

**MALAYSIAN SUSTAINABLE PALM OIL
2nd SURVEILLANCE ASSESSMENT
Public Summary Report**

Sime Darby Plantation Bhd
Client company Address: Main Block, Level 3A, Plantation Tower, No. 2, Jalan PJU 1A/7, Ara Damansara 47301 Petaling Jaya, Selangor
Certification Unit: Strategic Operating Unit (SOU 20) Chaah Palm Oil Mill Location of Certification Unit: Pejabat Ladang Chaah, 85400 Chaah, Johor, Malaysia

Report prepared by:
Muhammad Fadzli b. Masran (Lead Auditor)

Report Number: 9674119

Assessment Conducted by:
BSI Services Malaysia,
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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
MPOB License	Chaah POM: 518940004000 Chaah Estate: 518848002000 Simpang Kiri Estate: 532593002000 North Labis Estate: 522496002000 and 520479102000 (Sg Labis Div)		
Company Name	Sime Darby Plantation Berhad		
Address	Head Office: Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, 47301 Ara Damansara, Selangor, Malaysia Strategic Operating Unit (SOU 20) - Chaah Palm Oil Mill, Pejabat Ladang Chaah, 85400 Chaah, Johor, Malaysia		
Group name if applicable:	Sime Darby Plantation Berhad		
Subsidiary of (if applicable)	N/A		
Contact Person Name	Shylaja Devi Vasudevan Nair (Headquarters) Muhammad Saufi Baharudin (Mill Manager)		
Website	www.simedarbyplantation.com	E-mail	Kks.chaah@simedarbyplantation.com
Telephone	603-78484379 (Head Office) 019-3807350 (Mill)	Facsimile	NA

1.2 Certification Information			
Certificate Number	Mill: MSPO 682047 Plantations: MSPO 685287		
Issue Date	28/12/2017	Expiry date	27/12/2022
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)	14/11/2017-16/11/2017		
Continuous Assessment Visit Date (CAV) 1	26-28/09/2018		
Continuous Assessment Visit Date (CAV) 2	19-21/08/2019		
Continuous Assessment Visit Date (CAV) 3	NA		
Continuous Assessment Visit Date (CAV) 4	NA		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date

RSPO 548299	Roundtable on Sustainable Palm Oil	BSI Services (M) Sdn. Bhd.	17/11/2020
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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
Chaah Palm Oil Mill	Pejabat Ladang Chaah, 85400 Chaah, Johor, Malaysia	102° 59' 47" E	2° 10' 40" N
Chaah Estate	Pejabat Ladang Chaah, 85400 Chaah, Johor, Malaysia	102° 59' 53" E	2° 10' 31" N
North Labis Estate	Ladang North Labis, P.O. Box No. 501, 85300 Labis, Johor, Malaysia	103° 03' 00" E	2° 23' 00" N
Simpang Kiri Estate	Ladang Sg. Simpang Kiri, K.B. No. 103, 85400 Chaah, Johor, Malaysia	103° 00' 10" E	2° 08' 54" N

1.4 Plantings & Cycle

Estate	Age (Years) - ha				
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30
Chaah Estate	0.00	34.70	2503.56	189.95	3.96
North Labis Estate	729.87	1026.61	1241.68	245.78	0.00
Simpang Kiri Estate	249.92	346.19	1499.14	0.00	0.00

1.5 FFB Production (Actual) and Projected (tonnage)

Producer Group	Projected from last audit (Aug 2018–July 2019)	Actual production last 12 months (Aug 18 – July 19)	Projected production for next 12 months (Aug 19 – Jul 20)
Chaah Estate	64,366.56	53,929.83	62,435.01
North Labis Estate	58,978.00	51,076.95	57,428.13
Simpang Kiri Estate	42,142.17	38,185.87	38,150.53
Total	165,486.73	143,192.65	158,013.67

1.6 Certified CPO / PK Tonnage

Mill	Projected from last audit (Aug 2018–July 2019)	Actual production last 12 months (Aug 18 – July 19)	Projected production for next 12 months (Aug 19 – Jul 20)
Chaah POM	CPO (OER: 18.47%)	CPO (OER: 20.83%)	CPO (OER: 20.95%)

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30 MT/hr	30,564.31	29,827.03	33,103.86
	PK (KER: 4.81%)	PK (KER: 5.11%)	PK (KER: 5.50%)
	7,964.23	7,317.14	8,690.75

1.7 Certified Area					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Chaah Estate	2,732.17	6.95	58.07	2,797.19	97.68
North Labis Estate	3,243.94	1.63	275.16	3,520.73	92.14
Simpang Kiri Estate	2,095.25	62.11	214.30	2,371.66	88.35
TOTAL	8,071.36	70.69	547.53	8,689.58	92.89

1.8 Details of Certification Assessment Scope and Certification Recommendation:
<p>BSI Services Malaysia Sdn Bhd has conducted the Annual Surveillance Certification Assessment of SOU 20 Chaah Palm Oil Mill and Supply Base located in Chaah, Johor comprising 3 estates, 1 palm oil mill and infrastructure.</p> <p>The assessment was conducted onsite to assess the compliance of the certification unit against the MS 2530-3:2013 Part 3: General principles for oil palm plantations and organized smallholder, MS 2530-4:2013 Part 4: General principles for palm oil mills.</p> <p>The onsite assessment was conducted on 19/8/2019 - 21/8/2019.</p> <p>Based on the assessment result, SOU 20 Chaah Palm Oil Mill and Supply Base complies with the MS 2530-3:2013 Part 3: General principles for oil palm plantations and organized smallholder, MS 2530-4:2013 Part 4: General principles for palm oil mills and recommended for certification.</p>

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd
Suite 29.01 Level 29
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Tel +60392129638 Fax +60392129639
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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 19/8/2019 - 21/8/2019. The audit programme is included as Appendix A. The approach to the audit was to treat the SOU 20 Chaah Palm Oil Mill and Supply Base as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities.

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

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

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

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

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

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

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This report was externally reviewed by MSPO approved Peer Reviewer 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 3)	Year 5 (ASA 4)
Chaah POM	X	X	X	X	X
Chaah Estate	X	X		X	X
Simpang Kiri Estate	X		X	X	
North Labis Estate		X	X		X

Tentative Date of Next Visit: August 19, 2020 - August 21, 2020

Total No. of Mandays: 6 Mandays

BSI Assessment Team:

Muhammad Fadzli Masran – Lead Assessor

He holds Bachelor Degree in Forestry Science, graduated from University Putra Malaysia. He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers’ welfare, workers’ occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO 9001 and ISO 14001 at Kulim Plantations. He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in April 2018 and endorsed RSPO Lead Auditor Course in July 2018. Fluent in Bahasa Malaysia and English Language. During this assessment, he assessed on the aspects of mill and estate best practices, waste management, HCV, environmental and occupational safety & health. He is fluent in Bahasa Malaysia and English languages.

Ismadi Ismail – Team Member

He holds Diploma in Planting Industry Management from MARA Institute of Technology, Kuantan Pahang. 24 years of working experiences with various plantation companies and skills in Best Agriculture Practices (GAP) for plantation. Fully trained in CoP, MSPO and OSHAS. Qualified as Lead Auditor/Auditor for MSPO and CoP. Involved in MSPO assessment since 2017. Completed and certified MSPO Auditor course in 2017 held by SGS (M) Sdn Bhd and ISO 9001:2015 lead auditor course by TOMC. Able to speak and understand Bahasa Malaysia and English. During this assessment, he assessed on the aspects of Mill best practices, Estate best practices, workers welfare, stakeholder consultation, social, long-term economic viability etc.

Accompanying Persons: NA

Section 3: Assessment Findings

3.1 Details of audit results

This assessment has been assessed using the following MSPO normative requirements. The assessment details are provided in Appendix A.

- MSPO MS 2530-2:2013 – General Principles for Independent Smallholders
- MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders
- MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills

3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below.

During the Certification Assessment there were one (1) Major & one (1) Minor nonconformities raised. The SOU 20 Chaah Palm Oil Mill and Supply Base Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for its effectiveness and closed accordingly.

Major Nonconformities:																				
Ref	Area/Process	Clause																		
1812801-201906-M1	Plantations	4.3.1.1 - Part 3																		
Requirements:	All operations shall be in compliance with applicable local, national and ratified international laws and regulations.																			
Statement of Nonconformity:	Non-compliance to Employment Injury under the Employees' Social Security Act 1969 (Act 4)																			
Objective Evidence:	<p>The Foreign Workers Compensation Scheme of the following foreign workers was expired and no contribution being made under SOCSO as evidence in the Form 8A.</p> <p>Sample taken on: -</p> <table border="1"> <thead> <tr> <th>No Employee No.</th> <th>Estate</th> <th>Date of Expiry</th> </tr> </thead> <tbody> <tr> <td>1 102147</td> <td>Simpang Kiri</td> <td>27th May 2019</td> </tr> <tr> <td>2 102226</td> <td>Simpang Kiri</td> <td>27th May 2019</td> </tr> <tr> <td>3 102154</td> <td>Simpang Kiri</td> <td>27th May 2019</td> </tr> <tr> <td>4 141474</td> <td>North Labis Estate</td> <td>27th March 2019</td> </tr> <tr> <td>5 141475</td> <td>North Labis Estate</td> <td>27th March 2019</td> </tr> </tbody> </table>		No Employee No.	Estate	Date of Expiry	1 102147	Simpang Kiri	27th May 2019	2 102226	Simpang Kiri	27th May 2019	3 102154	Simpang Kiri	27th May 2019	4 141474	North Labis Estate	27th March 2019	5 141475	North Labis Estate	27th March 2019
No Employee No.	Estate	Date of Expiry																		
1 102147	Simpang Kiri	27th May 2019																		
2 102226	Simpang Kiri	27th May 2019																		
3 102154	Simpang Kiri	27th May 2019																		
4 141474	North Labis Estate	27th March 2019																		
5 141475	North Labis Estate	27th March 2019																		
Corrections:	Estate Management already rectify the issue immediately by register Form 8A on August 2019 to SOCSO. All the workers already registered under SOCSO scheme																			
Root cause analysis:	Monitoring of new law is not effective.																			
Corrective Actions:	As of now Estate Management still in the middle of transition FWCS to SOCSO therefore, Estate Management will monitor closely and ensure all workers are registered as per legal requirement.																			

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Assessment Conclusion:	<p>Evidence Submitted:</p> <p>i. Internal Memo from Regional General Manager, Southern Region to all estate on compliance to Employees’ Social Security Act 1969 (Act 4) dated 16/9/2019.</p> <p>ii. Registration under SOCSO scheme was verified for the said workers under SOCSO contribution form 8A for August and September 2019 (Simpang Kiri and North Labis Estate)</p> <p>Major NC closed on 5/10/2019</p> <p>The effectiveness of the NC closure will be verified in the next surveillance assessment.</p>
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Minor Nonconformities:		
Ref	Area/Process	Clause
1812801-201906-N1	Plantations	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.	
Statement of Nonconformity:	Non-compliance to Surat Pekeliling Bil : 02FY15/16 – Peraturan Keselamatan dan Kesehatan Pekerjaan Di Kawasan Linesite Pekerja Mengikuti Piawaian Roundtable Sustainable Palm Oil dated 18TH Sept 2015, Adalah menjadi kesalahan sekiranya pekerja: - Clause No 1 – Menyimpan tong -tong racun dan tong – tong minyak di dalam atau di sekitar rumah.	
Objective Evidence:	Sungai Simpang Kiri Estate Sighted during site visit, containers containing petrol at House No 14/86, 13/86 and 4/81 at workers quarters.	
Corrections:	The Estate Management removed the petrol container immediately from the said workers quarters and briefed the workers on 24th August 2019 to not keep petrol inside the workers quarters	
Root cause analysis:	Current Estate Management not review the Surat Pekeliling Bil: 02FY/16 displayed at workers quarters prepared by previous Estate Manager in year 2016.	
Corrective Actions:	The Medical Assistant will patrol and monitor during his workers housing complex weekly inspection and report immediately to the Estate Management on the non-compliances. Estate Management continue to brief regularly the workers on safety at workers housing complex.	
Assessment Conclusion:	The effectiveness of the NC closure will be verified in the next surveillance assessment.	

Noteworthy Positive Comments	
1.	Good relationship being maintained with surrounding communities and other stakeholders
2.	Mill has continued maximized the use of renewable energy by consuming fibre and shell which produced through internal process.

3.	Good commitment from the Region and Operating Units management to maintain the sustainability management.
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3.3 Status of Nonconformities Previously Identified and OFI

Not applicable.

3.4 Issues Raised by Stakeholders

IS #	Description
1	Issues: Workers’ Representatives - The workers informed that they have been treated equally without discrimination. They were paid according to Minimum Wage Order 2018. PPE being given free by company all of them have good understanding about complaint and grievance mechanism.
	Management Responses: The management will ensure that the workers were treated equally without any discrimination and sustain the cordial relationship with all the workers irrespective their nationality.
	Audit Team Findings: No other issue.
2	Issues: Contractors – The Contractors have informed that the payment by management was made promptly and having good relationship with the Management. Any issues being solved in amicably manner.
	Management Responses: The Management will continue to sustain good relationship and adhere to the Agreement signed with the Contractors.
	Audit Team Findings: Evidence, payment being made promptly and timely manner as per Contract Agreement.
3	Issues: Gender Committee Representatives: They informed that no sexual harassment or violence case reported so far. They have good understanding on complaint and grievances procedure as well as the function of Gender Committee. No arising issues thus far.
	Management Responses: The management will consistently monitor and assist the Gender Committee.
	Audit Team Findings: No further issues.
4	Issues: Cattle owner: They informed that all the cattle grazing in the Estate land will be placed outside the Estate land by September as agreed with Sungai Simpang Kiri Estate Management
	Management Responses: Regular meeting being conducted with the cattle owners and the effectiveness of the meeting will be observed in October.
	Audit Team Findings: To monitor in next surveillance assessment.
5	Issues: Supplier: He informed that the payment was made promptly and the contract agreement with the management is fair and transparent. The company has good relation with supplier and there is no issue with company’s performance. He has good understanding about complaint and grievance mechanism.
	Management Responses:

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	The Management will continue to sustain good relationship and adhere to the Agreement signed with the Suppliers.
	Audit Team Findings: Evidence, payment being made promptly and timely manner as per Contract Agreement
6	Issues: NUPW Representatives: They informed that the management is fair and transparent. The Union has good relation with Management as periodical meeting being held to address any arising issues or feedbacks from members. No unsolved issues as at time of Audit.
	Management Responses: The Management will continue to sustain good relationship with the NUPW Representatives and members.
	Audit Team Findings: No further action.

3.5 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
1812801-201906-M1	Major	21/8/2019	Closed on 5/10/2019
1812801-201906-N1	Minor	21/8/2019	Open

3.6 Summary of the findings by Principles and Criteria

Malaysian Sustainable Palm Oil 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 -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE No specific MSPO Policy statement of the company however commitment towards MSPO compliance being established through Environment & Biodiversity Policy which indicates their commitments towards sustainable production of palm oil.	Complied
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE Sighted, the Policy of MSPO stated we strive for excellence to be a world class sustainable manufacturer through continuous improvement. In addition, the commitment towards continual improvement is also emphasize under the following Policies: - <ol style="list-style-type: none"> 1. Quality Management Policy 2. Lean Six Sigma Policy 3. Quality Policy 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		The commitments on the above policies was signed by Datuk Franki Anthony Dass, Managing Director of Sime Darby Plantations Berhad dated January 2015.	
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 -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE Sime Darby Plantation, PSQM, Internal audit Procedure, Doc No; SD/SDP/PSQM/IAP, Revision 1, Date; 1/5/2015. The internal audit being conducted annually to implement and maintain the respective standard requirements effectively within the Group. The Management had drawn an Internal Audit Plan and it being carried out once a year to the Estate. The Internal audit conducted by Sustainability Unit, GSQM Department & RSQM	Complied
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE The Internal Audit was planned to be conducted annually. The MSPO Internal Audit for Sungai Simpang Kiri Estate was conducted on 25 th June 2019 by Sustainability Unit, GSQM Department & RSQM. The team Lead Auditor is Mohd Saiful Bari Munir and assisted by Co-Auditor, Selvarani Ayer and Siti Nadiah Khairunnisa Kamaruzaman. 6 major Non-Conformities, 1 minor Non-Conformities and 4 OFI's being raised and all the findings were closed within the mandatory timeframe of 14 days.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>As for North Labis Estate, the MSPO Internal Audit was conducted on 24th June 2019 by Sustainability Unit, GSQM Department & RSQM. The team Lead Auditor is Nor Atikah Mohd Hassan and assisted by Co-Auditor, Nor Ezani ahmad and Zawawi Sahit.</p> <p>4 major Non-Conformities, 5 minor Non-Conformities and 11 OFI's being raised and all the findings were closed within the mandatory timeframe of 14 days.</p>	
4.1.2.3	<p>Report shall be made available to the management for their review.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>The internal audit report was documented and made available for management review. As evidence, all findings from internal audit was responded by Estate Management within the acceptable timeframe.</p>	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>The procedure for Management Review, Standard Operation Manual, Sub-Section 5.6, dated: 25/5/2015) was established. The frequency for management review needs to be carried out at least once a year.</p> <p>The Management Review meeting is on Operating Unit basis. Sungai Simpang Kiri Estate conducted the meeting on 1/08/19 which was chaired by the Estate Manager. The meeting attended by 12 representatives. The agendas discussed in the meeting are Review on operational input and output, Sustainability Management, Recommendation for Improvement, etc.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Evidence at North Labis Estate Management Review was conducted by on 11/07/19 which was chaired by the Estate Manager. The meeting attended by 9 representatives. The agendas discussed in the meeting are Review on operational input and output, Sustainability Management, Recommendation for Improvement, etc.</p> <p>The Management Review report was made available at Estate office.</p>	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	<p>The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>Estate has developed the Continual Improvement for instance: -</p> <ol style="list-style-type: none"> 1. Reduce no of manuring round and labour usage. 2. Remove weight carried by workers thus improve productivity 3. Fixed payment rate and efficient work method to improve Loose fruit quality. 4. Using drone as Management Tool 	Complied
4.1.4.2	<p>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.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>The Estate indicates their commitment to continuously improve or crate new innovation to optimize field operation as evident in Lean Six Sigma Policy.</p> <p>The new techniques and improve practices as below: -</p> <ol style="list-style-type: none"> 1. Benjoni Mulching – reduce no of manuring round and labour usage. 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		2. MB Sprayer – remove weight carried by workers thus improve productivity 3. LF Platform Loading – fixed payment rate and efficient work method to improve Loose fruit quality. 4. Drone – being use for stand count.	
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 -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE Sighted, the training on Benjoni Mulching and MB Sprayer was conducted by Executive and MA on 15 th July 2019 attended by all Southern Region to Assistant and Staff.	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE Sime Darby has established Estate Quality Management System, Level 2, Standard Operation Manual Sub –Section 5.5 Management Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1 Year 2008, Issue No 1 dated 1st Nov 2008. The procedure for handling social issue was described in the Sustainable Plantation Management System, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008 on Flowchart and Procedures on handling Social Issues.	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
	<p>The mechanism is to enable effective and timely communication with employees and external interested parties.</p> <p>The audit team observed that the above SOP specifies the means to communicate and consult with the relevant stakeholders pertaining to the company's safety & health, social, environmental and other aspects.</p> <p>The SOP also specifies the timeframe to be taken to provide feedback to the stakeholder is 2 weeks from the date receiving the queries.</p> <p>The Estate Manager is responsible to address all communication and request for documentations that could be made available to public/stakeholders.</p> <p>Sighted 1 request from external stakeholders at Sungai Simpang Kiri Estate and zero at North Labis Estate in 2019.</p> <p>Sample taken on 2nd May 2019 request by Mr. Lim Man Tong on poor road condition towards Sungai Simpang Kiri Estate. Work was completed on 8th May 2019 by repairing and levelling up the defect road.</p>		
<p>4.2.1.2</p>	<p>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>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>Sime Darby Plantations Bhd website, http://www.simedarbyplantation.com/ have been a medium to disseminating public information ie; The Sustainability Report, Group Annual Report and Procedure for complaints and grievances.</p> <p>Information relating to land titles, safety and health plans, pollution prevention plan is available at the Estate.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE Sime Darby has established Estate Quality Management System, Level 2, Standard Operation Manual Sub –Section 5.5 Management Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1 Year 2008, Issue No 1 dated 1st Nov 2008. The procedure for handling social issue was described in the Sustainable Plantation Management System, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008 on Flowchart and Procedures on handling Social Issues. The mechanism is to enable effective and timely communication with employees and external interested parties.	Complied
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE The person in charge for transparency agenda at Sungai Simpang Kiri Estate is En Ahmad Shafiq bin Che Rameli, Assistant Manager as the persons responsible vide letter dated 1 st January 2018 Estate Manager. At North Labis Estate, the person in-charge is En Mohd Syauqi bin Mahmud, Assistant Manager as the persons responsible vide letter dated 1 st July 2019 Estate Manager	Complied
4.2.2.3	List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE Stakeholder list was made available during the audit and it being categorized as follows: -	Complied

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Criterion / Indicator		Assessment Findings				Compliance
	- Major compliance -		Category	SIMPANG KIRI ESTATE	NORTH LABIS ESTATE	
				Total Number		
		1	Vendor / Suppliers	9	6	
		2	Local communities	6	2	
		3	Other Interested Parties	23	NA	
		4	Bank	1	1	
		5	Contractors	4	9	
		6	Small holders	11	NA	
		7	Penternak Lembu	4	NA	
		8	Government	23	34	
			TOTAL	70	52	
The stakeholders list updated in June 2019 at Sungai Simpang Kiri Estate and July 2019 at North Labis Estate						
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 -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE Standard Operating Procedures for Sustainable Supply Chain & Traceability Appendix 15, Version 2 2018 issuance Feb 2018 was				Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>established and to ensure effective implementation on sustainable supply chain and traceability of FFB.</p> <p>The Standard Operating Procedures also specifies the identified CCPs of which the risk of mixing of certified and non-certified FFB is possible as well as the control of the flow and transportation of the FFB from the harvesting block to the weighbridge and subsequently to the POM.</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>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>All the inventory records are maintained and updated on daily basis and monthly report shows monthly inventory. Computerized system in place through Central Reporting System (CRS). Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the FFB received.</p>	Complied
4.2.3.3	<p>The management should identify and assign suitable employees to implement and maintain the traceability system.</p> <p>- Minor compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>The overall responsible personal for the traceability implementation is the Head of Operating Unit. is stated in Sustainable Plantation Management System, Appendix 15, SOP for Sustainable Supply Chain and Traceability Version 2, 2018, dated Feb 2018.</p> <p>The person in charge for traceability agenda at Sungai Simpang Kiri Estate is En Ahmad Shafiq bin Che Rameli, Assistant Manager as the persons responsible vide letter dated 1st January 2018 by Estate Manager.</p> <p>Whereas, En Mohd Syauqi bin Mahmud, Assistant Manager as the persons responsible for North Labis Estate vide letter dated 1st July 2019 by Estate Manager.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE FFB being sell to Chaah POM, own mill and being monitored by Marketing Department. Sighted the records of sales, delivery or transportation of FFB. This record being maintained and the documents are kept by the both site (estate and mill). The weigh bridge operator will check the system before releasing the dispatch.	Complied
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 -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE All Estates have complied with all the applicable local, state, national and ratified international laws and regulations. The Company has established the Standard Operation Manual (SOM) Sub-Section 5.2 Customer Focus, Appendix 5.2.4a – Procedure for Legal and Other Requirements prepared by the Standards & Compliance Section, Total Quality and Environmental Management (TQEM) Plantation dated 01.11.2008. The company has established Summary Of Compliance – Plantation Quality Management System (PQMS) version 2013 updated July 2019. The Summary of Compliance includes; <ol style="list-style-type: none"> 1. Water 2. Occupational Safety and Health 	Major NC

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Criterion / Indicator	Assessment Findings	Compliance																				
	<p>3. Environmental</p> <p>4. Human Resource Related</p> <p>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.</p> <p>Non – Conformity – Major Non-compliance to Employment Injury under the Employees’ Social Security Act 1969 (Act 4).</p> <p>The Foreign Workers Compensation Scheme of the following foreign workers was expired and no contribution being made under SOCSO as evidence in the Form 8A. Sample taken on: -</p> <table border="1" data-bbox="1048 1010 1789 1337"> <thead> <tr> <th>No</th> <th>Employee No</th> <th>Estate</th> <th>Date of Expiry</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>102147</td> <td>Simpang Kiri</td> <td>27th May 2019</td> </tr> <tr> <td>2</td> <td>102226</td> <td>Simpang Kiri</td> <td>27th May 2019</td> </tr> <tr> <td>3</td> <td>102154</td> <td>Simpang Kiri</td> <td>27th May 2019</td> </tr> <tr> <td>4</td> <td>141474</td> <td>North Labis Estate</td> <td>27th March 2019</td> </tr> </tbody> </table>	No	Employee No	Estate	Date of Expiry	1	102147	Simpang Kiri	27 th May 2019	2	102226	Simpang Kiri	27 th May 2019	3	102154	Simpang Kiri	27 th May 2019	4	141474	North Labis Estate	27 th March 2019	
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Criterion / Indicator		Assessment Findings				Compliance																											
		5	141475	North Labis Estate	27 th March 2019																												
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>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>Sighted lists of permits/licenses which has been monitored and updated periodically and sample at North Labis Estate as follows: -</p> <table border="1"> <thead> <tr> <th></th> <th>Licenses / Permits</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Lesen Mengutip Tol</td> <td>31/12/2019</td> </tr> <tr> <td>2</td> <td>Lesen MPOB – 520479102000 – Sg Labis</td> <td>30/4/2020</td> </tr> <tr> <td>3</td> <td>Lesen MPOB – 522496002000 – North Labis</td> <td>31/7/2020</td> </tr> <tr> <td>4</td> <td>PERMIT Diesel – JH(SGT)0028/83 PSK – 11,00 liter – Sg Labis</td> <td>25/3/2020</td> </tr> <tr> <td>5</td> <td>PERMIT Diesel – JH(SGT)0028/83 PSK – 15,000 liter – North Labis</td> <td>25/3/2020</td> </tr> <tr> <td>6</td> <td>Permit Air Compressor</td> <td>24/9/2020</td> </tr> <tr> <td>7</td> <td>Permit Air Compressor</td> <td>24/9/2020</td> </tr> <tr> <td>8</td> <td>Potongan Upah Seksyen 24 Akta Kerja 1955 – NUPW on AIA Insurance RM3.00</td> <td>NA</td> </tr> </tbody> </table>					Licenses / Permits	Expiry Date	1	Lesen Mengutip Tol	31/12/2019	2	Lesen MPOB – 520479102000 – Sg Labis	30/4/2020	3	Lesen MPOB – 522496002000 – North Labis	31/7/2020	4	PERMIT Diesel – JH(SGT)0028/83 PSK – 11,00 liter – Sg Labis	25/3/2020	5	PERMIT Diesel – JH(SGT)0028/83 PSK – 15,000 liter – North Labis	25/3/2020	6	Permit Air Compressor	24/9/2020	7	Permit Air Compressor	24/9/2020	8	Potongan Upah Seksyen 24 Akta Kerja 1955 – NUPW on AIA Insurance RM3.00	NA	Complied
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Criterion / Indicator		Assessment Findings			Compliance
		9	Potongan Upah Seksyen 24 Akta Kerja 1955 – NUPW on Great Eastern Insurance RM10.00	NA	
		10	Potongan Upah Seksyen 24 Akta Kerja 1955 – AMESU - RM35.00	NA	
		11	Potongan Upah Seksyen 24 Akta Kerja 1955 – Temple tak melebihi RM9.00 / MONTH	NA	
		12	Potongan Upah Seksyen 24 Akta Kerja 1955 – RM10.00 / MONTH / Bachelor RM70.00 / month / Married house	NA	
		13	Potongan Upah Seksyen 24 Akta Kerja 1955 – Mosque tak melebihi RM3.00 / MONTH	NA	
		14	Potongan Upah Seksyen 24 Akta Kerja 1955 – School Bus tak melebihi RM123.00 / MONTH	NA	
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 -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE The periodic review and evaluation on the legal requirement register to ensure that any new/addition as well as changes and amendment are captured and update, through the following manner : i) Plantation Sustainability and Quality Management Department ii) Enquiring the laws books publisher iii) Communication with law/enforcement officers iv) Website			Complied

Criterion / Indicator		Assessment Findings	Compliance										
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 -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE The person in charge for Legal at Sungai Simpang Kiri Estate is En Khairul Anam bin Jumri, Assistant Manager as the persons responsible vide letter dated 1 st June 2019 by Estate Manager. Whereas, En Mohd Syauqi bin Mahmud, Assistant Manager as the persons responsible for North Labis Estate vide letter dated 1 st July 2019 by Estate Manager.	Complied										
Criterion 4.3.2 – Lands use rights													
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance -	Sime Darby did not acquire land from landowners, but leased it directly from the government. There were no issues of land disputes.	Complied										
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	Sime Darby did not acquire land from landowners, but leased it directly from the government. Sighted the sampled land title as follows: SSKE <table border="1" data-bbox="1048 1093 1608 1382"> <thead> <tr> <th>Ownership No.</th> <th>Hectare</th> </tr> </thead> <tbody> <tr> <td>H.S.(D) 7747</td> <td>1538.0053</td> </tr> <tr> <td>H.S.(D) 14358</td> <td>183.3223</td> </tr> <tr> <td>H.S.(D)14359</td> <td>105.6228</td> </tr> <tr> <td>H.S.(D) 14360</td> <td>203.1519</td> </tr> </tbody> </table>	Ownership No.	Hectare	H.S.(D) 7747	1538.0053	H.S.(D) 14358	183.3223	H.S.(D)14359	105.6228	H.S.(D) 14360	203.1519	Complied
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H.S.(D) 14360	203.1519												

Criterion / Indicator		Assessment Findings		Compliance
		H.S.(D) 14361	341.5541	
		NLE		
		Ownership No.	Hectare	
		88297	12.7891	
		83585	2353247	
		98804	80.7094	
		333664	1921371	
		330420	195.0727	
4.3.2.3	<p>Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.</p> <p>- Major compliance -</p>	<p>Legal perimeter boundary markers was clearly demarcated and visibly maintained as sighted at both estates visited.</p> <p>SSKE</p> <p>The legal parameter was clearly demarcated with concrete pole, security trenches and bund. Sighted the security trenches at field P03 adjacent with Kampung Marto.</p> <p>NLE</p> <p>The legal parameter was clearly demarcated with concrete pole and security trenches. Sighted the boundary marking at field P15B adjacent with Labis Forest Reserve.</p>	Complied	

Criterion / Indicator		Assessment Findings	Compliance
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 -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE There were no issues of land disputes in both Estate.	Complied
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should be made available. - Minor compliance -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported at time of audit.	Complied
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported at time of audit.	Complied
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 -	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>SIA was conducted on 6-9 April 2015 by the Social & Environment Projects Unit, PSQM Department covering Chaah POM, Chaah Estate, North Labis Estate and Sg. Simpang Kiri Estate.</p> <p>The methodology of the assessment is through interview with stakeholders such as local communities, workers. Other method such as site visit and documentation reviewed is carried out as well. Attendance list of the stakeholders involved in the assessment was sighted.</p> <p>Sighted, the Social Impact Assessment Management Plan covering all the issues raised by Stakeholders. The plan indicates the Action Plan, Status, PIC and Completion Date.</p> <p>For instance, at Sungai Simpang Kiri Estate a meeting with smallholders and cattle owners was conducted on 5th September 2018. The issues raised being updated in the Social Impact Assessment on the Management Plan.</p>	Complied
Criterion 4.4.2: Complaints and grievances		
4.4.2.1 A system for dealing with complaints and grievances shall be established and documented. - Major compliance -	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>Sime Darby has established Plantation Quality Management System, Level 2, Standard Operation Manual Sub –Section 5.5 Management Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1 Year 2008, Issue No 1 dated 1st Nov 2008.</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
	<p>The procedure for handling social issue was described in the Sustainable Plantation Management System, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008 on Flowchart and Procedures on handling Social Issues.</p> <p>The mechanism is to enable effective and timely communication with employees and external interested parties.</p> <p>Under Group policies and authority's GPA No 85 Whistleblowing channels are established to help all stakeholders raise concerns, without fear or retaliation, on any wrongdoing that they may observe in the Sime Darby Group. The statement can be viewed through http://www.simedarbyplantation.com/</p>	
<p>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.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>The Standard Operation Manual under clause 6.3 Timeframe for External Communication has stated: -</p> <ol style="list-style-type: none"> 1. Within 2 weeks of the date of receipt for communication requiring direct feedback and if the case is not solved, it will be cascaded to the further steps as per SOP. 2. Within 1 week of the completion of the investigation for communication requiring investigation. <p>Sample taken on complaint at North Labis Estate by Muhaeldi , House No D-42 on " lantai tandas rosak and sinki rosak" dated 25th July 2019.</p> <p>Evidence, date of action taken and completion sighted in the Buku Laporan Kerosakan Worker's Housing Complex that the Management has responded to the Complaints in timely and appropriate manner.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
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 -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE Both Estate has established communication book for internal and external complaint. The communication log book is available at Estate 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	Complied
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE Latest meeting with stakeholder was conducted in collaboration with Chaah Estate. Stakeholder meeting was conducted on 9/8/2019 attended by 26 representatives. The meeting was chaired by En Hasnol Hisham Hamdam, Chaah Estate Manager. There was no major issue raised during the meeting. Latest Sustainability training was conducted on 4 th September 2018 to 106 employees by Sustainability Quality Management. As for North Labis Estate, the stakeholder meeting being conducted on Stakeholder category basis. Seen, the latest meeting was with cattle owners dated 19 th June 2019 on issue related to construction of electrical fencing.	Complied
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request.	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE No complaints being addressed in the last 24 months either from Internal or External Stakeholders at Simpang Kiri Estate.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	In North Labis Estate, sighted all internal complaints filled, responded and the records being maintained for the last 24 months. Seen, 7 complaints in 2019 and 43 in 2018.	
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 -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE The Estate is committed and have contributed to local development. The contribution made to the internal and external stakeholders. In general, the CSR performed by the company consist of the following: 1. Contribution for the local communities programme 2. Contribution for the school programme 3. Support for the implementation of the programme such as blood donation and religious festival i.e. Hari Raya, Deepavali, Kenduri Doa Selamat dan Tahlil	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented. - Major compliance -	Sime Darby has established the Group Policy on Health and Safety signed by the Managing Director on Jan 2015. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate. The PSQM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
	<p>The estate has established Safety and Health plan. The plan covered on OSH Legal Compliance, Emergency Response Plan, OSH Management System and Risk Management. Sighted the implementation of the management plan as follows:</p> <ul style="list-style-type: none"> i. OSH Legal compliance has been conducted on 31/7/2019 ii. Evacuation Drill/Fire Drill was conducted on 8/8/2019. Sighted the training report dated 8/8/2019 with evacuation time at 3 minutes. <p>NLE</p> <ul style="list-style-type: none"> i. First aid box inspection was conducted on monthly basis. Sighted the inspection records for the month of May, Jun and July 2019. ii. Sighted the fire extinguisher records FY 2019. Latest licensed expired date due on 7/8/2020 	
<p>4.4.4.2 The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risk of all operations shall be assessed and documented. 	<p>Sime Darby has established the Group Policy on Health and Safety signed by the Managing Director on Jan 2015 and communicated to the workers through induction training for new workers, morning briefing, iCARE Safety and Health Townhall meeting, and displayed at various notice board within the mill.</p> <p>The estates visited has conducted assessment for risk on all the operations and documented in Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The assessment cover all main operations and support operations such as security, office, store, weighbridge, fruit handling, threshing and etc. The assessment also covers working type, job step, hazard, effect, existing control, type, probability, etc.</p> <p>SSKE</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:</p> <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied 	<p>HIRARC Review was conducted by HIRARC Committee at minimum of once a year and when necessary due to accident occur. Latest review was conducted on 10/8/2019. Changes were made to harvesting process due to accident occur for 2 workers.</p> <p>NLE</p> <p>HIRARC Review was conducted by Management Review during Management Review meeting at minimum of once a year and when necessary due to accident occur. Latest review was conducted on 11/7/2019.</p> <p>The estate has established training program for employees exposed to chemicals used at the palm oil mill to ensure the continuous awareness to the employee. The training was conducted by the Manager, Asst. Manager and representative from the chemical suppliers to the supervisors and operators. Sighted the sampled training records as follows:</p> <p>SSKE</p> <ul style="list-style-type: none"> i. Chemical and Spraying SOP training dated 14/8/2019 ii. USECHH 2000 training dated 21/2/2019 iii. Maintenance of Spray equipment and Calibration dated 25/7/2019 iv. Trunk Injection/Bagworm training dated 10/7/2019 <p>NLE</p> <ul style="list-style-type: none"> i. IPM: Spraying technique Pest and Disease dated 16/4/2019 ii. Interpump maintenance, PPE and safety training dated 1/3/2019 	

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Criterion / Indicator	Assessment Findings	Compliance
<p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust</p>	<p>iii. Spraying at bufferzone training dated 14/8/2019</p> <p>iv. CDA spraying method dated 18/5/2019</p> <p>The estates visited provided appropriate PPE to all workers according to the job type. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) dated 17/3/2008.</p> <p>SSKE</p> <p>Noted during site visit at spraying and manuring gang, the understanding of PPE usage is acceptable. Sighted the PPE issuance records for employee no. 142877, 142881, 142873 and 142875.</p> <p>NLE</p> <p>Noted during site visit at manuring gang and mucuna planting gang, noted that the workers was provided with appropriate PPE and the understanding on PPE usage is acceptable. The PPE was issued as per for SDP/08/01/108. Sighted the PPE issue dated 6/8/2019, 24/7/2019, 10/7/2019 and 23/5/2019.</p> <p>Procedures of chemical handling is presented in several documents, such Document No. SD/SDP/SQM (ESH)/001-1Sime Darby Plantation Environment, Safety, and Health Management System (ESHMS) Manual dated July 1st, 2012.</p> <p>The Estate Manager has been appointed as Person Responsible / Chairman for Safety and Health in the mill as per appointment letter dated signed by the Regional General Manager. The estate has</p>	

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<p>must have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee’s health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p>	<p>appointed the Asst. Manager as Person Responsible for Safety and Health a per appointment letter dated 2019 signed by the Manager. Estate management has appointed Safety Committee Member consist of Secretary, seven representatives from Employer and ten representatives from Employee as per appointment letter by the Mill Manager. The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting. The OHS Chairman and Secretary are in coordination with PSQM Head Quarter Officer for any update national regulations and collective agreements.</p> <p>Both estates visited conducted OSH committee meeting on quarterly basis. In the meeting discussed issue on employees’ safety, health and welfare.</p> <p>SSKE</p> <p>The management conducted OSH committee meeting on quarterly basis. In the meeting discussed issue on employees’ safety, health and welfare such as committee report, workplace inspection records, accident records, safety and health training report, and any other matters. Sighted the minutes meeting conducted on 2/8/2019, 12/4/2019 and 18/1/2019.</p> <p>NLE</p> <p>The management conducted OSH committee meeting on quarterly basis. In the meeting discussed issue on employees’ safety, health and welfare such as workplace inspection, accident reports, health issue, and any other matters. Sighted the minutes meeting conducted on 30/6/2019, 18/3/2019 and 24/12/2018.</p>	

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<p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p>	<p>Accident of emergency procedure is presented in Mill Quality Management System Standard Operation manual (MQMS SOM) dated November 1st, 2008. Flowchart of emergency handling was presented in Appendix 5.5.3.3.</p> <p>SSKE</p> <p>Noted during interview with the employee, the understanding on the ERP at linesite is acceptable. Latest ERP training was conducted on 8/8/2019 with 3 minutes evacuation time.</p> <p>NLE</p> <p>Noted during interview with the employee, the understanding on the ERP at linesite is acceptable. Latest ERP training was conducted on 20/6/2019.</p> <p>First aider present at various work station at the estates visited. The mandore was appointed as responsible for first aid box at each workstation.</p> <p>SSKE</p> <p>The estate has established the First Aid Box Location Map. During the interview with the mandore noted the understanding on basic first aid treatment. Sighted the latest training records for first aider dated 29/7/2019. First Aid Box inspection was conducted on monthly basis. Latest inspection was conducted on 7/8/2019.</p> <p>NLE</p>	

Criterion / Indicator		Assessment Findings	Compliance
	<p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>The estate has established the First Aid Box Location Map. During the interview with the mandore noted the understanding on basic first aid treatment. Sighted the latest training records for first aider dated 20/6/2019 and 16/8/2019. First Aid Box inspection was conducted on monthly basis. Latest inspection was conducted on 7/8/2019.</p> <p>The mill maintain the records of accident cases and documented in the "Laporan dan Siasatan Kemalangan" log and reported to HQ using the PSQM-ESH Monthly update form. The accident occurred was reviewed on quarterly basis during OSH committee meeting.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>Social policy is available dated Jan 2015 and signed Managing Director, Datuk Franky Anthony Dass. The policy specifies the company's commitment to:</p> <ol style="list-style-type: none"> 1. Respect and give fair treatment in accordance with the rights of employees for the mutual benefits of the company and the employees discrimination; 2. Preventing sexual harassment and other forms of violence against women and protect their reproductive rights 3. Enhance employees' work skills and competencies by providing trainings, exposure and experience 4. Safeguard our operations from employing forced labour and child labour 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		5. Ensure the attainment of free, prior and informed consent in new land development	
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>The documented social policy as specified above outlined the company's commitment to provide fair treatment to the workers without any discrimination in term of race, gender, nationality and position.</p> <p>No evidence of discrimination based on race, skin color, religion, gender, national origin, ancestry, disability, marital status, and sexual orientation was found in both Estates.</p> <p>During interviews with internal stakeholders, it is clearly stated no forced labour at Estate</p>	Complied
4.4.5.3	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>Pay and conditions are documented in the workers' Contract Agreement and wage payment records / pay slip.</p> <p>The salary is according to 'Guidelines on the Implementation on the Minimum Wages'. National Wages Consultative Council Act 2018 (Act 732) Malaysian minimum salary is RM1100.00 as stated in the guidelines.</p> <p>All the workers are based on MAPA / NUPW Agreement Salary Scale as seen in the Contract Agreement workers below:-</p> <ol style="list-style-type: none"> 1. En. Ishak bin Ab Hadi – Employee Code 148304 2. En Ibrahim bin Azman – Employee Code 142559 	Complied

Criterion / Indicator	Assessment Findings	Compliance
	<p>3. En. Zainuddin bin Harith – Employee Code 140600</p> <p>4. En. Mabarak Molla – Employee Code 128501</p> <p>5. En. SK Imran – Employee Code 140008</p> <p>6. En. Sukri – Employee Code 138598</p> <p>Sample taken on the following worker pay slip at Simpang Kiri Estate, En. Muhammad Akram bin Samsudin, No IC : 871020-08-6563, Employee No : 140364</p> <p>Basic Pay : RM 930.82</p> <p>Normal Days Overtime : RM 180.28</p> <p>Afternoon Casual Work : RM 100.00</p> <p>Holiday Pay : RM 38.46</p> <p>Sick Pay : RM 76.92</p> <p>Phone : RM 5.00</p> <p>Insurance : RM 3.00</p> <p>Deductions</p> <p>Advance : RM300.00</p> <p>NUPW : RM 11.00</p> <p>Mosque : RM 3.00</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>EPF : RM 117.00 SOCSO : RM 6.75 Electricity : RM 31.60 SIP : RM 2.70 Nett Pay : RM 862.43</p> <p>Sample at North Labis Estate on En. Saw Mue Ka Pawt, No Passport : MA 528554, Employee No : 108294</p> <p>Basic Pay : RM 1,430.93 Price Bonus : RM 116.10 Productivity Incentive : RM 274.04 FW Dor Wages : RM292.76 Price Bonus : RM25.40 Phone : RM 5.00 Insurance : RM 3.00 Festive Expenses : RM 100.00 Retention Bonus : RM 1,000.00</p> <p>Deductions</p>	

Criterion / Indicator	Assessment Findings	Compliance
	Advance : RM250.00 NUPW : RM 11.00 Nett Pay : RM 2,986.23	
<p>4.4.5.4 Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>SIMPANG KIRI ESTATE</p> <p>Sighted, the Contract Agreement between Ramesh a/l Shunmukan, Trading as RSKP Brothers and Sime Darby Plantation Sdn Bhd dated 1st January 2019 on Transportation of FFB in Peninsular Malaysia. The contract valid until 31st August 2019.</p> <p>Seen, Contract Agreement between Ramesh a/l Shunmukan, Trading as RSKP Brothers and his workers, namely: -</p> <ol style="list-style-type: none"> 1. Mr. Nesapubathi a/l Anathan – 890714-05-535 2. Mr. Premkumar a/l Balakrishnan – 880919-01-5215 3. Mr. Krishnakumar a/l Shunmukan – 850122-01-5907 4. Mr. Raja a/l Subramaniam – 860712-01-5017 <p>Sighted the payslip, permit and contract agreement of all the workers.</p> <p>NORTH LABIS ESTATE</p> <p>Sighted, the Contract Agreement between RSKP Brothers and Sime Darby Plantation Sdn Bhd dated 1st January 2018 on Hiring of Machinery at North Labis Estate. The contract valid until 31st December 2019.</p> <p>No workers under RSKP Brothers as his also the operator.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.5.5 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>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>Sime darby has established Check-roll Employee Listing system for all data of their workers.</p> <p>Sighted at Sungei Simpang Kiri River Estate the Personal Particulars data for all the workers in The Check-roll Employee Listing. The report stated the Offered Position, Personal Details, Date Employed, Educational background and Family Data.</p> <p>In addition, the employment contract is also found to be established and signed and maintained by the company</p>	<p>Complied</p>
<p>4.4.5.6 All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>Sighted, Employment Contract between the Estate and the workers. The Agreement stated all the term and conditions according to Malaysian Law. The contract is in Bahasa Malaysia, Indian, Sri Lankan, Nepalese and Bangladeshi.</p> <p>This contract is signed by both employee and employer and accompanied with respective witnesses. Workers employed consisted of local, Indian, Bangladesh, Nepal and Indonesian. Sample taken on :-</p> <ol style="list-style-type: none"> 1. Puad – C 0696569 2. Nur HossainMondal – R 4905923 3. Uttam Kumar Barua – BP 0620581 4. Thir Bahadur Raut - 0683865 	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
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>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>Working hours is 8 hours. From Monday to Saturday. Total monthly working hours is 208 hours. The overtime maximum is 104 hours according to Malaysian Law. The Estate has pocket check-roll as a working time recording system.</p> <p>Seen the working hours being displayed at the notice board.</p>	Complied
4.4.5.8	<p>The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>The working hours are recorded using Pocket Check - roll system. The pocket check -roll will be verified by supervisor daily. The checkroll clerks will input the information into SAP system (e.g. Normal Full Day, rest day work, paid holiday work etc) for the payroll clerk to compile the monthly salary.</p> <p>In case the worker is on leave or absence, it is recorded in the same system.</p>	Complied
4.4.5.9	<p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>Salary slips clearly shows the calculations of gross salary, all deductions and net salary of a worker. Workers interviewed confirmed that they are being paid more than the stipulated minimum wage and that they understand all the deductions being made.</p> <p>Documented pay slip was distributed to individual workers on the day of payment.</p> <p>The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements of Employment Act 1955.</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
<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>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>All workers have been provided with medical and accident insurance. With regards to local workers, staffs and executives, all of them are covered under EPF & SOCSO as required by the Malaysian Laws and Regulations.</p> <p>For Indonesian workers, will be covered under SOCSO upon expiring the Foreign Workers Compensation Scheme</p> <p>Free medical benefit to workers and dependent at the Estate Clinic and panel clinic with reference by Hospital assistant.</p> <p>Free rice for each worker in every 2 months.</p>	<p>Complied</p>
<p>4.4.5.11 In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>All workers are provided with housing facilities at workers linesite. Usage of water is provided free and electricity will be borne by the workers.</p> <p>Evidence, weekly inspections on Housing Complex, Nest, Community Hall being conducted by Estate Medical Assistant, Azahar Ahmad at Simpang Kiri Estate and En. Affendi Esnin, Field Supervisor of North Labis Estate.</p> <p>NON - CONFORMITY</p> <p>In – compliance to Surat Pekeliling Bil : 02FY15/16 – Peraturan Keselamatan dan Kesihatan Pekerjaan Di Kawasan Linesite Pekerja Mengikut Piawaian Roundatable Sustainable Palm Oil dated 18TH Sept 2015, Adalah menjadi kesalahan sekiranya pekerja: - Clause No 1 –</p>	<p>Minor NC</p>

Criterion / Indicator		Assessment Findings	Compliance
		Menyimpan tong -tong racun dan tong – tong minyak di dalam atau di sekitar rumah. Sighted, containers containing petrol at House No 14/86, 13/86 and 4/81 at Simpang Kiri Estate workers quarters.	
4.4.5.12	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>The company has established Gender Policy to provide guidelines to prevent all forms of sexual harassment and violence at the workplace. The policy has been signed by Managing Director of the company on January 2015.</p> <p>Both Estates have established Gender Committee .Evidence at Sungai Simpang Kiri Estate, the committee lead by Puan Maruti Saleha Suparman, the Store Clerk with 10 committee members.</p> <p>The latest meeting dated 2nd August 2019 discussed on the followings:</p> <ol style="list-style-type: none"> 1. Committee’s issues 2. Monitoring on gender cases, reproductive right and others related issues. 3. Committee’s activities 4. Health and safety 	Complied
4.4.5.13	The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>The Social Policy and Social & Humanity Management Policy was established since January 2015. The company’s shown their commitment by allowing the workers to join and formed union among the workers. The audit team observed that in general all employees</p>	Complied

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<p>the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>are a member to NUPW which is the organization that representing the workers. The NUPW is also a mechanism for the workers to voice their concerns pertaining to the working conditions and welfare.</p>	
<p>4.4.5.14 Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</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 hired in the complex.</p>	<p>Complied</p>
<p>Criterion 4.4.6: Training and competency</p>		
<p>4.4.6.1 All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.</p> <p>- Major compliance -</p>	<p>The estates visited has established training plan base on training need analysis conducted and documented in SOU 20 – Chaah Training Plan. The training plan covers all job designation including the contractors.</p> <p>For contractors, there are 8 trainings such as OHS, discipline and waste management incorporated, and it being briefed before starts any works and recorded in "Permit to Work".</p> <p>Sighted the sample training records as follows:</p> <p>SSKE</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
		i. HIRARC training dated 29/7/2019 ii. Pruning standard and safety procedure training dated 12/7/2019 iii. Awareness training for gender committee dated 15/8/2019 iv. Zenoah blower training dated 26/2/2019 v. harvesting training dated 15/5/2019 NLE i. Manuring technique and fertilizer placement training dated 4/3/2019 ii. PPE and safety training dated 5/6/2019 iii. Pruning and safety training dated 6/3/2019 iv. Deboling ganoderma training dated 3/4/2019	
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific Mill and competency required to all employees based on their job description. - Major compliance -	The estates visited has conducted training need analysis for all employee, management and contractors. The need analysis was conducted base on the job designation and training required by the job type.	Complied
4.4.6.3	A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure. - Minor compliance -	The estates visited has training program which updated annually. The annual internal audit by PSQM and management review does review the effectiveness of the training plan and its execution.	Complied

Criterion / Indicator	Assessment Findings	Compliance	
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sime Darby has established Environmental Policy signed by the Managing Director on January 2015. The policy has been communicated to the workers through briefing, training and displayed on signboard.</p> <p>SSKE</p> <p>The estate has established Environmental Management Plan FY 2019. The plan was reviewed on annually basis. Latest review was conducted on 1/7/2019 The plan was monitored on quarterly basis. Sighted the implementation of the management plan as follows:</p> <ul style="list-style-type: none"> i. Sighted at the chemical mixing area, the waste water were collected in the collection sump. The collected waste water were reused to chemical premix. ii. Sighted during site visit at the workshop, the maintenance scheduled for all vehicle were displayed on Service Maintenance Scheduled Chart. Sighted the maintenance records for TF 001 done on 3/8/2019 and TF 002 done on 11/7/2019. <p>NLE</p> <p>The estate has established Environmental Improvement / pollution Prevention Plan FY 2019. The plan was reviewed on annually basis. Latest review was conducted on 3/7/2019 The plan was monitored on</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
		<p>quarterly basis. Sighted the implementation of the management plan as follows:</p> <ul style="list-style-type: none"> i. Sighted during site visit at the workshop, vehicle under repair was equip with metal/aluminum tray underneath to prevent leakage of lubricant fluids. ii. Sighted the inventory and disposal records of scheduled waste generated, the storage period as per legal requirement. 	
<p>4.5.1.2</p>	<p>The environmental management plan shall cover the following:</p> <ul style="list-style-type: none"> a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. <p>- Major compliance -</p>	<p>Both estates visited has established environmental management plan base on aspect and impacts analysis conducted.</p> <p>SSKE</p> <p>The environmental management plan was established base on Environmental Aspect Impact Identification and Environmental Impact Evaluation. The EAI/EIE was reviewed on annually basis. The EAI/EIE review team. Latest review was conducted on 25/7/2019.</p> <p>The plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated Environmental Issue, Mitigation Measures, Person Responsible and Monitoring Period. The EAI/EIE and management plan was reviewed on annually basis during Management Review Meeting. Latest review was conducted on 1/7/2019.</p> <p>NLE</p> <p>The environmental management plan was established base on Environmental Aspect Impact Identification and Environmental Impact Evaluation. The EAI/EIE was reviewed on annually basis</p>	<p>Complied</p>

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		The plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated Environmental Issue, Mitigation Measures, Person Responsible and Monitoring Period. The EAI/EIE and management plan was reviewed on annually basis during Management Review Meeting. Latest review was conducted on 3/7/2019	
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. - Major compliance -	The estates visited has established Environmental Management Plan FY 2019. The plan was reviewed on annually basis. SSKE The estate has established Environmental Management Plan FY 2019. The plan was reviewed on annually basis. Latest review was conducted on 1/7/2019 The plan was monitored on quarterly basis. Sighted the implementation of the management plan as follows: i. Sighted at the chemical mixing area, the waste water were collected in the collection sump. The collected waste water were reused to chemical premix. ii. Sighted during site visit at the workshop, the maintenance scheduled for all vehicle were displayed on Service Maintenance Scheduled Chart. Sighted the maintenance records for TF 001 done on 3/8/2019 and TF 002 done on 11/7/2019. iii. Sighted the records of cover crop planting records for the month of April 2019.	Complied
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan.	Program to promote positive impact was documented in Environmental Management Plan.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -	<p>SSKE</p> <p>Program to promote positive impact was documented in Environmental Management Plan. The management plan also include a program to promote positive impact as follows:</p> <ul style="list-style-type: none"> i. Sighted the records of cover crop planting records for the month of April 2019. ii. Sighted at the chemical mixing area, the waste water were collected in the collection sump. The collected waste water were reused to chemical premix. 	
4.5.1.5	<p>An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives.</p> <p>- Major compliance -</p>	<p>The estate visited continue provided training to ensure the awareness regarding the environmental policy among the employee. The estates management has established annual training program which covers the environmental awareness and compliance related trainings to the executives, staffs and workers.</p> <p>Sighted the training on environmental aspect as follows:</p> <p>SSKE</p> <ul style="list-style-type: none"> i. Environmental, Safety and Health Policy training dated 28/6/2019 ii. Environmental Responsibility and Biodiversity – Environmental Aspect Impact Assessment training dated 26/7/2019 <p>NLE</p> <ul style="list-style-type: none"> i. IPM: spraying technique pest and disease training dated 16/4/2019 ii. Spraying at bufferzone training dated 14/8/2019 	Complied

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Criterion / Indicator		Assessment Findings	Compliance																								
4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance -	The estate visited has discussed on environmental issue during ESH Committee meeting where representative of the management and employee raised their concerns about environmental quality in the estates.	Complied																								
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																											
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within 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 -	<p>The estate visited maintains records of energy usage, which is reported monthly to head office through SAP system. The monitoring of non-renewable energy usage was conducted on monthly basis. Sighted the records as follows:</p> <p>SSKE</p> <table border="1"> <thead> <tr> <th>Month</th> <th>SSKE Consumption/FFB</th> <th>NLE Consumption/FFB</th> </tr> </thead> <tbody> <tr> <td>Jan 19</td> <td>4.21</td> <td>1.80</td> </tr> <tr> <td>Feb 19</td> <td>3.79</td> <td>1.58</td> </tr> <tr> <td>Mar 19</td> <td>1.95</td> <td>1.29</td> </tr> <tr> <td>Apr 19</td> <td>3.76</td> <td>1.59</td> </tr> <tr> <td>May 19</td> <td>2.09</td> <td>1.36</td> </tr> <tr> <td>Jun 19</td> <td>2.46</td> <td>1.42</td> </tr> <tr> <td>Jul 19</td> <td>1.83</td> <td>1.54</td> </tr> </tbody> </table>	Month	SSKE Consumption/FFB	NLE Consumption/FFB	Jan 19	4.21	1.80	Feb 19	3.79	1.58	Mar 19	1.95	1.29	Apr 19	3.76	1.59	May 19	2.09	1.36	Jun 19	2.46	1.42	Jul 19	1.83	1.54	Complied
Month	SSKE Consumption/FFB	NLE Consumption/FFB																									
Jan 19	4.21	1.80																									
Feb 19	3.79	1.58																									
Mar 19	1.95	1.29																									
Apr 19	3.76	1.59																									
May 19	2.09	1.36																									
Jun 19	2.46	1.42																									
Jul 19	1.83	1.54																									

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Criterion / Indicator		Assessment Findings	Compliance
		<p>The estate has established the management plan to optimize the usage of diesel and documented in the Cost Reduction Planning – Sg. Simpang Kiri Estate. Sighted the plan as follows:</p> <p>i. Grounded the usage of 2 units of mini tractor which are not fully utilized and high maintenance cost.</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 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</p>	Complied
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	Not applicable	Complied
Criterion 4.5.3: Waste management and disposal			
4.5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>The estates visited has identified the waste products and source pollution and documented in Waste Management Plan FY 2019. The plan was reviewed on annually basis. Latest review was done in 24/4/2019 for SSKE and 4/7/2019 for NLE. The waste has been identified as follows:</p> <p>i. Scheduled waste – used lubricants, used lubricants container, contaminated filter, clinical waste, etc.</p> <p>ii. Domestic waste – Rubbish, sewage</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		iii. Industrial waste – Recycled plastic from triple rinsed and punctured pesticides containers, Scrap Metal	
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>a) Identifying and monitoring sources of waste and pollution</p> <p>b) 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>	<p>Estates visited has established waste management plan as per waste identification. The plan was reviewed on annually basis. Sighted the implementation of the management plan as follows:</p> <p>i. The estates visited maintain the records inventory for empty chemical container. The empty container was triple rinse and use back as premix chemical container or puncture and stored at designated storage area before sent to licensed contractors for disposal.</p>	Complied
4.5.3.3	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1 dated 26/2/2016. Proper disposal of waste material are carried out as per the company procedures. The procedures are fully understood by workers and managers.</p> <p>Both estate visited also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor. Stores for scheduled waste were inspected at both estate visited and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment.</p>	Complied
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the</p>	<p>Empty pesticides container were identified as recycle waste. All empty pesticides containers were triple rinse, puncture and stored at designated stored before disposed to licensed contractors, SS Setia Technology Enterprise. Refer approval letter from DOE no AS(B)J</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance		
	national programme on recycling of used HDPE pesticide containers. - Major compliance -	91/110/619/069 Jld 3(37) dated 24/10/2018. Sighted the implementation of the triple rinse during site visit at the storage area.			
4.5.3.5	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses. - Minor compliance -	The estate collect the domestic waste twice a week and disposed at designated landfill as per SOP established Sighted the landfill located at field P99 at North Labis Estate and P03 at Sg. Simpang Kiri Estate.	Complied		
Criterion 4.5.4: Reduction of pollution and emission					
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The estates visited has conducted the assessment of all polluting activities during Environmental Aspects identification, Environmental Impact Evaluation and Waste identification.	Complied		
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The action plan to reduce the identified significant impact has been documented in several action plan i.e Pollution Prevention/Environmental management Plan and Waste management Plan. The managements Plan were available for review.	Complied		
Criterion 4.5.5: Natural water resources					
4.5.5.1	The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:	Documented in Sime Darby Slope and River Protection Policy dated 15/1/2015 signed by the Managing Director stated that buffer zone shall be maintained on both side of the river banks. <table border="1" data-bbox="1048 1321 1599 1383"> <tr> <td>River width</td> <td>Buffer zone</td> </tr> </table>	River width	Buffer zone	Complied
River width	Buffer zone				

Criterion / Indicator	Assessment Findings		Compliance
a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities. c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate. e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented. f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually. - Major compliance -	> 40 meters	50 meters	
	20 to 40 meters	40 meters	
	10 to 20 meters	20 meters	
	5 to 10 meters	10 meters	
	< 5 meters	5 meters	
	*> 3 meters	20 meters	
	Monitoring based on Sustainable Plantation Management System Appendix 7 Standard Operation Procedure (SOP) for taking water samples from streams/ivers, version 1, year 2008, issue no. 1, dated 01/11/2008. SSKE i. The estate conducted river water sampling on quarterly basis. Sighted the water sampling records as follows: Pesticides water analysis Report no.: IE694/2019 Sample date: 17/6/2019 Results: Not conform to Class IIA and IIB NWQS. Investigation has been conducted On 1/8/2019 using WQ-01/CPAR (1) form. NLE		

Criterion / Indicator		Assessment Findings	Compliance
		The estates has established Water Management Plan and reviewed on annually basis. Latest review was conducted on 4/7/2019. Sighted the implementation of the management plan as follows: i. The estate has placed container for rain water harvesting at the workshop. The water harvested was used for washing.	
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. - Minor compliance -	SSKE The construction of bund was done along the Sg. Simpang Kiri and Sg. Sayong for water management. NLE No construction of bund across Sg. Gatom.	Complied
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles). - Minor compliance -	The practice water harvesting of water from road-side drains being directed and stored in conservation road side pits was observed in both estates.	Complied
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value			
4.5.6.1	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover: a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.	HCV Re-Assessment for Strategic Operating Unit (SOU) 20 Chaah has been conducted on August 2016 by Plantation Sustainability Quality Management (PSQM) Department, Sime Darby Plantation Sdn. Bhd. Final Report (Version 2.0).	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>b) Conservation status (<i>e.g.</i> The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.</p> <p>- Major compliance -</p>		
<p>4.5.6.2 If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p>- Major compliance -</p>	<p>Total HCV area identified for SOU 20 falls under Water Catchment area, bund and river reserve – HCV category 4 – 70.69 Ha distributed among Chaah Estate, Simpang Kiri Estate and North Labis Estate.</p> <p>In SOU 20, identified HCVs was categorized under HCV 4 such as Water Catchment area, bund, forest reserve and river reserve.</p> <p>Their management plan such as:</p> <ul style="list-style-type: none"> • To ensure no agrichemical activities carried out near the water catchment area. • To cover any bare soil with planting of vetiver grasses, groundcovers and to reduce soil erosion. • Establishment of safety/awareness signages • To give briefing during muster to include HCV related. • HCV awareness training for estate management by PERHILITAN or PSQM Dept. or any related agencies. <p>Similar HCV management plan at Chaah Estate and North Labis Estate</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
	<p>The estates visited has established HCV Management Plan to monitor or enhance the HCV identified. Sighted the implementation of the management plan at estates visited as follows:</p> <p>SSKE</p> <p>i. i. Sighted during site visit, the estate has erected signboard on prohibition of illegal hunting, no open burning and no trespassing at estates entrance and HCV area.</p> <p>NLE</p> <p>i. Sighted during site visit, the estate has erected signboard on prohibition of illegal hunting, no open burning and no trespassing at estates entrance and HCV area.</p> <p>ii. The estate has conducted coordination meeting and stakeholder meeting on construction and completion of electrical fencing at main div North Labis Estate. The meeting was conducted on 19/6/2019 and 17/7/2019 respectively involving the estate management representative, RSQM, contractor, Kg. Juaseh and Wildlife Department Segamat. The minutes meeting was available for review.</p>	
<p>4.5.6.3 A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p>	<p>The management plan was monitored on 3 monthly basis by assistant manager.</p>	<p>Complied</p>
<p>Criterion 4.5.7: Zero burning practices</p>		

Criterion / Indicator		Assessment Findings	Compliance
4.5.7.1	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice. - Major compliance -	Zero open burning policy as per SOP Section B2 - Felling/Land Clearing & Land Preparation dated November 2008. Management complying with the Malaysian environmental law –EQA and Regulations 1974.	Complied
4.5.7.2	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. - Major compliance -	No open burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	Complied
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	No controlled burning noted based on the records on the land clearing and felling for the replanting at visited estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	Complied
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	Noted based on the records on the land clearing and felling for the replanting at visited estates, method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	Complied
4.6 Principle 6: Best Practices			
Criterion 4.6.1: Site Management			

Criterion / Indicator		Assessment Findings	Compliance
4.6.1.1	<p>Standard operating procedures shall be appropriately documented and consistently implemented and monitored.</p> <p>- Major compliance -</p>	<p>SOP was established for the Estates. & Agricultural Manual, Sustainability Plantation Management System and EQMS (Estate Quality Management System) were distributed to all operating units under SOU2 as a guidance document to conduct estate operation. The SOP covers land preparation, planting material, upkeep, harvesting, FFB transportation and etc.</p> <p>Sime Darby has established mechanism to monitor the implementation of their procedure by Plantation Advisor Visit, Performance Monitoring Visit and Agronomist Visit. The visit focusing on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep.</p>	Complied
4.6.1.2	<p>Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.</p> <p>- Major compliance -</p>	<p>Sime Darby has established policy on slope protection and documented in Slope and River Protection Policy signed by the Managing Director in Jan 2015.</p> <p>The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the existing crop and vegetation shall be maintain accordingly.</p> <p>Landscapes of both estates visited are mostly flat. Sime Darby has established policy on slope protection and documented in Slope and River Protection Policy signed by the Managing Director in Jan 2015. The policy stated for slope more than 25 degree must be exclude from any new plantation development and replanting program. All the existing crop and vegetation shall be maintain accordingly.</p> <p>The policy was communicated to the employee during master briefing, townhall training and displayed in several notice board in the estate.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	Both Estates visited had a visual identification/reference system for each established field/block and maps established. Field numbers and hectare were marked on palms and in some areas on concrete slaps.	Complied
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	SOU22 has continued its commitment to long term sustainability and improvements through a capital expenditure program. The management has forecasted 5 years business plan from FY 2019 – 2024.	Complied
4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years. - Major compliance -	The long range replanting programme up to 2038 was established. There was no replanting for 2019 at North Labis Estate. While at Chaah Estate the replanting work were in progress for land preparation.	Complied
4.6.2.3	The business or management plan may contain: a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production : cost per tonne of FFB d) Price forecast	All relevant information contained in the annual budget plan for 2019.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	e) e) Financial indicators : cost benefit, discounted cash flow, return on investment - Major compliance -		
4.6.2.4	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. - Major compliance -	The budget plan was reviewed annually with both actual and forecasted amount for 5 years (up to 2023) and well documented upon request.	Complied
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE The mill received all crop by his own estates and the prices of FFB paid to the estate is in accordance with the prices set by the Malaysian Oil palm Board (MPOB) and subject to FFB Grading Report The pricing mechanism adopted is for worker salary which follow strictly to MAPA/NUPW As for contract work, the price determines by HQ. All contracts are kept in estate office. Sighted the Contract Agreement signed by Contractor and Estate.	Complied
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE Sighted, all contracts are fair, legal and transparent and agreed payments being made in timely manner as stipulated in the Contract Agreement, Clause 5. Payment of Invoices, No 5.3	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Sighted, the Contract Agreement between Ramesh a/l Shunmukan, Trading as RSKP Brothers and Sime Darby Plantation Sdn Bhd dated 1st January 2019 on Transportation of FFB in Peninsular Malaysia. The contract valid until 31st August 2019 and Contract Agreement between Rajandran Setia Sdn Bhd and Sime Darby Plantation Sdn Bhd dated 1st September 2016 on Transportation of FFB in Peninsular Malaysia. The contract valid until 31st August 2019.</p> <p>The Payment to the contractor concerned was made in timely manner as per Agreement.</p>	
Criterion 4.6.4: Contractor			
4.6.4.1	<p>Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>All the contractors aware that estate is certified under MSPO. Therefore, the contractor has been instructed by estate management to follow the MSPO standard requirement.</p> <p>The policies were already communicated through the tender process and once contract sign by both parties. The contractor shall be subjected to the management system audits by auditors assigned by the management as and when deemed necessary</p>	Complied
4.6.4.2	<p>The management shall provide evidence of agreed contracts with the contractor.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>Evidence all the Contractors in both Estates having valid Contract Agreement in executing the work. All the Contracts being signed by both parties, Management and Contractor. Sample taken on : -</p> <p>a. Ramesh a/l Shunmukan, Trading as RSKP Brothers and Sime Darby Plantation Sdn Bhd dated 1st January 2019 on Transportation of</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>FFB in Peninsular Malaysia. The contract valid until 31st August 2019</p> <p>b. Rajandran Setia Sdn Bhd and Sime Darby Plantation Sdn Bhd dated 1st September 2016 on Transportation of FFB in Peninsular Malaysia. The contract valid until 31st August 2019.</p>	
4.6.4.3	<p>The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required.</p> <p>- Minor compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>The estates were audited by BSI Services Malaysia Sdn Bhd, MSPO auditors on 19TH August 2019 – 21st August 2019. Sighted audit plan which have been accepted by Sime Darby Plantations that the BSI Auditors to verify through a physical inspection if required for audit purposed</p>	Complied
4.6.4.4	<p>The management shall be responsible for the observance of the control points applicable to the taMFMs performed by the contractor, by checking and signing the assessment of the contractor for each taMFM and season contracted.</p> <p>- Major compliance -</p>	<p>SUNGAI SIMPANG KIRI ESTATE / NORTH LABIS ESTATE</p> <p>The completion of work will be monitored by the estate management. Upon completion of the work, the estate management will verify the quality of work. Payment will only be made upon approval by the Management and satisfactory work by the contractor</p>	Complied
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	<p>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.</p> <p>- Major compliance -</p>	No development of new planting in estates visited	NA

Criterion / Indicator		Assessment Findings	Compliance
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	No development of new planting in estates visited	NA
Criterion 4.7.2: Peat Land			
4.7.2.1	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. - Major compliance -	No development of new planting in estates visited	NA
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance -	No development of new planting in estates visited	NA
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.	No development of new planting in estates visited	NA

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.7.3.3	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. - Major compliance -	No development of new planting in estates visited	NA
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	No development of new planting in estates visited	NA
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	No development of new planting in estates visited	NA
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	No development of new planting in estates visited	NA
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			

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Criterion / Indicator		Assessment Findings	Compliance
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	No development of new planting in estates visited	NA
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 riMFMs (e.g. fire riMFM) in areas outside the plantation. - Major compliance -	No development of new planting in estates visited	NA
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	No development of new planting in estates visited	NA
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	No development of new planting in estates visited	NA

Criterion / Indicator		Assessment Findings	Compliance
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	No development of new planting in estates visited	NA
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	No development of new planting in estates visited	NA
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. - Major compliance -	No development of new planting in estates visited	NA
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	No development of new planting in estates visited	NA
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance -	No development of new planting in estates visited	NA

Criterion / Indicator		Assessment Findings	Compliance
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	No development of new planting in estates visited	NA
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -	No development of new planting in estates visited	NA

Malaysian Sustainable Palm Oil Part 4: General Principles for Palm Oil Mills

Criterion / Indicator	Assessment Findings	Compliance	
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	A written MSPO Policy on commitment towards sustainable palm oil production was signed by Mr Tan Wee Teck, Head of Sime Darby Plantation Berhad, Jomalina Refinery dated 1 st April 2019. As evidence, the Malaysian Sustainable Palm Oil (MSPO) Policy is displayed and sighted on the notice board.	Complied
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	Sighted, the Policy of MSPO stated we strive for excellence to be a world class sustainable manufacturer through continuous improvement. In addition, the commitment towards continual improvement is also emphasize under the following Policies: - <ol style="list-style-type: none"> 1. Quality Management Policy 2. Lean Six Sigma Policy 3. Quality Policy The commitments on the above policies was signed by Datuk Franki Anthony Dass, Managing Director of Sime Darby Plantations Berhad dated January 2015.	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	Sime Darby Plantation, PSQM, Internal audit Procedure, Doc No; SD/SDP/PSQM/IAP, Revision 1, Date; 1/5/2015. The internal audit being conducted annually to implement and maintain the respective standard requirements effectively within the Group. The Management had drawn an Internal Audit Plan and it being carried out once a year to the mill. The Internal audit conducted by Sustainability Unit, GSQM Department & RSQM	Complied
4.1.2.2	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - Major compliance -	The MSPO Internal Audit for Chaah Palm Oil Mill was conducted on 25 th June 2019 by Sustainability Unit, GSQM Department & RSQM. The team Lead Auditor is Nor Atikah Mohd Hassan and assisted by Co- Auditor, Nor Ezani Ahmad and Zawawi Sahit. 3 major Non-Conformities, 3 minor Non-Conformities and 9 OFI's being raised and all the findings were closed within the mandatory timeframe of 14 days.	Complied
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	The internal audit report was documented and made available for management review. As evidence, all findings from internal audit was responded by Mill Management within the acceptable timeframe.	Complied

Criterion / Indicator	Assessment Findings	Compliance	
Criterion 4.1.3 – Management Review			
4.1.3.1	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p>- Major compliance -</p>	<p>The procedure for Management Review, Standard Operation Manual, Sub-Section 5.6, dated: 25/5/2015) was established. The frequency for management review needs to be carried out at least once a year.</p> <p>The Management Review was conducted on Operating Unit basis and was conducted on 26/06/19 which was chaired by the Mill Manager. The agendas discussed in the meeting are Review on operational input and output, Sustainability Management, Recommendation for Improvement, etc. The Management Review report was made available at mill office.</p>	<p>Complied</p>
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>Mill has developed the Kaizen Charter projects, for instance: -</p> <ol style="list-style-type: none"> 1. Improvement of cyclone fiber kernel losses from 0.15% to 0.13% / FFB 2. To improve kernel losses at winnower from 0.19% to 0.12%/ FB 3. Improvement of oil losses at raw effluent from 0.41% to 0.30% /FFB 	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
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 Mill indicates their commitment to continuously improve or create new innovation as evident in Lean Six Sigma Policy</p> <p>The company has established new technique on conditioning the sludge in Effluent Treatment Pond (ETP) by continuous homogenizing using Intelligent Auto Mixer (IAM)</p> <p>The benefits of IAM: -</p> <ol style="list-style-type: none"> 1. To improve bacteria activity inside ETP pond thus achieving targeted BOD 100 ppm as required by Johor DOE. 2. Consistent biological process (Hydrolysis and Acidification) of POME. 3. Elimination of dead zone which will affect the microbiological process and resulted in high accumulation solid. 	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	<p>The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms.</p> <p>- Major compliance -</p>	<p>Sime Darby has established Mill Quality Management System, Level 2, Standard Operation Manual Sub –Section 5.5 Management Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1 Year 2008, Issue No 1 dated 1st Nov 2008.</p> <p>The procedure for handling social issue was described in the Sustainable Plantation Management System, Appendix 5, Version</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>1, and Issue No.1, dated 01/11/2008 on Flowchart and Procedures on handling Social Issues.</p> <p>The mechanism is to enable effective and timely communication with employees and external interested parties.</p> <p>The audit team observed that the above SOP specifies the means to communicate and consult with the relevant stakeholders pertaining to the company's safety & health, social, environmental and other aspects.</p> <p>The SOP also specifies the timeframe to be taken to provide feedback to the stakeholder is 2 weeks from the date receiving the queries.</p> <p>Sighted 2 request from external stakeholders in 2019. Sample taken on 15th March 2109 by Zamri bin Ahmed , tanker driver on poor road condition to the mil. Work was completed on 1st April 2019 by repairing and levelling up the defect road.</p>	
4.2.1.2	<p>The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantations Bhd website, http://www.simedarbyplantation.com/ have been a medium to disseminating public information ie; The Sustainability Report, Group Annual Report and Procedure for complaints and grievances.</p> <p>Information relating to land titles, safety and health plans, pollution prevention plan is available at the mill.</p>	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication	Sime Darby has established Mill Quality Management System, Level 2, Standard Operation Manual Sub –Section 5.5 Management	Complied

Criterion / Indicator		Assessment Findings	Compliance																											
	with the relevant stakeholders. - Major compliance -	<p>Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1 Year 2008, Issue No 1 dated 1st Nov 2008.</p> <p>The procedure for handling social issue was described in the Sustainable Plantation Management System, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008 on Flowchart and Procedures on handling Social Issues.</p> <p>The mechanism is to enable effective and timely communication with employees and external interested parties.</p>																												
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 person in charge for transparency agenda is Tg Ahmad Nur Aiman Bin Tg Abdullah, Assistant Engineer as the persons responsible vide letter dated 15th June 2019 by Mill Manager.	Complied																											
4.2.2.3	A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. - Major compliance -	<p>Stakeholder list was made available during the audit and it being categorized as follows: -</p> <table border="1"> <thead> <tr> <th></th> <th>Category</th> <th>Total Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Vendor / Suppliers</td> <td>29</td> </tr> <tr> <td>2</td> <td>Local communities</td> <td>5</td> </tr> <tr> <td>3</td> <td>Other Interested Parties</td> <td>18</td> </tr> <tr> <td>4</td> <td>Bank</td> <td>4</td> </tr> <tr> <td>5</td> <td>Buyers CPO</td> <td>6</td> </tr> <tr> <td>6</td> <td>Buyers Kernel</td> <td>4</td> </tr> <tr> <td>7</td> <td>Embassy</td> <td>3</td> </tr> <tr> <td>8</td> <td>Estate / Mill</td> <td>5</td> </tr> </tbody> </table>		Category	Total Number	1	Vendor / Suppliers	29	2	Local communities	5	3	Other Interested Parties	18	4	Bank	4	5	Buyers CPO	6	6	Buyers Kernel	4	7	Embassy	3	8	Estate / Mill	5	Complied
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Criterion / Indicator		Assessment Findings			Compliance
		9	Union	2	
		10	Transporter CPO	1	
		11	Transporter Kernel	4	
The stakeholders list updated in June 2019					
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 -	Standard Operating Procedures for Sustainable Supply Chain & Traceability Appendix 15, Version 2 2018 issuance Feb 2018 was established and to ensure effective implementation on sustainable supply chain and traceability of FFB. The Standard Operating Procedures also specifies the identified CCPs of which the risk of mixing of certified and non-certified FFB is possible as well as the control of the flow and transportation of the FFB from the harvesting block to the weighbridge and subsequently to the POM.			Complied
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	All the inventory records are maintained and updated on daily basis and monthly report shows monthly inventory. Computerized system in place through Central Reporting System (CRS). Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the FFB received. In Chaah POM, sighted the FFB Receive Summary Report by Supplier with each estate code numbers.			Complied
4.2.3.3	The management shall identified and assign suitable employees to	The overall responsible personal for the traceability implementation is the Head of Operating Unit. is stated in Sustainable Plantation			Complied

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Criterion / Indicator		Assessment Findings	Compliance
	implement and maintain traceability system. - Minor compliance -	Management System, Appendix 15, SOP for Sustainable Supply Chain and Traceability Version 2, 2018, dated Feb 2018 The person in charge for traceability agenda is Tg Ahmad Nur Aiman Bin Tg Abdullah, Assistant Engineer as the persons responsible vide letter dated 15th June 2019 by, Mill Manager	
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 have been verified. The dispatch of the CPO is determine by HQ Sales & Marketing and will be entered into the CXC (online system for contracting) and SIME-WEIGH for producing the dispatch ticket. The weigh bridge operator will check the system before releasing the dispatch.	Complied
4.3 Principle 3: Compliance to legal requirements			
Criterion 4.3.1 – Regulatory requirements			
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance -	The Mill have complied with all the applicable local, state, national and ratified international laws and regulations. The Company has established the Standard Operation Manual (SOM) Sub-Section 5.2 Customer Focus, Appendix 5.2.4a – Procedure for Legal and Other Requirements prepared by the Standards & Compliance Section, Total Quality and Environmental Management (TQEM) Plantation dated 01.11.2008. The company has established Summary Of Compliance – Plantation Quality Management System (PQMS) version 2013 updated July 2019.The Summary of Compliance includes;	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		1. Water 2. Occupational Safety and Health 3. Environmental 4. Human Resource Related 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.	
4.3.1.2	The management shall list all relevant laws related to their operations in a legal requirements register. - Major compliance -	The Legal & Other Requirements Register (LORR) covers all the necessary regulatory requirements. The LORR for was reviewed on 10/8/2019. List of applicable legal and other requirements was made available during the assessment including the latest addition of Occupational Safety and Health (Noise Exposure) Regulation 2019. Documented procedure has been established and implemented refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008	Complied
4.3.1.3	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance -	The Legal & Other Requirements Register (LORR) covers all the necessary regulatory requirements. The LORR for was reviewed on 10/8/2019. The new Occupational Safety and Health (Noise Exposure) Regulation 2019 has been incorporated in the register. Tracking system available to identify changes in the relevant regulations through head office, website information and the	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		information are communicated from the Group Head Office. The latest change in regulation applicable to the POM operation is the Labour Law.	
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	Complied
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 -	Sime Darby did not acquire land from landowners, but leased it directly from the government. There were no issues of land disputes.	Complied
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - Major compliance -	The mill located in the lot 2378 in Chaah Estate. The copy of the land title was available at the estate for review.	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	Legal parameter boundary were clearly demarcated with fences.	Complied
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior	There is no land dispute in the Chaah POM operating units at the time of audit. The land belongs to Sime Darby Plantation Berhad and land ownership documents verified	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	informed consent (FPIC). - Minor compliance -		
Criterion 4.3.3 – Customary rights			
4.3.3.1	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance -	There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.	Complied
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit.	Complied
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit.	Complied
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	SIA was conducted on 6-9 April 2015 by the Social & Environment Projects Unit, PSQM Department covering Chaah POM, Chaah Estate, North Labis Estate and Sg. Simpang Kiri Estate. The methodology of the assessment is through interview with stakeholders such as local communities, workers. Other method	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>such as site visit and documentation reviewed is carried out as well. Attendance list of the stakeholders involved in the assessment was sighted.</p> <p>Sighted, the Social Impact Assessment Management Plan covering all the issues raised by Stakeholders. The plan indicates the Action Plan, Status, PIC and Completion Date.</p>	
Criterion 4.4.2: Complaints and grievances			
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>Sime Darby has established Mill Quality Management System, Level 2, Standard Operation Manual Sub –Section 5.5 Management Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1 Year 2008, Issue No 1 dated 1st Nov 2008.</p> <p>The procedure for handling social issue was described in the Sustainable Plantation Management System, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008 on Flowchart and Procedures on handling Social Issues.</p> <p>The mechanism is to enable effective and timely communication with employees and external interested parties.</p> <p>Under Group policies and authority’s GPA No 85 Whistleblowing channels are established to help all stakeholders raise concerns, without fear or retaliation, on any wrongdoing that they may observe in the Sime Darby Group. The statement can be viewed through http://www.simedarbyplantation.com/</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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 Standard Operation Manual under clause 6.3 Timeframe for External Communication has stated: - 3. Within 2 weeks of the date of receipt for communication requiring direct feedback and if the case is not solved, it will be cascaded to the further steps as per SOP. 4. Within 1 week of the completion of the investigation for communication requiring investigation.	Complied
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints. - Minor compliance -	The Mill has established complaint form for internal and external communication log book for external complaint. The form and communication log book is available at 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	Complied
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 -	Latest meeting with stakeholder was conducted in collaboration with Chaah Estate. Stakeholder meeting was conducted on 9/8/2019 attended by 26 representatives. The meeting was chaired by En Hasnol Hisham Hamdam, Chaah Estate Manager. There was no major issue raised during the meeting. Latest Sustainability training was conducted on 4 th September 2018 to 106 employees by Sustainability Quality Management.	Complied
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.	Sighted all internal complaints filled, responded and the records being maintained for the last 24 months. Seen, 3 complaints in 2019 and 19 in 2018.	Complied

Criterion / Indicator		Assessment Findings	Compliance
- Major compliance -			
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	<p>Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.</p> <p>- Minor compliance -</p>	<p>The mill is committed and have contributed to local development. The contribution made to the internal and external stakeholders. In general, the CSR performed by the company consist of the following:</p> <ol style="list-style-type: none"> 1. Contribution for the local communities programme 2. Contribution for the school programme 3. Support for the implementation of the programme such as blood donation and religious festival i.e. Hari Raya, Deepavali, Kenduri Doa Selamat dan Tahlil 	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	<p>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.</p> <p>- Major compliance -</p>	<p>Sime Darby has established the Group Policy on Health and Safety signed by the Managing Director on Jan 2015. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p> <p>The PSQM team is also committed in establishing various working standards through procedures or pictorial method to improve safe working condition.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>The mill has established safety and health plan and documented in OSH and Other requirement Plan. Sighted the implementation as follows:</p> <ul style="list-style-type: none"> i. The workplace inspection was scheduled to be conducted on quarterly basis. Sighted the workplace inspection records for the month of January and April 2019. The report was also been discussed in the OSH committee meeting. ii. First aid kit inspection was conducted on quarterly basis. Sighted the inspection records dated 11/4/2019. iii. Chemical Exposure Monitoring was conducted scheduled to be conducted twice a year. Latest CEM was conducted on 26/7/2019. Refer report no PR19-CHM-004. 	
4.4.4.2	<p>The occupational safety and health plan should cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The MFM of all operations shall be assessed and documented. 	<p>Sime Darby has established the Group Policy on Health and Safety signed by the Managing Director on Jan 2015 and communicated to the workers through induction training for new workers, morning briefing, iCARE Safety and Health Townhall meeting, and displayed at various notice board within the mill.</p> <p>The mill has conducted assessment for risk on all the operations and documented in Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The assessment cover all main operations and support operations such as security, office, store, weighbridge, fruit handling, threshing and etc. The assessment also covers working type, job step, hazard, effect, existing control, type, probability, etc.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill:</p> <ul style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p>	<p>HIRARC Review was conducted by HIRADC Committee at minimum of once a year and when necessary due to accident occur. Latest review was conducted on 13/4/2019 due to accident occur at Clarification station on 4/4/2019.</p> <p>The mill has established training program for employees exposed to chemicals used at the palm oil mill to ensure the continuous awareness to the employee. The training was conducted by the Manager, Asst. Manager and representative form the chemical suppliers to the supervisors and operators. Sighted the training records as follows:</p> <ul style="list-style-type: none"> i. Chemical management training dated 13/8/2019 ii. Scheduled waste management training dated 28/5/2018 <p>The mil provided appropriate PPE to all workers according to the job type. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) Palm Oil Mill dated 17/3/2008. Noted during site visit at FFB receiving station, steriliser station, workshop and boiler station, noted that the workers was provided with appropriate PPE such as safety helmet, cotton gloves, leather gloves, earplug and etc. The PPE issuance was recorded in Safety – PPE Records Book.</p> <p>Procedures of chemical handling is presented in several documents, such Document No. SD/SDP/SQM (ESH)/001-1Sime Darby Plantation Environment, Safety, and Health Management System (ESHMS) Manual dated July 1st, 2012.</p>	

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Criterion / Indicator	Assessment Findings	Compliance
<p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept and the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p>	<p>The Mill Manager has been appointed as Person Responsible / Chairman for Safety and Health in the mill as per appointment letter dated 1/7/2018 signed by the Regional General Manager. The mill has appointed the Asst. Mill Manager as Person Responsible for Safety and Health a per appointment letter dated 15/6/2019 signed by the Mill Manager. Mill management has appointed Safety Committee Member consist of Secretary, seven representatives from Employer and ten representatives from Employee as per appointment letter by the Mill Manager. The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting. The OHS Chairman and Secretary are in coordination with PSQM Head Quarter Officer for any update national regulations and collective agreements.</p> <p>The management conducted OSH committee meeting on quarterly basis. In the meeting discussed issue on employees' safety, health and welfare such as workplace inspection records, accident records, emergency and first aid unit reports, firefighting and any other matters. Sighted the minutes meeting conducted on 5/7/2019, 5/4/2019 and 13/1/2019.</p> <p>Accident of emergency procedure is presented in Mill Quality Management System Standard Operation manual (MQMS SOM) dated November 1st, 2008. Flowchart of emergency handling was presented in Appendix 5.5.3.3. The mill has established ERP for accident at workplace, fire and working at night. Emergency Response Plan and First Aid Box map was available at several strategic place in the mill. Noted during interview with the workers</p>	

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Criterion / Indicator		Assessment Findings	Compliance
	<p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>at sterilizer station show the understanding of ERP in the mill. Latest ERP training dated 7/8/2019 with evacuation time at 4 minutes.</p> <p>First aider present at various work station at the mill. The first aider responsible for first aid box at each workstation. During the interview with the Boiler man, storekeeper and sterilizer operator, shows the awareness regarding the emergency procedure if accident occur, person responsible of every first aid box and the location of the nearest first aid box. Sighted the latest training records for first aider dated 30/4/2019.</p> <p>The mill maintain the records of accident cases and documented in the "Laporan dan Siasatan Kemalangan" log and reported to HQ using the PSQM-ESH Monthly update form. The accident occurred was reviewed on quarterly basis during OSH committee meeting.</p>	
Criterion 4.4.5: Employment conditions			
4.4.5.1	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>Social & Humanity Management Policy is available dated Jan 2015 and signed Managing Director, Datuk Franky Anthony Dass. The policy specifies the company's commitment to:</p> <ol style="list-style-type: none"> 1. Respect and give fair treatment in accordance with the rights of employees for the mutual benefits of the company and the employees discrimination; 2. Preventing sexual harassment and other forms of violence against women and protect their reproductive rights 	Complied

Criterion / Indicator		Assessment Findings	Compliance
		3. Enhance employees’ work skills and competencies by providing trainings, exposure and experience 4. Safeguard our operations from employing forced labour and child labour 5. Ensure the attainment of free, prior and informed consent in new land development	
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>The documented social policy as specified above outlined the company’s commitment to provide fair treatment to the workers without any discrimination in term of race, gender, nationality and position.</p> <p>No evidence of discrimination based on race, skin color, religion, gender, national origin, ancestry, disability, marital status, and sexual orientation was found in the mill.</p> <p>During interviews with internal stakeholders, it is clearly stated no forced labour at Mill</p>	<p>Complied</p>
4.4.5.3	<p>Management shall ensure that employees’ pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p>	<p>Pay and conditions are documented in the workers’ Contract Agreement and wage payment records / pay slip.</p> <p>The salary is according to ‘Guidelines on the Implementation on the Minimum Wages’. National Wages Consultative Council Act 2018 (Act 732) Malaysian minimum salary is RM1100.00 as stated in the guidelines. All the workers are based on MAPA / NUPW Agreement Salary Scale.</p> <p>i. En. Murthi a/l Ramayah – Employee No : 93797 – IC No 640701015033</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>ii. En Johandi – Employee No : 146048 – AT 942585</p> <p>iii. Pn Anisah Kasirin – Employee No : 14640 - 680409</p> <p>Sample taken on the following worker, Johandi, No Passport : AT 942585, Employee No : 146048</p> <p>Basic Pay : RM 1,193.67 Shift allowance : RM 57.50 Price Bonus : RM 15.60 Overtime : RM 749.11 FWDOR Wages : RM 167.04 Allowance ES : RM 168.00 Holiday Pay : RM 169.24 Phone: RM 5.00 Insurance : RM 13.00</p> <p>Deductions Advance : RM300.00 NUPW : RM 11.00 Mosque : RM 5.00 Nett Pay : RM 1,884.92</p>	

Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.5.4 Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>Sighted, the Contract Agreement between Maju Mech Engineering (M) Sdn Bhd and Sime Darby Plantation Sdn Bhd dated 1st January 2019 on To supply contract labour for Sime Darby Estate - Johor</p> <p>Maju Mech Engineering (M) Sdn Bhd and Mohammad Nazmul, BP 0165680 dated 1st July 2017, Mojammel Haque Shamsul, BL 0810295 .</p> <p>Sighted the pay slip, permit and contract agreement of all the workers.</p>	<p>Complied</p>
<p>4.4.5.5 The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p>- Major compliance -</p>	<p>Sime darby has established Check-roll Employee Listing system for all data of their workers.</p> <p>Sighted at Chaah POM the Personal Particulars data for all the workers in The Check-roll Employee Listing. The report stated the Offered Position, Personal Details, Date Employed, Educational background and Family Data.</p> <p>In addition, the employment contract is also found to be established and signed and maintained by the companyThe workers master list was reviewed. The list includes date of birth, date joined, gender etc.</p>	<p>Complied</p>
<p>4.4.5.6 All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records.</p> <p>- Major compliance -</p>	<p>Sighted, Employment Contract between the Mill and the workers. The Agreement stated all the term and conditions according to Malaysian Law. The contract is in Bahasa Malaysia, Indian, Sri Lankan, Nepalese and Bangladeshi.</p> <p>This contract is signed by both employee and employer and accompanied with respective witnesses. Workers employed consisted of local, Indian, Bangladesh, Nepal and Indonesian.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers. - Major compliance -	Working hours is 8 hours. From Monday to Saturday. Total monthly working hours is 208 hours. The overtime maximum is 104 hours according to Malaysian Law. The mill has used punch card as a working time recording system.	Complied
4.4.5.8	The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable. - Major compliance -	The working hours are recorded using "punch card" system. The punch card will be verified by supervisor daily. The checkroll clerks will input the information into SAP system (e.g. Normal Full Day, 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 same system.	Complied
4.4.5.9	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance -	Salary slips clearly shows the calculations of gross salary, all deductions and net salary of a worker. Workers interviewed confirmed that they are being paid more than the stipulated minimum wage and that they understand all the deductions being made. Documented payslip was distributed to individual workers on the day of payment. The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements of Employment Act 1955.	Complied
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional	Free medical benefit to workers and dependent at the Estate Clinic and panel clinic with reference by Hospital assistant. Free rice for each worker in every 2 months.	Complied

Criterion / Indicator		Assessment Findings	Compliance
	development, medical care provisions and improvement of social surroundings. - Minor compliance -	All workers have been provided with medical and accident insurance. With regards to local workers, staffs and executives, all of them are covered under EPF & SOCSO as required by the Malaysian Laws and Regulations. For Indonesian workers, will be covered under SOCSO upon expiring the Foreign Workers Compensation Scheme.	
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities. - Major compliance -	All workers are provided with housing facilities at workers linesite. Usage of water is provided free and electricity will be borne by the workers.	Complied
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	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.	Complied
4.4.5.13	The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. - Major compliance -	The Social Policy and Social & Humanity Management Policy was established since January 2015. The company's shown their commitment by allowing the workers to join and formed union among the workers. The audit team observed that in general all employees are a member to NUPW which is the organization that representing the workers. The NUPW is also a mechanism for the workers to voice their concerns pertaining to the working conditions and welfare.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. - Major compliance -	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. Site observation, interviewing with workers and verification of workers master list confirmed that there is no child labor hired in the complex.	Complied
Criterion 4.4.6: Training and competency			
4.4.6.1	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. - Major compliance -	The mill has established training plan base on training need analysis conducted and documented in SOU 20 – Chaah Training Plan. The training plan covers all job designation including the contractors. 29 training was identified and programmed throughout the year. For contractors, there are 8 trainings such as OHS, discipline and waste management incorporated, and it being briefed before starts any works and recorded in “Permit to Work”.	Complied
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific Mill and competency required to all employees based on their job description. - Major compliance -	The mill has conducted training need analysis for all employee, management and contractors. The need analysis was conducted base on the job designation and training required by the job type. 29 training were analysis and identified as required.	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.4.6.3	<p>A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>The mill has training program which updated annually. The annual internal audit by PSQM and management review does review the effectiveness of the training plan and its execution.</p>	Complied
4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services			
Criterion 4.5.1: Environmental Management Plan			
4.5.1.1	<p>An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sime Darby has established Environmental Policy signed by the Managing Director on January 2015. The environmental management plan has been established to monitor the identified significant activities that give impacts on environment. A specific staff and executive have been appointed to do the monitoring to ensure the plan is effectively implemented.</p> <p>Sighted the implementation plan as follows:</p> <p>i. The EFB was disposed at the sister estate as nutrient cycle program. Sighted the records of disposal for the month of July 2019 (2516.63 mt) and Jun 2019 (2195.16 mt).</p> <p>ii. The mill monitored the usage of fossil fuel and renewable energy. Sighted the records for the month of Jan – July 2019.</p>	Complied
4.5.1.2	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p>	<p>The environmental management plan was established base on Environmental Aspect Impact Identification and Environmental Impact Evaluation. The plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	b) The aspects and impacts analysis of all operations - Major compliance -	Environmental Issue, Mitigation Measures, Person Responsible and Monitoring Period. The EAI/EIE and management plan was reviewed on annually basis during Management Review Meeting. Latest review was conducted on 26/6/2019.	
4.5.1.3	An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored. - Major compliance -	The environmental management plan was established base on Environmental Aspect Impact Identification and Environmental Impact Evaluation. The plan was implemented to monitor the effectiveness of the mitigation measures. This plan incorporated Environmental Issue, Mitigation Measures, Person Responsible and Monitoring Period. The EAI/EIE and management plan was reviewed on annually basis during Management Review Meeting. Latest review was conducted on 26/6/2019.	Complied
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	Program to promote positive impact was documented in Environmental Management Plan. The management plan also include a program to promote positive impact as follows: i. Nutrient recycle for EFB disposal at the estate ii. Reuse of fiber and shell as boiler fuel	Complied
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives. - Major compliance -	The mill continue provided training to ensure the awareness regarding the environmental policy among the employee. The mill management has established annual training program which covers the environmental awareness and compliance related trainings to the executives, staffs and workers.	Complied

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Criterion / Indicator		Assessment Findings	Compliance														
4.5.1.6	The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - Major compliance -	The mill has established the Environmental Performance Monitoring Committee and the meeting was conducted on quarterly basis.	Complied														
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																	
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period - Major compliance -	<p>The Mill maintains records of energy usage, which is reported monthly to head office through SAP system. The use of the steam turbine for electricity generation has been optimized in order to reduce the dependence on diesel fossil fuel.</p> <p>The monitoring of non-renewable energy usage was conducted on monthly basis. Sighted the records as follows:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>L/CPO</th> </tr> </thead> <tbody> <tr> <td>Jan 19</td> <td>0.29</td> </tr> <tr> <td>Feb 19</td> <td>0.36</td> </tr> <tr> <td>Mar 19</td> <td>0.64</td> </tr> <tr> <td>Apr 19</td> <td>0.49</td> </tr> <tr> <td>May 19</td> <td>0.82</td> </tr> <tr> <td>Jun 19</td> <td>0.37</td> </tr> </tbody> </table>	Month	L/CPO	Jan 19	0.29	Feb 19	0.36	Mar 19	0.64	Apr 19	0.49	May 19	0.82	Jun 19	0.37	Complied
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Criterion / Indicator		Assessment Findings			Compliance														
		Jul 19	0.75																
4.5.2.2	<p>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</p> <p>- Major compliance -</p>	<p>The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the respective estate yearly budgets</p>			Complied														
4.5.2.3	<p>The use of renewable energy should be applied where possible.</p> <p>- Minor compliance -</p>	<p>Renewable energy used is from biofuel (shell and fiber) for boiler start-up. Sighted the records for usage of renewable energy FY 2019 as follows:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>ton/CPO</th> </tr> </thead> <tbody> <tr> <td>Jan 19</td> <td>4.69</td> </tr> <tr> <td>Feb 19</td> <td>4.71</td> </tr> <tr> <td>Mar 19</td> <td>4.87</td> </tr> <tr> <td>Apr 19</td> <td>4.90</td> </tr> <tr> <td>May 19</td> <td>4.70</td> </tr> <tr> <td>Jun 19</td> <td>4.71</td> </tr> </tbody> </table>			Month	ton/CPO	Jan 19	4.69	Feb 19	4.71	Mar 19	4.87	Apr 19	4.90	May 19	4.70	Jun 19	4.71	Complied
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Criterion / Indicator		Assessment Findings			Compliance
		Jul 19	4.76		
Criterion 4.5.3: Waste management and disposal					
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	The mill has identified the waste products and source pollution and documented in Environmental Management Plan under Waste Management FY 2019. The waste has been identified as follows: i. Scheduled waste – used lubricants, used lubricants container, spent chemical ii. Domestic waste – Rubbish, sewage iii. Recycle waste – POME, EFB iv. Industrial – Scrap Metal			Complied
4.5.3.2	A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for: a) Identifying and monitoring sources of waste and pollution. b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products. - Major compliance -	Documented waste management action plan was established where the site visit confirmed that the practice of reduce, reuse and recycle of materials has been implemented throughout the company mill. Segregation of wastes i.e. general wastes and scheduled wastes was verified to be satisfactory in the POM. Proper storage areas were identified for the storage of the recyclable wastes at the estates.			Complied
4.5.3.3	The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe	Procedure for Scheduled Waste Management was established (SD/SDP/PSQM (ESH)/203-EN1 dated 26/2/2016. Proper disposal			Complied

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Criterion / Indicator		Assessment Findings	Compliance
	<p>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>of waste material are carried out as per the company procedures. The procedures are fully understood by Management and workers.</p> <p>The mill also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor. Stores for scheduled waste were inspected at both estate visited and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment.</p> <p>Observed during workers interview with storekeeper shows the understanding the proper disposal for waste as all used lubricant and contaminated spill kit will be collected as Scheduled Waste and stored in designated storage area.</p> <p>All the records were found adequate as per required by EQ (Scheduled Waste) Regulations 2005. The inventory of Scheduled was reported on monthly basis through E-SWISS. Sighted the E-SWISS report – Fifth Scheduled for the month May, June and July 2019</p>	
4.5.3.4	<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>Domestic waste was collected by the sister estate, Chaah Estate and disposed at designated landfill</p>	Complied
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, particulate and soot emissions, scheduled wastes, solid wastes and effluent.</p>	<p>The mill has conducted assessment of all polluting activities in the Environmental Aspect Impact and Environmental Impact Evaluation. A management plan has been established based on the</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	significant aspect and DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling.	
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	The mill has conducted assessment of all polluting activities in the Environmental Aspect Impact and Environmental Impact Evaluation. A management plan has been established based on the significant aspect and DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling. The plan was reviewed on annual basis. Sighted the sampled if stack sampling conducted as follows: i. Report no.: PAC-AE-190107 Date sampled: 9/1/2019 Result: comply to EQA (Clean Air) Regulation 2014 ii. Report no.: PAC-AE-190608 Date sampled: 18/6/2019 Result: comply to EQA (Clean Air) Regulation 2014	Complied
4.5.4.3	Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations. - Major compliance -	Treated POME discharge was regularly monitored as prescribed under "Jadual Pematuhan". Limit of Biochemical Oxygen Demand (BOD) discharge is 1000 mg/l. Regular monitoring was done on monthly basis and every quarterly via "Borang Penyata Suku Tahun" to DOE for compliance. Sighted the quarterly return form as follows:	Complied

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Criterion / Indicator		Assessment Findings				Compliance																																
		1 st quarter <table border="1"> <thead> <tr> <th></th> <th>Jan</th> <th>Feb</th> <th>Mar</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>7.80</td> <td>8.60</td> <td>NA</td> </tr> <tr> <td>BOD</td> <td>310</td> <td>56</td> <td>NA</td> </tr> <tr> <td>S. Solid</td> <td>13000</td> <td>1100</td> <td>NA</td> </tr> </tbody> </table> 2 nd quarter <table border="1"> <thead> <tr> <th></th> <th>Apr</th> <th>May</th> <th>Jun</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>8.50</td> <td>8.40</td> <td>8.20</td> </tr> <tr> <td>BOD</td> <td>698</td> <td>689</td> <td>289</td> </tr> <tr> <td>S. Solid</td> <td>480</td> <td>480</td> <td>420</td> </tr> </tbody> </table>					Jan	Feb	Mar	pH	7.80	8.60	NA	BOD	310	56	NA	S. Solid	13000	1100	NA		Apr	May	Jun	pH	8.50	8.40	8.20	BOD	698	689	289	S. Solid	480	480	420	
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Criterion 4.5.5: Natural water resources																																						
4.5.5.1	The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include: a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities.	The mill has established water management Plan and documented in Water Management and Reduction Plan. The plan focusing on shortage of water supply due to dry spell, severe water pollution and contamination of surface and ground water. In the plan stated the water source, areas of concern, monitoring, contingency plan, mitigation plan, person responsible and time frame. The mill continue to monitor the water consumption. Sighted the records of water consumption as follows: <table border="1"> <thead> <tr> <th>Month</th> <th>L/FFB</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>				Month	L/FFB			Complied																												
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Criterion / Indicator		Assessment Findings			Compliance																
	<p>c) Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>- Major compliance -</p>	Jan 19	1.23																		
		Feb 19	1.14																		
		Mar 19	1.50																		
		Apr 19	1.41																		
		May 19	1.20																		
		Jun 19	0.96																		
		Jul 19	1.00																		
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>Treated POME discharge was regularly monitored as prescribed under "Jadual Pematuhan". Limit of Biochemical Oxygen Demand (BOD) discharge is 1000 mg/l. Regular monitoring was done on monthly basis and every quarterly via "Borang Penyata Suku Tahun" to DOE for compliance.</p> <p>Sighted the quarterly return form as follows:</p> <p>1st quater</p> <table border="1"> <thead> <tr> <th></th> <th>Jan</th> <th>Feb</th> <th>Mar</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>7.80</td> <td>8.60</td> <td>NA</td> </tr> <tr> <td>BOD</td> <td>310</td> <td>56</td> <td>NA</td> </tr> <tr> <td>S. Solid</td> <td>13000</td> <td>1100</td> <td>NA</td> </tr> </tbody> </table>				Jan	Feb	Mar	pH	7.80	8.60	NA	BOD	310	56	NA	S. Solid	13000	1100	NA	Complied
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Criterion / Indicator		Assessment Findings				Compliance
		2 nd quarter				
			Apr	May	Jun	
		pH	8.50	8.40	8.20	
		BOD	698	689	289	
		S. Solid	480	480	420	
4.6 Principle 6: Best Practices						
Criterion 4.6.1: Mill Management						
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance -	<p>SOP available for the Palm Oil Mill and the Estates. Palm Mill holds two SOPs: sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill.</p> <p>Sime Darby has established a system to monitor the mill operation. The Mill advisor, Structured Oil Recovery Assessment (SORA) and Planning and Monitoring Unit visited the operating units on timely basis. Their reports covers on all aspect of operation.</p>				Complied
4.6.1.2	All palm oil mills shall implement best practices. - Major compliance -	The monitoring of the mill process is made through the shift supervision headed by an Engineer. All process parameters are documented and summarized in a daily report.				Complied


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Criterion / Indicator		Assessment Findings	Compliance
		The Mill advisor, Structured Oil Recovery Assessment (SORA) and Planning and Monitoring Unit visited the operating units on timely basis. Their reports covers on all aspect of operation.	
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan for FY2019 contains FFB yield, CPO, OER, and KER, costs of production, milling utilization, FFB pricing etc. It also includes environment, social (workers and staff's welfare), and health and safety component and associated capital expenditure for improvement of smallholder schemes.	Complied
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance -	The mill received all crop by his own estates and the prices of FFB paid to the estate is in accordance with the prices set by the Malaysian Oil palm Board (MPOB) and subject to FFB Grading Report The pricing mechanism adopted is for worker salary which follow strictly to MAPA/NUPW As for contract work, the price determines by HQ. All contracts are kept in Mill office. Sighted the Contract Agreement signed by Contractor and Mill.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	Sighted, all contracts are fair, legal and transparent and agreed payments being made in timely manner as stipulated in the Contract Agreement, Clause 5. Payment of Invoices, No 5.3 Sighted, the Contract Agreement between Maju Mech Engineering (M) Sdn Bhd and Sime Darby Plantation Sdn Bhd dated 1st January 2019 on To supply contract labour for S.ime Darby Estate - Johor	Complied
Criterion 4.6.4: Contractor			
4.6.4.1	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	All the contractors aware that Mill is certified under MSPO. Therefore, the contractor has been instructed by Mill Management to follow the MSPO standard requirement. The policies were already communicated through the tender process and once contract sign by both parties. The contractor shall be subjected to the management system audits by auditors assigned by the management as and when deemed necessary	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	Evidence all the Mill Contractors having valid Contract Agreement in executing the work. All the Contracts being signed by both parties, Management and Contractor.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	The Mill was audited by BSI Services Malaysia Sdn Bhd, MSPO auditors on 19 TH August 2019. Sighted audit plan which have been accepted by Sime Darby Plantations that the BSI Auditors to verify through a physical inspection if required for audit purposed	Complied

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment SOU 20 Chaah Palm Oil Mill and Supply Base Certification Unit complies with the MS 2530-3:2013 Part 3: General principles for oil palm plantations and organized smallholder, MS 2530-4:2013 Part 4: General principles for palm oil mills. It is recommended that the certification of SOU 20 Chaah Palm Oil Mill and Supply Base Certification Unit is approved and/or continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: NOR YAZID BIN KANAPI	Name: Muhammad Fadzli Masran
Company name: SIME BARBY PLANTATION BERTHAD LADANG NORTH LABIS	Company name: BSI Services Malaysia Sdn. Bhd.
Title: MANAGER	Title: Client Manager
Signature:  Date: 20/12/2019	Signature:  Date: 13/12/2019

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Appendix A: Assessment Plan

Date	Time	Subjects	MFM	II
Sunday 18/08/2019	PM	Audit Team Travelling	√	√
Monday 19/08/2019 Chaah POM	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan 	√	√
	08.30 – 12.30	Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√
	09.00 – 11.30	Stakeholder interviews	√	
	12.30 – 13.30	Lunch	√	√
	13.30 – 16.30	Continue with document review (MSP0 part 4) P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition P5: Environment, natural resources, biodiversity and ecosystem services P6 : Best practices	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√
Tuesday 20/08/2019	09.00 – 12.30	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√
	09.00 – 11.30	Stakeholder interviews	√	
	12.30 – 13.30	Lunch	√	√

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Date	Time	Subjects	MFM	II
	13.30 – 16.30	Continue with document review Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting (if any)	√ √	√ √
	16.30 - 17.00	Interim Closing briefing.	√	√
Wednesday 21/08/2019	08.30 – 12.30	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√
North Labis Estate	09.00 – 11.30	Stakeholder interviews	√	-
	12.30 – 13.30	Lunch	√	√
	13.30 – 16.30	Continue with document review Document review P1 – P6 (MSPO part 3), P1: Management commitment and responsibility P2: Transparency P3: Compliance to legal requirement P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting (if any)	√	√
	16.30 – 17.00	Preparation of audit report	√	√
	17.00 – 17.30	Closing Meeting	√	√

Appendix B: List of Stakeholders Contacted

List of Stakeholders Contacted	
<p>Internal Stakeholders</p> <p>Field workers Mill workers NUPW representative Gender committee Local & foreign general workers</p>	<p>Union/Contractors/Local Communities</p> <p>Neighbouring oil palm plantation Vendors & contractors</p>
<p>Government Departments</p> <p>Nil</p>	<p>NGO</p> <p>Nil</p>

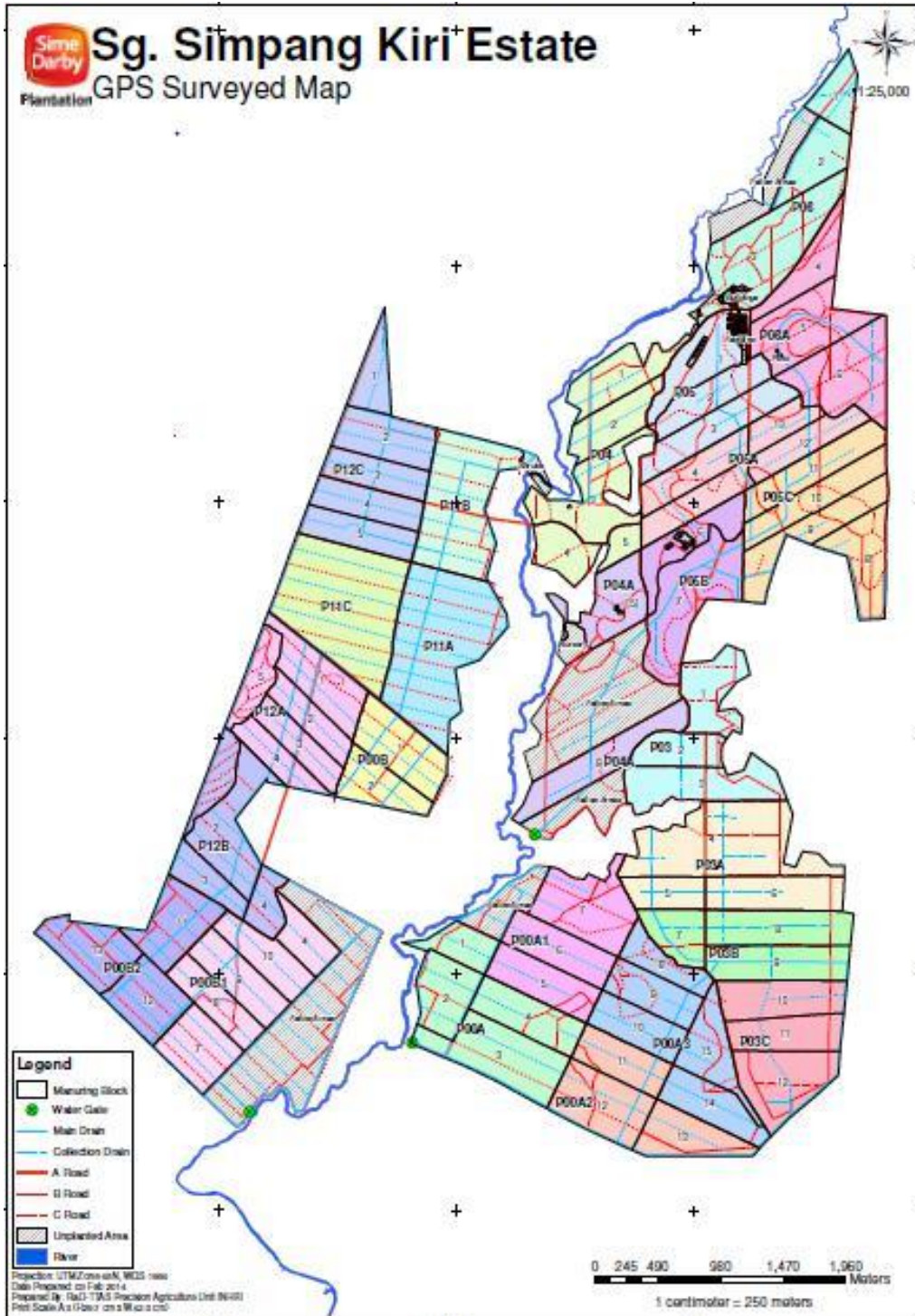
Appendix C: Smallholder Member Details

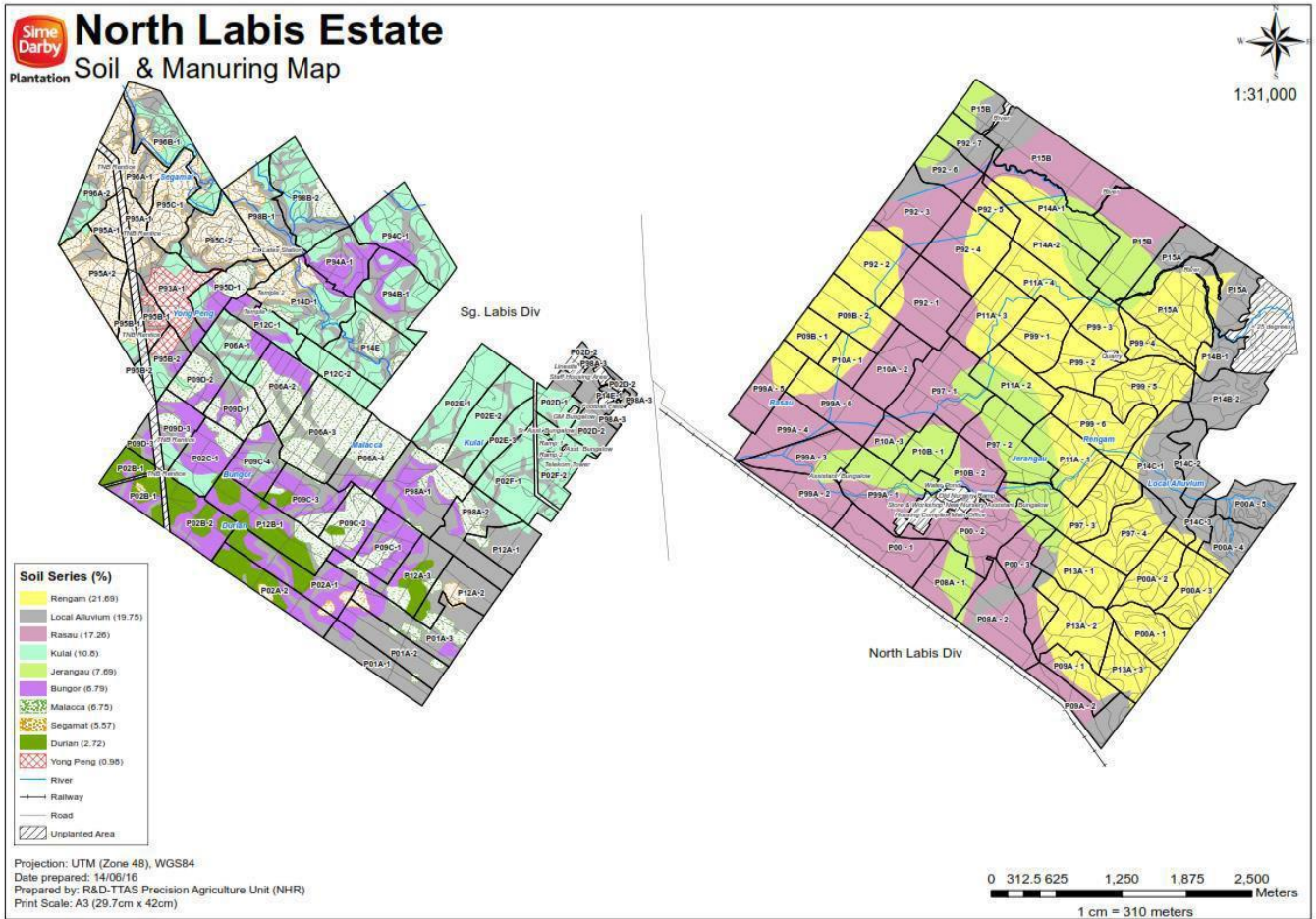
No	Name of smallholder	Year Planted	Land Area (ha)	Forecast FFB (Mt/ha/year)
1	NA			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
TOTAL				

Appendix F: Location and Field Map



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Appendix G: 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