

**MALAYSIAN SUSTAINABLE PALM OIL
– INITIAL ASSESSMENT /
Public Summary Report**

| |
|---|
| Sime Darby Plantation Berhad |
| Client company Address: Level 3A, Main Block Plantation Tower, No. 2, Jalan P.J.U 1A/7 47301 Ara Damansara Selangor, Malaysia |
| Certification Unit: Diamond Jubilee Palm Oil Mill (SOU 18) & Plantations of Diamon Jubilee SOU 18 including Diamond Jubilee Estate, Bukit Asahan Estate and Serkam Estate |
| Location of Certification Unit: Jasin – Simpang Bekoh Road, District of Jasin 77100 Jasin, Melaka Malaysia |

Report prepared by:
Nicholas Cheong (Lead Auditor)

Report Number: 8846843

Assessment Conducted by:
BSI Services Malaysia Sdn Bhd,
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi, 59200 Kuala Lumpur
Tel +603 2242 4211 Fax +603 2242 4218
www.bsigroup.com

| TABLE of CONTENTS | Page No |
|--|----------------|
| Section 1: Executive Summary | 3 |
| 1.1 Organizational Information and Contact Person | 3 |
| 1.2 Certification Information..... | 3 |
| 1.3 Location of Certification Unit..... | 4 |
| 1.4 Plantings & Cycle..... | 4 |
| 1.5 FFB Production (Actual) and Projected (tonnage)..... | 4 |
| 1.6 Certified CPO / PK Tonnage | 4 |
| 1.7 Certified Area | 5 |
| 1.8 Details of Certification Assessment Scope and Certification Recommendation:..... | 5 |
| Section 2: Assessment Process | 6 |
| 1. Assessment Program..... | 7 |
| Section 3: Assessment Findings | 8 |
| 3.1 Details of audit results..... | 8 |
| 3.2 Details of Nonconformities and Opportunity for improvement..... | 8 |
| 3.3 Status of Nonconformities Previously Identified and OFI | 10 |
| 3.4 Issues Raised by Stakeholders | 10 |
| 3.5 Summary of the Nonconformities and Status..... | 11 |
| 3.6 Summary of the findings by Principles and Criteria | 12 |
| Section 4.0 Assessment Conclusion and Recommendation: | 95 |
| Appendix A: Assessment Plan..... | 96 |
| Appendix B: List of Stakeholders Contacted | 98 |
| Appendix C: Smallholder Member Details..... | 99 |
| Appendix D: Location and Field Map | 100 |
| Appendix E: List of Abbreviations..... | 103 |

Section 1: Executive Summary

| 1.1 Organizational Information and Contact Person | | | |
|---|---|-----------|--|
| MPOB License | Mill: 500288804000 Diamond Jubilee Estate: 52296700200 Bukit Asahan Estate: 527615002000 Serkam Estate: 570733011000 | | |
| Company Name | Sime Darby Plantation Berhad (Diamond Jubilee Strategic Operating Unit (SOU 18)) | | |
| Address | Level 3A, Main Block Plantation Tower, No. 2, Jalan P.J.U 1A/7 47301 Ara Damansara Selangor, Malaysia | | |
| Group name if applicable: | Sime Darby Plantation Berhad | | |
| Subsidiary of (if applicable) | N/A | | |
| Contact Person Name | Mdm. Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) | | |
| Website | www.simedarby.com | E-mail | kks.diamond.jubilee@simedarby.com |
| Telephone | 03-78484379 (Head Office) | Facsimile | 03-78484356 (Head Office) |

| 1.2 Certification Information | | | |
|---|---|-----------------------|-------------|
| Certificate Number | Mill: MSPO 682043 Plantations: MSPO 688335 | | |
| Issue Date | | Expiry date | |
| Scope of Certification | Mill: Production of Sustainable Palm Oil and Palm Oil Products Estate: Production of Sustainable Oil Palm Fruits | | |
| Stage 1 Date | N/A (The certification unit is RSPO certified) | | |
| Stage 2 / Initial Assessment Visit Date (IAV) | 21/11/2017 – 23/11/2017 | | |
| Continuous Assessment Visit Date (CAV) 1 | N/A | | |
| Continuous Assessment Visit Date (CAV) 2 | N/A | | |
| Continuous Assessment Visit Date (CAV) 3 | N/A | | |
| Continuous Assessment Visit Date (CAV) 4 | N/A | | |
| Other Certifications | | | |
| Certificate Number | Standard(s) | Certificate Issued by | Expiry Date |
| RSPO 591224 | Roundtable Sustainable Palm Oil | BSI Services Malaysia | 04/10/2021 |

MSPO Public Summary Report

Revision 0 (Aug 2017)

| 1.3 Location of Certification Unit | | | |
|--|---|----------------------------------|--------------|
| Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder) | Site Address | GPS Reference of the site office | |
| | | Longitude | Latitude |
| Diamond Jubilee Palm Oil Mill | KM 8, Jasin – Simpang Bekoh Road, District of Jasin 77100 Jasin, Melaka, Malaysia | 2° 2' 35" | 102° 33' 6" |
| Diamond Jubilee Estate | Ladang Diamond Jubilee, KM 8, Jasin – Simpang Bekoh Road, District of Jasin 77100 Jasin, Melaka, Malaysia | 2° 19' 50" | 102° 29' 18" |
| Bukit Asahan Estate | Ladang Bukit Asahan, Jalan Asahan 77100 Melaka, Malaysia | 2° 23' 38" | 102° 32' 45" |
| Serkam Estate | Ladang Serkam, Kemendore Div. 77009 Jasin, Melaka, Malaysia | 2° 19' 24" | 102° 24' 59" |

| 1.4 Plantings & Cycle | | | | | |
|----------------------------------|------------------|--------|----------|---------|---------|
| Estate | Age (Years) - ha | | | | |
| | 0 - 3 | 4 - 10 | 11 - 20 | 21 - 25 | 26 - 30 |
| Diamond Jubilee Estate | 0 | 897.80 | 928.69 | 502.56 | 0 |
| Bukit Asahan Estate | 89.01 | 358.54 | 2,424.03 | 93.95 | 0 |
| Serkam Estate | 360.85 | 568.39 | 514.01 | 270.68 | 119.82 |

| 1.5 FFB Production (Actual) and Projected (tonnage) | | | |
|--|---------------------------|--|---|
| Producer Group | Projected from last audit | Actual production Jan – Dec 2016 or last 12 months | Projected production for next 12 months (Jan – Dec' 2018) |
| Diamond Jubilee Estate | N/A | N/A | 58,265 |
| Bukit Asahan Estate | N/A | N/A | 67,000 |
| Serkam Estate | N/A | N/A | 17,355 |
| Total | N/A | N/A | 142,620 |

| 1.6 Certified CPO / PK Tonnage | | | |
|---------------------------------------|---------------------------|--------------------|--------------------------------|
| Mill | Estimated (Previous Year) | Actual (This Year) | Forecast (Jan 2018 – Dec 2018) |
| | CPO (OER: %) | CPO (OER: %) | CPO (OER: 20.5%) |
| Diamond Jubilee Palm Oil Mill | N/A | N/A | 29,237.10mt |

MSPO Public Summary Report

Revision 0 (Aug 2017)

| | | | |
|--|--------------------|--------------------|-------------------------|
| | PK (KER: %) | PK (KER: %) | PK (KER: 5.50 %) |
| | N/A | N/A | 7,844.1mt |

1.7 Certified Area

| Estate | Total Planted (Mature + Immature) (ha) | HCV (ha) | Infrastructure & Other (ha) | Total Area (ha) | % of Planted |
|------------------------|---|--------------|-----------------------------------|--------------------|-----------------|
| Diamond Jubilee Estate | 2,797.87 | 21.48 | 307.74 | 3,127.09 | 89.47 |
| Bukit Asahan Estate | 2,965.53 | 1.36 | 105.30 | 3,072.19 | 96.53 |
| Serkam Estate | 1,833.75 | - | 283.14 | 2,116.89 | 86.62 |
| TOTAL | 7,597.15 | 22.84 | 696.18 | 8,316.17 | |

1.8 Details of Certification Assessment Scope and Certification Recommendation:

BSI Services Malaysia Sdn Bhd has conducted the Initial Certification Assessment of Sime Darby Diamond Jubilee SOU18 located in Jasin – Simpang Bekoh Road, District of Jasin 77100 Jasin, Melaka Malaysia comprising 1 mill; 3 estates and infrastructures.

The onsite assessment was conducted to assess the compliance of the certification unit against the MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Plantations and Organized Smallholders and MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mill.

The assessment is a combined assessment for the mill and the group of estates that is supplying to the mill. However the assessment criteria for the mill and the estates were separated following to the required standards. The certification assessment scope is Diamond Jubilee Palm Oil Mill SOU 18 and Diamond Jubilee Strategic Operating Unit 18 (SOU 18) which acts as the group manager for Diamond Jubilee Estate, Bukit Asahan Estate and Serkam Estate. This report is the combine report for Diamond Jubilee Palm Oil Mill SOU 18 and Diamond Jubilee SOU 18 Estates.

As part of the MSPO requirement, the Public Notification regarding this assessment was published in the BSI Services Malaysia Sdn Bhd website at <https://www.bsigroup.com/en-MY/RSPO-MSPO-Certification/MSPO-clients-and-reports1/>. The 30 days period of notification was conducted from 19/10/2017 – 20/11/2017. The notification was also made available at the operating units. The onsite assessment was conducted on 21/11/2017 – 23/11/2017.

Based on the assessment result, Sime Darby Diamond Jubilee SOU18 complies with the MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General principles for Plantations and Organized Smallholders and MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General principles for Palm Oil Mill and recommended for certification.

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
Tel +603 2242 4211 Fax +603 2242 4218
Nicholas Cheong: Nicholas.Cheong@bsigroup.com
www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 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 21/11/2017 – 23/11/2017. The audit programme is included as Appendix A. The approach to the audit was to treat the Diamond Jubilee Palm Oil Mill as as a MSPO Certification Unit and Diamond Jubilee SOU 18 Estates as another 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 or MS 2530-4:2013 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The estates or smallholders sample were determined based on formula $N = 1.0\sqrt{y}$ where y 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 $(1.0\sqrt{y}) \times (z)$; where 1.0 is the risk factor (may defers ro 1.2 and 1.4 depending on risk), where y is total number of group members and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix C.

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

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

MSPO Public Summary Report
Revision 0 (Aug 2017)

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

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

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

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

| 1. Assessment Program | | | | | |
|--|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Name (Mill / Plantation / Group smallholders) | Year 1 (Certification) | Year 2 (ASA 1) | Year 3 (ASA 2) | Year 4 (ASA 4) | Year 5 (ASA 5) |
| Diamond Jubilee Palm Oil Mill | √ | √ | √ | √ | √ |
| Diamond Jubilee Estate | √ | | √ | √ | |
| Bukit Asahan Estate | √ | √ | | √ | √ |
| Serkam Estate | | √ | √ | | √ |

Tentative Date of Next Visit: January 15, 2018 - January 17, 2018

Total No. of Mandays: 6

BSI Assessment Team:

Nicholas Cheong - Lead Assessor

He holds Master of Environmental Management from the University Putra Malaysia and Bachelor of Science (Food Science) from Charles Sturt University Australia. He has more than 5 years of working experience in sustainability auditing and carbon emissions accounting. He has also 2 years of working experience in wastewater treatment construction and operations. He has completed the ISO9001, ISO14001, RSPO P&C Lead Auditor and RSPO SCC Lead Auditor course and MSPO Awareness Training (by MPOB). In his previous certification body experience, he was the Lead Assessor for Clean Development Mechanism, World Commission of Dam and ISCC. The CDM and WCD assessment focuses on social accountability. He had been involved in Sustainable Palm Oil auditing for more than 2 years. Able to communicate in Bahasa Malaysia and English.

Amir Bin Bahari – Team Member

He obtained qualification in B.Sc. (Hons) Chemistry USM 1985 & Diploma in Palm Oil Milling Tech/Management MPOB 1996. He has been in the plantations industry for 30 years, among others managing rubber factories, palm oil mills and estates. During the tenure of employment he has been trained as an auditor in ISO 9001, ISO 14001, OHSAS 18001 & also RSPO. He has accumulated 38 man-days in the auditing profession after ending career in the plantation industry. During the assessment he covered mills and estates best practices, workers consultation and occupational safety & health. He is fluent in both verbal/written in Bahasa Malaysia and English.

Accompanying Persons: N/A

Section 3: Assessment Findings

3.1 Details of audit results

This assessment has been assessed using the following RSPO 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

During the Certification Assessment there were no nonconformities raised. However there were 4 Opportunity For Improvement was raised.

| Opportunity For Improvement | | |
|-----------------------------|--|---------------------------|
| Ref | Area/Process | Clause |
| NC ID from eReport | 1553604-201711-01 | 4.1.2.2 - Part 3 & Part 4 |
| Requirements: | 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. | |
| Objective Evidence: | The corrective actions (to prevent future same occurrence) needs to be related to the root cause identified. Example, the root cause of missing the examination was due to the person went for annual leave. However, the corrective action does not show how it can eliminate the root cause. | |

| Opportunity For Improvement | | |
|-----------------------------|--|------------------|
| Ref | Area/Process | Clause |
| NC ID from eReport | 1540280-201709-I3 | 4.4.2.4 - Part 4 |
| Requirements: | Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. | |
| Objective Evidence: | At DJ POM, the housing maintenance records were reviewed. The implementation on reporting the completion of the request or addressing the request is not consistent. | |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Opportunity For Improvement | | |
|-----------------------------|--|---------------------------|
| Ref | Area/Process | Clause |
| NC ID from eReport | 1553604-201711-03 | 4.4.5.6 - Part 4 & Part 3 |
| Requirements: | 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. | |
| Objective Evidence: | According to the cooking oil distribution records, there were no cooking distributed to the workers for the month of July 2017 and September 2017. However the company had replaced another 5kg rice in compensate to not able to distribute the cooking oil. Despite that there is no complain from the worker, the benefits are not consistent to the employment contract. | |

| Opportunity For Improvement | | |
|-----------------------------|---|------------------|
| Ref | Area/Process | Clause |
| NC ID from eReport | 1553604-201711-04 | 4.2.2.3 - Part 3 |
| Requirements: | List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. | |
| Objective Evidence: | The list of stakeholders for Bkt Asahan is incomplete. Stakeholders like Majilis Daerah Jasin, Pusat Kesihatan etc is not included. | |

| Opportunity For Improvement | | |
|-----------------------------|---|-------------------|
| Ref | Area/Process | Clause |
| NC ID from eReport | 1553604-201711-05 | 4.4.5.11 - Part 3 |
| 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 | |
| Objective Evidence: | <ol style="list-style-type: none"> In Bkt Asahan Estate, there are several items were reported for 4 months and no action is yet to be taken e.g. not available of assembly point signage, replace of damage bins/stands. The linesite inspection has only be conducted externally. During the field assessment, it was found the internal condition of the houses requires maintenance (e.g. toilet doors, windows, house water tank leaking). If the occupant does not request for maintenance, the condition will remains unfixed. | |

| Opportunity For Improvement | | |
|-----------------------------|---|------------------|
| Ref | Area/Process | Clause |
| NC ID from eReport | 1553604-201711-06 | 4.2.2.3 - Part 3 |
| Requirements: | An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; | |
| Objective Evidence: | In field 03E Bukit Asahan found workers has cut the rubber boot's length. | |

| Noteworthy Positive Comments | |
|------------------------------|---|
| 1 | Positive comments by stakeholders |
| 2 | Good 5S implementation in General Store (Bukit Asahan Estate)v |
| 3 | Good education program for children in creche (Bukit Asahan Estate) |

3.3 Status of Nonconformities Previously Identified and OFI

This is the Initial Assessment. There is no previously raised nonconformities and OFI.

3.4 Issues Raised by Stakeholders

| IS # | Description |
|------|--|
| 1 | Issues: <u>Imam Masjid Rak</u> There is no forest reserved within the operating area. Estates always provide support to community whenever formal request is made. |
| | Management Responses: Sime Darby-Diamond Jubilee SOU will continue to give support and maintain a good relationship with them. |
| | Audit Team Findings: Managements effort is positive and satisfactory. |
| 2 | Issues: <u>Pegawai Syarak</u> No social issue arises due to the operation of Diamond Jubilee SOU. |
| | Management Responses: Sime Darby- Diamond Jubilee POM will continue to maintain engage with stakeholders to identify social issues. |
| | Audit Team Findings: Managements effort is positive and satisfactory. |
| 3 | Issues: <u>NUPW representative –</u> Good communication with estate management. Meetings were done on timely basis. Issues discussed during meetings were resolved efficiently. |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| | |
|---|--|
| | <p>Management Responses: All legal requirements including collective agreements were followed accordingly to ensure no issue among all workers whether they are union members or not.</p> <p>Audit Team Findings: Managements effort is positive and satisfactory</p> |
| 4 | <p>Issues: SJKT Ladang Bukit Asahan representative – Estate are very supportive to school in almost all school activities and programs.</p> <p>Management Responses: Support will be given to schools from time to time based on ability and availability.</p> <p>Audit Team Findings: Positive feedbacks by stakeholder.</p> |

3.5 Summary of the Nonconformities and Status

| CAR Ref. | CLASS | ISSUED | STATUS |
|----------|-------|--------|--------|
| N/A | N/A | N/A | N/A |

3.6 Summary of the findings by Principles and Criteria

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

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|--|------------|
| 4.1 Principle 1: Management commitment & responsibility | | | |
| Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy | | | |
| 4.1.1.1 | A policy for the implementation of MSPO shall be established. - Major compliance - | The internal memo from Mr Tan Men Kon, Head of Plantation Sustainability & Quality Management documented the commitment Sime Darby towards MSPO implementation. The internal memo dated 8 th September 2017 was issued to all Estates and Mills. The commitment is to implement and certified with MSPO by December 2017. | Yes |
| 4.1.1.2 | The policy shall also emphasize commitment to continual improvement. - Major compliance - | The continual improvement commitment is documented in the following Management & Operation Policies: Quality Management Policy dated January 2015 Lean Six Sigma Policy dated January 2015 Quality Policy dated January 2015 The commitments are made by Datuk Franki Anthony Dass the Managing Director of Sime Darby Plantations Berhad. | Yes |
| 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 - | The Internal Audit Procedure (SD/SDP/PSQM/IAP) dated 01/11/2017 Rev. 2 documented the process to conduct internal audit. This is the initial certification of MSPO. The internal audit schedule for 2017 has been planned and communicated by Regional SQM to all central west region Estates and Mills. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|--|------------|
| | | The last internal audit for sustainable palm oil was conducted on 16/10/2017. The internal audit had covered all the MSPO MS2530 elements. | |
| 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 - | The internal audit report dated 16/10/2017 (for DJE) and 17/10/2017 (for Bkt Asahan) had included root cause analysis and corrective action plan. Samples on the finding closure from the last internal audit was verified. Finding raised was on indicator 4.5.5 regarding buffer zone management. The root cause has been identified and the correction to install new signage was observed. Finding raised on indicator 4.4.5.10 regarding benefits provided to workers. The root cause has been identified. | OFI |
| 4.1.2.3 | Reports shall be made available to the management for their review. - Major compliance - | The internal audit reports have distributed to the estates management and Sime Darby Plantation HQ management. There is a month SQM meeting at HQ level to review the treading of findings raised in both internal and external audit. | Yes |
| Criterion 4.1.3 – Management Review | | | |
| 4.1.3.1 | The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance - | Sime Darby is RSPO certified. On annual basis management review is conducted on Regional level. The last management review was conducted on 07/08/2017. The management review had included internal and external sustainable palm oil audit results review. The status of the correction and preventive actions are being discuss and reviewed. In Bkt Asahan Operating Unit level, the last management review was conducted on 08/08/2017. The meeting was chaired by the Estate Manager Mr Nathan Kannan. The minutes of the meeting and review presentation was sighted. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| Criterion 4.1.4 – Continual Improvement | | | |
| 4.1.4.1 | The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - Major compliance - | The latest Continual Improvement Plan for FY 2017/2018 was adopting the RSPO CIP. The improvement plan includes occupational health and safety, operation improvement and training. The operating units also adopted the Lean Six Sigma continual improvement. The improvement projects for 2017 has sighted. | Yes |
| 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 staff/workers competency training plan for FY 2017/2018 was established. The training identified including operations, understanding of MSPO/RSPO requirements, human rights, company policies, health and safety etc. The FY2017/2018 OPEX budget has include training budget and operations improvement including environmental improvement, worker welfare, OHS etc. Interview with workers confirmed trainings are provided by company on regular basis. | Yes |
| 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 - | The action plan is included in the CIP for FY 2017/2018 and the Lean Six Sigma. | Yes |
| 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 | The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2). The time frame to provide feedback to the stakeholder | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|--|------------|
| | disclosure that could result in negative environmental or social outcomes. - Major compliance - | is documented to be 2 weeks of the date receiving the queries. The Estate Managers are responsible to address all communication and request for documentations that could be made available to public/stakeholders. | |
| 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 - | <p>Sime Darby Plantations Bhd continued to use the group website for disseminating public information. The Sustainability Report and Group Annual report is available in website.</p> <p>Information relating to land titles, safety and health plans, pollution prevention plans, and annual report are available at the mill.</p> <p>In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.</p> <p>Procedure for complaints and grievances were available through Sime Darby Plantations Bhd website at http://www.simedarbyplantation.com/Sustainability.aspx</p> | Yes |
| 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>The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2).</p> <p>The Plantation Quality Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues</p> | Yes |
| 4.2.2.2 | A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance - | The Estate Managers are responsible to deal with the external communication. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---------------------------------------|---|--|------------|
| 4.2.2.3 | List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. - Major compliance - | The 2017/2018 list of stakeholders were updated by both estates. External stakeholder consultation is conducted once a year. The last meeting conducted for DJE was on 06/07/2017 and for Bkt Asahan was on 21/11/2017. | OFI |
| 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 - | The Sustainable Plantation Management System Appendix 15 dated March 2016 documented the procedure for traceability. The procedure requires validation of certificate of supplying estate. The procedure had identified critical control points to prevent contamination of non-certified FFB. The current traceability system is Sime Weigh System. The responsible personal for the traceability is the Estate Manager. | Yes |
| 4.2.3.2 | The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance - | The internal audit conducted on 16/10/2017 for DJE and 17/10/2017 for Bukit Asahan. The Internal audit conducted has included the traceability elements. | Yes |
| 4.2.3.3 | The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance - | The overall personal in charge for the traceability is the Estate Manager. The responsibility is stated in the job description. Hence there is no required to have a formal letter of appointment. The responsible person for traceability in Bkt Asahan estate is the weighbridge clerk Mr Satish A/L Sundram was appointed on 02/10/2017. The training on the traceability was provided by PSQM on 3 rd October 2017. | Yes |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|--|------------|
| | | The responsible person for traceability in DJE is the weighbridge clerk Mr. Afiq Hakim b Husen was appointed on 07/08/2017. The training on the traceability was provided by PSQM on 3 rd October 2017. | |
| 4.2.3.4 | Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance - | There is no sales of the FFB per say as DJE estate and Bukit Asahan estate is the identified supply base to DJ Mill and DJE estate, Serkam Estate and Bukit Asahan estate belongs to the Sime Darby Plantation Bhd. The delivery note of the FFB are kept at the operating units and will be retained for 10 years according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents | Yes |
| 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 - | A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 18. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008. Sample of licenses or permit viewed were: DJE: MPOB license: 52296700200 for Estates (validity period 14/08/2017 - 31/08/2018). | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|---|------------|
| | | <p>MPOB license: 550648011000 for Nursery (validity period 14/08/2017 - 30/06/2018).</p> <p>DOE License: JPKKS 002366 (validity period 1/7/2017 - 30/6/2018) for 45MT/hr and method of POME discharge is water course.</p> <p>Diesel Storage license: M004330 for Bukit Kajang (expired but renewal was completed awaiting for authority approval).</p> <p>Fossil Fuel storage license: M004331 for DJE (expired but renewal was completed awaiting for authority approval).</p> <p>Bkt Asahan:</p> <p>Arms and Ammunition License: 254814</p> <p>Diesel Storage license: M005709 (validity period 25/01/2017 - 24/01/2018).</p> <p>Water extraction License: BKSA-TPN/700-33/2/1-15/2018/0549 (validity period -01/07/2017 - 31/12/2018)</p> <p>Water extraction License: 293/6(A)/01.2017 (validity period -01/01/2017 - 31/12/2018)</p> <p>MPOB license: 527615002000 for Estates (validity period 01/03/2017 - 28/02/2018).</p> | |
| 4.3.1.2 | <p>The management shall list all laws applicable to their operations in a legal requirements register.</p> <p>- Major compliance -</p> | <p>The Legal & Other Requirements Register (LORR) covers all the necessary regulatory requirements. The LORR for was reviewed on 01/07/2017 (DJE) and 07/07/2017 (Bkt Asahan Estate).</p> <p>List of applicable legal and other requirements was made available during the assessment. Documented procedure has been established and implemented.</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| | | The compliance to the regulation is conducted during the internal audits. | |
| 4.3.1.3 | The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance - | The Legal & Other Requirements Register (LORR) covers all the necessary regulatory requirements. The LORR for was reviewed on 01/07/2017 (DJE) and 07/07/2017 (Bkt Asahan Estate). Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. The latest change in regulation applicable to the POM operation is the Labour Law. | Yes |
| 4.3.1.4 | The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance - | Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. Internal audits are conducted to ensure that the operating units are complying with the laws and regulations. | Yes |
| Criterion 4.3.2 – Lands use rights | | | |
| 4.3.2.1 | The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance - | The Flowchart and Procedures on Handling Land Disputes (Appendix 3 of Sustainable Plantation Management System – Plantation Quality Management System) issue 1 dated 01/11/2008 provides the procedures to handle land issues. There were no land dispute recorded. The land titles for both DJ Estate and Bkt Asahan Estate were reviewed. The titles are available at both the estates. The quit rent was made for 2017 to further demonstrate the ownership of Sime Darby on these lands. | Yes |
| 4.3.2.2 | The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. | Refer to 4.3.2.1 | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|--|------------|
| | - Major compliance - | The perimeter survey map of the land portion is provided together with the land title. The map is has provided the coordinated demarcation. | |
| 4.3.2.3 | Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance - | The map of the land portion is provided together with the land title. The map has provided the coordinated demarcation. | Yes |
| 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 not land dispute recorded. This was verified with stakeholders' consultation. In order to deal with future arising land dispute (if applicable), the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process in handling boundaries disputes. | Yes |
| Criterion 4.3.3 – Customary rights | | | |
| 4.3.3.1 | Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance - | There is no customary land for the portion of land. | Yes |
| 4.3.3.2 | Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. - Minor compliance - | There is no customary land for the portion of land. | Yes |
| 4.3.3.3 | Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance - | There is no customary land for the portion of land. | Yes |
| 4.4 Principle 4: Social responsibility, health, safety and employment condition | | | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|--|------------|
| 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 - | The Social assessment for SOU18 Diamond Jubilee Oil Mill was conducted internally by the Plantation Sustainable and Quality Management (PSQM) Team. The last SIA was conducted in July 2016. The recommendation from the SIA report was transferred to action plan. The action plan identified the issues & strategies, action plan, responsible person and time frame. | Yes |
| 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 - | SOU 18 has implemented Social Policy since January 2015. Human rights is one of the elements under the Social Policy. The management is treated the workers with respect and fair. Awareness training on human rights has been conducted on to all the workers | Yes |
| 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 - | Migrant workers are recruited with 2+1 years contract. Local workers are on a long term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, water and electric supplier (connect to national water and electricity supply) and medical care are given to all employees without discrimination. | Yes |
| 4.4.2.3 | A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance - | The complaint form is made available in the mill office. In case the complainant would want to make an anonymity complaint it can be made through electronic Complaint form or email to Senior Director or Whistleblowing committee or toll free number or fax or by mail. This information is available in notice boards in the estates. | Yes |
| 4.4.2.4 | Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. | Interview conducted with workers to confirm their understanding of the complaint and grievance process. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| | - Minor compliance - | There is no grievance recorded for the pass one year. Only request for maintenance housing are made by workers. | |
| 4.4.2.5 | Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance - | The complaint record for request for maintenance are available and kept for 10 years according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents. | Yes |
| 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 - | Local contribution to the communities are continual activity of the company. During the stakeholder interview, it has been confirmed. Some of the contribution provided: - Contribution to PIBG SJKT Diamond Jubilee Estate for school camping program on 28-30/4/2017. - Health campaign program towards employee through gender committee on 13/2/2017. | Yes |
| 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 - | The Group Occupational Safety & Health Management Policy had been established and implemented for all mills and estates. The policy was signed by the Managing Director of Sime Darby Plantation on January 2015 and displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site Safety Officers and monitored by OSH Manager from Head Office. Included in the policy is the commitment of the Company to provide and maintain a safe and healthy working environment of its employees & contractors & visitors. In interviews with the workers and staff during the | Yes |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance | | | | | | | | | | | | | | | | | | |
|-----------------------|--|--|------------|----------|---------------|---|------------------|--------|---|---------|---------|---|----------------|---------|---|-------------------------|---------|---|--------------------|---------|-----|
| | | site visit (DJubilee Field no P96 H2 & Bkt Asahan P01J, P12A & P03E), workshop, SW store, chemical & fertiliser store) revealed that the employees had been briefed and had understood the policy. | | | | | | | | | | | | | | | | | | | |
| 4.4.4.2 | <p>The occupational safety and health plan shall cover the following:</p> <p>A safety and health policy, which is communicated and implemented.</p> <p>The risks of all operations shall be assessed and documented.</p> <p>An awareness and training programme which includes the following requirements for employees exposed to pesticides:</p> <p>all employees involved shall be adequately trained on safe working practices</p> <p>all precautions attached to products shall be properly observed and applied</p> <p>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>The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must</p> | <p>Briefings to employees are made through town hall session. Sighted Bkt Asahan Estate town hall session 5.0 held on 11/10/2017. During the town hall session, subjects on safety policies, road safety, zero harm, accident history and precautionary measures, dialogue and 'ikrar pekerja' were briefed and shown in slides presentation to the employees. Similar program was held in D Jubilee Estate organised by PSQM personnels. The 'ikrar pekerja' was sighted. Content includes among others to prioritise safety, execute work safely, adhere all safety rules and regulations and to target zero accident.</p> <p>Apart from specific session, safety policy and targets were available on display board printed in both English & Bahasa Malaysia</p> <p>HIRARC for both estates are available and formalised in 2013. All the main activities were covered and D Jubilee had an extra for the effluent land application. HIRARC for D Jubilee was reviewed on 19/7/17 for the formalisation of the 2017/18 assessment.</p> <p>HIRARC for Bkt Asahan was sighted at random having details as follows</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Nos</th> <th>Activity</th> <th>Revision date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Transporting FFB</td> <td>8/7/13</td> </tr> <tr> <td>2</td> <td>Fogging</td> <td>15/6/17</td> </tr> <tr> <td>3</td> <td>FFB collection</td> <td>18/4/14</td> </tr> <tr> <td>4</td> <td>Travelling in the field</td> <td>20/6/13</td> </tr> <tr> <td>5</td> <td>Cutting FFB/Fronds</td> <td>20/6/13</td> </tr> </tbody> </table> | Nos | Activity | Revision date | 1 | Transporting FFB | 8/7/13 | 2 | Fogging | 15/6/17 | 3 | FFB collection | 18/4/14 | 4 | Travelling in the field | 20/6/13 | 5 | Cutting FFB/Fronds | 20/6/13 | Yes |
| Nos | Activity | Revision date | | | | | | | | | | | | | | | | | | | |
| 1 | Transporting FFB | 8/7/13 | | | | | | | | | | | | | | | | | | | |
| 2 | Fogging | 15/6/17 | | | | | | | | | | | | | | | | | | | |
| 3 | FFB collection | 18/4/14 | | | | | | | | | | | | | | | | | | | |
| 4 | Travelling in the field | 20/6/13 | | | | | | | | | | | | | | | | | | | |
| 5 | Cutting FFB/Fronds | 20/6/13 | | | | | | | | | | | | | | | | | | | |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | Assessment Findings | | | | Compliance | | | | | | | | | | | | | | | | | | | | | | |
|---|---|------------------------------------|-----------------|--|------------|------------------|--|-------------------|--|------|----------|------|----------|---------|--------------------|---------|-----------------|---------|--------------------------------|---------|----------|---------|-------------------|---------|-------------|---------|-----------------|
| <p>have knowledge and access to latest national regulations and collective agreements.</p> <p>The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p> | 6 | Boundary marking | 01/8/11 | | | | | | | | | | | | | | | | | | | | | | | | |
| | 7 | Loading of FFB by infield machines | 30/10/09 | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>All HIRARC were verified and approved accordingly.</p> <p>Both estates provide training to the workers and staff exposed to pesticides and chemicals. The following training sessions were recorded.</p> <table border="1" data-bbox="1050 683 1868 962"> <thead> <tr> <th colspan="2">D Jubilee Estate</th> <th colspan="2">Bkt Asahan Estate</th> </tr> <tr> <th>Date</th> <th>Training</th> <th>Date</th> <th>Training</th> </tr> </thead> <tbody> <tr> <td>8/12/16</td> <td>Pengendalian Racun</td> <td>20/2/17</td> <td>Chemical safety</td> </tr> <tr> <td>18/1/17</td> <td><i>Alion</i> chemical training</td> <td>23/3/17</td> <td>Spraying</td> </tr> <tr> <td>16/6/17</td> <td>spraying training</td> <td>11/5/17</td> <td>Rat Baiting</td> </tr> <tr> <td>13/9/17</td> <td>Trunk injection</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p>Details of other training are available 4.4.6.1 (training and competency). OSH programs are also included. Common programs are initiated from HQ level e.g. OSH meeting, workplace inspection, inspection on PPE, training on MSP0/RSPO etc.</p> <p>The estates provide PPE to the employees such as apron, safety helmets, safety shoes relevant to the work handled by the workers. Records of PPE issuance for both estates were sighted. During the site visit workers were observed to be in PPE.</p> | | | | | D Jubilee Estate | | Bkt Asahan Estate | | Date | Training | Date | Training | 8/12/16 | Pengendalian Racun | 20/2/17 | Chemical safety | 18/1/17 | <i>Alion</i> chemical training | 23/3/17 | Spraying | 16/6/17 | spraying training | 11/5/17 | Rat Baiting | 13/9/17 | Trunk injection |
| D Jubilee Estate | | Bkt Asahan Estate | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Training | Date | Training | | | | | | | | | | | | | | | | | | | | | | | | |
| 8/12/16 | Pengendalian Racun | 20/2/17 | Chemical safety | | | | | | | | | | | | | | | | | | | | | | | | |
| 18/1/17 | <i>Alion</i> chemical training | 23/3/17 | Spraying | | | | | | | | | | | | | | | | | | | | | | | | |
| 16/6/17 | spraying training | 11/5/17 | Rat Baiting | | | | | | | | | | | | | | | | | | | | | | | | |
| 13/9/17 | Trunk injection | - | - | | | | | | | | | | | | | | | | | | | | | | | | |

**MSP0 Public Summary Report
Revision 0 (Aug 2017)**

| Criterion / Indicator | Assessment Findings | Compliance | | | | | | | | | | | | | | | |
|-----------------------|---|------------|-----------------|------------|---|-----------|-----------|---|-----------|-----------|---|-----------|-----------|---|------------|------------|--|
| | <p>Both estates has established SOP for chemical handling. This is available in PSQM – Operational Control Procedure under subject Chemical Safety Management. This includes compliance related to</p> <ul style="list-style-type: none"> Conduct/reassess CHRA Review of chemical register Chemical management assessment review Conduct health surveillance. <p>The document was sighted.</p> <p>Both the Estate Managers were appointed as the Chairman of the ESH committee, letters of appointment dated 22/1/2016 (DJE) and 01/7/2017 (BAE) signed by the Zone CEO were sighted. The Sr Assistant was assigned as the OSH coordinator and responsible for all safety and environmental issues. All appointments are valid for a 2 year term.</p> <p>Both estates management conduct regular two-way communication with their employees through the quarterly ESH meeting. The dates of meeting held by both estates are recorded below.</p> <table border="1" data-bbox="1048 1061 1713 1311"> <thead> <tr> <th></th> <th>Diamond Jubilee</th> <th>Bkt Asahan</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>18/1/2017</td> <td>25/1/2017</td> </tr> <tr> <td>2</td> <td>14/4/2017</td> <td>21/4/2017</td> </tr> <tr> <td>3</td> <td>21/7/2017</td> <td>11/7/2017</td> </tr> <tr> <td>4</td> <td>25/10/2017</td> <td>05/10/2017</td> </tr> </tbody> </table> | | Diamond Jubilee | Bkt Asahan | 1 | 18/1/2017 | 25/1/2017 | 2 | 14/4/2017 | 21/4/2017 | 3 | 21/7/2017 | 11/7/2017 | 4 | 25/10/2017 | 05/10/2017 | |
| | Diamond Jubilee | Bkt Asahan | | | | | | | | | | | | | | | |
| 1 | 18/1/2017 | 25/1/2017 | | | | | | | | | | | | | | | |
| 2 | 14/4/2017 | 21/4/2017 | | | | | | | | | | | | | | | |
| 3 | 21/7/2017 | 11/7/2017 | | | | | | | | | | | | | | | |
| 4 | 25/10/2017 | 05/10/2017 | | | | | | | | | | | | | | | |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | Assessment Findings | Compliance |
|-----------------------|---|------------|
| | <p>The minutes of meeting for D Jubilee and Bkt Asahan on 14/4/2017 and 21/04/17 respectively were sighted and verified. Workers during the meeting participated in the discussion mainly on line site and safety.</p> <p>Accident and emergency procedures are available. There are formation of ERP Team & ERP for all the identified incidences. The organisation chart for the ERP team was established and displayed for information of the employees. The important telephone contact numbers were also provided therein. ERT are initiated for fire & flood, chemical spillage & motor vehicle, wild & poisonous animal attack, first aid team. Procedures guidelines were produced by PSQM and amended to tailor to the situation differences in the estates and mills. Sighted drills conducted by the estates</p> <p>D Jubilee – chemical spillage on 26/10/16</p> <p>ii) Bkt Asahan – Fire drill on 10/7/17</p> <p>All records were sighted and verified.</p> <p>Both estates trained their nominated employees for First Aid mainly those involved in the field operations. A First Aid Kit equipped with approved 16 items are available and replenished on a weekly basis. Distribution of the 1st Aid Kit for both the estates are made at the following places/personnel;</p> <p>Office / AP Post / Chemical Store / Fertiliser Store / Workshop /</p> <p>Field staff / Mandores. The boxes kept by the mandore were sighted during the field visit. In DJubilee – Manuring activity at P 2009 & Harvesting at Field P96 H2. Bkt Asahan Estate had regular monthly briefing to the 1st Aid Kit holders on the management of the content and usage. The sessions were briefed by the Hospital Assistant and minutes on 15/2/17, 28/3/17 & 19/4/17 were sighted and verified.</p> <p>Records of all accidents are kept in both estates for a min of 10 years. Accident incidences if any are reviewed during safety meetings. D Jubilee</p> | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|---|------------|
| | | Estate had 1 incidence on 28/10/17 with a 1 day LTI involving a field worker. Incidences were also recorded in Bkt Asahan Estate on 09/8/17 & 19/08/17 both involving harvesters. Submission of JKPP7 & 8 to DOSH was complied under the legislative requirement. | |
| Criterion 4.4.5: Employment conditions | | | |
| 4.4.5.1 | The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees. - Major compliance - | SOU 18 has implemented Social Policy since January 2015. Human rights is one of the elements under the Social Policy. The management is treated the workers with respect and fair. Refresher training on human rights (part of Sime Darby Code of Business Conduct) has been conducted on 13/10/2017 to all the workers. The policy is posted on notice boards within the vicinity of the estate. | OFI |
| 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 - | Migrant workers are recruited with 2+1 years contract. Local workers are on a long term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, water and electric supplier (connect to national water and electricity supply) and medical care are given to all employees without discrimination. The worker's master list shows that there is no practices of discriminatory in terms of equal opportunity. | Yes |
| 4.4.5.3 | Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage. - Major compliance - | All the workers are under direct employment. The payslip has included basic income, allowance pay, working days, medical leave, deduction of salary and etc. The payroll for the following sampled workers for was verified to be consistent with the Minimum Wage Act 2012. Basrup Pauzi (ID 83964) – Harvester (DJE) Md Asraful Islam (ID 12565) – General worker (DJE) Jahangir (ID 12564) – General worker (DJE) | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|---|------------|
| | | <p>Heri Eid Irama (ID 77935) – Harvester (DJE)</p> <p>Ahmad Ramli (ID 114598) – Harvester (DJE)</p> <p>Raj Kumar Lodh (ID 121487) – General (Bkt Asahan)</p> <p>Siannata Purwanto (ID 122700) – Harvester (Bkt Asahan)</p> <p>Roton Ali (ID 51082) – Harvester (Bkt Asahan)</p> <p>Isahab (ID 114947) – Harvester (Bkt Asahan)</p> <p>Dilip Paul (ID 130917) – General (Bkt Asahan)</p> <p>There was no records or complaint observed during the interview with workers. All the sampled workers for direct employment and contract workers were achieved the minimum wage accordance to Minimum Wage Order 2016 which achieved RM 1000/ month or RM 38.46/day.</p> <p>The company also covers insurance for foreign workers.</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>There is no contract workers in the estate.</p> | Yes |
| 4.4.5.5 | <p>The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p> | <p>The workers master list was reviewed. The list includes date of birth, date joined, gender etc.</p> <p>The wages list is in the Sime Darby SPA system and the entry of price is control by HQ.</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|---|------------|
| 4.4.5.6 | <p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p> | <p>The following contracts has been verified to confirm that workers have binding working agreement with the company:</p> <p>Basrup Pauzi (ID 83964) – Harvester (DJE)</p> <p>Md Asraful Islam (ID 12565) – General worker (DJE)</p> <p>Jahangir (ID 12564) – General worker (DJE)</p> <p>Heri Eid Irama (ID 77935) – Harvester (DJE)</p> <p>Ahmad Ramli (ID 114598) – Harvester (DJE)</p> <p>Raj Kumar Lodh (ID 121487) – General (Bkt Asahan)</p> <p>Siannata Purwanto (ID 122700) – Harvester (Bkt Asahan)</p> <p>Roton Ali (ID 51082) – Harvester (Bkt Asahan)</p> <p>Isahab (ID 114947) – Harvester (Bkt Asahan)</p> <p>Dilip Paul (ID 130917) – General (Bkt Asahan)</p> <p>Interview with the workers confirms that they have a copy of the employment contract and they understood the conditions stated in the contract.</p> | OFI |
| 4.4.5.7 | <p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p>- Major compliance -</p> | <p>The recording of work attendance is being done during muster call. Any overtime will be monitored and recorded by mandos and will be verified by Estate Assistant Manager/Manager. During the muster call, the previous day overtime will be verified by asking workers if they have any dispute.</p> | Yes |
| 4.4.5.8 | <p>The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed</p> | <p>The following contracts has been verified to confirm that workers have binding working agreement with the company:</p> <p>Basrup Pauzi (ID 83964) – Harvester (DJE)</p> | Yes |

| Criterion / Indicator | Assessment Findings | Compliance |
|---|---|------------|
| <p>and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.</p> <p>- Major compliance -</p> | <p>Md Asraful Islam (ID 12565) – General worker (DJE)</p> <p>Jahangir (ID 12564) – General worker (DJE)</p> <p>Heri Eid Irama (ID 77935) – Harvester (DJE)</p> <p>Ahmad Ramli (ID 114598) – Harvester (DJE)</p> <p>Raj Kumar Lodh (ID 121487) – General (Bkt Asahan)</p> <p>Siannata Purwanto (ID 122700) – Harvester (Bkt Asahan)</p> <p>Roton Ali (ID 51082) – Harvester (Bkt Asahan)</p> <p>Isahab (ID 114947) – Harvester (Bkt Asahan)</p> <p>Dilip Paul (ID 130917) – General (Bkt Asahan)</p> | |
| <p>4.4.5.9 Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p> | <p>Overtime is paid 1.5 times; Rest day work is paid 2 times and Public Holiday is paid 3 times.</p> <p>The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements the MAPA/NUPW regulations.</p> | Yes |
| <p>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.</p> <p>- Minor compliance -</p> | <p>According to the employment contract company provides:</p> <p>5kg rice and 5kg cooking oil to all workers once every 2 months</p> <p>RM5 mobile subsidy to all workers.</p> <p>Free medical benefit to workers dependent at the estates clinics.</p> <p>Renewal for driving license for local workers</p> <p>Sending worker’s children to schools</p> <p>Once a year festival token to all workers</p> <p>Yearly schooling assistance</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|---|------------|
| | | <p>Sime Darby scholarship</p> <p>The field workers are paid with Productivity Incentive. The more they work the higher the incentive.</p> | |
| 4.4.5.11 | <p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities 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>The basic amenities and facilities at the quarters provided by the company to it workers includes electricity, water and domestic waste disposal. Electricity and water is connected with the national infrastructure facilities. The usage of electricity and water is bared by the workers themselves. For foreign worker, the company subsidized the consumption. The workers only need to pay when the usage is more than the quota.</p> <p>During the field assessment, it was observed that the housing are in good conditions. For local workers with family, each will be given a house while for foreign workers for single workers, it will be given shared house of 3 each per house.</p> <p>For foreign workers, all foreign workers will be given a starter kit which includes basis amenities (e.g. mattress, cooking utilises).</p> | Yes |
| 4.4.5.12 | <p>The management shall establish a policy and provide guidelines to prevent all forms of sexual harassmt and violence at the workplace.</p> <p>- Major compliance -</p> | <p>The Gender Policy was established since January 2015. The Policy covers the commitment to prevent sexual harassmt and all forms of violence against women, workers and community. The signatory of the Policy is by Datuk Franki Anthony Dass the Managing Director of Sime Darby Plantation.</p> <p>No harassmt and violence was reported. The audit team had confirmed during interview with workers.</p> | Yes |
| 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</p> | <p>During the interview with workers, there are no evidence received that there are restriction from the company to allow workers to join trade union. The workers have their freedom to join the NUPW/MAPA union.</p> | Yes |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance | | | | | | | | | | | | | | | | | | |
|---|---|--|------------|------------------|-----------------|----------|------------------------------|----|----------|-------------------------------|---|--------------|-----------------------------------|---|---------|--------------------------|---|---------|--------------------------|----|-----|
| | <p>industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p> | <p>The Social Policy established since 2015 covers the commitment of the company towards respecting the rights of all personnel to form and join trade unions of their choice to bargain collectively.</p> <p>The workers union representative for the DJE is Mr Muniandy a/l Ramasamy while Bukit Asahan is Mr Chinakaudar a/l Manickam.</p> | | | | | | | | | | | | | | | | | | | |
| 4.4.5.14 | <p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions.</p> <p>- Major compliance -</p> | <p>The Social Policy and Social & Humanity Management Policy was established since January 2015. The Policy covers the commitment to not condone forced labour or child labour. The signatory of the Policy is by Datuk Franki Anthony Dass the Managing Director of Sime Darby Plantation.</p> <p>Field observation, interviewing with workers and verification of workers master list confirmed that there is no child labor.</p> | Yes | | | | | | | | | | | | | | | | | | |
| Criterion 4.4.6: Training and competency | | | | | | | | | | | | | | | | | | | | | |
| 4.4.6.1 | <p>All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.</p> <p>- Major compliance -</p> | <p>Both Estates have organised trainings for their employees. There were also sessions organised with presence of contractors and neighbouring community.</p> <p>In Diamond Jubilee Estate held the following sessions during the period of review</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Training Subject</th> <th>No of attendees</th> </tr> </thead> <tbody> <tr> <td>17/11/17</td> <td>RSPO/MSP0 awareness training</td> <td>32</td> </tr> <tr> <td>20/11/17</td> <td>MEX roadshow for Central West</td> <td>3</td> </tr> <tr> <td>27/9-28/9/17</td> <td>LSS White belt training Melaka/NS</td> <td>2</td> </tr> <tr> <td>13/9/17</td> <td>Trunk injection training</td> <td>6</td> </tr> <tr> <td>15/8/17</td> <td>Scheduled waste training</td> <td>43</td> </tr> </tbody> </table> | Date | Training Subject | No of attendees | 17/11/17 | RSPO/MSP0 awareness training | 32 | 20/11/17 | MEX roadshow for Central West | 3 | 27/9-28/9/17 | LSS White belt training Melaka/NS | 2 | 13/9/17 | Trunk injection training | 6 | 15/8/17 | Scheduled waste training | 43 | Yes |
| Date | Training Subject | No of attendees | | | | | | | | | | | | | | | | | | | |
| 17/11/17 | RSPO/MSP0 awareness training | 32 | | | | | | | | | | | | | | | | | | | |
| 20/11/17 | MEX roadshow for Central West | 3 | | | | | | | | | | | | | | | | | | | |
| 27/9-28/9/17 | LSS White belt training Melaka/NS | 2 | | | | | | | | | | | | | | | | | | | |
| 13/9/17 | Trunk injection training | 6 | | | | | | | | | | | | | | | | | | | |
| 15/8/17 | Scheduled waste training | 43 | | | | | | | | | | | | | | | | | | | |

**MSP0 Public Summary Report
Revision 0 (Aug 2017)**

| Criterion / Indicator | | Assessment Findings | | | Compliance | | | | | | | | | | | | | | | | | | | | |
|-----------------------|------------------------------|---|-----------------------------------|---------------|------------|------|------------------|-----------------|---------|----------|----|---------|---------------|-----|---------|-------------------------|----|----------|------------------------------|---|---------|--------------------------|----|--------------|-------------------------|
| | | 06/6/17 | w/bridge operator training | 2 | | | | | | | | | | | | | | | | | | | | | |
| | | 07/6/17 | MEDIVAC Training (1st Aid) | 5 | | | | | | | | | | | | | | | | | | | | | |
| | | 16/6/17 | Spraying training | 19 | | | | | | | | | | | | | | | | | | | | | |
| | | 28/3/17 | Introduction of P-card services | 2 | | | | | | | | | | | | | | | | | | | | | |
| | | 20/2/17 | SDS training | 2 | | | | | | | | | | | | | | | | | | | | | |
| | | 25/1/17 | AP security monthly training | 6 | | | | | | | | | | | | | | | | | | | | | |
| | | 18/1/17 | <i>Alion</i> chemical training | 16 | | | | | | | | | | | | | | | | | | | | | |
| | | 20/12-22/12/16 | Tractors driving training | 2 | | | | | | | | | | | | | | | | | | | | | |
| | | 16/12/16 | Harvesting training | 31 | | | | | | | | | | | | | | | | | | | | | |
| | | 26/10/16 | ERP chemical spillage/emergency | Entire estate | | | | | | | | | | | | | | | | | | | | | |
| | | 21/12/16 | Safety briefing for POME handlers | 7 | | | | | | | | | | | | | | | | | | | | | |
| | | 08/12/16 | Latihan Pengendalian Racun | 16 | | | | | | | | | | | | | | | | | | | | | |
| | | Bukit Asahan Estate organised similar training as follows; | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"> <thead> <tr> <th>Date</th> <th>Training Subject</th> <th>No of attendees</th> </tr> </thead> <tbody> <tr> <td>16/8/17</td> <td>Manuring</td> <td>14</td> </tr> <tr> <td>07/2017</td> <td>COBC Training</td> <td>182</td> </tr> <tr> <td>08/2/17</td> <td>Badang machine handling</td> <td>14</td> </tr> <tr> <td>17/11/17</td> <td>RSPO/MSP0 Refresher training</td> <td>3</td> </tr> <tr> <td>09/8/17</td> <td>Scheduled waste training</td> <td>11</td> </tr> <tr> <td>27/9-28/9/17</td> <td>LSS White belt training</td> <td>3</td> </tr> </tbody> </table> | | | | Date | Training Subject | No of attendees | 16/8/17 | Manuring | 14 | 07/2017 | COBC Training | 182 | 08/2/17 | Badang machine handling | 14 | 17/11/17 | RSPO/MSP0 Refresher training | 3 | 09/8/17 | Scheduled waste training | 11 | 27/9-28/9/17 | LSS White belt training |
| Date | Training Subject | No of attendees | | | | | | | | | | | | | | | | | | | | | | | |
| 16/8/17 | Manuring | 14 | | | | | | | | | | | | | | | | | | | | | | | |
| 07/2017 | COBC Training | 182 | | | | | | | | | | | | | | | | | | | | | | | |
| 08/2/17 | Badang machine handling | 14 | | | | | | | | | | | | | | | | | | | | | | | |
| 17/11/17 | RSPO/MSP0 Refresher training | 3 | | | | | | | | | | | | | | | | | | | | | | | |
| 09/8/17 | Scheduled waste training | 11 | | | | | | | | | | | | | | | | | | | | | | | |
| 27/9-28/9/17 | LSS White belt training | 3 | | | | | | | | | | | | | | | | | | | | | | | |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | | | Compliance |
|-----------------------|---|--|---|-----|------------|
| | | 11/10/17 | Townhall training | 237 | |
| | | 27/7/17 | MEX Session with procurement div | 3 | |
| | | 10/7/17 | Fire drill | 151 | |
| | | 11/5/17 | Rat baiting | 4 | |
| | | 19/4/17 | 1 ST Aid Kit Holder training | 11 | |
| | | 23/3/17 | Spraying | 12 | |
| | | 20/4/17 | Driving Badang for driving | 5 | |
| | | 17/3/17 | HIR for Harvesting interval | 5 | |
| | | 20/2/17 | Chemical safety training | 3 | |
| | | 17/1/17 | Hooklift driver training by Agrimax | 13 | |
| | | 21/12/16 | Tractor driver safety training | 3 | |
| | | 11/7/16 | Air Blower handling/maintenance | 6 | |
| | | Training for the SOU both estates and the mill is an on-going activities and held along with the annual program. | | | |
| 4.4.6.2 | <p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p> | <p>Similar method for identifying the training needs are used in this SOU 18 & 19 operating units for the both estates and mill. The training needs for both D Jubilee & Bkt Asahan Estates for the FY 2017/18 training program has been established. The details of the training needs include categories of job descriptions, sections, and employees group. Included in this program are subjects related to environment e.g. environmental, safety & health policy, scheduled waste management, environmental responsibility, HCV & Biodiversity training, field activities, equipment handling, vehicles maintenance etc.</p> | | | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|---|------------|
| 4.4.6.3 | <p>A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.</p> <p>- Minor compliance -</p> | <p>Training details are planned and summarised in the OSH program. This is in compliance and detailed in 4.4.6.1 above. Training program are made on annual basis. In addition it is subject for a review during the financial year should need arises.</p> | Yes |
| 4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services | | | |
| Criterion 4.5.1: Environmental Management Plan | | | |
| 4.5.1.1 | <p>An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p>- Major compliance -</p> | <p>There is an environmental management policy issued on Group level signed by the Managing Director in Jan 2015. Communications to the employees were through training session and briefing at muster grounds. The environmental subjects are emphasised during training related to MSPO/RSPO, scheduled waste, and spillages. Refer training records for both estate in 4.4.6.1 above.</p> <p>Subjects on environmental are included the annual training program titled "environmental responsibility & biodiversity-environmental aspect impact assessment".</p> | Yes |
| 4.5.1.2 | <p>The environmental management plan shall cover the following:</p> <p>An environmental policy and objectives;</p> <p>The aspects and impacts analysis of all operations.</p> <p>- Major compliance -</p> | <p>The EMP policy is available as specified in 4.5.1.1 above.</p> <p>Objectives, target and duration are shown in the Environmental Management program (EMP) incorporating the action plan to be initiated by the estates. The EMP for both D Jubilee & Bkt Asahan Estates were sighted and verified. Details of the objectives were also mentioned in 4.5.4.1.</p> <p>The estates identified the aspects and impacts analysis of its operations. Areas are activities identified at;</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|---|------------|
| | | main entrance / compound / petrol / dispensary / store / scheduled waste / workshop / weeding / spraying / FFB transportation / manuring / harvesting and collection. Findings were discussed in OSH meetings. | |
| 4.5.1.3 | An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. - Major compliance - | The improvement plans were sighted. The estates identified the following activities and areas for Improvement plan; Reduce water usage - washing bay, mixing chemical bay. Consumption of water vs mt/FFB for for both estates remain less priority as supply are from SAMB. However conservation program are applied where necessary. reduce diesel usage at refill bay, PMV planned maintenance vehicle. Reduce herbicide & pesticide usage through <i>nephrolepis</i> establishment, LCC establishment and growth of beneficial plant. Monitoring is made through data analysis and the daily field supervision. | Yes |
| 4.5.1.4 | A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance - | This is available in the SIA action plan. Activities/areas identified at working area, induction program for new workers & housing facilities. | Yes |
| 4.5.1.5 | An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. - Major compliance - | A training program is available in the SOU Training Program updated on a yearly basis or revised as per the management requirement. Included in this programme are subjects related to environment e.g. environmental, safety & health policy, scheduled waste management, environmental responsibility, HCV & Biodiversity training. Both estates also emulate the similar program for in house training. | Yes |
| 4.5.1.6 | Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. | Similar forum are used by the mill and the estates in discussing concerns on environmental quality A management review meeting is held annually to discuss issues on water management plan, electricity use, diesel | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|--|------------|
| | - Major compliance - | consumption, waste management, SIA plan, renewable energy, aspect/impact, HIRARC. In addition environmental issues are tabled during the quarterly ESH meeting. | |
| 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 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. - Major compliance - | Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented in both estates. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement. Monitored diesel/mt FFB, commentary on variance vs given target of 1.42 ratio. Electricity consumption is recorded in kWh with baseline av 2.98.. The ratio performed by D Jubilee ranges from 1.19 to 1.49 for diesel ratio and 1.83 – 6.21 for electricity ratio respectively. Data with graph recorded were sighted and verified. | Yes |
| 4.5.2.2 | The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance - | The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the respective estate yearly budgets. | Yes |
| 4.5.2.3 | The use of renewable energy should be applied where possible. - Minor compliance - | There was no opportunity to use renewable energy in both Estates. Mainly such practices are made in the mills whereby fibres and shell are used as fuel in the boiler for steam production thereafter for power generation | Yes |
| Criterion 4.5.3: Waste management and disposal | | | |

| Criterion / Indicator | | Assessment Findings | Compliance | | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|--|--|---------------|----------|--------------------|------------------------|-------------------------------------|---|----------------------------------|------------------|--|-------------|----------|---|-----------------------|--------|---|----------------------------|----------|---|---------------------------------|----------|---|-----|
| 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 and pollution are identified and documented in the Waste Management Action Plan. The compilation for Financial Year 2017/2018 was made at SOU level. Details of waste generated from the estates and mill operations among others are shown below;</p> <table border="1"> <thead> <tr> <th>Type of waste</th> <th>Location</th> <th>Action to be taken</th> </tr> </thead> <tbody> <tr> <td>Domestic waste rubbish</td> <td>Linesites, office, workshop, store,</td> <td>Collection/disposal 2x/week handled by the mii for D Jubilee Estate for onwards collection by Majlis Perbandaran Jasin. Bkt Asahan Estate managed its own rubbish disposal into a landfill.</td> </tr> <tr> <td>Industrial waste-fertiliser bags</td> <td>Empty bags store</td> <td>Inventory of bags, reuse for LF collection, sell to appointed contractor</td> </tr> <tr> <td>Scrap metal</td> <td>workshop</td> <td>Inventory maintained, tender at zone level for sale to licensed contractor.</td> </tr> <tr> <td>SW 404 Clinical waste</td> <td>clinic</td> <td>Inventory maintained. Storage in sharp bin in clinic. Disposal through Kualiti Alam</td> </tr> <tr> <td>SW rags, plastics, filters</td> <td>workshop</td> <td>Inventory maintained. Storage in scheduled waste store. Disposal through licensed contractor.</td> </tr> <tr> <td>Spent lubricant & hydraulic oil</td> <td>workshop</td> <td>Collection by SDI upon completion of maintenance.</td> </tr> </tbody> </table> | Type of waste | Location | Action to be taken | Domestic waste rubbish | Linesites, office, workshop, store, | Collection/disposal 2x/week handled by the mii for D Jubilee Estate for onwards collection by Majlis Perbandaran Jasin. Bkt Asahan Estate managed its own rubbish disposal into a landfill. | Industrial waste-fertiliser bags | Empty bags store | Inventory of bags, reuse for LF collection, sell to appointed contractor | Scrap metal | workshop | Inventory maintained, tender at zone level for sale to licensed contractor. | SW 404 Clinical waste | clinic | Inventory maintained. Storage in sharp bin in clinic. Disposal through Kualiti Alam | SW rags, plastics, filters | workshop | Inventory maintained. Storage in scheduled waste store. Disposal through licensed contractor. | Spent lubricant & hydraulic oil | workshop | Collection by SDI upon completion of maintenance. | Yes |
| Type of waste | Location | Action to be taken | | | | | | | | | | | | | | | | | | | | | | |
| Domestic waste rubbish | Linesites, office, workshop, store, | Collection/disposal 2x/week handled by the mii for D Jubilee Estate for onwards collection by Majlis Perbandaran Jasin. Bkt Asahan Estate managed its own rubbish disposal into a landfill. | | | | | | | | | | | | | | | | | | | | | | |
| Industrial waste-fertiliser bags | Empty bags store | Inventory of bags, reuse for LF collection, sell to appointed contractor | | | | | | | | | | | | | | | | | | | | | | |
| Scrap metal | workshop | Inventory maintained, tender at zone level for sale to licensed contractor. | | | | | | | | | | | | | | | | | | | | | | |
| SW 404 Clinical waste | clinic | Inventory maintained. Storage in sharp bin in clinic. Disposal through Kualiti Alam | | | | | | | | | | | | | | | | | | | | | | |
| SW rags, plastics, filters | workshop | Inventory maintained. Storage in scheduled waste store. Disposal through licensed contractor. | | | | | | | | | | | | | | | | | | | | | | |
| Spent lubricant & hydraulic oil | workshop | Collection by SDI upon completion of maintenance. | | | | | | | | | | | | | | | | | | | | | | |

| Criterion / Indicator | | Assessment Findings | | | Compliance |
|-----------------------|--|---|-----------------------|--|------------|
| | | Disposed containers, bags, equipment contaminated with chemicals, pesticides, SW, | Scheduled waste store | Inventory maintained. Storage in SW store. All containers are labeled. Empty containers collected by authorized vendor.. | |
| 4.5.3.2 | <p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p>Identifying and monitoring sources of waste and pollution</p> <p>Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</p> <p>- Major compliance -</p> | Details of the types and management plan is shown in 4.5.3.1 above. | | | Yes |
| 4.5.3.3 | <p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p> | <p>The procedures for handling used chemicals classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 are available prepared on Group level by PSQM and implemented in all estates and mills for all the applicable practices. The operational control procedures for the scheduled wastes management provides guidelines as follows;</p> <p>Management of class 1 chemical containers</p> <p>Management of class 2 (and higher) chemical containers.</p> <p>Management of fertiliser bags</p> | | | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|--|------------|
| | | This document was established on 28/2/2015 issued throughout the Group Estates and remain effective for practice in all operating units. | |
| 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>Under the operational control procedure established as given in 4.5.3.3 above the guideline and practice for handling empty pesticides are as follows;</p> <p>All class 2 and above containers are tripled rinsed and hole punctured at the bottom only if the waste generator is to dispose as non scheduled waste.</p> <p>Containers to be disposed as scheduled waste need not go the triple rinsing and hole punctured process.</p> <p>These guidelines are based on Dept Of Agriculture ref 91/120/038/014 dated 7/11/2002. During the site visit this has been adhered mainly containers are tripled rinsed and hole punctured at the container base.</p> | Yes |
| 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>Under the action plan of the waste management plan, the site of Bkt Asahan Estate landfill is identified at min 3 km away from water course and housing complex. Collection is 2 to 3x/week. Monitoring is made by an Executive/staff. D Jubilee Estate and mill disposed their domestic waste through Majlis Perbandaran Jasin. Collection point is located at an area adjacent to the mill.</p> | Yes |
| 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>Both estates assessed their polluting activities. It is tabulated under the environmental management program. Therein is given potential sources of pollutants, objective & targets and action to be taken. Sighted targeted area assessed among other as follows;</p> | Yes |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | | Compliance | | | | | | | | | | | | | | |
|--|--|---|----------------------------|--------------|---|---|--|------------------------|--|----------------------|--|--|--|-----------------------|-----------------------------------|---|--|--|
| | | <table border="1"> <tr> <td>Sources/objective & target</td> <td>Action steps</td> </tr> <tr> <td>Management of HCV /river reserve & buffer zone conservation</td> <td>To train/retrain sprayers/manuring gang to avoid any chemical-related works at the area</td> </tr> <tr> <td>To monitor waste management plan for its suitability</td> <td>SW disposal monitoring</td> </tr> <tr> <td>To improve employees awareness on pollution prevention at housing complex including zero burning policy.</td> <td>Continuous reminders</td> </tr> <tr> <td>To minimise spillage of oil/chemical onto the ground</td> <td>Continuous training and use of spill trays</td> </tr> <tr> <td>To review aspect identification & impact evaluation to identify significant critical points for control.</td> <td>Review through EA/EIE</td> </tr> <tr> <td>Good and effective IPM Management</td> <td>To maintain beneficial plant progressive planting To monitor barn owl population To maintain the growth of <i>nephrolepis</i></td> </tr> </table> | Sources/objective & target | Action steps | Management of HCV /river reserve & buffer zone conservation | To train/retrain sprayers/manuring gang to avoid any chemical-related works at the area | To monitor waste management plan for its suitability | SW disposal monitoring | To improve employees awareness on pollution prevention at housing complex including zero burning policy. | Continuous reminders | To minimise spillage of oil/chemical onto the ground | Continuous training and use of spill trays | To review aspect identification & impact evaluation to identify significant critical points for control. | Review through EA/EIE | Good and effective IPM Management | To maintain beneficial plant progressive planting To monitor barn owl population To maintain the growth of <i>nephrolepis</i> | | |
| Sources/objective & target | Action steps | | | | | | | | | | | | | | | | | |
| Management of HCV /river reserve & buffer zone conservation | To train/retrain sprayers/manuring gang to avoid any chemical-related works at the area | | | | | | | | | | | | | | | | | |
| To monitor waste management plan for its suitability | SW disposal monitoring | | | | | | | | | | | | | | | | | |
| To improve employees awareness on pollution prevention at housing complex including zero burning policy. | Continuous reminders | | | | | | | | | | | | | | | | | |
| To minimise spillage of oil/chemical onto the ground | Continuous training and use of spill trays | | | | | | | | | | | | | | | | | |
| To review aspect identification & impact evaluation to identify significant critical points for control. | Review through EA/EIE | | | | | | | | | | | | | | | | | |
| Good and effective IPM Management | To maintain beneficial plant progressive planting To monitor barn owl population To maintain the growth of <i>nephrolepis</i> | | | | | | | | | | | | | | | | | |
| 4.5.4.2 | An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance - | Details of action plan for identified pollutants are shown in 4.5.4.1 above | | Yes | | | | | | | | | | | | | | |

| Criterion / Indicator | Assessment Findings | Compliance | |
|---|--|---|------------|
| <p>Criterion 4.5.5: Natural water resources</p> | | | |
| <p>4.5.5.1</p> | <p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <p>Assessment of water usage and sources of supply.</p> <p>Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.</p> <p>Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.</p> <p>Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance -</p> | <p>The Water Management Plan for the estates has been established. This is compiled on Group basis and amended to meet demands of specific issue in an operating units. There was no major changes since introduction on 11/7/2016 and has remained effective and continued implementation for the current 2017/18 Plan. Included therein are inspection of water catchment, rain water monitoring, water leakages/overflow, run-off and ETP monitoring in estate (D Jubilee) where effluent are land applied. Both estates management has provided contingency plans in event of water crisis for financial year 2017/18. Water usage is recorded on monthly basis for both estates.</p> <p>Steps/options to be adopted taken are;</p> <ul style="list-style-type: none"> - to ensure consistency of water supply SAMB (Sykt Air Melaka Bhd) - to train/educate staff/workers to conserve water - to revise demand and supply volume / conditions <p>In event of a severe water pollution situation:</p> <ul style="list-style-type: none"> - to address the source of pollution and eradication. - to reusing/recycling/rationing <p>Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones. The guidelines are detailed in the River Reserve Management (Management of River Reserve in Sime Darby Plantation dated April 2014). The buffer zones established are as following:</p> | <p>Yes</p> |

| Criterion / Indicator | | Assessment Findings | | Compliance | | | | | | | | | | | | |
|--|--|---|-------------|-------------|-----------|-----------|----------------|-----------|----------------|-----------|---------------|-----------|------------|----------|--|--|
| | | <table border="1"> <tr> <td>River width</td> <td>Buffer zone</td> </tr> <tr> <td>40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 - 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 - 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 - 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </table> <p>There was no major river crossing for both the estates. However the policy for the protection of watercourse are made known to all employees for an effective implementation when the need arises.</p> <p>Both estates received supply from SAMB hence does not require an internal water treatment for the domestic consumption.</p> | River width | Buffer zone | 40 meters | 50 meters | 20 - 40 meters | 40 meters | 10 - 20 meters | 20 meters | 5 - 10 meters | 10 meters | < 5 meters | 5 meters | | |
| River width | Buffer zone | | | | | | | | | | | | | | | |
| 40 meters | 50 meters | | | | | | | | | | | | | | | |
| 20 - 40 meters | 40 meters | | | | | | | | | | | | | | | |
| 10 - 20 meters | 20 meters | | | | | | | | | | | | | | | |
| 5 - 10 meters | 10 meters | | | | | | | | | | | | | | | |
| < 5 meters | 5 meters | | | | | | | | | | | | | | | |
| 4.5.5.2 | No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. - Minor compliance - | This is in compliance by the estates. This requirement is also audited internally by the PQSM personnel. During the field visit no construction of such was observed. This was further supported through facts obtained from interviews among the employees. | | Yes | | | | | | | | | | | | |
| 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 - | During the site visit practices of water harvesting are noted mainly in both the estates however not on entirety as the estates are categorised as inland. Construction of MCP = Moisture Conservation Pit are made at interval of every 40 feet & every 2 palms should the management decides the necessity of such. Road side pits were also available at every 3 palm rows, to divert in event of water overflowing and also to benefit the nearest palm at the pit end to obtain additional moisture. | | Yes | | | | | | | | | | | | |
| Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value | | | | | | | | | | | | | | | | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|---|------------|
| 4.5.6.1 | <p>Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p> <p>Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</p> <p>Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.</p> <p>- Major compliance -</p> | <p>HCV Re-Assessment for Strategic Operating Unit (SOU) 148 Diamond Jubilee was carried out on April 2017 by Plantation Sustainability Quality Management (PSQM) Department, Sime Darby Plantation Sdn. Bhd. Final report Report (Version II). Total HCV area identified for Diamond Jubilee SOU14 falls under Water Catchment area (0.69 ha) Ayer Tekah Division, Main division of Bukit Asahan (0.69 ha) – HCV category 4. Water Catchment areas (5.58 ha) – HCV 4.</p> | Yes |
| 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>Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>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>Regular patrols within the operating unit estates were carried out and findings recorded by the respective Estate executives to monitor the Conservation / buffer zone areas. Mechanism for reporting the sightings of various types of wildlife, were found to have been in place. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented. Signage that prohibit hunting, fishing and water polluting activities were verified on-site at the estates visited (i.e. Bukit Asahan) found to have been satisfactorily maintained.</p> | Yes |
| 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>Management plans were established and monitoring outcomes were reviewed by the Estate managers. There are no HCV or reported RTE at the Bukit Asahan as reported in the PSQM HQ Report. Verification were also made during on-site assessment and found to be satisfactory. The overall management plan on the status of HCV/RTE of the Diamond Jubilee operating unit is collated reviewed and monitored by the HQ</p> | Yes |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|---|------------|
| | | sustainability team. Onsite monitoring records such as AP patrolling and field observation records were checked. Animal sighting, buffer zone and pond are monitored and outcomes will be fed back into the management plan for improvement. | |
| Criterion 4.5.7: Zero burning practices | | | |
| 4.5.7.1 | Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice. - Major compliance - | The Group policy of "Zero open burning" is enforced since July 2008. The operating units adhered to the policy of "Zero open burning" for any replanting. From field visits and interviews with the workers there is no open burning being practiced in the estates. Both estates had replanting program spanned over the forthcoming years. Refer details in 4.6.2.2. In addition Sime Darby Plantation assigned 1 person based in HQ being in charge to detect any open fire in the Company's fields using the Global Spot Watch. | Yes |
| 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 - | N/A. Details in 4.5.7.1 above | Yes |
| 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 - | N/A. Details in 4.5.7.1 above | Yes |
| 4.5.7.4 | Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance - | This is included in the specification of work orders in event of land preparation during a replanting. It is a standard practice in Sime Darby Plantation. | Yes |

| 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 - | The SOP for the estates and mill operations are available which is prepared on Group basis. There are levels of the documentation identified as follows; Level 1 Estate quality management system std operation manual Level 2 EQMS quality management manual Level 3 standard operating procedure Level 4 work instruction Level 5 records. | Yes |
| 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 estates construct terraces at slope area of more than 6 degree. Planting of cover crop are made to retain the soil structure and conservation. Road side pit are made to divert water at slope areas to prevent road erosion and surface damage. Terraces are constructed inclined towards the terrace wall. | Yes |
| 4.6.1.3 | A visual identification or reference system shall be established for each field. - Major compliance - | All fields are marked and identified. Information like year planting (field no) and the total hectare is shown in all markers. There are both stencilled at the palm trees and also displayed in signages at the boundary/corners of every fields. This is observed during the field visit in both D Jubilee & Bkt Asahan Estates. | Yes |
| Criterion 4.6.2: Economic and financial viability plan | | | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| 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>The annual business plan is available as per the Group Financial Procedure. & Guidelines.</p> <p>Both estates and the mill had a similar format i.e in the form of annual budget with a 5 year projection. (Budget year,PY2,PY3,PY4,PY5) This business plan is prepared as guidance for future planning. The budget contains palm year of planting, age categories, and FFB production.</p> <p>Component of operating expenditure includes Administration, harvesting & collection, field upkeep, transportation, road and bridges, labour overhead, EVIT (running accounts for engines, vehicles, implements & tractors . Inclusive in the business plan is also Capital Expenditure (CAPEX) among others replacement / upgrading of building, vehicles replacement , workers amenities etc. the budget for 2017/18 for both the estates was sighted and verified.</p> | Yes |
| 4.6.2.2 | <p>Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years.</p> <p>- Major compliance -</p> | <p>Both estates established a replanting program spanned over a 5 year period till 2023. All programs were sighted. D Jubilee replant sizes ranges from 47.96 ha to biggest 97.14. Similarly Bkt Asahan Estate maintained the same record till 2025. Sizes of fields identified for replanting vary from 21 ha to 79 ha. All replanting program and planning in all the Group Estates are monitored by the Replanting Unit. Assistance and audit are performed as and when required and necessary.</p> | Yes |
| 4.6.2.3 | <p>The business or management plan may contain:</p> <p>Attention to quality of planting materials and FFB</p> <p>Crop projection: site yield potential, age profile, FFB yield trends</p> <p>Cost of production : cost per tonne of FFB</p> | <p>This requirement i.e. crop material, crop projection, yield, production cost are available. It is provided in the business management plan shown in item 4.6.2.1 above.</p> <p>The estates had a format and guideline to calculate the returns on the field operations i.e. $\text{Income} = \text{sale of FFB (with award of CPO/CPK from$</p> | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|---|------------|
| | Price forecast e) Financial indicators : cost benefit, discounted cash flow, return on investment - Major compliance - | the mill) less the expenditure (fixed and direct cost). This format is sighted. | |
| 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 estates performance is recorded in the monthly progress report. Details on the actual vs budget i.e. crop production, fixed and direct cost are shown therein. The management also provides variance report on the performance and reviewed on a monthly basis. The supervisory personnel maintained a daily cost for the field operations. The SOU meeting involving the Managers sits monthly with the Head Zone for the performance review. Sighted minutes of meeting held on 20/9/17 a joint SOU 17 & 18 with the COO. | Yes |
| 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 - | This is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream Malaysia dated 11/7/2017. All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the operating units personnel and also representatives from HQ for major projects handled upstairs. | Yes |
| 4.6.3.2 | All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance - | This requirement is in compliance. All contracts and purchases are documented i.e. in the form of purchase orders, invoices, contracts for the larger transaction. All documents are signed by both vendor and estates. Few samples kept at AAO/Chief Clerk' s office were sighted. | Yes |
| Criterion 4.6.4: Contractor | | | |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance | | | | | | | | | | | | |
|-----------------------------|---|--|------------|--------------|------------------|-----------------------------|--------------------------------------|-----------|------------|--------------|------------------|---------------------------|--|------------|-----|
| 4.6.4.1 | Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance - | This requirement has been specified in a letter dated 01/7/2017 on RSPO/ISCC/MSPO awareness on to all the contractors, vendors of the estates. This letter was sighted and has stated that all Contractors need to follow RSPO/ISCC/MSPO guideline in accordance with the Sime Darby Plantation of Estate Quality Management System | Yes | | | | | | | | | | | | |
| 4.6.4.2 | The management shall provide evidence of agreed contracts with the contractor. - Major compliance - | This is in compliance. All estates maintain contract with the vendors as specified in the financial procedure. Samples extracted are shown below D Jubilee Estate <table border="1" data-bbox="1048 722 1868 844"> <thead> <tr> <th>Contractor</th> <th>Type of work</th> <th>Date of Contract</th> </tr> </thead> <tbody> <tr> <td>M/S Rajandran Setia Sdn Bhd</td> <td>EFB Transportation & Hire of Backhoe</td> <td>01/7/2017</td> </tr> </tbody> </table> Bkt Asahan Estate <table border="1" data-bbox="1048 895 1868 1016"> <thead> <tr> <th>Contractor</th> <th>Type of work</th> <th>Date of Contract</th> </tr> </thead> <tbody> <tr> <td>M/s CVM Transport Sdn Bhd</td> <td>FFB Transportation from Estate to the Mill</td> <td>18/06/2016</td> </tr> </tbody> </table> | Contractor | Type of work | Date of Contract | M/S Rajandran Setia Sdn Bhd | EFB Transportation & Hire of Backhoe | 01/7/2017 | Contractor | Type of work | Date of Contract | M/s CVM Transport Sdn Bhd | FFB Transportation from Estate to the Mill | 18/06/2016 | Yes |
| Contractor | Type of work | Date of Contract | | | | | | | | | | | | | |
| M/S Rajandran Setia Sdn Bhd | EFB Transportation & Hire of Backhoe | 01/7/2017 | | | | | | | | | | | | | |
| Contractor | Type of work | Date of Contract | | | | | | | | | | | | | |
| M/s CVM Transport Sdn Bhd | FFB Transportation from Estate to the Mill | 18/06/2016 | | | | | | | | | | | | | |
| 4.6.4.3 | The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance - | This is specified in the letter dated 01/7/2017 as shown in item 4.6.4.1 above. | Yes | | | | | | | | | | | | |
| 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. | All works performed at the estates are checked and verified by the the estates personnel. Projects where tenders are issued by HQ are checked by representatives from HQ usually from the Engineering Dept. | Yes | | | | | | | | | | | | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|---|------------|
| | - Major compliance - | | |
| 4.7 Principle 7: Development of new planting | | | |
| Criterion 4.7.1: High biodiversity value | | | |
| 4.7.1.1 | Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. - Major compliance - | There is no new planting in both the estates visited. | Yes |
| 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 - | N/A | Yes |
| 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 - | N/A | Yes |
| 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. | N/A | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|---------------------|------------|
| | - Major compliance - | | |
| 4.7.3.2 | SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. - Major compliance - | N/A | Yes |
| 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 - | N/A | Yes |
| 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 - | N/A | Yes |
| 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 - | N/A | Yes |
| 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 - | N/A | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|---------------------|------------|
| Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils | | | |
| 4.7.5.1 | Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance - | N/A | Yes |
| 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 - | N/A | Yes |
| 4.7.5.3 | Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance - | N/A | Yes |
| 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 - | N/A | Yes |
| 4.7.6.2 | Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance - | N/A | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|---------------------|------------|
| 4.7.6.3 | Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance - | N/A | Yes |
| 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 - | N/A | Yes |
| 4.7.6.5 | Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance - | N/A | Yes |
| 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 - | N/A | Yes |
| 4.7.6.7 | The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance - | N/A | Yes |
| 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 - | N/A | Yes |

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

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|--|------------|
| 4.1 Principle 1: Management commitment & responsibility | | | |
| Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy | | | |
| 4.1.1.1 | Policy for the implementation of MSPO shall be established. - Major compliance - | The internal memo from Mr Tan Men Kon, Head of Plantation Sustainability & Quality Management documented the commitment Sime Darby towards MSPO implementation. The internal memo dated 8 th September 2017 was issued to all Estates and Mills. The commitment is to implement and certified with MSPO by December 2017. | Yes |
| 4.1.1.2 | The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance - | The continual improvement commitment is documented in the following Management & Operation Policies: Quality Management Policy dated January 2015 Lean Six Sigma Policy dated January 2015 Quality Policy dated January 2015 The commitments are made by Datuk Franki Anthony Dass the Managing Director of Sime Darby Plantations Berhad. | Yes |
| 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 - | The Internal Audit Procedure (SD/SDP/PSQM/IAP) dated 01/11/2017 Rev. 2 documented the process to conduct internal audit. This is the initial certification of MSPO. The internal audit schedule for 2017 has been planned and communicated by Regional SQM to all central west region Estates and Mills. | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|--|------------|
| | | The last internal audit for sustainable palm oil was conducted on 03/11/2017. The internal audit had covered all the MSPO MS2530 elements. | |
| 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 - | The internal audit report dated 03/11/2017 had included root cause analysis and corrective action plan. One sample on the finding closure from the last internal audit was verified. The finding raised was on indicator 4.4.4.2 regarding worker audiometric medical examination. The root cause has been identified and the correction to the issue has been conducted. The identified worker has been scheduled for test as required by the DOSH. The examination has been scheduled to be on 05/12/2017 at Pantai Hospital, Ayer Keroh. | OFI |
| 4.1.2.3 | Reports shall be made available to the management for their review. - Major compliance - | The internal audit report has distributed to the POM management and Sime Darby Plantation HQ management. There is a month SQM meeting at HQ level to review the treading of findings raised in both internal and external audit. | Yes |
| Criterion 4.1.3 – Management Review | | | |
| 4.1.3.1 | The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance - | Sime Darby is RSPO certified. On annual basis management review is conducted on regional level. The last management review was conducted on 7 th Aug 2017. The management review had included internal and external sustainable palm oil audit results review. The status of the correction and preventive actions are being discuss and reviewed. As for Operating Unit, the management review was conducted on 15/11/2017. The meeting was chaired by the Mill Manager En | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|--|------------|
| | | Muhammad Irsan bin Azmi. The minutes of the meeting and review presentation was sighted. | |
| 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 Continual Improvement Plan for FY 2017/2018 is incorporated in the relevant management plan (e.g. Environmental Management Plan (including biodiversity management, pollution prevention plan), Social Management Plan and Waste Management Plan). The Environmental management plan last reviewed on 15/11/2017 while the Social management plan last reviewed on 07/07/2017.</p> <p>The company also implement Kaizen Charter as operation continual improvement. The identified area for improvement is Oil lost in Raw Effluent and oil loss in press-cake fibre.</p> <p>Example of Social CIP by the company is to conduct awareness program on Drugs-Free Workplace. The plan was approved by Central West Region CEO on 19/06/2017 and program will be organized by CWR SQM.</p> | Yes |
| 4.1.4.2 | <p>The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce.</p> <p>- Major compliance -</p> | <p>The staff/workers competency training plan for FY 2017/2018 was established. The training identified including operations, understanding of MSP0/RSP0 requirements, human rights, company policies, health and safety etc.</p> <p>Interview with workers confirmed trainings are provided by company on regular basis.</p> | Yes |
| 4.2 Principle 2: Transparency | | | |
| Criterion 4.2.1 – Transparency of information and documents relevant to MSP0 requirements | | | |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| 4.2.1.1 | <p>The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.</p> <p>- Major compliance -</p> | <p>The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2). The time frame to provide feedback to the stakeholder is documented to be 2 weeks of the date receiving the queries. The Mill Manager is responsible to address all communication and request for documentations that could be made available to public/stakeholders.</p> | Yes |
| 4.2.1.2 | <p>The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>- Major compliance -</p> | <p>Sime Darby Plantations Bhd continued to use the group website for disseminating public information. The Sustainability Report and Group Annual report is available in website.</p> <p>Information relating to land titles, safety and health plans, pollution prevention plans, and annual report are available at the mill.</p> <p>In addition to the website, the policies were also displayed at various locations including the main notice boards of the estates, mill offices and muster ground notice boards for employees and visitors to view.</p> <p>Procedure for complaints and grievances were available through Sime Darby Plantations Bhd website at http://www.simedarbyplantation.com/Sustainability.aspx</p> | Yes |
| Criterion 4.2.2 – Transparent method of communication and consultation | | | |
| 4.2.2.1 | <p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p> | <p>The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2).</p> | Yes |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---------------------------------------|---|--|------------|
| | | The Plantation Quality Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 01/11/2008 documented the process for handling communication regarding social issues | |
| 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 - | The Mill Manager is responsible to deal with the external communication. | Yes |
| 4.2.2.3 | A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. - Major compliance - | The latest stakeholders list was updated on 05/07/2017. External stakeholder consultation is conducted once a year. The last meeting was conducted on 06/07/2017. There were no issues raised in the stakeholder consultation. Hence no action plan was required. | OK |
| Criterion 4.2.3 – Traceability | | | |
| 4.2.3.1 | The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - Major compliance - | DJ POM is receiving FFB mainly from its supply base – Diamond Jubilee Estate, Bukit Asahan Estate and Serkam Estate. DJ POM also received crop from other SOU supply base including Tangkak Estate and Kemuning Estate. The weighbridge ticket provided the following details: Supplied from which estate Product (FFB or Loose fruit) Delivery note from estates stating the weight and fruit grade (A or B). D.O Number | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|---|------------|
| | | <p>Weight of the shipment</p> <p>Date of the shipment</p> <p>During the MSPO assessment, the estates supplying to DJ POM are not yet MSPO certified.</p> <p>For despatch of CPO, the weigh bridge ticket includes the following information to enable the customer to trace the CPO source</p> <p>Customer Name</p> <p>Destination of the CPO</p> <p>Product</p> <p>DO number</p> <p>PO number</p> <p>Weigh of the product.</p> <p>There is no external FFB processed in the POM. All fruits are within Sime Darby's estates.</p> | |
| 4.2.3.2 | <p>The management shall conduct regular inspections on compliance with the established traceability system.</p> <p>- Major compliance -</p> | <p>The Sustainable Plantation Management System Appendix 15 dated March 2016 documented the procedure for traceability. The procedure requires validation of certificate of supplying estate.</p> <p>The procedure had identified critical control points to prevent contamination of non-certified FFB.</p> <p>The current traceability system is Sime Weigh System.</p> <p>The responsible personal for the traceability is the Mill Assistance Manager.</p> | Yes |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|--|------------|
| | | The despatch of the CPO is based on contracts key in into the Sime Weigh System (with SAP) by the Global Trading Marketing Team. The mill's assistant manager will dispatch the CPO accordingly. | |
| 4.2.3.3 | The management shall identified and assign suitable employees to implement and maintain traceability system. - Minor compliance - | The overall personal in charge for the traceability is the Mill Manager. The responsibility is stated in the job description. Hence there is no required to have a formal letter of appointment. The responsible person for traceability for mill includes the weighbridge operator, Cik Moniza Binti Adis and Cik Dalila Binti Rosli appointed on 15/11/2017. The last training provided to the operators on traceability was provided by PSQM on 13/06/2016. | Yes |
| 4.2.3.4 | Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance - | The records of CPO sales has been verified. The dispatch of the CPO are determine by HQ Sales & Marketing (Global Trading Marketing) and will be entered into the Sime Weigh System. The weigh bridge operator will check the system before releasing the dispatch. | Yes |
| 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 - | A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 18. PSQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Estate/Mill Quality Management System, | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|--|------------|
| | | <p>Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008.</p> <p>Sample of licenses or permit viewed were:</p> <p>MPOB license: 500288804000 (validity period 15/09/2017 - 30/09/2018).</p> <p>DOE License: JPKKS 002366 (validity period 1/7/2017 - 30/6/2018) for 30MT/hr and method of POME discharge is water course.</p> <p>Energy commission license; Installation no.: ST(MLK)P/S/MLK/00832; serial no.: 002816/2017 (validity period for 1 year from 16/03/2017) for 1054.85 kW installation capacity.</p> | |
| 4.3.1.2 | <p>The management shall list all relevant laws related to their operations in a legal requirements register.</p> <p>- Major compliance -</p> | <p>The Legal & Other Requirements Register (LORR) covers all the necessary regulatory requirements. The LORR for was reviewed on 07/07/2017.</p> <p>List of applicable legal and other requirements was made available during the assessment. Documented procedure has been established and implemented.</p> | Yes |
| 4.3.1.3 | <p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p>- Major compliance -</p> | <p>The Legal & Other Requirements Register (LORR) covers all the necessary regulatory requirements. The LORR for was reviewed on 07/07/2017.</p> <p>Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. The latest change in regulation applicable to the POM operation is the Labour Law.</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|---|------------|
| 4.3.1.4 | The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. - Minor compliance - | Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. Internal audits are conducted to ensure that the operating units are complying with the laws and regulations. | Yes |
| 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 - | The Diamond Jubilee POM is sited on Diamond Jubilee Estate. The land title applicable to DJ POM is with grant number 20102 (lot 228) registered to Golden Hope Plantation (Peninsular) Sdn Bhd. Golden Hope Plantation has been taken over by Sime Darby Plantation Berhad. The usage of land is for oil palm cultivation. The land was granted by the Melaka State. Hence it is applicable for any usage. The original land title was registered on 10/01/1896. The quit rent for this portion was made on 23/05/2017 to the Land Authority of Johor State. | Yes |
| 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 - | Refer to 4.3.2.1 The perimeter survey map of the land portion is provided together with the land title. The map is has provided the coordinated demarcation. | Yes |
| 4.3.2.3 | Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance - | The map of the land portion is provided together with the land title. The map has provided the coordinated demarcation. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|--|------------|
| 4.3.2.4 | Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance - | There is not land dispute recorded. This was verified with stakeholders' consultation. In order to deal with future arising land dispute (if applicable), the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process in handling boundaries disputes. | Yes |
| Criterion 4.3.3 – Customary rights | | | |
| 4.3.3.1 | Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance - | There is no customary land for the portion of land. | Yes |
| 4.3.3.2 | Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance - | There is no customary land for the portion of land. | Yes |
| 4.3.3.3 | Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance - | There is no customary land for the portion of land. | Yes |
| 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 - | The Social assessment for SOU18 Diamond Jubilee Oil Mill was conducted internally by the Plantation Sustainable and Quality Management (PSQM) Team. The last SIA was conducted in July 2016. | Yes |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| | | The recommendation from the SIA report was transferred to action plan. The action plan identified the issues & strategies, action plan, responsible person and time frame. | |
| 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 Plantation Quality Management System Appendix 5, Procedure on Handling Social Issues (issue 1 date 01/11/2008) has been implemented. Under Group policies and authorities GPA No 85 Whistleblowing provide an internal mechanism for reporting, investigating and remedying any wrong doing. | Yes |
| 4.4.2.2 | The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties. - Major compliance - | The complaint and grievances is open to effected parties including internal and external stakeholders. The time to process the complaints or grievances is 2 weeks. | Yes |
| 4.4.2.3 | A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance - | The complaint form is made available in the mill office. In case the complainant would want to make an anonymity complaint it can be made through electronic Complaint form or email to Senior Director or Whistleblowing committee or toll free number or fax or by mail. This information is available in notice boards in the mill. | Yes |
| 4.4.2.4 | Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. - Minor compliance - | Interview conducted with workers to confirm their understanding of the complaint and grievance process. There is no grievance recorded for the pass one year. Only request for maintenance housing are made by workers. | OFI |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| 4.4.2.5 | Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. - Major compliance - | The complaint record for request for maintenance are available and kept for 10 years according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents. | Yes |
| 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 - | Local contribution to the communities are continual activity of the company. During the stakeholder interview, it has been confirmed. Some of the contribution provided: - Contribution to PIBG SJKT Diamond Jubilee Estate for school camping program on 28-30/4/2017. - Health campaign program towards employee through gender committee on 13/2/2017. | Yes |
| Criterion 4.4.4: Employees safety and health | | | |
| 4.4.4.1 | An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented. - Major compliance - | The Group Occupational Safety & Health Management Policy had been established and implemented. The policy was signed by the Managing Director of Sime Darby Plantation on January 2015 and displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site Safety Officers and monitored by OSH Manager from Head Office. Included in the policy is the commitment of the Company to provide and maintain a safe and healthy working environment of its employees & contractors & visitors. In Interviews with the workers and staff during the site visit (FFB ramp, boiler house, <i>(comprises of 1 unit of boiler having a heating</i> | Yes |

| Criterion / Indicator | Assessment Findings | Compliance |
|--|---|------------|
| | <p><i>surface of 567 sq meter with PMD no 4367 CF valid till 15/8/2018)</i> engine room, workshop and laboratory) revealed that the employees had been briefed and had understood the policy.</p> | |
| <p>4.4.4.2</p> <p>The occupational safety and health plan should cover the following: A safety and health policy, which is communicated and implemented. The risk of all operations shall be assessed and documented. An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: All employees involved are adequately trained on safe working practices; All precautions attached to products should be properly observed and applied; 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). 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. The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have</p> | <p>a) The policy has been established and elaborated in item 4.4.4.1 above. The policy amongst others has mentioned the details of the policy statement and the direction of the organisation towards implementing ESH practices. The clause "<i>A safety and health policy, which is communicated and implemented</i>" is mentioned in the policy. Safety briefing to employees & contractors was made in several training sessions inclusive of safety requirement of the organisation. Refer details of training records in 4.4.6.3 showing events conducted in relation to safety and health for the mill employees.</p> <p>b) The risk of all operations were assessed and documented under HIRARC. The HIRARC for the mill operations was recent reviewed on multiple dates (latest being on 06/9/17 concluding no changes required) as sighted in the summary of job list. Among others the HIRARC prepared covers the following station/activities FFB ramp operation & maintenance of ramp floor.</p> <ul style="list-style-type: none"> ii) tipping of sterilised cages iii) thresher cleaning iv) fruits & empty bunch conveyor v) feeding of sterilized cages to tipper vi) feeding of empty cages back to FFB hopper vii) clarification maintenance of pumps and pipelines. | <p>Yes</p> |

| Criterion / Indicator | Assessment Findings | Compliance |
|---|---|------------|
| <p>knowledge and access to latest national regulations and collective agreements.</p> <p>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 and the concerns of employees and any remedial actions taken shall be recorded.</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p> | <p>viii) boiler operation and shut down.</p> <p>c) The mill has an OSH program for Financial Year 2017/18. The program list as guided by PSQM personnel includes the following activities;</p> <ul style="list-style-type: none"> i) OSH committee ii) OSH program & review iii) OSH inspection iv) Health & Hygiene monitoring program <ul style="list-style-type: none"> - monthly medical check-up <p>Safety & health training</p> <ul style="list-style-type: none"> - fire drill & fire fighting - Ist aid awareness - chemical safety training <p>d) The mill issued PPE to its employees for their protection at workplace. Records of PPE issued are maintained individually to all employees. PPE issued to the workers is safety helmets, safety shoes. Special PPE for workers assigned to height, confined space. Safety shoes issued on a 6 monthly basis and recorded Sighted a record for the following employee</p> <ul style="list-style-type: none"> i) En A Thevarajan (20/8/17 - safety shoes & ear plug) | |

| Criterion / Indicator | Assessment Findings | Compliance |
|-----------------------|--|------------|
| | <p>ii) En Mohd Arif (31/7/17–safety shoes & 27/10/17 - Safety helmet/strap)</p> <p>iii) En L Prakash 24/7/17 – safety shoe</p> <p>During the site visit the staff/workers were noted to be equipped with their proper attire & PPE. Acknowledgement of receipt was recorded. In addition the executives also held PPE inspection amongst the employees. A record dated 06/7/17 was sighted and verified.</p> <p>e) SOP of handling of chemicals is available. The document was dated 26/02/17 titled "<i>chemical safety management</i>" 17 pages. Therein is shown requirement & selection of chemicals, assessment of chemicals hazards, selection of supplier and transportation of chemicals. Storage, handling and training of such is also stated in the procedure in accordance to OSH (USECHH 2000) The guidelines are adequate to address the requirement needed. The manual of the SOP is filed and functional.</p> <p>f) The Mill Manager through letters dated 15/11/2017 appointed the following executives as the persons in charge for environment / quality management system for the entire mill operations.</p> <p>i) En Muhamad Hafiz Ab Halim</p> <p>ii) En Muhamamad Zubair Mohd Zam</p> <p>iii) En Muhamad Nasrudin.</p> | |

| Criterion / Indicator | Assessment Findings | Compliance | | | | | | | | | | | | | | | |
|-----------------------|--|-----------------|-----------------|-----------------|---|------------|----|---|------------|----|---|------------|----|---|------------|----|--|
| | <p>Their role among others are to oversee the safety & health issues and compliance of the staff/workers/contractors engaged inside the mill. The Mill Manager in turn is appointed as the Commander for safety and health role which also covers the Chairman in the ESH committee meeting. . The appointment letter dated 01/9/2017 issued by the Zone Head was sighted and verified. All appointments have a validity period of 2 years (01/7/2017 – 30/6/2018)</p> <p>g)The communication forum used in Diamond Jubilee Palm Oil Mill is through the safety meeting (<i>mesyuarat j/kuasa keselamatan & kesihatan pekerjaan</i>) apart from <i>ad hoc</i> briefing by process stations and briefings during the weekly (Monday & Friday) gathering. The safety meeting is held every 3 monthly. Sighted the minutes of meeting held as follows;</p> <table border="1" data-bbox="1128 951 1805 1198"> <thead> <tr> <th></th> <th>Date of meeting</th> <th>No of attendees</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>26/10/2017</td> <td>28</td> </tr> <tr> <td>2</td> <td>26/07/2017</td> <td>23</td> </tr> <tr> <td>3</td> <td>26/04/2017</td> <td>19</td> </tr> <tr> <td>4</td> <td>15/02/2017</td> <td>16</td> </tr> </tbody> </table> <p>There were additional attendees during the meeting on 26/10/2017 due to presence of invited guest.. The agenda discussed follows the guidelines provided by PSQM. Discussions</p> | | Date of meeting | No of attendees | 1 | 26/10/2017 | 28 | 2 | 26/07/2017 | 23 | 3 | 26/04/2017 | 19 | 4 | 15/02/2017 | 16 | |
| | Date of meeting | No of attendees | | | | | | | | | | | | | | | |
| 1 | 26/10/2017 | 28 | | | | | | | | | | | | | | | |
| 2 | 26/07/2017 | 23 | | | | | | | | | | | | | | | |
| 3 | 26/04/2017 | 19 | | | | | | | | | | | | | | | |
| 4 | 15/02/2017 | 16 | | | | | | | | | | | | | | | |

**MSP0 Public Summary Report
Revision 0 (Aug 2017)**

| Criterion / Indicator | Assessment Findings | Compliance |
|-----------------------|---------------------|------------|
| | | |
| | | |

| Criterion / Indicator | Assessment Findings | Compliance |
|-----------------------|---|------------|
| | <p>summarised in a chart flow form and displayed for information of all employees in the mill. They includes emergencies relating fire, explosion, oil spillages & chemical spillages</p> <ul style="list-style-type: none"> - <i>Ahli J/Kuasa Pasukan Bertindak Kecemasan 2017</i> headed by the Mill Manager - <i>Carta Aliran Pelan Tindakan Kecemasan Semasa Kebakaran</i> - <i>Carta Aliran Pelan Tindakan Kecemasan Semasa Letupan</i> - <i>Carta Aliran Pelan Tindakan Kecemasan Semasa Berlaku Tumpahan Minyak</i> - <i>Carta Aliran Pelan Tindakan Kecemasan Semasa Berlaku Tumpahan Kimia</i> <p>A fire and evacuation drill was conducted on 08/02/2017 attended by 85 employees. The details of the training records were sighted and verified. Drills are to be continued to cover the areas as identified in the above emergencies event.</p> <p>I) The first aiders representing the mill are as follows;</p> <ul style="list-style-type: none"> i) En K Ganeson – Mill Supervisor ii) En Roslan Abu – Wiremen <p>Training in this relation was held on 08/2/2017 organised on SOU basis by PSQM personnel..</p> <p>Training record was sighted and verified. The first aid boxes were evenly available at various important points in the mill complex including laboratory, office, workshop, process control room etc.</p> | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|---|------------|
| | | Records of all accidents are kept and filed. Records are kept for a minimum 10 years in the office. Accident incidences are reviewed during safety meetings. The content of the accident records file was sighted and verified. The mill recorded nil accident for the past 18 months. This was supported through interviews, records of JKKP 7 & 8 and minutes of ESH meetings. | |
| Criterion 4.4.5: Employment conditions | | | |
| 4.4.5.1 | The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees. - Major compliance - | SOU 18 has implemented Social Policy since January 2015. Human rights is one of the elements under the Social Policy. The management is treated the workers with respect and fair. Awareness training on human rights has been conducted on 13/10/2016 to all the workers | Yes |
| 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 - | Migrant workers are recruited with 2+1 years contract. Local workers are on a long term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, water and electric supplier (connect to national water and electricity supply) and medical care are given to all employees without discrimination. | Yes |
| 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 - | All the workers are under direct employment. The payslip has included basic income, allowance pay, working days, medical leave, deduction of salary and etc. The payroll for the following sampled workers for June 2017 – September 2017 was verified to be consistent with the Minimum Wage Act 2012. There was no records or complaint observed during the interview with workers. All the sampled workers for direct employment and contract workers were achieved the minimum wage accordance | Yes |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| | | to Minimum Wage Order 2016 which achieved RM 1000/ month or RM 38.46/day. | |
| 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> | There is no contract workers in the mill. There is only transporter workers. | Yes |
| 4.4.5.5 | <p>The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p> | <p>The workers master list was reviewed. The list includes date of birth, date joined, gender etc.</p> <p>The wages list is in the Sime Darby SPA system and the entry of price is control by HQ.</p> | Yes |
| 4.4.5.6 | <p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p> | <p>The following contracts has been verified to confirm that workers have binding working agreement with the company:</p> <p>Moniza binti Adis (ID 118823)</p> <p>Agus Suroto (ID 111737)</p> <p>Mahmudin (ID 122780)</p> <p>Interview with the workers confirms that they have a copy of the employment contract and they understood the conditions stated in the contract.</p> | Yes |
| 4.4.5.7 | <p>The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers.</p> | <p>The working hours are recorded using "punch card" system. The punch card will be verified by supervisor daily. The supervisor will input the code in the "Daily Input Form" (e.g. Normal Full Day,</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|---|------------|
| | - Major compliance - | rest day work, paid holiday work etc) for the payroll clerk to compile the monthly salary. In case the worker is on leave or absence, it is recorded in the "Daily Input Form". | |
| 4.4.5.8 | The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable. - Major compliance - | The following contracts has been verified to confirm that workers have binding working agreement with the company: Moniza binti Adis (ID 118823) Agus Suroto (ID 111737) Mahmudin (ID 122780) | Yes |
| 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 - | Overtime is paid 1.5 times; Rest day work is paid 2 times and Public Holiday is paid 3 times. The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements the MAPA/NUPW regulations. | Yes |
| 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 - | According to the employment contract company provides: 5kg rice and 5kg cooking oil to all workers once every 2 months RM5 mobile subsidy to all workers. Free medical benefit to workers dependent at the estates clinics. Renewal for driving license for local workers Sending worker's children to schools Once a year festival token to all workers Yearly schooling assistance | OFI |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|---|------------|
| | | <p>Sime Darby scholarship</p> <p>The field workers are paid with Productivity Incentive. The more they work the higher the incentive.</p> | |
| 4.4.5.11 | <p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p>- Major compliance -</p> | <p>The basic amenities and facilities at the quarters provided by the company to it workers includes electricity, water and domestic waste disposal. Electricity and water is connected with the national infrastructure facilities. The usage of electricity and water is bared by the workers themselves.</p> <p>During the field assessment, it was observed that the housing are in good conditions. For local workers with family, each will be given a house while for foreign workers for single workers, it will be given shared house of 3 each per house.</p> <p>For foreign workers, all foreign workers will be given a starter kit which includes basis amenities (e.g. mattress, cooking utilises).</p> | Yes |
| 4.4.5.12 | <p>The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.</p> <p>- Major compliance -</p> | <p>The Gender Policy was established since January 2015. The Policy covers the commitment to prevent sexual harassment and all forms of violence against women, workers and community. The signatory of the Policy is by Datuk Franki Anthony Dass the Managing Director of Sime Darby Plantation.</p> <p>No harassment and violence was reported. The audit team had confirmed during interview with workers.</p> | Yes |
| 4.4.5.13 | <p>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</p> | <p>During the interview with workers, there are no evidence received that there are restriction from the company to allow workers to join trade union. The workers have their freedom to join the NUPW/MAPA union.</p> | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| | <p>bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p> | <p>The Social Policy established since 2015 covers the commitment of the company towards respecting the rights of all personnel to form and join trade unions of their choice to bargain collectively.</p> <p>The workers union representative for the mill is Mr Ganasegaran a/l Manickam.</p> | |
| 4.4.5.14 | <p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation.</p> <p>- Major compliance -</p> | <p>The Social Policy and Social & Humanity Management Policy was established since January 2015. The Policy covers the commitment to not condone forced labour or child labour. The signatory of the Policy is by Datuk Franki Anthony Dass the Managing Director of Sime Darby Plantation.</p> <p>Field observation, interviewing with workers and verification of workers master list confirmed that there is no child labor.</p> | Yes |
| Criterion 4.4.6: Training and competency | | | |
| 4.4.6.1 | <p>All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training.</p> <p>- Major compliance -</p> | <p>The annual training program has been established and significantly covers all aspects of the MSPO requirements. There were also additional subjects including the mill operating procedures, parameters of mill produce, machinery maintenance etc. The training program also specified the target group of employees to be trained under the allocated subjects. The program mainly covers both requirement of the estates and mill in the SOU 18/19. The subjects for the training are issued and assisted by the PSQM personnel. The following topics included in the annual training program 2017/18 among others are extracted below;</p> <p>OSH Act 7 regulations 1994.</p> <p>Environmental Quality Act 1974</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| | | <p>USECHH 2000</p> <p>OSH Committee and function.</p> <p>First Aid Training</p> <p>Scheduled waste training</p> <p>RSPO/MSPO training</p> <p>Water treatment</p> <p>HCV & Biodiversity training.</p> <p>Records of training for Diamond Jubilee Palm Oil Mill were sighted during this audit. Details are shown in 4.4.6.3.below.</p> | |
| 4.4.6.2 | <p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p> | <p>The training needs for the mill financial year 2017/18 training program has been established. The details of the training needs include categories of stations, subjects, and employees group.</p> <p>Included in this program among others are subjects related to;</p> <p>Environmental/safety & health policy/scheduled waste management / environmental responsibility,</p> <p>HCV & Biodiversity training</p> <p>machine handling/mill stations operations/control of process parameters</p> <p>workshop management etc</p> <p>Sighted training needs requirement prepared for</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|--|---|----------------|------|-------------------|----------------|---|----------|-------------------------|----|---|---------|---|----|---|----------|---------------------------------------|---|---|----------|--------------|----|---|---------|-------------------|---|---|----------|--------------|----|---|---------|----------------|----|---|-------------|----------------------|---|-----|
| | | <p>En Usman Ronda – Press operator dated 01/7/17</p> <p>En Mohd Pazii Runing – kernel plant operator dated 01/7/17</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.4.6.3 | <p>A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure.</p> <p>- Minor compliance -</p> | <p>This is in compliance and detailed in 4.4.6.1 above. Training program are made on annual basis. It is subject for review during the financial year should need arises.</p> <p>This training program is renewable on a yearly basis.</p> <p>The trainings conducted by the mill are given below. These training are made to ensure employees are trained in their job and on to update on current development adopted by the organisation.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Title of training</th> <th>No of attendee</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15/11/17</td> <td>MSPO awareness training</td> <td>40</td> </tr> <tr> <td>2</td> <td>12/5/17</td> <td>E-Lab SORA Structured 0:1 Recovery Assessment</td> <td>10</td> </tr> <tr> <td>3</td> <td>24/10/17</td> <td>Water treatment and chemical handling</td> <td>2</td> </tr> <tr> <td>4</td> <td>21/12/17</td> <td>5 S training</td> <td>23</td> </tr> <tr> <td>5</td> <td>09/2/17</td> <td>Chemical handling</td> <td>1</td> </tr> <tr> <td>6</td> <td>23/10/17</td> <td>Townhall 5.0</td> <td>23</td> </tr> <tr> <td>7</td> <td>13/2/17</td> <td>Gender Program</td> <td>15</td> </tr> <tr> <td>8</td> <td>7/2-18/2/17</td> <td>Safety Week Campaign</td> <td>1</td> </tr> </tbody> </table> | | Date | Title of training | No of attendee | 1 | 15/11/17 | MSPO awareness training | 40 | 2 | 12/5/17 | E-Lab SORA Structured 0:1 Recovery Assessment | 10 | 3 | 24/10/17 | Water treatment and chemical handling | 2 | 4 | 21/12/17 | 5 S training | 23 | 5 | 09/2/17 | Chemical handling | 1 | 6 | 23/10/17 | Townhall 5.0 | 23 | 7 | 13/2/17 | Gender Program | 15 | 8 | 7/2-18/2/17 | Safety Week Campaign | 1 | Yes |
| | Date | Title of training | No of attendee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 15/11/17 | MSPO awareness training | 40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 12/5/17 | E-Lab SORA Structured 0:1 Recovery Assessment | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 24/10/17 | Water treatment and chemical handling | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 21/12/17 | 5 S training | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 09/2/17 | Chemical handling | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 23/10/17 | Townhall 5.0 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 13/2/17 | Gender Program | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 7/2-18/2/17 | Safety Week Campaign | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | | | | Compliance | | | | | | | | | | | | | | | | |
|--|--|---|----------------|--|----------------|------------|--|------|-------------------|----------------|---|----------|---|----|---|----------------|--|----|---|----------|--|---|
| | | 9 | 08/2/17 | Evacuation & Fire Drill | 32 | | | | | | | | | | | | | | | | | |
| | | 10 | 17/11/17 | RSPO Refresher & MSP0 Awareness Training | 6 | | | | | | | | | | | | | | | | | |
| | | 11 | 20/11/17 | Safety & PPE briefing | 24 | | | | | | | | | | | | | | | | | |
| | | 12 | 08/2/17 | First Aid Training | | | | | | | | | | | | | | | | | | |
| | | 13 | 13/2/17 | Training on working at height | | | | | | | | | | | | | | | | | | |
| | | <p>There were also training made for the Contractors prior to work commencement in the mill as tabled below; Mainly the workers are involved in the projects made within the mill vicinity.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Title of training</th> <th>No of attendee</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/11/17</td> <td>M/S We Heng – Safety procedures & adherence</td> <td>40</td> </tr> <tr> <td>2</td> <td>5/11 & 9/11/17</td> <td>JB Consultancy – Safety procedures & adherence</td> <td>10</td> </tr> <tr> <td>3</td> <td>31/10/17</td> <td>Wheng Electrical – Safety procedures & adherence</td> <td>2</td> </tr> </tbody> </table> | | | | | | Date | Title of training | No of attendee | 1 | 06/11/17 | M/S We Heng – Safety procedures & adherence | 40 | 2 | 5/11 & 9/11/17 | JB Consultancy – Safety procedures & adherence | 10 | 3 | 31/10/17 | Wheng Electrical – Safety procedures & adherence | 2 |
| | | | Date | Title of training | No of attendee | | | | | | | | | | | | | | | | | |
| | | 1 | 06/11/17 | M/S We Heng – Safety procedures & adherence | 40 | | | | | | | | | | | | | | | | | |
| | | 2 | 5/11 & 9/11/17 | JB Consultancy – Safety procedures & adherence | 10 | | | | | | | | | | | | | | | | | |
| | | 3 | 31/10/17 | Wheng Electrical – Safety procedures & adherence | 2 | | | | | | | | | | | | | | | | | |
| 4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services | | | | | | | | | | | | | | | | | | | | | | |
| Criterion 4.5.1: Environmental Management Plan | | | | | | | | | | | | | | | | | | | | | | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|---|------------|
| 4.5.1.1 | <p>An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.</p> <p>- Major compliance -</p> | <p>There is an Environmental Management Policy for the mill issued and endorsed in Jan 2015 by the Managing Director. Content of the policy among others mentioned that the Company is committed to protecting the environment and conserving biodiversity through sustainable development. Communication to the employees are made through town hall session, safety meetings, weekly briefings. A town hall 5.0 session for the mill employees was organized on 23/10/17. This is a common program initiated by PSQM throughout the entire operating units in the SDP.</p> | Yes |
| 4.5.1.2 | <p>The environmental management plan shall cover the following:</p> <p>An environmental policy and objectives;</p> <p>The aspects and impacts analysis of all operations</p> <p>- Major compliance -</p> | <p>The policy is available and objectives stated therein as described in 4.5.1.1 above</p> <p>The mill monitors aspects and impacts for the following activities</p> <p>boiler operation</p> <p>power generation</p> <p>crude palm oil storage leakage/spillage/ruptured</p> <p>effluent pond ruptured & anaerobic process pond release of gas to atmosphere.</p> <p>In addition the environmental performances are monitored throughout the year. Sighted results of monitoring as follows;</p> <p>Results from June 2016 – Oct 2017 water usage in m3/mt FFB target 1.35 (results av 1.08-2.21). Water utilisation identified are for process & softener. e.g in April 2017 total water used is 16450 m3 FFB processed for the month is 13456.68 mt therefore ratio = 1.22. Commentaries for the variation against the targeted ratio were provided in the data tabulation.</p> | |

| Criterion / Indicator | | Assessment Findings | Compliance | | | | | | | | | | | | |
|-----------------------|--|--|--------------------------------|----------------------|--------------------------------|---------------|---|---------------|--|-------------------------------|---|-------------|---|--------------------------------|--|
| | | <p>fossil fuel usage (diesel) ranging from .0.29 to 0.35 l/mt CPO</p> <p>electricity consumption kWh/ mt FFB processed. Results ranging from 1.33 to 1.67</p> <p>utilization of fibre/shell in boilers to produce renewable energy.</p> <p>Data calculated from FFB mass balance. Surplus shell if any stored at the yard is estimated These are either sold to outside buyers or delivered to the estate e.g. for mulching in the nursery seedlings bags or road patching.</p> | | | | | | | | | | | | | |
| 4.5.1.3 | <p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p>- Major compliance -</p> | <p>This plan is available and similar to the reduction of pollution and emission in 4.5.4.1. Mainly the areas relating to significant impact to the environment and the effort implemented are summarised below.</p> <table border="1"> <thead> <tr> <th></th> <th>Environmental Issues</th> <th>Solution Procedure/Action Plan</th> <th>Main Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Water Quality</td> <td> <p>Continuous monitoring water quality at identified points of river for detection of quality/pollution</p> <p>Analysis made at certified laboratory</p> <p>Advisory/guidance from Health Ministry</p> </td> <td>River, Water Treatment Plant,</td> </tr> <tr> <td>2</td> <td>Air Quality</td> <td> <p>Adherence to the legislative requirement on boiler emission</p> <p>Prohibition of open burning</p> </td> <td>Boiler operation, mill complex</td> </tr> </tbody> </table> | | Environmental Issues | Solution Procedure/Action Plan | Main Location | 1 | Water Quality | <p>Continuous monitoring water quality at identified points of river for detection of quality/pollution</p> <p>Analysis made at certified laboratory</p> <p>Advisory/guidance from Health Ministry</p> | River, Water Treatment Plant, | 2 | Air Quality | <p>Adherence to the legislative requirement on boiler emission</p> <p>Prohibition of open burning</p> | Boiler operation, mill complex | |
| | Environmental Issues | Solution Procedure/Action Plan | Main Location | | | | | | | | | | | | |
| 1 | Water Quality | <p>Continuous monitoring water quality at identified points of river for detection of quality/pollution</p> <p>Analysis made at certified laboratory</p> <p>Advisory/guidance from Health Ministry</p> | River, Water Treatment Plant, | | | | | | | | | | | | |
| 2 | Air Quality | <p>Adherence to the legislative requirement on boiler emission</p> <p>Prohibition of open burning</p> | Boiler operation, mill complex | | | | | | | | | | | | |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | | | Compliance |
|-----------------------|--|---|---------------------|---|------------|
| | | | | Monitoring of CEMS system Appointment of trained personnel for Air Pollution Control. | |
| | | 3 | Conductive EFB yard | Control of leachate at EFB yard An improved site construction to include concrete flooring, roofing & containment wall Enforcement of site vehicle collection area. | EFB yard |
| 4.5.1.4 | A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance - | This is available as per item 4.5.1.3 above. | | | Yes |
| 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 - | This is available in the annual training program under subject of; Environmental responsibility & biodiversity, environmental aspect & impact assessment Environmental Quality Act 1974 Environmental, safety & health awareness MSPO/RSPO awareness training | | | Yes |
| 4.5.1.6 | The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. | Training relating and incorporating subjects on environmental are held on either SOU/Zone basis. These trainings were organized in large group involving PSQM executives and representatives from the Zone office. Records were sighted and verified. Environmental | | | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|---|------------|
| | - Major compliance - | <p>issues are also discussed during the quarterly ESH meetings and also briefed during the weekly muster.</p> <p>In addition the Environmental Performance Monitoring Committee is setup to comply with the DOE requirement of Guidance Self-Regulation (GSR). The meeting it to review environmental performance within the POM. The last meeting was conducted on 21/09/2017.</p> | |
| 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 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</p> <p>- Major compliance -</p> | <p>D Jubilee Palm Oil Mill consistently monitors the following and tabulates the data on a monthly basis. (Details in 4.5.1.2 above)</p> <p>The consumption of non-renewable energy (diesel).</p> <p>Direct usage of diesel for the mill operations are recorded. The quantity in mt is divided over the mt FFB processed (ratio) during the month. The performance is measured by this ratio to indicate the level of performance. The data is compiled for comparison and control for future improvement with aim of gradual reduction of diesel. There were measures as shown in the energy management plan to reduce and eliminate wastages among others as follows;</p> <p>To ensure optimum FFB ramp balance to commence processing</p> <p>Timely servicing of vehicles to ensure efficient use of diesel & avoid leakages</p> <p>Regular servicing of turbine for a better efficiency and to minimise running of gen-set</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| | | <p>Educate employees on fuel saving practices. The data for the diesel consumption 2017/18 beginning July – Oct 2017 was sighted and verified.</p> <p>The power generation & allocation to the mill machinery and complex generated by steam turbine are recorded and compiled monthly for monitoring. Performance is reviewed on monthly and annually. It is calculated as electricity generated from turbine that produces power for the mill entire complex operation unit in kWh/mt FFB.</p> | |
| 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 mill records the following data and tabulated the ratio against the FFB processed to determine the efficiency of their operations;</p> <p>All the diesel used (non-renewable) for the mill operations</p> <p>Fibre/shell (renewable)</p> <p>In this relation the following data were sighted and verified.</p> <p>Fossil fuel usage (diesel) ranging from .0.29 to 0.35 l/mt CPO</p> <p>Electricity consumption kWh/ mt FFB processed. Results ranging from 1.33 to 1.67</p> <p>Utilization of fibre/shell in boilers to produce renewable energy.</p> <p>Data calculated from FFB mass balance. Surplus shell if any stored at the yard is estimated. These are either sold to outside buyers or delivered to the estate for mulching in the nursery seedlings bags.</p> | Yes |
| 4.5.2.3 | <p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p> | <p>Details as per 4.5.2.2 above.</p> <p>The fibre and shell are used in the boiler for fuel recycled in the process system. Surplus quantity of shell/fibre are delivered to estates for multi purposes or sold to outside buyers. EFB is used</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance | | | | | | | | | | | | | | | | | | |
|---|--|--|------------|---------------|---------|---|-----------------|--|---|----------------|--|---|------------------|--|--|---------------|---------|--|--|--|-----|
| | | <p>in the estates for mulching. Details of renewable energy fibre/shell inventory are recorded.</p> <p>The long term planning for biogas implementation was reviewed. The recovered biogas will be used for energy generation (e.g. steam & electricity).</p> | | | | | | | | | | | | | | | | | | | |
| 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 and pollution are identified and documented in the Waste Management Plan and Pollution Prevention Plan Financial Year 2017/2018.</p> <p>The waste generated from the mill operations as shown below;</p> <table border="1"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Scheduled waste</td> <td>Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries</td> </tr> <tr> <td>2</td> <td>Domestic waste</td> <td>rubbish from the mill complex and employees quarters</td> </tr> <tr> <td>3</td> <td>Industrial waste</td> <td>Fibre, palm kernel shell, boiler ash, scrap iron</td> </tr> </tbody> </table> <p>The pollution identified from the mill activities</p> <table border="1"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | Type of waste | Details | 1 | Scheduled waste | Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries | 2 | Domestic waste | rubbish from the mill complex and employees quarters | 3 | Industrial waste | Fibre, palm kernel shell, boiler ash, scrap iron | | Type of waste | Details | | | | Yes |
| | Type of waste | Details | | | | | | | | | | | | | | | | | | | |
| 1 | Scheduled waste | Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries | | | | | | | | | | | | | | | | | | | |
| 2 | Domestic waste | rubbish from the mill complex and employees quarters | | | | | | | | | | | | | | | | | | | |
| 3 | Industrial waste | Fibre, palm kernel shell, boiler ash, scrap iron | | | | | | | | | | | | | | | | | | | |
| | Type of waste | Details | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |

| Criterion / Indicator | | Assessment Findings | | Compliance | |
|-----------------------|--|--|----------------------|--|--|
| | | 1 | Black smoke | Emission from Boilers | |
| | | 2 | Odour & gases | Activities from the effluent treatment | |
| | | 3 | Leakage of lubricant | Storage & vehicle maintenance | |
| 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>Identifying and monitoring sources of waste and pollution.</p> <p>Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</p> <p>- Major compliance -</p> | <p>The plan listed the waste generated from the mill operations as shown below;</p> <p>Domestic waste – rubbish from the mill complex and employees quarters are disposed through collection by Majlis Perbandaran Jasin twice a week</p> <p>Action to be taken;</p> <p>To provide adequate dustbins at mill & linesites.</p> <p>Establish collection SOP & schedule</p> <p>Create awareness on hygiene</p> <p>Regular monitoring on cleanliness & hygiene.</p> <p>Industrial waste – Fibre, palm kernel shell, boiler ash, scrap iron</p> <p>Shell & fibre - Sell through registered customer</p> <p>Scrap iron – sell through registered buyers</p> <p>SW – Dispose through DOE appointed Contractor (Kualiti Alam)</p> <p>Scheduled waste – Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries.</p> <p>Comply to procedure stipulated MQMS SOP Handling of scheduled waste.</p> | | Yes | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|---|------------|
| | | <p>Comply to Environmental Quality Regulations 2005</p> <p>Establish list of SW/Notify DOE for all SW generated/appropriate SW labelling</p> | |
| 4.5.3.3 | <p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p>- Major compliance -</p> | <p>The SOP for handling the used chemicals under this classification are documented under operational control procedure dated 26/2/2015 of 53 pages. The document is titled as <i>Document title scheduled waste (hazardous waste) management document ID SD/SDP/PSQM (ESH)/203-EN1</i>. The document is sighted and details of the handling is given for the all the identified SW and used chemicals.</p> | Yes |
| 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>The scheduled waste store was assessed. The pesticide containers are disposed as scheduled waste. The scheduled waste collection consignment notes are reviewed to confirm the disposal of the pesticide containers are according to the best practice.</p> <p>Pesticide containers are also reused as premix containers. Any of the pesticide containers that are to be disposed are triple rinsed and punctured.</p> | Yes |
| 4.5.3.5 | <p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse.</p> <p>- Minor compliance -</p> | <p>This was sighted. The mill have a collection point of domestic waste accumulated in a bin within the mill complex prior to collection by <i>Majlis Perbandaran Jasin</i>. Thus have eliminated the factors of risks to contaminate the environment and water course.</p> | Yes |
| Criterion 4.5.4: Reduction of pollution and emission | | | |

| Criterion / Indicator | | Assessment Findings | Compliance | | | | | | | | | | | | |
|-----------------------|---|--|------------|---------------|-------------|---|-------------|---|-----|---------------|--|---|----------------------|-------------------------------|-----|
| 4.5.4.1 | <p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p> | <p>The pollution identified from the mill activities are as follows;</p> <table border="1"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Black smoke</td> <td>Emission from Boilers</td> </tr> <tr> <td>2</td> <td>Odour & gases</td> <td>Activities from the effluent treatment</td> </tr> <tr> <td>3</td> <td>Leakage of lubricant</td> <td>Storage & vehicle maintenance</td> </tr> </tbody> </table> <p>The polluting activities are identified and documented in the Environmental Aspect & Impact Identification. From the EAI, it will be evaluated for the impact and any impact will be included in the management plan. The evaluation is documented in the Environmental Impact Evaluation</p> | | Type of waste | Details | 1 | Black smoke | Emission from Boilers | 2 | Odour & gases | Activities from the effluent treatment | 3 | Leakage of lubricant | Storage & vehicle maintenance | Yes |
| | Type of waste | Details | | | | | | | | | | | | | |
| 1 | Black smoke | Emission from Boilers | | | | | | | | | | | | | |
| 2 | Odour & gases | Activities from the effluent treatment | | | | | | | | | | | | | |
| 3 | Leakage of lubricant | Storage & vehicle maintenance | | | | | | | | | | | | | |
| 4.5.4.2 | <p>An action plan to reduce identified significant pollutants and emissions shall be established and implemented.</p> <p>- Major compliance -</p> | <p>The action plans to reduce the pollutions are shown below;</p> <table border="1"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Black smoke</td> <td> <p>-To monitor the condition of dust cyclone every 3 months</p> <p>-To carry out boiler furnace cleaning every week</p> </td> </tr> </tbody> </table> | | Type of waste | Action Plan | 1 | Black smoke | <p>-To monitor the condition of dust cyclone every 3 months</p> <p>-To carry out boiler furnace cleaning every week</p> | Yes | | | | | | |
| | Type of waste | Action Plan | | | | | | | | | | | | | |
| 1 | Black smoke | <p>-To monitor the condition of dust cyclone every 3 months</p> <p>-To carry out boiler furnace cleaning every week</p> | | | | | | | | | | | | | |

| Criterion / Indicator | | Assessment Findings | | Compliance |
|-----------------------|--|---|--|------------|
| | | | <p>-To ensure complete furnace combustion by using correct fuel ratio</p> | |
| | | 2 | <p>Odour & gases</p> <p>-To maintain proper feeding into digestion process of effluent to prevent severe and unpleasant odour</p> <p>- Maintain 1:1 ratio of acidification process</p> | |
| | | 3 | <p>Leakage of lubricant</p> <p>-Ensure SOP to be strictly followed</p> <p>-To place all lubricant oil drum on metal trays</p> | |
| | | <p>All efforts and action plans for the identified pollutants and emission above are adequate to comply with the requirement. All identified issues have significant impacts to the environment.</p> <p>The mill also monitored and maintained records on Palm GHG. This compilation is made at Head Office level and made for the entire SOU. Inclusive in the report are;</p> <p>Plantation/field emission (%)</p> <p>data from field emission and sinks (CO2/FFB)</p> <p>Mill emission (%)</p> | | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|---|------------|
| | | data from mill emission and credits (CO2/FFB) | |
| 4.5.4.3 | <p>Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.</p> <p>- Major compliance -</p> | <p>The mill was issued with a license by JABATAN ALAM SEKITAR (DOE) no 004043 dated for a period of 01/7/17 to 30/06/18. Therein is specified the requirement of compliance for the effluent management prescribed in the <i>Jadual Pematuhan</i>. The treated mill effluent discharge is regularly monitored. The limit for the Biochemical Oxygen Demand (BOD) discharge is <5000 mg/l for land application. Regular monitoring is made on monthly basis and quarterly. In addition daily site checking on the effluent ponds are made by the supervisory personnel and effluent attendants. Reports for the effluent parameters are submitted using "<i>Borang Penyata Suku Tahun</i>" to DOE for compliance. Sighted the effluent results in the laboratory at random and all parameters are in compliance with the DOE requirement.</p> | Yes |
| 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>Assessment of water usage and sources.</p> <p>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>Ways to optimize water and nutrient usage and reduce wastage (<i>e.g.</i> having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> | <p>The Water Management Plan for the mill has been established. It is reviewed and renewable on annual basis, the current being for 2017/18. Included therein are inspection of reservoir, water treatment, monitoring of processed water, water leakages/overflow, run-off and ETP monitoring.</p> <p>The mill management has provided contingency plans in event of water crisis.</p> <p>Steps/options to be adopted taken are;</p> <ul style="list-style-type: none"> - to purchase water from SAMB (Syarikat Air Melaka Bhd) - to train/educate staff/workers to conserve water | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|---|------------|
| | - Major compliance - | <ul style="list-style-type: none"> - to revise demand and supply volume / conditions - to monitor water supply <p>In event of a severe water pollution situation:</p> <ul style="list-style-type: none"> - to purchase water from SAMB - to perform treatment of polluted water - to reusing/recycling/rationing | |
| 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>Details of effluent treatment and report as per item 4.5.4.3 above.</p> <p>Diamond Jubilee Palm Oil Mill practiced land application and the limit allowed for the Biochemical Oxygen Demand (BOD) discharge is <5000 mg/l.</p> | Yes |
| 4.6 Principle 6: Best Practices | | | |
| Criterion 4.6.1: Mill Management | | | |
| 4.6.1.1 | <p>Standard operating procedures shall be appropriately documented and consistently implemented and monitored.</p> <p>- Major compliance -</p> | <p>The mill processing system is documented in the Sustainability Plantation Management System MQMS/SQM/08 v 1 dated 01/11/2008 which includes the mill SOP, and Mill Quality Management Manual v.1 2008/MQMS/QMM/08. These documents provides guidelines and standards in the mill operations. The Standard Operating procedure (SOP) described details from the reception, sterilisation, threshing, pressing, clarification, depericarping (nut polishing) station, effluent, laboratory, workshop, despatches etc. In addition there are also manuals available within the industry and MPOB that are used as guidelines.</p> | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| 4.6.1.2 | All palm oil mills shall implement best practices.. - Major compliance - | The monitoring of the mill process is made through the shift supervision headed by An Engineer. All process parameters are documented and summarized in a daily report. The external monitoring is made through visits by the Mill Advisor scheduled on a 6 monthly basis. In addition there are audits by PSQM and GCAD. This is to ensure compliance to Policies, procedures in relation mill operations, financial, OSH, welfare among others.. | Yes |
| Criterion 4.6.2: Economic and financial viability plan | | | |
| 4.6.2.1 | A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance - | The requirement is in compliance. The annual business plan is available. The document is in the form of annual budget and the projection for 5 years (Budget year,PY2,PY3,PY4,PY5) prepared as guidance for future planning. The business plan contains FFB processed, production of CPO & CPK. Component of operating expenditure includes process labour, maintenance external, maintenance parts, consumable, EVIT, admin cost, labour overhead. Inclusive in the business plan is also Capital Expenditure (CAPEX) among others replacement / upgrading of building/machinery, workers amenities for the mill. The M Plan for 2017/2018 was sighted and verified. A calculation of seeking the profitability quantum was also sighted. This is a standard format provided from the Zone Head to the Manager and treated in high confidentiality. | Yes |
| 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 - | This is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream Malaysia dated 11/7/2017. All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors | Yes |


MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|------------------------------------|--|--|------------|
| | | registered with HQ. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the mill personnel and also in event of a major projects will be in the presence of assigned HQ personnel. | |
| 4.6.3.2 | All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance - | This requirement is in compliance. All contracts and purchases are documented i.e. in the form of purchase orders, invoices, contracts for the larger transaction. All documents are signed by both vendor and mill. Sample of contract sighted MS UER Resources Sdn Bhd. dated 31/10/2017 Contract for the waste collection services. Inclusive is clause on compliance to occupational safety and health act 1994 and EQA 1974. And also compliance to Governing Laws and Regulations with regards wages, EPF, SOCSO and other statutory requirements stipulated under Labour Ordinance in respect of all his workers. | Yes |
| Criterion 4.6.4: Contractor | | | |
| 4.6.4.1 | In case of the engagement of contractors, they shall be made to understand the MSP0 requirements and shall provide the required documentation and information. - Major compliance - | This requirement has been specified and explained during the RSPO/MSP0 training and briefing session which includes the presence of Contractors and vendors. All Contractors/Vendors need to follow RSPO/ISCC/MSP0 guideline in accordance with the Sime Darby Plantation of Estate Quality Management System Letters were sent on 11/09/2017 to all contractors and the reply from the contractors to agree to and understand the legal obligations requirements by MSP0 are being met are kept. | Yes |
| 4.6.4.2 | The management shall provide evidence of agreed contracts with the contractor. - Major compliance - | This has been established as per the Company Finance Procedure. All contracts/agreement/purchase orders are made in a standard format content of which are variable subject to the type/nature of work to be executed. All contracts are signed by both mil and | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|--|------------|
| | | contractor indicating agreement of the terms and conditions therein. Sighted few contracts as kept by The AAO in the mill office. | |
| 4.6.4.3 | The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance - | The requirement of accepting MSPO accredited auditors to audit against the contractors are being stated in the formal letter attachment to the contractors | Yes |

Section 4.0 Assessment Conclusion and Recommendation:

| Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings | |
|---|---|
| <p>Based on the findings during the assessment Diamond Jubilee Palm Oil Mill Certification Unit and Diamond Jubilee SOU 18 Estates Certification Unit complies with the MS 2530-4:2013 and MS 2530-3:2013. It is recommended that the certification of Diamond Jubilee Palm Oil Mill Certification Unit and Diamond Jubilee SOU 18 Estates Certification Unit is approved and/or continued.</p> | |
| Acknowledgement of Assessment Findings | Report Prepared by |
| <p>Name: Nathan a/l Kannan</p> | <p>Name: Nicholas Cheong</p> |
| <p>Company name: The China Engineers (Malaysia) Sdn Bhd</p> | <p>Company name: BSI Services Malaysia Sdn. Bhd.</p> |
| <p>Title: Manager</p> | <p>Title: Lead Assesor</p> |
| <p>Signature:</p>  <p>THE CHINA ENGINEERS (MALAYSIA) SDN BHD BUKIT ASAHAN ESTATE (7358-K) NATHAN A/L KANNAN Manager</p> <p>Date: 03/01/2017</p> | <p>Signature:</p>  <p>Date: 03/01/2017</p> |

Appendix A: Assessment Plan

| Date | Time | Subjects | (NC) | (AB) |
|---------------------|-----------------------|---|----------------------------------|------|
| Monday, 20/11/2017 | 23:20 – 06:00 | Travel to Melaka | √ | √ |
| Tuesday, 21/11/2017 | 08:30 – 09:00 | Opening Meeting (Diamond Jubilee Palm Oil Mill) <ul style="list-style-type: none"> • Presentation by Sime Darby Team • Presentation by BSI Lead Auditor -introduction of team member and assessment agenda • Confirmation of assessment scope and finalizing audit scope | √ | √ |
| | 09:00 – 11:00 | Diamond Jubilee Palm Oil Mill Field Assessment: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc. | √ | √ |
| | 11:00 – 12:00 | Stakeholder consultation | √ | |
| | 11:00 – 12:30 | Document Review (MS2530 Part 4), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6 : Best practices | | √ |
| | 12:30 – 13:30 | Lunch / Break | √ | √ |
| | 13:30 – 16:30 | Continue with Document review and site verification if deemed necessary. | √ | √ |
| | 17:00 – 17:30 | Interim closing meeting | √ | √ |
| | Wednesday, 22/11/2017 | 07:30 – 08:30 | Travel to Diamond Jubilee Estate | √ |
| 08:30- 11:00 | | Diamond Jubilee Estate 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. | √ | √ |
| 11:00 – 12:00 | | Stakeholder consultation | √ | |
| 11:00 – 12:30 | | Document review (MS:2530 Part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting | | √ |
| 12:30 – 13:30 | | Lunch / Break | √ | √ |
| 13:30 – 16:30 | | Continue with Document review and site verification if deemed necessary. | √ | √ |

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| Date | Time | Subjects | (NC) | (AB) |
|-------------------------|---------------|--|------|------|
| | 17:00 – 17:30 | Interim closing meeting | √ | √ |
| Thursday, 23/11/2017 | 07:30 – 08:30 | Travel to Bukit Asahan Estate | √ | √ |
| | 08:30-11:00 | Bukit Asahan Estate 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. | √ | √ |
| | 11:00 – 12:30 | Document review (MS:2530 Part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting | √ | √ |
| | 12:30 – 13:30 | Lunch / Break | √ | √ |
| | 13:30 – 15:30 | Continue with Document review and site verification if deemed necessary. | √ | √ |
| | 15:30 – 16:30 | Preparation for closing meeting | √ | √ |
| | 16:30 – 17:30 | Closing meeting | √ | √ |

Appendix B: List of Stakeholders Contacted

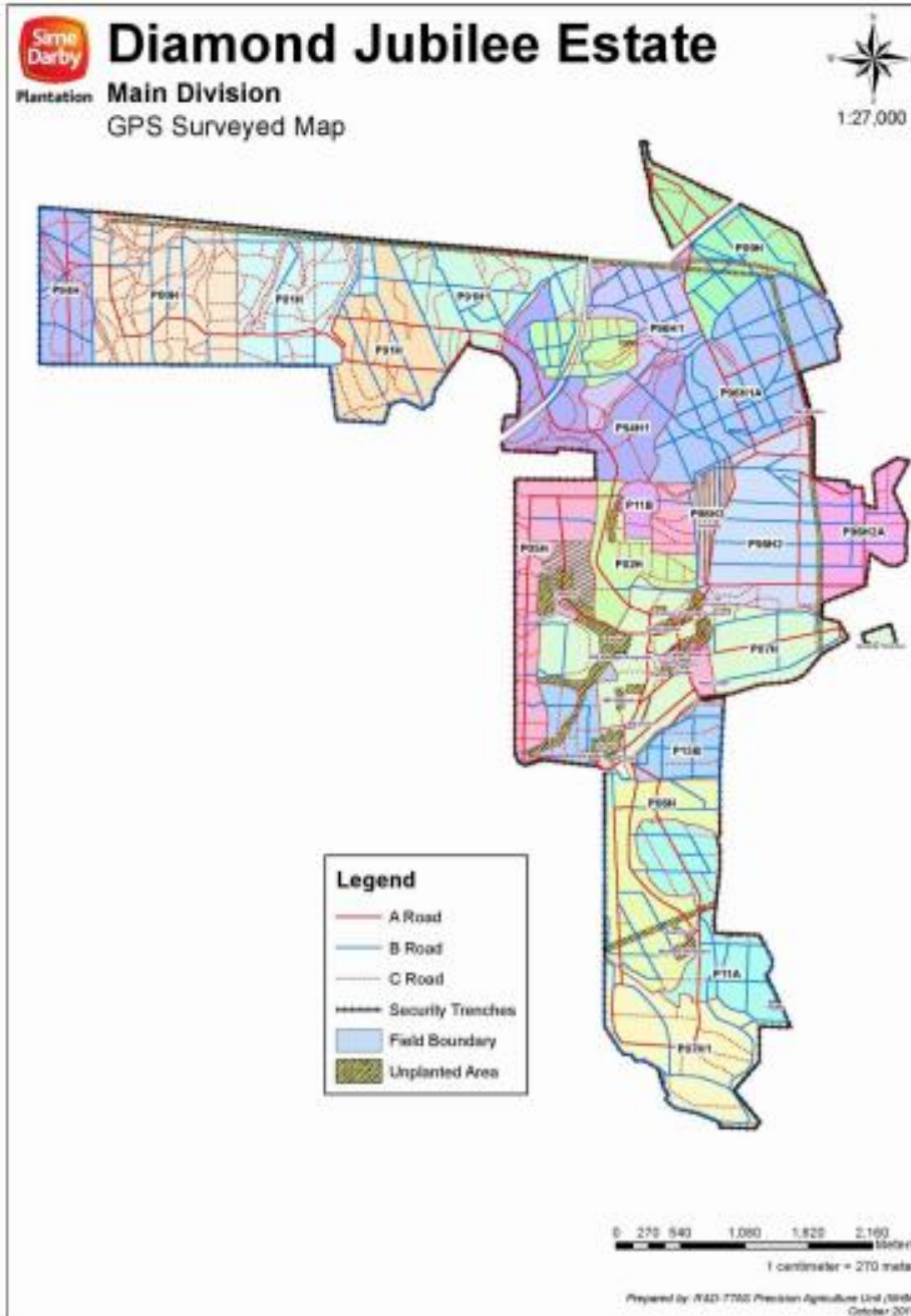
| Internal Stakeholders | External Stakeholders |
|---|--|
| <ol style="list-style-type: none"> 1. Workers 2. Gender Committee 3. Joint Consultative Committee 4. Workers Union Representatives 5. Crèche care taker 6. Hospital Assistant | <ol style="list-style-type: none"> 1. Pegawai Syarak 2. Imam Masjid Rak 3. Representative from SJKT Ladang Bukit Asahan |

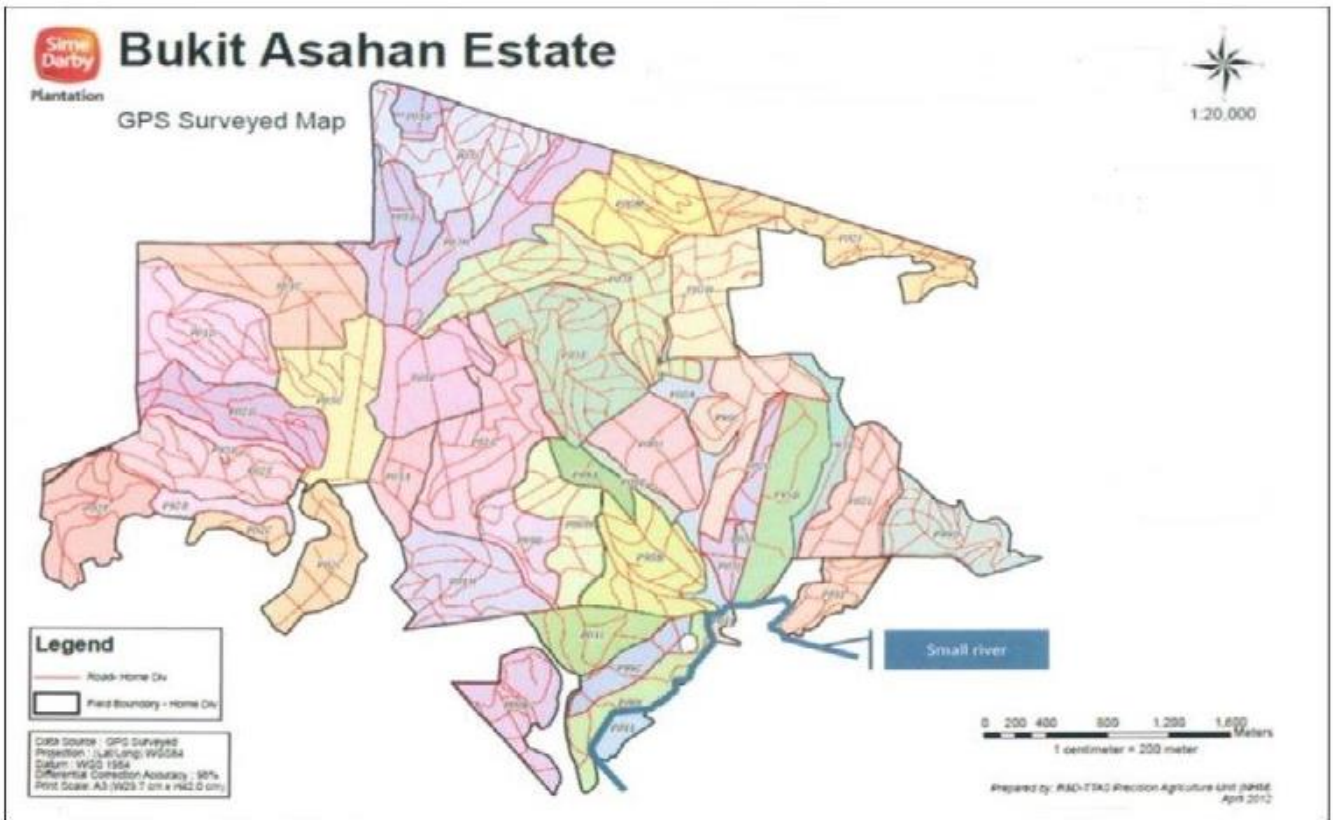
Appendix C: Smallholder Member Details

N/A

Appendix D: Location and Field Map







Appendix E: List of Abbreviations

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