

**MALAYSIAN SUSTAINABLE PALM OIL
MSPO OPMC Public Summary Report**

- Initial Assessment
- Annual Surveillance Assessment (3)
- Recertification Assessment (Choose an item.)
- Extension of Scope

BOUSTEAD PLANTATIONS BERHAD
Client Company (HQ) Address: 10th, 11th & 18th Floor, Menara Boustead 69, Jalan Raja Chulan 50200 Kuala Lumpur, Malaysia
Certification Unit: Telok Sengat Business Unit Telok Sengat Palm Oil Mill & Plantations: Telok Sengat Estate, Kulai Young Estate, Chamek Estate
Date of Final Report: 04/01/2023

Report prepared by:
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Report Number: 3511458

Assessment Conducted by:
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TABLE of CONTENTS	Page No
Section 1: Executive Summary	3
1.1 Organizational Information and Contact Person	3
1.2 Certification Information	3
1.3 Other Certifications	4
1.4 Location of Certification Unit	4
1.5 Certified Area	4
1.6 Plantings & Cycle	4
1.7 Certified Tonnage of FFB	5
1.8 Uncertified Tonnage of FFB.....	5
1.9 Certified Tonnage	5
1.10 Actual Sold Volume (CPO).....	6
1.11 Actual Sold Volume (PK).....	6
Section 2: Assessment Process	7
2.1 BSI Assessment Team	8
2.2 Impartiality and conflict of interest	9
2.3 Accompanying Persons	10
2.4 Assessment Plan	10
Section 3: Assessment Findings	14
3.1 Details of audit results.....	14
3.2 Details of Nonconformities and Opportunity for improvement	14
3.3 Status of Nonconformities Previously Identified and OFI	23
3.4 Summary of the Nonconformities and Status	26
3.5 Issues Raised by Stakeholders	27
3.6 List of Stakeholders Contacted	27
Section 4: Assessment Conclusion and Recommendation	28
Appendix A: Summary of the findings by Principles and Criteria.....	29
Appendix B: Smallholder Member Details.....	118
Appendix C: Location and Field Map.....	119
Telok Sengat Estate Field Map.....	120
Kulai Young Estate Field Map.....	121
Chamek Estate Field Map	122
Appendix D: List of Abbreviations	123

Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Boustead Plantations Berhad		
Mill/Estate	Certification Unit	MPOB License No.	Expiry Date
	Telok Sengat Palm Oil Mill	500089304000	31/08/2023
	Telok Sengat Estate	615231002000	30/09/2023
	Kulai Young Estate	616050002000	31/12/2022
	Chamek Estate	613906002000	31/07/2023
Address	10 th , 11 th & 18 th Floor, Menara Boustead, 69, Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia		
Management Representative	Pn. Azmariah Muhamed / Cik Mitah Limpu		
Website	www.bousteadplantations.com.my	E-mail	azmariah@bplant.com.my mitah@bplant.com.my
Telephone	03-2145 2121	Facsimile	03-2144 7917

1.2 Certification Information			
Certificate Number	Mill: MSPO 697045 Estate: MSPO 697047	Certificate Start Date	15/04/2019
Date of First Certification	15/04/2019	Certificate Expiry Date	14/04/2024
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	<ul style="list-style-type: none"> • 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	26-30/08/2018		
Stage 2 / Initial Assessment Visit Date (IAV)	19-22/11/2018		
Continuous Assessment Visit Date (CAV) 1	10-13/03/2020		
Continuous Assessment Visit Date (CAV) 2	05-08/07/2021		
Continuous Assessment Visit Date (CAV) 3	08-12/08/2022		
Continuous Assessment Visit Date (CAV) 4	-		

MSPO Public Summary Report

Revision 2 (Nov 2021)

1.3 Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
QMS 00292	ISO 9001:2015 Quality Management System	SIRIM QAS International Sdn Bhd	08/09/2023
RSPO 697033	RSPO Principles & Criteria for Sustainable Palm Oil Production: 2013; Malaysian National Interpretation: 2014; RSPO Supply Chain Certification June 2017 for CPO Mills (Module E: Mass Balance)	BSI Services Malaysia Sdn Bhd	10/09/2025

1.4 Location of Certification Unit			
Name of the Certification Unit (Palm Oil Mill/ Estate)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
Telok Sengat POM	Telok Sengat, 81900 Kota Tinggi, Johor, Malaysia	1° 34' 04.50" N	104° 02' 37.50" E
Telok Sengat Estate	Telok Sengat, 81900 Kota Tinggi, Johor, Malaysia	1° 34' 03.60" N	104° 02' 13.80" E
Chamek Estate	Jalan Paloh, 86009 Kluang, Johor, Malaysia	2° 08' 58.08" N	103° 14' 59.95" E
Kulai Young Estate	Jalan Sedenak, 81000 Kulai, Johor, Malaysia	1° 37' 31.50" N	103° 31' 48.50" E

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

1.6 Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Telok Sengat Estate	168.40	381.70	1,375.20	1,362.40	215.70	3,335.00	168.40
Chamek Estate	257.40	137.40	70.10	330.70	-	538.20	257.40

MSPO Public Summary Report

Revision 2 (Nov 2021)

Kulai Young Estate	-	279.90	136.00	91.20	150.40	657.50	-
Total (ha)	425.80	799.00	1,581.30	1,784.30	366.10	4,530.70	425.80

1.7 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Mar 2021 - Feb 2022)	Actual (Jul 2021 - Jul 2022)	Forecast (Apr 2022 - Mar 2023)
Telok Sengat Estate	81,200.00	81,296.58	83,000.00
Chamek Estate	12,950.00	16,072.42	16,500.00
Kulai Young Estate	11,610.00	13,554.13	14,000.00
Eldred Estate	-	25,768.91	26,000.00
Bekoh Estate	-	24,731.56	25,000.00
Jaya Sewajar	-	900.68	1,000.00
UM Plantations	-	6,312.79	6,500.00
Asia Elmark	-	2,774.62	3,000.00
Rudijaya	-	1,557.97	2,000.00
Ang Tong Estates	-	5,493.15	6,000.00
Total (mt)	105,760.00	178,462.81	183,000.00

1.8 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Mar 2021 - Feb 2022)	Actual (Jul 2021 - Jul 2022)	Forecast (Apr 2022 - Mar 2023)
Small Growers	N/A	N/A	N/A
Total (mt)	N/A	N/A	N/A

1.9 Certified Tonnage

	Estimated (Mar 2021 - Feb 2022)	Actual (Jul 2021 - Jul 2022)	Forecast (Apr 2022 - Mar 2023)
	Mill Capacity: 40 MT/hr	FFB	FFB
	105,760.00	178,462.81	183,000.00
SCC Model: MB	CPO (OER: 21.50%)	CPO (OER: 20.36%)	CPO (OER: 21.50%)
	22,738.40	36,343.13	39,345.00
	PK (KER: 4.50%)	PK (KER: 3.94%)	PK (KER: 4.50%)
	4,759.20	7,025.07	8,235.00

MSPO Public Summary Report
Revision 2 (Nov 2021)

1.10 Actual Sold Volume (CPO)					
CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
36,343.13	-	-	20,074.36	14,425.64	34,500.00

1.11 Actual Sold Volume (PK)					
PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
7,025.07	-	-	3,865.25	3,134.75	7,000.00

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 08-12/08/2022. The audit programme is included as Section 2.4. The approach to the audit was to treat the Boustead Plantations Berhad - Telok Sengat Palm Oil Mill, Telok Sengat Estate, Chamek Estate, Kulai Young Estate (Telok Sengat Business Unit) as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

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

The 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 $S = r\sqrt{n}$ where n is the number of estates while when applicable, the smallholders sample were determined following the MSPO Certification Requirement. The sampling of smallholders were based on the formula $(r\sqrt{n})$; where r is the risk factor (may defers 1, 1.5 and 2 depending on risk), where n is total number of group members (3). The sampled smallholder listed in Appendix B.

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 off-site due to the nature of the accepted CAP taken that able to be verified via documented information submitted by client.

MSPO Public Summary Report
Revision 2 (Nov 2021)

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.

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

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Telok Sengat POM	✓	✓	✓	✓	✓
Telok Sengat Estate	✓	✓	✓	✓	✓
Chamek Estate	✓	✓	✓	✓	✓
Kulai Young Estate	✓	✓	✓	✓	✓

Tentative Date of Next Visit: March 1, 2023 - March 4, 2023

Total No. of Mandays: 15

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>
Hafriazhar Mohd. Mokhtar (HMM)	Team Leader	<p>Education: Holds a Bachelor of Engineering (Hons.) Chemical Engineering, University Technology Malaysia.</p> <p>Work Experience: He has more than 20 years of working experience in multiple engineering disciplines emphasized on science, technology and sustainability. He acquired many skills from being involved in various industrial environments ranging from construction, plantation and mining before shifted into auditing. In short, his career began as Environmental Officer (2002-2003) in construction, Mill Engineer (2003-2008) in plantation, Project Control Engineer (2008-2011) in mining and Auditor/Client Manager (2011-present) in certifications auditing.</p> <p>Training attended: He has completed Social Auditing & SMETA Training, HCV and GIS Training, ISO 45001 LA Training, MSPO LA Training, Endorsed RSPO SCCS LA Training, Endorsed RSPO P&C LA Training, ISO 9001 LA Training, ISO 50001 LA Training, and ISO 14001 LA Training.</p> <p>Aspect covered in this audit: During this assessment he assessed the aspects of Legal, social aspects, employee’s welfare and stakeholders’ consultations & communications requirements.</p>

MSPO Public Summary Report
Revision 2 (Nov 2021)

		<p>Language proficiency: Fluent in Bahasa Malaysia and English.</p>
Muhammad Fadzli Masran (MFM)	Team Member	<p>Education: Holds a Bachelor Degree in Forestry Science, University Putra Malaysia.</p> <p>Work Experience: He has more than 10 years working experience in palm oil estate as Assistant Manager managing operations and sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. He involved in internal auditing on ISO9001 and ISO14001 standards.</p> <p>Training attended: He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course, Endorsed RSPO Lead Auditor Course, MSPO Lead Auditor Course, Endorsed RSPO Supply Chain Certification training course, MSPO Supply Chain Certification System (SCCS) Auditor training Course, CQI and IRCA Certified ISO 9001:2015 Lead Auditor Training Course, HCV and GIS Training and SMETA Requirements Training.</p> <p>Aspect covered in this audit: During this assessment, he assessed on the aspects of Legal, mill & estate best practices, traceability and occupational safety.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English.</p>
Nor Halis Abu Zar (NHA)	Team Member	<p>Education: Holds a Bachelor of Science in Plantation Technology and Management, University Technology Mara.</p> <p>Work Experience: He has 6 years' experience in Oil Palm Estate Management with Kulim Plantations Sdn. Bhd. The last position held was Assistant Manager. His experience includes the day-to-day estate operations and ensures the implementation of RSPO, ISCC and MSPO certification. He is a qualified Lead Auditor for MSPO and has accumulated more than 400 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia.</p> <p>Training attended: He has completed ISO IMS 9001 and 14001 Lead Auditor Course, MSPO 2530:2013 Lead Auditor Course, Endorsed RSPO Lead Auditor Course, ISO 45001 Lead Auditor Course, ISO 9001:2015 Lead Auditor Course, MSPO SCCS Auditor Course and SMETA Requirement Training.</p> <p>Aspects covered in this audit: During this assessment he assessed the aspects of Legal, mill & estate best practices, traceability, biodiversity and environment requirements.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English.</p>

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.

MSPO Public Summary Report Revision 2 (Nov 2021)

2.3 Accompanying Persons

No.	Name	Role
1	Mohamed Hidhir Zainal Abidin	Qualifying Reviewer

2.4 Assessment Plan

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

Date	Time	Subjects	HMM	MFM	NHA
Sunday 7/8/2022	PM	Audit team travel to JB	✓	✓	✓
Monday 8/8/2022 Day 1 Chamek Estate	08:30 - 09:00	Opening Meeting <ul style="list-style-type: none"> • Presentation by Boustead • Presentation by BSI Lead Auditor - introduction of team member and assessment agenda • Confirmation of assessment scope and finalizing audit scope • Verification of previous audit findings 	✓	✓	✓
	09:00 - 12:30	Chamek Estate Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	✓	✓	✓
	12:30 - 13:30	Lunch break			
	13:30 - 16:30	Chamek Estate Document Review (MS 2530:2013 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 and P7: Development of New Planting	✓	✓	✓
	16:30 - 17:00	<ul style="list-style-type: none"> • Auditors' discussion • Interim closing meeting & End of Day 1 	✓	✓	✓
Tuesday 9/8/2022 Day 2 Chamek Estate &	09:00 - 12:30	Chamek Estate <ul style="list-style-type: none"> • Continue with field/facility visit • Continue with documentation review 	✓	-	-
	09:00 - 12:30	Kulai Young Estate	-	✓	✓

MSPO Public Summary Report
Revision 2 (Nov 2021)

Date	Time	Subjects	HMM	MFM	NHA
Kulai Young Estate		Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.			
	10:30 - 12:30	Chamek Estate Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	✓	-	-
	12:30 - 13:30	Lunch break			
	13:30 - 16:30	Chamek Estate <ul style="list-style-type: none"> Continue with field/facility visit Continue with documentation review 	✓	-	-
	13:30 - 16:30	Kulai Young Estate Document Review (MS 2530: 2013 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 and P7: Development of New Planting	-	✓	✓
	16:30 - 17:00	<ul style="list-style-type: none"> Auditors' discussion Interim closing meeting & End of Day 2 	✓	✓	✓
Wednesday 10/8/2022 Day 3 Kulai Young Estate & Telok Sengat Estate	09:00 - 12:30	Kulai Young Estate <ul style="list-style-type: none"> Continue with field/facility visit Continue with documentation review 	✓	✓	-
	09:00 - 12:30	Telok Sengat Estate Estate assessment: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	-	-	✓
	10:30 - 12:30	Kulai Young Estate Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	✓	✓	-
	12:30 - 13:30	Lunch break			
	13:30 - 16:30	Kulai Young Estate <ul style="list-style-type: none"> Continue with field/facility visit Continue with documentation review 	✓	✓	-

MSPO Public Summary Report Revision 2 (Nov 2021)

Date	Time	Subjects	HMM	MFM	NHA
	13:30 - 16:30	Telok Sengat Estate Document Review (MS 2530: 2013 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 and P7: Development of New Planting	-	-	✓
	16:30 - 17:00	<ul style="list-style-type: none"> • Auditors' discussion • Interim closing meeting & End of Day 3 	✓	✓	✓
Thursday 11/8/2022 Day 4 Telok Sengat Estate	09:00 - 12:30	Telok Sengat Estate <ul style="list-style-type: none"> • Continue with field/facility visit • Continue with documentation review 	✓	✓	✓
	10:30 - 12:30	Telok Sengat Estate Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	✓	-	-
	12:30 - 13:30	Lunch break			
	13:30 - 16:30	Telok Sengat Estate <ul style="list-style-type: none"> • Continue with field/facility visit • Continue with documentation review 	✓	✓	✓
	16:30 - 17:00	<ul style="list-style-type: none"> • Auditors' discussion • Interim closing meeting & End of Day 4 	✓	✓	✓
Friday 12/8/2022 Day 5 Telok Sengat Palm Oil Mill	09:00 - 12:30	Telok Sengat Palm Oil Mill Mill visit: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders, etc.	✓	✓	✓
	10:30 - 12:30	Telok Sengat Palm Oil Mill Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	✓	-	-
	12:30 - 14:30	Lunch break & Friday Prayer			
	14:30 - 16:30	Telok Sengat Palm Oil Mill Document Review (MS 2530 Part 4), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition,	✓	✓	✓

MSP0 Public Summary Report
Revision 2 (Nov 2021)

Date	Time	Subjects	HMM	MFM	NHA
		P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices			
	16:30 - 17:00	<ul style="list-style-type: none"> • Auditors' discussion • Closing meeting & End of audit 	✓	✓	✓

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 two (2) Major & four (4) Minor nonconformities raised. Teluk Sengat Business Unit Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. 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 #:	2236283-202208-M1	Issue Date:	12/08/2022
Due Date:	9/11/2022	Date of Closure:	9/11/2022
Area/Process:	Kulai Young Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.5.11 Major
Clause Requirements:	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.		
Statement of Nonconformity:	Basic amenities involving clean water supply to workers are not in compliance with applicable legislation.		
Objective Evidence:	<p>From consultation with a sample of 6 workers in Kulai Young Estate, there were feedbacks that the piped water provided was not clean and not suitable for drinking and cooking. The workers also mentioned that the supplied bottled water for drinking, and cooking was insufficient.</p> <p>Trailing of water analysis record by UTCL Laboratory for test report # WE/2022/07/374; Date: 18/7/2022 indicated the result for parameters of Turbidity, Iron (Fe) and Manganese (Mn) were not complying with Drinking Water Quality Standard. Furthermore, it was learnt that the supplied piped water was not filtered.</p>		

MSPO Public Summary Report
Revision 2 (Nov 2021)

	<p>The bottled water for drinking and cooking supplied by the estate was on weekly basis of one carton (500ml bottle x 24) per worker.</p> <p>These were not in compliance with the requirement of Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) as well as The Malayan Agricultural Producers Association (MAPA) National Union of Plantations Workers (NUPW) Collective Agreement requirements of providing 159 litres (35 gallons) free water daily to each worker where the water need to be filtered and processed as approved by Director General of JTK.</p>
<p>Corrections:</p>	<ul style="list-style-type: none"> • Purchase of 23,000 litres water (SAJ) from Southern Diggers Enterprise Sdn Bhd for 34 workers including staff staying at the estate which can hold 4 days requirement (159 litres per day x 34 per person = 5,406 litres) • Conducted water distribution twice a week to ensure sufficient water supplies at all employee's house.
<p>Root cause analysis:</p>	<ul style="list-style-type: none"> • Only bore well available as sources of water for domestic use at Kulai Young Estate. • The cost to connect the government water supply (Syarikat Air Johor) is expensive. • Limited budget to provide extra carton or bottled drinking water to workers monthly basis.
<p>Corrective Actions:</p>	<ul style="list-style-type: none"> • Estate establishes water distribution schedule and inform all employee on the schedule. • Appoint PIC to monitor water distribution to each employee. • Monitor water distribution to each employee.
<p>Assessment Conclusion:</p>	<p>The CAP submitted detailing on proposed actions to be taken to address the nonconformity based on the root cause determined were being reviewed by auditors deemed to be appropriate and accepted. The evidence of effectiveness of CAP were verified through evidence submitted off-site as following:</p> <ul style="list-style-type: none"> • Approvals for supply of clean water at Kulai Young Estate by Head of Boustead Plantations Berhad Telok Sengat Business Unit dated on 17/08/2022 and by Boustead Plantations Berhad Head of Estate Operations dated on 07/09/2022 based on quotation from Southern Diggers Enterprise Sdn. Bhd.; Quotation ref. # SDE-2208/007; Date: 15/08/2022 • Purchase orders, delivery orders (DO) and invoices of cleaned water delivery by Southern Diggers Enterprise Sdn. Bhd. dated on 22/08/2022, 09/09/2022, 20/09/2022, 23/09/2022 and 26/09/2022 with capacity of 23m³ each trip to Kulai Young Estate • Letter of appointment as PIC to monitor water distribution of Nordin bin A. Rahman, Field Staff dated on 01/09/2022 • Briefing by estate manager to workers on new clean water distribution dated on 20/09/2022 • Records of water distribution upon deliveries dated on 22/08/2022, 09/09/2022, 20/09/2022, 23/09/2022 and 26/09/2022 <p>Based on the evidence of CAP implementation, the Major NC confirmed to be effectively addressed and closed on 09/11/2022.</p>

MSPO Public Summary Report
Revision 2 (Nov 2021)

Non-Conformity Report			
NCR Ref #:	2236283-202208-M2	Issue Date:	12/08/2022
Due Date:	9/11/2022	Date of Closure:	9/11/2022
Area/Process:	Kulai Young Estate & Telok Sengat Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.5.3.3 Major
Clause Requirements:	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.		
Statement of Nonconformity:	The identification of waste and handling of schedule waste was not effectively implemented.		
Objective Evidence:	<p>During site visit and verification at Kulai Young Estate, the below evidence was sighted:</p> <ul style="list-style-type: none"> Clinical waste was generated from the estate clinic however it was not identified in the waste inventory as per latest Fifth Schedule – Inventory of Schedule Waste dated 21/07/2022. It was not in line with SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 9.2 “Regulation of 11 of Environmental Quality (Schedule Waste) Regulation 2005 requires a waste generator (estate/mill) to keep accurate and up to date inventory of quantity and categories of schedule waste being handled (generated, threatened, and disposed of”. Other than that, it was found notice that empty lubricant container from the contractor COST-WIN was placed at the field PM2014D area near at their cabin area. It was not in line with SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 8.0 Storage of Schedule Waste (8.1) (a) “A proper designated area in the mill/estates premises, away from the manufacturing/processing area and area of employee’s activities”. During site visit at Schedule Waste Store Telok Sengat Estate, it was found that date generated of the SW was not stated at the label for SW409. It was not in line with SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 7.3 Labelling Waste Information: Besides the symbolic label has to be pasted on the container, mill/estate is required to be labelled clearly the following information (a) The date when the schedule wastes are first generated. 		
Corrections:	<p>Kulai Young Estate:</p> <ul style="list-style-type: none"> Re-identify Scheduled Waste present in estate and update the Identification of Scheduled Wastes List. Update clinical waste in eSWIS (Inventory of Scheduled Wastes) and estate’s scheduled waste record book. Conduct briefing and training to contractor COST-WIN on company’s policy and procedure in regard to scheduled wastes. <p>Telok Sengat Estate:</p> <ul style="list-style-type: none"> Inspect and label the date generated on SW409 as per SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 7.3 Labelling Waste Information. 		
Root cause analysis:	Kulai Young Estate:		

MSPO Public Summary Report
Revision 2 (Nov 2021)

	<ul style="list-style-type: none"> Lack of understanding of scheduled waste among estate management personnel, therefore, clinical waste is not identified as Scheduled Waste. Record of clinical waste was not maintained due to no activity of clinical except for dispensary at estate’s clinic. No monitoring on contractor COST-WIN activity since it was not part of estate operation. <p>Telok Sengat Estate:</p> <ul style="list-style-type: none"> No monitoring on schedule waste labelling.
Corrective Actions:	<p>Kulai Young Estate:</p> <ul style="list-style-type: none"> Record clinical waste in eSWIS inventory and estate’s scheduled waste record book monthly basis. Appoint PIC on monitoring Scheduled Waste. <p>Telok Sengat Estate:</p> <ul style="list-style-type: none"> Appoint PIC to monitor scheduled wastes. Conduct monitoring and inspection every time scheduled wastes were generated.
Assessment Conclusion:	<p>The CAP submitted detailing on proposed actions to be taken to address the nonconformity based on the root cause determined were being reviewed by auditors deemed to be appropriate and accepted. The evidence of effectiveness of CAP were verified through evidence submitted off-site as following:</p> <p>Kulai Young Estate:</p> <ul style="list-style-type: none"> Records of Clinical Waste SW 404 in estate clinic logbook and E-SWISS records of Notification of Scheduled Waste Generation (2nd Schedule) and Inventory of Scheduled Wastes (5th Schedule); Inventory # 0109J2367158T92022 dated 19/09/2022 Records of briefing to landowner’s contractor (Costwin Construction Sdn. Bhd.) on scheduled wastes handling and management dated on 28/09/2022 Letter of appointment as PIC to monitor clinical wastes of Shahizat bin Ishak, Estate Hospital Assistant dated on 22/08/2022 <p>Telok Sengat Estate:</p> <ul style="list-style-type: none"> Photographic records of labelling on Scheduled Wastes (SW) stored with proper labelling for previously generated SW 409 dated on 30/06/2022 and latest generated SWs Records of Scheduled Wastes monitoring in PIC’s logbook with latest SW generation updates <p>Based on the evidence of CAP implementation, the Major NC confirmed to be effectively addressed and closed on 09/11/2022.</p>

Non-Conformity Report			
NCR Ref #:	2236283-202208-N1	Issue Date:	12/08/2022

MSPO Public Summary Report
Revision 2 (Nov 2021)

Due Date:	Next assessment	Date of Closure:	Open
Area/Process:	Kulai Young Estate & Telok Sengat Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.1.1 Minor
Clause Requirements:	Social impact should be identified, and plans are implemented to mitigate the negative impacts and promote the positive ones.		
Statement of Nonconformity:	Identified social impact and implementation of action plans to mitigate the negative impacts and promote the positive ones are insufficient		
Objective Evidence:	<p>Social management plan documented for all estates and POM in the document title social action plan 2022.</p> <p>Telok Sengat Estate: Several issues have been identified and action plan has been established for issues highlighted. Sample taken for grievance mechanism and sighted that the management need to implement effective grievances mechanism in all records of complaints and mitigation action must be documented.</p> <p>Two minutes meeting has been verified which is workers representative meeting (20/07/2022) and gender committee (20/07/2022) which some of the outcome has been classified as compliant/grievances. Details as per below:</p> <ul style="list-style-type: none"> • Complaint on social issues at housing compound • Wild dogs, bats and crow at housing compound • Request to increase school bus allowance <p>Verification has been made and identified that the complaint received from both meeting has not been recorded in the complaint/grievance book and there is no evidence that the complaint has been responded within timeline as per stated in the SOPs.</p> <p>Kulai Young Estate:</p> <ul style="list-style-type: none"> • The land has been purchased by SIPP Power Sdn Bhd based on sale and purchase agreement dated 28/09/2021 and currently has been managed by Boustead Agency and consultancy services Sdn Bhd. • Kulai Young Estate has established a program, "Corporate Smart Internship" with collaboration with Jabatan Penjara Malaysia which recruited inmate under parole as probation workers. <p>However, there is no evidence that social impact assessment has been done for both activities.</p>		
Corrections:	<p>Telok Sengat Estate:</p> <ul style="list-style-type: none"> • Record the complaint regarding wild dogs, bats and crow, and social issues at housing compound in the complaint form and conduct further investigation. • Conduct discussion on request to increase school bus allowance and inform the outcomes to the affected parties. 		

MSPO Public Summary Report
Revision 2 (Nov 2021)

	<p>Kulai Young Estate:</p> <ul style="list-style-type: none"> Liaise with Sustainability & Safety Department to conduct social impact assessment for the change of estate management and recruitment inmate under parole program.
Root cause analysis:	<p>Telok Sengat Estate:</p> <ul style="list-style-type: none"> No PIC to follow-up regarding the complaint recorded during workers representative meeting and gender committee meeting dated 20/07/2022. <p>Kulai Young Estate:</p> <ul style="list-style-type: none"> No competent person in social aspect i.e., Social Impact Assessment present in Kulai Young Estate, hence, estate management was not aware that social impact assessment (SIA) needs to be done for the change of estate management and recruitment inmate under parole program.
Corrective Actions:	<p>Telok Sengat Estate:</p> <ul style="list-style-type: none"> Appoint PIC to follow up complaint/grievances that was raised during meeting i.e., workers representative meeting, gender committee meeting, etc. Record any complaint/grievances raised during any meeting into complaint form and conduct investigation as per complaint and grievance SOP. <p>Kulai Young Estate:</p> <ul style="list-style-type: none"> Request training/briefing regarding Social Impact Assessment from Sustainability & Safety Department (SSD). Appoint PIC to monitor social aspect i.e., Social Impact Assessment, Social Impact Management Plan. Develop social impact management plan based on SIA recommendation, consideration from the outcomes of stakeholder consultation, accident record, complaint and grievances record, and review the management plan yearly basis.
Assessment Conclusion:	<p>The CAP submitted detailing on proposed actions to be taken to address the nonconformity based on the root cause determined were being reviewed by auditors deemed to be appropriate and accepted. The evidence of effectiveness of CAP will be verified during next assessment.</p>

Non-Conformity Report			
NCR Ref #:	2236283-202208-N2	Issue Date:	12/08/2022
Due Date:	Next assessment	Date of Closure:	Open
Area/Process:	Kulai Young Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.5.3.5 Minor
Clause Requirements:	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.		
Statement of Nonconformity:	Domestic wastes were burnt at the field instead of being segregated to be collected by the assign contractor.		
Objective Evidence:	During site visit at field PM2014A area near temporary cabin house SSIP Contractors, it was found that portion of burning activities for domestic waste in the		

MSPO Public Summary Report
Revision 2 (Nov 2021)

	field. Domestic waste should be disposed through RORO Bin and will be collected by the assigned contractor. It was not in line with Polisi Kemampanan BPB dated 12/07/2021 Section 1.5 Pembakaran Sifar dan Pengurusan Gas Rumah Hijau.
Corrections:	Immediately instruct landowner's contractor Costwin Construction Sdn. Bhd. to collect and dispose their domestic waste in RORO bin provided nearby.
Root cause analysis:	No domestic waste disposal facilities available near cabin house SIPP contractors available or provided by their contractor
Corrective Actions:	Appoint PIC to monitor cleanliness and compliance against zero burning near cabin house SIPP contractors and conduct fortnightly inspection.
Assessment Conclusion:	The CAP submitted detailing on proposed actions to be taken to address the nonconformity based on the root cause determined were being reviewed by auditors deemed to be appropriate and accepted. The evidence of effectiveness of CAP will be verified during next assessment.

Non-Conformity Report			
NCR Ref #:	2236283-202208-N3	Issue Date:	12/08/2022
Due Date:	Next assessment	Date of Closure:	Open
Area/Process:	All estates	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.2.3.3 Minor
Clause Requirements:	The management should identify and assign suitable employees to implement and maintain the traceability system.		
Statement of Nonconformity:	The assign person responsible not monitored the implementation of the procedures effectively.		
Objective Evidence:	Noted during document review of all estates' sampled weighbridge tickets no. 143228, 143146, 143252, 143795, 143754, 143340, 143222, 143145, 143057 and 143082 were not stamp with certified or non-certified as per procedure Boustead Plantations Supply Chain and Traceability Procedures dated 25/01/2022 Under section 7.1.4 c), appendix E. This shows the assign person responsible not monitored the implementation of the procedures effectively. Thus, the non-conformity was raised.		
Corrections:	Starts stamping FFB tickets received with CERTIFIED / NON-CERTIFIED		
Root cause analysis:	Lack of understanding on Boustead Plantations Supply Chain and Traceability Procedures		
Corrective Actions:	<ul style="list-style-type: none"> • Conduct training on Supply Chain and Traceability Procedures to the assigned person for FFB reception. • Implement daily record of Certified and Non-Certified tonnage from all FFB suppliers 		
Assessment Conclusion:	The CAP submitted detailing on proposed actions to be taken to address the nonconformity based on the root cause determined were being reviewed by auditors deemed to be appropriate and accepted. The evidence of effectiveness of CAP will be verified during next assessment.		

MSPO Public Summary Report
Revision 2 (Nov 2021)

Non-Conformity Report			
NCR Ref #:	2236283-202208-N4	Issue Date:	12/08/2022
Due Date:	Next assessment	Date of Closure:	Open
Area/Process:	Kulai Young Estate & Telok Sengat Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.4.5.4 Minor
Clause 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:	Employees of contractors are not fully ensured to be paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.		
Objective Evidence:	<p>Kulai Young Estate:</p> <ul style="list-style-type: none"> • Memorandum of agreement dated 28/01/2022 between the management and Cipta Melati Enterprise and between distinction one Sdn Bhd on 03/06/2022. • There is no evidence that, the estate management has monitor payment for 1 lorry driver that working for Distinction One Sdn Bhd • Sample taken for 3 foreign workers under Cipta Melati Enterprise and sighted SOCSO contribution as not per rate according to Akta Keselamatan Social 1969., sample taken for month May 2022. • Sample taken for 3 foreign workers under Cipta Melati Enterprise, Overtime for workers has not been paid as per latest wages rated. Sighted base on sample of pay slips for April and May 2022 where the workers has been paid based on rated RM8.37/hours instead of RM10.45/hour as per regulations. • Stated in clause 41, that the contractor needs to strictly adhere and comply to requirement and provision under listed act and regulation. And clause 37, that the contractor needs to maintain proper records and workers` payroll as required by the labour department and must ensure that all his workers are fully paid every month with reasonable price/ fair rates. <p>Telok Sengat Estate:</p> <ul style="list-style-type: none"> • Sample of workers selected for 8 contractors` workers and SOCSO contribution has been verified for March and July 2022. It has been found out that contribution has not been made according to Akta Keselamatan Social 1969. • Stated in clause 41, that the contractor needs to strictly adhere and comply to requirement and provision under listed act and regulation. And clause 37, that the contractor needs to maintain proper records and workers` payroll as required by the labour department and must ensure that all his workers are fully paid every month with reasonable price/ fair rates. 		

MSPO Public Summary Report
Revision 2 (Nov 2021)

Corrections:	<p>Kulai Young Estate:</p> <ul style="list-style-type: none"> Obtain copies of pay slip and EPF deduction for work done in January 2021 until current for Distinction One's lorry driver. Inform Cipta Melati Enterprise regarding the underpaid SOCSO. Cipta Melati Enterprise compensate the underpaid SOCSO contribution started from January to June 2022. Obtain the copy compensated SOCSO contribution. Inform Cipta Melati Enterprise regarding rate of overtime payment as per regulation. Cipta Melati Enterprise compensate the underpaid overtime. Obtain the copy of pay slip for month of April and May 2022. <p>Telok Sengat Estate:</p> <ul style="list-style-type: none"> Inform contractors regarding the SOCSO contribution. Contractors to compensate the unpaid SOCSO contribution for his 8 workers.
Root cause analysis:	<p>Kulai Young Estate:</p> <p>No monitoring and checking done by the estate against the contractor to ensure that the contractor's employees are paid based on legal requirements.</p> <p>Telok Sengat Estate:</p> <p>No monitoring and checking done by the estate against the contractor to ensure that the SOCSO contributions are paid based on legal requirements.</p>
Corrective Actions:	<p>Kulai Young Estate:</p> <ul style="list-style-type: none"> Appoint PIC to monitor contractor's employee's payment. Monitor and review contractor's employee's payment every month. <p>Telok Sengat Estate:</p> <ul style="list-style-type: none"> Appoint PIC to monitor contractor's employee's payment. Monitor and review contractor's employee's SOCSO contribution every month.
Assessment Conclusion:	<p>The CAP submitted detailing on proposed actions to be taken to address the nonconformity based on the root cause determined were being reviewed by auditors deemed to be appropriate and accepted. The evidence of effectiveness of CAP will be verified during next assessment.</p>

Opportunity For Improvement			
Ref:	Nil	Clause:	N/A
Area/Process:	N/A		
Objective Evidence:	N/A		

Noteworthy Positive Comments	
1	Stakeholder interview – mostly positive feedbacks
2	Good continuous improvement program implementation generally for productivity aspects
3	Good social contributions towards internal and external stakeholders

4	Good documents retrieval
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3.3 Status of Nonconformities Previously Identified and OFI

Non-Conformity Report			
NCR Ref #:	2077857-202107-N1	Issue Date:	08/07/2021
Due Date:	08/08/2022	Date of Closure:	08/08/2022
Area/Process:	Kulai Young Estate & Telok Sengat Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.3.1.4 Minor
Clause Requirements:	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.		
Statement of Nonconformity:	PIC does not ensure date of JKPP 8 report submission comply with regulation.		
Objective Evidence:	Sighted JKPP 8 reports. Refer JKPP8/89084/2020 submitted on 03/06/2021 for Telok Sengat Estate and JKPP8/87308/2020 submitted on 09/03/2021 for Chamek Estate. However, the date submission not accordance with NADOPOD (Notification of accident, Occupational Poisoning and Occupational Disease) Regulation 2004.		
Corrections:	Telok Sengat and Chamek Estate: The estate has made schedule for submission JKPP8 to ensure the reply within the time.		
Root cause analysis:	Telok Sengat and Chamek Estate: The estate was late sending their JKPP8 report to DOSH due to the new PIC.		
Corrective Actions:	Telok Sengat and Chamek Estate: The OSHA officer from Boustead HQ trained the new PIC.		
Assessment Conclusion:	Corrective action plan accepted.		
Verification Statement:	<p>Boustead Plantations Berhad has appointed the Manager from Sustainability and Safety Department to update the operating units for any changes on law and other requirement.</p> <p>Chamek Estate has appointed the Chief Clerk as person responsible to update the legal and other requirements as per appointment letter dated 01/01/2022 signed by the Estate Manager.</p> <p>Kulai Young Estate has appointed the Second Clerk/ Sustainability Officer as person responsible to update the legal and other requirements as per appointment letter dated 11/02/2022 signed by the Estate Manager.</p> <p>Evidence of CAP verified during on-site surveillance assessment found effective to address the issue with no recurrence. Hence, Minor Nonconformity closed on 8/8/2022.</p>		

Non-Conformity Report			
NCR Ref #:	2077857-202107-N2	Issue Date:	08/07/2021
Due Date:	08/08/2022	Date of Closure:	08/08/2022

MSPO Public Summary Report
Revision 2 (Nov 2021)

Area/Process:	Telok Sengat POM	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.2.2 Minor
Clause Requirements:	The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties.		
Statement of Nonconformity:	The complaints and grievances procedure established was not effectively implemented		
Objective Evidence:	Reviewed the "Borang Aduan Kerosakan Rumah" as follows: 1. House no MQ 23 dated 27/05/2021 2. House no. MQ 34 dated 25/05/2021 3. House no. MQ 24 dated 24/05/2021 There was no evidence the grievances/complaints have been solved in timely manners and accepted by all parties as per SOP established.		
Corrections:	Telok Sengat POM: The mill had met with complainants to explain the current situation regarding the status of their complaints.		
Root cause analysis:	Telok Sengat POM: Due to COVID-19 Pandemic, several grievances and complaints could not be solved due to contractors to perform repairs on the worker's houses could not be mobilized.		
Corrective Actions:	Telok Sengat POM: The mill conducts regular engagement with complainants on an event-by-event basis of any issue to resolve their complaints/grievances.		
Assessment Conclusion:	Corrective action plan accepted.		
Verification Statement:	Evidence of CAP verified during on-site surveillance assessment found effective to address the issue with no recurrence. Hence, Minor Nonconformity closed on 8/8/2022.		

Non-Conformity Report

NCR Ref #:	2077857-202107-N3	Issue Date:	08/07/2021
Due Date:	08/08/2022	Date of Closure:	08/08/2022
Area/Process:	Chamek Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3: 4.5.3.3 Minor
Clause Requirements:	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.		
Statement of Nonconformity:	There is no evidence of Scheduled waste disposal has been made.		
Objective Evidence:	Sighted File reference number AS(B)J11/123/000/206. Sighted Inventory of E-Swiss has been made with reference number 0130J3081495U72021 for SW204, SW305, SW409 and SW410 dated 04/07/2021 at Chamek Estate. However, there is no evidence of disposal has been made since January 2020 as per inventory checking and through interview with personnel.		

MSPO Public Summary Report
Revision 2 (Nov 2021)

Corrections:	Chamek Estate: The estate has made a schedule to ensure the waste was disposed of within 180 days.
Root cause analysis:	Chamek Estate: The estate did not dispose their scheduled waste within 180 days due to the COVID-19 outbreak.
Corrective Actions:	Chamek Estate: The estate had sent a letter on 14th July 2021 to Kluang of District Department of Environment to request a time extension for us to do the process of our scheduled waste disposal.
Assessment Conclusion:	Corrective action plan accepted.
Verification Statement:	Evidence of CAP verified during on-site surveillance assessment found effective to address the issue with no recurrence. Hence Minor Nonconformity closed on 8/8/2022.

Opportunity For Improvement																								
Ref:	2077857-202107-I1	Clause:	MSPO Part 3: 4.4.4.2 (g)																					
Area/Process:	Telok Sengat Estate and Chamek 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.																							
Verification Statement:	a. 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 as follows: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>03/2021</th> <th>04/2021</th> <th>01/2022</th> <th>02/2022</th> </tr> </thead> <tbody> <tr> <td>Chamek Estate</td> <td>30/09/2022</td> <td>30/12/2022</td> <td>30/03/2022</td> <td>22/06/2022</td> </tr> <tr> <td>Kulai Young Estate</td> <td>12/11/2021</td> <td>06/12/2021</td> <td>09/04/2022</td> <td>23/06/2022</td> </tr> <tr> <td>Telok Sengat Estate</td> <td>27/09/2022</td> <td>06/12/2022</td> <td>30/03/2022</td> <td>18/07/2022</td> </tr> </tbody> </table>					03/2021	04/2021	01/2022	02/2022	Chamek Estate	30/09/2022	30/12/2022	30/03/2022	22/06/2022	Kulai Young Estate	12/11/2021	06/12/2021	09/04/2022	23/06/2022	Telok Sengat Estate	27/09/2022	06/12/2022	30/03/2022	18/07/2022
	03/2021	04/2021	01/2022	02/2022																				
Chamek Estate	30/09/2022	30/12/2022	30/03/2022	22/06/2022																				
Kulai Young Estate	12/11/2021	06/12/2021	09/04/2022	23/06/2022																				
Telok Sengat Estate	27/09/2022	06/12/2022	30/03/2022	18/07/2022																				

Opportunity For Improvement			
Ref:	2077857-202107-I2	Clause:	MSPO Part 4: 4.4.4.2 (g)
Area/Process:	Telok Sengat POM		
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.		
Verification Statement:	The estate management has established Safety Committee Member consist of Secretary, representatives from Employer and representatives from Employee as		

MSPO Public Summary Report
Revision 2 (Nov 2021)

	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 14/07/2021, 16/12/2021, 24/02/2022 and 24/05/2022
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3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
1711670-201811-M1	4.4.4.1 Part 4 Major	22/11/2018	Closed on 18/02/2019
1711670-201811-M2	4.5.3.3 Part 3 & Part 4 Major	22/11/2018	Closed on 18/02/2019
1711670-201811-M3	4.4.4.2 Part3 Major	22/11/2018	Closed on 18/02/2019
1711670-201811-M4	4.5.3.4 Part 3 Major	22/11/2018	Closed on 18/02/2019
1711670-201811-M5	4.5.6.1 Part 3 Major	22/11/2018	Closed on 18/02/2019
1711670-201811-M6	4.4.2.5 Part 3 Major	22/11/2018	Closed on 18/02/2019
1711670-201811-M7	4.4.5.6 Part 3 Major	22/11/2018	Closed on 18/02/2019
1711670-201811-M8	4.4.5.11 Part 3 Major	22/11/2018	Closed on 18/02/2019
1711670-201811-M9	4.6.3.1 Part 3 Major	22/11/2018	Closed on 18/02/2019
1711670-201811-M10	4.6.3.2 Part 4 Major	22/11/2018	Closed on 18/02/2019
1711670-201811-N1	4.4.1.1 Part 3 & Part 4 Minor	22/11/2018	Closed on 13/03/2020
1711670-201811-N2	4.4.5.4 Part 3 Minor	22/11/2018	Closed on 13/03/2020
1892458-202003-M1	4.5.5.1 Part 3 Major	13/03/2020	Closed on 12/06/2020
1892458-202003-N1	4.4.5.4 Part 3 Minor	13/03/2020	Closed on 08/07/2021
2077857-202107-N1	4.3.1.4 Part 3 Minor	08/07/2021	Closed on 08/08/2022
2077857-202107-N2	4.4.2.2 Part 4 Minor	08/07/2021	Closed on 08/08/2022
2077857-202107-N3	4.5.3.3 Part 3 Minor	08/07/2021	Closed on 08/08/2022
2236283-202208-M1	4.4.5.11 Part 3 Major	12/08/2022	Closed on 09/11/2022
2236283-202208-M2	4.5.3.3 Part 3 Major	12/08/2022	Closed on 09/11/2022
2236283-202208-N1	4.4.1.1 Part 3 Minor	12/08/2022	Open
2236283-202208-N2	4.5.3.5 Part 3 Minor	12/08/2022	Open
2236283-202208-N3	4.2.3.3 Part 3 Minor	12/08/2022	Open
2236283-202208-N4	4.4.5.4 Part 3 Minor	12/08/2022	Open

3.5 Issues Raised by Stakeholders

IS #	Description
1	<p>Issues: National Union Plantation workers</p> <p>He mentioned that frequent communication and consultation with the estate manager under Boustead Holdings Berhad has been done directly through meeting and phone call. He also mentioned that high participation from Boustead Holdings Berhad workers in NUPW is very satisfactory. Boustead support any activities conducted and persuade any workers to join any Union as per mentioned in their own policy.</p>
	<p>Management Responses: Positive comments noted.</p>
	<p>Audit Team Findings: No further issue.</p>
2	<p>Issues: Contractor, Hau Pheng Jhai Enteprise</p> <p>Hau Pheng Jhai Enteprise has been appointed as contractor to supply labour for estate operation since last 20 years. Contract agreement detailing all term has been signed by both parties and confirmed that stakeholders understand content of the agreement. Payment has been made normally with period around 7-10 days after invoice submitted.</p>
	<p>Management Responses: Positive comments noted.</p>
	<p>Audit Team Findings: No further issue.</p>
3	<p>Issues: Worker’s Representative/Gender Committee</p> <p>Sample of local and foreign workers has been interviewed. As per interview, there is issues has been raised where policy and procedure has been communicated to all workers. Salary payment is in line with local regulations. All workers interviewed satisfied with accommodation provided by the company.</p>
	<p>Management Responses: Positive comments noted.</p>
	<p>Audit Team Findings: No further issue.</p>
4	<p>Issues: Haji Mohd Noor, Ketua Kampung Johor Lama, Encik Zaini, Ketua Kampung</p> <p>There is evidence good relationship has been maintained by both parties which meeting has been done frequently to discuss any issues related. It has been confirmed that there is negative impact from the operation of both estate and mill. Estates and POM also support activities in the village such as repairing roads, death and other communities’ activities.</p>
	<p>Management Responses: Positive comments noted.</p>
	<p>Audit Team Findings: No further issue.</p>

3.6 List of Stakeholders Contacted

<p>Government Officer:</p> <p>-</p>	<p>Community/neighbouring village:</p> <p>Ketua Kampung Johor Lama</p>
<p>Suppliers/Contractors/Vendors:</p> <p>Hau Pheng Jhai Enteprise</p>	<p>Worker’s Representative/Gender Committee:</p> <p>National Union Plantation workers Worker’s Representative/Gender Committee</p>

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
<p>Based on the findings during the assessment Boustead Plantations Berhad Telok Sengat Palm Oil Mill and Supply Bases (Telok Sengat Business Unit) Certification Unit complies with the MS 2530-3:2013 or MS 2530-4:2013. It is recommended that the certification of Boustead Plantations Berhad Telok Sengat Palm Oil Mill and Supply Bases (Telok Sengat Business Unit) Certification Unit is approved and/or continued.</p>	
Acknowledgement of Assessment Findings	Report Prepared by
<p>Name: Mitah Limpu</p>	<p>Name: Hafriazhar Mohd. Mokhtar</p>
<p>Company name: Boustead Plantations Berhad</p>	<p>Company name: BSI Services Malaysia Sdn. Bhd.</p>
<p>Title: Sustainability Executive</p>	<p>Title: Lead Auditor</p>
<p>Signature:</p> 	<p>Signature:</p> 
<p>Date: 10/12/2022</p>	<p>Date: 09/12/2022</p>

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 -	The policy for the implementation of MSPO established as BPB Sustainability Policy; Signed by CEO dated on 12/07/2021. The policy available in the company's website as per link as following: https://www.bousteadplantations.com.my/wp-content/uploads/2022/06/BPB-Sustainability-Policy.pdf	Complied
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The policy emphasized the commitment of continuously improve the effectiveness of quality management system for company's traceability and transparency of supply chain. The policy also emphasized commitment of continuous stakeholder engagement that strive to continue to be an active supporter of the sustainability initiative and will work to strengthen MSPO standards and adherence to it. Policies were communicated frequently through direct workers meeting or weekly assembly such as conducted by the management on 04/08/1988 and 22/07/2022 for Chamek Estate, 18/03/2022 and 29/07/2022 for Kulai Young Estate. Communication of the policy for external stakeholder has been done during stakeholder consultation dated 09/06/2022 with attendance of stakeholder from various category such as local communities, NGOs and government bodies and for internal stakeholder it`s has been done on 02/04/2022.	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	As per SOP established, the internal audit shall be carried out once a year guided by the annual audit schedule. Follow up audit can be carried out as and when it is required. The GE Department/Sustainability Chairman will fix the date of the audit with management representative. Reviewed the communication email and audit notifications dated 14/06/2022. FY 2022, Internal Audit was conducted on 27 – 30/06/2022 for all Operating Units in Telok Sengat Business Unit. 17 non-conformity and 17 OFIs was issued during the audit. The Operating Units has submitted the Corrective Action Plan and accepted by the audit team as per Non-conformance Report – Internal Audit 28/07/2022.	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 -	Boustead Plantations Berhad has established Internal Audit Procedure, Revision no. 1, dated October 2018. The procedure covers the Audit frequency, Audit Schedule, Audit Notification, Audit Team and Performing Audit (Opening Meeting, Auditing, Audit Report, Closing Meeting, Corrective Action, Closing of NCR, and Internal Audit Report).	Complied
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	The results of Internal Audit conducted were discussed in the management review. Reviewed the latest management review meeting conducted on 30/06/2022. The operating units maintained all audit reports and corrective action plan and available for review.	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.1.3 – Management Review			
4.1.3.1	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p>- Major compliance -</p>	<p>Latest management review meeting was conducted on 30/06/2022. The meeting was chaired by the Telok Sengat Business Unit Sustainability Chairman and attended by the Acting Head of Sustainability, Sustainability Members, and all operating units Managers and Asst. Managers. Among the discussion in the meeting as follows:</p> <ol style="list-style-type: none"> 1. Minutes/Action of previous meeting 2. MS 2530:3 and MS 2530:4 certification status 3. MSPO SCCS status 4. Results of internal audit 5. Customer feedbacks 6. Preventive and corrective action status 7. Changes affecting Policy 8. Recommendations for improvements 9. Any Other business 	Complied
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	<p>The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.</p> <p>- Major compliance -</p>	<p>The estates visited has established continual improvement plan covers the main social and environmental impacts.</p> <p>Continual improvement plan for the estate being strategized under the following program as follows:</p> <ol style="list-style-type: none"> 1. To substitute chemical to cultural and biological practices (using beneficial plant) 	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		2. To ensure the soil erosion reduced 3. To installed water machine to supply water for domestic used 4. To provide milk, toys and play equipment at creche.	
4.1.4.2	The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption. - Major compliance -	The new information and techniques to improve practices are obtained mainly through information from communications with suppliers and being members of associations related to palm oil industry. Any new information on new technology will be forwarded to the HQ for approval before any implementation.	Complied
4.1.4.3	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established. - Major compliance -	Action plans were available in all the sampled estates, the action plan is cover for environment, workers’ needs, safety and others. Trainings on SOPs were also conducted from time to time to enhance the current techniques of agriculture best practice.	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance -	All estates within Telok Sengat Business Unit maintained records of request and response, land titles, OSH plans and etc relating to environmental and social issues, plans for pollution prevention, complaints and grievances records that make available upon request. Information was communicated frequently through direct workers meeting or weekly assembly such as conducted by the management on 04/08/1988 and 22/07/2022 for Chamek Estate, 18/03/2022 and 29/07/2022 for Kulai Young Estate. Communication of the policy for external stakeholder has been done during stakeholder consultation dated 09/06/2022 with attendance of	Complied

Criterion / Indicator		Assessment Findings	Compliance																		
		stakeholder from various category such as local communities, NGOs and government bodies and for internal stakeholder it`s has been done on 02/04/2022.																			
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 -	All estates within Telok Sengat Business Unit holds copies of each of the management documents that are required to be publicly available. Copies of the document such as documents related to environmental and social issues, plans for pollution prevention, records of complaints and grievances were available upon request. All the policies such as Pesticide Use Policy, Human Rights Policy and Foreign Workers Policy etc. available publicly via company's website link as following: https://www.bousteadplantations.com.my/sustainability-approach-policies/	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 -	<p>All estates within Telok Sengat Business Unit established a Consultation Procedure with objectives as following:</p> <ul style="list-style-type: none"> - Change of information and sharing of ideas between estate management and internal as well as external stakeholders - To assess and identify relevant topics for mutual benefits <p>The procedure specified the type and method as well as the frequency of consultations as per sample as following:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Method</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Muster call</td> <td>Assembly</td> <td>Daily</td> </tr> <tr> <td>Management meeting</td> <td>Face to face</td> <td>Weekly</td> </tr> <tr> <td>Staff meeting</td> <td>Face to face</td> <td>Monthly</td> </tr> <tr> <td>Workers' meeting</td> <td>Face to face</td> <td>6-monthly</td> </tr> <tr> <td>Stakeholders' meeting</td> <td>Face to face</td> <td>Annually</td> </tr> </tbody> </table>	Type	Method	Frequency	Muster call	Assembly	Daily	Management meeting	Face to face	Weekly	Staff meeting	Face to face	Monthly	Workers' meeting	Face to face	6-monthly	Stakeholders' meeting	Face to face	Annually	Complied
Type	Method	Frequency																			
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Workers' meeting	Face to face	6-monthly																			
Stakeholders' meeting	Face to face	Annually																			

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings			Compliance
		Public notification	Signboard	As required	
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	Management official nominated responsible for stakeholders' communication and consultation are the estate managers.			Complied
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. - Major compliance -	List of stakeholders available for both internal and external stakeholders identified by estates. For external stakeholders, records of consultation and communication maintained properly as per sample records for minutes of meeting of stakeholder consultation dated on 09/06/2022 with attendance of stakeholder from various category such as local communities, NGOs and government bodies. Feedbacks and inputs from stakeholders were recorded and actions were taken for necessary issues. For internal stakeholders, records maintained as logbooks of direct workers meeting or weekly assembly such as conducted by the management on 04/08/1988 and 22/07/2022 for Chamek Estate, 18/03/2022 and 29/07/2022 for Kulai Young Estate.			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 -	Boustead Plantations Berhad has established procedure for traceability documented in Boustead Plantations Supply Chain and Traceability Procedures dated 25/01/2022. The procedure covered the implementation of all supply chain requirements for both POM and estate.			Complied
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	Regular inspections on compliance with the established traceability system were conducted through periodical internal audit. Furthermore, the estate management and staff responsible to conduct related			Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		inspections on compliance of all operations including traceability system.	
4.2.3.3	<p>The management should identify and assign suitable employees to implement and maintain the traceability system.</p> <p>- Minor compliance -</p>	<p>As per Supply Chain and Traceability Procedures dated 25/01/2022, the Head of Sustainability and Safety (HOD of SSD) have the overall responsibility for the implementation of this procedure. At Telok Sengat Business Unit, Mill Manager and Estate Manager responsible for the MSPO and SCCS implementation.</p> <p>The estates management has appointed the Asst. manager/ clerk/ field supervisor as person responsible for implementation of the procedure in the estates as per appointment letter signed by the Estates managers.</p> <p>As per SOP established stated as follows:</p> <p>Under section 5.3.2 stated the management representative appointed and assisted by identified personnel in each CCP shall be responsible to ensure records relating to the sustainable supply chain systems are up to-date, and properly identified, kept and retrievable</p> <p>Under section 7.1.4 c) stated the Estate shall ensure sufficient information is stated on the weighbridge ticket for all FFB delivery inclusive:</p> <ul style="list-style-type: none"> i. Name of the estate ii. Delivery dated iii. Vehicle number iv. Weights of the products delivered v. Delivery order/ weighbridge ticket no. vi. Certified or non-certified estate (appendix E) 	Minor Non-Compliance

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance						
		Noted during document review, all weighbridge ticket no. 143228, 143146, 143252, 143795, 143754, 143340, 143222, 143145, 143057 and 143082 was not stamp with certified or non-certified as per procedure Boustead Plantations Supply Chain and Traceability Procedures dated 25/01/2022 Under section 7.1.4 c), appendix E. This shows the assign person responsible not monitored the implementation of the procedures effectively. Thus, the Minor non-conformity was raised.							
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	<p>The estate sends the FFB harvested to the Telok Sengat POM. The estate maintains the records of FFB sale/dispatch to the mill. Reviewed the records of FFB dispatch as follows:</p> <table border="1"> <tbody> <tr> <td>Supplier: Chamek Estate Product: FFB Nett weight: 33,770 kg Delivery date: 19/07/2022 Weighbridge ticket no.: 143228 D.O. no.: 4931 Certified/Non-certified: N/A</td> <td>Supplier: Chamek Estate Product: FFB Nett weight: 33,110 kg Delivery date: 18/07/2022 Weighbridge ticket no.: 143146 D.O. no.: 4929 Certified/Non-certified: N/A</td> </tr> <tr> <td>Supplier: Chamek Estate Product: FFB Nett weight: 36,670 kg Delivery date: 20/07/2022 Weighbridge ticket no.: 143252 D.O. no.: 4932 Certified/Non-certified: N/A</td> <td>Supplier: Kulai Young Estate Product: FFB Nett weight: 38,020 kg Delivery date: 31/07/2022 Weighbridge ticket no.: 143795 D.O. no.: 02953 Certified/Non-certified: N/A</td> </tr> <tr> <td>Supplier: Kulai Young Estate Product: FFB Nett weight: 32,400 kg Delivery date: 28/07/2022</td> <td>Supplier: Kulai Young Estate Product: FFB Nett weight: 24,920 kg Delivery date: 21/07/2022</td> </tr> </tbody> </table>	Supplier: Chamek Estate Product: FFB Nett weight: 33,770 kg Delivery date: 19/07/2022 Weighbridge ticket no.: 143228 D.O. no.: 4931 Certified/Non-certified: N/A	Supplier: Chamek Estate Product: FFB Nett weight: 33,110 kg Delivery date: 18/07/2022 Weighbridge ticket no.: 143146 D.O. no.: 4929 Certified/Non-certified: N/A	Supplier: Chamek Estate Product: FFB Nett weight: 36,670 kg Delivery date: 20/07/2022 Weighbridge ticket no.: 143252 D.O. no.: 4932 Certified/Non-certified: N/A	Supplier: Kulai Young Estate Product: FFB Nett weight: 38,020 kg Delivery date: 31/07/2022 Weighbridge ticket no.: 143795 D.O. no.: 02953 Certified/Non-certified: N/A	Supplier: Kulai Young Estate Product: FFB Nett weight: 32,400 kg Delivery date: 28/07/2022	Supplier: Kulai Young Estate Product: FFB Nett weight: 24,920 kg Delivery date: 21/07/2022	Complied
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MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings		Compliance
		Weighbridge ticket no.: 143754 D.O. no.: 029524932 Certified/Non-certified: N/A	Weighbridge ticket no.: 143340 D.O. no.: 02945 Certified/Non-certified: N/A	
		Supplier: Telok Sengat Estate Product: FFB Nett weight: 4,610 kg Delivery date: 19/07/2022 Weighbridge ticket no.: 143222 D.O. no.: TS01331 Certified/Non-certified: N/A	Supplier: Telok Sengat Estate Product: FFB Nett weight: 5,520 kg Delivery date: 18/07/2022 Weighbridge ticket no.: 143145 D.O. no.: TS01328 Certified/Non-certified: N/A	
		Supplier: Telok Sengat Estate Product: FFB Nett weight: 4,580 kg Delivery date: 17/07/2022 Weighbridge ticket no.: 143057 D.O. no.: TS01325 Certified/Non-certified: N/A	Supplier: Telok Sengat Estate Product: FFB Nett weight: 5,260 kg Delivery date: 17/07/2022 Weighbridge ticket no.: 143082 D.O. no.: TS01326 Certified/Non-certified: N/A	
4.3 Principle 3: Compliance to legal requirements				
Criterion 4.3.1 – Regulatory requirements				
4.3.1.1	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - Major compliance -	The operating units continued to comply with the legal and other requirements. Compliance to each applicable law and regulation is monitored by the operating units and sustainability team. The operating units had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were as follows: Chamek Estate		Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<p>1. MPOB License no. 613906002000, valid till 31/07/2023.</p> <p>2. Scheduled Control Goods Permit for Diesel and Petrol no. J002077, ref. no. BPJK JH (KLU) 2321 JK, valid till 09/03/2023</p> <p>3. Air compressor certificate of fitness no. PMT-JH/22 161304 valid till 27/03/2022</p> <p>4. Weighbridge Calibration Certificate serial no. B7491167 by De Metrology Sdn. Bhd. dated 05/01/2022 valid for 1 year.</p> <p>5. Salary deduction permit under Section 24, Labour Act 1955 serial no. PP3/29/254/2006 dated 06/07/2017</p> <p>Kulai Young Estate</p> <p>1. MPOB License no. 620978002000, valid till 30/04/2023 under new ownership of SIPP Power Sdn. Bhd.</p> <p>2. Scheduled Control Goods Permit for Diesel no. J004055, ref. no. KPDNKK.J-JB/26/5A/11/1410 (P/D)(P1), valid till 12/07/2024</p> <p>3. Air compressor certificate of fitness no. PMT-JH/21 147787 valid till 11/11/2022</p> <p>4. Weighbridge Calibration Certificate serial no. B 839520082 by De Metrology Sdn. Bhd. dated 06/01/2022 valid for 1 year.</p> <p>5. Permit for purchase pesticides is highly toxic/limited to purchase Acephate no. JHR/2022/ACP/39(GL) dated 08/06/2022.</p> <p>6. License to divert or abstract river water no 07/A/KJ/055, valid till 31/12/2022</p> <p>Kulai Young Estate has recently acquired by SIPP Power Sdn. Bhd. The new owner has appointed Boustead Agency and Consultancy Services Sdn. Bhd. as management agency for period of 5 years. Nevertheless,</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>licenses, permits and other legal documents such as Scheduled Control Goods Permit for Diesel, Air compressor certificate of fitness, License to divert or abstract river water, Noise Risk Assessment, Chemical Hazard Risk Assessment and submission of JKPP 8 was still under the previous owner, Boustead Plantations Berhad.</p> <p>Telok Sengat Estate</p> <ol style="list-style-type: none"> 1. MPOB License no. 615231002000, valid till 30/09/2022 2. Air compressor certificate of fitness no. PMT-JH/22 178860 valid till 25/08/2023 3. Scheduled Control Goods Permit for Diesel no. J003026, ref. no. KPDNKK.J.KTG/PERMIT 0298 (PD), valid till 01/03/2023 and no. J005907, ref. no. KPDNKK.J.KTG/PERMIT 0059 (PD), valid till 14/06/2023. 4. Workers Salary deduction Permit no. PP 3/34/1481; License valid from 15/04/2011. 	
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) dated 07/03/2022.</p>	Complied
4.3.1.3	<p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p>- Major compliance -</p>	<p>Tracking system available to identify changes in the relevant regulations through head office, sustainability team, website information and the information are communicated from the Head Office (Sustainability Section). Boustead Plantations Berhad have centralized system for tracking any changes in the law and subscribe into Lawnet. The latest communication was done on 07/03/2022 by Manager from Sustainability and Safety Department.</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
4.3.1.4	<p>The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.</p> <p>- Minor compliance -</p>	<p>Boustead Plantations Berhad has appointed the Manager from Sustainability and Safety Department to update the operating units for any changes on law and other requirement.</p> <p>Chamek Estate has appointed the Chief Clerk as person responsible to update the legal and other requirements as per appointment letter dated 01/01/2022 signed by the Estate Manager.</p> <p>Kulai Young Estate has appointed the Second Clerk/ Sustainability Officer as person responsible to update the legal and other requirements as per appointment letter dated 11/02/2022 signed by the Estate Manager.</p>	Complied
Criterion 4.3.2 – Lands use rights			
4.3.2.1	<p>The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users.</p> <p>- Major compliance -</p>	<p>Visit to the estate fields confirmed that the management ensured that their oil palm cultivation activities operated strictly within own area and do not diminish the land use rights of other users mainly local neighboring communities as verified from consultation.</p>	Complied
4.3.2.2	<p>The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land.</p> <p>- Major compliance -</p>	<p>Documents showing legal ownership available as provided by management in each estate.</p> <p>Telok Sengat Estate hold 66 land titles as per following samples:</p> <ul style="list-style-type: none"> • Grant (Form 5BK) # 83578; Lot # 1357; Area: 499.9891ha; Registered date: 16/7/2002 (Freehold) • Grant (Form 5BK) # 83681; Lot # 337; Area: 2.6608ha; Registered date: 21/11/2002 (Freehold) • Grant (Form 5BK) # 84186; Lot # 63; Area: 33.9683ha; Registered date: 27/11/2002 (Freehold) 	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> Grant (Form 5BK) # 86131; Lot # 62; Area: 32.0207ha; Registered date: 24/11/2002 (Freehold) Grant (Form 5BK) # 86866; Lot # 230; Area: 5.1876ha; Registered date: 13/9/2006 (Freehold) <p>Kulai Young Estate has been purchased by SIPP Power Sdn Bhd based on sale and purchase agreement dated 28/09/2021 and currently has been managed by Boustead Agency and consultancy services Sdn Bhd. Kulai Young Estate hold 5 land titles as following:</p> <ul style="list-style-type: none"> Provisional Ownership (Form 11AK) # HSD 64797; Lot # PTD 109034; Area: 0.05ha; Registered date: 15/3/2016 (Freehold) Provisional Ownership (Form 11AK) # HSD 64784; Lot # PTD 109021; Area: 0.19ha; Registered date: 15/3/2016 (Freehold) Grant (Form 5BK) # 229629; Lot # 3564; Area: 103.3465ha; Registered date: 2/1/2016 (Freehold) Provisional Ownership (Form 11AK) # HSD 64789; Lot # PTD 109026; Area: 0.28ha; Registered date: 15/3/2016 (Freehold) Provisional Ownership (Form 11AK) # HSD 64796; Lot # PTD 109033; Area: 562.33ha; Registered date: 15/3/2016 (Freehold) <p>Chamek Estate hold 5 land titles as per sample as following:</p> <ul style="list-style-type: none"> Grant (Form 5BK) # GRN 96683; Lot # 72; Area: 601.9689ha; Registered date: 11/5/2006 (Freehold) 	
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.	A legal boundary was clearly demarcated. Site visit to boundary at field PJ14/B (TSE) with smallholder, found that the boundary stone was maintained. Some area the management has constructed the	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	trenches. At Chamek Estate (PM95A), the management had constructed the trenches as a boundary between the estate and smallholders.	
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 all estates within Telok Sengat Business Unit at the time of audit. The lands are leased from CIMB Trustee Berhad via verified with the land titles. There was no encroachment of land by the Telok Sengat Business Unit. Maps available as per sample UAV Mapping; Field Hectarage Statement by GPS Kulai Young Home Division.	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 land encumbered by customary rights in all estates within Telok Sengat Business Unit. Hence, this requirement is not applicable. Notwithstanding, it was specified in the BPB Sustainability Policy; Signed by CEO dated on 12/07/2021 under clause 3.3 Land Rights # 3.3.1 that the company respect and uphold the land tenure right of indigenous and local communities, including their right to give or withhold their Free, Prior and Informed Consent (FPIC) to operate on land to which they hold legal, communal or customary right in accordance with the United Nations Declarations on the Right Indigenous Peoples (UNDRIP).	N/A
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance -	Field maps of appropriate scale available in all sampled estates indicated no customary rights land within Telok Sengat Business Unit. Hence, this requirement is not applicable.	N/A

Criterion / Indicator		Assessment Findings	Compliance
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	There is no land encumbered by customary rights in all estates within Telok Sengat Business Unit. Hence, no negotiation and FPIC recorded so far, and this requirement is not applicable.	N/A
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 -	Based on the Social Impact Assessment conducted by Malaysian Environmental Consultants Sdn. Bhd. (MEC), the management had come with several action plan to mitigate and reduce the impact to employees, neighbours, suppliers, contractors and other stakeholders. Social management plan documented for all estates and POM in the document title social action plan 2022. Telok Sengat Estate: Several issues have been identified and action plan has been established for issues highlighted. Sample taken for grievance mechanism and sighted that the management need to implement effective grievances mechanism in all records of complaints and mitigation action must be documented. Two minutes meeting has been verified which is workers representative meeting (20/07/2022) and gender committee (20/07/2022) which some of the outcome has been classified as compliant/grievances. Details as per below: <ul style="list-style-type: none"> • Complaint on social issues at housing compound • Wild dogs, bats and crow at housing compound • Request to increase school bus allowance 	Minor Non-compliance

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>Verification has been made and identified that the complaint received from both meeting has not been recorded in the complaint/grievance book and there is no evidence that the complaint has been responded within timeline as per stated in the SOPs.</p> <p>Kulai Young Estate:</p> <ul style="list-style-type: none"> The land has been purchased by SIPP Power Sdn Bhd based on sale and purchase agreement dated 28/09/2021 and currently has been managed by Boustead Agency and consultancy services Sdn Bhd. Kulai Young Estate has established a program, "Corporate Smart Internship" with collaboration with Jabatan Penjara Malaysia which recruited inmate under parole as probation workers. <p>However, there is no evidence that social impact assessment has been done for both activities. Hence, a Minor NC has been raised.</p>	
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 system for dealing with complaints and grievances established as per Policy and Procedures – Grievance Procedure; Doc. # HR/2022/023/003; Rev. # 0; Issue date: 1/3/2022.	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 -	The system for dealing with complaints and grievances established as per Policy and Procedures – Grievance Procedure; Doc. # HR/2022/023/003; Rev. # 0; Issue date: 1/3/2022. It was stated in the procedure that immediate superior need to respond within 3 days of the complaint received and further 5 days if the respond has not been satisfied. It has been verified through interview that the system	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.	
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance -	The Complaint/Suggestion forms available in the suggestion box area in front of the estate office. Consultation made with the stakeholders confirmed that they are aware and understood about the complaint procedure.	Complied
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	Consultation made with the stakeholders confirmed that they are aware and understood about the complaint procedure.	Complied
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	Complaints and resolutions records were documented and made available to affected stakeholders upon request since August 2018.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	The estate management made contribution to the local communities and workers such as donation to the school and temple activities upon request by the stakeholders. Besides, the company has donated paint material to local authority. The company also provided job opportunity to the local communities.	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -	Boustead Plantations Berhad has established Safety and health policy signed by CEO dated 12/06/2021. The Operating Units has established Safety and Health Plan. The plan covers on OSH Legal Compliance, Emergency Response Plan, OSH	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<p>Management System and Risk Management, HIRADC, training, OSH committee meeting, workplace inspection, medical surveillance and etc.</p> <p>Reviewed the implementation of the plan as follows:</p> <p>Chamek Estate</p> <ol style="list-style-type: none"> 1. The estate has plan to conduct Emergency Response and firefighting training collaboration with Kluang Fire Department on 22/06/2022 as per communication letter dated 14/06/2022. The training has yet to be conducted due to waiting for availability schedule by the Fire Department. 2. The estate conducted workplace inspection by the Safety and Health Committee on monthly basis. Reviewed the inspection records dated 08/06/2022, 20/05/2022, 05/05/2022, 26/04/2022, 13/04/2022, 22/03/2022 and 02/03/2022. 3. Latest medical surveillance was conducted on 13/12/2021 by OHD with DOSH reg. no. HQ/18/DOC/00/00149. <p>Kulai Young Estate</p> <ol style="list-style-type: none"> 1. Latest medical surveillance for chemical handlers was conducted on 09/10/2021. 5 workers were sent for surveillance and found fit to work as chemical handlers. 2. The estate conducted first aid monitoring on monthly basis. Reviewed the inspection dated 27/04/2022, 20/05/2022, 15/06/2022 and 30/07/2022. 3. The estate appointed the first aider and send for competency training. Reviewed the training records dated 14 – 15/12/2021 and 	

Criterion / Indicator		Assessment Findings	Compliance
		<p>competency certificate no. RK0148165, RK0148167 and RK0148141.</p> <p>4. The estate conducted workplace inspection by the Safety and Health Committee on monthly basis. Reviewed the inspection records dated 22/07/2022, 15/06/2022, 08/06/2022 and 16/05/2022.</p> <p>Telok Sengat Estate</p> <p>1. The estate conducted linesite inspection on weekly basis. Reviewed the inspection records for the month of April, May and June 2022.</p> <p>2. The estate conducted workplace inspection by the Safety and Health Committee on monthly basis. Reviewed the inspection records April, May and June 2022.</p> <p>3. Latest medical surveillance for chemical handlers was conducted on 21/10/2021 by OHD with reg. no. HQ/17/DOC/00/00005. 6 workers were sent for surveillance and found fit to work as chemical handlers.</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> <p>i. all employees involved shall be adequately trained on safe working practices</p>	<p>a. Boustead Plantations Berhad has established Safety and health policy signed by CEO dated 12/06/2021.</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, 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</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> ii. all precautions attached to products shall 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 and 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 must have knowledge and access to latest national regulations and collective agreements. g) The management shall conduct regular two-way communication with their employees where issues 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. h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees. 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>Assessment. The assessment covers all main operations and support operations. Reviewed the risk assessment as follows:</p> <ul style="list-style-type: none"> a. Chamek Estate <p>The estate has conducted Noise Risk Assessment by assessor with reg. no. HQ/08/PEB/00/87 on 14/02/2022. Refer report no. N087/2202-015.</p> <p>The estate has conducted Chemical Risk Assessment on 03/11/2020 by assessor with reg. no. HQ/14/ASS/00/350. Refer report no. HQ/14/ASS/00/350 – 2020/070.</p> <p>The HIRARC was reviewed at minimum once a year, if accident occur or changes. Latest HIRARC review was conducted in June 2022 with changes on triple rinse activity and Axillary Police and Security Activity.</p> b. Kulai Young Estate <p>The estate has conducted Noise Risk Assessment by assessor with reg. no. HQ/08/PEB/00/87 on 16/02/2022. Refer report no. N087/2202-016.</p> <p>The estate has conducted Chemical Risk Assessment on 10/10/2018 by assessor with reg. no. HQ/04/ASS/00/193. Refer report no. HQ/04/ASS/00/193 – 2018/037.</p> <p>Latest HIRARC review was conducted on 24/03/2022 with changes on triple rinse activity and Axillary Police and Security Activity.</p> c. Telok Sengat Estate <p>Latest Chemical Hazard Risk Assessment was conducted on on 18/04/2022 by assessor with DOSH reg. no. HQ/21/ASS/00/00048. Refer report no. CHRA (J)/22-04/10.</p>

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
<p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>The estate has conducted Noise Risk Assessment by assessor with reg. no. HQ/08/PEB/00/87 on 17/02/2022. Refer report no. N087/2202-017.</p> <p>Latest HIRARC review was conducted on 01/09/2021 with changes on Axillary Police and Security Activity due to accident occur on 30/08/2021 involved the Axillary Police.</p> <p>c. The estate has established training program for employees exposed to chemicals including sprayers and storekeeper to ensure the continuous awareness to the employee. The training was conducted by the Executives, field supervisors and representative form the chemical suppliers to the supervisors and operators. Reviewed the sampled training records as per criteria 4.4.6.2.</p> <p>d. The operating units sampled provided appropriate PPE to all workers according to the job type. Noted during site visit, the sprayers were provided with wellington boots, apron, nitrile gloves, respirator and safety goggles while harvester were provided with safety helmets, sickle/chisel cover and wellington boots. Reviewed the PPE issuance records for the sprayers and harvesters interviewed and found consistent with sighted onsite.</p> <p>e. The management already establish Standard Operating Procedure for handling of chemical to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000, Refer OSH Manual refer to OSH/001/2015 dated 7 Dec 2015.</p> <p>f. The Estate Manager has been appointed as Person Responsible / Chairman for Safety and Health in the estate as per appointment</p>	

**MSPO Public Summary Report
Revision 2 (Nov 2021)**

Criterion / Indicator		Assessment Findings	Compliance																				
		<p>letter dated 01/01/2022 (Chamek Estate), 02/06/2021 (Kulai Young Estate) and 01/04/2022 (Telok Sengat Estate) signed by the Telok Sengat, Head of Business Units.</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 as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>03/2021</th> <th>04/2021</th> <th>01/2022</th> <th>02/2022</th> </tr> </thead> <tbody> <tr> <td>Chamek Estate</td> <td>30/09/2022</td> <td>30/12/2022</td> <td>30/03/2022</td> <td>22/06/2022</td> </tr> <tr> <td>Kulai Young Estate</td> <td>12/11/2021</td> <td>06/12/2021</td> <td>09/04/2022</td> <td>23/06/2022</td> </tr> <tr> <td>Telok Sengat Estate</td> <td>27/09/2022</td> <td>06/12/2022</td> <td>30/03/2022</td> <td>18/07/2022</td> </tr> </tbody> </table> <p>h. Emergency Response Plans are available for Emergency Contact Number, Emergency Evacuation, First Aid Locations, and Fire Extinguisher Locations, Emergency Response Plan (Fire, Chemical Spillage, Chemical Contamination, Flood and Accident) and displayed at strategic locations around the mill, estate office and stores.</p> <p>i. First aider present at various work station at the operating units sampled. The estate continuously provided training to the</p>		03/2021	04/2021	01/2022	02/2022	Chamek Estate	30/09/2022	30/12/2022	30/03/2022	22/06/2022	Kulai Young Estate	12/11/2021	06/12/2021	09/04/2022	23/06/2022	Telok Sengat Estate	27/09/2022	06/12/2022	30/03/2022	18/07/2022	
	03/2021	04/2021	01/2022	02/2022																			
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Kulai Young Estate	12/11/2021	06/12/2021	09/04/2022	23/06/2022																			
Telok Sengat Estate	27/09/2022	06/12/2022	30/03/2022	18/07/2022																			

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance																
		<p>appointed first aider to enhance the knowledge. Reviewed the training records First aid training as per criteria 4.4.6.2.</p> <p>The estates conduct first aid monitoring on monthly basis. Reviewed the monitoring records for the month of January – July 2022.</p> <p>j. Records of all accidents are kept and reported to the Sustainability and Safety Department on monthly basis through Data of Estate Safety Performance. Reviewed the reports submitted at all estates sampled for the period of January – June 2022.</p> <p>Accident incidences are reviewed during the safety meetings. Records on Lost Time Accident (LTA) metrics was maintained. Accident records are found to be updated. JKKP 8 form were submitted to DOE through MyKKP systems. Sighted the samples of accident statistic FY 2021 as reported to DOSH as follows:</p> <table border="1"> <thead> <tr> <th>Operating units</th> <th>Accident Cases</th> <th>LTA</th> <th>Report ref. no.</th> </tr> </thead> <tbody> <tr> <td>Chamek Estate</td> <td>2</td> <td>40</td> <td>JKKP 8/87306/2021 dated 05/01/2022</td> </tr> <tr> <td>Kulai Young Estate</td> <td>1</td> <td>6000</td> <td>JKKP 8/96982/2021 dated 10/01/2022</td> </tr> <tr> <td>Telok Sengat Estate</td> <td>2</td> <td>146</td> <td>JKKP 8/91310/2021 dated 10/01/2022</td> </tr> </tbody> </table>	Operating units	Accident Cases	LTA	Report ref. no.	Chamek Estate	2	40	JKKP 8/87306/2021 dated 05/01/2022	Kulai Young Estate	1	6000	JKKP 8/96982/2021 dated 10/01/2022	Telok Sengat Estate	2	146	JKKP 8/91310/2021 dated 10/01/2022	
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<p>Criterion 4.4.5: Employment conditions</p>																			

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
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>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 to implement the good social practices regarding human rights in respect of industrial harmony. The company is committed to ensure every individual are treated with fairness, dignity and respect. The company will respect the rights of every individual. They also recognize their responsibilities to respect human rights and avoid complicity in human rights abuses.</p> <p>Policies were communicated frequently through direct workers meeting or weekly assembly such as conducted by the management on 04/08/1988 and 22/07/2022 for Chamek Estate, 18/03/2022 and 29/07/2022 for Kulai Young Estate, on 02/04/2022 for Telok Sengat Estate.</p>	Complied
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>Based on the established Sustainability Policy; Signed by CEO dated on 12/07/2021, Boustead Plantations Berhad ensured all relevant parties will be treated equally and no discrimination based on race, caste, nationalities, religion, gender, age etc. Interview conducted with the workers from different nationalities, gender and age confirmed that no discrimination practice by the management in all estates within Telok Sengat Business Unit.</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>Management ensured that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements (CA). Collective agreement between MAPA/NUPW and member sighted latest in circular number 12/2019 dated 02/04/2019. As per Boustead Holdings Policy, collective agreement will be revised at frequency 3 years once and latest agreement is still under reviewed. Details of CA has been documented as following:</p>	Complied

**MSPO Public Summary Report
Revision 2 (Nov 2021)**

Criterion / Indicator		Assessment Findings	Compliance
		<p>a. MAPA/NUPW Agreement on the wages of harvesters, harvesting kanganyies, loaders and "other loaders" on oil palm estates, 2019</p> <p>b. MAPA/NUPW Agreement Palm Oil Mill Employees` Agreement, 2019</p> <p>c. MAPA/NUPW Filed and other general employees and fringe benefits agreement, 2019.</p> <p>Although these old agreements were expired in Dec 2021, the current adjustment to suit minimum wage of RM1,500 per month per employee were ensured by management for living wage sufficient to meet basic needs.</p>	
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>As per sample employment contract agreed between the contractor and his employee verified in estates, employees of contractors are not fully ensured to be paid based on legal or industry minimum standards as following:</p> <p>Kulai Young Estate:</p> <ul style="list-style-type: none"> • Memorandum of agreement dated 28/01/2022 between the management and Cipta melati Enterprise and between distinction one Sdn Bhd on 03/06/2022. • There is no evidence that, the estate management has monitor payment for 1 lorry driver that working for Distinction one Sdn Bhd • Sample taken for 3 foreign workers under Cipta Melati Enterprise and sighted SOCSO contribution as not per rate according to Akta Keselamatan Social 1969., sample taken for month May 2022. • Sample taken for 3 foreign workers under Cipta Melati Enterprise, Overtime for workers has not been paid as per latest wages rated. Sighted base on sample of pay slips for April and May 2022 where 	Minor Non-Compliance

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>the workers has been paid based on rated RM8.37/hours instead of RM10.45/hour as per regulations.</p> <ul style="list-style-type: none"> Stated in clause 41, that the contractor needs to strictly adhere and comply to requirement and provision under listed act and regulation. And clause 37, that the contractor needs to maintain proper records and workers` payroll as required by the labour department and must ensure that all his workers are fully paid every month with reasonable price/ fair rates. <p>Telok Sengat Estate:</p> <ul style="list-style-type: none"> Sample of workers selected for 8 contractors` workers and SOCSO contribution has been verified for March and July 2022. It has been found out that contribution has not been made according to Akta Keselamatan Social 1969. Stated in clause 41, that the contractor needs to strictly adhere and comply to requirement and provision under listed act and regulation. And clause 37, that the contractor needs to maintain proper records and workers` payroll as required by the labour department and must ensure that all his workers are fully paid every month with reasonable price/ fair rates. <p>Hence, Minor NC has been raised.</p>	
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>Info provided in workers registration card with information consist of employee number, name, division, pay, NRIC/Passport no, employment category, nationality, DOB, age, race and status in the payroll system.</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records. - Major compliance -	All estate employees were provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for all employees indicated in the employment records as per sample sighted.	Complied
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. - Major compliance -	Management has established proper time recording system that makes working hours and overtime transparent for both employees and employer as per sample sighted.	Complied
4.4.5.8	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. - Major compliance -	The working hour and break time have been clearly stated in the employment contract. Besides, the attendance record was available and able to trace through Field & General Workers Daily Attendance Record and Oil Palm Harvester Reception Data sheet.	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 -	Documented payslip was distributed to individual workers on the day of payment. For daily rated workers, wages and overtime were paid according to the check-roll muster attendance records. Total hours of overtime and daily attendance has recorded in the timecard. For piece-rated workers, wages were paid based on the daily check-roll books with records of daily piece-rated work achieved.	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 -	Other forms of social benefits including the following: - Local - incentives for good work performance by giving hampers for general workers during annual dinner and for staff is based on KPI eligible for incentive, bonus payment, professional development for	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>only executive and above, medical care and health provisions are for entire work force.</p> <ul style="list-style-type: none"> - Foreigner – new employees arriving from overseas are given the necessities and food as starter pack. - For both local and foreign workers, mandatory SOCSO contribution was consistently provided by the company. 	
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p> <p>- Major compliance -</p>	<p>Visit to line site area found that playground, football field, mosque, and temple, etc. were available and free access to all the workers and dependents. Sundry shop and crèche were available at housing compound.</p> <p>However, from consultation with a sample of 6 workers in Kulai Young Estate, there were feedbacks that the piped water provided was not clean and not suitable for drinking and cooking. The workers also mentioned that the supplied bottled water for drinking, and cooking was insufficient.</p> <p>Trailing of water analysis record by UTCL Laboratory for test report # WE/2022/07/374; Date: 18/7/2022 indicated the result for parameters of Turbidity, Iron (Fe) and Manganese (Mn) were not complying with Drinking Water Quality Standard. Furthermore, it was learnt that the supplied piped water was not filtered. The bottled water for drinking and cooking supplied by the estate was on weekly basis of one carton (500ml bottle x 24) per worker.</p> <p>These were not in compliance with the requirement of Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) as well as The Malayan Agricultural Producers Association (MAPA) National Union of Plantations Workers (NUPW) Collective Agreement requirements of providing 159 litres (35 gallons) free water daily to</p>	Major Non-Compliance

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>each worker where the water need to be filtered and processed as approved by Director General of JTK.</p> <p>These indicated that basic amenities involving clean water supply to workers are not in compliance with applicable legislation. Hence, a Major NC has been raised.</p>	
4.4.5.12	<p>The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 that provide guidelines to prevent all forms of sexual harassment and violence at the workplace. Based on consultation made with sample women employees in the estates, no issue of sexual harassment occurred and they aware on how to report in case of any.</p> <p>Latest Gender Committee Meeting # 03/2022 was conducted on 20/07/2022.</p>	Complied
4.4.5.13	<p>The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 that allow all employees to freely associating among themselves. Employees of all estates within Telok Sengat Business Unit form an employee consultative committee with workers representatives from each foreign country mainly Indonesia, India, Bangladesh and Nepal. Local employees mostly joined the National Union of Plantation Worker (NUPW) as member.</p>	Complied
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children and young persons is acceptable on family farms, under adult supervision, and when not interfering</p>	<p>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 that practice no child exploitation and comply with Child & Young Person (Employment) (Amendment) Act 2019, where young persons were employed, they are not allowed</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	with their education. They shall not be exposed to hazardous working conditions. - Major compliance -	from carrying out tasks involving any hazardous work or any employment other than those specified in the act.	
Criterion 4.4.6: Training and competency			
4.4.6.1	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. - Major compliance -	The estates visited has established training plan base on the training need analysis conducted. The training plan covers all job designation including the contractors. Reviewed the sample training records as follows: Chamek Estate 1. Spraying SOP, safety, and maintenance of INTER training dated 03/08/2022 2. Policy, MSPO and RSPO briefing dated 04/08/2022 and 28/07/2022 3. Firefighting plan training dated 28/07/2022 4. Noise hazard assessment training dated 26/03/2022 5. Harvesting with palm pro training dated 14/04/2022 6. Recycle briefing dated 07/02/2022 7. Premixing and spraying SOP dated 11/04/2022 8. Nursery SOP Training dated 09/05/2022 9. Buffer zone training dated 18/05/2022 10. Spraying Pump Maintenance Training dated 23/05/2022 11. Manuring Supervision Training dated 21/06/2022 12. Complaint Procedure Training dated 20/04/2022	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<p>Kulai Young Estate</p> <ol style="list-style-type: none"> 1. Management of bagworm and nettle caterpillar training dated 08/08/2022 2. Safety work procedure for harvesting training dated 04/08/2022 and 07/06/2022 3. Tractor maintenance and fixing "implement" training dated 23/04/2022 4. Safety work procedure for spraying dated 28/01/2022 5. Fire drill, firefighting and building evacuation procedure training dated 15/12/2021 6. First aid kit training dated 12/11/2021 7. Mechanization (Carabao) training dated 30/05/2022 8. Machine FFB cutter training dated 30/05/2022 9. Spraying SOP, safety and maintenance of INTER training dated 15/02/2022 <p>Telok Sengat Estate</p> <ol style="list-style-type: none"> 1. First aid kit training dated 19/07/2022 2. Tractor handling and maintenance training dated 13 - 14/06/2022 3. Safety Procedure and chemical handling and application training dated 09/03/2022 4. Spraying SOP, safety and maintenance of INTER training dated 18/04/2022 5. Harvesting with Palm Pro training dated 14/04/2022 	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		6. Prohibition of activities in buffer zone area briefing dated 13/12/2021	
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	The estates visited has conducted training need analysis for all employee, management, and contractors. The need analysis was conducted based on the job designation and training required by the job type.	Complied
4.4.6.3	A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure. - Minor compliance -	The estates have established training schedule FY 2022 based on training need analysis conducted. The training program covers Policy, operation and OSH/others. The program involves the executive, staff/ supervisor, workers and contractors. The identified training was programmed throughout the year.	Complied
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. - Major compliance -	Environmental and Biodiversity Policy has been established dated 12/07/2021 signed by Chief Executive Officer, Mr Zainal Abidin Shariff. Awareness on policy been communicated by estate management to all employees from time to time during routine workers assembly. The recent specific environmental and biodiversity policy briefing was conducted on: <ul style="list-style-type: none"> • Chamek Estate: 04/08/2022 • Kulai Young Estate: 18/03/2022 • Telok Sengat Estate: 18/07/2022 	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>4.5.1.2 The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations.</p> <p>- Major compliance -</p>	<p>On top of the above biodiversity management plan and objectives, the environmental management plan covered in the established action plan of significant environmental aspects identified and impacts evaluated.</p> <p>Environmental Management Programme (EMP) For the Year 2022 for Telok Sengat Estate, Kulai Young Estate and Chamek Estate has been established. Among plan objectives were:</p> <ul style="list-style-type: none"> • To ensure that water quality meets Environmental Quality Act 1974 • To ensure reduce of soil erosion and maintained the soil structure • To reduce environmental pollution from chemical and fertilizer to the water source • To ensure the conservation of soil fertility • To reduce the usage of herbicide and pesticide <p>Environmental aspects & Impact Identification Form has been established for Telok Sengat Estate, Kulai Young Estate and Chamek Estate. Among activity discussed were:</p> <ul style="list-style-type: none"> • Road • Harvesting and collection • Workshop • Field FFB Transportation • Main Entrance • Replanting • Pest And Disease Control • Petrol / Diesoline 	<p>Complied</p>

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> Weeding & Spraying Creche etc. 	
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p> <p>- Major compliance -</p>	<p>The developed environmental improvement plan to mitigate the negative impacts and to promote the positive ones were effectively implemented and monitored. Among the action plan were:</p> <ul style="list-style-type: none"> To ensure that water quality meets Environmental Quality Act 1974 – Elimination of fertilizer and spray application at buffer zone To ensure reduce of soil erosion and maintained the soil structure – LCC planting and construct silt pit To reduce environmental pollution from chemical and fertilizer to the water source – monitoring of chemical usage, avoid blanket spray To ensure the conservation of soil fertility – staged process of replanting, and use pulverization method on land clearing To reduce the usage of herbicide and pesticide – Planting beneficial plant, maintenance of barn owl and no hunting of endangered species 	Complied
4.5.1.4	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p>- Minor compliance -</p>	<p>A programmed to promote the positive impact has been included in the continual improvement plan. Status, Budget and person in charge were included in the plan for monitoring the progress. Among the programme were:</p> <ul style="list-style-type: none"> To ensure that water quality meets Environmental Quality Act 1974 – Elimination of fertilizer and spray application at buffer zone To ensure reduce of soil erosion and maintained the soil structure – LCC planting and construct silt pit 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> To reduce environmental pollution from chemical and fertilizer to the water source – monitoring of chemical usage, avoid blanket spray To ensure the conservation of soil fertility – staged process of replanting, and use pulverization method on land clearing To reduce the usage of herbicide and pesticide – Planting beneficial plant, maintenance of barn owl and no hunting of endangered species 	
4.5.1.5	<p>An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.</p> <p>- Major compliance -</p>	<p>The above programs were regularly communicated by estate management to all employees from time to time during routine workers assembly. Sighted sample of training:</p> <p>Chamek Estate</p> <ul style="list-style-type: none"> Environmental Quality Act dated 18/05/2022 Recycle Program dated 07/02/2022 Buffer Zone Training dated 18/05/2022 <p>Kulai Young Estate</p> <ul style="list-style-type: none"> RTE management training dated 27/07/2022 HCV Training dated 25/07/2022 Buffer Zone Management Training dated 18/05/2022 <p>Telok Sengat Estate</p> <ul style="list-style-type: none"> Awareness on Environment dated 14/03/2022 Prohibiting activities on HCV Area dated 25/07/2022 	Complied
4.5.1.6	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>Environmental training has been conducted by estates. Minutes of meeting were verified and discussed of the issue on environment:</p> <ul style="list-style-type: none"> Chamek Estate: 05/08/2022 	Complied

Criterion / Indicator		Assessment Findings	Compliance												
		<ul style="list-style-type: none"> Kulai Young Estate: 03/08/2022 Telok Sengat Estate: 18/07/2022 													
Criterion 4.5.2: Efficiency of energy use and use of renewable energy															
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.</p> <p>- Major compliance -</p>	<p>There was a plan established for improving efficiency of the use of fossil fuel and renewable energy. Among the plan were: Improvement on usage of Fossil Fuel:</p> <table border="1"> <thead> <tr> <th>Issue</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>High GHG emission from ageing vehicles</td> <td>To replace vehicle as per SOP (Every 7 years)</td> </tr> <tr> <td>High Fuel Consumption</td> <td>Timely service and routine maintenance of very vehicles by Monitor through daily vehicle maintenance report and Genuine parts replacement when require.</td> </tr> </tbody> </table> <p>Improvement on usage of Renewable Energy:</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Estate Quarters</td> <td>Replace bulb energy saving bulb LED and Saving Practice to reduce usage of energy</td> </tr> <tr> <td>Office</td> <td>Replace bulb energy saving bulb LED and Saving Practice to reduce usage of energy, and Put the computer / laptop on hibernate or sleep mode during break hour</td> </tr> </tbody> </table>	Issue	Action Plan	High GHG emission from ageing vehicles	To replace vehicle as per SOP (Every 7 years)	High Fuel Consumption	Timely service and routine maintenance of very vehicles by Monitor through daily vehicle maintenance report and Genuine parts replacement when require.	Area	Action Plan	Estate Quarters	Replace bulb energy saving bulb LED and Saving Practice to reduce usage of energy	Office	Replace bulb energy saving bulb LED and Saving Practice to reduce usage of energy, and Put the computer / laptop on hibernate or sleep mode during break hour	Complied
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MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance												
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 estate was established estimation on total energy required. This estimation was compared to the actual usage by monthly and reported to the head office for monitoring. The record of Diesel consumption/FFB for the year of 2021 and 2022 produced as per below:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Year 2021</th> <th>As @July 2022</th> </tr> </thead> <tbody> <tr> <td>Chamek Estate:</td> <td>2.09</td> <td>7.01</td> </tr> <tr> <td>Kulai Young Estate:</td> <td>2.01</td> <td>2.85</td> </tr> <tr> <td>Telok Sengat Estate:</td> <td>0.34</td> <td>0.21</td> </tr> </tbody> </table>	Estate	Year 2021	As @July 2022	Chamek Estate:	2.09	7.01	Kulai Young Estate:	2.01	2.85	Telok Sengat Estate:	0.34	0.21	Complied
Estate	Year 2021	As @July 2022													
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4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	There is no use of renewable energy at sample estates visited.	Complied												
Criterion 4.5.3: Waste management and disposal															
4.5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>All waste products and sources of pollution had been identified in Waste Management Action Plan Year 2022 for the estate. Based on the Waste Management Action Plan Year 2022 the following wastes and its sources were identified:</p> <table border="1"> <thead> <tr> <th>Type Of Waste</th> <th>Item Description</th> <th>Action To Be Taken</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Schedule Waste</td> <td rowspan="3">Used Lubricant Oil</td> <td>To monitor the usage of lubricants/ engine oil to avoid spillage</td> </tr> <tr> <td>To put the tray at every tractor during service or repair time to trap any spillages</td> </tr> <tr> <td>To collect & record used lubricant in a proper container and transfer into main scheduled waste store</td> </tr> </tbody> </table>	Type Of Waste	Item Description	Action To Be Taken	Schedule Waste	Used Lubricant Oil	To monitor the usage of lubricants/ engine oil to avoid spillage	To put the tray at every tractor during service or repair time to trap any spillages	To collect & record used lubricant in a proper container and transfer into main scheduled waste store	Complied				
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MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings			Compliance	
			Used Filter	To collect and record in the schedule waste store To assemble items in a proper container drum		
			Empty Herbicide container	Established SOP on triple rinsing To store items under lock and key To dispose all the schedule waste through appointed contractor		
		Domestic Waste		Rubbish		To established landfill area 3km away from water course and residential places Create awareness on hygiene Monitor line site cleanliness
		Recycle waste				Reuse empty container
4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: a) Identifying and monitoring sources of waste and pollution b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products - Major compliance -	As above, all waste products and sources of pollution had been identified in Waste Management Action Plan Year 2022 for the estate. Interview was conducted and confirmed that the practice of reduce, reuse and recycle of materials has been implemented. Segregation of wastes i.e., general wastes and scheduled wastes were conducted. Proper storage areas were identified for the storage of the recyclable wastes at the estate.				Complied
4.5.3.3	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe	Inventory of Schedule waste has been maintained by the estates through E-Swiss System. The fifth schedule (Regulation 11) inventory as below:				Major Non-Compliance

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings			Compliance
	handling, storage and disposal. - Major compliance -	Estate	File reference	Date of Inventory	
		Chamek Estate	AS(B)J11/123/000/206	09/08/2022	
		Kulai Young Estate	AS(B)J11/123/000/205	21/07/2022	
		Telok Sengat Estate	01IU78X0	30/06/2022	
		Chamek Estate has conducted disposal of Schedule Waste. Latest disposal has been at 27/12/2021 to the 5E Resources Sdn Bhd. Chamek Estate has request extension form storage Schedule waste as per letter dated 07/06/2022. DOE has granted the approval as per letter with reference number JAS.JKL.600-3/4/54(03) dated 23/06/2022. The extension was valid until 07/12/2022. Kulai Young Estate has conducted disposal of schedule waste on 31/05/2022 with Consignment Note: 2022053112PQZY6K for SW305 = 0.70 MT, Consignment Note: 20220531122VPTMK for SW409 = 0.31 MT by 5E Resources Sdn Bhd. Telok Sengat Estate has conducted disposal of schedule waste on 01/06/2022 with Consignment Note: 2022060108P2JLTM for SW305 = 0.040 MT, Consignment Note: 2022060108Q3VN9Z for SW409 = 0.3228 MT by Modern Energy Sdn Bhd. Major NC The identification of waste and handling of schedule waste was not effectively implemented. During site visit and verification at Kulai Young Estate, the below evidence was sighted: 1. Clinical waste was generated from the estate clinic however it was not identified in the waste inventory as per latest Fifth Schedule – Inventory of Schedule Waste dated 21/07/2022. It was not in line			

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>with SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 9.2 "Regulation of 11 of Environmental Quality (Schedule Waste) Regulation 2005 requires a waste generator (estate/mill) to keep accurate and up to date inventory of quantity and categories of schedule waste being handled (generated, threatened, and disposed of)".</p> <p>2. Other than that, it was found notice that empty lubricant container from the contractor COST-WIN was placed at the field PM2014D area near at their cabin area. It was not in line with SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 8.0 Storage of Schedule Waste (8.1) (a) "A proper designated area in the mill/estates premises, away from the manufacturing/processing area and area of employee's activities".</p> <p>During site visit at Schedule Waste Store Telok Sengat Estate, it was found that date generated of the SW was not stated at the label for SW409. It was not in line with SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017 Section 7.3 Labelling Waste Information: Besides the symbolic label has to be pasted on the container, mill/estate is required to be labelled clearly the following information (a) The date when the schedule wastes are first generated. Thus, Major NC has been raised.</p>	
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>Estate conducted the Triple Rinsing of Empty Chemical Container Training (Latihan 3 Kali Pembilasan Bekas Racun dan Bahan Kimia) on to all sprayers gang for both divisions based on the guideline for used plastic pesticide container recycling program (UPPCR). The containers were collected by G-Planter for recycle purposes.</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance						
4.5.3.5	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>The management used to segregate the waste, i.e., general wastes and scheduled wastes. Domestic waste disposal as per details below:</p> <ul style="list-style-type: none"> • Chamek Estate: Landfill Field P01B • Kulai Young Estate: Rubbish RORO Bin Collected by Contractor • Telok Sengat Estate: Rubbish RORO Bin Collected by Contractor <p>Minor NC</p> <p>Domestic wastes were burnt at the field instead of being segregated to be collected by the assign contractor.</p> <p>During site visit at field PM2014A area near temporary cabin house SSIP Contractors, it was found that portion of burning activities for domestic waste in the field. Domestic waste should be disposed through RORO Bin and will be collected by the assigned contractor. It was not in line with Polisi Kemampanan BPB dated 12/07/2021 Section 1.5 Pembakaran Sifar dan Pengurusan Gas Rumah Hijau. Thus, Minor NC has been raised.</p>	Minor Non-Compliance						
Criterion 4.5.4: Reduction of pollution and emission									
4.5.4.1	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p>	<p>Based on the assessment done by the estate of all polluting activities as of the Pollution Prevention Plan for the year 2022, identified sources were fertilizer, rubbish and pesticide chemicals.</p> <table border="1"> <thead> <tr> <th>Items Description/ Source</th> <th>Action to be taken</th> </tr> </thead> <tbody> <tr> <td>Fertilizer</td> <td>Proper frond stacking application and avoid application to waterways</td> </tr> <tr> <td>Rubbish</td> <td>Contract landfill 3km away from residential area, office area and the nearest river</td> </tr> </tbody> </table>	Items Description/ Source	Action to be taken	Fertilizer	Proper frond stacking application and avoid application to waterways	Rubbish	Contract landfill 3km away from residential area, office area and the nearest river	Complied
Items Description/ Source	Action to be taken								
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MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings		Compliance
		Pesticide	Minimize pesticide usage and keeping the soft grasses through training Planting Mucuna Bracteata for replanting area.	
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	Action plan to reduce identified significant pollutants including IPM implementation, empty chemical container & empty fertilizer bags recycle.		Complied
Criterion 4.5.5: Natural water resources				
4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities. c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.	<p>a. Documented Water Management Plan Year 2022 has been established by the estates. The plan implemented as per following: Riparian Buffer Zone</p> <ul style="list-style-type: none"> • To identified natural waterways in the estates and comply to the JPS guideline on minimum width for river reserve • To mark on the map • No chemical intervention and manuring shall be carried out in the riparian reserved <p>Areas where buffer zone not established</p> <ul style="list-style-type: none"> • To maintain / establish soft grasses immature plantings at the inter row, field & collection drains edges and roadside • To stack properly all cut fronds • To contract terrace and silt pits where necessary <p>Water Quality Monitoring</p> <ul style="list-style-type: none"> • To identify sampling points at the river – incoming & outgoing • To carried out water sampling on quarterly basis 		Complied

**MSPO Public Summary Report
Revision 2 (Nov 2021)**

Criterion / Indicator	Assessment Findings	Compliance
<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>	<ul style="list-style-type: none"> • To test water as per recommended parameters <p>b. Water Sampling has been conducted at the visited estates.</p> <p>Chamek Estate – Water source from SAJ. Water sampling was conducted for the drain. There are no natural waterways in the estate. Refer water analysis has been conducted on 08/10/2021 by UTCL Laboratory with reference report Number WE/2021/10/480</p> <p>Kulai Young Estate – Water source from tube well. Refer Water analysis dated 18/07/2022 conducted by UTCL Laboratory. Refer report reference number WE/2022/07/374.</p> <p>Telok Sengat Estate – Water source from SAJ. Water sampling was conducted for the drain. There are no natural waterways in the estate. Refer water analysis has been conducted on 15/07/2021 by UTCL Laboratory with reference report Number WE/2021/07/334</p> <p>c. Ways to optimize water and nutrient usage to reduce wastage has been discussed in the water management plan. Estate was monitored the water consumption in order to reduce any wastage.</p> <p>d. Verified through interview, the waterways were keep maintaining and restoring appropriate riparian buffer zones. No chemical activity was conducted.</p> <p>e. Verified through interview and photo evidence confirmed that there is no natural vegetation in riparian areas has been removed.</p> <p>f. Verified availability of Tube well at Kulai Young estate. Refer Lesen Abstraksi Air Untuk Bekalan Air Pekerja Ladang (Jenis Air: Permukaan) with license number 07/A/KJ/055 and File Number BAKAJ/334/300/05/02/078 that valid until 31/12/2022. Latest monitoring on Abstraction of water was done in August 2022. Tube</p>	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		Well Report that conducted by GWS PUMP Solution Sdn Bhd dated 15/07/2022 has been verified and as per conclusion the level shows good performance.	
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. - Minor compliance -	Verified through interview and site verification confirmed that there is no construction of bunds, weirs and dams across main rivers or waterways passing through an estate.	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 terraces and various natural receptacles). - Minor compliance -	The estate practice water harvesting at strategic locations. They also maintained monitoring records of water usage which recorded every day and summarized on monthly basis including the monitoring of rainfall water, which has been an alternative source of water as mitigation plan during draught season.	Complied
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value			
4.5.6.1	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: a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status (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. - Major compliance -	The HCV assessment was done by the Malaysia Environmental Consultant. Refer Supplementary Document: Mapping Upgrade for Boustead Johor Estate 2018 High Conservation Value (HCV) Assessment Report dated September 2021. The report dated 30/09/2021 for Telok Sengat Estate, Kulai Young Estate and Chamek Estate. Verified availability of Identification of high biodiversity value habitats, rare and threatened ecosystems that could significantly affected by the estate activities. Sighted List of Conservation status (The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species).	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance										
4.5.6.2	<p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p>- Major compliance -</p>	<p>The management plan was available referred as per HCV Action Plan & Progress to Maintain HCV Sites FY2022.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Issue</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td rowspan="5">RTE and endemic species</td> <td>Inspection & maintenance of boundary markers</td> </tr> <tr> <td>Monitoring of RTE species</td> </tr> <tr> <td>Monitoring of biodiversity indicators</td> </tr> <tr> <td>Monitoring of hunting and collection of RTE species</td> </tr> <tr> <td>Regular enforcement of estate best practices SOP's and biological controls</td> </tr> </tbody> </table>	Issue	Action Plan	RTE and endemic species	Inspection & maintenance of boundary markers	Monitoring of RTE species	Monitoring of biodiversity indicators	Monitoring of hunting and collection of RTE species	Regular enforcement of estate best practices SOP's and biological controls	Complied		
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	Regular enforcement of estate best practices SOP's and biological controls												
4.5.6.3	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p>	<p>Refer HCV Action Plan & Progress to Maintain HCV Sites FY2022 for the estates. The monitoring has been done by person in charge and monitored on monthly basis. Among plan tabulated in the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Objective</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td rowspan="7">Ecosystem Services</td> <td>Maintaining boundaries of HCV areas</td> </tr> <tr> <td>Maintaining riparian buffers to attenuate flood</td> </tr> <tr> <td>Provide information and training on pesticide spraying technique and fertilization around the river buffer zone area</td> </tr> <tr> <td>Water quality monitoring through regular water analysis at strategic points</td> </tr> <tr> <td>Control drainage and close supervision to optimize/minimize nutrient application</td> </tr> <tr> <td>Prohibit spray at any points of sloping banks</td> </tr> <tr> <td>Planting LCC at replanting areas</td> </tr> </tbody> </table>	Objective	Action Plan	Ecosystem Services	Maintaining boundaries of HCV areas	Maintaining riparian buffers to attenuate flood	Provide information and training on pesticide spraying technique and fertilization around the river buffer zone area	Water quality monitoring through regular water analysis at strategic points	Control drainage and close supervision to optimize/minimize nutrient application	Prohibit spray at any points of sloping banks	Planting LCC at replanting areas	Complied
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	Planting LCC at replanting areas												

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings		Compliance
		RTE and endemic species	Inspection & maintenance of boundary markers Monitoring of RTE species Monitoring of biodiversity indicators Monitoring of hunting and collection of RTE species Regular enforcement of estate best practices SOP's and biological controls	
		Cultural values	Maintaining signage for each HCV site Develop SOP to maintain the sites Engagement with local/relevant communities as to identify any issue and development plans for improvement pertaining Training / briefing to all estate's residents and stakeholders Site Monitoring by Auxiliary Police as to avoid untoward incident happened in protective areas	
Criterion 4.5.7: Zero burning practices				

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance																								
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 -	<p>The company has implemented Clearing Methods (From Oil Palm), O.P.C. No. 51.c – July 1999 where the company implemented zero burning unless there were incidences of Basal Stem Rot [BSR] on the old stands or high risk of Oryctes infestation, then partial burning and pulverization are to be carried out.</p> <p>The replanting programmed as per below:</p> <table border="1"> <thead> <tr> <th>Year of replanting</th> <th>Telok Sengat Estate, Ha</th> <th>Kulai Young Estate, Ha</th> <th>Chamek Estate, Ha</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>157.10</td> <td>-</td> <td>116.20</td> </tr> <tr> <td>2023</td> <td>210.00</td> <td>-</td> <td>98.30</td> </tr> <tr> <td>2024</td> <td>102.40</td> <td>-</td> <td>27.30</td> </tr> <tr> <td>2025</td> <td>143.60</td> <td>-</td> <td>30.70</td> </tr> <tr> <td>2026</td> <td>175.40</td> <td>-</td> <td>39.50</td> </tr> </tbody> </table>	Year of replanting	Telok Sengat Estate, Ha	Kulai Young Estate, Ha	Chamek Estate, Ha	2022	157.10	-	116.20	2023	210.00	-	98.30	2024	102.40	-	27.30	2025	143.60	-	30.70	2026	175.40	-	39.50	Complied
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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 -	Visit to the estate confirmed that no previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop hence, no special approval been obtained so far. Hence this requirement is not applicable.	N/A																								
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	Since no special approval been obtained so far for burning, hence this requirement is not applicable.	N/A																								
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	All the previous palms shall be felled, chipped, and windrowed as stated in the Agriculture Manual. Based on site visit at several fields at the sampled estate, there was no trace of open burning observed.	Complied																								

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance	
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Boustead Plantations Bhd has established the agriculture manual (Oil Palm Circular) covers felling and clearing, planting material, weeding, lallang, manuring, pest & disease, census & thinning out, drains, road & bridges, soil/water conservation, boundaries, fences & survey, supplying, pruning, collection (harvesting), external transport etc. This been verified during interview and all operation conducted were according to company Standard Procedure.	Complied
4.6.1.2	Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals. - Major compliance -	The implementation in estate was consistent with the Quality Assurance Manual and Work Instruction. Sighted Internal Audit report, which was conducted once a year by Sustainability section, the 1 st internal audit was conducted accordingly to cover the entire criterion stated in the standard and SOP.	Complied
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	Field marking was verified trough interview and photo evidence. The marking contains of year of planted, block and field number, and material of palm.	Complied
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.	All operating Units in Telok Sengat Business Unit continued the commitment to long term sustainability and improvements through a capital expenditure program. The management has forecasted 5 years business plan from FY 2023 – 2027.	Complied

Criterion / Indicator		Assessment Findings	Compliance																											
<p>- Major compliance -</p>																														
<p>4.6.2.2</p>	<p>Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years.</p> <p>- Major compliance -</p>	<p>All operating Units in Telok Sengat Business Unit have long range replanting program until FY 2026. Replanting planned for the palm older than 25 years, non-performance field (yield) and ganoderma infected palm. Observed the replanting program for the next financial year as follows:</p> <table border="1"> <thead> <tr> <th rowspan="2">Year</th> <th colspan="3">Hectare</th> </tr> <tr> <th>Chamek Estate</th> <th>Kulai Young Estate</th> <th>Telok Sengat Estate</th> </tr> </thead> <tbody> <tr> <td>2022</td> <td>116.20</td> <td>0.00</td> <td>157.10</td> </tr> <tr> <td>2023</td> <td>98.30</td> <td>0.00</td> <td>425.70</td> </tr> <tr> <td>2024</td> <td>27.30</td> <td>0.00</td> <td>102.40</td> </tr> <tr> <td>2025</td> <td>30.70</td> <td>0.00</td> <td>143.60</td> </tr> <tr> <td>2026</td> <td>39.50</td> <td>0.00</td> <td>175.40</td> </tr> </tbody> </table>	Year	Hectare			Chamek Estate	Kulai Young Estate	Telok Sengat Estate	2022	116.20	0.00	157.10	2023	98.30	0.00	425.70	2024	27.30	0.00	102.40	2025	30.70	0.00	143.60	2026	39.50	0.00	175.40	<p>Complied</p>
Year	Hectare																													
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<p>4.6.2.3</p>	<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>The management has forecasted 5 years business plan documented in Five (5) Years Planning Horizon FY 2023 – 2027. The management plan include:</p> <ul style="list-style-type: none"> 1. Crop Yielding Areas <ul style="list-style-type: none"> a. PM areas (hectares) b. Production (tonnes) 2. Prime Mature Cost of Production <ul style="list-style-type: none"> a. General Charges b. Upkeep c. Manuring 	<p>Complied</p>																											

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		d. Collection e. Depreciation 3. Immature Upkeep Cost 4. Capital Expenditure	
4.6.2.4	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. - Major compliance -	The budget plan was reviewed annually with both actual and forecasted amount for 5 years (up to 2027) and well documented upon request. Boustead Plantations Berhad has monitored the estate performance against the estimates. They have monitored the performance through Estate Weekly Report and action plan was developed if necessary.	Complied
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	Pricing mechanism for estates within Telok Sengat Business Unit mainly involved contracts for harvesting work, transportation of workers and FFB. Sighted contracts available in documented information being signed and agreed by both parties that covers the pricing/pay rate, payment terms, terms and condition, areas of services, etc. Contracts found renewed annually and are paid promptly according to the terms.	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	All contracts are fair, legal and transparent and agreed payments were made in timely manner for sample contractors as following: <ul style="list-style-type: none"> • Kulai Young Estate memorandum of agreement with Cipta Melati Enterprise dated on 28/01/2022 and with Distinction One Sdn Bhd dated on 03/06/2022 	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> Telok Sengat Estate memorandum of agreement with Hau Peng Jhai for harvesting works dated on 01/01/2022 and with and Lee Kok Wee for pruning works dated on 01/01/2022 	
Criterion 4.6.4: Contractor			
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	Sampled contract agreements (as per indicator 4.6.3.2 above) were included with a special clause on MSPO compliance required for the contractor upon award.	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	The contractors have signed on the contract agreement prior to provide services. Seen the contract agreement and details as refer to Criterion 4.6.3.2.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	Boustead Plantations Berhad has agreed for BSI auditors to verify the assessment through a physical inspection if required.	Complied
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. - Major compliance -	The contractor will issue the working chit for every work done on daily basis as stated in the contract agreement. During the month end, the contractor will issue the tax invoice to the company for all the work done to proceed for payment.	Complied
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. - Major compliance -	No development of new planting in the sampled estates.	N/A
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia’s National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	No development of new planting in the sampled estates.	N/A
Criterion 4.7.2: Peat Land			
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. - Major compliance -	No development of new planting in the sampled estates.	N/A
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance -	No development of new planting in the sampled estates.	N/A
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations,	No development of new planting in the sampled estates.	N/A

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	via participatory methodology which includes external stakeholders. - Major 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 -	No development of new planting in the sampled estates.	N/A
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	No development of new planting in the sampled estates.	N/A
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	No development of new planting in the sampled estates.	N/A
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	No development of new planting in the sampled estates.	N/A
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils	No development of new planting in the sampled estates.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	shall be avoided unless permitted by local, state and national laws. - Major 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 -	No development of new planting in the sampled estates.	N/A
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	No development of new planting in the sampled estates.	N/A
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	No development of new planting in the sampled estates.	N/A
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	No development of new planting in the sampled estates.	N/A
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made	No development of new planting in the sampled estates.	N/A

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

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

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	The policy for the implementation of MSPO established as BPB Sustainability Policy; Signed by CEO dated on 12/07/2021. The policy available in the company's website as per link as following: https://www.bousteadplantations.com.my/wp-content/uploads/2022/06/BPB-Sustainability-Policy.pdf	Complied
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	The policy emphasized the commitment of continuously improve the effectiveness of quality management system for company's traceability and transparency of supply chain. The policy also emphasized commitment of continuous stakeholder engagement that strive to continue to be an active supporter of the sustainability initiative and will work to strengthen MSPO standards and adherence to it. Policies were communicated frequently through direct workers meeting or weekly assembly. Communication of the policy for external stakeholder has been done during stakeholder consultation dated 09/06/2022 with attendance of stakeholder from various category such as local communities, NGOs and government bodies and for internal stakeholder it`s has been done on 02/04/2022.	Complied
Criterion 4.1.2 – Internal Audit			

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	As per SOP established, the internal audit shall be carried out once a year guided by the annual audit schedule. Follow up audit can be carried out as and when it is required. The GE Department/Sustainability Chairman will fix the date of the audit with management representative. Reviewed the communication email and audit notifications dated 14/06/2022. FY 2022, Internal Audit was conducted on 27 – 30/06/2022 for all Operating Units in Telok Sengat Business Unit. 17 non-conformity and 17 OFI was issued during the audit. The Operating Units has submitted the Corrective Action Plan and accepted by the audit team as per Non-conformance Report – Internal Audit 28/07/2022.	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 -	Boustead Plantations Berhad has established Internal Audit Procedure, Revision no. 1, dated October 2018. The procedure covers the Audit frequency, Audit Schedule, Audit Notification, Audit Team and Performing Audit (Opening Meeting, Auditing, Audit Report, Closing Meeting, Corrective Action, Closing of NCR, and Internal Audit Report).	Complied
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	The results of Internal Audit conducted were discussed in the management review. Reviewed the latest management review meeting conducted on 30/06/2022. The operating units maintained all audit reports and corrective action plan and available for review.	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for	Latest management review meeting was conducted on 30/06/2022. The meeting was chaired by the Telok Sengat Business Unit	Complied

Criterion / Indicator		Assessment Findings	Compliance
	<p>effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p>- Major compliance -</p>	<p>Sustainability Chairman and attended by the Acting Head of Sustainability, Sustainability Members, and all operating units Managers and Asst. Managers. Among the discussion in the meeting as follows:</p> <ol style="list-style-type: none"> 1. Minutes/Action of previous meeting 2. MS2530:3 and MS2530:4 certification status 3. MSPO SCCS status 4. Results of internal audit 5. Customer feedbacks 6. Preventive and corrective action status 7. Changes affecting Policy 8. Recommendations for improvements 9. Any Other business 	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	<p>The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company.</p> <p>- Major compliance -</p>	<p>The mill visited has established continual improvement plan covers the main social and environmental impacts.</p> <p>Continual improvement plan being strategized under the following program as follows:</p> <ol style="list-style-type: none"> 1. To achieve the 20 ppm BOD limit set by DOE, Johor 2. To decrease the particulate matter % in boiler emission 3. To ensure utilization of generated biogas for mill electricity Generation and prevent release of GHG from Biogas Emission 4. To construct new canteen outside of mill compound to be more accessible 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		5. To continue fogging activities to combat spread of dengue fever 6. To perform painting for workers' quarters 7. To ensure cleanliness and constant maintenance of place of worship.	
4.1.4.2	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. - Major compliance -	The new information and techniques to improve practices are obtained mainly through information from communications with suppliers and being members of associations related to palm oil industry. Any new information on new technology will be forwarded to the HQ for approval before any implementation.	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. - Major compliance -	Telok Sengat POM maintained records of request and response, land titles, OSH plans and etc relating to environmental and social issues, plans for pollution prevention, complaints and grievances records that make available upon request. Information was communicated frequently through direct workers meeting or weekly assembly. Communication of the policy for external stakeholder has been done during stakeholder consultation dated 09/06/2022 with attendance of stakeholder from various category such as local communities, NGOs and government bodies and for internal stakeholder it`s has been done on 02/04/2022.	Complied
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure	Telok Sengat POM holds copies of each of the management documents that are required to be publicly available. Copies of the document such as documents related to environmental and social	Complied

Criterion / Indicator		Assessment Findings	Compliance																					
	of information would result in negative environmental or social outcomes. - Major compliance -	issues, plans for pollution prevention, records of complaints and grievances were available upon request. All the policies such as Pesticide Use Policy, Human Rights Policy and Foreign Workers Policy etc. available publicly via company's website link as following: https://www.bousteadplantations.com.my/sustainability-approach-policies/ .																						
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 -	<p>Telok Sengat POM established a Consultation Procedure with objectives as following:</p> <ul style="list-style-type: none"> - Change of information and sharing of ideas between estate management and internal as well as external stakeholders - To assess and identify relevant topics for mutual benefits <p>The procedure specified the type and method as well as the frequency of consultations as per sample as following:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Method</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Muster call</td> <td>Assembly</td> <td>Daily</td> </tr> <tr> <td>Management meeting</td> <td>Face to face</td> <td>Weekly</td> </tr> <tr> <td>Staff meeting</td> <td>Face to face</td> <td>Monthly</td> </tr> <tr> <td>Workers' meeting</td> <td>Face to face</td> <td>6-monthly</td> </tr> <tr> <td>Stakeholders' meeting</td> <td>Face to face</td> <td>Annually</td> </tr> <tr> <td>Public notification</td> <td>Signboard</td> <td>As required</td> </tr> </tbody> </table>	Type	Method	Frequency	Muster call	Assembly	Daily	Management meeting	Face to face	Weekly	Staff meeting	Face to face	Monthly	Workers' meeting	Face to face	6-monthly	Stakeholders' meeting	Face to face	Annually	Public notification	Signboard	As required	Complied
Type	Method	Frequency																						
Muster call	Assembly	Daily																						
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Stakeholders' meeting	Face to face	Annually																						
Public notification	Signboard	As required																						
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 -	Management official nominated responsible for stakeholders' communication and consultation is the mill manager.	Complied																					

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
4.2.2.3	<p>A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained.</p> <p>- Major compliance -</p>	<p>List of stakeholders available for both internal and external stakeholders identified by the mill. For external stakeholders, records of consultation and communication maintained properly as per sample records for minutes of meeting of stakeholder consultation dated on 09/06/2022 with attendance of stakeholder from various category such as local communities, NGOs and government bodies. Feedbacks and inputs from stakeholders were recorded and actions were taken for necessary issues.</p> <p>For internal stakeholders, records maintained as logbooks of direct workers meeting or weekly assembly.</p>	Complied
Criterion 4.2.3 – Traceability			
4.2.3.1	<p>The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established procedure for traceability documented in Boustead Plantations Supply Chain and Traceability Procedures dated 25/01/2022. The procedure covered the implementation of all supply chain requirements for both POM and estate.</p>	Complied
4.2.3.2	<p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p>	<p>Regular inspections on compliance with the established traceability system were conducted through periodical internal audit. Furthermore, the estate management and staff responsible to conduct related inspections on compliance of all operations including traceability system.</p>	Complied
4.2.3.3	<p>The management shall identify and assign suitable employees to implement and maintain the traceability system.</p> <p>- Minor compliance -</p>	<p>As per Supply Chain and Traceability Procedures dated 25/01/2022, the Head of Sustainability and Safety (HOD of SSD) have the overall responsibility for the implementation of this procedure. At Telok Sengat Business Unit, Mill Manger and Estate Manager responsible for the MSPO and SCCS implementation.</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance			
		The mill management has appointed the chief clerk as person responsible for implementation of the procedure in the estates as per appointment letter signed by the Estates managers.				
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance -	<p>The mill maintains the records of CPO/ PK sale/dispatch. Reviewed the records of CPO/ PK sale/dispatch as follows:</p> <p>CPO</p> <table border="1"> <tr> <td>Customer: PGEO Edible Oil Mill Sdn. Bhd. Product: Crude Palm Oil – Mass Balance Date: 08/07/2022 DO. No.: CPO 12320202200488 Weighbridge ticket. No.: 142623 C/Order no. 121788 Weight: 33,400 kg</td> </tr> <tr> <td>Customer: PGEO Edible Oil Mill Sdn. Bhd. Product: Crude Palm Oil – Mass Balance Date: 05/07/2022 DO. No.: CPO 12320202200470 Weighbridge ticket. No.: 142437 C/Order no. 121785 Weight: 33,430 kg</td> </tr> </table> <p>PK</p> <table border="1"> <tr> <td>Customer: PGEO Oil Mill Sdn. Bhd. Product: Palm Kernel – Mass Balance Date: 06/07/2022 DO. No.: PK 123202200581 Weighbridge ticket. No.: 142505 C/Order no. 8380160021803 Weight: 30,270 kg</td> </tr> </table>	Customer: PGEO Edible Oil Mill Sdn. Bhd. Product: Crude Palm Oil – Mass Balance Date: 08/07/2022 DO. No.: CPO 12320202200488 Weighbridge ticket. No.: 142623 C/Order no. 121788 Weight: 33,400 kg	Customer: PGEO Edible Oil Mill Sdn. Bhd. Product: Crude Palm Oil – Mass Balance Date: 05/07/2022 DO. No.: CPO 12320202200470 Weighbridge ticket. No.: 142437 C/Order no. 121785 Weight: 33,430 kg	Customer: PGEO Oil Mill Sdn. Bhd. Product: Palm Kernel – Mass Balance Date: 06/07/2022 DO. No.: PK 123202200581 Weighbridge ticket. No.: 142505 C/Order no. 8380160021803 Weight: 30,270 kg	Complied
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MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<div style="border: 1px solid black; padding: 5px;"> Customer: PGEO Oil Mill Sdn. Bhd. Product: Palm Kernel – Mass Balance Date: 04/07/2022 DO. No.: PK 123202200469 Weighbridge ticket. No.: 142380 C/Order no. 8380160021802 Weight: 28,500 kg </div> <p>Production of MSPO certified CPO have been started since MSPO certificate is granted. No sold of MSPO certified products recorded during the audit.</p>	
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance -	The mill continued to comply with the legal and other requirements. Compliance to each applicable law and regulation is monitored by the operating units and sustainability team. The mill had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were as follows: 1. MPOB License no. 500089304000, valid till 31/08/2023 2. Department of Environmental license no. 006380, valid till 30/06/2023 3. Permit to Purchase and Store and Use of Sodium Hydroxide no. 011446, valid till 31/12/2022 4. Air compressor certificate of fitness no. PMT-JH/21 152655 valid till 11/01/2023	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		5. Air receiver certificate of fitness no. PMT-JH/21 152659 valid till 11/01/2023 6. License to divert or abstract river water no 08/A/KT/028, valid till 31/12/2022 7. Scheduled Control Goods Permit for Diesel no. J003156, ref. no. KPDNKK.J.KTG/PERMIT 0011 (PD) 8. Private Installation license no. 2021/03328, valid till 26/12/2022.	
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) dated 07/03/2022.	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 -	Tracking system available to identify changes in the relevant regulations through head office, sustainability team, website information and the information are communicated from the Head Office (Sustainability Section). Boustead Plantations Berhad have centralized system for tracking any changes in the law and subscribe into Lawnet. The latest communication was done on 07/03/2022 by Manager from Sustainability and Safety Department.	Complied
4.3.1.4	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. - Minor compliance -	Boustead Plantations Berhad has appointed the Manager from Sustainability and Safety Department to update the operating units for any changes on law and other requirement. The mill has appointed the Asst. Engineer as person responsible to update the legal and other requirements as per appointment letter dated 31/10/2018 signed by the Mill Manager/Engineer.	Complied

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - Major compliance -	Telok Sengat POM situated within Telok Sengat Estate land area. Estates within Boustead Telok Sengat Business Unit holds copies of each of the management documents that are required to be publicly available. Copies of the document such as documents related to the land title was kept by Telok Sengat Estate for mill's area.	Complied
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - Major compliance -	Telok Sengat POM situated within Telok Sengat Estate land area. Estates within Boustead Telok Sengat Business Unit holds copies of each of the management documents that are required to be publicly available. Copies of the document such as documents related to the land title was kept by Telok Sengat Estate for mill's area.	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Mill boundary was clearly demarcated and maintained using fencing.	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 Telok Sengat Business Unit at the time of audit. The lands are leased from CIMB Trustee Berhad via verified with the land titles. There was no encroachment of land by the Telok Sengat Business Unit.	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.	There is no land encumbered by customary rights in Telok Sengat POM. Hence, this requirement is not applicable.	N/A

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	Notwithstanding, it was specified in the BPB Sustainability Policy; Signed by CEO dated on 12/07/2021 under clause 3.3 Land Rights # 3.3.1 that the company respect and uphold the land tenure right of indigenous and local communities, including their right to give or withhold their Free, Prior and Informed Consent (FPIC) to operate on land to which they hold legal, communal or customary right in accordance with the United Nations Declarations on the Right Indigenous Peoples (UNDRIP).	
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	There is no land encumbered by customary rights in Telok Sengat POM. Hence, this requirement is not applicable.	N/A
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	There is no land encumbered by customary rights in Telok Sengat POM. Hence, this requirement is not applicable.	N/A
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 -	Based on the Social Impact Assessment conducted by Malaysian Environmental Consultants Sdn. Bhd. (MEC), the management had come with several action plan to mitigate and reduce the impact to employees, neighbours, suppliers, contractors and other stakeholders. Social management plan documented for Telok Sengat POM in the document title social action plan 2022. Several issues have been identified and action plan has been established for issues highlighted. Sample taken for grievance	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>mechanism and sighted that the management need to implement effective grievances mechanism in all records of complaints and mitigation action must be documented.</p> <p>Two minutes meeting has been verified which is workers representative meeting (20/07/2022) and gender committee (20/07/2022) which some of the outcome has been classified as compliant/grievances. Details as per below:</p> <ul style="list-style-type: none"> • Complaint on social issues at housing compound • Wild dogs, bats and crow at housing compound • Request to increase school bus allowance 	
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 system for dealing with complaints and grievances established as per Policy and Procedures – Grievance Procedure; Doc. # HR/2022/023/003; Rev. # 0; Issue date: 1/3/2022.	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 system for dealing with complaints and grievances established as per Policy and Procedures – Grievance Procedure; Doc. # HR/2022/023/003; Rev. # 0; Issue date: 1/3/2022. It was stated in the procedure that immediate superior need to respond within 3 days of the complaint received and further 5 days if the respond has not been satisfied. It has been verified through interview that the system able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties.	Complied
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	The Complaint/Suggestion forms available in the suggestion box area in front of the mill office. Consultation made with the	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		stakeholders confirmed that they are aware and understood about the complaint procedure.	
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 -	Consultation made with the stakeholders confirmed that they are aware and understood about the complaint procedure.	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 -	Complaints and resolutions records were documented and made available to affected stakeholders upon request since August 2018.	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 allocated RM 63/ month allowance for the workers' children who are studying secondary school. Besides, the management has provided the opportunity for the university students to have the field trip to the mill and explained to the students on the mill process. The mill management has organized activities with the workers such as family day, Indian temple prayers, health check and bowling competition. All the activities organized was sighted with the photo evident.	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.	Boustead Plantations Berhad has established Safety and health policy signed by CEO dated 12/06/2021. The Operating Units has established Safety and Health Plan. The plan covers on OSH Legal Compliance, Emergency Response Plan, OSH Management System and Risk Management, HIRADC,	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<p>training, OSH committee meeting, workplace inspection, medical surveillance and etc.</p> <p>Reviewed the implementation of the plan as follows:</p> <ol style="list-style-type: none"> 1. The mill conducted first aid kit monitoring on monthly basis documented in the "Checklist Peralatan First Aid". In the checklist includes the items, quantity, expired date and status. Reviewed the monitoring records dated 10/05/2022, 30/06/2022, and 21/07/2022. 2. The mill has conducted the latest Annual Local Exhaust Ventilation (LEV) System Examination and testing on 13/09/2021. Refer report no. HQ/16/JHII/00/27-2021/017. 3. The mill conducted audiometric test on annually basis. Latest audiometric test was conducted on 02/11/2021. From 91 workers send for test, 1 was found with hearing impairment and was advised to send for further examination with OHD. 	
4.4.4.2	<p>The occupational safety and health plan should cover the following:</p> <ol 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: <ol style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; 	<ol style="list-style-type: none"> a. Boustead Plantations Berhad has established Safety and health policy signed by CEO dated 12/06/2021. 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, and displayed at various notice board within the estate. 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 covers all main 	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
<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 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall 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 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>operations and support operations. Reviewed the risk assessment as follows:</p> <ol style="list-style-type: none"> 1. The estate has conducted Noise Risk Assessment by assessor with reg. no. HQ/14/PEB/00/38 on 07/10/2021. 2. The estate has conducted Chemical Risk Assessment on 07/05/2018 by assessor with reg. no. HQ/04/ASS/00/203. Refer report no. HQ/04/ASS/00/203 – 2018/007. 3. The HIRARC was reviewed at minimum once a year, if accident occur or changes. FY 2022 HIRARC review was conducted on 19/05/2022 due to accident occur on 15/04/2022 and 24/05/2022 due to accident occur on 16/05/2022. <p>c. The mill has established training program for employees exposed to chemicals including sprayers and storekeeper to ensure the continuous awareness to the employee. The training was conducted by the Executives, supervisors and representative form the chemical suppliers to the supervisors and operators. Reviewed the sampled training records as per criteria 4.4.6.2.</p> <p>d. The operating units sampled provided appropriate PPE to all workers according to the job type. Noted during interview with boilerman, workshop operator and FFB grader, the understanding of importance of PPE was satisfactory. Reviewed the PPE issuance records for workers with employment ID 1042C, 0760E, 0778D and 0281C.</p> <p>e. The management already establish Standard Operating Procedure for handling of chemical to ensure proper and safe handling and storage in accordance to Occupational Safety</p>	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator	Assessment Findings	Compliance
	<p>Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000, Refer OSH Manual refer to OSH/001/2015 dated 7 Dec 2015.</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 01/01/2022 signed by the Telok Sengat, Head of Business Units.</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 14/07/2021, 16/12/2021, 24/02/2022 and 24/05/2022</p> <p>h. Emergency Response Plans are available for Emergency Contact Number, Emergency Evacuation, First Aid Locations, and Fire Extinguisher Locations, Emergency Response Plan (Fire, Chemical Spillage, Chemical Contamination, Flood and Accident) and displayed at strategic locations around the mill, estate office and stores.</p> <p>i. First aider presents at various workstation at the operating units sampled. The estate continuously provided training to the appointed first aider to enhance the knowledge. Reviewed the training records First aid training as per criteria 4.4.6.2.</p>	

**MSPO Public Summary Report
Revision 2 (Nov 2021)**

Criterion / Indicator		Assessment Findings	Compliance								
		<p>The estates conduct first aid monitoring on monthly basis. Reviewed the monitoring records for the month of January – July 2022.</p> <p>j. Records of all accidents are kept and reported to the Sustainability and Safety Department on monthly basis through Data of Estate Safety Performance. Reviewed the reports submitted at all estates sampled for the period of January – June 2022.</p> <p>Accident incidences are reviewed during the safety meetings. Records on Lost Time Accident (LTA) metrics was maintained. Accident records are found to be updated. JKPP 8 form were submitted to DOE through MyKKP systems. Sighted the samples of accident statistic FY 2021 as reported to DOSH as follows:</p> <table border="1"> <thead> <tr> <th>Operating units</th> <th>Accident Cases</th> <th>LTA</th> <th>Report ref. no.</th> </tr> </thead> <tbody> <tr> <td>Telok Sengat Mill</td> <td>3</td> <td>17</td> <td>JKKP 8/102516/2021 dated 17/01/2022</td> </tr> </tbody> </table>	Operating units	Accident Cases	LTA	Report ref. no.	Telok Sengat Mill	3	17	JKKP 8/102516/2021 dated 17/01/2022	
Operating units	Accident Cases	LTA	Report ref. no.								
Telok Sengat Mill	3	17	JKKP 8/102516/2021 dated 17/01/2022								
Criterion 4.4.5: Employment conditions											
4.4.5.1	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 to implement the good social practices regarding human rights in respect of industrial harmony. The company is committed to ensure every individual are treated with fairness, dignity and respect. The company will respect the rights of every individual. They also recognize their responsibilities to respect human rights and avoid complicity in human rights abuses.</p>	Complied								

Criterion / Indicator		Assessment Findings	Compliance
		Policies were communicated frequently through direct workers meeting or weekly assembly latest done on 02/04/2022.	
4.4.5.2	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics. - Major compliance -	Based on the established Sustainability Policy; Signed by CEO dated on 12/07/2021, Boustead Plantations Berhad ensured all relevant parties will be treated equally and no discrimination based on race, caste, nationalities, religion, gender, age etc. Interview conducted with the workers from different nationalities, gender and age confirmed that no discrimination practice by the management in Telok Sengat POM.	Complied
4.4.5.3	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. - Major compliance -	Management ensured that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements (CA). Collective agreement between MAPA/NUPW and member sighted latest in circular number 12/2019 dated 02/04/2019. As per Boustead Holdings Policy, collective agreement will be revised at frequency 3 years once and latest agreement is still under reviewed. Details of CA has been documented as following: a. MAPA/NUPW Agreement on the wages of harvesters, harvesting kanganyies, loaders and "other loaders" on oil palm estates, 2019 b. MAPA/NUPW Agreement Palm Oil Mill Employees` Agreement, 2019 c. MAPA/NUPW Filed and other general employees and fringe benefits agreement, 2019. Although these old agreements were expired in Dec 2021, the current adjustment to suit minimum wage of RM1,500 per month	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		per employee were ensured by management for living wage sufficient to meet basic needs.	
4.4.5.4	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. - Minor compliance -	There was contractor available in the mill for work such as grass cutting. The grass cutting was carried out by the contractor himself without employed any workers. Therefore, there was no issue on the wages of employees of contractors.	Complied
4.4.5.5	The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -	Info provided in workers registration card with information consist of employee number, name, division, pay, NRIC/Passport no, employment category, nationality, DOB, age, race and status in the payroll system.	Complied
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records. - Major compliance -	All mill employees were provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for all employees indicated in the employment records as per sample sighted.	Complied
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers. - Major compliance -	Management has established proper time recording system that makes working hours and overtime transparent for both employees and employer as per sample sighted.	Complied
4.4.5.8	The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable.	The working hours and break time were clearly stated in the employment contracts signed by the workers prior to work. The working hours for Shift 1 are from 8 a.m. to 4 p.m. and Shift 2 is	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	from 4 p.m. to 12 a.m. The break time for lunch is 45 minutes and tea break are 15 minutes.	
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 -	Documented payslip was distributed to individual workers on the day of payment. For daily rated workers, wages and overtime were paid according to the check-roll muster attendance records. Total hours of overtime and daily attendance has recorded in the timecard.	Complied
4.4.5.10	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. - Minor compliance -	Other forms of social benefits including the following: <ul style="list-style-type: none"> - Local - incentives for good work performance by giving hampers for general workers during annual dinner and for staff is based on KPI eligible for incentive, bonus payment, professional development for only executive and above, medical care and health provisions are for entire work force. - Foreigner – new employees arriving from overseas are given the necessities and food as starter pack. - For both local and foreign workers, mandatory SOCSO contribution was consistently provided by the company. 	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. - Major compliance -	Visit to line site area found that playground, football field, mosque and temple, etc. were available and free access to all the workers and dependents. Sundry shop and crèche were available at housing compound. The workers quarters have adequate clean water supply by estate management, the management also done the analysis to ensure water was safe for domestic use.	Complied
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.	Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 that provide guidelines	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	to prevent all forms of sexual harassment and violence at the workplace. Based on consultation made with sample women employees in the estates, no issue of sexual harassment occurred and they aware on how to report in case of any. Latest Gender Committee Meeting # 03/2022 was conducted on 20/07/2022.	
4.4.5.13	The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. - Major compliance -	Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 that allow all employees to freely associating among themselves. Employees of all estates within Telok Sengat Business Unit form an employee consultative committee with workers representatives from each foreign country mainly Indonesia, India, Bangladesh and Nepal. Local employees mostly joined the National Union of Plantation Worker (NUPW) as member.	Complied
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. - Major compliance -	Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 that practice no child exploitation and comply with Child & Young Person (Employment) (Amendment) Act 2019, where young persons were employed, they are not allowed from carrying out tasks involving any hazardous work or any employment other than those specified in the act.	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 has established training plan base on the training need analysis conducted. The training plan covers all job designation including the contractors. Reviewed the sample training records as follows:	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		1. First aid contents and usage training dated 04/08/2022 2. Domestic waste management training dated 04/08/2022 3. Sexual harassment management a workplace training dated 12/04/2022 4. Prohibition of open burning training 03/02/2022 5. Handling of chemical hazardous training dated 27/07/2022	
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance -	The mill visited has conducted training need analysis for all employee, management and contractors. The need analysis was conducted based on the job designation and training required by the job type.	Complied
4.4.6.3	A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure. - Minor compliance -	The mill has established training schedule FY 2022 based on training need analysis conducted. The training program covers Policy, operation and OSH/others. The program involves the executive, staff/ supervisor, workers and contractors. The identified training was programmed throughout the year.	Complied
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented. - Major compliance -	Environmental and Biodiversity Policy has been established dated 12/07/2021 signed by Chief Executive Officer, Mr Zainal Abidin Shariff. Awareness on policy been communicated by estate management to all employees from time to time during routine	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		workers assembly. The recent specific environmental and biodiversity policy briefing was conducted on 12/04/2022.	
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations</p> <p>- Major compliance -</p>	<p>The environmental impact assessment (EIA) was documented as Environmental Aspect & Impact Identification FY2020/2021. Environmental impact assessment was made based on the procedure of Environmental Aspect/Impact Evaluation; Rev. 1; Issue date: Jan 2017. For mill, it was sighted that the aspect identified, and impact evaluated covered all mill operational stations activities including operation of vertical sterilizer, maintenance of crude oil pumps, sludge pumps, waste pumps, effluent treatment plant etc. Environmental Management Plan (Improvement Plan) for the year of 2022 has been established and approved by Mill Manager. Several categories were discussed which is:</p> <ol style="list-style-type: none"> 1. Operation of Weighbridge 2. Pressing 3. POME Final Discharge 4. Boiler Dust Emission 5. CEMS System 6. GHG Emission 7. Water quality and Noise Monitoring 8. Reception 	Complied
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p>- Major compliance -</p>	<p>The developed environmental improvement plan to mitigate the negative impacts and to promote the positive ones were effectively implemented and monitored.</p>	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Few environmental plans were established (environmental management plan and waste management plan) such as to monitor smoke emissions from boiler and diesel genset operation and emission from LEV.	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 -	Training related environment has been conducted. Refer Schedule waste management training dated 04/08/2022 and No Open Burning Training dated 03/02/2022.	Complied
4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - Major compliance -	The management already conduct the regular meeting EPMC with workers representative periodically. This meeting discuss regarding to environmental quality such as Biology oxygen demand for POME, Scheduled waste management, dust particulate emission and others. Refer EPMC Minutes of meeting dated below: <ul style="list-style-type: none"> • EPMC 01/2022 dated 16/03/2022 • EPMC 02/2022 dated 09/06/2022 	Complied
Criterion 4.5.2: Efficiency of energy use and use of renewable energy			
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period - Major compliance -	A plan for improving efficiency of the use of fossil fuels was established to include Mill and estate quarters, office, meeting room, weighbridge, laboratory and mill operation, fuel consumption at estate Diesel use per mt FFB was monitored every month. The Plan for Improving Fossil Fuel and Palm GHG FY 2021/2022 includes the following: <ol style="list-style-type: none"> 1. Replacement of light bulb with energy saving LED Units 2. Promote usage of low energy 	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance															
		3. Hibernate or sleep mode for all computers, printers and photostat machine 4. To switch off and unplug all electrical equipment after office hours 5. To maximize usage of Biogas Engine and Steam turbine.																
4.5.2.2	Palm oil millers shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. - Major compliance -	The mill was established estimation on total energy required. This estimation was compared to the actual usage by monthly and reported to the head office for monitoring. Refer to Diesel record as below: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>No</th> <th>Year/ Month</th> <th>FFB processed, MT</th> <th>Diesel/L</th> <th>Diesel/ FFB, L/MT</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2021</td> <td>130,572.94</td> <td>164,032.00</td> <td>1.26</td> </tr> <tr> <td>2</td> <td>TDT July 2022</td> <td>84,797.90</td> <td>94,700.00</td> <td>1.12</td> </tr> </tbody> </table>	No	Year/ Month	FFB processed, MT	Diesel/L	Diesel/ FFB, L/MT	1	2021	130,572.94	164,032.00	1.26	2	TDT July 2022	84,797.90	94,700.00	1.12	Complied
No	Year/ Month	FFB processed, MT	Diesel/L	Diesel/ FFB, L/MT														
1	2021	130,572.94	164,032.00	1.26														
2	TDT July 2022	84,797.90	94,700.00	1.12														
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	There uses mesocarp fibers as its main source of energy as the steam boiler fuel. Steam turbine was fully in operation when the process runs. Renewable energy was sighted on the usage of fibre and shell for boiler operation to generate steam for operation.	Complied															
Criterion 4.5.3: Waste management and disposal																		
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	All waste products and sources of pollution was identified in Waste Management Action Plan Year 2021/2022 for the mill. Based on the Waste Management Action Plan Year 2021/2022 the following wastes and its sources were identified: <ol style="list-style-type: none"> 1. Domestic waste: Rubbish from linesite, office and etc. 2. Industrial waste: POME, EFB, scrap metal, compost, reused empty container, used tyres & tubes 	Complied															

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance																									
		3. Scheduled waste: SW305, SW306, SW 409, SW410 & SW 102																										
4.5.3.2	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <p>a) Identifying and monitoring sources of waste and pollution.</p> <p>b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</p> <p>- Major compliance -</p>	<p>As above, all waste products and sources of pollution was identified in Waste Management Action Plan Year 2021/2022 for the mill. Site visit confirmed that the practice of reduce, reuse, and recycle of materials was implemented. Segregation of wastes i.e. general wastes and scheduled wastes were verified to be satisfactory. Proper storage areas were identified for the storage of the recyclable waste. Among the action plan tabulated in the table below:</p> <table border="1"> <thead> <tr> <th>Waste</th> <th>Location</th> <th>Action to be taken</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Schedule waste</td> <td rowspan="2">Workshop</td> <td>Collect and record amount of used oils</td> </tr> <tr> <td>Oil containers shall be labelled with proper schedule waste label</td> </tr> <tr> <td>Lab</td> <td>Established SOP on disposing Chemical waste</td> </tr> <tr> <td rowspan="2">Domestic Waste</td> <td>Electrical</td> <td>Disposed of the item through registered purchaser</td> </tr> <tr> <td>Line site</td> <td>Collect by contractor and disposed at government bin</td> </tr> <tr> <td rowspan="3">Industrial Waste</td> <td rowspan="2">Recycle Bin</td> <td>Disposed off through registered purchaser</td> </tr> <tr> <td>Mill Effluent Pond</td> <td>Monitoring POME application as per EPP</td> </tr> <tr> <td>EFB</td> <td>Maintaining of furrows</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Monitoring of collection</td> </tr> </tbody> </table>	Waste	Location	Action to be taken	Schedule waste	Workshop	Collect and record amount of used oils	Oil containers shall be labelled with proper schedule waste label	Lab	Established SOP on disposing Chemical waste	Domestic Waste	Electrical	Disposed of the item through registered purchaser	Line site	Collect by contractor and disposed at government bin	Industrial Waste	Recycle Bin	Disposed off through registered purchaser	Mill Effluent Pond	Monitoring POME application as per EPP	EFB	Maintaining of furrows				Monitoring of collection	Complied
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MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		Workshop Reuse for landscaping and others	
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>As per verification all record the result shown comply with latest Jadual Pematuhan with reference number JAS.JHQ.600-3/1/13(2) License No:006380 than valid from 01/01/2022 to 30/06/2023.</p> <p>Procedure of Schedule waste management has been established. Refer SOP Schedule Waste Management Issue 1 Rev 01 dated June 2017. Sighted Record of Inventory of Schedule Waste and Disposal Record:</p> <p><u>Inventory</u></p> <ul style="list-style-type: none"> • File reference Number: AS(B)J31/152/000/025 • Date Reporting: 08/07/2022 • Waste Generated: SW110, SW 305, SW306, SW409, SW410 <p><u>Disposal</u></p> <p>Sample 1</p> <ul style="list-style-type: none"> • Disposal consignment note: 20220421176JPBWU • Date Disposal: 21/04/2022 • SW 410 – Rags and Filter, 0.024 MT by Modern Energy Sdn Bhd <p>Sample 2</p> <ul style="list-style-type: none"> • Disposal consignment note: 2022042117PSV89K • Date Disposal: 21/04/2022 • SW 409 – Chemical Waste Container, 0.3400 MT by Modern Energy Sdn Bhd 	Complied
4.5.3.4	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.	The domestic waste for mill was handle by Contactor Fast Fact Management & Service sdn Bhd and disposed at Pihak berkuasa	Complied

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance																		
	- Minor compliance -	Tempatan Pengerang Centre Bin. Refer latest PV dated 20/04/2022 with reference number TSM 152/2022.																			
Criterion 4.5.4: Reduction of pollution and emission including greenhouse gas																					
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	Based on the assessment done by the mill of all polluting activities as of the Environment Aspect and Impact assessment, identified sources were boiler chimney, POME treatment & diesel as the main GHG pollutants. Current monitoring for emissions was through online boiler smoke density and alarm and quarterly boiler stack monitoring of dust particulate. Other environmental assessment carried out as per Action Plan for Pollution Prevention Plan. Among the action plan were: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Type of pollution</th> <th>Description</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Water</td> <td>POME</td> <td>Daily Monitoring Plan</td> </tr> <tr> <td>EFB</td> <td>Daily Mulching of EFB</td> </tr> <tr> <td rowspan="2">Air</td> <td>Open Burning</td> <td>Briefing and training to workers</td> </tr> <tr> <td>Air</td> <td>Environmental Air Monitoring</td> </tr> <tr> <td rowspan="2">Noise</td> <td>Noise</td> <td>Noise Risk Assessment</td> </tr> <tr> <td>Noise</td> <td>Noise Boundary Monitoring</td> </tr> </tbody> </table>	Type of pollution	Description	Action Plan	Water	POME	Daily Monitoring Plan	EFB	Daily Mulching of EFB	Air	Open Burning	Briefing and training to workers	Air	Environmental Air Monitoring	Noise	Noise	Noise Risk Assessment	Noise	Noise Boundary Monitoring	Complied
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4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	Significant pollutants identified were SW generated, POME discharge and boiler stack emissions. These pollutants impact to GHG were monitored as per established plan. All action already been implemented and verified during site visit and document review.	Complied																		
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME	Monitoring of POME discharge conducted on monthly basis through sample analysis by external lab and establish in Online Environmental Report Quarterly report to Department of	Complied																		

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance																	
	<p>discharge limits and method should be in accordance with the respective state and national policies and regulations.</p> <p>- Major compliance -</p>	<p>Environmental (DOE) accordingly. As per verification all record the result shown comply with latest Jadual Pematuhan with reference number JAS.JHQ.600-3/1/13(2) License No:006380 than valid from 01/01/2022 to 30/06/2023.</p> <p>Environmental Report from 3rd Party has been conducted. Refer Environmental Compliance Audit Report dated 26/05/2022 with DOE Audit Tracking Number: AS(B)J31/152/000/025Jld.7(29)/2022/01 by Daya Eco Techno Sdn Bhd.</p> <p>Refer Report First Schedule (regulation 10(21)) Quarterly Return Form Report AS(B)J31/152/000/025 for the 1st Quarter dated 11/04/2022 and 14/07/2022 respectively. License number 078740001.</p> <table border="1"> <thead> <tr> <th>Report Date</th> <th>Sample date</th> <th>BOD (Limit=20mg/L)</th> </tr> </thead> <tbody> <tr> <td rowspan="3">11/04/2022</td> <td>20/01/2022</td> <td>14.00</td> </tr> <tr> <td>28/02/2022</td> <td>20.00</td> </tr> <tr> <td>30/03/2022</td> <td>20.00</td> </tr> <tr> <td rowspan="3">14/07/2022</td> <td>20/04/2022</td> <td>20.00</td> </tr> <tr> <td>31/05/2022</td> <td>16.00</td> </tr> <tr> <td>29/06/2022</td> <td>Desludging</td> </tr> </tbody> </table>	Report Date	Sample date	BOD (Limit=20mg/L)	11/04/2022	20/01/2022	14.00	28/02/2022	20.00	30/03/2022	20.00	14/07/2022	20/04/2022	20.00	31/05/2022	16.00	29/06/2022	Desludging	
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Criterion 4.5.5: Natural water resources																				
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <p>a) Assessment of water usage and sources.</p>	<p>a. Water Management Plan FY2022, Telok Sengat Palm Oil Mill has been established. Assessment of water usage and source were available. Monitoring of water has been conducted by water analysis. Ways of optimizing water were recorded. The location discussed in the management plan were:</p>	Complied																	

Criterion / Indicator		Assessment Findings	Compliance												
	<p>b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill’s current activities.</p> <p>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> <p>- Major compliance -</p>	<ol style="list-style-type: none"> 1. Mill Processing 2. Boiler 3. FFB Loading ramp 4. EFB 5. Workshop 6. Dispatch Bay 7. Washroom <p>b. Water Analysis has been conducted:</p> <ol style="list-style-type: none"> 1. Analysis report dated 28/07/2022 for ID MABB 1389/22 2. Analysis report dated 16/06/2022 for ID MABB 1097/22 3. Analysis report dated 24/05/2022 for ID MABB 952/22 <p>c. Telok Sengat POM has maintained monitoring of water usage for processing FFB which are recorded monthly. Water for processing is abstracted from water catchment by using pump. The trend of water usage is tandem with volume of FFB process. Average data as below:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>FFB Processed, MT</th> <th>Water/L</th> <th>Water/FFB L/MT</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>130,572.94</td> <td>141,852.00</td> <td>1.09</td> </tr> <tr> <td>Tdt July 2022</td> <td>84,797.90</td> <td>105,139.00</td> <td>1.24</td> </tr> </tbody> </table>	Year	FFB Processed, MT	Water/L	Water/FFB L/MT	2021	130,572.94	141,852.00	1.09	Tdt July 2022	84,797.90	105,139.00	1.24	
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Tdt July 2022	84,797.90	105,139.00	1.24												
4.5.5.2	<p>Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations.</p> <p>- Major compliance -</p>	<p>Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored. Effluent Analysis conducted by accredited laboratory. POME discharge at Sungai Layau. Water analysis for upstream and downstream were sent to FGV Lab on monthly basis. Latest sample report 1st Quarter and 2nd Quarter were sighted.</p>	Complied												

MSPO Public Summary Report
Revision 2 (Nov 2021)

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		<p>Refer Report First Schedule (regulation 10(21)) Quarterly Return Form Report AS(B)J31/152/000/025 for the 1st Quarter dated 11/04/2022 and 14/07/2022 respectively. License number 078740001.</p> <table border="1"> <thead> <tr> <th>Report Date</th> <th>Sample date</th> <th>BOD (Limit=20mg/L)</th> </tr> </thead> <tbody> <tr> <td rowspan="3">11/04/2022</td> <td>20/01/2022</td> <td>14.00</td> </tr> <tr> <td>28/02/2022</td> <td>20.00</td> </tr> <tr> <td>30/03/2022</td> <td>20.00</td> </tr> <tr> <td rowspan="3">14/07/2022</td> <td>20/04/2022</td> <td>20.00</td> </tr> <tr> <td>31/05/2022</td> <td>16.00</td> </tr> <tr> <td>29/06/2022</td> <td>Desludging</td> </tr> </tbody> </table>	Report Date	Sample date	BOD (Limit=20mg/L)	11/04/2022	20/01/2022	14.00	28/02/2022	20.00	30/03/2022	20.00	14/07/2022	20/04/2022	20.00	31/05/2022	16.00	29/06/2022	Desludging	
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4.6 Principle 6: Best Practices																				
Criterion 4.6.1: Mill Management																				
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	Quality Assurance Manual (QAM, Issue: 01, Date:12/2017), Mill Operation Manual (MOM, Issue 01 Rev 01, Date: October 2017) and Standard Operating Procedure for SPOM was established to cover all the station. Sighted some of the procedure related to loading ramp, sterilization station, threshing and press station, clarification station, kernel station, depericarper station, kernel station, effluent treatment plant, boiler house, powerhouse, water treatment plant etc.	Complied																	
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	Mechanism to check consistent implementation of procedures are in place. Internal audit by HQ department conducted on annual basis to check and report compliance against company policy and procedure with regards to operation, safety, health and welfare	Complied																	

MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		<p>requirements. For other to ensure consistency of SOP implementation was verification from Internal Visit Report. Refer report as below:</p> <ol style="list-style-type: none"> 1. Mill Advisor Visit dated 10-12/03/2021 2. Internal audit report dated 27-30/06/2022 	
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>All operating Units in Telok Sengat Business Unit continued the commitment to long term sustainability and improvements through a capital expenditure program. The management has forecasted 5 years business plan from FY 2023 – 2027.</p> <p>The management plan include:</p> <ol style="list-style-type: none"> 1. Throughput <ol style="list-style-type: none"> a. FFB – Tonne b. OER (%) c. KER (%) 2. Summary of Expenditure <ol style="list-style-type: none"> a. General Charges b. Manufacture c. Depreciation d. Despatch 3. Capital Expenditure <ol style="list-style-type: none"> a. Buildings, utility b. Buildings, Welfare c. Machinery and Installation 	Complied

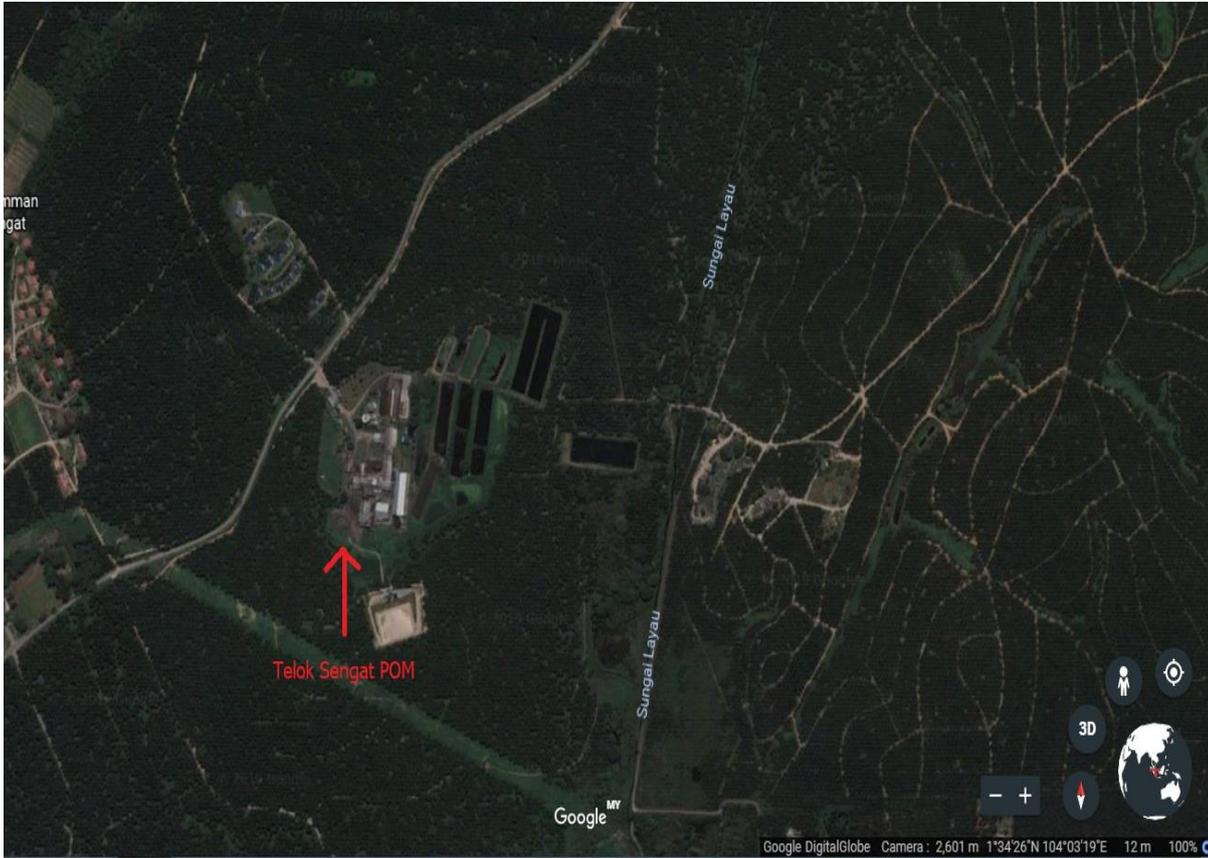
MSPO Public Summary Report
Revision 2 (Nov 2021)

Criterion / Indicator		Assessment Findings	Compliance
		d. Vehicle, agricultural machinery e. Office equipment/ furniture f. Domestic equipment/ furniture and fittings	
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 for Telok Sengat POM mainly involved contracts for transportation of CPO and PK. Sighted contracts available in documented information being signed and agreed by both parties that covers the pricing/pay rate, payment terms, terms and condition, areas of services, etc. Contracts found renewed annually and are paid promptly according to the terms.	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	All contracts are fair, legal and transparent and agreed payments were made in timely manner for sample contractors as following: <ul style="list-style-type: none"> • Yewtan Enterprise Sdn. Bhd. – CPO and PK transportation contracted from November 2021 – 31 October 2023. 	Complied
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	Sampled contract agreements (as per indicator 4.6.3.2 above) were included with a special clause on MSPO compliance required for the contractor upon award.	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	The contractors have signed on the contract agreement prior to provide services. Seen the contract agreement and details as refer to Criterion 4.6.3.2.	Complied

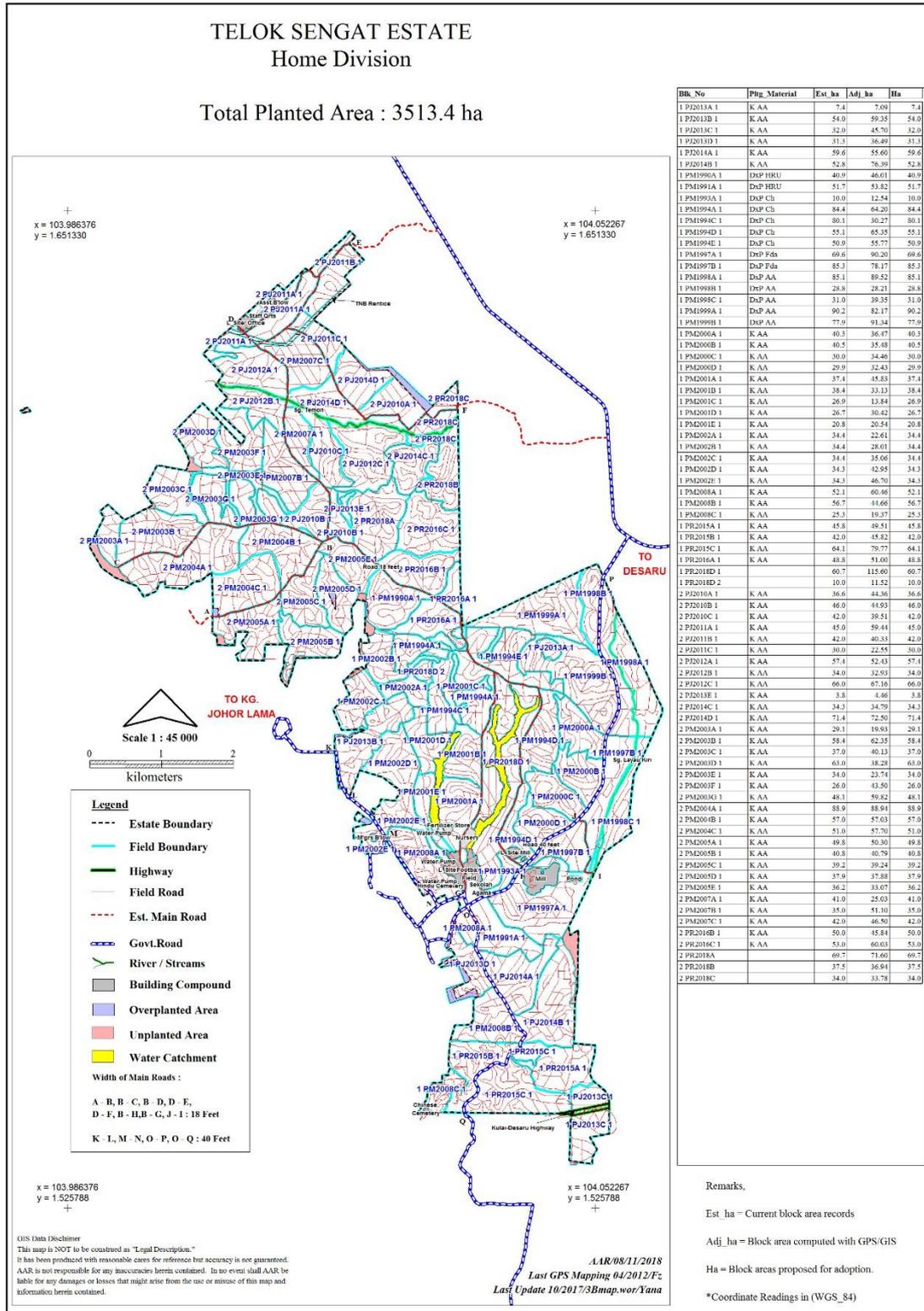
Criterion / Indicator		Assessment Findings	Compliance
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	Boustead Plantations Berhad has agreed for BSI auditors to verify the assessment through a physical inspection if required.	Complied

Appendix C: Location and Field Map

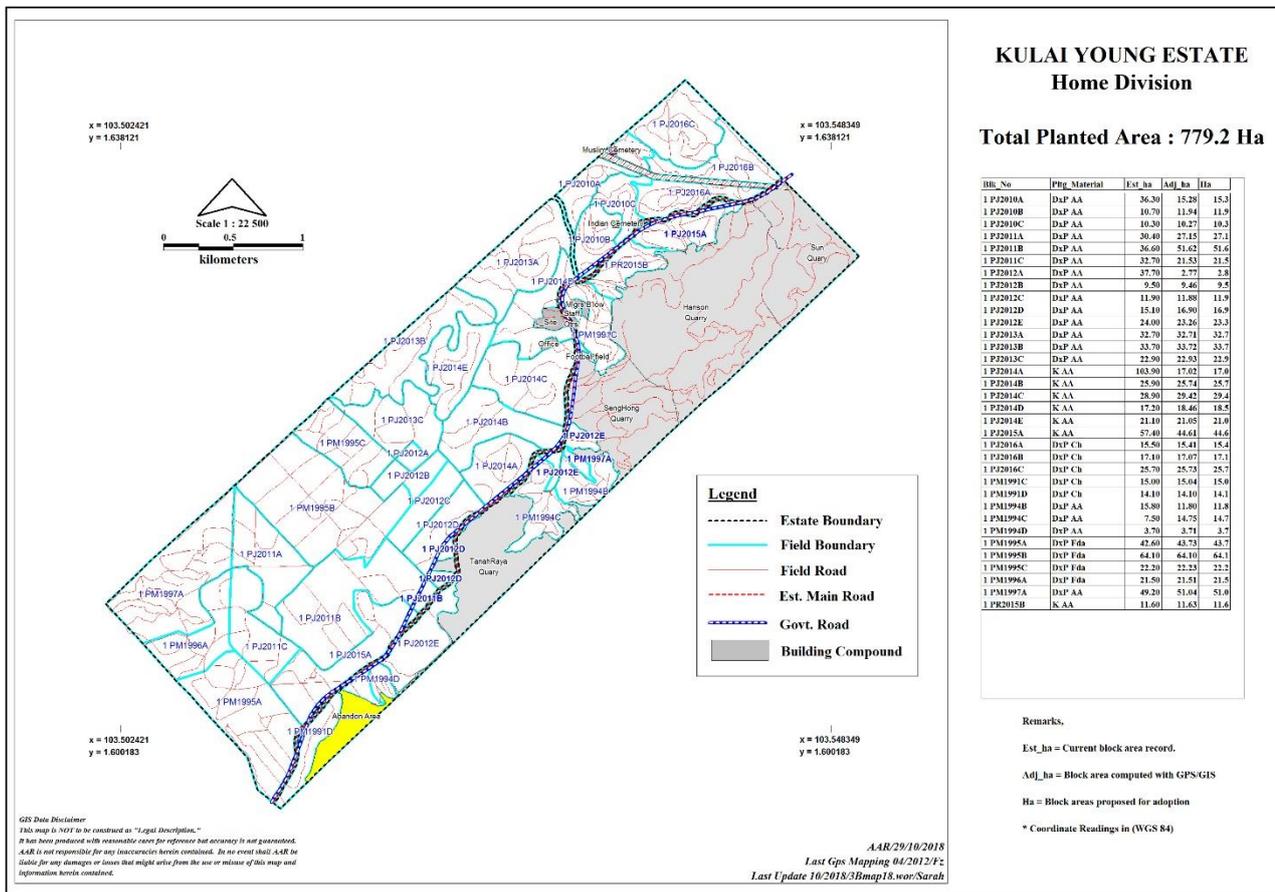
Telok Sengat Palm Oil Mill Location



Telok Sengat Estate Field Map



Kulai Young Estate Field Map



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