

MALAYSIAN SUSTAINABLE PALM OIL
MSPO OPMC Public Summary Report

- Initial Assessment**
- Annual Surveillance Assessment** (Choose an item.)
- Recertification Assessment (RA 1)**
- Extension of Scope**

SIME DARBY PLANTATION BERHAD
Client Company (HQ) Address: Level 11, Main Block, Plantation Tower No. 2, Jalan PJU 1A/7, Ara Damansara 47301 Petaling Jaya, Selangor, Malaysia
Certification Unit: Strategic Operating Unit (SOU 9) West Palm Oil Mill & West Estate
Date of Final Report: 29/3/2023

Report prepared by:
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Report Number: 3717760

Assessment Conducted by:
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Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
Company Name	Sime Darby Plantation Berhad		
Mill/Estate	Certification Unit	MPOB License No.	Expiry Date
	West Palm Oil Mill	533238004000	30/09/2023
	West Estate	522968002000	31/08/2023
Address	Level 11, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia		
Management Representative	Shylaja Devi Vasudevan Nair (Head, Sustainability & Compliance Unit, GSD) Md Rapit Suman (SOU 9 Chairman)		
Website	www.simedarbyplantation.com	E-mail	shylaja.vasudevan@simedarbyplantation.com rapit.suman@simedarbyplantation.com
Telephone	+603-89478888 (HQ)	Facsimile	+603-31220375

1.2 Certification Information			
Certificate Number	Mill: MSPO 682052 Estate: MSPO 690774	Certificate Start Date	13/02/2023
Date of First Certification	13/02/2018	Certificate Expiry Date	12/02/2028
Scope of Certification	<input checked="" type="checkbox"/> Mill: Production of Sustainable Palm Oil and Palm Oil Products <input checked="" type="checkbox"/> Estate: Production of Sustainable Oil Palm Fruits		
Visit Objectives	<p>The objective of the assessment was to conduct a recertification assessment 1 and look for positive evidence to ensure that elements of the scope of certification and the requirements of the management standard are effectively addressed by the organization's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organization's specified objectives, as applicable with regard to the scope of the management standard, and to confirm the on-going achievement and applicability of the forward strategic plan and where applicable to identify potential areas for improvement of the management system.</p>		
Standard	<input type="checkbox"/> MSPO MS 2530-2:2013 – General Principles for Independent Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills		
Recertification Assessment Visit Date (RAV)	17-20/01/2023		
Continuous Assessment Visit Date (CAV) 1_1	-		
Continuous Assessment Visit Date (CAV) 1_2	-		

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Continuous Assessment Visit Date (CAV) 1_3	-
Continuous Assessment Visit Date (CAV) 1_4	-

1.3 Other Certifications

Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
U-ISCC-Cert-DE107-70057622	International Sustainability and Carbon Certification (EU)	AgroVet GmbH	26/04/2023
RSPO 543594	RSPO Principles & Criteria of Sustainable Palm Oil Production: 2018; Malaysian National Interpretation: 2019	BSI Services Malaysia Sdn. Bhd.	18/05/2025
MSPO 714130	MSPO Supply Chain Certification Standard (MSPO SCCS) 1 October 2018	BSI Services Malaysia Sdn. Bhd.	15/08/2024

1.4 Location of Certification Unit

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

1.5 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
West Estate	5,045.36	101.79	*554.36	5,701.51	88.51
Total (ha)	5,045.36	101.79	554.36	5,701.51	88.51

Notes:

*A reduction of 155.97 ha from total area due to land acquisition by Petronas & TNB, consist of 19.28 ha from planted area and 136.69 ha from infrastructure.

1.6 Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
West Estate	704.40	1,090.31	2,425.57	825.08	0.00	4,340.96	704.40
Total (ha)	704.40	1,090.31	2,425.57	825.08	0.00	4,340.96	704.40

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1.7 Certified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Feb 2022 - Jan 2023)	Actual (Jan 2022 - Dec 2022)	Forecast (Feb 2023 - Jan 2024)
West Estate	102,734.00	65,409.78	98,256.33
Bukit Cheraka Estate	0.00	2,918.07	0.00
Bukit Kerayong Estate	0.00	2,102.33	0.00
Dusun Durian Estate	0.00	3,033.25	0.00
East Estate	0.00	58,786.76	0.00
Sepang Estate	0.00	424.17	0.00
Sg Buloh Estate	0.00	3,286.16	0.00
Total (mt)	102,734.00	135,960.52	98,256.33

1.8 Uncertified Tonnage of FFB			
Estate	Tonnage / year		
	Estimated (Feb 2022 - Jan 2023)	Actual (Jan 2022 - Dec 2022)	Forecast (Feb 2023 - Jan 2024)
Nil	N/A	N/A	N/A
Total (mt)	N/A	N/A	N/A

1.9 Certified Tonnage			
	Estimated (Feb 2022 - Jan 2023)	Actual (Jan 2022 - Dec 2022)	Forecast (Feb 2023 - Jan 2024)
	Mill Capacity: 50 MT/hr	FFB	FFB
	102,734.00	135,960.52	98,256.33
SCC Model: SG	CPO (OER: 21.00%)	CPO (OER: 19.85%)	CPO (OER: 21.00%)
	21,574.14	26,990.820	20,633.83
	PK (KER: 5.00%)	PK (KER: 4.80%)	PK (KER: 5.00%)
	5,136.70	6,520.28	4,912.82

1.10 Actual Sold Volume (CPO)					
CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
26,990.82	0.00	1,230.32	6,437.29	18,533.37	26,200.98

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1.11 Actual Sold Volume (PK)					
PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
6,520.28	0.00	0.00	1,195.00	5,268.04	6,463.04

Section 2: Assessment Process

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

Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 17-20/01/2023. The audit programme is included as Section 2.4. The approach to the audit was to treat the Strategic Operating Unit (SOU 9) - West Palm Oil Mill and West Estate as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities. The Public Notification was posted on BSI website on 05/09/2022 which is more than 30 days prior to audit. The notification can be access through the link [12-1-mspo-public-notification-recertification-sime-darby-sou-9-west-pom--supply-base-english.pdf \(bsigroup.com\)](#)

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

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

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

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

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

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

All the previous nonconformities are remains closed. The assessment findings from the reassessment are detailed in Section 4.2. Major NC close offsite due to evidence submitted were sufficient.

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

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

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Recertification)	Year 2 (ASA 1_1)	Year 3 (ASA 1_2)	Year 4 (ASA 1_3)	Year 5 (ASA 1_4)
West Palm Oil Mill	√	√	√	√	√
West Estate	√	√	√	√	√

Tentative Date of Next Visit: January 15, 2024 - January 17, 2024

Total No. of Mandays: 7 Mandays

2.1 BSI Assessment Team

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Ahmad Ruffi Bin Abu Talib Khan (ARK)	Team Leader	<p>Education: Bachelor Degree In Mechanical Engineering from Universiti Teknologi MARA Shah Alam, graduated in 2015.</p> <p>Work Experience: He started his career as Assistant Mill Manager, managing the day-to-day mill operations. In his five years' experience, he has experience handling the certification of ISO 9001, OHSAS 18001, ISO 14001 as well as Malaysia Sustainable Palm Oil (MSPO). He is a qualified Lead Auditor for MS 2530:2013 and has accumulated more than 300 audit days throughout his current career as the auditor for multiple disciplines covering all over Malaysia</p> <p>Training attended: He has completed CQI-IRCA approved ISO 9001, ISO 14001 and ISO 45001 Lead Auditor Course, MSPO 2530:2013 Lead Auditor Course, Endorsed RSPO Lead Auditor and RSPO SCC Auditor course.</p> <p>Aspect covered in this audit: Policy and commitment, internal audit, management review, legal and land matters, social aspects, mill and estate best practise.</p> <p>Language proficiency:</p>

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		Fluent in English and Bahasa Malaysia.
Amir Bin Bahari (ABB)	Team Member	<p>Education: Bachelor of Science (Hons) Chemistry, from Universiti Sains Malaysia (USM) in 1985 and Diploma in Palm Oil Milling Technology/ Management in 1996 from MPOB, a registered Chemist with Institut Kimia Malaysia as AMIC.</p> <p>Work Experience: 34 years' experience in the oil palm industry including in the mill and estates, 350 mandays in RSPO auditing, and 210 mandays in MSPO audit.</p> <p>Training attended: Attended RSPO Lead Assessor Course (Refresher) on May 2022 and MSPO Lead Auditor course in April 2016, as well as courses related to HCV & GHG, social and environmental related program.</p> <p>Aspect covered in this audit: Mill and estate best practices, traceability, occupational health and safety, GAP, training, waste management, HCV, environmental management plan, usage of energy, reduction of pollution and water management together with legal aspect of mill and estates as well as traceability aspect.</p> <p>Language proficiency: Fluent in Bahasa Malaysia and English Language.</p>
Mohd Sabre Salim (MSS)	Peer Reviewer	<p>Education: Master's in Business Administration (MBA) from UiTM in 2006 and Bachelor Science Agribusiness from UPM in 1986.</p> <p>Work Experience: He gained his working exposure in the plantation sector, serving as an Plantation Manager with Hap Seng Plantation Berhad and currently as consultant, free-lance lecturer, and trainer at MDV Management Sdn Bhd. He has more than 50 MSPO report that has been reviewed.</p> <p>Training attended: He has completed Endorsed Lead Auditor Course and Endorsed MSPO Lead Auditor Course and MSPO Peer Review certificate by MPOCC. He has attended MSPO Peer Reviewer 1 - 2017 by MPOCC.</p> <p>Expertise: General management, leadership & financial management, occupational safety & health management, plantation (agriculture & agribusiness) management, Malaysian Sustainable Palm Oil (MSPO).</p>
Muhammad Sufyan Azmi (MSA)	Peer Reviewer	<p>Education: Master's in Business Administration (MBA) from Open University Of Malaysia and Bachelor Degree in Bioindustry from UPM in 2006.</p> <p>Work Experience: He gained his working exposure in the plantation sector with 15 years' experience, currently serving as a Plantation Manager with TSH Resources Berhad and previously as an Audit Executive with Kulim Malaysia Berhad.</p> <p>Training attended:</p>

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		<p>He has attended MSPO Peer Reviewer 2 - 2017 by MPOCC.</p> <p>Expertise: General management, auditing, environment and plantation management.</p>
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2.2 Impartiality and conflict of interest

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

2.3 Accompanying Persons

No.	Name	Role
	N/A	

2.4 Assessment Plan

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

Date	Time	Subjects	ARK	ABB
Monday, 16/01/2023		Audit team travel to Teluk Panglima Garang	√	√
Tuesday, 17/01/2023 West Estate	0800 - 0930	Audit team travel to West Estate Opening Meeting: <ul style="list-style-type: none"> • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). • Verification on previous audit findings 	√	√
	0930 - 1230	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, scheduled wastes management, worker housing, clinic, landfill, etc.	√	√
	1230 - 1330	Lunch	√	√
	1330 - 1700	Document Review (MS 2530:2013 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices, P7: Development of New Planting	√	√
	1700 - 1730	Interim closing meeting	√	√

Date	Time	Subjects	ARK	ABB
Wednesday, 18/01/2023 West Estate	0900 - 1230	Document Review (MS 2530:2013 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices, P7: Development of New Planting	√	√
	1230 - 1330	Lunch	√	√
	1330 - 1700	Document Review (MS 2530:2013 Part 3): P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services, P6: Best practices, P7: Development of New Planting	√	√
	1700 - 1730	Interim closing meeting	√	√
Thursday, 19/01/2023 West Palm Oil Mill	0900 - 1230	Assessment: Plant visit, 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.	√	√
	1000 - 1200	Stakeholder Consultation Meeting – (Government, Village Rep, Smallholders, Union Leaders, Contractors) – West Palm Oil Mill	√	
	1230 - 1330	Lunch	√	√
	1330 - 1700	Document review (MS 2530:2013 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 and P6: Best practices	√	√
	1700 - 1730	Interim closing meeting	√	√
Friday, 20/01/2023 West Palm Oil Mill	0900 - 1030	Document review (MS 2530:2013 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 and P6: Best practices	√	√
	1030 - 1100	Interim meeting	√	√

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Date	Time	Subjects	ARK	ABB
	1100 - 1130	Auditor Meeting - Preparation for Closing Meeting		√
	1130 - 1230	Closing Meeting	√	√

Section 3: Assessment Findings

3.1 Details of audit results

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

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

3.2 Details of Nonconformities and Opportunity for improvement

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

During the assessment there were two (2) Major & two (2) Minor nonconformities and zero (0) OFI raised. The Strategic Operating Unit (SOU 9) – West Palm Oil Mill and supply bases Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Non-conformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-Conformity Report			
NCR Ref #:	2299602-202301-M1	Issue Date:	20/01/2023
Due Date:	20/04/2023	Date of Closure:	08/03/2023
Area/Process:	West Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3 4.3.1.1 Major
Requirements:	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.		
Statement of Nonconformity:	Compliance of legal requirement was not effectively demonstrated.		
Objective Evidence:	Site visit at West Estate-Air Hitam Division workers quarters found that the drainage system is clogged, with stagnant water due to raining and rubbish is found in the drain. Verification also found that the main drain is full of water spinach which blocking the water from flowing. This is against the requirement in the Section 23 (1)(b) It shall be the duty of the employer of a place of employment where employees and their dependants are provided with housing accommodation to ensure that— the perimeter drains around each dwelling or block of dwellings including all outlet drains are kept in a good state of repair and clear of refuse or undergrowth to permit free flow of water.		

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	<p>Site visit at groceries store at Division 4, found that two (2) shops is selling Liquid Petroleum Gas (LPG). One of the shops does not have the permit to sell the LPG and initiative has been taken to apply the license, and one shop is storing the LPG above the limit set in the permit to sell the LPG. This is against the requirement of Control Of Supplies Regulation 1974 Section 4 (1) The Controller of Supplies may on application in writing in that behalf, issue and renew licenses to deal in scheduled articles by wholesale or retail or license to manufacture scheduled articles, which shall be in the form set out in either Part III or Part (I)A of the Schedule and shall be subject to such conditions as may be specified in the license.</p>
Corrections:	<ul style="list-style-type: none"> i. Estate management has already taken immediate action by carrying out de-grassing activity to clean up the clogged drain. ii. To engage and brief the shopkeeper on the requirement on selling of control item inside estate premises. To monitor the status of application and pending license, the operator is not allowed to store or sell LPG.
Root cause analysis:	<ul style="list-style-type: none"> i. Drainage system was clogged with rubbish & water was stagnant at Air Hitam Division workers' quarters due to rainy season and lack of monitoring by Management and awareness to workers. ii. The requirements were not checked by OU during their inspections and not briefed to the shop operator.
Corrective Actions:	<ul style="list-style-type: none"> i. West Estate will educate the workers to keep the drain clean from time to time. This action will also be part of Workers Housing Weekly Inspection for monitoring purposes. Management will also enforce the practice of good sanitation at workers quarters and install signage at drain area. ii. Estate will advise the shopkeeper to proceed with their document submission to KPNDHEP as the previous application was halted due to pandemic.
Assessment Conclusion:	<p>Verification of photos submission regarding the activity of training and briefing of drain upkeep at Air Hitam Landsite has been conducted on 19/01/2023. Signages of dilarang membuang sampah are place at the area.</p> <p>Housing inspection has been conducted on 07/02/2023 also has verified that there are no water stagnant in the area, and the area are well kept.</p> <p>The management of West Estate has conducted the meeting with all the shopkeepers in the estate and briefed them regarding the legal and licensing needed in operating the shops, together with the control item such as LPG. The management has given the stop order for the operators that are selling the LPG without the permit, and they will be able to sell the LPG once the permit is obtained. Management also has mentioned on the limit of storage of LPG that can be stored. The management has issued the notice to shopkeeper to stop selling the LPG until the permit is obtain, the notice dated 08/02/2023 was sighted, and accepted by shopkeeper. Notice also sent to the other shopkeepers to store the LPG as per the limit in the permit. Notice dated 08/02/2023 was accepted by the shopkeepers.</p> <p>Thus, the Major NC is closed, further verification will be conducted in the next surveillance audit.</p>

Non-Conformity Report			
NCR Ref #:	2299602-202301-M2	Issue Date:	20/01/2023
Due Date:	20/04/2023	Date of Closure:	08/03/2023

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Area/Process:	West Palm Oil Mill	Clause & Category: (Major / Minor)	MSPO 2530 Part 4 4.3.1.1 Major
Requirements:	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.		
Statement of Nonconformity:	Compliance of legal requirement was not effectively demonstrated.		
Objective Evidence:	<ul style="list-style-type: none"> i. LEV monitoring was last carried out on 19/11/2021 by registered IHT. No evidence of LEV inspection by registered IHT within the last 12 months from last inspection. ii. Medical surveillance was carried out in 09/2022 for laboratory operators and the follow up check and retest done in 12/2022. 1 of the operator, ID 7012XXXXXXX found to be unfit and OHD recommended MRP for the said worker even after retest in 12/2022. MRP has initiated and she still work in the laboratory with different job scope as lab sampler. Interview with the operator has confirmed that she still continue work as laboratory operator and yet to be transferred as of 01/2023. 		
Corrections:	<ul style="list-style-type: none"> i. Mill has already appointed IHT registered contractor to conduct the assessment. PO for LEV inspection was issued and inspection will be held on 1st week of 02/2023. The PO no. is 4300612722. The date was reschedule to 14/02/2023 due to unavailability of contractor to commit on 1st week of February. ii. Mill management immediately transfer the worker with ID 7012XXXXXXX to other department in Mill Office as Cleaner and will not involve in chemical handling. 		
Root cause analysis:	<ul style="list-style-type: none"> i. The root cause is the change of person in charge (PIC) as previous QA was transferred to CWR as SSSO on 31/12/2021. New QA was appointed on 17/10/2022 and still in the learning process of his job responsibilities, which includes monitoring on LEV. ii. Mill management misinterpreted the findings on actions need to be taken by management. 		
Corrective Actions:	<ul style="list-style-type: none"> i. Mill Management has established annual schedule for equipment calibration and PIC for each equipment and monitoring to prevent overlook on the legal requirement of the operation in the future. Auto email notification has been made to notify the due date for LEV calibration. ii. Mill management will consult Chief Medical Officer in future on the findings and actions guided based on the recommendations by the report and CMO. Additionally, all these reports will be discussed in the OSH meeting to ensure the committee is responsible and accountable for the actions required to address the findings. 		
Assessment Conclusion:	<p>Sighted the PO records of the LEV, dated 07/01/2023 to Alam Hijau Intergrasi (M) Sdn Bhd. The work was conducted on 14/02/2023. Which currently pending the report from Alam Hijau.</p> <p>The mill management has transferred the workers on 20/01/2023 to work outside the laboratory.</p> <p>The Major NC is closed, further verification will be conducted in the next surveillance audit.</p>		

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Non-Conformity Report			
NCR Ref #:	2299602-202301-N1	Issue Date:	20/01/2023
Due Date:	Next Audit	Date of Closure:	Open
Area/Process:	West Estate	Clause & Category: (Major / Minor)	MSPO 2530 Part 3 4.4.6.3 Minor
Requirements:	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.		
Statement of Nonconformity:	Training in relation to Scheduled Waste management was ineffective.		
Objective Evidence:	West Estate - The SW produced from the estate vehicles/machine operations are collected by external vendors. There were no records of inventory being established. The PIC was not well versed with the requirement for collection made by vendor.		
Corrections:	Estate Management has assigned Storekeeper and an Assistant to update the E-SWIS system on monthly basis		
Root cause analysis:	Estate Management has no dedicated person in-charge (PIC) since previous assistant was transferred and is currently having problem with E-SWIS registration system.		
Corrective Actions:	Training to PIC on scheduled waste management plan and E-SWIS system is scheduled on 14/2/2023.		
Assessment Conclusion:	The CAP is accepted, further verification will be conducted in the audit.		

Non-Conformity Report			
NCR Ref #:	2299602-202301-N2	Issue Date:	20/01/2023
Due Date:	Next Audit	Date of Closure:	Open
Area/Process:	West Palm Oil Mill	Clause & Category: (Major / Minor)	MSPO 2530 Part 4 4.6.1.1 Minor
Requirements:	Standard operating procedures shall be appropriately documented and consistently implemented and monitored.		
Statement of Nonconformity:	Implementation of Standard Operating Procedure is not appropriately consistently implemented and monitored.		
Objective Evidence:	E-Sime+ System used as pre-start check and to report unsafe act/condition at workplace. During plan visit/inspection, OHS non-compliances were observed at fruit handling area, clarification, boiler and kernel plant. Further check in E-Sime+ System, no pre-start check records for the visited workstation on 19/1/23.		
Corrections:	Immediate refresher briefing to operator on Pre-start checklist reporting before mill operation starts. Supervisors were instructed to follow up the online reporting by each station.		
Root cause analysis:	e-Sime+ system for Pre-start checklist is a new system that utilises online medium. There are several causes of the issue, which are:		

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	<ul style="list-style-type: none"> i. Due to 2 weeks of mill shutdown previously, there are tendencies of operator to not paying attention to the check list ii. Lack of reminder and follow-ups on the checklist from Supervisor.
Corrective Actions:	<ul style="list-style-type: none"> i. Briefing on weekly basis to operator on Pre-Start Checklist. ii. Daily update from stations Supervisors on the completed/ filled checklist.
Assessment Conclusion:	The CAP is accepted, further verification will be conducted in the audit.

Opportunity For Improvement			
Ref:	N/A	Clause:	MSPO Part __: N/A
Area/Process:	N/A		
Objective Evidence:	N/A		

Noteworthy Positive Comments	
1.	Good relationship being maintained with surrounding communities and stakeholders.
2.	Good commitment from the management on maintaining the certification.

3.3 Status of Nonconformities Previously Identified and OFI

Non-Conformity Report			
NCR Ref #:	2164115-202202-M1	Issue Date:	10/02/2022
Due Date:	10/05/2022	Date of Closure:	09/05/2022
Area/Process:	West Palm Oil Mill	Clause & Category: (Major / Minor)	MSPO 2530 Part 4: 4.4.4.1 Major
Requirements:	An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.		
Statement of Nonconformity:	The recommendation stated in the Baseline Noise Risk Assessment was not effectively implemented.		
Objective Evidence:	<p>Latest audiometric test was conducted on 29/07/2021. Refer report ref. no. AHJAU/DOSH/WEST/0421. From the report, 4 workers were found with STS and required to be retest 3 months after the audiometric test. The retest was conducted on 07/12/2021. However, only 2 out of 4 employees went for retest.</p> <p>The list as follows:</p> <p>Employee STS in Noise Risk Assessment Report</p> <ul style="list-style-type: none"> 1. Abdul Rahman AT775170 2. Arkani A/P Sundar 680206-10-5844 3. Md Yusman b Mohamad Tasik 780219-01-7369 4. Sandran Munusamy 620916-01-5323 <p>Employee not went to audiometric retest</p>		

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	1. Arkani A/P Sundar 680206-10-5844 2. Md Yusman b Mohamad Tasik 780219-01-7369
Corrections:	Submitted the remaining worker to audiometric re-test on 11/2/2022.
Root cause analysis:	The recommendation stated in the Baseline Noise Risk Assessment was not effectively implemented due to changes in person responsible for the implementation and hand over plan is not comprehensive.
Corrective Actions:	Information such as audiometric result and existing control will be shared amongst OSH Committee during OSH Meeting and to cascade down the information to their colleagues accordingly.
Assessment Conclusion:	Major NC Evidence The mill has sent all the involved workers for audiometric retest on 11/02/2022 at BP Specialist Centre, Glenmarie. Reviewed the audiometric test report. The audiometric noise risk assessment and audiometric test results were discussed in the Safety and Health Committee meeting. Reviewed the minutes meeting for Safety and Health Committee meeting 02/2022 dated 21/04/2022. All the corrective action and evidence of implementation were found to be adequate. The Major NC closed on 09/05/2022.
Verification Statement:	The following data was checked and verified. The mill has sent all the involved workers for audiometric retest on the following respective dates at BP Diagnostic Centre Sdn Bhd, Glenmarie. (Dr Lee Si Hou ref HQ/18/DOC/00/00282). Name M/s Station Date retest 1 Arkani A/P Sundar General worker 11/02/22 2 Yusman b Mohamad Tasik Workshop 11/02/22 3 Abdul Rahman Electrical workshop 07/12/21 4 Sandran Munusamy ETP Operator 07/12/21 5 Ramese Veeramalai Ramp - Grading 11/02/22 6 Sinniah Periannan Workshop 11/02/22 7 Mariappan Ramasamy Gen Worker 07/12/22 The audiometric test reports were reviewed for evidence. The audiometric noise risk assessment and audiometric test results were discussed in the Safety and Health Committee meeting. Reviewed the minutes meeting for Safety and Health Committee meeting dated 21/04/2022. All the corrective action and evidence of implementation were found to be adequate. As such the NCR raised is closed and concluded.

Opportunity For Improvement			
Ref:	N/A	Clause:	MSP0 Part __: N/A
Area/Process:	N/A		
Objective Evidence:	N/A		
Verification Statement:	N/A		

3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
2299602-202301-M1	4.3.1.1 Part 3 Major	20/01/2023	Closed on 08/03/2023
2299602-202301-M2	4.3.1.1 Part 4 Major	20/01/2023	Closed on 08/03/2023
2299602-202301-N1	4.4.6.3 Part 3 Minor	20/01/2023	Open
2299602-202301-N2	4.6.1.1 Part 4 Minor	20/01/2023	Open

3.5 Issues Raised by Stakeholders



IS #	Description
1	<p>Issues: GXX TXXXX YXXX, Contractor</p> <p>The estate management has given full cooperation to the contractor in conducting the work, the contractor were briefed about the organisation requirements prior of starting the work. All contractors' workers are given PPE and salary is paid accordingly in complying the Minimum Wages Order 2022. Contractors can explain the complaint flow chart if they wanted to lodge any complaints. Now, there is no complaint in conducting the work in West Estate.</p>
	<p>Management Responses:</p> <p>Noted on good response, will improve more in the future.</p>
	<p>Audit Team Findings:</p> <p>No further issue.</p>
2	<p>Issues: Kedai Runcit Sivajan</p> <p>The price of goods is well shown in the filing, and at each of the product, the estate has made compulsory for each groceries store in the estate to show the price. Found the price are reasonable. The rental of the store is affordable and able to reduce the price due to low rental. Management also do check on pricing.</p>
	<p>Management Responses:</p> <p>Will continue to good practise to make sure workers are able to purchase goods at affordable price without the need to go out town.</p>
	<p>Audit Team Findings:</p> <p>No further issue.</p>
3	<p>Issues: Gender Committee Representative</p> <p>There is no harassment happened in the working premise as well as off work. The committee will always keep reminding each and every one on how the importance of speaking up if any harassments happen. There is no discrimination during working hour, all workers are treated the same.</p>
	<p>Management Responses:</p> <p>Will keep maintaining the good practise and will improve further in giving support to all workers.</p>
	<p>Audit Team Findings:</p> <p>No further issue</p>
4	<p>Issues: NUPW Representative</p>

	<p>The worker’s representative is elected without the interference of the management unit either the manager or assistant manager. All process is conducted transparently. Almost all the workers join the union, with the union fees bare by the company.</p> <p>The workers are able to voice out any issues during the social dialogue, which the management will take action of each the issues raised.</p>
	<p>Management Responses: Will keep the good practise, all workers are asset to the company, and they will be taken care.</p>
	<p>Audit Team Findings: No further issues.</p>

3.6 List of Stakeholders Contacted

<p>Government Officer: Nil</p>	<p>Community/neighbouring village: Nil</p>
<p>Suppliers/Contractors/Vendors: Kedai Runcit Estate Visiting Medical Officer Kedai Runcit Sivajan Gan Tiong Ying, Contractor</p>	<p>Worker’s Representative/Gender Committee: Gender Committee Representative NUPW Representative Workers Representative</p>

Section 4: Assessment Conclusion and Recommendation

Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings	
Based on the findings during the assessment Strategic Operating Unit (SOU 9) West Palm Oil Mill and West Estate Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013. It is recommended that the certification of Strategic Operating Unit (SOU 9) West Palm Oil Mill and West Estate Certification Unit is continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: SHYLAJA DEVI VASUDEVAN NAIR	Name: AHMAD RUFİ BIN ABU TALİB KHAN
Company name: SIME DARBY PLANTATION BERHAD	Company name: BSI SERVICES MALAYSIA SDN BHD
Title: Head, Sustainability Compliance Unit, GSD	Title: CLIENT MANAGER
Signature:  Date: 27/3/2023	Signature:  Date: 09/03/2023

Appendix A: Summary of the findings by Principles and Criteria

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

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	A policy for the implementation of MSPO shall be established. - Major compliance -	Sighted Group Sustainability & Quality Policy Statement dated 02/12/2019 signed by Group Managing Director Mr. Mohamad Helmi Othman Basha.	Complied
4.1.1.2	The policy shall also emphasize commitment to continual improvement. - Major compliance -	The policy established mention that Sime Darby Plantation Berhad are committed to making: 1. Promoting Good Governance and Transparency 2. Contributing to a better society 3. Minimizing environmental harm 4. Delivering sustainability quality This policy shall be guided by the commitment spelt out in the company's: 1. Responsible Agriculture Charter (RAC) 2. Human Right Charter (HRC) 3. Innovation & Productivity Charter (IPC)	Complied
Criterion 4.1.2 – Internal Audit			

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Criterion / Indicator		Assessment Findings	Compliance										
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance -	<p>RSPO + MSPO Internal Audit for SOU 9 West was carried out Group Sustainability Department. The audit plan was submitted to region on 01/11/2022, by Lead Auditor - Mohd Saiful Bari Munir. The Internal Audit was conducted on 17/11/2022 at West. The audit was carried out based on the reference of MS 2530-3:2013 and MS 2530-4:2013.</p> <p>Summary of findings as below:</p> <table border="1"> <thead> <tr> <th>Estates</th> <th>Date of audit</th> <th>Major NC</th> <th>Minor NC</th> <th>OFI</th> </tr> </thead> <tbody> <tr> <td>West</td> <td>17/11/2022</td> <td>02</td> <td>02</td> <td>Nil</td> </tr> </tbody> </table> <p>Seen the Internal Audit Report with root cause identified for the non-conformities and OFIs raised. All the non-conformities and OFIs were closed accordingly.</p>	Estates	Date of audit	Major NC	Minor NC	OFI	West	17/11/2022	02	02	Nil	Complied
Estates	Date of audit	Major NC	Minor NC	OFI									
West	17/11/2022	02	02	Nil									
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 -	<p>Sime Darby Plantation Berhad has developed Internal Audit Procedure, Doc. No.: SD/SDP/PSQM/IAP, Rev. 2 dated 1/9/2017.</p> <p>The frequency of the internal audit shall be carried out at least once a year and when is required. Seen the Internal Audit Report with root cause identified for the non-conformities and OFIs raised. All the non-conformities and OFIs were closed accordingly.</p>	Complied										
4.1.2.3	Report shall be made available to the management for their review. - Major compliance -	The internal audit report has distributed to the estate’s management. The Management Representative has acknowledged on the acceptance of the Internal Audit Report in West Estate.	Complied										
Criterion 4.1.3 – Management Review													
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes,	West Estate has conducted the Management Review Meeting each on 03/01/2023. The minutes of meeting was sighted and the meeting agenda verified discussing the following:	Complied										

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Criterion / Indicator		Assessment Findings	Compliance
	improvement and modification. - Major compliance -	<ol style="list-style-type: none"> 1. Opening Remarks by Chairman 2. Previous Meeting Minutes Review 3. Matters Arising from Previous Minutes of Meeting 4. Objective/ Management Program 5. Training Plan 6. Results from Internal Audits: RSPO & MSPO 7. Nonconformity, Corrective and Preventive Actions 8. Customers/ Stakeholders Feedback/ Complaints 9. Resource Needs 10. Changes that could affect the management systems 11. Recommendations for Improvement 12. Other matters 13. Conclusion 	
Criterion 4.1.4 – Continual Improvement			
4.1.4.1	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - Major compliance -	The continual improvement plans were established. The documents were being maintained and updated with the assistance and guide from Sustainability Department. SDPB is committed to utilize the established system to regularly monitor and review their key activities at the estates. Relevant action plans were initiated to continuously improve its key areas of operations, environmental, safety, health and welfare of the workers as well as social contribution to the community. Among others the continual improvement plans reviewed were: a) Pollution Prevention Plan - 2023.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>b) Identification and Management of Wastewater - 2023. c) Waste Management Plan - 2023. d) Environmental Improvement Plan - 2023. e) Water reduction Plan - 2023. f) Safety and Health Program - 2023.</p> <p>In SOU 9 the yield performance, extraction ratios and production costs have always been in utmost priority in ensuring long-term economic and financial viability. In general, various efforts had been made to optimize the yield of the plantation among others;</p> <p>a) Maximizing crop recovery, optimum ripeness. b) Standard (harvest ripe bunches only and 100% loose fruit collection). c) The soil fertility was maintained and planting only high yielding planting material. d) To mechanize operation where feasible to reduce reliance of labour.</p> <p>The estates had the following plans of new infrastructure/ facilities installation for the improvement relating to the environmental, process improvement pollution and energy conservation for current and forthcoming year 2023-2027.</p>	
4.1.4.2	The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption.	<p>This is being made upon confirmation of any new projects. a) Employees were briefed of any new development in basic understanding during the weekly briefings.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<ul style="list-style-type: none"> b) The management team will be informed of such development during the monthly management meetings. c) Dissemination of information by the RCEO and RGM are transacted during the monthly Managers meetings and emails. 	
4.1.4.3	<p>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.</p> <p>- Major compliance -</p>	<p>Where introduction of new machines and new work method, all level of employees will be trained to handle /implement the new techniques and work changes.</p> <ul style="list-style-type: none"> a) Monitoring is made by the Estate Manager and Assistants throughout the on-the-job training and familiarization. b) All projects are tabulated in CAPEX list with timeline and costing. The financial procedure will be initiated prior to the project commissioning. c) Training for awareness and allocation of duties will be made in accordingly. Details in 4.4.6.3. 	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 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.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 1/4/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate and also Suara Kami Helpline during the stakeholder meeting on 08/12/2022.</p> <p>Timeframe for external communication to provide feedback within two weeks of the date of receipt for complaint/grievances requiring direct feedback and within one week of the completion of the</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		investigation for communication requiring investigation. Manager is responsible for address the communication and requests. Latest record communication was on 08/12/2022 for external stakeholders and for internal was communicated on social dialogue on 13/01/2023.	
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	The management has disseminated the information of the documents that made publicly available such as management plan, OSH plan, audit reports and land titles upon request during the stakeholder meetings. Besides, internal and external stakeholders could access to the company’s website to obtain information such as policies, annual report and complaint procedures. The link for publicly available https://sime-darbyplantation.com/sustainability/	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 1/4/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation. Dosh logbook available and the record showed was updated until 19/09/2022.	Complied
4.2.2.2	A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit. - Minor compliance -	The estate visited has appointed personnel to be responsible for Social Issues as per appointment letter which state the responsible of the PIC as follows:	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ol style="list-style-type: none"> 1. Investigate any complaint or grievances on social issue and suggest appropriate disciplinary action 2. Keep and keep secret every record of complaint or grievances on social issue 3. Give advice and counselling to workers 4. Organize social activity/program <p>West Estate The estate has appointed the Zulazwan Bin Sueidr as Person Responsible for Social Issue as per appointment letter dated 01/01/2022 signed by the Estate Manager.</p>	
4.2.2.3	<p>List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.</p> <p>- Major compliance -</p>	<p>The estates visited has established the list of Stakeholders and documented in the List of Stakeholders FY 2022. The stakeholders were categorized as Contractors, Vendors/Suppliers, Local Community and Other Interested Parties (Government Agencies, School, Hospitals, and Police Station etc. Stakeholders list for West Estate has been update on 01/01/2023.</p> <p>Consultation and communication were conducted through written reports and meetings.</p> <p>West Estate Sighted stakeholders meeting has been conducted on 08/12/2022 and with villagers, government officers, and smallholder. Sighted evidence of minutes of meeting and attendance.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance										
		Any communication/request/grievances from external stakeholder were recorded in the communication logbook. No complaints or grievances were recorded from external stakeholders.											
Criterion 4.2.3 – Traceability													
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). - Major compliance -	Sime Darby Plantation Berhad has developed Plantation Quality Management System – Standard Operating Procedure for Sustainable Supply Chain and Traceability, Doc. No.: SD/SDP/GSD/SCCS/0522/01; Date: 2022. Therein describing information of FFB flow chart from harvesting designated block to mill weighbridge (tickets).	Complied										
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	The estate monitors the despatch to the mill on daily basis to tally and tracking the volume harvesting and tonnage despatch to the mill. Factors on the FFB balances in the fields are accounted for in the process. Other records include daily FFB harvested and dispatched and summary in the monthly yield statistics. The daily dispatch to the mill is checked vs the received with the monitoring of the weight differences.	Complied										
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance -	<p>The PIC for traceability management is appointed as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>PIC M/s</th> <th>Position</th> <th>Date</th> <th>Issued by</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>En Azlee Sahat</td> <td>Sr Assistant</td> <td>01/01/22</td> <td>Sr Manager</td> </tr> </tbody> </table> <p>Duties among others include the following</p> <ul style="list-style-type: none"> a) To ensure quality and environmental systems b) To ensure test equipment is in order and functional c) To ensure products meet customers targets and quality d) To ensure all requirement in SCCS are complied with. 		PIC M/s	Position	Date	Issued by	1	En Azlee Sahat	Sr Assistant	01/01/22	Sr Manager	Complied
	PIC M/s	Position	Date	Issued by									
1	En Azlee Sahat	Sr Assistant	01/01/22	Sr Manager									

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Criterion / Indicator		Assessment Findings	Compliance																														
		The appointed letter was sighted and verified.																															
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. - Major compliance -	<p>The FFB weighbridge ticket/despatch notes are produced for all transaction to West Palm Oil Mill. The set of document consists of the following information among others.</p> <p>a) Weighbridge ticket</p> <ul style="list-style-type: none"> - Date / D/O no / Quantity / w/bridge operator name - Total Bunches / Quality / field no <p>b) Despatch chit</p> <ul style="list-style-type: none"> - Serial no / field no / no of bunches / tractor no. <p>c) Delivery Note</p> <ul style="list-style-type: none"> - Date/ weight / w/bridge operator / MPOB licence no. <p>d) Grading report for the FFB consignment.</p> <p>Extracted samples of the weighbridge records as follows. The details taken is sample from the total information provided in the weighbridge ticket.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>D/O no</th> <th>Quantity</th> <th>Destination</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01/11/22</td> <td>206620</td> <td>10.990</td> <td>WPOM</td> </tr> <tr> <td>2</td> <td>09/11/22</td> <td>206070</td> <td>2.200</td> <td>WPOM</td> </tr> <tr> <td>3</td> <td>09/11/22</td> <td>206078</td> <td>6.420</td> <td>WPOM</td> </tr> <tr> <td>4</td> <td>07/11/22</td> <td>204675</td> <td>6.950</td> <td>WPOM</td> </tr> <tr> <td>5</td> <td>05/11/22</td> <td>206646</td> <td>11.060</td> <td>WPOM</td> </tr> </tbody> </table>		Date	D/O no	Quantity	Destination	1	01/11/22	206620	10.990	WPOM	2	09/11/22	206070	2.200	WPOM	3	09/11/22	206078	6.420	WPOM	4	07/11/22	204675	6.950	WPOM	5	05/11/22	206646	11.060	WPOM	Complied
	Date	D/O no	Quantity	Destination																													
1	01/11/22	206620	10.990	WPOM																													
2	09/11/22	206070	2.200	WPOM																													
3	09/11/22	206078	6.420	WPOM																													
4	07/11/22	204675	6.950	WPOM																													
5	05/11/22	206646	11.060	WPOM																													
4.3 Principle 3: Compliance to legal requirements																																	
Criterion 4.3.1 – Regulatory requirements																																	

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.3.1.1</p> <p>All operations are in compliance with the applicable local, state, national and ratified international laws and regulations.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad have established a mechanism to ensure compliancy to legal and other requirement and documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 9.</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. Refer to Sime Darby Plantation, ESH Management System Manual, ESH Legal & Other Requirements; Guidelines and Procedures; Document ID: SD/SDP/SQM (ESH)/001-2-2; Revision: 0. Date: 01/07/2012.</p> <p>Among the license and permits sampled were:</p> <p><u>West Estate</u></p> <ol style="list-style-type: none"> 1. MPOB License; License Number: 522968002000; Estate Area: 5833.96 ha; License Validity Period until 31/08/2023. 2. KPDNKK-Permit Barang Kawalan Berjadual, Ref No: B.PGK.SEL/5857, expired on 25/11/2022. Sighted the renewal letter and submission form was submitted to the KPDNKK. 3. Salary deduction permit under Section 24, Labour Act 1955 for electrical usage no. BHG. PU/9/129 JLD 33(53) dated 06/07/2017. 4. Salary deduction permit under Section 24, Labour Act 1955 for Koperasi Serbaguna Kebangsaan Berhad, school children bus fare, and group Life Insurance Great Eastern Life Assurance (M) Bhd ref. no. JTKS(E) 6/115 Jld VII – 22(4) dated 15/05/2014. 	<p>Major NC</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p>5. Salary deduction permit under Section 24, Labour Act 1955 for PTPTN and Tabung Haji Saving ref. no. JTKS(E) 6/115 Jld 36-20 (2) dated 30/05/2018.</p> <p>Site visit at West Estate – Air Hitam Division workers quarters found that the drainage system is clogged, with water is stagnant due to raining and rubbish is found in the drain. Verification also found that the main drain is full of water spinach which blocking the water from flowing. This is against the requirement in the Section 23 (1)(b) It shall be the duty of the employer of a place of employment where employees and their dependants are provided with housing accommodation to ensure that - the perimeter drains around each dwelling or block of dwellings including all outlet drains are kept in a good state of repair and clear of refuse or undergrowth to permit free flow of water.</p> <p>Site visit at groceries store at Division 4, found that two (2) shops is selling Liquid Petroleum Gas (LPG). One of the shops does not have the permit to sell the LPG and initiative has been taken to apply the license, and one shop is storing the LPG above the limit set in the permit to sell the LPG. This is against the requirement of Control Of Supplies Regulation 1974 Section 4 (1) The Controller of Supplies may on application in writing in that behalf, issue and renew licenses to deal in scheduled articles by wholesale or retail or license to manufacture scheduled articles, which shall be in the form set out in either Part III or Part (I)A of the Schedule and shall be subject to such conditions as may be specified in the license. Thus, the Major NC is raised.</p>	

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Criterion / Indicator		Assessment Findings	Compliance
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>Documented Procedures have 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 10/12/2008.</p> <p>All legal requirements were documented in Legal and Other Requirement Register available at the estates. The register is reviewed regularly and updated as and when there are new or amended legal requirements that are applicable to the estate operations. The latest review is as below.</p> <p>West Estate: 10/01/2023</p>	Complied
4.3.1.3	<p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p>- Major compliance -</p>	<p>Documented procedures have 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 10/12/2008.</p> <p>All legal requirement was documented in Legal and Other Requirement Register. Compliance to each applicable law and regulation is monitored by the operating units. The legal register at all sites were reviewed/updated on a yearly basis / as and when needed for new updates/licenses. Sighted the document 'Summary of Compliance' available at the estates undersigned by the Top Management. The document lists the latest applicable laws and amendments, revision dates and acknowledgement by the management.</p> <p>All the legal and other requirements were registered accordingly and documented in the legal requirement register including new updates for Workers Minimum Standards of Housing and Amenities (Amendment) Act 2019, Minimum Wages Order 2022 and Auxiliary Police Regulations 1970 (Amendment), Akta Pencegahan &</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Pengawasan Penyakit Berjangkit 1988, and the Employment Act 2022 update.	
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records verification indicates that the system is appropriate to the operations. Tracking system on any changes in the law is well implemented. <u>West Estate</u> The management has appointed the Azlee bin Sahol as the official officer responsible for legal compliance in the estate as stated in the appointment letter dated 01/01/2022 undersigned by the 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 -	There was no evidence to show that Oil Palm cultivation activities of both the estates had diminished the land use rights of others. The management had documents to show legal ownership of its land.	Complied
4.3.2.2	The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance -	Documents showing legal ownership or lease, history of land tenure and the actual legal use (agriculture) of the land were made available at West Estate. Sample of land title based on the latest quit rent for 2022 are: <u>West Estate</u> There are total 21 land titles in West Estate and it was sighted the ownership of the land belongs to Sime Darby Plantation (Peninsular) Sdn Bhd. Sampled some of the land title as follow:	Complied

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Criterion / Indicator		Assessment Findings	Compliance																
		a. Land title no: 46xxx. Lot No: 2601, Ha: 2028.28 b. Land title no: 46xxx, Lot No: 2602, Ha: 2651.90 c. Land title no: 41xx, Lot No: 12355, Ha: 0.2159 d. Land title no: 41xx, Lot No: 12358, Ha: 0.8727																	
4.3.2.3	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The Estate have maps showing the locations of boundary stones that have been physically located and marked. Boundaries stones/markers/trenching at the estate, during the audit document and photos inspection confirmed that they were clearly marked and maintained. Site visit further confirmed this compliance <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Estate</th> <th>Boundary</th> <th>Neighbouring</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>West</td> <td>P09G</td> <td>Kg Judah</td> </tr> <tr> <td>2</td> <td>West</td> <td>P09G</td> <td>East Estate</td> </tr> <tr> <td>3</td> <td>West</td> <td>P09G</td> <td>Smallholder</td> </tr> </tbody> </table>		Estate	Boundary	Neighbouring	1	West	P09G	Kg Judah	2	West	P09G	East Estate	3	West	P09G	Smallholder	Complied
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4.3.2.4	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	There is no land dispute in the SOU 9 Estates at the time of audit. The land belongs to Sime Darby Plantation Berhad and land ownership documents verified.	N/A																
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 -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.	N/A																

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Criterion / Indicator		Assessment Findings	Compliance
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should be made available. - Minor compliance -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.	N/A
4.3.3.3	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.	N/A
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	The estates visited has conducted Social Impact Assessment (SIA) conducted on 27-28/03/2014. The assessment conducted was include the feedbacks from the stakeholder engagement meeting Besides providing socio-economic baseline data, the report highlighted various issues (complaints, requests and comments) raised by the stakeholders of the respective estates and mill (in SOU 9) action plans for handling the identified issues were also presented in the report. 16/5/2022 training to workers regarding to policy and social matter.	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 -	The company has developed a documented procedure in Sustainable Plantation Management System on handling social issues, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008. The procedure has detailed the process of handling social issues raised by the	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>stakeholders and resolve in an effective, timely and appropriate manner.</p> <p>Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 1/4/2018 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the mill. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation.</p>	
4.4.2.2	<p>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>Estate has implemented External Complaint Book and Housing Defect Complaint Form to record complaints and requests reported by the stakeholders. The complaints or grievances were resolved within the time frame. Most of the complaints were related to housing repair. The complaint form has recorded the name of complainant, date of completion and acknowledgement from the complainant after action taken.</p>	Complied
4.4.2.3	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint.</p> <p>- Minor compliance -</p>	<p>Both estates have established communication book/form for internal and external complaint. The communication logbook/forms is available at estate’s office.</p> <p>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.</p>	Complied
4.4.2.4	<p>Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time.</p>	<p>Sime Darby Plantation Berhad has implemented Flowchart and Procedure on Handling Social Issues, version 1 and dated 1/11/2008.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Minor compliance -	Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders. Verified through stakeholder’s interview. Latest awareness training has been conducted on 02/08/2022.	
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance -	The complaint record for request for maintenance are available and kept for 10 years according to the Standard Operation Manual Section 4; Sub-section 4.2.3 Control of Documents. There is no complaint since 2021.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Growers should contribute to local development in consultation with the local communities. - Minor compliance -	Among contribution made to the local communities as follows: 1. Job opportunities to local 2. Jamuan Hari Raya 3. Jamuan Berbuka Puasa	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 -	The Group Upstream Malaysia Safety, Health and Environmental Policy Statement had been established and implemented. a) The policy was signed by the Chief Operation Officer Upstream Malaysia on June 2020 and displayed prominently on notice boards in English and local language Bahasa Malaysia. b) The Policy is implemented through the OSH activities by the on-Site Safety Officers and monitored by OSH Manager from Head Office. c) Included in the policy is the commitment of the Company to	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>provide and maintain a safe and healthy working environment of its employees & contractors & visitors.</p> <p>In interviews with the workers and staff revealed that the employees have been briefed and have understood the policy.</p>	
<p>4.4.4.2</p>	<p>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 risks of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to pesticides: <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 d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust 	<p>The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> a) Briefings to employees were made through town hall session, a standard program organized at HQ level. <ul style="list-style-type: none"> i. During the session subjects on safety policies, road safety, zero harm, accident history and precautionary measures, dialogue and 'ikrar pekerja' were briefed and shown in slides presentation to the employees. ii. The 'ikrar pekerja' was sighted. Content includes among others to prioritise safety, execute work safely, adherence to all safety rules and regulations and to target zero accident. iii. Details shown in 4.4.6.3 b) The estates identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. HIRARC is subject for a review in event of the following; <ul style="list-style-type: none"> i. Change in work process ii. Revision/changes in legislative requirement iii. Occurrence of accidents <p>CHRA was made dated 11/11/2020 by GATCONST Sdn Bhd ref no HQ/09/ASS/00/124.</p>	<p>Complied</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>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<p>HIRARC for the estate was formalized on in 2008 with review made annually latest being 20/12/2022 based on incidences and introduction of new format. The significant and routine activities for the estate were adequately covered with details among others as follows:</p> <table border="1" data-bbox="1111 603 1865 906"> <thead> <tr> <th></th> <th>Areas/Activities</th> <th></th> <th>Areas /Activities</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Palm/ bunch census</td> <td>9</td> <td>Harvesting & collection</td> </tr> <tr> <td>2</td> <td>Circle/ selective spraying</td> <td>10</td> <td>Transportation of workers</td> </tr> <tr> <td>3</td> <td>Confined space</td> <td>11</td> <td>Walking from palm to palm</td> </tr> <tr> <td>4</td> <td>Drainage-machinery</td> <td>12</td> <td>Loose fruit collection</td> </tr> <tr> <td>5</td> <td>Grass cutting</td> <td>13</td> <td>In field machine to 3mt bin</td> </tr> <tr> <td>6</td> <td>Compound sanitation</td> <td>14</td> <td>Water pumping</td> </tr> <tr> <td>7</td> <td>Fertilizer application</td> <td>15</td> <td>Chemical mixing</td> </tr> <tr> <td>8</td> <td>Replanting</td> <td>16</td> <td>Nursery</td> </tr> </tbody> </table> <p>Appropriate risk control measures were determined and implemented for the respective activities and operation. Most of the moving part and rotating machinery were installed with machine guarding and properly covered. Appropriate administrative controls such as safety signage were displayed at all workstations in the estate office and workshop. In general, the control measures were appropriate to the identified risks. A person-in-charge at each site was appointed to monitor the implementation of the control measures through the 5S initiative.</p> <p>c) The training held by the estate in the CU in relation to the pesticides handling as listed below. Included therein are the precautionary measures of products organized by the manufacturer.</p> <table border="1" data-bbox="1111 1353 1848 1383"> <thead> <tr> <th></th> <th>Subject</th> <th>Date</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Areas/Activities		Areas /Activities	1	Palm/ bunch census	9	Harvesting & collection	2	Circle/ selective spraying	10	Transportation of workers	3	Confined space	11	Walking from palm to palm	4	Drainage-machinery	12	Loose fruit collection	5	Grass cutting	13	In field machine to 3mt bin	6	Compound sanitation	14	Water pumping	7	Fertilizer application	15	Chemical mixing	8	Replanting	16	Nursery		Subject	Date	Date					
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Criterion / Indicator		Assessment Findings				Compliance
		1	Company Policies Briefing	01/12/22	20/01/22	
		2	RSPO Briefing to employees	16/01/23	-	
		3	Chemical spillage ERP	11/04/23	-	
		4	Fertilizer application	02/12/22	-	
		5	Chemical spraying	29/02/22	04/07/22	
		6	PPE adherence	14/01/23	06/01/23	
		7	SW management	10/01/23	11/04/22	
		<p>Details of other training are available 4.4.6.1 under training and competency. ESH programs are also implemented. Common programs were initiated from HQ level e.g. OSH meeting, workplace inspection, inspection on PPE, training on MSPO etc.</p> <p>d) The estate provides PPE to the employees such as apron, safety helmets, and safety shoes relevant to the work handled by the workers. Records of PPE issuance for both estates were sighted. During interviews and photos evidence workers was observed to be in PPE. Based on the HIRARC carried out at the estates the PPE types for the various activities has been identified and implemented.</p> <ul style="list-style-type: none"> i. Harvester-Safety helmet, sickle cover, hand glove. wellington boots ii. Sprayers-Respirator, nitrile glove (Chemical Resistant) goggles, wellington boots, apron. iii. Manuring- Apron, wellington boots, dust mask, nitrile glove. iv. Water treatment Plant Operator - Safety boots, ear muff, safety vest, helmet, cotton glove, dust mask. <p>Sighted issuance of PPE record for the following employees in 2022.</p>				

Criterion / Indicator		Assessment Findings	Compliance										
		<p>e) The estate has established an SOP for chemical handling. This is available in SQM – Operational Control Procedure under subject Chemical Safety Management. This includes compliance related to:</p> <ul style="list-style-type: none"> i. Conduct/reassess CHRA ii. Review of chemical register iii. Chemical management assessment review iv. Conduct health surveillance. <p>The document was sighted and currently applicable to the estate operations.</p> <p>f) The Estate Manager was appointed as the Chairman of the ESH committee. The letter of appointment for the Managers signed by the Regional CEO dated 01/11/2021 was sighted. The Manager subsequently assigned duties of ESH coordinator to the Assistants for the down line implementation of ESH practices in the estates. All identified Executives were officially given a letter for such an appointment.</p> <p>g) The estate management conduct regular two-way communication with their employees through the quarterly ESH meeting. The dates of meeting held by the estate are recorded below.</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Estate</th> <th>4th</th> <th>3rd</th> <th>2nd</th> <th>1st</th> </tr> </thead> <tbody> <tr> <td>West</td> <td>16/12/22</td> <td>29/09/22</td> <td>07/07/22</td> <td>17/03/22</td> </tr> </tbody> </table> <p>The minutes of meeting randomly were sighted and verified. Workers during the meeting participated in the discussion mainly on housing and safety. All units adopted the agenda as released SQM. This agenda list was sighted and adequate to discuss salient</p>	Estate	4th	3rd	2nd	1st	West	16/12/22	29/09/22	07/07/22	17/03/22	
Estate	4th	3rd	2nd	1st									
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Criterion / Indicator		Assessment Findings	Compliance																
		<p>issues relating safety, environmental and health. The agenda as discussed during the meeting among others includes the following:</p> <ul style="list-style-type: none"> a) <i>Laporan Pemakaian PPE</i> b) <i>Laporan Prestasi ESH/Kesehatan</i> c) <i>Laporan LatIhan & SOP/HIRARC</i> d) <i>Laporan Pemuatan Undang-Undang</i> e) <i>Laporan Pemuatan Oleh Kontraktor</i> f) <i>Laporan Pemeriksaan Tempat Kerja</i> g) <i>Laporan Kesehatan & Kawasan Perumahan</i> h) <i>Laporan Bahan Buangan Terjadual/Isu Alam Sekitar</i> <p>h) Accident and emergency procedures are available in adherence to the SDPB policy on 'Crisis Management & Emergency Response' plan - chapter 13 of PQMS, OSH manual and 'Accident and Reporting and Investigation Procedure' in chapter 14 of the same manual. Each estate had procedures emergencies situation as listed below in the table. There was formation of ERP Team & ERP for all the identified incidences. The organization chart for the ERP team was established and displayed for information of the employees. The important telephone contact numbers were also provided therein. Procedures guidelines were issued by SQM and amended to tailor to the situation differences in the estates.</p> <table border="1"> <thead> <tr> <th colspan="4">Emergencies Situation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fire Hazard</td> <td>5</td> <td>Poisonous animals attack</td> </tr> <tr> <td>2</td> <td>Injury At Site</td> <td>6</td> <td>Flood</td> </tr> <tr> <td>3</td> <td>Diesoline spillage</td> <td>7</td> <td>Workers' Strike</td> </tr> </tbody> </table>	Emergencies Situation				1	Fire Hazard	5	Poisonous animals attack	2	Injury At Site	6	Flood	3	Diesoline spillage	7	Workers' Strike	
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	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 5%; text-align: center;">4</td> <td style="width: 60%;">Explosion</td> <td style="width: 5%; text-align: center;">8</td> <td style="width: 30%;">Electrocution/ Electric shock</td> </tr> </table> <p>ERT members will receive training and practice in emergency procedures appropriate to their respective workplace and degree of risk. The training are conducted by an accredited or qualified organization who can demonstrate their suitability to provide training among others as follows;</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 65%;">Subject</th> <th style="width: 15%;">Planned Date</th> <th style="width: 15%;">Actual Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Company Policies Briefing</td> <td style="text-align: center;">01/12/22</td> <td style="text-align: center;">20/01/22</td> </tr> <tr> <td style="text-align: center;">2</td> <td>RSPO Briefing to employees</td> <td style="text-align: center;">16/01/23</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Fire Drill</td> <td style="text-align: center;">13/01/22</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Chemical spillage ERP</td> <td style="text-align: center;">11/04/23</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">5</td> <td>First Aid Kit & ERP handling</td> <td style="text-align: center;">12/07/22</td> <td style="text-align: center;">23/09/22</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Protection-HCV riparian zone</td> <td style="text-align: center;">29/11/22</td> <td style="text-align: center;">21/12/22</td> </tr> <tr> <td style="text-align: center;">7</td> <td>TKI induction program</td> <td style="text-align: center;">29/11/22</td> <td style="text-align: center;">23/09/22</td> </tr> </tbody> </table> <p>i) The trained personnel for the First Aid were among the employees working in the estates as staff/mandores. The estates distributed the first aid box to the mandores and brought along to the field during operations. In addition, there are also first aid boxes kept in the office, store and workshops.</p> <p>j) Accident statistics are being maintained and periodically reviewed (quarterly basis) during ESH committee meeting – minutes reviewed. The following accident incidents were reviewed:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 15%;">Estate</th> <th style="width: 10%;">Case</th> <th style="width: 10%;">LTI</th> <th style="width: 15%;">Case Non LTI</th> <th style="width: 15%;">JKKP8 Submission</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>West</td> <td style="text-align: center;">19</td> <td style="text-align: center;">126</td> <td style="text-align: center;">0</td> <td style="text-align: center;">01/01/2023</td> </tr> </tbody> </table>	4	Explosion	8	Electrocution/ Electric shock		Subject	Planned Date	Actual Date	1	Company Policies Briefing	01/12/22	20/01/22	2	RSPO Briefing to employees	16/01/23	-	3	Fire Drill	13/01/22	-	4	Chemical spillage ERP	11/04/23	-	5	First Aid Kit & ERP handling	12/07/22	23/09/22	6	Protection-HCV riparian zone	29/11/22	21/12/22	7	TKI induction program	29/11/22	23/09/22		Estate	Case	LTI	Case Non LTI	JKKP8 Submission	1	West	19	126	0	01/01/2023	
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		<p>Accident Statistics are being maintained in a satisfactory manner. LTI as at December 2022. Incidences are related to harvesting, commuting motorcycle, torn prick, frond stacking, sprained while performing spraying. Where required submissions of JKPP 6, & 8 to DOSH were complied with under the legislative requirement. Investigations and revision of HIRARC where appropriate were made accordingly.</p> <table border="1"> <thead> <tr> <th></th> <th>Activity - Related incidence</th> <th>LTI</th> <th>LTI</th> <th>LTI</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Drain desilting</td> <td>2</td> <td>6</td> <td>-</td> </tr> <tr> <td>2</td> <td>Fronds stacking</td> <td>2</td> <td>-</td> <td>-</td> </tr> <tr> <td>3</td> <td>Sprained walking</td> <td>9</td> <td>2</td> <td>-</td> </tr> <tr> <td>4</td> <td>Motorcycle riding</td> <td>1</td> <td>-</td> <td>-</td> </tr> <tr> <td>5</td> <td>LF - Eye injury</td> <td>2</td> <td>2</td> <td>-</td> </tr> <tr> <td>6</td> <td>Harvesting - Sprained</td> <td>2</td> <td>2</td> <td>7</td> </tr> <tr> <td>7</td> <td>Loading hand injury</td> <td>7</td> <td>2</td> <td>-</td> </tr> <tr> <td>8</td> <td>Leg injury - workshop</td> <td>5</td> <td>-</td> <td>-</td> </tr> <tr> <td>9</td> <td>Commuting - passenger</td> <td>6</td> <td>-</td> <td>-</td> </tr> <tr> <td>10</td> <td>Fertilizer application</td> <td>9</td> <td>38</td> <td>-</td> </tr> <tr> <td>11</td> <td>harvesting</td> <td>13</td> <td>6</td> <td>-</td> </tr> <tr> <td>12</td> <td>Tractor driving - slipped</td> <td>3</td> <td>-</td> <td>-</td> </tr> </tbody> </table>		Activity - Related incidence	LTI	LTI	LTI	1	Drain desilting	2	6	-	2	Fronds stacking	2	-	-	3	Sprained walking	9	2	-	4	Motorcycle riding	1	-	-	5	LF - Eye injury	2	2	-	6	Harvesting - Sprained	2	2	7	7	Loading hand injury	7	2	-	8	Leg injury - workshop	5	-	-	9	Commuting - passenger	6	-	-	10	Fertilizer application	9	38	-	11	harvesting	13	6	-	12	Tractor driving - slipped	3	-	-	
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Criterion 4.4.5: Employment conditions																																																																				
4.4.5.1	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established Group Sustainability & Quality Policy Statement dated 2/12/2019 by Group Managing Director where the company is respecting, upholding & no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020. Besides, Policy on the Protection of Human</p>	Complied																																																																	

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		Rights Defenders (HRDs) was established with effective date on 25/3/2020. Sime Darby Plantation respect and safeguard human rights, notion of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with Sime Darby Plantation Berhad. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, and business partners, workers in our operations and supply chains, and communities surrounding our operations.	
4.4.5.2	The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics. - Major compliance -	Sime Darby Plantation Berhad has implemented The Group Sustainability & Quality Policy Statement which signed on 02/12/2019. Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities & Reporting. Refer section 3.2 Respect and Uphold Labour Right where the management is committed to treat all employees fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, sexual orientation union membership, political view, religion and/or age.	Complied
4.4.5.3	Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage. - Major compliance -	Employment contracts are available and explained in language that understood by workers and signed by the workers (Local, Indonesian and Bangladesh). Besides, for workers who workers more than 2 years (Indonesian) and 3 years (other nationalities) have signed an extension contract.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>There were employment contracts for staffs and workers. Pay and conditions are documented and achieved the Minimum Wage Order 2022. Sampled of employment contracts confirmed that terms and conditions are clearly outlined as per collective agreement and Employment Act 1955 which have been signed by the worker.</p> <p>Sampled of agreement and payslip for June 2022, July 2022 and August 2022 for West Estate as below:</p> <p>West Estate:</p> <p>Employee Id: xxx570 Employee Id: xxx961 Employee Id: xxx329 Employee Id: xxx268 Employee Id: xxx503 Employee Id: xxx090 Employee Id: xxx964 Employee Id: xxx341 Employee Id: xxx267 Employee Id: xxx240 Employee Id: xxx610</p>	
4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	<p>Contractor for the estate were mainly for works such as FFB evacuation and transportation and replanting works. Noted that all the contract workers were provided with appropriate employment contract. A copy of employment contract and pay slips were submitted to the estates visited for monitoring purpose. Based on the payment voucher checked, daily rate for contract workers is RM 57.69/day. Pay slip/cash voucher of the workers were sighted that it</p>	Complied

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		is according to the employment contract. The records are documented and available for review. Refer employee of contractor's agreement as per contractor Gxx Txxxxxxx Sdn Bhd. Sample has been taken for the month of June, 2022, July 2022 and August 2022.	
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. - Major compliance -	The estate has established the workers master list which contain information such as Checkroll type, designation, race, religion, nationality, sex, name, date of birth, date joined, work permit expiry date, passport expiry date, EPF no., Work permit no, SOCSO, IC/Permit no., Income tax no, Employment no.	Complied
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records. - Major compliance -	All the workers were provided with fair contracts which has been explained, understand, agreed and signed by bot employee and employer. In the employment contracts confirmed that terms and conditions are clearly outlined as per collective agreement and Employment Act 1955 which have been signed by the worker. The sampled was followed as per indicator 4.4.5.3.	Complied
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. - Major compliance -	All the daily attendance and overtime work were recorded in Estate Daily Attendance Report. Sampled of agreement and payslip for June 2022, July 2022 and August 2022 for West Estate as below: West Estate: Employee Id: xxx570 Employee Id: xxx961 Employee Id: xxx329 Employee Id: xxx268 Employee Id: xxx503 Employee Id: xxx090	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		Employee Id: xxx964 Employee Id: xxx341 Employee Id: xxx267 Employee Id: xxx240 Employee Id: xxx610	
4.4.5.8	The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. - Major compliance -	All the daily attendance and overtime work were recorded in Estate Daily Attendance Report. Sampled of agreement and payslip for June 2022, July 2022 and August 2022 for West Estate as below: West Estate: Employee Id: xxx570 Employee Id: xxx961 Employee Id: xxx329 Employee Id: xxx268 Employee Id: xxx503 Employee Id: xxx090 Employee Id: xxx964 Employee Id: xxx341 Employee Id: xxx267 Employee Id: xxx240 Employee Id: xxx610	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 -	Wages and overtime were paid according to the Estate Daily Attendance Report. Total hours of overtime and daily attendance has recorded in the Estate Daily Attendance. All of the sampled employees above have been paid in accordance to the Minimum Wage Order 2022. Hours of overtime has recorded in the payslip and	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		the payment for overtime were paid according to the legal requirements.	
4.4.5.10	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions. - Minor compliance -	The management has contributed 10 kg of rice once every 2 months for all their workers. Apart from that, all the workers are provided with free medical facilities. In additional, all the workers are entitled with the phone allowance of RM5 for every month. Free housing facilities were provided to all the workers and their families.	Complied
4.4.5.11	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation. - Major compliance -	The estates' management has provided free housing facilities to all the workers. Basic amenities such as water and electricity were provided to the workers. Linesite inspection was carried out on weekly basis by Medical Assistant using Housing Complex/ Nest/ Community Hall Inspections. The housing weekly inspections (PIOA) sample in West Estate dated 08/12/2022 and 15/12/2022.	Complied
4.4.5.12	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They seek to create a working environment with zero tolerance for sexual harassment and abuse and in which violence is never used to resolve issues or conflict. Gender Committee was established in West Estate to monitor if there is any case of sexual harassment reported. The last meeting was carried out on 29/12/2022 together with the employees Welfare Meeting at West estate. Issues reported were recorded in the	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		minutes. Interviewed with the female workers found that no sexual harassment or violence case reported so far.	
4.4.5.13	<p>The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has implemented The Group Sustainability & Quality Policy Statement which signed on 02/12/2019 where the management is respecting Freedom of Association.</p> <p>Sighted Human Right Charter Revised 2020 has been established to cover on Human Right consist of Preamble, Scope, Commitments, Approach, Implementation and Responsibilities & Reporting.</p> <p>The latest Union Meeting dated 12/12/2022 in West Estate.</p> <p>Interview with the Union representative verified that there are no interference from management in the union, as all the process are handle by the union member.</p>	Complied
4.4.5.14	<p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children and young persons is acceptable on family farms, under adult supervision, and when not interfering with their education. They shall not be exposed to hazardous working conditions.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They recognize that protecting the wellbeing of children means safeguarding them from any form of maltreatment or exploitation, including child sex tourism, child trafficking and child pornograph. They are eradicating child labour in all their supply chain and not employ anyone underage of 18 years.</p> <p>No employees below the age of 18 were sighted through verified the Employee Master Listing and interviewed with the workers.</p>	Complied
Criterion 4.4.6: Training and competency			

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4.4.6.1 All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept. - Major compliance -	<p>Formal training programs for 2023 that covered aspects of the MSPO with regular assessments of training needs were available for all the audited sites. Training Plan was for each operating unit were established. A training need identification matrix has been established with target dates for the training identified. The training program among others includes the following subjects:</p> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Subjects</th> <th colspan="3">Month</th> </tr> <tr> <th>1-4</th> <th>5-8</th> <th>9-12</th> </tr> </thead> <tbody> <tr><td>1</td><td>ESH Legal & Other requirements</td><td>/</td><td>-</td><td>-</td></tr> <tr><td>2</td><td>USECHH) 2000</td><td>/</td><td>-</td><td>-</td></tr> <tr><td>3</td><td>Accident Investigation Techniques</td><td>/</td><td>-</td><td>-</td></tr> <tr><td>4</td><td>ERP Chemical spill, poisoning, Fire.</td><td>/</td><td>-</td><td>/</td></tr> <tr><td>5</td><td>First Aid Training</td><td>/</td><td>-</td><td>/</td></tr> <tr><td>6</td><td>Scheduled waste management</td><td>/</td><td>/</td><td>-</td></tr> <tr><td>7</td><td>Safe Work Procedure for All Stations.</td><td>/</td><td>-</td><td>/</td></tr> <tr><td>8</td><td>Confined Space Training</td><td>-</td><td>/</td><td>-</td></tr> <tr><td>9</td><td>Policy Training</td><td>/</td><td>-</td><td>/</td></tr> <tr><td>10</td><td>Effective workplace inspection</td><td>-</td><td>/</td><td>/</td></tr> <tr><td>11</td><td>GAP training/ SW</td><td>/</td><td>/</td><td>/</td></tr> <tr><td>12</td><td>RSPO & Management Training,</td><td>/</td><td>-</td><td>/</td></tr> <tr><td>13</td><td>RSPO Human Right ILO</td><td>/</td><td>-</td><td>/</td></tr> <tr><td>14</td><td>S Darby Policies (Gender & Conservation)</td><td>/</td><td>-</td><td>/</td></tr> <tr><td>15</td><td>Maintenance of spraying equipment</td><td>/</td><td>/</td><td>/</td></tr> <tr><td>16</td><td>HCV Training for Region</td><td>-</td><td>/</td><td>/</td></tr> <tr><td>17</td><td>Safe handling of Electrical Equipment</td><td>/</td><td>-</td><td>/</td></tr> <tr><td>18</td><td>MSDS/ CSDS</td><td>/</td><td>-</td><td>/</td></tr> <tr><td>19</td><td>5 S Housekeeping</td><td>/</td><td>/</td><td>-</td></tr> <tr><td>20</td><td>PPE adherence</td><td>/</td><td>/</td><td>-</td></tr> </tbody> </table>		Subjects	Month			1-4	5-8	9-12	1	ESH Legal & Other requirements	/	-	-	2	USECHH) 2000	/	-	-	3	Accident Investigation Techniques	/	-	-	4	ERP Chemical spill, poisoning, Fire.	/	-	/	5	First Aid Training	/	-	/	6	Scheduled waste management	/	/	-	7	Safe Work Procedure for All Stations.	/	-	/	8	Confined Space Training	-	/	-	9	Policy Training	/	-	/	10	Effective workplace inspection	-	/	/	11	GAP training/ SW	/	/	/	12	RSPO & Management Training,	/	-	/	13	RSPO Human Right ILO	/	-	/	14	S Darby Policies (Gender & Conservation)	/	-	/	15	Maintenance of spraying equipment	/	/	/	16	HCV Training for Region	-	/	/	17	Safe handling of Electrical Equipment	/	-	/	18	MSDS/ CSDS	/	-	/	19	5 S Housekeeping	/	/	-	20	PPE adherence	/	/	-	Complied
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		21	Estate Activities / Mill Work stations	/	/	/																								
		22	Triple rinsing	/	/	-																								
		23	Effective work place inspection	-	/	/																								
		24	HIRARC	/	-	/																								
		25	Safe driving techniques	/	-	/																								
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>Similar methods for identifying the training needs are used in all the estates. The details of the training needs include categories of:</p> <p>a) Job descriptions b) Sections c) Employees' group</p> <p>Included in this program are subjects related to:</p> <p>a) Environment e.g. environmental, safety & health policy, b) Scheduled waste management, c) Environmental responsibility, HCV & Biodiversity training, d) Field activities/ operations, e) Equipment handling, vehicles maintenance etc.</p>				Complied																								
4.4.6.3	<p>A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>Training were provided during musters and also in session held in the estate community hall. The following training made for the employees were recorded as follows. Subjects extracted were mainly related to ESH, SOP, and pesticide handling.</p> <table border="1"> <thead> <tr> <th></th> <th>Subject</th> <th>Date</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Company Policies Briefing</td> <td>01/12/22</td> <td>20/01/22</td> </tr> <tr> <td>2</td> <td>RSPO Briefing to employees</td> <td>16/01/23</td> <td>-</td> </tr> <tr> <td>3</td> <td>Harvesting safety awareness</td> <td>03/10/22</td> <td>-</td> </tr> <tr> <td>4</td> <td>Tractors driving SOP</td> <td>13/07/22</td> <td>-</td> </tr> <tr> <td>5</td> <td>FFB crop quality</td> <td>02/06/22</td> <td>18/05/22</td> </tr> </tbody> </table>					Subject	Date	Date	1	Company Policies Briefing	01/12/22	20/01/22	2	RSPO Briefing to employees	16/01/23	-	3	Harvesting safety awareness	03/10/22	-	4	Tractors driving SOP	13/07/22	-	5	FFB crop quality	02/06/22	18/05/22	Minor NC
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		6	Harvesting SOP	13/09/22	15/08/22	
		7	Harvesting Safety awareness	27/12/22	10/12/22	
		8	Fire Drill	13/01/22	-	
		9	Chemical spillage ERP	11/04/23	-	
		10	M/cycle riding - Safety driving	17/06/22	-	
		11	Fertilizer application	02/12/22	-	
		12	ILO Briefing 11/01/23	10/09/22	11/01/23	
		13	Chemical spraying	29/02/22	04/07/22	
		14	First Aid Kit & ERP handling	12/07/22	23/09/22	
		15	Working hours/ Payslip	15/06/22	01/06/22	
		16	Protection-HCV riparian zone	29/11/22	21/12/22	
		17	Line site hygiene - FW	14/01/23	29/12/22	
		18	PPE adherence	14/01/23	06/01/23	
		19	SW management	10/01/23	11/04/22	
		20	Sexual harassment/ COBC	06/1/23	-	
		21	TKI induction program	29/11/22	23/09/22	
		22	Employment Act - Revision	13/01/23	-	
		23	Noise/ Safety awareness SQM	10/03/22	-	
		24	COVID 19 Awareness	04/03/22	28/02/22	
		25	Employment Contract - Employee	01/12/23	04/01/23	
		<p>The SW produced from the estate vehicles/machine operations are collected by external vendors. There was no records of inventory being established. The PIC was not well versed with the requirement for collection made by vendor. Hence, a Minor NCR is raised.</p>				
<p>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</p>						

Criterion / Indicator	Assessment Findings	Compliance																																	
Criterion 4.5.1: Environmental Management Plan																																			
<p>4.5.1.1</p>	<p>An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the Group Managing Director on 05/05/2022 and displayed prominently on notice boards in English and local language Bahasa Malaysia. Therein among others has stated that the Company is committed to protecting the environment and conserving biodiversity through minimizing environmental harms</p> <ul style="list-style-type: none"> a) Protecting and enhancing biodiversity and the ecosystem b) No deforestation and no new development on peat soil c) Enhancing resilience against climate change impact d) Adopting responsible consumption and production. <p>This policy is prominently displayed in the office along with other Company's Policies. It is communicated to the employees via training and weekly briefing session among others as follows:</p> <table border="1" data-bbox="1070 1050 1861 1321"> <thead> <tr> <th></th> <th>Subject</th> <th>Date</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Company Policies Briefing</td> <td>01/12/22</td> <td>20/01/22</td> </tr> <tr> <td>2</td> <td>RSPO Briefing to employees</td> <td>16/01/23</td> <td>-</td> </tr> <tr> <td>3</td> <td>Fire Drill</td> <td>13/01/22</td> <td>-</td> </tr> <tr> <td>4</td> <td>Chemical spillage ERP</td> <td>11/04/23</td> <td>-</td> </tr> <tr> <td>5</td> <td>First Aid Kit & ERP handling</td> <td>12/07/22</td> <td>23/09/22</td> </tr> <tr> <td>6</td> <td>Protection - HCV riparian zone</td> <td>29/11/22</td> <td>21/12/22</td> </tr> <tr> <td>7</td> <td>SW management</td> <td>10/01/23</td> <td>11/04/22</td> </tr> </tbody> </table> <p>Subjects on environmental are included the annual training program among others related to environment e.g. environmental, safety &</p>		Subject	Date	Date	1	Company Policies Briefing	01/12/22	20/01/22	2	RSPO Briefing to employees	16/01/23	-	3	Fire Drill	13/01/22	-	4	Chemical spillage ERP	11/04/23	-	5	First Aid Kit & ERP handling	12/07/22	23/09/22	6	Protection - HCV riparian zone	29/11/22	21/12/22	7	SW management	10/01/23	11/04/22	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
		health policy, scheduled waste management, environmental responsibility, HCV & biodiversity.	
4.5.1.2	<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>The Environmental Policy has been established as described in 4.5.1.1 above. The objectives of the environmental management plan among others include the following:</p> <ul style="list-style-type: none"> a) Implement and comply all prevailing statutory environmental laws b) Plantation development emphasizing zero burning practices. c) Compliance of DOE - to minimize pollution of land/ water/ air d) To control and practice GAP systems in both mineral/ peat soils e) Identification of HCV and preserving riparian zones. <p>The aspects and impacts had been provided in <i>the Environmental Impact Assessment</i> reviewed on Jan 2023 compiled internally.</p> <p>The analysis covered the following activities:</p> <ul style="list-style-type: none"> a) Harvesting/ weeding/ fertilizer application b) Mulching/ road upkeep/ ramp c) Workshop/ chemical store Operations d) Lubricant store/ fertilizer store e) Oil Palm Tree Removal/ Pest & Disease Control f) Impact of field operations activities towards environmental g) Identification of riparian zone h) All the relevant positive/negative impact and mitigation plan 	Complied

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Criterion / Indicator		Assessment Findings	Compliance												
		<p>The plans and impact assessments relating to environmental impacts based on documents for both estates and the mill are elaborated in the following records:</p> <p>a) Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, <i>(version 1; year 2008 Issue no. 1; dated 1 April 2009 Register)</i></p> <p>b) Appendix 5.4.1c - Environmental Aspect and Impact Identification form <i>(version 1; year 2008 Issue no. 1; dated 1 April 2009; MR-01/EAI)</i></p> <p>c) Appendix 5.4.1d – Environmental Impacts Evaluation form <i>(version 1; year 2008 issue no. 1; dated 1 April 2009; MR-02/EIE)</i></p> <p>The latest register being reviewed dated Jan 2023 to include the following changes and continued being formalized for 2023.</p>													
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p> <p>- Major compliance -</p>	<p>The environmental improvement plans are identified <i>the Environmental Impact Assessment 2023</i> having details of mitigation of the negative impacts. They are summarized and among others as shown below:</p> <table border="1"> <thead> <tr> <th></th> <th>Activities</th> <th>Impacts</th> <th>Mitigation plan</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Harvesting</td> <td>Promote positive impact to soil structure through biomass frond & EFB mulching.</td> <td>Practice proper frond stacking. EFB applied to improve nutrient & biomass</td> </tr> <tr> <td>2</td> <td>Weeding</td> <td>Negative impact as polluting the soil with usage of chemicals.</td> <td>Dosage of chemicals is monitored & calibrated. Manual weeding practiced at</td> </tr> </tbody> </table>		Activities	Impacts	Mitigation plan	1	Harvesting	Promote positive impact to soil structure through biomass frond & EFB mulching.	Practice proper frond stacking. EFB applied to improve nutrient & biomass	2	Weeding	Negative impact as polluting the soil with usage of chemicals.	Dosage of chemicals is monitored & calibrated. Manual weeding practiced at	Complied
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					certain areas to reduce reliance of chemical.	
		3	Manuring	Over usage of chemical & fertilizer affecting soil toxicity causing leaching/wash off.	Identify buffer zones and to prevent leaching of fertilizer and chemicals. Application along frond stacking rows.	
		4	Road upkeep	Damages through grading and chambering	Water collected at drain pits is collected to maximize moisture of nearest palm.	
		5	Loading Bay	FFB transportation of lorries in minimizing leakages of fuel	Education to drivers and monitoring of vehicles movements.	
		6	Workshop	Spillage to prevent pollution	Availability of spill kit and health surveillance for welding personnel.	
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	This is available as elaborated in indicator 4.5.1.3 above. Improvement planned for both short and long terms are detailed along with the identified issues.				Complied

Criterion / Indicator		Assessment Findings	Compliance																																																					
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>Training program is available in the SOU 09 Training Program 2023 updated on a yearly basis or revised as per the management requirement. Included in this program are subjects related to environment e.g. environmental, safety & health policy, scheduled waste management, environmental responsibility, HCV & biodiversity.</p> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Subjects</th> <th colspan="3">Month</th> </tr> <tr> <th>1-4</th> <th>5-8</th> <th>9-12</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ESH Legal & Other requirements</td> <td>/</td> <td>-</td> <td>-</td> </tr> <tr> <td>2</td> <td>ERP Chemical spill, poisoning, Fire</td> <td>/</td> <td>-</td> <td>/</td> </tr> <tr> <td>3</td> <td>Scheduled waste management</td> <td>/</td> <td>/</td> <td>-</td> </tr> <tr> <td>4</td> <td>Safe Work Procedure for All Stations</td> <td>/</td> <td>-</td> <td>/</td> </tr> <tr> <td>5</td> <td>Policy Training</td> <td>/</td> <td>-</td> <td>/</td> </tr> <tr> <td>6</td> <td>HCV Training for Region</td> <td>-</td> <td>/</td> <td>/</td> </tr> <tr> <td>7</td> <td>Safe handling of Electrical Equipment</td> <td>/</td> <td>-</td> <td>/</td> </tr> <tr> <td>8</td> <td>MSDS/ CSDS</td> <td>/</td> <td>-</td> <td>/</td> </tr> <tr> <td>9</td> <td>Triple rinsing</td> <td>/</td> <td>/</td> <td>-</td> </tr> </tbody> </table>		Subjects	Month			1-4	5-8	9-12	1	ESH Legal & Other requirements	/	-	-	2	ERP Chemical spill, poisoning, Fire	/	-	/	3	Scheduled waste management	/	/	-	4	Safe Work Procedure for All Stations	/	-	/	5	Policy Training	/	-	/	6	HCV Training for Region	-	/	/	7	Safe handling of Electrical Equipment	/	-	/	8	MSDS/ CSDS	/	-	/	9	Triple rinsing	/	/	-	Complied
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4.5.1.6	<p>Management shall organize regular meetings with employees where their concerns about environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>The forum used in the estates are the quarterly ESH meeting and the annual management review meeting.</p> <p>a) The latter emphasized more on issues on water management plan, electricity use, diesel consumption, waste management, SIA plan, renewable energy, aspect/ impact.</p> <p>b) The Environmental Performance Monitoring Committee is setup to comply with the DOE requirement of Guidance Self-Regulation (GSR). The meetings review the environmental performance within the SOU 09 OU.</p> <p>c) The operating unit level dialogue/ safety meeting/briefing during muster are forums used by the management in disseminating</p>	Complied																																																					

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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>A plan for improving the efficiency of the use of fossil fuels is in place and has been incorporated into the Environmental Aspect and Impact activities report for 2023. The document was reviewed/updated on Jan 2023. The Environment Management Plan for efficiency of fossil fuel usage are detailed below:</p> <table border="1"> <thead> <tr> <th></th> <th>Target</th> <th>Objective</th> <th colspan="2">Action plan</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Backhoe tractor</td> <td>To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment</td> <td colspan="2">To ensure the vehicle engine is turn off during idle time To record vehicle activity which consume fuel</td> </tr> <tr> <td>2</td> <td>Van/ vehicle</td> <td>To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment</td> <td colspan="2">To record vehicle activity in order to eliminate waste activity which consume fuel. To turn off vehicle engine during idle time.</td> </tr> <tr> <td>3</td> <td>Electrical supply</td> <td>To reduce reliance on gen-sets for power supply</td> <td colspan="2">Utilization of TNB sources</td> </tr> </tbody> </table> <p>The utilization of fossil fuel in 2022 is being monitored with records shown below:</p> <table border="1"> <thead> <tr> <th>Site</th> <th>Diesel</th> <th>FFB</th> <th>Diesel/ FFB</th> <th>Site</th> <th>Diesel</th> <th>FFB</th> <th>Diesel/ FFB</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>8919</td> <td>5799</td> <td>1.54</td> <td>July</td> <td>11300</td> <td>4822</td> <td>2.34</td> </tr> </tbody> </table>					Target	Objective	Action plan		1	Backhoe tractor	To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment	To ensure the vehicle engine is turn off during idle time To record vehicle activity which consume fuel		2	Van/ vehicle	To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment	To record vehicle activity in order to eliminate waste activity which consume fuel. To turn off vehicle engine during idle time.		3	Electrical supply	To reduce reliance on gen-sets for power supply	Utilization of TNB sources		Site	Diesel	FFB	Diesel/ FFB	Site	Diesel	FFB	Diesel/ FFB	Jan	8919	5799	1.54	July	11300	4822	2.34	Complied	
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Criterion / Indicator		Assessment Findings								Compliance
		Feb	10058	5540	1.82	Aug	11078	4924	2.25	
		Mac	12202	6705	1.82	Sep	10453	4816	2.17	
		Apr	10886	6025	1.81	Oct	10607	5095	2.08	
		May	9120	4964	1.84	Nov	13346	5963	2.24	
		Jun	10666	5052	2.11	Dec	11532	6452	1.79	
		<p>The estate record/ monitor the diesel utilization over the running hours of machines and other vehicles running. Performance variation in view of several factors i.e.</p> <ul style="list-style-type: none"> a) Infrastructure of estates b) Community size/ no of gen-sets c) No. of vehicles/ age of machine d) Weather interference/ crop production volume <p>Baseline for the estate consumption is 2.40 ratio diesel L/FFB mt</p>								
4.5.2.2	The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance -	The estimate for the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations inclusive of fuel in all transport and machinery operations was available in the respective estate yearly budgets.								Complied
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	There was no opportunity to use renewable energy (<i>shell/ fibre/ EFB</i>) in the estate with the present technology and facilities within the industry.								Complied
Criterion 4.5.3: Waste management and disposal										
4.5.3.1	All waste products and sources of pollution shall be identified and documented.	All waste products and sources of pollution has been identified and documented. Details as follows:								Complied

Criterion / Indicator		Assessment Findings				Compliance																														
	- Major compliance -		Activities	Source	Waste /Pollution	Affected Environment																														
		1	Gen store	Petrol oil, lubricant Chemical	Spillage & contamination	Land, water																														
		2	SW store	Scheduled waste	All type of SW	Environmental																														
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		4	W/shop	Used oil & grease Metal waste Oil drum/ tank	Spillage Wastage	Recycled																														
		5	Labour line	Domestic waste Toilet/ kitchen waste	Solid waste Sewage	Land, water																														
		6	Field activities	Operation waste	Palm frond, FFB stalk	Land/ water																														
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>The estates had established the waste and pollution management plan as shown below. The PIC and time frame was also shown in the management plan.</p> <table border="1"> <thead> <tr> <th></th> <th>Activity</th> <th>Source</th> <th>Waste/ Pollution</th> <th>Affected Environment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Gen store</td> <td>Petrol oil, lubricant Chemical</td> <td>Spillage & contamination</td> <td>Land, water</td> </tr> <tr> <td>2</td> <td>SW</td> <td>Field/ workshop</td> <td>All type of SW</td> <td>Environmental</td> </tr> <tr> <td>3</td> <td>Office</td> <td>Domestic/ office waste Toilet & kitchen</td> <td>paper plastic Sewage</td> <td>Land, water</td> </tr> <tr> <td>4</td> <td>W/shop</td> <td>Used oil & grease Metal waste Oil drum/ tank</td> <td>Spillage Wastage</td> <td>Recycled</td> </tr> <tr> <td>5</td> <td>Labour line</td> <td>Domestic waste Toilet/ kitchen waste</td> <td>Solid waste Sewage</td> <td>Land, water</td> </tr> </tbody> </table>					Activity	Source	Waste/ Pollution	Affected Environment	1	Gen store	Petrol oil, lubricant Chemical	Spillage & contamination	Land, water	2	SW	Field/ workshop	All type of SW	Environmental	3	Office	Domestic/ office waste Toilet & kitchen	paper plastic Sewage	Land, water	4	W/shop	Used oil & grease Metal waste Oil drum/ tank	Spillage Wastage	Recycled	5	Labour line	Domestic waste Toilet/ kitchen waste	Solid waste Sewage	Land, water	Complied
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4.5.3.3	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe	The SOP on Scheduled Waste disposal is established and implemented. Details as provided in SDP MQMS Standard Operating Procedure Section VII- Scheduled Waste (Hazardous Waste)				Complied																																													

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	<p>handling, storage and disposal.</p> <p>- Major compliance -</p>	<p>Management ref no. SD/SDP/PSQM (ESH) /203-EN1 dated 26/2/2015.</p> <p>The estate scheduled wastes are disposed to Sime Kubota Malaysia collection upon completion of machine/vehicles servicing and maintenance. SW404 clinical waste are disposed to Kualiti Alam Sdn Bhd via transporter Flora Sentosa Services. Records as shown below.</p> <table border="1"> <thead> <tr> <th></th> <th>Estate</th> <th>Date</th> <th>SW410</th> <th>SW305</th> <th></th> <th>Date</th> <th>SW404</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>West</td> <td>16/01/23</td> <td>0.016</td> <td>0.120</td> <td>1</td> <td>09/01/22</td> <td>0.0050</td> </tr> <tr> <td>2</td> <td>West</td> <td>08/04/22</td> <td>0.037</td> <td>0.280</td> <td>2</td> <td>28/10/22</td> <td>0.0050</td> </tr> <tr> <td>3</td> <td>West</td> <td>25/04/22</td> <td>0.059</td> <td>0.310</td> <td>3</td> <td>04/08/22</td> <td>0.0035</td> </tr> <tr> <td>4</td> <td>West</td> <td>05/11/21</td> <td>0.046</td> <td>0.240</td> <td>4</td> <td>27/05/22</td> <td>0.0110</td> </tr> </tbody> </table> <p>Letter form DOE Putrajaya dated 13/04/2022 on the approval for Sime Kubota Malaysia Sdn Bhd for collection and disposal management of scheduled waste from machine/vehicle servicing and maintenance was sighted and verified.</p>		Estate	Date	SW410	SW305		Date	SW404	1	West	16/01/23	0.016	0.120	1	09/01/22	0.0050	2	West	08/04/22	0.037	0.280	2	28/10/22	0.0050	3	West	25/04/22	0.059	0.310	3	04/08/22	0.0035	4	West	05/11/21	0.046	0.240	4	27/05/22	0.0110	
	Estate	Date	SW410	SW305		Date	SW404																																				
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2	West	08/04/22	0.037	0.280	2	28/10/22	0.0050																																				
3	West	25/04/22	0.059	0.310	3	04/08/22	0.0035																																				
4	West	05/11/21	0.046	0.240	4	27/05/22	0.0110																																				
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p>	<p>The SOP of disposal pesticide container is described in the estates in SOU 9, procedure SD/SDP/PSQM (ESH)/203-EN1–Scheduled Wastes (Hazardous Waste) Management has been established. Content includes the triple rinsing procedures and the relevant training to be conducted. Under the operational control procedure established as given in 4.5.3.3 above the guideline and practice for handling empty pesticides containers are as follows:</p> <p>a) All class 2 and above containers are tripled rinsed and holes punctured at the bottom only if the waste generator is to dispose as non-scheduled waste.</p> <p>b) Containers to be disposed as scheduled waste need not go the triple rinsing and hole punctured process.</p>	Complied																																								

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Criterion / Indicator		Assessment Findings	Compliance																		
		<p>c) Empty containers were tripled rinsed, pierced and delivered to a registered recycler company M/s SS Setia Teknologi Enterprise by DOE dated 24/10/2018 and Jabatan Pertanian Bhg Kawalan Racun Perosak dated 07/12/2015. Others were used recycled for chemical containers for spraying purposes.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Containers 20L</th> <th>Kenlon 20 L</th> <th>Paper Boxes</th> <th>500 g bottle</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/01/23</td> <td>1269 unit</td> <td>80 unit</td> <td>-</td> <td>107 kg</td> </tr> <tr> <td>2</td> <td>15/01/22</td> <td>950 unit</td> <td>137 unit</td> <td>254 kg</td> <td>87 kg</td> </tr> </tbody> </table>		Date	Containers 20L	Kenlon 20 L	Paper Boxes	500 g bottle	1	06/01/23	1269 unit	80 unit	-	107 kg	2	15/01/22	950 unit	137 unit	254 kg	87 kg	
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4.5.3.5	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p>	<p>Domestic waste for the operating units in SOU 09 was disposed as follows:</p> <table border="1"> <thead> <tr> <th></th> <th colspan="2">Disposal site</th> <th>Remarks</th> </tr> <tr> <th></th> <th>Estate</th> <th>External</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>West</td> <td>-</td> <td>MP K Langat</td> </tr> </tbody> </table> <p>Collection frequency from Majlis Perbandaran Kuala Langat for the domestic complex 2/3x weekly are recorded in a book which was sighted and verified.</p>		Disposal site		Remarks		Estate	External		1	West	-	MP K Langat	Complied						
	Disposal site		Remarks																		
	Estate	External																			
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Criterion 4.5.4: Reduction of pollution and emission																					
4.5.4.1	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p>	<p>The SOP of disposal pesticide container is described in the estates in SOU 9, procedure SD/SDP/PSQM (ESH)/203-EN1–Scheduled Wastes (Hazardous Waste) Management has been established. Content includes the triple rinsing procedures and the relevant training to be conducted. Under the operational control procedure established as given in 4.5.3.3 above the guideline and practice for handling empty pesticides containers are as follows:</p> <p>a) All class 2 and above containers are tripled rinsed and holes</p>	Complied																		

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4.5.4.2	<p>An action plan to reduce identified significant pollutants and emissions shall be established and implemented.</p> <p>- Major compliance -</p>	Details as described in 4.5.3.3. and 4.5.4.1.	Complied																					
Criterion 4.5.5: Natural water resources																								
4.5.5.1	<p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <p>a. Assessment of water usage and sources of supply.</p> <p>b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities.</p> <p>c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before</p>	<p>SOU 9 estate had established its Water Management Plan 2023 which was developed to maintain the quality and availability of natural water resources. This is made by practicing efficient water consumption through various methods such as:</p> <p>a) Implementation of rain water harvest,</p> <p>b) Construction of water gate and scheduled water pumping for effective management of field drains and field water level.</p> <table border="1"> <thead> <tr> <th></th> <th>Water source</th> <th>Usage</th> <th>Monitoring</th> <th>Freq</th> <th>PIC</th> <th>Review status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SYABAS</td> <td>Purchased for domestic consumption</td> <td>Monitoring water supply</td> <td>Mth</td> <td>AM Mgr</td> <td>Liaison with Authority</td> </tr> <tr> <td>2</td> <td>Rain water</td> <td>Domestic use Workshop Chemical mixing</td> <td>Rain fall data</td> <td>On-going</td> <td>AM Mgr</td> <td>Water harvesting for general washing</td> </tr> </tbody> </table>		Water source	Usage	Monitoring	Freq	PIC	Review status	1	SYABAS	Purchased for domestic consumption	Monitoring water supply	Mth	AM Mgr	Liaison with Authority	2	Rain water	Domestic use Workshop Chemical mixing	Rain fall data	On-going	AM Mgr	Water harvesting for general washing	Complied
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	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 -	3	Water tank	Emergency water supply	-	-	AM Mgr	Request water supply from other estates		
		c) daily monitoring of bund/ scheduled maintenance d) Establishment of <i>mucuna bracteata</i> to prevent erosion e) Side drain at field road to control water, frond stacking f) Enhancement of ground vegetation at bare ground area.								
		The water sources are as shown below: The contingency plan during water shortage								
			Incident	Action steps		PIC	Status			
		1	Water shortage/ prolonged dry season	To obtain water from local authority/ Mill catchment To train/ educate staff/workers to conserve water To seek assistance from local authority To obtain treated water supply from mill's WTP		Manager AM/ Mill Engineer	As and when required			
		2	Severe water pollution/ Contamination	To obtain water from SYABAS To train/ educate staff/ workers to conserve water To seek assistance from local authority To obtain treated water supply from mill's WTP		Manager AM/ Mill Engineer	As and when required			

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Criterion / Indicator		Assessment Findings	Compliance																												
		<p>The Estates had implemented water managements plans which covered:</p> <ul style="list-style-type: none"> a) Water shortage contingencies b) Water pollution prevention c) Reduce wastage d) Identification & management of waste waters e) Monitoring rainfall f) Regular water quality analysis. <p>Water management plan review date was sighted and verified with records as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Estate</th> <th>Review date</th> <th>Issues</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>West</td> <td>13/01/2023</td> <td>No changes</td> </tr> </tbody> </table> <p>The water reduction plan is shown below:</p> <table border="1"> <thead> <tr> <th></th> <th>Action Steps</th> <th>PIC</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Large containers are to be placed at strategic locations to collect rain water The rainwater shall be recycled for washing heavy machinery</td> <td>AM/ Field staff</td> <td>On-going</td> </tr> <tr> <td>2</td> <td>Frequent inspection to detect leakage Fix any leakage</td> <td>AM/ Field staff</td> <td>On-going</td> </tr> <tr> <td>3</td> <td>To conserve level of soil moisture To minimize water stress during dry season</td> <td>AM/ Field staff</td> <td>On-going</td> </tr> <tr> <td>4</td> <td>To recycle water spillage while mixing of chemical at mixing area</td> <td>AM/Field staff</td> <td>On-going</td> </tr> </tbody> </table>		Estate	Review date	Issues	1	West	13/01/2023	No changes		Action Steps	PIC	Status	1	Large containers are to be placed at strategic locations to collect rain water The rainwater shall be recycled for washing heavy machinery	AM/ Field staff	On-going	2	Frequent inspection to detect leakage Fix any leakage	AM/ Field staff	On-going	3	To conserve level of soil moisture To minimize water stress during dry season	AM/ Field staff	On-going	4	To recycle water spillage while mixing of chemical at mixing area	AM/Field staff	On-going	
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		5	Avoid excessive usage during cleaning Close pipe to prevent water dripping	AM/Field staff	On-going																																																									
<p>The rainfall records for the estate are as follows:</p> <table border="1"> <thead> <tr> <th>Site</th> <th>Rainfall/mm</th> <th>Site</th> <th>Rainfall/mm</th> <th>Site</th> <th>Rainfall/mm</th> <th>Site</th> <th>Rainfall/mm</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>191</td> <td>Apr</td> <td>219</td> <td>July</td> <td>192</td> <td>Oct</td> <td>379</td> </tr> <tr> <td>Feb</td> <td>241</td> <td>May</td> <td>251</td> <td>Aug</td> <td>284</td> <td>Nov</td> <td>282</td> </tr> <tr> <td>Mac</td> <td>191</td> <td>Jun</td> <td>444</td> <td>Sep</td> <td>45</td> <td>Dec</td> <td>307</td> </tr> </tbody> </table> <p>The estates continued to protect the water courses, including maintaining and restoring appropriate riparian buffer zones along the natural waterways. The estates adopted the existing SDP policy to maintain the buffer by restricting agrochemical application and left undeveloped during replanting. Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones. The guidelines are detailed in the River Reserve Management (Management of River Reserve in Sime Darby Plantation dated April 2014). The buffer zones established are as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>River width</th> <th>Buffer zone</th> <th></th> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>> 40 m</td> <td>50 m</td> <td>4</td> <td>5 - 10 m</td> <td>10 m</td> </tr> <tr> <td>2</td> <td>20 - 40 m</td> <td>40 m</td> <td>5</td> <td>< 5 m</td> <td>5 m</td> </tr> <tr> <td>3</td> <td>10 - 20 m</td> <td>20 m</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p>The signboards were displayed accordingly at the site where applicable. The guideline was issued by the GSQM Unit with latest revision dated on 13/6/2011. The buffer zones identified at the estates are as similar in the HCV areas:</p>							Site	Rainfall/mm	Site	Rainfall/mm	Site	Rainfall/mm	Site	Rainfall/mm	Jan	191	Apr	219	July	192	Oct	379	Feb	241	May	251	Aug	284	Nov	282	Mac	191	Jun	444	Sep	45	Dec	307		River width	Buffer zone		River width	Buffer zone	1	> 40 m	50 m	4	5 - 10 m	10 m	2	20 - 40 m	40 m	5	< 5 m	5 m	3	10 - 20 m	20 m	-	-	-
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Criterion / Indicator		Assessment Findings				Compliance
			West Estate	HCV area	Remarks	
		1	Natural Ponds	P08A	4.79 ha	
		2	Fringe Mangroves	P09G	39.84 ha	
		3	Erosion control bund	Entire perimeter	53.64	
		4	Water catchment	-	0.60 ha	
			Hatters Castle	-	1.12	
		5	Water catchment	-	1.80 ha	
		<p>Among others management plan taken:</p> <p>a) Regular inspection at buffer/ HCV areas</p> <p>b) Monitor water from surrounding areas</p> <p>c) Track, measure and report all activities around river</p> <p>d) Train and educate workers.</p>				
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. - Minor compliance -	Interviews and feedback received from stakeholders confirmed that there was no construction of bunds, weirs and dams across main rivers or waterways passing through both the estates.				Complied
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles). - Minor compliance -	Practices on water harvesting such as road side drains had been constructed and water has been directed to conservation terraces, pruned fronds were stacked along the palm row. Practices of water harvesting are mainly constructed on flat areas. Road side pits were also available at every 3 palm rows, to divert in event of water overflowing and also to benefit the nearest palm at the pit end to obtain additional moisture. This is part of the common practices introduced within the SDP Group Agriculture Procedures.				Complied
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value						

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Criterion / Indicator	Assessment Findings	Compliance																							
<p>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:</p> <p>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</p> <p>b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.</p> <p>- Major compliance -</p>	<p>HCV Re-assessment for Strategic Operating Unit (SOU) 9 was conducted by PSQM Department, Sime Darby Plantation Berhad and available in a report dated May 2016. The report has identified the Biodiversity Values, Ecosystem Services and Social & Cultural Values available within the SOU 9 landscape.</p> <p>Among the HCV areas that have been identified are as below:</p> <table border="1" data-bbox="1070 651 1868 885"> <thead> <tr> <th>Estate</th> <th>Assessment Area</th> <th>Ha</th> <th>Present</th> </tr> </thead> <tbody> <tr> <td rowspan="6">West</td> <td>Natural ponds</td> <td>4.79</td> <td>HCV 4</td> </tr> <tr> <td>Fringe Mangroves</td> <td>39.84</td> <td>HCV 4</td> </tr> <tr> <td>Hatters Castle</td> <td>1.12</td> <td>HCV 6</td> </tr> <tr> <td>Erosion Control Bund</td> <td>53.64</td> <td>HCV 4</td> </tr> <tr> <td>Water catchment</td> <td>0.60</td> <td>HCV 4</td> </tr> <tr> <td>Water catchment</td> <td>1.80</td> <td>HCV 4</td> </tr> </tbody> </table> <p><u>West Estate</u></p> <p>All areas were sighted and verified. HCV of no 4, 5 and 6 above are re-categorized areas from the normal buffer zone category. Hectare for the re-categorized areas has not affected the others category including the planted areas. All the HCVs were maintained by SDP special projects whilst the mangrove areas are under the jurisdiction of the state government. The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. Map verification and site visit confirmed that West Estate is surrounded by river/straits and villages. The HCVs, conservation areas/environmentally sensitive areas e.g. bund along the stretches of river/straits which passes</p>	Estate	Assessment Area	Ha	Present	West	Natural ponds	4.79	HCV 4	Fringe Mangroves	39.84	HCV 4	Hatters Castle	1.12	HCV 6	Erosion Control Bund	53.64	HCV 4	Water catchment	0.60	HCV 4	Water catchment	1.80	HCV 4	<p>Complied</p>
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		bordering through the estate had been identified and being monitored.	
4.5.6.2	<p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p>- Major compliance -</p>	<p>The high biodiversity is included in the HCV Re-assessment report dated may 2016. Birds, mammals, reptiles, insect (least concern and vulnerable) and totally protected and protected wildlife were identified based on the latest HCV report. For example, vulnerable animal; bearded pig (mammals) under category totally protected.</p> <p>There is no RTE recorded. Evidence during site verification, discourage illegal or hunting, fishing or collecting activities signboard were maintained and implemented.</p>	Complied
4.5.6.3	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p>	<p>All operating units have developed Management Plan for the HCV and conservation area to protect from any encroachment. Habitat protection includes prevention of disturbance by workers through awareness campaigns and regular patrols of the area. The estates have installed signboards at prominent areas to prohibit hunting, disturbance of protected areas and the lighting of fires.</p> <p>Interview of residents confirmed workers were aware of the company policy that prohibits hunting and collecting activities. Monitoring is carried out by the security and staff in charge for the respective area.</p> <p>Sime Darby Plantation Berhad in addition established their own disciplinary measures if found any staff or workers found to capture, harm, collect or kill the RTE species in the estate. On-going monitoring for HCV areas for all three Estates has been verified. The monitoring was conducted on monthly basis.</p>	Complied
Criterion 4.5.7: Zero burning practices			

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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. No open burning noted based on the records on the land clearing and felling for the replanting at sampled estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	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 -	There is no areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. Thus, this indicator was not applicable.	N/A
4.5.7.3	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance -	No controlled burning noted based on the records on the land clearing and felling for the replanting at sampled estates. Method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction. Thus, this indicator was not applicable.	N/A
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance -	Noted based on the records on the land clearing and felling for the replanting at sampled estates, method of land clearing and preparation was used such as felling & chipping, cambering/land forming and path construction.	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 as a guidance document to conduct estate operation.</p> <p>The SOP covers land preparation, planting material, upkeep, harvesting, FFB transportation and etc. Sime Darby Plantation Berhad 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. Also sighted the latest addition of SOP Communicable Disease (COVID-19) Prevention & Control Procedure available.</p> <p>Interview with workers and stakeholders confirmed that the SOP had been implemented and they understood the requirements of the SOP, the bottom-line of which is Good Agricultural Practice and the care for their safety and health and the environment.</p>	Complied
4.6.1.2	<p>Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established policy on slope protection and documented in Group Sustainability & Quality Policy Statement” signed by the Group Managing Director (Mohamad Helmy Othman Basha), dated 02/12/2019 and protection of Slope covered under Clause 3.1.2 of the Responsible Agriculture Charter.</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 maintained accordingly. All estates had complied with this policy to not plant on slopes above 25° and Buffer Zone.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		The policy was communicated to the employee during master briefing, townhall training and displayed in several notice board in the estate.	
4.6.1.3	A visual identification or reference system shall be established for each field. - Major compliance -	Estates audited 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 signboards as sighted in the fields.	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 -	The SOU 9 continued to achieve long term economic and financial viability through documented management plan projected to year 2027. Since there are no smallholders in this Business Unit, therefore a business case for scheme smallholders is not considered. a) A Management Plan including crop forecast, capital expenditure, operational expenditure, general charges, profit and loss covering the period of 2023 to 2027 had been prepared for all the estates as well as the POM and made available to the audit team. b) This plan had also included mature area and also for the forecasted FFB production per hectare for the period 2023 to 2027. c) All the estates had a standard budgeting format. The records were reviewed during the audit. The Business Plan also included a 5-year budget/ forecast financial plan (i.e. 2023-2027) with allocation on the following: - Crop yielding area/ Prime mature - Total mature/ Cost/ ha - General charges/ upkeep/ collection/ depreciation	Complied

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Criterion / Indicator		Assessment Findings	Compliance																																																
		<ul style="list-style-type: none"> - CAPEX d) The component of the budget comprises of the following items; <ul style="list-style-type: none"> - Labour statement/ Allocation of wages - Labour benefit summary/ Labour reconciliation - Yield statement oil palm - Summary of vehicle and running schedule - Job allocation for vehicles/ Summary of workshop running schedule - Summary if budget/ Summary of general charges - CAPEX, oil palm mature and young mature <p>Format of estates summary expenditure is as per the following content. Figures for P/L were extracted out for reason of confidentiality.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> </tr> </thead> <tbody> <tr> <td>Mature Ha</td> <td>4230.9</td> <td>4361.74</td> <td>4386.62</td> <td>4339.76</td> <td>4309.63</td> </tr> <tr> <td>Immature Ha</td> <td>816.04</td> <td>685.20</td> <td>660.32</td> <td>707.18</td> <td>737.31</td> </tr> <tr> <td>Total Planted Ha</td> <td>5046.94</td> <td>5046.94</td> <td>5046.94</td> <td>5046.94</td> <td>5046.94</td> </tr> <tr> <td>FFB Tons</td> <td>90002</td> <td>100309</td> <td>101752</td> <td>103728</td> <td>97455</td> </tr> <tr> <td>Yield /Ha</td> <td>21.27</td> <td>23.00</td> <td>23.20</td> <td>23.20</td> <td>22.61</td> </tr> <tr> <td>RM/mt FFB</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td>RM//Ha</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </tbody> </table>	Year	2023	2024	2025	2026	2027	Mature Ha	4230.9	4361.74	4386.62	4339.76	4309.63	Immature Ha	816.04	685.20	660.32	707.18	737.31	Total Planted Ha	5046.94	5046.94	5046.94	5046.94	5046.94	FFB Tons	90002	100309	101752	103728	97455	Yield /Ha	21.27	23.00	23.20	23.20	22.61	RM/mt FFB	x	x	x	x	x	RM//Ha	x	x	x	x	x	
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RM//Ha	x	x	x	x	x																																														
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.	<p>The replanting program for the estate is compiled as follows. The program is reviewed on annual basis which is subject to amendment. All figures in ha otherwise stated.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> </tr> </thead> <tbody> <tr> <td>West Estate</td> <td>266.01</td> <td>250.8</td> <td>253.33</td> <td>247.96</td> <td>0</td> </tr> </tbody> </table>	Year	2023	2024	2025	2026	2027	West Estate	266.01	250.8	253.33	247.96	0	Complied																																				
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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	Sizes of fields identified for replanting varies subject to factors i.e. hilly, yield etc. All replanting program and planning in all the Group Estates are monitored by the Replanting Unit. Assistance and audit are performed as and when required and necessary.	
4.6.2.3	<p>The business or management plan may contain:</p> <ul style="list-style-type: none"> a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production: cost per tonne of FFB d) Price forecast e) Financial indicators: cost benefit, discounted cash flow, return on investment <p>- Major compliance -</p>	<p>The Business Management Plan also known as <i>Projected Cash flow Statement</i> contained the following details:</p> <ul style="list-style-type: none"> a) FFB Crop Production and yield per ha b) Crop projection from 2023 until year 2027 c) Cost per mt FFB with estimated in 2023 RM/FFB d) Price forecast e) Financial indicators 	Complied
4.6.2.4	<p>The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented.</p> <p>- Major compliance -</p>	<p>This is reviewed on a monthly and annual basis.</p> <ul style="list-style-type: none"> a) All estates performance is established in P/L report. However, this is limited to a higher level management from RCEO/RGM and above. b) The costing is provided in the estates monthly accounts. <p>Variation if significant from the budgeted amount is justified with reasons.</p>	Complied
Criterion 4.6.3: Transparent and fair price dealing			
4.6.3.1	<p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p>- Major compliance -</p>	<p>This is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream Malaysia dated 11/7/2017. All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		supported by P/O prepared by the estate. Vendor will email to finance for job claim. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the mill personnel. Payment will be made to the vendor by the 4 th of every month with copy notification to the estate.	
4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	This requirement is in compliance. All contracts and purchases are documented i.e in the form of purchase orders, invoices, contracts for the larger transaction. All documents are signed by both vendor and estates.	Complied
Criterion 4.6.4: Contractor			
4.6.4.1	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information. - Major compliance -	This requirement has been specified in a letter dated 01/7/2017 on RSPO/ISCC/MSPO awareness on to all the contractors, vendors of the estates. This letter was sighted and has stated that all Contractors need to follow RSPO/ISCC/MSPO guideline in accordance with the Sime Darby Plantation of Estate Quality Management System	Complied
4.6.4.2	The management shall provide evidence of agreed contracts with the contractor. - Major compliance -	All estates maintain contract with the vendors as specified in the financial procedure. A contract was sighted. Transaction between M/S Txxxx Yxxx Exxxxxx Sdn Bhd and West Estate dated dated 22/02/2022. Inclusive in the contract is a clause for compliance with all the relevant governing law.	Complied
4.6.4.3	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance -	This is specified in the letter dated 01/7/2017 as shown in item 4.6.4.1 above under clause vendor pledge VIP among others to comply with labour and human rights, environment, safety and health, ethics, and management practices. Terms of delivery to follows RSPO/ISCC/MSPO guideline in accordance with the SDP	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		MQMS/EQMS. Annexure RSPO / MSPO. General commitments - to comply RSPO/MSPO requirement.	
4.6.4.4	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. - Major compliance -	All works performed at the estates are checked and verified by the estates personnel. Projects where tenders are issued by HQ are checked by representative from HQ usually from the Engineering Dept.	Complied
4.7 Principle 7: Development of new planting			
Criterion 4.7.1: High biodiversity value			
4.7.1.1	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. - Major compliance -	Not Applicable, as there are no new planting.	N/A
4.7.1.2	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia’s National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance -	Not Applicable, as there are no new planting.	N/A
Criterion 4.7.2: Peat Land			

Criterion / Indicator		Assessment Findings	Compliance
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 -	Not Applicable, as there are no new planting	N/A
Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)			
4.7.3.1	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance -	Not Applicable, as there are no new planting.	N/A
4.7.3.2	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. - Major compliance -	Not Applicable, as there are no new planting.	N/A
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 -	Not Applicable, as there are no new planting.	N/A
4.7.3.4	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance -	Not Applicable, as there are no new planting.	N/A

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.7.4: Soil and topographic information			
4.7.4.1	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance -	Not Applicable, as there are no new planting.	N/A
4.7.4.2	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance -	Not Applicable, as there are no new planting.	N/A
Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils			
4.7.5.1	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance -	Not Applicable, as there are no new planting.	N/A
4.7.5.2	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance -	Not Applicable, as there are no new planting.	N/A
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	Not Applicable, as there are no new planting.	N/A
Criterion 4.7.6: Customary land			
4.7.6.1	No new plantings are established on recognised customary land	Not Applicable, as there are no new planting.	N/A

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Criterion / Indicator		Assessment Findings	Compliance
	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 -		
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	Not Applicable, as there are no new planting.	N/A
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	Not Applicable, as there are no new planting.	N/A
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. - Major compliance -	Not Applicable, as there are no new planting.	N/A
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	Not Applicable, as there are no new planting.	N/A
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented.	Not Applicable, as there are no new planting.	N/A

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	Not Applicable, as there are no new planting.	N/A
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -	Not Applicable, as there are no new planting.	N/A

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

Criterion / Indicator		Assessment Findings	Compliance
4.1 Principle 1: Management commitment & responsibility			
Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy			
4.1.1.1	Policy for the implementation of MSPO shall be established. - Major compliance -	Sighted Group Sustainability & Quality Policy Statement dated 02/12/2019 signed by Group Managing Director Mr. Mohamad Helmi Othman Basha.	Complied
4.1.1.2	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance -	The policy established mention that Sime Darby Plantation Berhad are committed to making: 1. Promoting Good Governance and Transparency 2. Contributing to a better society 3. Minimizing environmental harm 4. Delivering sustainability quality This policy shall be guided by the commitment spelt out in the company's: 1. Responsible Agriculture Charter (RAC) 2. Human Right Charter (HRC) 3. Innovation & Productivity Charter (IPC)	Complied
Criterion 4.1.2 – Internal Audit			
4.1.2.1	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement.	RSPO + MSPO Internal Audit for SOU 9 West was carried out on 17/11/2022 in West POM by GSQM & RSQM. The audit was carried out based on the reference of MS 2530-4:2013.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	Total 2 major, 2 minor non-conformity and 0 Opportunity for Improvement raised. Seen the Internal Audit Report with root cause identified for the non-conformities and OFIs raised. All the non-conformities and OFIs were closed accordingly.	
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 -	Sime Darby Plantation Berhad has developed Internal Audit Procedure, Doc. No.: SD/SDP/PSQM/IAP, Rev. 2 dated 1/9/2017. The frequency of the internal audit shall be carried out at least once a year and when is required. Total 2 major, 2 minor non-conformity and 0 Opportunity for Improvement raised. Seen the Internal Audit Report with root cause identified for the non-conformities and OFIs raised. All the non-conformities and OFIs were closed accordingly.	Complied
4.1.2.3	Reports shall be made available to the management for their review. - Major compliance -	The internal audit report has distributed to the mill's management. The Management Representative has acknowledged on the acceptance of the Internal Audit Report on 13/01/2023 at West POM. Management review meeting was conducted to review the findings of the internal audit.	Complied
Criterion 4.1.3 – Management Review			
4.1.3.1	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance -	Sime Darby Plantation Berhad has established SOP for Management Review documented in Standard Operation Manual, Sub-Section 5.6, dated: 25/5/2015. Based on the SOP established, the frequency for management review needs to be carried out at least once a year.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>The latest management review meeting was carried out on 13/01/2023 at West POM with 25 attendees where the agenda that discussed as below:</p> <ol style="list-style-type: none"> 1. Opening by Chairman 2. Previous Meeting Minutes Review 3. Matters Arising from Previous Minutes of Meeting 4. Objective/ Management Program 5. Training Plan 6. Results from Internal Audits: RSPO & MSPO 7. Nonconformity, Corrective and Preventive Actions 8. Customers/ Stakeholders Feedback/ Complaints 9. Resource Needs 10. Changes that could affect the management systems 11. Recommendations for Improvement 12. Other matters 13. Conclusion 	
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>West Palm Oil Mill is currently with a project of installation VORSEP - ESP Boiler station for the improvement relating to the pollution and energy conservation in the current financial year 2023. The project has yet to be commissioned entirely to the mill management.</p> <p>a) Projects in relation to the continual improvement are made through allocation in Capital Expenditure</p>	Complied

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		b) The mill in addition had the following plans of new infrastructure/ facilities installation for the improvement relating to the environmental, process improvement pollution and energy conservation for current and forthcoming year 2023-2027.	
4.1.4.2	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. - Major compliance -	This is being made upon confirmation of any new projects. a) Employees were briefed of any new development in basic understanding during the weekly briefings. b) The management team will be informed of such development during the monthly management meetings. c) Dissemination of information by the RCEO and RGM are transacted during the monthly Managers meetings and emails. d) The management continuously reviewed the estates performance and work method for a continual improvement to achieve better results.	Complied
4.2 Principle 2: Transparency			
Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements			
4.2.1.1	The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. - Major compliance -	Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 1/4/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate and also Suara Kami Helpline dated 08/12/2022 during the stakeholder meeting. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct	Complied

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		feedback and within one week of the completion of the investigation for communication requiring investigation. Manager is responsible for address the communication and requests.	
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance -	The management has disseminated the information of the documents that made publicly available such as management plan, OSH plan, audit reports and land titles upon request during the stakeholder meetings. Besides, internal and external stakeholders could access to the company's website to obtain information such as policies, annual report and complaint procedures. The link for publicly available https://simedarbyplantation.com/sustainability/	Complied
Criterion 4.2.2 – Transparent method of communication and consultation			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. - Major compliance -	Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 1/4/2008 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the estate. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation.	Complied
4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> . - Minor compliance -	The mill manager appointed all the Mill Assistant Engineer, listed as below: 1. Ariff Qamaruddin Bin Razak – 05/08/2022 2. Md Kamarul Bin Arsad – 05/08/2022 3. Farhana binti Mohd Ishamuddin – 05/08/2022	Complied

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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 -	Sighted List of stakeholders for the year of 2023. The list was updated on 11/01/2023. Latest meeting with stakeholder conducted on 08/12/2022.	Complied
Criterion 4.2.3 – Traceability			
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - Major compliance -	Sime Darby Plantation Berhad has developed Plantation Quality Management System – Standard Operating Procedure for Sustainable Supply Chain and Traceability, Doc. No.: SD/SDP/GSD/SCCS/0522/01; Date: 2022. Therein describing information of FFB flow chart from harvesting designated block to mill weighbridge (tickets). Extracted samples of the weighbridge as follows. a) FFB flow chart from estate harvesting designated block to mill weighbridge (tickets). The mill processing records the total FFB processed for the day and the storage tank no being stored. b) The records include opening FFB balances in ramp and cages plus the FFB intake from the estates for the day less the closing FFB balances will provide the total processed. c) The despatch oil from the storage tank follows a similar formula opening stock plus production less the despatch volume will give a closing stock for the day record. All records of CPO tank sounding are recorded during the 2 shifts operations.	Complied
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance -	The mill maintained daily production records as described in 4.2.3.1 above in compliance to the procedure established by the mill. FFB flow chart from the estate harvesting designated block to mill weighbridge (tickets). The mill processing records the total FFB	Complied

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		<p>processed for the day and the storage tank no being stored. The records include opening FFB balances in ramp and cages plus the FFB intake from the estates for the day less the closing FFB balances will provide the total processed.</p> <p>The despatch oil from the storage tank follows a similar formula opening stock plus production less the despatch volume will give a closing stock for the day record. All records of CPO tank sounding are recorded during the 2 shifts operations. All records are maintained in the daily production report authorized by the Mill Manager.</p>																																				
4.2.3.3	<p>The management shall identify and assign suitable employees to implement and maintain the traceability system.</p> <p>- Minor compliance -</p>	<p>The mill has appointed the Assistant Manager person responsible to implement the traceability system as per appointment letter dated 05/08/22 signed by the Mill Manager. The letter was sighted and verified.</p>	Complied																																			
4.2.3.4	<p>Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained.</p> <p>- Major compliance -</p>	<p>The CPO/CPK weighbridge ticket/despatch note is produced for all transaction to respective buyers. The set of document consists of the following information. Other dispatches of mill produce possess similar information.</p> <p>a) Weighbridge ticket</p> <ul style="list-style-type: none"> - Date / D/O no / Quantity / w/bridge operator name - Date/ weight / FFA / MPOB licence no. - Vehicle no <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>D/O</th> <th>Type</th> <th>Qty/mt</th> <th>Vehicle No</th> <th>Buyer</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15/10/22</td> <td>100855</td> <td>CPO</td> <td>40.24</td> <td>WRT5011</td> <td>SDOC</td> </tr> <tr> <td>2</td> <td>18/10/22</td> <td>101046</td> <td>CPO</td> <td>34.28</td> <td>WWM8494</td> <td>SDOC</td> </tr> <tr> <td>3</td> <td>03/11/22</td> <td>110113</td> <td>CPO</td> <td>38.88</td> <td>WB6344R</td> <td>SDOPKR</td> </tr> <tr> <td>4</td> <td>08/11/22</td> <td>110429</td> <td>CPO</td> <td>39.79</td> <td>WRT5011</td> <td>SDOC</td> </tr> </tbody> </table>		Date	D/O	Type	Qty/mt	Vehicle No	Buyer	1	15/10/22	100855	CPO	40.24	WRT5011	SDOC	2	18/10/22	101046	CPO	34.28	WWM8494	SDOC	3	03/11/22	110113	CPO	38.88	WB6344R	SDOPKR	4	08/11/22	110429	CPO	39.79	WRT5011	SDOC	Complied
	Date	D/O	Type	Qty/mt	Vehicle No	Buyer																																
1	15/10/22	100855	CPO	40.24	WRT5011	SDOC																																
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3	03/11/22	110113	CPO	38.88	WB6344R	SDOPKR																																
4	08/11/22	110429	CPO	39.79	WRT5011	SDOC																																

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Criterion / Indicator		Assessment Findings						Compliance	
		5	29/10/22	35744	CPK	20.08	BLT9028	SDO CI	
		6	31/10/22	64181	CPK	29.73	BLJ8168	SDO CI	
		7	05/11/22	64100	CPK	19.11	BNN7596	SDO CI	
		8	08/11/22	35217	CPK	2.50	BLV8186	SDO CI	
4.3 Principle 3: Compliance to legal requirements									
Criterion 4.3.1 – Regulatory requirements									
4.3.1.1	<p>All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad have established a mechanism to ensure compliance to legal and other requirement and documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 9.</p> <p>SQM Department and respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. Refer to Sime Darby Plantation Berhad, ESH Management System Manual, ESH Legal & Other Requirements; Guidelines and Procedures; Document ID: SD/SDP/SQM (ESH)/001-2-2; Revision: 0. Date: 01/07/2012.</p> <p>As to date, West POM comply with all the applicable local, state, national and ratified international laws and regulations.</p> <p>Among the Permits and License sampled were:</p> <ol style="list-style-type: none"> DOE Compliance Schedule; License Number: 003180; License Expiry: 30/06/2023. 						Major NC	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>2. MPOB License; License Number: 533238004000; Allowed Processing Capacity: 240,000 Mt/year; License Validity Period until 30/09/2023.</p> <p>3. Suruhanjaya Tenaga: 004978/2022, Expiry 20/06/2023</p> <p>4. All machinery certificate of fitness are found to be valid.</p> <p><u>Major NC</u></p> <p>LEV monitoring was last carried out on 19/11/2021 by registered IHT. No evidence of LEV inspection by registered IHT within the last 12 months from last inspection.</p> <p>Medical surveillance was carried out in September 2022 for laboratory operators and the follow up check and retest done in December 2022. 1 of the operator, ID 7012XXXXXXXX found to be unfit and OHD recommended MRP for the said worker even after retest in December 2022. MRP has initiated and she still work in the laboratory with different job scope as lab sampler. Interview with the operator has confirmed that she still continues work as laboratory operator and yet to be transferred as of January 2023.</p>	
4.3.1.2	<p>The management shall list all relevant laws related to their operations in a legal requirements register.</p> <p>- Major compliance -</p>	<p>Documented Procedures have 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 10/12/2008.</p> <p>All legal requirements were documented in Legal and Other Requirement Register available at the estates. The register is reviewed regularly and updated as and when there are new or amended legal requirements that are applicable to the estate operations. The latest review was conducted on 01/05/2022.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.3.1.3	<p>The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force.</p> <p>- Major compliance -</p>	<p>Documented procedures have 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 10/12/2008.</p> <p>All legal requirements were documented in Legal and Other Requirement Register. Compliance to each applicable law and regulation is monitored by the mill. The legal register at the mill were reviewed/updated on a yearly basis / as and when needed for new updates/licenses. Sighted the document 'Summary of Compliance' available at the mill undersigned by the Top Management. The document lists the latest applicable laws and amendments, revision dates and acknowledgement by the management. Latest revision on 30/12/2022.</p> <p>All the legal and other requirements were registered accordingly and documented in the legal requirement register including new updates for Workers Minimum Standards of Housing and Amenities (Amendment) Act 2019, Minimum Wages Order 2022 and Auxiliary Police Regulations 1970 (Amendment), Movement Control Order April 2022 & Akta Pencegahan & Pengawalan Penyakit Berjangkit 1988.</p>	Complied
4.3.1.4	<p>The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements.</p> <p>- Minor compliance -</p>	<p>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.</p> <p>On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law is well implemented.</p> <p>The mill management has appointed the Assistant Engineer, Farhana Binti Mohd Ishamuddin on 05/08/2022 as the PIC to</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		monitor any changes on the LORR and update the register as and when necessary, as stated in the job functions as RSPO/MSPO/SCCS Representative undersigned by the Mill Manager.	
Criterion 4.3.2 – Lands use rights			
4.3.2.1	The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - Major compliance -	The management ensure that their oil palm cultivation activities do not diminish the land use rights of other users by ensuring the legal boundary is correct through land survey during the development.	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 -	West POM is located within West Estate. The land title applicable to West POM with Grant number 44xxx (lot 2697) registered to Sime Darby Plantation Sdn Bhd.	Complied
4.3.2.3	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance -	The mill area is within the area of West Estate’s land title. The permanent fence had been constructed to demarcate the vicinity of the mill milling area.	Complied
4.3.2.4	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance -	From the record of communication did not sight any dispute or legal acquisition of land. There is no land dispute in the SOU 9 at the time of audit. The land belongs to Sime Darby Plantation Berhad and land ownership documents verified.	N/A
Criterion 4.3.3 – Customary rights			

Criterion / Indicator		Assessment Findings	Compliance
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 -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.	N/A
4.3.3.2	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.	N/A
4.3.3.3	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance -	As at time of visit, there was no evidence to show that any land was encumbered by customary rights or land disputes.	N/A
4.4 Principle 4: Social responsibility, health, safety and employment condition			
Criterion 4.4.1: Social Impact Assessment (SIA)			
4.4.1.1	Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance -	The mill has conducted Social Impact Assessment (SIA) conducted in March 2014. The assessment conducted was include the feedbacks from the stakeholder engagement meeting. Besides providing socio-economic baseline data, the report highlighted various issues (complaints, requests and comments) raised by the stakeholders of mill. The mill has established action plan for Social Assessment year 2022 dated 06/08/2022. The action plan taking consideration issue such as issue from Workers, surrounding communities, government agencies, suppliers, contractors, staff and management.	Complied
Criterion 4.4.2: Complaints and grievances			

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Criterion / Indicator		Assessment Findings	Compliance
4.4.2.1	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p>	<p>The company has developed a documented procedure in Sustainable Plantation Management System on handling social issues, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008. The procedure has detailing the process of handling social issues raised by the stakeholders and resolve in an effective, timely and appropriate manner.</p> <p>Sime Darby Plantation Berhad has developed Standard Operation Manual (SOM) – Procedure for External Communication, Appendix 5.5.3.2, version 1 dated 1/4/2018 to put in place a system to effectively communicate with external interested parties on matters pertaining to performance of the mill. Timeframe for external communication to provide feedback within two weeks of the date of receipt for communication requiring direct feedback and within one week of the completion of the investigation for communication requiring investigation.</p>	Complied
4.4.2.2	<p>The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties.</p> <p>- Major compliance -</p>	<p>Consultation and communication were conducted through written reports and meetings. Any communication/request/grievances from external stakeholder were recorded in the communication logbook or complaints form for stakeholders.</p> <p>For internal stakeholders, main grievances recorded were regarding housing repair. Sighted the Housing Repair form with latest report dated 18/11/2022. All complaints have been satisfactorily addressed by the mill.</p>	Complied
4.4.2.3	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints.</p> <p>- Minor compliance -</p>	<p>The mill has established communication book/form for internal and external complaint. The communication log book/forms is available at mill office.</p> <p>In case the complainant would want to make an anonymity complaint it can be made through electronic Complaint form or</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		email to Senior Director or Whistleblowing committee or toll-free number or fax or by mail. Oil Palm Pal was use by the workers to lodge complaint regarding the house digitally, and the progress of each report are monitored.	
4.4.2.4	Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time. - Minor compliance -	Interview with the internal and external stakeholders during stakeholder consultation found that they were aware of the complaint procedure and they were briefed by the management during stakeholder meeting. "Workers Helpline System was the latest method for workers to make any complaint and grievances, Awareness training has been conducted 30/06/2022.	Complied
4.4.2.5	Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request. - Major compliance -	Record review found that previous complaints and requests for the past 24 months are available.	Complied
Criterion 4.4.3: Commitment to contribute to local sustainable development			
4.4.3.1	Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation. - Minor compliance -	Since the last assessment, among the contributions from the mill were: 1. Local job opportunity 2. Jamuan Hari Raya	Complied
Criterion 4.4.4: Employees safety and health			
4.4.4.1	An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and	The Group Upstream Malaysia Safety, Health and Environmental Policy Statement had been established and implemented. a) The policy was signed by the Chief Operation Officer Upstream	Complied

Criterion / Indicator		Assessment Findings	Compliance																																				
	<p>Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p>	<p>Malaysia on June 2020 and displayed prominently on notice boards in English and local language Bahasa Malaysia.</p> <p>b) The Policy is implemented through the OSH activities by the on-Site Safety Officers and monitored by OSH Manager from Head Office.</p> <p>c) Included in the policy is the commitment of the Company to provide and maintain a safe and healthy working environment of its employees & contractors & visitors.</p> <p>In interviews with the workers and staff via remote revealed that the employees have been briefed and have understood the policy.</p>																																					
4.4.4.2	<p>The occupational safety and health plan should cover the following:</p> <p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risk of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to 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</p>	<p>a) The OSH policy is communicated through training session and during muster. Ad-hoc training is also being carried in a smaller group of employees. Reference training 4.4.6.1.</p> <p>b) The mill had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Among others the HIRARC covered activities are:</p> <table border="1"> <thead> <tr> <th></th> <th>Activity</th> <th></th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Chemical mixing</td> <td>11</td> <td>Sch Waste storage</td> </tr> <tr> <td>2</td> <td>CPO storage</td> <td>12</td> <td>Use of vehicle</td> </tr> <tr> <td>3</td> <td>FFB Reception</td> <td>13</td> <td>Water treatment</td> </tr> <tr> <td>4</td> <td>Generating power</td> <td>14</td> <td>Waste handling</td> </tr> <tr> <td>5</td> <td>Lab operations</td> <td>15</td> <td>Diesel engine</td> </tr> <tr> <td>6</td> <td>Machine/ maintenance</td> <td>16</td> <td>Storage tank</td> </tr> <tr> <td>7</td> <td>Office work</td> <td>17</td> <td>Effluent T Plant</td> </tr> <tr> <td>8</td> <td>Oil clarification</td> <td>18</td> <td>Covid 19</td> </tr> </tbody> </table>		Activity		Activity	1	Chemical mixing	11	Sch Waste storage	2	CPO storage	12	Use of vehicle	3	FFB Reception	13	Water treatment	4	Generating power	14	Waste handling	5	Lab operations	15	Diesel engine	6	Machine/ maintenance	16	Storage tank	7	Office work	17	Effluent T Plant	8	Oil clarification	18	Covid 19	Complied
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Criterion / Indicator		Assessment Findings				Compliance																																		
<p>and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">9</td> <td style="width: 65%;">Oil pressing</td> <td style="width: 5%;">19</td> <td style="width: 25%;">RO water operations</td> </tr> <tr> <td>10</td> <td>EFB shredding</td> <td>20</td> <td>Boiler Station</td> </tr> </table> <p>HIRARC was reviewed dated 01/01/2023 to include the new operations RO water operations. They are made on annual basis or whenever a situation deemed necessary in event of accident or new machinery / work process. All HIRARC prepared were adequate to address any situation of the risk management. All HIRARC were verified and approved accordingly.</p> <p>The document was sighted and verified. CHRA was made on CHRA was made dated 15/10/2020 by GATCONST Sdn Bhd ref no HQ/09/ASS/00/124. The CHRA report among others described requirement of medical surveillance to be made for the listed category of employees.</p> <p>The medical surveillance were performed in Klinik Hartati OHD no HQ/08/DOC/00/709 - Teluk Panglima Garang.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Date</th> <th>Workshop</th> <th>Laboratory</th> <th>WTP</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>14/11/22</td> <td>-</td> <td>6</td> <td>-</td> <td>6</td> </tr> <tr> <td>2</td> <td>09/12/22</td> <td>6</td> <td>-</td> <td>-</td> <td>6</td> </tr> <tr> <td>3</td> <td>13/12/22</td> <td>6</td> <td>-</td> <td>-</td> <td>6</td> </tr> <tr> <td>4</td> <td>15/12/22</td> <td>6</td> <td>-</td> <td>-</td> <td>6</td> </tr> </tbody> </table> <p>The results for the entire workers were positive and all being declared FIT to handle chemicals in the laboratory</p> <p>c) The management has established the programs related to safety and chemical handling. Records of training can be verified in the 4.4.6.1</p>	9	Oil pressing	19	RO water operations	10	EFB shredding	20	Boiler Station		Date	Workshop	Laboratory	WTP	Total	1	14/11/22	-	6	-	6	2	09/12/22	6	-	-	6	3	13/12/22	6	-	-	6	4	15/12/22	6	-	-	6	
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Criterion / Indicator		Assessment Findings	Compliance												
		<p>d) The mill provides PPE to the employees relevant to the work handled by the workers. The list of PPE that were provided by the mill are as below:</p> <table border="1"> <thead> <tr> <th></th> <th>Category</th> <th>Type of PPE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Gen workers</td> <td>Safety Helmet, cotton/leather gloves. Safety shoes</td> </tr> <tr> <td>2</td> <td>Workshop</td> <td>Safety Helmet, cotton/leather gloves. Safety shoes</td> </tr> <tr> <td>3</td> <td>Workshop</td> <td>Safety harness, face mask.</td> </tr> </tbody> </table> <p>Records of PPE issuance in 2022 were sighted verified. During the site visit workers were observed to be in their respective PPE including the tankers drivers.</p> <p>e) The mill have established SOP for chemical handling. This is available in Integrated Management Manual and SOP provided in the Company's documents - Operational Control Procedure under subject Chemical Safety Management. This includes compliance related to:</p> <ul style="list-style-type: none"> - Conduct/reassess CHRA - Review of chemical register - Chemical management assessment review - Conduct health surveillance. <p>f) The Mill Manager is appointed as the Chairman of the ESH committee via letter dated 01/11/2021 signed by the Regional CEO. The Manager subsequently assigned duties of ESH coordinator to the Assistants for the down line implementation of ESH practices in the mill. All identified Executives were officially given a letter for such an appointment.</p>		Category	Type of PPE	1	Gen workers	Safety Helmet, cotton/leather gloves. Safety shoes	2	Workshop	Safety Helmet, cotton/leather gloves. Safety shoes	3	Workshop	Safety harness, face mask.	
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Criterion / Indicator		Assessment Findings		Compliance												
		<p>g) The mill management conducts regular two-way communication with their employees through the quarterly OSH meeting. The dates of meeting held are recorded below.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th></th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>29/12/22</td> <td>3</td> <td>29/06/22</td> </tr> <tr> <td>2</td> <td>29/09/22</td> <td>4</td> <td>21/04/22</td> </tr> </tbody> </table> <p>The minutes of meeting dated 29/12/2022 and 29/06/2022 were sighted and verified. Workers during the meeting participated in the discussion mainly on housing and safety. The agenda discussed during the meeting among others includes the following:</p> <ul style="list-style-type: none"> a) <i>Laporan Pemakaian PPE</i> b) <i>Laporan Prestasi ESH/Kesehatan</i> c) <i>Laporan LatIhan & SOP/HIRARC</i> d) <i>Laporan Pematuhan Undang-Undang</i> e) <i>Laporan Pematuhan Oleh Kontraktor</i> f) <i>Laporan Pemeriksaan Tempat Kerja</i> g) <i>Laporan Kesehatan & Kawasan Perumahan</i> h) <i>Laporan Bahan Buangan Terjadual/Isu Alam Sekitar</i> 			Date		Date	1	29/12/22	3	29/06/22	2	29/09/22	4	21/04/22	
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		<p>h) Accident and emergency procedures are available in the SOP. The Mill had procedures emergencies situation as listed below in the table. There was formation of ERP Team & ERP for all the identified incidences. The organization chart for the ERP team was established and displayed for information of the employees. The important telephone contact numbers were</p>														

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Criterion / Indicator		Assessment Findings	Compliance																																																
		<p>also provided therein. Procedures guidelines were issued by SQM and amended to tailor to the situation differences in the mill.</p> <table border="1"> <thead> <tr> <th></th> <th>Emergencies Situation</th> <th>Mill</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Fire Hazard</td> <td>/</td> <td>/</td> </tr> <tr> <td>2</td> <td>Injury At Site</td> <td>/</td> <td>/</td> </tr> <tr> <td>3</td> <td>Diesoline/ chemical spillage</td> <td>/</td> <td>/</td> </tr> </tbody> </table> <p>ERT members received training and practice in emergency procedures appropriate to their respective workplace and degree of risk. The training are conducted by an accredited or qualified organization who can demonstrate their suitability to provide training. Among others the training held are as follows;</p> <table border="1"> <thead> <tr> <th></th> <th>Subjects</th> <th>Date</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PPE adherence</td> <td>17/10/22</td> <td>03/10/22</td> </tr> <tr> <td>2</td> <td>Spill containment HIRARC</td> <td>07/2/22</td> <td>-</td> </tr> <tr> <td>3</td> <td>Chemical Handling/ Lab</td> <td>14/11/22</td> <td>-</td> </tr> <tr> <td>4</td> <td>Scheduled waste Mgmt.</td> <td>06/12/22</td> <td>02/1/23</td> </tr> <tr> <td>5</td> <td>Water treatment/ sampling</td> <td>27/12/22</td> <td>-</td> </tr> <tr> <td>6</td> <td>ETP WTP</td> <td>02/12/22</td> <td>-</td> </tr> <tr> <td>7</td> <td>Chemical Store SOP</td> <td>27/12/22</td> <td>-</td> </tr> </tbody> </table> <p>i) The mill trained their nominated employees for First Aid mainly those involved in the field operations. A training program Basic Occupational First Aider & CPR was organized by SQM at Head Office level attended by employees nominated by the Estates/Mill. This was sighted in the training session in 4.4.6.1. A First Aid Kit equipped with approved 16 items were available and replenished on a weekly basis. Distribution of the 1st Aid Kit</p>		Emergencies Situation	Mill	Estate	1	Fire Hazard	/	/	2	Injury At Site	/	/	3	Diesoline/ chemical spillage	/	/		Subjects	Date	Date	1	PPE adherence	17/10/22	03/10/22	2	Spill containment HIRARC	07/2/22	-	3	Chemical Handling/ Lab	14/11/22	-	4	Scheduled waste Mgmt.	06/12/22	02/1/23	5	Water treatment/ sampling	27/12/22	-	6	ETP WTP	02/12/22	-	7	Chemical Store SOP	27/12/22	-	
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Criterion / Indicator	Assessment Findings	Compliance						
	<p>for the mill are made at the following places/personnel among others; Office/ AP Post/ Chemical Store/ Laboratory/ Workshop. The boxes kept by the supervisors were sighted during the field visit. The mill had regular briefing to the 1st Aid Kit holders on the management of the content and usage. The sessions were briefed by the MA and also during the weekly briefings.</p> <p>j) Records of all accidents are kept in the mill for a min of 7 years. Accident incidences are reviewed during safety meetings. Records in 2022 as extracted from the JKPP 8 (<i>submitted to DOSH on 12/01/2023</i>) as shown below:</p> <table border="1" data-bbox="1137 821 1512 922"> <tr> <td>No of cases</td> <td>2</td> </tr> <tr> <td>LTI</td> <td>76</td> </tr> <tr> <td>Non LTI cases</td> <td>3</td> </tr> </table> <p>The mill had incidences as follows:</p> <p>a) 08/6/22 - Slipped and sprained while performing cleaning work at CPO storage tank. - 50 LTI</p> <p>b) 23/08/22 - Motorcycle riding at mill complex while attending to pipe blockages. - 26 LTI</p> <p>c) 3 workers of workshop station having sensorineural hearing losses and hearing impairment</p> <p>Submission of JKPP6 & 8 to DOSH was submitted under the legislative requirement.</p>	No of cases	2	LTI	76	Non LTI cases	3	
No of cases	2							
LTI	76							
Non LTI cases	3							
<p>Criterion 4.4.5: Employment conditions</p>								

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Criterion / Indicator		Assessment Findings	Compliance
4.4.5.1	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has established Group Sustainability & Quality Policy Statement dated 2/12/2019 by Group Managing Director where the company is respecting, upholding & no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC) last revised 2020. Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020. Sime Darby Plantation respect and safeguard human rights, notion of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with SDPB. This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, and business partners, workers in our operations and supply chains, and communities surrounding our operations.</p> <p>The policies were communicated to the employees during induction training for new employees and morning muster. Latest Policy Briefing was conducted at West POM on 01/06/2022.</p>	Complied
4.4.5.2	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p>	<p>Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They promote diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity union membership,</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		political affiliation or age. The policy has been briefed to all the employees and stakeholders.	
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>There were employment contracts for staffs and workers. Pay and conditions are documented and achieved the Minimum Wage Order 2022. Sampled of employment contracts confirmed that terms and conditions are clearly outlined as per collective agreement and Employment Act 1955 which have been signed by the worker.</p> <p>Sampled of agreement pay slips for Feb 2022, July 2022 and Dec 2022 as below:</p> <p>Employee Id: 0000153354 Employee Id: 0000150972 Employee Id: 0000144913 Employee Id: 0000143982 Employee Id: 0000127844 Employee Id: 0000093234 Employee Id: 0000068318 Employee Id: 0000007108</p>	Complied
4.4.5.4	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p>	There are no contractor available in the mill.	N/A
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	The mill management has registered all their workers into Employee Master Details Listing in SEMUA system where personal	Complied

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Criterion / Indicator		Assessment Findings	Compliance
	full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance -	details such as full name, gender, date of birth, date join company, race, designation, and wages were recorded.	
4.4.5.6	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records. - Major compliance -	The mill management has employed local and foreign workers from Indonesia. They are all under direct employment to the mill. All of them have signed on the employment contract prior to work and extension contract where the original contract has expired. Terms and conditions were according to Collective Agreement and Employment Act 1955.	Complied
4.4.5.7	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers. - Major compliance -	All the daily attendance were recorded by punch card system on daily basis and overtime was recorded in the individual card. Besides, the summary of Mill Daily Attendance Report for every month was developed and maintained as well.	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 -	All the daily attendance were recorded by punch card system on daily basis and overtime was recorded in the individual card. Sime Darby Plantation Berhad has obtain permit for overtime work not more than 130 hours per month from Peninsular Malaysia Labour Office as per letter dated 27/3/2017. Refer letter ref. no. BHG.PU/9/134 JLD 9 (11).	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 -	Wages and overtime were paid according to the "Punch card system". Total hours of overtime and daily attendance has recorded in the individual card. All of the sampled employees above have been paid in accordance to the Minimum Wage Order 2022 i.e. RM1500/month or RM57.69/day.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Hours of overtime has recorded in the payslip and the payment for overtime were paid according to the legal requirements.</p> <p>Sampled of agreement pay slips for Feb 2022, July 2022 and Dec 2022 as below:</p> <p>Employee Id: 0000153354 Employee Id: 0000150972 Employee Id: 0000144913 Employee Id: 0000143982 Employee Id: 0000127844 Employee Id: 0000093234 Employee Id: 0000068318 Employee Id: 000007108</p>	
4.4.5.10	<p>Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.</p> <p>- Minor compliance -</p>	<p>The management has contributed 10kg of rice once every 2 months for all their workers. Apart from that, all the workers are provided with free medical facilities. In additional, all the workers are entitled with the phone allowance of RM5 for every month. Free housing facilities were provided to all the workers and their families.</p>	Complied
4.4.5.11	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p>- Major compliance -</p>	<p>The mill’s management has provided free housing facilities to all the workers. Basic amenities such as water and electricity were provided to the workers. The mill workers are using SAJ water. Linesite inspection was carried out on weekly basis by Medical Assistant using Housing Complex/ Nest/ Community Hall Inspections.</p> <p>PIOA, EWR, and Canteen – inspection conducted on 13/01/2023</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.4.5.12	The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance -	Sime Darby Plantation Berhad has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They seek to create a working environment with zero tolerance for sexual harassment and abuse and in which violence is never used to resolve issues or conflict. Latest Policy Briefing was conducted at West POM on 01/06/2022.	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 -	Union meeting conducted on 29/12/2022 at West POM. Attended by 13 employees, and workers representative. The minute of meeting is sighted, together with the attendance list.	Complied
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. - Major compliance -	Sime Darby Plantation Berhad has incorporated its policy on protecting the rights of children in the "Group Sustainability & Quality Policy Statement" mention in Indicator 4.1.1.2. Based on verification of workers register, there was no evidence that anyone below 18 years of age was recruited for employment.	Complied
Criterion 4.4.6: Training and competency			

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Criterion / Indicator		Assessment Findings					Compliance	
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 -	Formal training program for 2023 that covered aspects of the MSPO indicators as well as other salient requirement of the mill operations. Regular assessments of training needs were available for all the audited sites. The training program among others includes the following subjects.						Complied	
		1	PPE adherence	/	/	/		/
		2	Documentation		/			
		3	FFB Grading/ Ramp		/	/		
		4	Spill containment			/		
		5	Chemical Handling/ Lab		/			/
		6	Scheduled waste			/		
		7	Water treatment/ sampling	/				/
		8	Process Station SOP	/	/	/		/
		9	Sampling & handling					
		10	Chemical handling			/		
		11	Emergency Respond Plan	/	/			
		12	Fire drill training					/
		13	First aid/ CPR					/
		14	Tractor/ lorry /safe driving			/		
		15	Polln Cleaning Device PCD		/			
		16	Halal Management			/		
		17	Confined Space Guidelines			/		
		18	PPE adherence/ Safety	/		/		
		20	MSPO/ RSPO/ ISCC/ SCCS		/	/		
		21	GHG calculations		/			/
		22	Internal Audit Refresher	/				
		23	Working At Height/ LOTO		/	/		

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Criterion / Indicator		Assessment Findings				Compliance								
		24	Audiometry Test Guideline			/								
		25	Induction program New W	/	/	/								
		J-M, A-J, J-S & O-D denote Jan to Mac, April to June, July to Sept & Oct to Dec respectively.												
4.4.6.2	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p>- Major compliance -</p>	<p>Similar methods for identifying the training needs are used in all the mill. The details of the training needs include categories of;</p> <ul style="list-style-type: none"> a) Job descriptions b) Sections c) Employees' group <p>Included in this program are subjects related to:</p> <ul style="list-style-type: none"> a) Environment e.g. environmental, safety & health policy b) Scheduled waste management c) Environmental responsibility, HCV & biodiversity training d) Field activities/ operations e) Equipment handling, vehicles maintenance etc. 				Complied								
4.4.6.3	<p>A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure.</p> <p>- Minor compliance -</p>	<p>Formal training programs for 2023 that covered aspects of the MSPO indicators as well as other salient requirement of the mill operations. A training need identification matrix has been established with target dates for the training identified. The training program among others includes the following subjects. Training were provided during musters and also in session held in the community hall/mill compound.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Subjects</th> <th>Date</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PPE adherence</td> <td>17/10/22</td> <td>03/10/22</td> </tr> </tbody> </table>					Subjects	Date	Date	1	PPE adherence	17/10/22	03/10/22	Complied
	Subjects	Date	Date											
1	PPE adherence	17/10/22	03/10/22											

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Criterion / Indicator		Assessment Findings			Compliance	
		2	FFB Grading/ Ramp	05/12/22	25/9/22	
		3	Spill containment HIRARC	07/2/22	-	
		4	Chemical Handling/ Lab	14/11/22	-	
		5	Scheduled waste mgmt.	06/12/22	02/1/23	
		6	Water treatment/ sampling	27/12/22	-	
		7	Process Station SOP	20/12/22	27/12/22	
		8	Emergency Respond Plan	03/02/22	03/12/22	
		9	Fire drill training	21/10/22	-	
		10	5 S/ OMEGA program	04/7/22	-	
		11	First aid/ CPR	02/2/22	18/7/22	
		12	Tractor/ lorry/ safe driving	17/10/22	-	
		13	Polln Cleaning Device PCD	26/4/22	-	
		14	ETP WTP	02/12/22	-	
		15	Confined Space Guidelines	08/8/22	-	
		16	MSPO/ RSPO/ ISCC/ SCCS	09/12/22	07/12/22	
		17	ILO Compliance	20/6/22	-	
		18	Housing Facilities/ Upkeep	09/1/23	31/1/22	
		19	Supply chain RSPO/ MSPO	01/8/22	-	
		20	Working At Height/ LOTO	11/11/22	29/8/22	
		21	Engine room/ diesel SOP	11/11/22	-	
		22	Audiometry Test Guideline	29/6/22	-	
		23	Induction program New	26/9/22	18/7/22	
		24	COVID 19 Awareness	20/6/22	-	
		25	Payslip/ Working hours	08/12/22	07/11/22	
		26	Gender/ Sexual Harassment	02/04/22	10/3/22	
		27	Workshop operations	02/12/22	-	
		28	Chemical Store SOP	27/12/22	-	
		29	HCV Awareness	30/12/22	-	

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	An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented. - Major compliance -	Sime Darby Plantation Berhad have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the Group Managing Director on 05/05/2022 and displayed prominently on notice boards in English and local language Bahasa Malaysia. Therein the policy among others states that the Company is committed to protecting the environment and conserving biodiversity through sustainable development. This is policy is prominently displayed in the office along with other Company's Policies.	Complied
4.5.1.2	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations - Major compliance -	The Environmental Policy has been established as described in 4.5.1.1 above. The objectives of the environmental management plan among others include the following: a) Implement/ comply all prevailing statutory environmental laws b) Plantation development emphasizing zero burning practices. c) Compliance of DOE - to minimize pollution of land/ water/ air d) Identification of HCV and preserving riparian zones. The environmental aspects and impact evaluation covers the following areas/activities among others: a) Boiler operation/ power generation b) Crude palm oil storage leakage and spillage c) Effluent pond ruptured	Complied

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Criterion / Indicator		Assessment Findings	Compliance		
		<p>d) Process operations and workshop activities.</p> <p>The plans and impact assessments relating to environmental impacts based on documents for the mill are elaborated in the following records:</p> <p>a) Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, <i>(version 1; year 2008 Issue no. 1; dated 1 April 2009 Register)</i></p> <p>b) Appendix 5.4.1c - Environmental Aspect and Impact Identification form <i>(version 1; year 2008 Issue no. 1; dated 1 April 2009; MR-01/EAI)</i></p> <p>c) Appendix 5.4.1d – Environmental Impacts Evaluation form <i>(version 1; year 2008 issue no. 1; dated 1 April 2009; MR-02/EIE)</i></p> <p>The latest register being reviewed dated 13/01/2023 to include the following changes and continued being formalized for 2023. There was no changes on made to the EAI and EIE since last review was conducted.</p>			
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p>- Major compliance -</p>	<p>This plan is available and updated for the FY 2023. The environmental issues for improvement outlined by the mill are shown below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Environmental issues</td> <td style="width: 50%; text-align: center;">Mitigating Measures</td> </tr> </table>	Environmental issues	Mitigating Measures	Complied
Environmental issues	Mitigating Measures				

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Criterion / Indicator		Assessment Findings		Compliance	
		1	Meet new regulatory requirement of <15% boiler emission	Need to install new dust collecting system to reduce from 40% to 15%.	
		2	Solids from effluent pond	Disposed as fertilizer dry basis upon desludged	
		3	Leachate into estate trench	Drainage system being monitored and ensure proper application of EFB - pumping into effluent pond	
		4	To avail min 2 competent persons for POME & SW	Currently with competent personnel in view of transfer and retirement.	
		5	To comply with Clean Air Regulations 2014	To improve boiler air emission through equipment of new technology ESP - 2020	
				All actions are to be monitored on the indicated frequency shown in the plan.	
4.5.1.4	A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance -	This is available as elaborated in indicator 4.5.1.3 above. Improvement planned for both short and long terms are detailed along with the identified issues. In addition the following initiatives were implemented; Program to promote positive impact was documented in Energy management Plan and Waste management Plan Plan. Among the plan to promote positive impact as follows: a) To use fibre and shell as boiler fuel b) To harvest rain water and recycle back to RO plant c) Mill to have RO water treatment plant for self water supply.		Complied	

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Criterion / Indicator		Assessment Findings				Compliance																																																																		
4.5.1.5	<p>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.</p> <p>- Major compliance -</p>	<p>A training program is available in the SOU 9 Program updated on a yearly basis or revised as per the management requirement. Programs in relation to environmental among others as follows:</p> <table border="1"> <thead> <tr> <th colspan="2">Subjects</th> <th colspan="3">Month</th> </tr> <tr> <th></th> <th></th> <th>1-4</th> <th>5-8</th> <th>9-12</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ESH Legal & Other requirements</td> <td>/</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>ER Plan Chemical spill, Fire. Lightning</td> <td>/</td> <td></td> <td>/</td> </tr> <tr> <td>3</td> <td>Scheduled waste management</td> <td>/</td> <td>/</td> <td></td> </tr> <tr> <td>4</td> <td>Policy Training</td> <td>/</td> <td></td> <td>/</td> </tr> <tr> <td>5</td> <td>Effective workplace inspection</td> <td></td> <td>/</td> <td>/</td> </tr> <tr> <td>6</td> <td>GAP training/ SW</td> <td>/</td> <td>/</td> <td>/</td> </tr> <tr> <td>7</td> <td>HCV Training for Region</td> <td></td> <td>/</td> <td>/</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="3">Training Sessions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>13/01/22</td> <td>Environmental briefing to vendors/ contractors</td> </tr> <tr> <td>2</td> <td>03/02/22</td> <td>Sludge oil recovery system</td> </tr> <tr> <td>3</td> <td>20/02/22</td> <td>Chemical handling</td> </tr> <tr> <td>4</td> <td>23/07/22</td> <td>Scheduled Waste Management</td> </tr> <tr> <td>5</td> <td>28/06/22</td> <td>Palm GHG - Understanding</td> </tr> <tr> <td>6</td> <td>23/09/21</td> <td>EIA /EIE awareness</td> </tr> </tbody> </table>				Subjects		Month					1-4	5-8	9-12	1	ESH Legal & Other requirements	/			2	ER Plan Chemical spill, Fire. Lightning	/		/	3	Scheduled waste management	/	/		4	Policy Training	/		/	5	Effective workplace inspection		/	/	6	GAP training/ SW	/	/	/	7	HCV Training for Region		/	/	Training Sessions			1	13/01/22	Environmental briefing to vendors/ contractors	2	03/02/22	Sludge oil recovery system	3	20/02/22	Chemical handling	4	23/07/22	Scheduled Waste Management	5	28/06/22	Palm GHG - Understanding	6	23/09/21	EIA /EIE awareness	Complied
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4.5.1.6	<p>The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>The forum used in discussing environmental issues are the quarterly OSH meeting and the annual management review meeting (dated 03/01/2023). The latter emphasized more on issues on water management plan, electricity use, diesel consumption, waste management, SIA plan, renewable energy, aspect/impact.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th></th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>29/12/22</td> <td>3</td> <td>29/06/22</td> </tr> <tr> <td>2</td> <td>29/09/22</td> <td>4</td> <td>21/04/22</td> </tr> </tbody> </table>					Date		Date	1	29/12/22	3	29/06/22	2	29/09/22	4	21/04/22	Complied																																																						
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Criterion / Indicator		Assessment Findings	Compliance																
		The Environmental Performance Monitoring Committee is setup to comply with the DOE requirement of Guidance Self-Regulation (GSR). The meeting it to review environmental performance within the POM.																	
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>A plan for improving the efficiency of the use of fossil fuels is in place and has been incorporated into the Environmental Aspect and Impact activities report for 2023. The document was reviewed/updated on Jan 2023. The Environment Management Plan for efficiency of fossil fuel usage are detailed below:</p> <table border="1"> <thead> <tr> <th></th> <th>Target</th> <th>Objective</th> <th>Action plan</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Backhoe tractor/ front loader</td> <td>To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment</td> <td>To ensure the vehicle engine is turn off during idle time To record vehicle activity which consume fuel</td> </tr> <tr> <td>2</td> <td>Van/ Supervisory vehicle</td> <td>To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment</td> <td>To record vehicle activity in order to eliminate waste activity which consume fuel. To turn off vehicle engine during idle time.</td> </tr> <tr> <td>3</td> <td>Electrical supply</td> <td>To reduce reliance on gen-sets for power supply</td> <td>Utilization of TNB sources</td> </tr> </tbody> </table>		Target	Objective	Action plan	1	Backhoe tractor/ front loader	To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment	To ensure the vehicle engine is turn off during idle time To record vehicle activity which consume fuel	2	Van/ Supervisory vehicle	To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment	To record vehicle activity in order to eliminate waste activity which consume fuel. To turn off vehicle engine during idle time.	3	Electrical supply	To reduce reliance on gen-sets for power supply	Utilization of TNB sources	Complied
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		<p>The utilization of fossil fuel in 2022 - total 2792 liters is being monitored with records shown below: Baseline is 0.04</p> <table border="1"> <thead> <tr> <th>Mth</th> <th>Diesel L</th> <th>FFB mt</th> <th>Diesel/ FFB</th> <th>Mth</th> <th>Diesel L</th> <th>FFB mt</th> <th>Diesel/ FFB</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>155</td> <td>12019</td> <td>0.01</td> <td>July</td> <td>131</td> <td>11665</td> <td>0.01</td> </tr> <tr> <td>Feb</td> <td>172</td> <td>11210</td> <td>0.02</td> <td>Aug</td> <td>123</td> <td>12612</td> <td>0.01</td> </tr> <tr> <td>Mac</td> <td>217</td> <td>16022</td> <td>0.01</td> <td>Sep</td> <td>89</td> <td>7848</td> <td>0.01</td> </tr> <tr> <td>Apr</td> <td>400</td> <td>11788</td> <td>0.03</td> <td>Oct</td> <td>149</td> <td>9687</td> <td>0.02</td> </tr> <tr> <td>May</td> <td>138</td> <td>8982</td> <td>0.02</td> <td>Nov</td> <td>250</td> <td>13160</td> <td>0.02</td> </tr> <tr> <td>Jun</td> <td>168</td> <td>9078</td> <td>0.01</td> <td>Dec</td> <td>800</td> <td>11913</td> <td>0.07</td> </tr> </tbody> </table> <p>The monitoring is recorded in environment performance indicator- electricity generated by steam turbine tabulated for the financial year 2022. It is calculated as electricity generated from turbine that produces power for the mill entire complex operation unit in kwh/mt FFB. A monthly record on energy consumption for both renewable and non-renewable sources were also maintained and documented. It is monitored to optimize use of renewable energy. The data is compiled for comparison and control for future improvement with aim of gradual reduction particularly diesel.</p> <p>Diesel consumption & ratio diesel used /mt FFB (Baseline set at 0.04)</p> <p>Variation of ratio in the analysis were explained and justified. Under the energy management plan 2023 the mill aimed for reduction plan among others:</p> <ul style="list-style-type: none"> i. Educate workers on fuel saving practice 								Mth	Diesel L	FFB mt	Diesel/ FFB	Mth	Diesel L	FFB mt	Diesel/ FFB	Jan	155	12019	0.01	July	131	11665	0.01	Feb	172	11210	0.02	Aug	123	12612	0.01	Mac	217	16022	0.01	Sep	89	7848	0.01	Apr	400	11788	0.03	Oct	149	9687	0.02	May	138	8982	0.02	Nov	250	13160	0.02	Jun	168	9078	0.01	Dec	800	11913	0.07	
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		ii. Avoid leakages during vehicles maintenance.													
4.5.2.2	Palm oil millers shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. - Major compliance -	The 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 in all transport and machinery operations was available in the yearly budget. Annual budget for diesel in 2023 is 3000 litres.	Complied												
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	The fibre and shell are used in the boiler for fuel recycled in the process system. Surplus quantity of shell/fibre are delivered to estates for multi purposes or sold to outside buyers. EFB is used in the estates for mulching. Details of renewable energy fibre/shell used in the mill are shown in 4.5.2.2 above. The long term planning for biogas implementation was reviewed to stand similar with other sister mills in the Group. The recovered biogas will be used for energy generation (e.g. steam & electricity).	Complied												
Criterion 4.5.3: Waste management and disposal															
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	All waste and pollution are identified and documented in the Waste Management Plan for Financial Year 2023. The waste generated from the mill operations as shown below: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Waste</th> <th>Item</th> <th>Sources</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="text-align: center; vertical-align: middle;">1</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">Scheduled Waste</td> <td>Spent lubricants/ hydraulic oil</td> <td>Workshop activities</td> </tr> <tr> <td>Used batteries/ used rags/ empty containers</td> <td>Workshop activities</td> </tr> <tr> <td>Hexane/ spent chemicals</td> <td>Laboratory and boiler station</td> </tr> </tbody> </table>		Waste	Item	Sources	1	Scheduled Waste	Spent lubricants/ hydraulic oil	Workshop activities	Used batteries/ used rags/ empty containers	Workshop activities	Hexane/ spent chemicals	Laboratory and boiler station	Complied
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		2	Domestic Waste	Rubbish	Line site/ office & mill complex												
				Sewage	Line site/ office & mill complex												
		3	Industrial Waste	POME	Effluent Treatment Plant												
				EFB	EFB station												
		<p>The source of mill pollution generated from the mill is the smoke from the boiler. It is monitored from the stack emission during the entire operations. These reports are reviewed by the mill and submitted to DOE. There was no major issue.</p>															
4.5.3.2	<p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <p>a) Identifying and monitoring sources of waste and pollution.</p> <p>b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</p> <p>- Major compliance -</p>	<p>The Waste Management Plan for Financial Year 2023 is available and sighted. The plan listed the waste generated from the mill operations as shown in indicator 4.5.3.1 above. The management of the waste aimed for a reduction and improvement are described below:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Item</th> <th>Action/Program</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Scheduled waste</td> <td>Spent lubricants/ hydraulic oil</td> <td rowspan="3">SOP titled MQMS Section VII Compliance to Environmental Quality Regulation 2005; Establishment & notification of SW Labeling & Coding of SW SW Inventory Disposal < 180 days & approved quantity/ volume.</td> </tr> <tr> <td>Used batteries/ used rags/ empty containers</td> </tr> <tr> <td>Hexane/ spent chemicals</td> </tr> <tr> <td>Domestic Waste</td> <td>Rubbish</td> <td>Disposed together with the estate to the Majlis Perbandaran K Langat</td> </tr> </tbody> </table>				Type	Item	Action/Program	Scheduled waste	Spent lubricants/ hydraulic oil	SOP titled MQMS Section VII Compliance to Environmental Quality Regulation 2005; Establishment & notification of SW Labeling & Coding of SW SW Inventory Disposal < 180 days & approved quantity/ volume.	Used batteries/ used rags/ empty containers	Hexane/ spent chemicals	Domestic Waste	Rubbish	Disposed together with the estate to the Majlis Perbandaran K Langat	Complied
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			Sewage	Disposal by local authority																								
		Industrial Waste	POME	Monitoring of application in furrow P13A and P09A delivered in tankers																								
			EFB	Monitoring of application in fields.																								
4.5.3.3	<p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005</p> <p>- Major compliance -</p>	<p>The SOP on Scheduled Waste disposal is established and implemented.</p> <p>a) Details as provided in SDP MQMS Standard Operating Procedure Section VII- Handling of scheduled waste (Hazardous Waste) Management ref no. SD/SDP/PSQM (ESH) /203-EN1 dated 26/2/2015.</p> <p>b) The inventory of the waste generated is recorded using the "E-SWISS" inventory system. Methodology of SW disposal is also described in indicator 4.5.3.2 above.</p> <p>c) All SW are disposed to Kualiti Alam Sdn Bhd. Details as sampled as shown below:</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>SW305</th> <th>SW322</th> <th>SW409</th> <th>SW410</th> <th>SW306</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20/09/22</td> <td>-</td> <td>0.550</td> <td>0.083</td> <td>0.060</td> <td>0.400</td> </tr> <tr> <td>2</td> <td>07/03/22</td> <td>0.400</td> <td>0.675</td> <td>0.109</td> <td>0.073</td> <td>-</td> </tr> </tbody> </table>						Date	SW305	SW322	SW409	SW410	SW306	1	20/09/22	-	0.550	0.083	0.060	0.400	2	07/03/22	0.400	0.675	0.109	0.073	-	Complied
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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>The mill and the host estate used the facility available in the District of Kuala Langat. All domestic waste are collected 2/3x /week by Majlis Perbandaran K Langat eliminating the issue of managing own landfill in the estate property. Collection are made from a centralized point accumulated internally by the estate management from the living quarters and office complex. The risk of contamination has been minimized through this system.</p>					Complied																					

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Criterion / Indicator		Assessment Findings	Compliance												
Criterion 4.5.4: Reduction of pollution and emission including greenhouse gas															
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance -	The polluting activities are identified and documented in the Environmental Aspect & Impact Identification. From the EAI, it will be evaluated for the impact. The identified impact if any will be included in the management plan. The evaluation is documented in the Environmental Impact Evaluation. It was last reviewed on 04/01/2021. Areas of focus include activities at the chemical store/ workshop/ store/ scheduled waste/ diesel tank/ boiler house/ effluent pond/ WTP.	Complied												
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	<p>The pollution prevention plan and plan to reduce GHG emission 2022 dated 11/01/2022, with the mitigation plan, actions and time frame has been identified. In addition, the Environmental Management Plan for FY2022 is available. The monitoring of the plan is available. The following tabled the management action plan to reduce GHG emission from the mill activities.</p> <table border="1"> <thead> <tr> <th></th> <th>Issues & Strategies</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Reduce diesel consumption at mill operation</td> <td>To monitor diesel usage To ensure vehicle scheduled maintenance Optimum gen set usage</td> </tr> <tr> <td>2</td> <td>Reduce smoke emission to the air</td> <td>To effectively implement the CEMS eliminate use of wet shell as fuel</td> </tr> <tr> <td>3</td> <td>Reduce electricity usage</td> <td>Monitor usage vs baseline Install capacitor at identified large power consumption motor Install LED bulb for the lighting system</td> </tr> </tbody> </table>		Issues & Strategies	Action Plan	1	Reduce diesel consumption at mill operation	To monitor diesel usage To ensure vehicle scheduled maintenance Optimum gen set usage	2	Reduce smoke emission to the air	To effectively implement the CEMS eliminate use of wet shell as fuel	3	Reduce electricity usage	Monitor usage vs baseline Install capacitor at identified large power consumption motor Install LED bulb for the lighting system	Complied
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		<p>All efforts and action plan for the identified pollutants and emission above is adequate to comply with the requirement. All identified issues have significant impacts to the environment. The mill also monitored and maintained records on Palm GHG. This compilation is made at Head Office level and made for the entire SOU 9. Inclusive in the report are;</p> <p>1) Plantation/ field emission (76.91%) - data from field emission and sinks (CO2/FFB)</p> <p>2) Mill emission (23.09%) - data from mill emission and credits (CO2/FFB)</p>																																																																			
4.5.4.3	<p>Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.</p> <p>- Major compliance -</p>	<p>Based on Jadual Pematuhan WPOM disposed effluent on water discharge. Sighted quarterly report has been submitted to DOE (<i>license no 003180, 01/07/2022 - 30/06/2023</i>) by quarterly basis. Latest submission for to DOE on as follows. Among others the indicators were:</p> <table border="1"> <thead> <tr> <th></th> <th>Oct - Dec 22</th> <th>STD</th> <th>12/10/22</th> <th>14/11/22</th> <th>07/12/22</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>pH</td> <td>5-9</td> <td>4.79</td> <td>7.88</td> <td>7.11</td> </tr> <tr> <td>2</td> <td>BOD mg/l</td> <td>50</td> <td>630</td> <td>975</td> <td>2140</td> </tr> <tr> <td>3</td> <td>Total Solids</td> <td>400</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>4</td> <td>S Solids</td> <td>-</td> <td>1760</td> <td>3750</td> <td>16500</td> </tr> <tr> <td>5</td> <td>Oil & Grease</td> <td>50</td> <td>5</td> <td>8</td> <td>6</td> </tr> <tr> <td>6</td> <td>AN</td> <td>150</td> <td>74</td> <td>166</td> <td>101</td> </tr> <tr> <td>7</td> <td>TN</td> <td>150</td> <td>238</td> <td>275</td> <td>269</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th></th> <th>April - Jun 22</th> <th>STD</th> <th>13/4/22</th> <th>12/5/22</th> <th>03/6/22</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>pH</td> <td>5-9</td> <td>7.20</td> <td>7.20</td> <td>6.90</td> </tr> <tr> <td>2</td> <td>BOD mg/l</td> <td>50</td> <td>2400</td> <td>156</td> <td>3160</td> </tr> </tbody> </table>		Oct - Dec 22	STD	12/10/22	14/11/22	07/12/22	1	pH	5-9	4.79	7.88	7.11	2	BOD mg/l	50	630	975	2140	3	Total Solids	400	-	-	-	4	S Solids	-	1760	3750	16500	5	Oil & Grease	50	5	8	6	6	AN	150	74	166	101	7	TN	150	238	275	269		April - Jun 22	STD	13/4/22	12/5/22	03/6/22	1	pH	5-9	7.20	7.20	6.90	2	BOD mg/l	50	2400	156	3160	Complied
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		3	Total Solids	400	-	-	-	
		4	S Solids	-	16600	330	18400	
		5	Oil & Grease	50	22	4	9	
		6	AN	150	49	47	141	
		7	TN	150	114	168	201	
		All parameters tested complied with the condition prescribed under Compliance Schedule with marginal differences of pH on 12/10/22.						
Criterion 4.5.5: Natural water resources								
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). <p>- Major compliance -</p>	<ol style="list-style-type: none"> 1. The mill has recorded the water consumption throughout the year 2022, on average the mill water consumption is around 1.21 m³/ mt FFB in the 2022. The source of water is the sea water with the treatment of RO for boiler consumption. Domestic water usage come from SYABAS. 2. The mill has sent out the effluent water sample to the lab, sample no IE445/2022 dated 12/12/2022 sighted. 3. Mill has developed the water management plan in planning to optimize the water consumption. 					Complied	
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>As of now there are no plans to gradually phase out the discharge of POME into the water course. Nevertheless, the mill ensures all environmental requirements that have been detailed out in the DOE compliance schedule.</p>					Complied	

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4.6 Principle 6: Best Practices			
Criterion 4.6.1: Mill Management			
4.6.1.1	<p>Standard operating procedures shall be appropriately documented and consistently implemented and monitored.</p> <p>- Major compliance -</p>	<p>West POM processing system is documented in the Sustainability Plantation Management System MQMS/SQM/08 v1 dated 01/11/2008 which includes the mill SOP, and Mill Quality Management Manual v.1 2008/MQMS/QMM/08. These documents provide guidelines and standards in the mill operations. The Standard Operating procedure (SOP) described details from the reception, sterilisation, threshing, pressing, clarification, depericarping (nut polishing) station, effluent, laboratory, workshop, despatches etc. In addition, there are also manuals available within the industry and MPOB that are used as guidelines.</p> <p>E-Sime+ System used as pre-start check and to report unsafe act/condition at workplace. During plan visit/inspection, OHS non-compliances were observed at fruit handling area, clarification, boiler and kernel plant. Further check in E-Sime+ System, no pre-start check records for the visited workstation on 19/1/23, thus the Minor NC is raise.</p>	Minor NC
4.6.1.2	<p>All palm oil mills shall implement best practices.</p> <p>- Major compliance -</p>	<p>The monitoring of the mill process is made through the shift supervision headed by An Engineer. All process parameters are documented and summarized in a daily report. The external monitoring is made through visits by the Mill Advisor scheduled on a 6-monthly basis. In addition, there are audits by Regional Head, PSQM and GCAD. This is to ensure compliance to Policies, procedures in relation mill operations, financial, OSH, welfare among others. Report relating to the monitoring i.e. daily</p>	Complied

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		production report, monthly report, SOU meetings minutes and RSQM internal audit report were sighted, and system adopted is effective.	
Criterion 4.6.2: Economic and financial viability plan			
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance -	The annual business plan is available. The document is in the form of annual budget and the projection for 5 years (Budget year 2023/ PY2/ PY3/ PY4/ PY5) prepared as guidance for future planning. The business plan contains FFB processed, production of CPO & CPK. Component of operating expenditure includes process labour, maintenance external, maintenance parts, consumable, EVIT, admin cost, labour overhead. Inclusive in the business plan is also Capital Expenditure (CAPEX) among others replacement/ upgrading of building/ machinery, workers amenities for the mill	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 -	This is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream. Pricing mechanism is available in the guidelines LOA (limit of authority) and revised sourcing method for plantation upstream Malaysia dated 25/02/2021: All tender and pricing exercises are handled by the HQ management. Projects are tendered from the approved vendors registered with HQ. Payments are processed and made by HQ through system named MEX. This is made upon job verification by the mill personnel. To date no complaints received from the vendor/supplier on issues relating to pricing and timing of payment.	Complied

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4.6.3.2	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance -	All contracts and purchases are documented i.e. in the form of purchase orders, invoices, contracts for the larger transaction. All documents are signed by both vendor and mill. Inclusive in the contract is the clause 4.3 on compliance to occupational safety and health Act 1994/EQA 1974. and clause 4.0 compliance to existing governing law. Payment terms were clearly stated in the agreement signed by the contractors and suppliers. Other details as specified in 4.6.4.1	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 -	<p>Awarded contractors are provided with Letter of Offer (contract agreement) which described the conditions such as commencement, service contract, bank guarantee, insurance policies, failure to provide service, responsibility and indemnity, termination, governing laws, transportation rate and rate adjustment mechanism. Sighted the acknowledgement by the contractors as below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Contractor</th> <th>Services</th> <th>Effective</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Txx Txxx Kxxx Sdn Bhd</td> <td>CPO delivery to refinery</td> <td>19/12/22</td> </tr> <tr> <td>2</td> <td>Apxx Unixxxxx</td> <td>Boiler Maintenance</td> <td>06/08/21</td> </tr> <tr> <td>3</td> <td>Axx Exxxxxxx</td> <td>Tanker for water delivery</td> <td>01/01/20</td> </tr> </tbody> </table> <p>It stated that the agreement is governed among others by the following Clause 5 (b) - Compliance with applicable laws and guidelines</p> <p>i. To comply with all applicable laws, by-laws, rules, regulations</p>		Contractor	Services	Effective	1	Txx Txxx Kxxx Sdn Bhd	CPO delivery to refinery	19/12/22	2	Apxx Unixxxxx	Boiler Maintenance	06/08/21	3	Axx Exxxxxxx	Tanker for water delivery	01/01/20	Complied
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Criterion / Indicator		Assessment Findings	Compliance
		<p>ii. Not limited to laws in relation to employment, environment, OSH, anti bribery, anti slavery, human trafficking laws</p> <p>iii. Laws and SOP on COVID 19 pandemic</p> <p>All contractors are subject to KPI monthly evaluation.</p> <p>This requirement has been specified and explained during the RSPO/MSPO training and briefing session which includes the presence of Contractors and vendors. All Contractors/Vendors need to follow RSPO/ISCC/MSPO guideline in accordance with the Sime Darby Plantation of Estate Quality Management System.</p>	
4.6.4.2	<p>The management shall provide evidence of agreed contracts with the contractor.</p> <p>- Major compliance -</p>	<p>All contracts/ agreement/purchase orders are made in a standard format content of which are variable subject to the type/nature of work to be executed. All contracts are signed by both mill and contractor indicating agreement of the terms and conditions therein. Sighted few contracts as kept by The AAO in the mill office.</p> <p>All contracts/Agreement have generic clauses in relation to disallowing child, forced and trafficked labour as described in the Vendor Integrity Pledge (VIP).</p> <p>All contracted parties/vendors were required to signed Vendor Integrity Pledge (VIP) and to comply with para;</p> <ul style="list-style-type: none"> - a (i); Vendor Code of Business Conduct (VCOBC) - a (ii); all applicable laws and regulations related anti-bribery, fraud and corruption. - Contractors workers compliance requirements (passport, permit & employment terms. 	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.6.4.3	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance -	This is specified in the letter dated 01/7/2017 as shown in item 4.6.4.1 above under clause vendor pledge VIP among others to comply with labour and human rights, environment, safety and health, ethics and management practices. Terms of delivery to follows RSPO/ISCC/MSPO guideline in accordance with the SDP MQMS/EQMS. Annexure RSPO / MSPO. General commitments - to comply RSPO/MSPO requirement	Complied

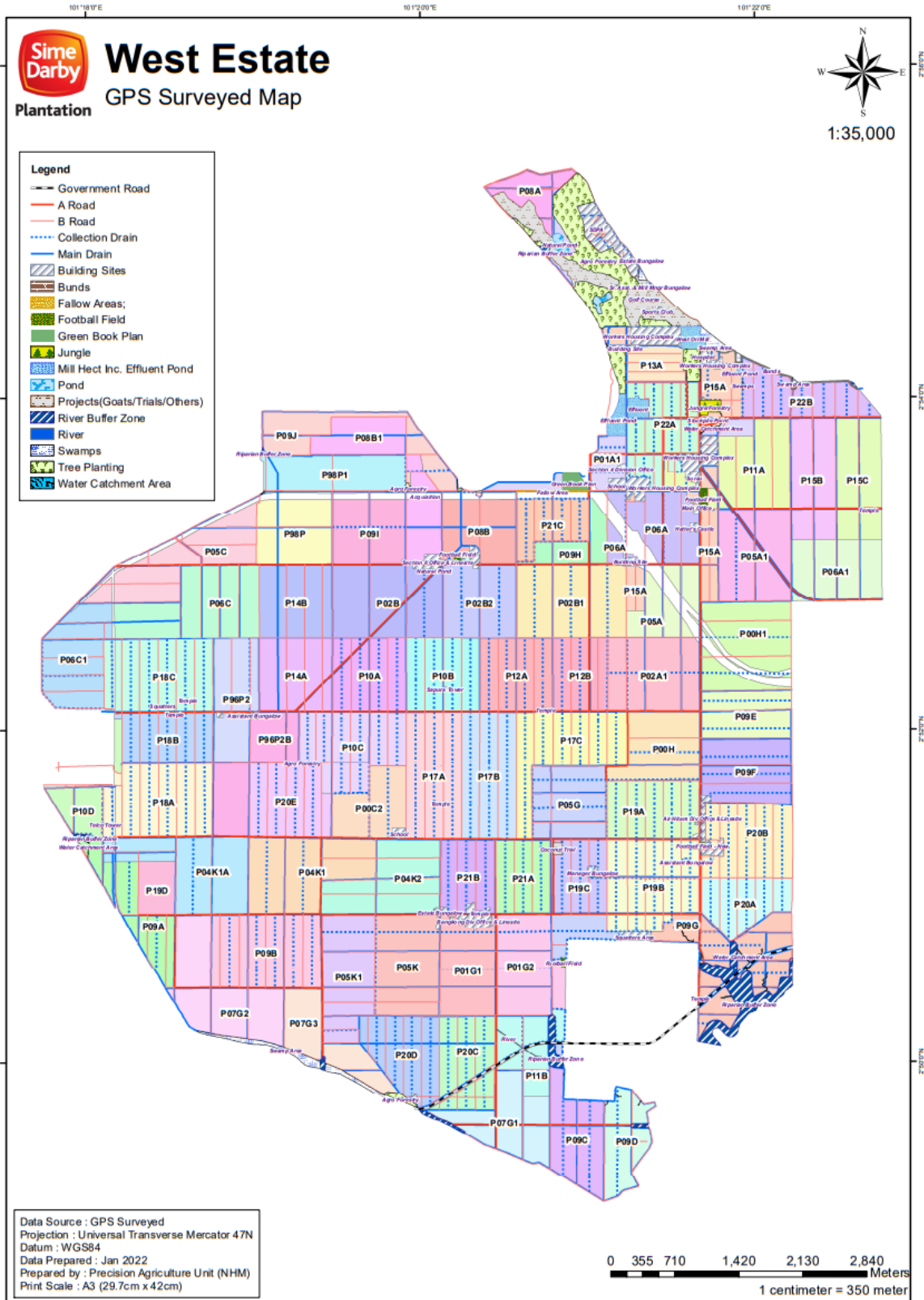
Appendix C: Location and Field Map

West Palm Oil Mill



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West Estate



Appendix D: List of Abbreviations

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