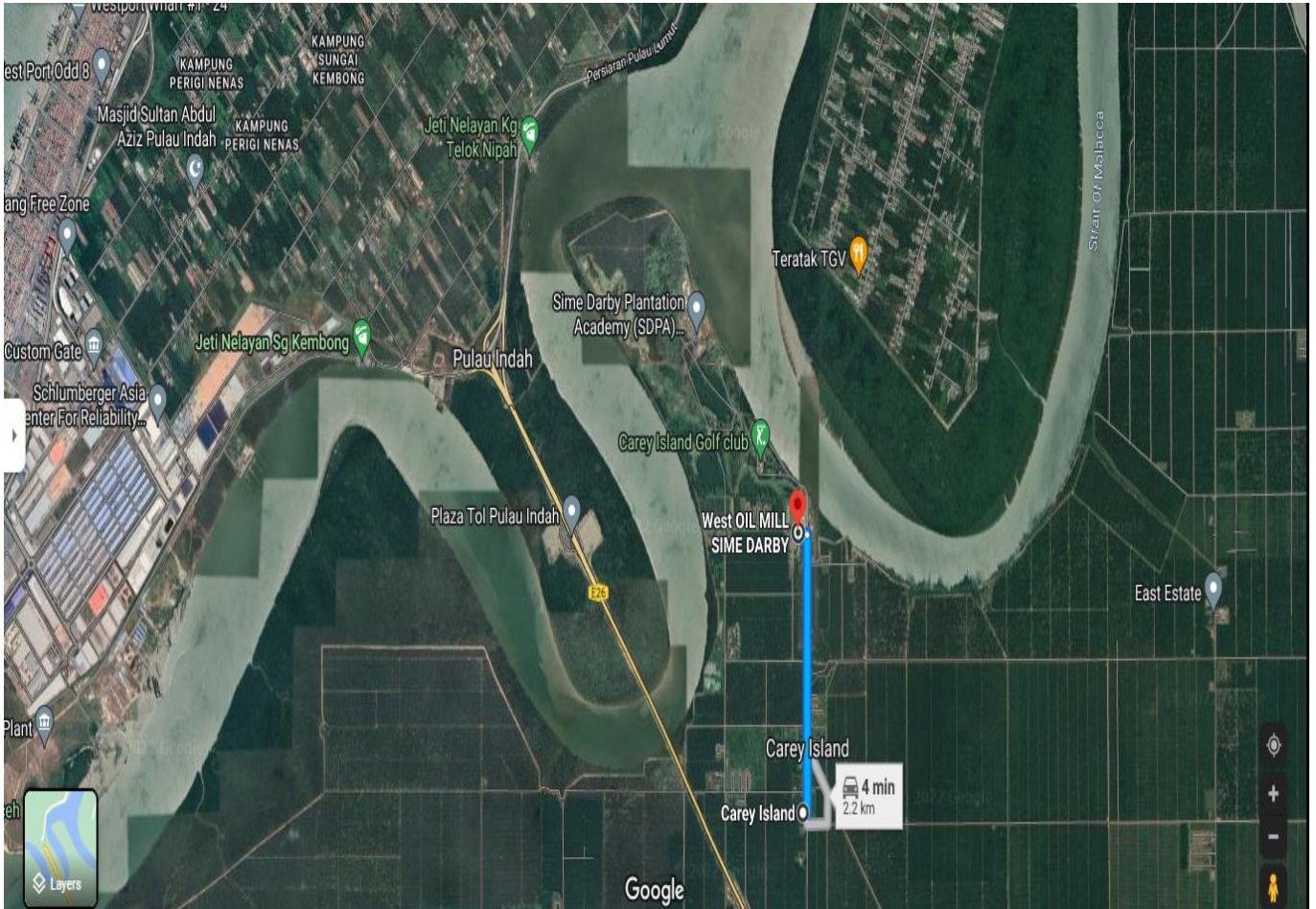
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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ. <p>Payments are processed and made by HQ through system named MEX. This is made upon job verification by the operating units' personnel and representatives from HQ for major projects.</p>	
4.6.3.2	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p>	<p>Payment terms were clearly stated in the agreement signed by the contractors and suppliers. Verified the invoice submitted and payment records as below:</p> <ol style="list-style-type: none"> Invoice from Akeh Reztch Engineering Sdn Bhd dated on 06/12/2021, payment done on 06/01/2022. Payment term is 30 days. Invoice from Alam Hijau Integrasi Sdn Bhd dated on 01/12/2021, payment done on 27/01/2022. Payment term is 30 days. 	Complied
Criterion 4.6.4: Contractor			
4.6.4.1	<p>In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information.</p> <p>- Major compliance -</p>	<p>All contractors and suppliers are required to sign an addendum to ensure they comprehend with the palm oil sustainability certification (RSPO/MSPO/ISCC/SCCS) requirement. Sighted the requirement as follow:</p> <ol style="list-style-type: none"> Comply with local legal requirement. Attend the RSPO/MSPO/ISCC/SCCS briefing or training organized by the company. Having signed and enforceable agreement with the company. 	Complied

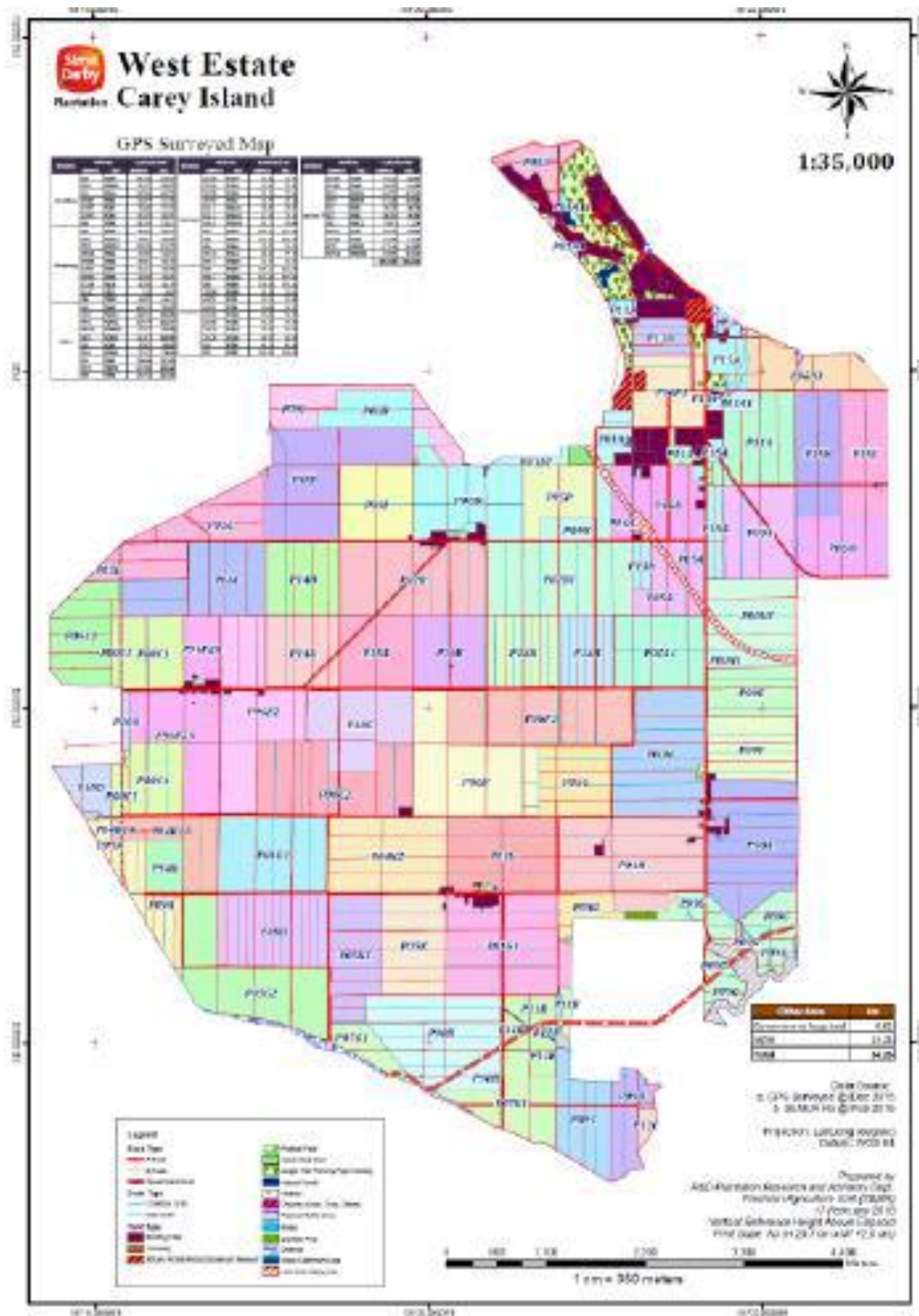
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Criterion / Indicator		Assessment Findings	Compliance
		4. Provide access to the RSPO/MSPO/ISCC/SCCS auditors to contractor’s operation site and employees whenever deemed necessary. 5. Having related working permits. 6. Ensure PPE utilization by contractor’s employee while being in the company’s premise (mill/estate).	
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Awarded contractors are provided with Letter of Offer (contract agreement) which spelt out the conditions such as commencement, service contract, bank guarantee, insurance policies, failure to provide service, responsibility and indemnity, termination, governing laws, transportation rate and rate adjustment mechanism. Sighted the acknowledgement by the contractors as below: a. Akeh Reztch Engineering Sdn Bhd, signed on 20/12/2019. b. Alam Hijau Integrasi Sdn Bhd, signed on 23/12/2019. c. Apex Uniparts (KL) Sdn Bhd, signed on 10/07/2019. d. Arrima Tec Sdn Bhd, signed on 10/07/2019. e. ATT Enterprise, signed on 20/11/2019.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	Contractors have signed on the letter on RSPO/ ISCC/ MSPO/ SCCS requirements in accordance with Sime Darby Plantation Berhad management system which mentioned the contractor shall provide access to the RSPO/ ISCC/ MSPO/ SCCS auditors to contractors’ operation site(s) and employees whenever deemed necessary.	Complied

Appendix C: Location and Field Map



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Appendix D: List of Abbreviations

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