

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment
- Annual Surveillance Assessment (1_4)
- Recertification Assessment (Choose an item.)
- Extension of Scope

Client Company name (Parent Company): Sime Darby Plantation Berhad
Client company Address: Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia
Certification Unit: Strategic Operating Unit (SOU 4) – Flemington Palm Oil Mill Location of Certification Unit: Lot 5138, Jalan Sg Dulang, Sungai Sumun 36309 Teluk Intan, Perak, Malaysia
Date of Final Report: 01/01/2021

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Section 1: Scope of the Certification Assessment

1. Company Details			
Parent Company	Sime Darby Plantation Berhad		
RSPO Membership Number	1-0008-04-000-00	Membership Approval Date	07/09/2004
Address	Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7 47301 Ara Damansara, Selangor, Malaysia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	Strategic Operating Unit (SOU 4) – Flemington Palm Oil Mill		
Location / Address	Lot 5138, Jalan Sg Dulang, Sungai Sumun, 36309 Teluk Intan, Perak, Malaysia		
Website	www.simedarbyplantation.com		
Management Representative	Mdm Shylaja Devi Vasudevan Nair (Head, Sustainability Unit PSQM) Abd Ghafar Bin Sulaiman (SOU representative)	E-mail	shylaja.vasudevan@simedarbyplantation.com kks.flemington@simedarbyplantation.com
Telephone	+603 78484379 (Head Office) +05-6489198 (Mill)	Facsimile	+603 78484363 (Head Office) +05-6489153 (Mill)

2. Certification Information			
Certificate Number	RSPO 590802	Date of First Certification	5/10/2011
		Certificate Start Date	5/10/2016
		Certificate Expiry Date	4/10/2021
Scope of Certification	Palm oil and Palm Kernel Production		
Visit Objectives	The objective of the assessment was to conduct a annual surveillance assessment of the existing certification to ensure the elements of the proposed scope of registration and the requirements of the management standard are effectively addressed by the organisation's management system.		
Assessment Cycle	<input type="checkbox"/> Initial Assessment <input type="checkbox"/> Recertification Assessment (Choose an item.) <input checked="" type="checkbox"/> Annual Surveillance Assessment (RA 1 ; ASA 4) <input type="checkbox"/> Scope Extension		
Applicable Standards	<input type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil <input checked="" type="checkbox"/> Malaysia National Interpretation 2019 for RSPO P&C 2018 for the Production of Sustainable Palm Oil <input type="checkbox"/> Group Certification 2016 <input type="checkbox"/> RSPO Independent Smallholders Standard 2019		

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Supply Chain Module	<input type="checkbox"/> Identity Preserved <input checked="" type="checkbox"/> Mass Balance
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3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 682042	MS 2530-4 Malaysian Sustainable Palm Oil (MSPO) Part 4	BSI Services Malaysia Sdn Bhd	8/2/2023
MSPO 690017	MS 2530-3 Malaysian Sustainable Palm Oil (MSPO) Part 3	BSI Services Malaysia Sdn Bhd	8/2/2023
MSPO 714138	MSPO Supply Chain Certification: 2018	BSI Services Malaysia Sdn Bhd	17/9/2024

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location	GPS Coordinates	
		Latitude	Longitude
Flemington Palm Oil Mill	Lot 5138, Jalan Sg Dulang, Sungai Sumun, 36309 Teluk Intan, Perak	3° 55' 40.71" N	101° 51' 26.60" E
Sungai Samak Estate	Lot 4672, Ulu Bernam, 36500 Perak, Malaysia	3° 44' 57.76" N	101° 8' 51.93" E
Sabak Bernam Estate	Lot 2094, Jalan Haji Suhaimi, 45307 Sabak Bernam, Selangor	3° 45' 33.77"N	101° 0' 25.12"E
Bagan Datoh Estate	Lot 3710, Bagan Datuk 36100 Perak, Malaysia	3° 59' 33.72"N	101° 47' 24.66"E
Flemington Estate	Lot 4541, Jln Simpang Empat- Bagan Datuk, 36309 Teluk Intan, Perak	3° 53' 27.53"N	101° 52' 50.43" E

(Note for Auditors: Deg °; Minutes' ; Seconds". The format must be two decimal points) (Eg. 3° 51' 14.01" N)

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Flemington Estate	1,792.92	7.38	177.66	1,977.96	90.64
Bagan Datoh Estate	3,605.49	2.00	174.37	3,781.86	95.34
Sungai Samak Estate	2,766.43	7.81	251.50	3,025.74	91.65
Sabak Bernam Estate	2,355.99	1.24	154.56	2,511.79	93.80
Total	10,520.83	18.43	758.09	11,297.35	

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Note: Sungai Samak Estate – The total area for HCV is 7.81 ha based on 2020 HCV report. The area miscalculated and only mentioned 0.49ha into 2019 pre audit information.

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Flemington Estate	418.63	798.77	444.18	0	131.34	1,374.29	418.63
Bagan Datoh Estate	1,034.19	1,796.10	276.22	206.20	292.78	2,571.30	1,034.19
Sungai Samak Estate	122.23	802.98	1,811.41	29.81	0	2,644.20	122.23
Sabak Bernam Estate	988.88	890.99	159.21	250.37	66.54	1367.11	988.88
Total (ha)	2,563.93	4,288.84	2,691.02	486.38	490.66	7,956.90	2,563.93

Note:

7. Certified Tonnage of FFB (Own Certified Scope)				
Estate	Tonnage / year			
	Estimated (Oct 2019 – Sept 2020)	Actual (Aug 2019 - June 2020)		Forecast (Oct 2020 – Sep 2021)
		<i>Previous license period (Aug 2019 – Sep 2019)</i>	<i>Current license period (Oct 2019 – Jun 2020)</i>	
Bagan Datoh	36,484.43	9,590.88	39,041.70	78,651.58
Sungai Samak	77,861.58	13,714.24	43,406.31	84,592.87
Sabak Bernam	84,592.87	4,997.00	19,420.33	29,728.31
Flemington Estate	29,828.31	4,829.92	20,836.32	29,350.00
Total	228,767.18		155,836.70	222,322.76

Note:

8. Certified Tonnage of FFB (from other certified unit(s))				
Estate	Tonnage / year			
	Estimated (Oct 2019 - Sept2020)	Actual (Aug 2019 - June 2020)		Forecast (Oct 2020 - Sep 2021)
		<i>Previous license period (Aug 2019 – Sep 2019)</i>	<i>Current license period (Oct 2019 – Jun 2020)</i>	
	N/A			N/A
Seri Intan Estate			26.080	

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Sabrang Estate			127.440	
Sg.Wangi Estate			1,945.380	
Sogomana Estate			1,564.610	
Total			3,663.51	

Note:

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)

Independent FFB Supplier	Tonnage / year			Forecast (Oct 2020 - Sep 2021)
	Estimated (Oct 2019 - Sept2020)	Actual (Aug 2019 - June 2020)		
	N/A	<i>Previous license period (Aug 2019 – Sep 2019)</i>	<i>Current license period (Oct 2019 – Jun 2020)</i>	N/A
FFB Suppliers		40,805.19		
Total		40,805.19		

Note:

10. Certified Tonnage

Mill Capacity: 60 MT/hr	Estimated (Oct 2019 - Sept2020)	Actual (Aug 2019 - June 2020)		Forecast (Oct 2020 - Sep 2021)
	FFB	FFB		FFB
228,767.18		<i>Previous license period (Aug 2019 – Sep 2019)</i>	<i>Current license period (Oct 2019 – Jun 2020)</i>	222,322.76
		33,132.04	126,368.17	
CPO (OER: 21.70%)		CPO (OER: 20.16 %)		CPO (OER: 20.95 %)
49,642.50		6,679.42	25,475.82	46,576.62
PK (KER: 5.50%)		PK (KER: 4.89 %)		PK (KER: 5.47 %)
12,582.20		1,620.16	6,179.40	12,161.05

Note:

11. Actual Sold Volume (CPO)					
Current License period					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	6,783.89	0.00	0.00	17,325.26	24,109.15
Previous License period					
CPO (MT)	0.00	0.00	0.00	0.00	0.00
Total	6,783.89	0.00	0.00	17,325.26	24,109.15

12. Actual Sold Volume (PK)					
Current License period					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
PK (MT)	0.00	0.00	0.00	4,420.41	4,420.41
Previous License period					
PK (MT)	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	4,420.41	4,420.41

13. Independent Smallholders Certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	0.00	0.00
IS-CSPKO	0.00	0.00
IS-CSPKE	0.00	0.00

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)
Suite 29.01 Level 29, The Gardens North Tower,
Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur, Malaysia.
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Representative: Nicholas Cheong (Nicholas.Cheong@bsigroup.com)
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BSI is a leading global provider of management systems assessment and certification, with more than 84,000 certified locations and clients in over 180 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia.

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on 13/7/2020 – 17/7/2020. The audit programme is included as Section 2.3.

The approach to the audit was to treat the mill and supply base as an RSPO Certification Unit. A range of occupational health and safety, environmental, best practice management, and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas, local communities engagement and workers welfare and safety.

On site Critical NC close out on-site assessment was not able to be conducted due to Administrative Enhanced Movement Control Order in Kedah, Malaysia. Critical NC close out verification was conducted via documentation review, photos, and interview. All the corrective action and evidence of implementation were found to be adequate. The Critical NC close out on-site assessment was conducted on 2/10/2020. The audit programs are included in Section 2.3.

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. RSPO Principles & Criteria 2018 (MYNI 2019) for the Production of Sustainable Palm Oil was used to guide the assessment of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (and smallholders) of its supply base.

- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO 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.

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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 3.5.

All the previous nonconformities are remains closed. The assessment findings for the initial assessment/annual surveillance assessment are detailed in Section 3.4.

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

For Initial and Re-certification assessment, the report was externally reviewed by RSPO approved Certification Reviewer prior to certification 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 / Supply Base)	Year 1 (Recertification)	Year 2 (ASA1_4)	Year 3 (ASA1_2)	Year 4 (ASA1_3)	Year 5 (ASA1_4)
Flemington Palm Oil Mill	X	X	X	X	X
Flemington Estate	X		X	X	X
Bagan Datoh Estate	X		X	X	X
Sungai Samak Estate		X	X	X	X
Sabak Bernam Estate		X	X	X	X

Tentative Date of Next Visit: July 6, 2021 - July 10, 2021

Total No. of Mandays: 16

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2.2 BSI Assessment Team:

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Muhammad Fadzli Masran	Team Leader	He holds Bachelor Degree in Forestry Science, graduated from University Putra Malaysia. He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO 9001 and ISO 14001 at Kulim Plantations. He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in April 2018 and endorsed RSPO Lead Auditor Course in July 2018. Fluent in Bahasa Malaysia and English Language. During this assessment, he assessed on the aspects of legal, environmental & biodiversity, agriculture best practices and SCC for CPO mill.
Vijay Kanna Pakirisamy	Team Member	He holds a bachelor's degree in Agribusiness Science Management with Honours from University Utara Malaysia in 2010. He gained his working exposure in the plantation sector, serving as an Assistant Manager with KL Kepong and IOI Plantations and as a Sr. Assistant Manager with United Plantations Berhad. Throughout his 10 year tenure in the oil palm industry, he has been part of the operations team that implements standards within the estate such as RSPO, MSPO, ISCC and FINWATCH. He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course in November 2019, endorsed RSPO P&C Lead Auditor Course in October 2019 and endorsed MSPO Lead Auditor Course in November 2019. During this assessment, he assessed on the aspects of legal, estates/mill best practices, safety and health, workers consultation and SCC for CPO mill.
Elzy Ovktafia	Team Member	She graduated from Universiti Putra Malaysia in Diploma of Agriculture while Licentiate Diploma and Advanced Diploma from the Incorporated Society of Planters. She involve in audits and technical reviews works mainly for Sustainability Programme includes RSPO and MSPO for more than 3 years in more than 11 countries. She is a qualified Lead Auditor/Auditor for MSPO, RSPO P&C, RSPO NEXT, RSPO SCC, ISO 9001:2015, ISO 14001:2015 and Social Compliance Audit by Verite. Prior to this, she was the Agronomist in R&D Department for 5 years in Oil Palm Plantation where her task involved in all Oil Palm Plantation Operations such as conducting experimental trials on Research & Development with technical paper publications, Crop Forecast, Leaf & Soil Sampling Collection, Fertilizer Recommendation, Pest and Diseases Training, Quality Control as well as special project namely Yield Intensification Project and Food for Palm Project for estates. During assessment, she covers the legal issues, land use rights, stakeholder consultation, worker's welfare and social issues.

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Accompanying Persons:

Name	Role
N/A	N/A

2.3 Assessment Plan

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

Date	Time	Subjects	MFM	VKP	EOC
Sunday 12/07/2020	PM	Audit Team Travelling	√	√	√
Monday 13/07/2020 Sabak Bernam Estate	08.30 – 09.00	Opening Meeting: • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan	√	√	√
	09.00 – 12.30	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√
	09.30 – 12.30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)		√	
	12.30 – 13.30	Lunch	√	√	√
	13.30 – 16.30	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation & etc.)	√	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√	√
Tuesday 14/07/2020 Bagan Datoh Estate	09.00 – 12.30	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√
	09.30 – 12.30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)		√	
	12.30 – 13.30	Lunch	√	√	√

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	13.30 – 16.30	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation & etc.)	√	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√	√
Wednesday 15/07/2020 Flemington POM	08.30 – 12.30	Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	√
	09.00 – 13.30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)		√	
	12.30 – 13.30	Lunch	√	√	√
	13.30 – 16.30	Lab, weighbridge and palm product storage area. Document Review P1 – P7: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation. RSPO SCC general requirements, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records.	√	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√	√
Thursday 16/07/2020 Sg. Samak Estate	09.00 – 12.30	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√
	9.30 – 12.30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)		√	
	12.30 – 13.30	Lunch	√	√	√
	13.30 – 16.30	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation & etc.)	√	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√	√

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Friday 17/07/2020 Flemington Estate	09.00 – 12.30	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√
	9.30 – 12.30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)		√	
	12.30 – 14.00	Lunch and Friday Prayer	√	√	√
	13.30 – 16.30	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation & etc.)	√	√	√
	16.30 – 17.00	Preparation of audit report	√	√	√
	17.00 – 17.30	Closing Meeting	√	√	√
	PM	Audit Team Travelling to Kuala Lumpur	√	√	√

Critical NC close out

Date	Time	Subjects	VKP
Friday 2/10/2020	09.00 – 09.30	Opening Meeting: <ul style="list-style-type: none"> • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan 	√
	09.30 – 12.00	Verification on previous Major NC: 1930293-202007-M1 930293-202007-M2 1930293-202007-M3 Site observation, workers interview (if necessary)	√
	12.00 – 13.00	Closing Meeting	√

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- Sime Darby Plantation Multiple Management Units / Time Bound Plan
- RSPO Principle and Criteria (P&C) 2018 for the Production of Sustainable Palm Oil
- RSPO Group Certification Standard 2016
- (Malaysia) National Interpretation (2019) for RSPO P&C 2018
- Independent Smallholder Standard 2019

3.2 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the plan include all current subsidiaries, estates and mills that is under the control of the holding company?	<p>Yes. Sime Darby Plantation Berhad TBP has included all its operating units in Malaysia, Indonesia, Papua New Guinea and Solomon Island. Refer to the Time Bound Plan table.</p> <p>As at 16/1/2020, Sime Darby Plantation Berhad under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (Sime Darby Plantation -Liberia) to Mano Palm Oil Industries Ltd (MPOI):</p> <p>http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations</p>	Complied
Have all the estates and mills certified within five years after obtaining RSPO membership?	<p>Yes. All estates and mill has been certified with RSPO. Some units with exemption cases such as poor financial or sold as property development has been taken out from the certification unit. In Malaysia, Pekaka Mill is being mothballed and all the supply bases certified to it (Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate & Chartquest Estate) has been transferred to SOU Lavang while for Bintang Oil Mill, Sime Darby Plantation Berhad acquired Bintang Palm Oil Mill in Johor in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold and on 1/10/2018, the mill has completed the selling off transaction.</p> <p>In Indonesia, PT Mitral Austral Sejahtera was sold and currently Sime Darby Plantation Berhad have no control in the management.</p>	Complied
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition.	No. There is no new acquisitions as at latest TBP 2020.	Complied

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<p>Certification plan for the new acquisition shall be available.</p>		
<p>Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?</p>	<p>Yes.</p> <p>Indonesia - PT Swadaya Andika: Mill closed down and all the supply bases was transferred to Rantau Mill - PT Laguna Mandiri. The Selabak Est, Randi Est, Sangkoh Est, Lanting Est is currently under PT Laguna Mandiri - Rantau Factory certification.</p> <p>PT Mitral Austral Sejahtera: The properties was sold and currently Sime Darby Plantation Berhad have no control in the management. The property was disposed on 25/6/ 2019 and an official letter on disposal of PT Mas was sent to RSPO Secretariat on 27/6/2019. Last meeting with all relevant stakeholders was done with RSPO CP during recent RT in Bangkok last November 2019.Both parties have responded to the legal reviewer report and submitted the comment to RSPO CP.</p> <p>Malaysia - Pekaka Mill is being mothballed (at the time of Sime Darby Plantation Berhad Annual Report 2018) and all the supply bases certified to it (Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate & Chartquest Estate.) has been transferred to SOU Lavang. Bintang Oil Mill: Sime Darby Plantation Berhad acquired Bintang Palm Oil Mill in Johor in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold. As at 1/10/2018, the mill has completed the selling off transaction.</p> <p>Papua New Guinea - Markham Farming Company Limited (MFCL)/Markham Agro Pte. Ltd: The Remediation and Compensation Process is at the submission of Compensation Plan. RSPO Main Assessment is planned on 10-14 March as public notification letter: https://www.rspo.org/certification/public-announcement</p> <p>For Liberia operations: As at 16/1/2020, Sime Darby Plantation Berhad under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation(Liberia) Inc (Sime Darby Plantation Liberia) to Mano Palm Oil Industries Ltd (MPOI): http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations</p> <p>ACOP 2019 has been cross-referenced as below:</p>	<p>Complied</p>

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	https://www.rspo.org/members/29/Sime-Darby-Plantation-Berhad	
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	No lapses.	Complied
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised	No fundamental failure. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as mentioned above.	Complied
Un-Certified Units or Holdings		
No replacement after dates defined in NIs Criterion 7.3: <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).	Complied
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	No new plantings. As at 16/1/2020, Sime Darby Plantation Berhad under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (Sime Darby Plantation Liberia) to Mano Palm Oil Industries Ltd (MPOI): http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations	Complied
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6. <i>Note:</i>	No land conflicts. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as mentioned above.	Complied
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No stakeholder comments or complaints received.	Complied
Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	None noted. No stakeholder comments or complaints received.	Complied
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	Yes. The sustainability unit has conducted the internal audit for 9 units and updated in the compliance status of uncertified management unit. There is no replacement of primary forest or HCV area and no new planting after January 1st 2010. Other than that, land conflicts and land disputes	Complied

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	<p>also being audited and approved by Head of Sustainability-Indonesia (Alagendran Maniam) on 22/05/2019.</p> <p>The Head of Sustainability has concluded in the uncertified unit compliance report that there is no land disputes and legal compliance is monitored during the internal audit as the positive assurance.</p>	
Have there been any stakeholder (including NGO) consultation conducted?	None noted. No stakeholder comments or complaints received.	Complied

3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment)

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?</p> <p>OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.</p>	<p>Not applicable as there is no smallholder scheme under SOU 4 Flemington POM and supply base Certification Unit</p>	N/A

3.4 Details of Nonconformities

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

During this Assessment there were three (3) Critical; four (4) Minor nonconformities and no Opportunity For Improvement raised. The SOU 4 Flemington POM and supply base Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Critical Nonconformity(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			
NCR Ref #	1930293-202007-M1	Clause & Category (Critical / Minor)	3.4.3 - Critical (Major)
Date Issued	17/7/2020	Due Date	16/10/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	2/10/2020
Statement of Nonconformity:	The environmental management plan was not effectively implemented		
Requirement Reference:	The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.		
Objective Evidence:	Sabak Bernam Estate Sighted during site visit along the main road from P19 G to P19H, it was noted there was evidence of chemical application along the main drain edge.		
Corrections:	Estate has conducted education and awareness drain edge area to the whole spraying gang. Training conducted at 14th July 2020.		
Root Cause Analysis:	<ol style="list-style-type: none"> 1. Management not clearly demarcated drainage area. 2. Poor supervision by Mandore and staff during spraying at drain edge area. 		
Corrective Actions:	Estate has marked the last palm at the drain edge with white paint to notify sprayer they are at drain edge area. All the sprayers will be re-trained on the sustainable spraying procedure by management or external party. The supervisor will have the spraying checklist & will use the checklist for morning briefing and inspection.		
Assessment Conclusion:	Major Close Out Verification Verification was done at Field 2019H, Sabak Bernam Estate. There was no new evidence of chemical application sighted along the main drain edge. The estate has marked the last palm at the drain edge with white paint to notify the sprayers the areas that should not be sprayed. Retraining on Educating and Raising Awareness on Spraying at Drain Edges was conducted for the sprayers on 14th July 2020. A checklist was created to include the monitoring on any incidents of spraying at drain edges. Sighted the Safety,		

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	<p>Health and Environment Checklist for the Spraying works dated 28.09.2020 and 26.09.2020.</p> <p>Based on the above evidence, the major NC is closed effectively on 02/10/2020. Continuous implementation will be further verified in the next assessment.</p>
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Non-conformity			
NCR Ref #	1930293-202007-M2	Clause & Category (Critical / Minor)	6.2.3 - Critical (Major)
Date Issued	17/7/2020	Due Date	16/10/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	2/10/2020
Statement of Nonconformity:	Some of the labour legal compliance were not fully demonstrated.		
Requirement Reference:	There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.		
Objective Evidence:	<p>Sungai Samak Estate: Worker ID: 0000155882 (Paswan Amarjeet) and Worker ID: 0000155174 (Rusnan) didn't have employer SOCSO contribution as sighted in pay slip for March, April and May 2020.</p> <p>Sabak Bernam Estate: Worker ID: 0000138630 (Meghbar Paswan) and Worker ID: 0000132451 (Saudi) has the sick pay and holiday pay below than the minimum wage of RM 42.31/day as below: 1. Worker id 0000132451 (Saudi): May 2020, F001-Holiday pay (RM 118.74/3 days), F002-Sick Pay RM 39.58/day). 2. Worker id 0000138630 (Meghbar Paswan): May 2020, F001-Holiday pay (RM 123.09/3 days), F002-Sick Pay RM 41.03/day).</p> <p>Flemington POM: It was found that Lotus Two contractor workers' namely Mohammed Suruz (Passport no: BL0061393), Utam Kumar (Passport no: BT0067917) and Hossain (Passport no: BK0851510) didn't have the correct SOCSO contribution rate for the salary of Jan, Feb and March 2020 as per SOCSO Lampiran B.</p> <p>Flemington Estate: Worker ID: 0000150407 (Tomi Zulyandri) has holiday pay below than the minimum wage of RM 46.15/day for May 2020 which is F001-Holiday pay (RM 130.08/3 days).</p>		
Corrections:	<p>Sungai Samak Estate Amendment of employee master done on 17/7/2020. Arrears payment done on 29/7/2020. These two workers are currently covered by SOCSO.</p> <p>Sabak Bernam Estate Reimbursement of remaining amount on that month which is below of minimum wage rate for holiday pay after seeking clarification & approval from HR Group.</p> <p>Flemington POM</p>		

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	<p>Lotus Two already made a reimbursement for the incorrect SOCSO contribution rate for salary Jan, Feb and March 2020 to the workers on 17/7/2020. Flemington Estate Reimbursement of remaining amount on that month which is below of minimum wage rate for holiday pay after seeking clarification & approval from HR Group.</p>								
<p>Root Cause Analysis:</p>	<p>Sungai Samak Estate SOCSO online registration for Paswan Amarjeet and Rusnan already done before but mistake was done during updating employee master where staff in-charge was wrongly chose no contribution instead of employer contribution. Sabak Bernam Estate The holiday pay based on previous month's OPR is calculated by system & locked by HR Group – IT. Different understanding of calculation may happen at the group level. Flemington POM Lotus Two contractor has made SOCSO contribution to his workers but incorrect SOCSO contribution rate. This is due to SOCSO Employment Injury (EI) scheme is new and was implemented in January 2020. Flemington Estate The issue is that our Company payslip takes the OPR and splits it into two. Below is an example of Tomi Zulyandri wages OPR - RM46.63</p> <table border="1" data-bbox="976 1106 1414 1308"> <tr> <td>ORP</td> <td>46.63</td> </tr> <tr> <td>CURRENT OPR</td> <td>43.36</td> </tr> <tr> <td>PI / OI Element</td> <td>3.27</td> </tr> <tr> <td>LAST MONTH OPR</td> <td>54.24</td> </tr> </table> <p>i) Current OPR - 43.36 ii) PI/OI Element - 3.27</p> <p>The total OPR is correct (above minimum wages). Unfortunately the current OPR (RM43.36), is the amount that is carry-forwarded to the next month. So, the payment of Holiday Pay for the next month is in breach of the minimum wage rule. The holiday pay based on previous month's OPR is calculated by system & locked by HR Group – IT. Different understanding of calculation may happen at the group level.</p>	ORP	46.63	CURRENT OPR	43.36	PI / OI Element	3.27	LAST MONTH OPR	54.24
ORP	46.63								
CURRENT OPR	43.36								
PI / OI Element	3.27								
LAST MONTH OPR	54.24								
<p>Corrective Actions:</p>	<p>Sungai Samak Estate For future batch of new workers, SOCSO online registration and employee master record will be updated simultaneously by estate management and Chief Clerk (CC) to avoid any mistake. CC will keep the copy of transaction into their personal file for future checking. Sabak Bernam Estate To notify IT, HR and IR department to automatized minimum wages standard for sick and holiday pay. Flemington POM Mill to ensure contractor follow correct contribution rate as per SOCSO Lampiran B. The mill will check during new contract agreement or after adding new workers or worker replacement.</p>								

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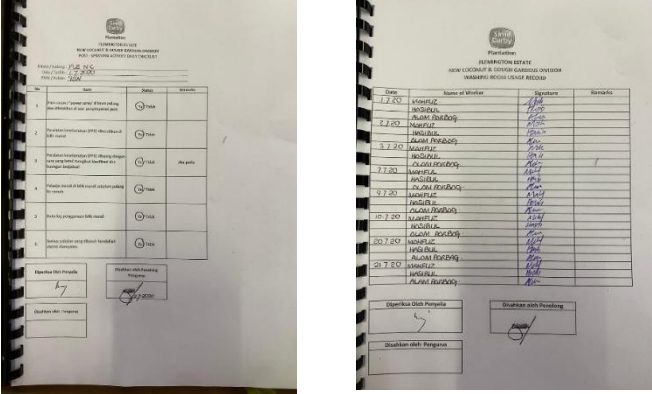
	<p>Flemington Estate</p> <ol style="list-style-type: none"> 1. After seeking clarification by HR Group (considering HR already discussed with the JTK on this issue), the OPR calculation system will be amended by HR Group – IT 2. Verification of estate management on the system on the early of next month
<p>Assessment Conclusion:</p>	<p>Major NC Close Out Verification</p> <p>Sungai Samak Estate</p> <p>The management has retrained the Chief Clerk and other office personals on SOCSO Online Registrations and updating of Master Records. The training records were available for verification dated 18.09.2020. The two workers, Worker ID: 0000155882 (Paswan Amarjeet) and Worker ID: 0000155174 (Rusnan) have been covered with SOCSO. Sighted the Acknowledgement Contribution Received (Doc Number: ACR072200369857) for the two workers amounting to RM 165.00 (March 2020, April 2020, May 2020 & June 2020) and the monthly Form 8A for the two workers. Payslips for the month of July 2020 and August 2020.</p> <p>Sabak Bernam Estate</p> <p>Sime Darby Plantation Berhad HQ has provided an email explaining the calculation of the Sick Pay & Holiday Pay provided to the workers dated 25.09.2020. Sabak Bernam Estate has reimbursed the underpaid amount of the Sick Pay & Holiday Pay to the effected workers. Sighted the payslip for the month of Aug 2020 and Sept 2020 were in accordance with the minimum wages.</p> <p>Flemington POM</p> <p>Lotus Two have made the reimbursement for the incorrect SOCSO Contribution to all of its 3 workers. The contractor has recalculated the actual amount that was supposed to be contributed to SOCSO based on the SOCSO Contribution Table. The underpaid amount amounting to RM 109.10 (Jan 2020, Feb 2020, Mar 2020 & Jun 2020) has been contributed to SOCSO. The Acknowledgement Contribution Received (ACR072200351312) was available for verification. Also sighted the ACR for the month of July 2020 and August 2020 which was in accordance with the SOCSO Contribution requirements. The mill has prepared a monthly monitoring checklist to monitor the legal compliance of the contractor and the contractor’s workers which include the SOCSO Contribution. Sighted the Monitoring Checklist for the month of Aug 2020 and Sept 2020.</p> <p>Flemington Estate</p> <p>Sime Darby Plantation Berhad HQ has provided an email explaining the calculation of the Holiday Pay provided to the workers. The calculation of was based on the Collective Agreement 2019. Therefore, the PIC was unable to explain the calculation method during the audit. Nevertheless, Flemington Estate has retrained all its staffs to understand the methods to calculate the workers’ salaries. Sighted the training records provided to staffs dated 25.09.2020.</p> <p>Based on the above evidence, the major NC is closed effectively on 2/10/2020. Continuous implementation will be further verified in the next assessment.</p>

Non-conformity			
NCR Ref #	1930293-202007-M3	Clause & Category (Critical / Minor)	6.7.3 - Critical (Major)

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Date Issued	17/7/2020	Due Date	16/10/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	2/10/2020
Statement of Nonconformity:	<p>1. Workers do not use the available Sanitation Facility to change out of PPE, wash and put on their personal clothing.</p> <p>2. Workers use PPE which is not provided free of charge to them.</p>		
Requirement Reference:	<p>Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.</p>		
Objective Evidence:	<p>Occupational Safety Procedures (SOP); Procedures, Safe Work for General Workers; After Work; No. 1: Cleaning oneself after completing general work. Interview with the female sprayers in Sungei Samak Estate indicated that they do not use the sanitation facilities to change out, wash and put on clean clothing provided by the estate as the facilities were not in working order. Site visit at the washing room area established that both the provided washing room's shower was broken.</p> <p>Interview with the sprayers (Male & Female workers) in Flemington Estate (New Coconut Div) indicated that they do not use the sanitation facility to change out, wash and put on clean clothing provided by the estate. The site visit to the washing area showed the washing area was in working condition with minor repairs required. (Tap at one of the women's washing room was broken).</p> <p>Flemington Estate.</p> <p>Interview with the workers indicated that the Rubber Boots are provided by the management, but due to the delay to receive the rubber boots for replacement, the workers end up purchasing the rubber boots by themselves. This issue was earlier raised in the NUPW Meeting with the Management.</p>		
Corrections:	<p>Sungai Samak Estate</p> <p>Repairs work for sanitation facilities done on 17/7/2020. Rules were enforced with immediate effect to all sprayers where they must wash and store their PPE before going back to their house. Monitoring done by staff in-charge on daily basis.</p> <p>Flemington Estate</p> <p>1. The estate management has established 'Post Spraying Activity Daily Checklist' and 'Washing Room Usage Record' for the workers who involve in chemical-based operations. One of immediate action is repairing the washing & bathing facilities for workers.</p>		

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	 <p>2. The estate management are giving the wellington boots to the affected workers & if the boots are not suit to them, they can make a complaint immediately. The record as per PPE issuance logbook. PPE fitting will be done at the same time.</p>
<p>Root Cause Analysis:</p>	<p>Sungai Samak Estate Lack of inspection at sanitation facility area. Flemington Estate</p> <ol style="list-style-type: none"> 1. Lack of awareness for the sprayers on the importance of getting self-hygiene protection after involving with chemical based operation despite been told many times by the estate management throughout morning muster call. 2. The estate management has previously distributed PPE towards workers. Some of them claimed that PPE provided eg; wellington boots are not comfortable to be used. Due to that, they have decided to buy on their own.
<p>Corrective Actions:</p>	<p>Sungai Samak Estate Since sanitation facility room located next to worker's line site, management decided to carry out routine inspection during fortnightly line site inspection. All the issue will be attended immediately. Besides that, estate management will closely monitor the sprayers to ensure they use sanitation facilities properly as per requirement.</p> <p>Flemington Estate</p> <ol style="list-style-type: none"> 1. Continuous monitoring by management in ensuring the workers are taking a bath & washing their PPE (such apron, glass, nitrile gloves & wellington boots) before leaving for home. After spraying works done, sprayers need to do a simple checklist and fill in the recording book provided at Division Office. This book then will be verified by field staff, assistant manager as well as the Manager. 2. PPE training will be as a part of annual awareness training (certain will be add on in the chemical handling training) 3. PPE fitting will be done on the annual basis or during distribution of PPE (based on request). The workers can comment or complaint in the complaint book. This initiative will be communicated to NUPW committee.

	4. Estate will establish the forecast of PPE request trend for core works such harvesting, spraying & manuring so that management can buy earlier for temporary stocks to avoid delaying in PPE distribution.
Assessment Conclusion:	<p>Major NC Close Out Verification</p> <p>Sungai Samak Estate</p> <p>The management has repaired the Sanitation Facility at Sungai Samak Estate to an acceptable level. Sighted the Tax Invoice for the repairs conducted by Contractor Yusoff Bin Isa amounting to RM 1394.60. Site visit to the facility indicated that the repairs were adequately done, and it is now operational. The sprayers have been retrained to educate the workers on the importance of sanitizing themselves prior to returning to home. The training documents was available for verification dated 11.09.2020. A Sprayer Sanitation Checklist was generated by the management to ensure the supervisor monitors that all sprayers sanitize themselves before returning home.</p> <p>Flemington Estate</p> <p>The management have repaired the sanitation area to ensure the showers are in working condition and functional. The sprayers were retrained on the importance of sanitizing themselves prior to returning back home. The training records were available for verification dated 2/7/2020 and 7/7/2020. The management has created additional checklist named Post – Spraying Activity Daily Checklist and Washing Room Usage Record where the mandore or supervisor ensures that all sprayers sanitize themselves before returning home. Sighted the records dated 1/7/2020 till 21/7/2020.</p> <p>The management has provided work appropriate foot ware to all workers. Records related to Wellington Boots issuance were sighted. Interview with the workers indicated that they have been provided with appropriate foot ware provided free of charge by the management.</p> <p>Based on the above evidence, the major NC is closed effectively on 2/10/2020. Continuous implementation will be further verified in the next assessment.</p>

Non-conformity			
NCR Ref #	1930293-202007-N1	Clause & Category (Critical / Minor)	7.3.2 - Non - Critical (Minor)
Date Issued	17/7/2020	Due Date	1/7/2021
Closed (Yes / No)	No	Date of nonconformity Closure	Open
Statement of Nonconformity:	Proper disposal of scheduled waste was not demonstrated according to procedures established		
Requirement Reference:	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.		
Objective Evidence:	<p>Flemington Estate</p> <p>During site visit at general store at Main Division and New Coconut Division, sighted used paint containers and used batteries which is scheduled waste were not stored in the designated scheduled waste store with no waste information.</p>		

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Corrections:	The estate management has relocated the SW102 inside SW Store. Labels have been placed as well.
Root Cause Analysis:	Misunderstanding between storekeeper & operation team. The storekeeper wrongly placed SW102 in general stores as she taught that the batteries are to be used again in future.
Corrective Actions:	The batteries have been relocated in SW Store – SW102 compartment. The storekeeper has been informed to ask the field staff/foremen/assistant once received SW102 material as to get clear picture and clarification whether it is still to be used or disposed. Training to SW Operator will be done as one of annual training (will be conducted on SOU basis & trained by CEPSSWAM, experience estate management or Regional Sustainability Management team) The inventory of the used batteries & other SW will be monitored through e-SWISS.
Assessment Conclusion:	The effectiveness of the implementation will be verified during next assessment.

Non-conformity			
NCR Ref #	1930293-202007-N2	Clause & Category (Critical / Minor)	4.2.3 - Non - Critical (Minor)
Date Issued	17/7/2020	Due Date	1/7/2021
Closed (Yes / No)	No	Date of nonconformity Closure	Open
Statement of Nonconformity:	The complainants were not informed of the grievances progress, including against agreed timeframe and the outcome is no available and yet to be communicated to the relevant stakeholders.		
Requirement Reference:	The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.		
Objective Evidence:	In Sg Samak Estate, it was found that representatives from workers and stakeholders has grievances as sighted in the NUPW minutes of meeting and Stakeholder Minutes of meeting. Some issues were still pending and the status was not communicated to the complainant as below: 1. Contractors: Poor road condition for FFB transportation. 2. NUPW/Workers: The septic tank repairs were not completed and difficult for the workers to use toilet.		
Corrections:	Estate management informed complainers on status of their complaint on 17/7/2020.		
Root Cause Analysis:	Missing in agenda meeting on the stakeholder concerns & its mitigation plan status in the management meeting.		
Corrective Actions:	Estate management will improve communication to the complainers and keep them inform progress of work accordingly through. As per standard procedure, the		

	<p>estate will inform immediately after completing or at least once in 2 weeks if still in progress.</p> <p>The status of any complaint's issues will be discussed in MR meeting or operation meeting (monthly) while Gender committee will be discussing the issue if relevant to their committee complaint (quarterly). The whole year issue will bring forward and update on the next stakeholder meeting (Annual).</p>
Assessment Conclusion:	The effectiveness of the implementation will be verified during next assessment.

Non-conformity			
NCR Ref #	1930293-202007-N3	Clause & Category (Critical / Minor)	6.7.2 Non - Critical (Minor)
Date Issued	17/7/2020	Due Date	1/7/2021
Closed (Yes / No)	No	Date of nonconformity Closure	Open
Statement of Nonconformity:	First Aid Kit contained expired items.		
Requirement Reference:	Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in national languages (English and/or Bahasa Malaysia) and explained in the language understandable to the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.		
Objective Evidence:	During the site visit at Sungai Samak Estate Nursery, it was sighted that the First Aid Kit had an expired item (Iodine – 03/2020). Further investigation indicated that the first aid box at the Nursery was not included in the monitoring list as it has been removed from the First Aid Inventory as confirmed by the MA		
Corrections:	All the related workers has been explained on the accident procedures accordingly.		
Root Cause Analysis:	SSE nursery going to close by August 2020. All nursery workers has been transferred to field work but some of them will be used for nursery as and when required only. These workers were not being informed properly regarding their accident procedure where they were supposed to refer to the estate dispensary which is located only about 200m from the nursery.		
Corrective Actions:	To improve on communication between management and workers if there is any new changes in safety procedures in the estate.		
Assessment Conclusion:	The effectiveness of the implementation will be verified during next assessment.		

Non-conformity			
NCR Ref #	1930293-202007-N4	Clause & Category (Critical / Minor)	2.1.2 Non - Critical (Minor)
Date Issued	17/7/2020	Due Date	1/7/2021

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Closed (Yes / No)	No	Date of nonconformity Closure	Open
Statement of Nonconformity:	Permit Scheduled Control Items (Diesel, Petrol, Liquid Petroleum & Sugar)has expired.		
Requirement Reference:	A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.		
Objective Evidence:	Sungei Samak Estate Permit Scheduled Control Items (Diesel, Petrol, Liquid Petroleum & Sugar)Registration Number: KPDN/BPGK/TIN/PBKB/0055/19; valid from 9/7/2019 till 18/7/2020. The license has expired and was only requested to be renewed on 12/7/2020. The management has not received the new license. The mechanism to monitor the validity period of the licenses was not implemented.		
Corrections:	Support letter from KPDN has been obtained on 17/7/2020 and already sent to Fire Department on the same day for their inspection and verification. BOMBA has already visited estate on 23/7/2020 to verify safety measures on storage tank/ store. KPDN will issue license once received report from Fire Department.		
Root Cause Analysis:	No dedicated person who responsible in the monitoring the license and permit		
Corrective Actions:	All license already displayed at main office entrance for easy checking and monitoring. In addition, the person in charge (Secretary of OSHC) will take the responsibility for all licenses and permits and the license and permit status will be presented & monitored through OSH Meeting / Operation Meeting.		
Assessment Conclusion:	The effectiveness of the implementation will be verified during next assessment.		

Opportunity for Improvements	
OFI #	Description
OFI 1	N/A

Positive Findings	
PF #	Description
PF 1	N/A

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #		Clause & Category (Critical / Minor)	
	1800010-201905-M1		5.6.1 - Critical (Major)

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Closed (Yes / No)	Yes	Date of nonconformity Closure	17/09/2019
Statement of Nonconformity:	Supply chain certificate number of the seller was not or incorrectly stated.		
Requirement Reference:	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/ delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number of the seller; • A unique identification number 		
Objective Evidence:	For deliveries of palm kernel [ref.: contract # S/C-PSD/1903/PK0139] by trucks, it was found that there was no RSPO certificate number stated in some of the weighbridge tickets (W/B# 016150, 016151, 016155, 016156, 016163, 016165, 016170 and 016169). Apart from that, the other deliveries (W/B# 016116, 016128, 016129, 016133 and 016135), it was MSPO certificate number (MSPO 682042) that was stated instead of RSPO certificate number.		
Corrections	Make amendment the weighbridge ticket for the mill and buyers record.		
Root Cause Analysis	Weighbridge computer system not updated after validation period expired during conversion IP mill to MB mill on 2018.		
Corrective Actions:	Update master certification in weighbridge system and give training to the respective weighbridge operator.		
Assessment Conclusion:	No reoccurrence of non-conformity. The evidences sighted found adequate and effectively implemented. Thus, the minor NC was effectively closed.		

Non-conformity			
NCR Ref #	1800010-201905-N1	Clause & Category (Critical / Minor)	2.1.3 - Non - Critical (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	17/7/2020
Statement of Nonconformity:	The mechanism to ensure compliance with relevant legal requirement was not effectively demonstrated.		
Requirement Reference:	A mechanism for ensuring compliance shall be implemented.		
Objective Evidence:	At Sabak Bernam Estate, there was no clear mechanism to check whether or not the deduction of pay as a penalty for leaving FFB in the field, complies with legal requirement [ref.: Payslip for a worker (ID No: 106625) for June 2019].		

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Corrections	<p>1) To ensure harvesting staff reports the correct input based on the actual number of bunches the worker have completed. Daily bunches recorded by staff would be displayed and brief bunches monitoring board at muster ground. Harvester would verified their respective bunch counts before bunches entered to the daily input.</p> <p>2) Immediately stops worker deduction.</p>
Root Cause Analysis	Workers failed to complete the tasks assigned to them causing management to employ other workers to complete the task.
Corrective Actions:	<p>1) Field staff need to do the reconciliation process daily and the input form must be verified by assistant.</p> <p>2) The workers that found guilty will be given warning letter, repetitive mistake would be penalize by deducting bunches for his assigned task.</p> <p>3) The deducted bunches would be recovered by another worker.</p>
Assessment Conclusion:	<p>During ASA 4 audit, it was noted that there was no recurrence of the similar issue. The correction and corrective action plan has been reviewed such as the daily bunches displayed at bunches monitoring board, memo on no bunches deduction to all harvesters dated 1/8/2019 from Manager to all executives and field supervisors, reports on no bunches deduction to harvesters, mandore app device sync data-Ladang Sabak Bernam. There is no deduction been made in the harvester's pay slip anymore. The left bunches will be collected by loose fruit team and the allowance will be paid to them.</p> <p>The evidences sighted found adequate and effectively implemented. Thus, the minor NC was effectively closed.</p>

Opportunity for Improvement	
OFI#	Description
OFI 1	N/A

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1365885M1	Major	SCCS D4.2	18/8/2016	Closed out on 16/9/2016
1365885M2	Major	7.3.2	18/8/2016	Closed out on 16/9/2016
1365885M3	Major	2.1.1	18/8/2016	Closed out on 16/9/2016
1365885M4	Major	6.5.2	18/8/2016	Closed out on 16/9/2016
1365885N1	Minor	4.7.6	18/8/2016	Closed out on 27/7/2017
1503700-201707-M1	Major	6.5.1	21/7/2017	Closed out on 26/9/2017
1503700-201707-N1	Minor	5.3.3	21/7/2017	Closed out on 17/8/2018
1503700-201707-N2	Minor	4.7.3	21/7/2017	Closed out on 17/8/2018
1671687-201805-M1	Major	2.1.1	17/8/2018	Closed out on 9/11/2018

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1671687-201805-N1	Minor	4.8.2	17/8/2018	Closed out on 17/9/2019
1800010-201905-M1	Critical	5.6.1	26/7/2019	Closed on 24/10/2019
1800010-201905-N1	Minor	2.1.3	26/7/2019	Closed on 17/7/2020
1930293-202007-M1	Critical	3.4.3	17/7/2020	Closed on 2/10/2020
1930293-202007-M2	Critical	6.2.3	17/7/2020	Closed on 2/10/2020
1930293-202007-M3	Critical	6.7.3	17/7/2020	Closed on 2/10/2020
1930293-202007-N1	Minor	7.3.2	17/7/2020	Open. To be assess during next assessment
1930293-202007-N2	Minor	4.2.3	17/7/2020	Open. To be assess during next assessment
1930293-202007-N3	Minor	6.7.2	17/7/2020	Open. To be assess during next assessment
1930293-202007-N4	Minor	2.1.2	17/7/2020	Open. To be assess during next assessment

3.5 Stakeholders and previous land owner / user consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss SOU 4 Flemington POM and supply base Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO 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 later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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 below.

List of Stakeholders contacted	
<p>Internal Stakeholders Gender Committee Representatives Foreign & local workers</p>	<p>Union/Contractors NUPW Representatives M. Rayan Contractors Nageswari Shop Fame Transportation Sdn. Bhd. Deen Mulia Enterprise Tiong Weei Enterprise</p>

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<p>Government Departments SJK (T) Bagan Datuk Labour Department, Kuala Selangor Immigration Department, Putrajaya</p>	<p>NGO/Communities/Neighbourhood villages Ketua Kampung, Kg. Bagan Datuk Asst. Manager, Ulu Bernam Estate</p>
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Stakeholders comment	
1	<p>Feedbacks: <u>Contractors & Suppliers</u> No complaint raised by the contractors & suppliers. They signed agreement and Vendor Integrity Pledge. Some of contractors & suppliers attended the stakeholder meeting conducted by estate & mill. They are aware of RSPO & MSPO.</p> <p>Management Responses: Noted on the information.</p> <p>Audit Team Findings: No other issue.</p>
2	<p>Feedbacks: <u>Gender Committee Representatives</u> Meeting conducted quarterly as per Gender Committee Handbook. No sexual harassment or domestic violence case reported except in Sabak Bernam Estate however, is already solved. New mother need assessment been conducted if there is a new mother in each unit.</p> <p>Management Responses: Noted on the information.</p> <p>Audit Team Findings: No other issue.</p>
3	<p>Feedbacks: <u>NUPW Representatives</u> The selection of the representative is through the election from the workers. It was held between NUPW and members only, without the company interference. Any complaints will be solved in the NUPW meeting with management. Minute of meeting and letter of appointment sighted.</p> <p>Management Responses: Noted on the information.</p> <p>Audit Team Findings: No other issue.</p>
4	<p>Feedbacks: <u>Village Representatives</u> No land encroachment from Sime Darby Estate and Mill receive outside crop from the neighbouring smallholders/dealers. Job opportunity were given to the locals however, only a few people interested with the estate job.</p> <p>Management Responses: Noted on the information.</p> <p>Audit Team Findings: No other issue.</p>
5	<p>Feedbacks: <u>SJK(T) Bagan Datuk</u> The school management would like to extend their appreciation to Sime Darby Management for the full support and assistance such as grass cutting, cleaning services, donation, etc. The attendance of students was good and no child labour issue.</p> <p>Management Responses: Noted on the information.</p> <p>Audit Team Findings: No other issue.</p>
	<p>Feedbacks: <u>Foreign & Local Workers at Housing Complexes</u></p>

6	Housing and medical treatment were provided free of charge to the workers. The workers housing complex were in satisfactory condition of the cleanliness, drainage system as per housing inspection records.
	Management Responses: Noted on the information.
	Audit Team Findings: No other issue.
7	Feedbacks: <u>JTK Officer Kuala Selangor</u> Auditor has made verification with the JTK Officer on below: 1. Daily rate of minimum wage/day for sick holiday and public holiday is based on previous month ORP but if less than minimum wage/day (RM 42.31/day), management need to top up the balance.
	Management Responses: Noted on the information.
	Audit Team Findings: No other issue.

List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
N/A	N/A	N/A	N/A	N/A	N/A
Not applicable as Sime Darby acquired (freehold and leased) all the land directly from the state of Perak State government. All the estates in SOU 4 Flemington currently in second planting cycle.					

Previous land owner / user comment	
	Feedbacks: N/A
	Management Responses: N/A
	Audit Team Findings: N/A


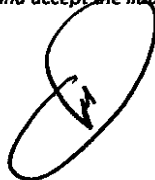
3.6 Impartiality and conflict of interest

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team. All team members has maintained the impartiality and no conflict of interest.

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Formal Signing-off of Assessment Conclusion and Recommendation

The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that SOU 4 Flemington POM and supply base has complied with the RSPO Principles & Criteria's 2018 (MYNI 2019) for Sustainable Palm Oil and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of SOU 4 Flemington POM and supply base is continued.

Report prepared by	Acceptance of Assessment Conclusion
Name: Muhammad Fadzli Masran	Name: Yusri Bin Isa
Company Name: BSI Services Malaysia Sdn Bhd	Company Name: Sime Darby Plantation Berhad, Bagan Datoh Estate
Title: Trainee Lead Auditor	Title: Senior Manager
Signature: 	Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i> 
Date: 16/11/2020	Date: 19/11/2020

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance	
Principle 1: Behave ethically and transparently			
Criterion 1.1: The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	<p>(C) Documents that are specified in the RSPO P&C are made available to the public.</p> <p>- Critical (Major) compliance -</p>	<p>Documents required for all unit of certification available in Flemington Certification Unit:</p> <ul style="list-style-type: none"> • Land titles/user rights • Occupational health and safety plans • Plans and impact assessments relating to environmental and social impacts • HCV documentation • Pollution prevention and reduction plans • Details of complaints and grievances • Continuous improvement plans • Public summary of certification assessment report • Group Sustainability Policy • Record of contributions to community development 	Complied
1.1.2	<p>Information is provided in appropriate languages and accessible to relevant stakeholders.</p> <p>- Minor compliance -</p>	<p>SOU 4 has conducted combined meeting with the stakeholder to share any new information on RSPO certification, environmental, social, safety and legal requirement applied to all operating units. All the stakeholders have raised some issue and discussed with the management during the meeting. Sighted the latest minutes meeting conducted at respective estates as below:</p>	Complied

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		<ol style="list-style-type: none"> 1. Sabak Bernam Estate: 13-14/2/2020 & 5/2/2020 (Veterinar, Pejabat Daerah & Police), 9/7/2020 (Nearby villagers), 10/7/2020 (School representatives). 2. Bagan Datuk Estate: 19/2/2020 (contractors, villagers, school representatives, Jabatan Pengairan & Saliran, smallholders). 3. Flemington POM: 16/6/2020 (contractors, neighbouring villages, school representatives). 4. Sg Samak Estate: 10/7/2020 (contractors, neighbouring villages, school representatives). 5. Flemington Estate: 30/6/2020 (contractors, neighbouring villages, school representatives). 	
<p>1.1.3</p>	<p>(C) Records of requests for information and responses are maintained. - Critical (Major) compliance -</p>	<p>Request by stakeholders conducted through stakeholders meeting, visitor books, letter and forms. The mill and estates maintain the records of all request and response. Sighted the records of request from the stakeholders as follows:</p> <p>Sabak Bernam Estate:</p> <ol style="list-style-type: none"> 1. Request to conduct the health screening for foreign workers in conjunction with COVID 19 pandemic from Pejabat Kesihatan Daerah Sabak Bernam on 7/6/2020. 2. Request to conduct the conference/demonstration mock drill from Jabatan Bomba dan Penyelamat Malaysia on 2/7/2020 at Sabak Bernam Estate. <p>Bagan Datuk Estate:</p> <ol style="list-style-type: none"> 1. Request for assistance in soil levelling in school (SK Bagan Datoh) on 21/5/2020. 2. Request for grass cutting tractor on 5/9/2019 (SJK(T) Bagan Datoh). 	<p>Complied</p>

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		<p>Flemington POM:</p> <ol style="list-style-type: none"> 1. Request for 40 MT of EFB to mulch beneficial plant to outside crop plantation (Bagan Pasir Estate) on 5/8/2019. 2. Request for donation of Prosthetic legs to worker in Sabak Bernam Estate on 28/6/2019. <p>Sg Samak Estate:</p> <ol style="list-style-type: none"> 1. Request for attending the stakeholder session for MSPO from Southern Perak Plantations Sdn Bhd on 2/7/2019. 2. Request for attending the stakeholder session from Ladang Sungei Erong, United Plantations Berhad on 20/3/2019. <p>Flemington Estate:</p> <ol style="list-style-type: none"> 1. Request from Hindu workers to change the annual leave for prayers from 7/5/2020 to 14/4/2020 due to government announcement for Movement Control Order (MCO). 2. Request from SJK(T) Ladang New Coconut for the soil for school landscape on 22/1/2020. 	
1.1.4	<p>(C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative.</p> <p>- Critical (Major) compliance -</p>	<p>The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2).</p> <p>The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 1/11/2008 documented the process for handling communication regarding social issues.</p> <p>This has been communicated to workers and stakeholders through:</p> <p>Stakeholder meeting:</p>	Complied

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		<ul style="list-style-type: none"> • Sabak Bernam Estate: 13-14/2/2020 & 5/2/2020 (Veterinar, Pejabat Daerah & Police), 9/7/2020 (Nearby villagers), 10/7/2020 (School representatives). • Bagan Datuk Estate: 19/2/2020 (contractors, villagers, school representatives, Jabatan Pengairan & Saliran, smallholders). • Flemington POM: 16/6/2020 (contractors, neighbouring villages, school representatives). • Sg Samak Estate: 10/7/2020 (contractors, neighbouring villages, school representatives). • Flemington Estate: 30/6/2020 (contractors, neighbouring villages, school representatives). <p>The new Group Sustainability Policy:</p> <ul style="list-style-type: none"> • Sabak Bernam Estate: It was communicated through the muster briefing to workers on 2/6/2020. • Bagan Datuk Estate: It was communicated through the muster briefing to workers on 2/6/2020. • Sg Samak Estate: It was communicated through the muster briefing to workers on 13/6/2020. • Flemington Estate: It was communicated through the muster briefing to workers on 20/3/2020. <p>The person in charge for social issues (communication and consultation) is as below:</p> <ul style="list-style-type: none"> • Sabak Bernam Estate: Assistant Manager (Mohammad Norsastria) on 1/1/2020. • Bagan Datuk Estate: Assistant Manager (Muhammad Azlan) on 1/1/2020. 	
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		<ul style="list-style-type: none"> • Flemington POM: Assistant Manager (Fahzol Shawal bin Ahmad Shapiai) on 6/1/2020. • Sg Samak Estate: Assistant Manager (Sooria Ram A/L Simmadoraiappanna) on 15/1/2020. • Flemington Estate: Assistant Manager (Muhammad Hazwan) on 1/1/2020. 	
1.1.5	<p>There is a current list of contact and details of stakeholders and their nominated representatives.</p> <p>- Minor compliance -</p>	<p>The latest stakeholders list updated as at January 2020. Stakeholder’s details available included person in charge, address, e-mail and contact number.</p> <p>Example seen as below:</p> <ol style="list-style-type: none"> 1. Sabak Bernam Estate: EFB Contractor - Fame Transportation Sdn Bhd, address: no.44 lot 418, Jalan Sg.Buaya, 42600 Sg Jarom, Kuala Langat, Selangor, Tel: 019-2665845. 2. Bagan Datuk Estate: Suppliers – Kenso Marketing (M) Sdn Bh (Chemical Supplier) Address B-9-3, PJ8 Block B West, No 23 Jalan Barat, Seksyen 8, 46050 Petaling Jaya, Selangor, Tel: 03-79623636. 3. Flemington POM: Outside Crop Plantation - BAGAN PASIR ESTATE, address: NO.2,36309 SUNGAI SUMUN, PERAK DARUL RIDZUAN, Tel: 05-6489214. 4. Sg Samak Estate: Jabatan Keselamatan Dan Pekerjaan Perak (Kementerian Sumber Manusia) Tingkat 3 Bangunan Sri Kinta Jalan Sultan Idris Shah 30000 Ipoh, Tel: 05-6253100. 5. Flemington Estate: Indonesian Embassy K. L., No. 233 Jln. Tun Razak 50400 Kuala Lumpur, Tel: 03-21164000/03-21164200. 	Complied

Criterion 1.2: The unit of certification commits to ethical conduct in all business operations and transactions.			
1.2.1	A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts. - Minor compliance -	All OU in SOU 4 have listed and maintain all contracted parties and documented in List of Stakeholder as parts of their stakeholders includes internal such as employee and workers union and external stakeholders such as FFB suppliers, contractors, transporters and government department.	Complied
1.2.2	A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice. - Minor compliance -	All OU in SOU 4 have listed and maintain all contracted parties and documented in List of Stakeholder as parts of their stakeholders includes internal such as employee and workers union and external stakeholders such as FFB suppliers, contractors, transporters and government department. All contracted parties/vendors were required to signed Vendor Integrity Pledge (VIP) and to comply with para - a (i); Vendor Code of Business Conduct (VCOBC) - a (ii); all applicable laws and regulations related anti-bribery, fraud and corruption. Sighted the sampled contracts as follows: Padang Buluh Estate i. Devanica Enterprise – contract no. 4300501277 ii. Zaitunizam b. Mahmud Husin – contract no. 4300498283	Complied
Principle 2: Operate legally and respect rights			
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	(C) The Unit of Certification complies with legal requirements - Critical (Major) compliance -	Flemington POM and Supply bases have continued to comply with the legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and sustainability team. Flemington POM & Supply Bases have	Complied

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		<p>obtained and renewed licenses and permits as required by the law. Sample of licenses and permit viewed were:</p> <p>Flemington POM</p> <ol style="list-style-type: none"> 1. MPOB License; License No: 529874004000; License Validity 01/6/2020 till 31/5/2021 2. Energy Commission – Lesen Bagi Pemasangan Persendirian; License No: 2019/02792; Validity Period: 30/10/2019 till 29/10/2020 3. Air Compressor License; Registration Number: PMT-PK/19 33102; Valid till 6/10/2020 4. Air Compressor License; Registration Number: PMT-PK/19 34011; Valid till 12/10/2020 <p>Sabak Bernam Estate</p> <ol style="list-style-type: none"> 1. MPOB License; License No: 54589002000; License Validity Period: 01.02.2020 till 31.01.2021. 2. Permit Barang Kawalan Berjadual (Diesel); Reference Number: SL/KSL/07/19/SK; License Validity: 25./2/2020 till 24/2/2021 <p>Bagan Datoh Estate</p> <ol style="list-style-type: none"> 1. MPOB License; License No: 525521002000; License Validity Period: 1/1/2020 till 31/12/2020 2. Permit Barang Kawalan Berjadual (Diesel); Reference Number: KPDN/BPGK/TIN/PBKB/0097/19; Validity Period: 5/11/2019 till 4/11/2020. 3. Air Compressor License; Registration Number: PK PMT 	
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		<p>3646; Valid till 11/6/2021.</p> <p>Sungei Samak Estate</p> <ol style="list-style-type: none"> 1. Air Compressor License; Registration Number: PMT-PK/19 34178; Valid till 28/7/2010 2. MPOB License (Nursery); License Number: 534975011000; Valid from 1./1/2020 till 31/12/2020 3. MPOB License; License Number: 526340002000; Valid from 1/2/2020 till 31/1/2021 <p>Flemington Estate</p> <ol style="list-style-type: none"> 1. Permit Barang Kawalan Berjadual (Petrol & Diesel); Reference Number: KPDM/BPGK/TIN/PBKB/0084/19; Valid from 30/10/2019 till 29/10/2020 2. Air Compressor License; No. Pendaftaran: PMT 103618; Valid till 14/10/2020 3. MPOB License; License Number: 525193002000; Valid from 1/12/2019 till 30/11/2020 	
2.1.2	<p>A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.</p> <p>- Minor compliance -</p>	<p>Documented procedure has been established and implemented; refer to Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008</p> <p>SOU4 Mill and Estates have documented the Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. List of applicable legal and other requirements was made available during the assessment. Evaluation of the legal requirements and compliance status with legal requirement are monitored by the operating units.</p>	<p>Non-compliance</p>

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		<p>Tracking system to identify changes in the relevant regulations were available through the head office, website information and is communicated from the Group Head Office. Sighted the latest review to include new updates for Workers Minimum Standards of Housing and Amenities (Amendment) Act 2019, Minimum Wages Order 2020, Auxiliary Police Regulations 1970, Movement Control Order 2020 & Akta Pencegahan & Pengawalan Penyakit Berjangkit 1988.</p> <p>Sungei Samak Estate</p> <p>Permit Barang Kawalan Berjadual (Diesel, Petrol, Liquid Petroleum & Gula); Registration Number: KPDN/BPGK/TIN/PBKB/0055/19; valid from 9/7/2019 till 8/7/2020. The license has expired and was only requested to be renewed on 12/7/2020. The management has not received the new license as at the audit period. The mechanism to monitor the validity period of the licenses were not implemented successfully.</p>	
2.1.3	<p>Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.</p> <p>- Minor compliance -</p>	<p>Legal boundaries for all estates visited were clearly demarcated with security trenches and concrete pole with red and white colour.</p>	Complied
<p>Criterion 2.2: All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.</p>			
2.2.1	<p>A list of contracted parties is maintained.</p> <p>- Minor compliance -</p>	<p>The mill and estates maintain a list of all contractors that are contracted with them updated for the year 2020 and as and when there is a new addition of contractors. The list was sighted at all operating units.</p>	Complied
2.2.2	<p>All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party.</p>	<p>All contracts contain specific clauses on meeting applicable legal requirements, employments of workers with valid work permits and this can be demonstrated by the third party through the sampled</p>	Complied

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	<p>Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.</p> <p>- Minor compliance -</p>	<p>contract agreements available at the operating units. Sighted the sampled contract agreements as below: -</p> <p>Flemington POM</p> <ol style="list-style-type: none"> 1. Transportation of Crude Palm Oil; Jasa Korporat Sdn Bhd (1/5/2020 – 31/7/2020) <p>Sabak Bernam Estate</p> <ol style="list-style-type: none"> 2. Tiong Weei Enterprise (Reg No: 001480622 – M) dated 1/1/2020 3. Sakhas Enterprise (560913-10-5591); dated 1/1/2020 4. Devarajah Enterprise (Rental Backhoe Agreement); 680717-085665 dated 1/1/2020. <p>Bagan Datoh Estate</p> <ol style="list-style-type: none"> 5. M. Rajan (Hiring Excavator) – dated 1/5/2020 6. Fame Transportation Sdn Bhd (FFB Transport) – dated 1/5/2020 <p>Sungei Samak Estate</p> <ol style="list-style-type: none"> 7. Fame Transportation Sdn. Bhd. (FFB Transport) – dated 1/7/2020 to 30/9/2020. <p>Flemington Estate</p> <ol style="list-style-type: none"> 1. Fame Transportation Sdn. Bhd. (FFB Transport) – dated 1/7/2020 to 30/9/2020 	
<p>2.2.3</p>	<p>All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.</p> <p>- Minor compliance -</p>	<p>The contract signed with contractors is sighted. For contractors, the clause 5.8 abolishment of child labour & protecting the rights of children available in the Vendor COBC and Human Rights Charter protecting the rights of children. Sighted the Vendor Integrity Pledge as follows:</p>	<p>Complied</p>

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		<p>Flemington POM</p> <ol style="list-style-type: none"> Jasa Korporat Sdn Bhd (1094061-U) <p>Sabak Bernam Estate</p> <ol style="list-style-type: none"> Tiong Weei Enterprise (Reg No: 001480622 – M) Sakhas Enterprise (560913-10-5591); Devarajah Enterprise (Rental Backhoe Agreement); <p>Bagan Datoh Estate</p> <ol style="list-style-type: none"> M. Rajan (Hiring Excavator) – dated 01.05.2020 Fame Transportation Sdn Bhd (FFB Transport) <p>Sungei Samak Estate</p> <ol style="list-style-type: none"> Fame Transportation Sdn. Bhd. (FFB Transport) <p>Flemington Estate</p> <ol style="list-style-type: none"> Fame Transportation Sdn. Bhd. (FFB Transport) 	
Criterion 2.3: All FFB supplies from outside the unit of certification are from legal sources.			
2.3.1	<p>(C) For all directly sourced FFB, the mill requires:</p> <ul style="list-style-type: none"> Information on geo-location of FFB origins Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder One or more supporting documents for claims Valid MPOB license <p>- Critical (Major) compliance -</p>	<p>The mill receives crop from the Sime Darby Plantation Berhad estates, mainly from Sabak Bernam Estate, Sungei Samak Estate, Flemington Estate and Bagan Datoh Estate or other if any are from diversion from the sister mills as results of breakdown or annual maintenance. The mill also receives Outsider Estates crop from Bagan Pasir Estate and Kuala Perak Estate.</p> <p>All the crop from SOU 4 and FFB Traders possessed the following information sighted and verified during the audit</p>	Complied

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		<p>a) All FFB supported by the delivery documents with the information of location o FFB origins. b) Valid land title with ownership status c) Valid MPOB licence</p> <p>Among the MPOB License sighted are:</p> <ul style="list-style-type: none"> • License of SOU4 Estates as stated in Indicator 2.1.1 • Documentation for outside crop supplier: <table border="1" data-bbox="1137 678 1908 1085"> <thead> <tr> <th>Supplier</th> <th>Geolocation</th> <th>MPOB License no.</th> <th>Land Title Available (Yes/no)</th> </tr> </thead> <tbody> <tr> <td>Ladang Kuala Perak</td> <td>3° 56' 11.29" E, 100° 46' 47.67" N</td> <td>50348610200 0; Valid from 1/4/2020 till 31/3/2021</td> <td>Yes</td> </tr> <tr> <td>Ladang Bagan Pasir</td> <td>3° 53' 29.74" E, 100° 49' 11.92"</td> <td>50267520200 ; Valid from 1/6/2020 till 31/5/2021</td> <td>Yes</td> </tr> </tbody> </table> <p>Sime Darby Plantation Berhad conduct Responsible Sourcing Guideline (RSG) prior to engaging with FFB Supplier outside from the organization. The report is available in the Desktop Review Assessment Report where the organization does an assessment on the supply base to ensure the source of the FFB:</p> <ul style="list-style-type: none"> • Have legal ownership and claim to land, • Have license by local authority (MPOB/GAPKI) to plant and trade oil palm, 	Supplier	Geolocation	MPOB License no.	Land Title Available (Yes/no)	Ladang Kuala Perak	3° 56' 11.29" E, 100° 46' 47.67" N	50348610200 0; Valid from 1/4/2020 till 31/3/2021	Yes	Ladang Bagan Pasir	3° 53' 29.74" E, 100° 49' 11.92"	50267520200 ; Valid from 1/6/2020 till 31/5/2021	Yes	
Supplier	Geolocation	MPOB License no.	Land Title Available (Yes/no)												
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		<ul style="list-style-type: none"> • have not opened peat land for oil palm farming after 2010 • have not opened primary forest for oil palm arming after 2010 among others. <p>Sampled the RSG Desktop Review Assessment Report as below: Kuala Perak Estate dated 5/10/2019.</p>	
2.3.2	<p>For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator 2.3.1.</p> <p>- Minor compliance -</p>	<p>Flemington POM also receive indirectly sourced FFB from licensed FFB Traders. The FFB Traders are Perniagaan Sinaran Mewah, Ban Boon Teng Sawit (M) Sdn. Bhd., Perniagaan Kelapa Sawit Hiap Thye, VR Plantation (M) Sdn Bhd, Green Agro Pyramid Business Tradings, Sawit Teluk Baru Sdn Bhd and Nona Commodities Sdn Bhd.</p> <p>Among the MPOB License sighted are:</p> <ul style="list-style-type: none"> • Green Agro Pyramid Business Tradings (Reg Number: IP0316449-W) License Number: 616029015000 Validity Period: 1/12/2019 till 30/11/2020 • Ban Boon Teng Sawit (M) Sdn Bhd (Registration Number: 752095-V) License Number: 591040015000; Valid from 1/12/2019 till 30/11/2020 <p>The Responsible Outsourcing Guideline Baseline Assessment Report is done for the FFB Traders as well with the Assessment done to ensure the FFB Sources follow the guidelines stated in indicator 2.3.1.</p> <p>Sighted the RSG Desktop Review Assessment Report as below:</p> <ul style="list-style-type: none"> • Nona Commodities Trading Sdn Bhd dated 29/4/2019 • Sawit Teluk Baru Sdn Bhd dated 6/9/2019 	Complied

		<ul style="list-style-type: none"> Green Agro Pyramid Busines Tradings dated 4/11/2019 																															
Principle 3: Optimise productivity, efficiency, positive impacts and resilience																																	
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.																																	
3.1.1	(C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders. - Critical (Major) compliance -	Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield, CPO, OER, and KER, OPEX, CAPEX etc. Flemington Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year. The progress is monitored through monthly progress reports that are developed by the operating units and provided to the top management where the progress on expenditure, performance and yield is assessed.	Complied																														
3.1.2	An annual replanting programme projected for a minimum of five years with yearly review, is available. - Minor compliance -	<table border="1"> <thead> <tr> <th>Estate</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> </tr> </thead> <tbody> <tr> <td>Sabak Bernam Estate</td> <td>163.53</td> <td>nil</td> <td>nil</td> <td>nil</td> <td>nil</td> </tr> <tr> <td>Sungai Samak Estate</td> <td>nil</td> <td>nil</td> <td>195.13</td> <td>337.36</td> <td>nil</td> </tr> <tr> <td>Flemington Estate</td> <td>nil</td> <td>60.44</td> <td>nil</td> <td>nil</td> <td>104.20</td> </tr> <tr> <td>Bagan Datoh Estate</td> <td>nil</td> <td>58.25</td> <td>97.76</td> <td>nil</td> <td>48.24</td> </tr> </tbody> </table>	Estate	2021	2022	2023	2024	2025	Sabak Bernam Estate	163.53	nil	nil	nil	nil	Sungai Samak Estate	nil	nil	195.13	337.36	nil	Flemington Estate	nil	60.44	nil	nil	104.20	Bagan Datoh Estate	nil	58.25	97.76	nil	48.24	Complied
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3.1.3	The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertake.	Sime Darby Plantation BerhadBerhad has develop Standard Operating Procedure (SOP) for Sustainable Supply Chain and	Complied																														

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	<p>- Minor compliance -</p>	<p>Traceability, Appendix 15, Version 2, Issue No. 5 dated April 2019, Section 20.0 where management review will be reviewed annually. The management review mainly discusses the internal audit findings and the performance of the operating units since the last review. The management review meeting minutes was sighted as follows;</p> <p>Flemington POM The last management review meeting was carried out on 6/7/2020 which was chaired by the Mill Manager.</p> <p>Sabak Bernam Estate The last management review meeting was carried out on 4/7/2020 which was chaired by Estate Manager.</p> <p>Bagan Datoh Estate The last management review meeting was carried out on 16/6/2020 which was chaired by Estate Manager.</p> <p>Sungei Samak Estate The last management review meeting was carried out on 10/7/2020 which was chaired by the Estate Manager.</p> <p>Flemington Estate The last management review meeting was carried out on 3/7/2020 which was chaired by the Estate Manager</p>	
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Criterion 3.2: The unit of Certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable Continuous improvement in key operations.

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3.2.1	<p>(C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.</p> <p>- Critical (Major) compliance -</p>	<p>Continuous improvement is established covering the social, environmental and safety impacts in the operating units. The action plan established focusing on:</p> <ul style="list-style-type: none"> i. Communication and whistle blower ii. Dumping rubbish out site estate iii. Increase awareness on safety and health iv. To resurface road and office compound area with milling waste v. To maintain 5S work standard in all operation 	Complied
3.2.2	<p>As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the [RSPO metrics template].</p> <p>PROCEDURAL NOTE: The RSPO metrics template is awaiting decision/agreement by RSPO and the issue is still being discussed. Until such metrics is agreed and developed, companies will carry on with existing reporting e.g. PalmGHG, Annual Communication of Progress (ACOP) reporting, and information provided to Certification Body and feedback via RSPO Secretariat is required.</p> <p>- Minor Compliance -</p>	<p>There's no submission made by Sime Darby of RSPO metrics template yet, pending its availability by RSPO secretariat. Latest submission of Annual Communications of Progress (ACOP) done for year 2018 available as in RSPO website link as following: https://www.rspo.org/view-acop-pdf/oil-palm-growers/Sime_Darby_Plantation_Berhad-ACOP2018.pdf.</p> <p>ACOP 2019 submission has been done on 24/6/2020 was still pending for RSPO secretariat approval at the time of audit.</p>	Complied
Criterion 3.3: Operating procedures are Appropriately documented, consistently implemented and monitored.			
3.3.1	<p>(C) Standard Operating Procedures (SOPs) for the unit of certification are in place.</p> <p>- Critical (Major) compliance -</p>	<p>SOP was established for the Estates. Sime Darby SOP issued 2/1/2008 and Agricultural reference Manual, Sustainability Plantation Management System and EQMS (Estate Quality Management System) were distributed to all operating units under SOU8 as a guidance document to conduct estate operation. The SOP covers land preparation, planting material, upkeep, harvesting, FFB transportation and etc.</p>	Complied

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		<p>Palm Mill holds two SOPs: sustainability Plantation Management System (MQMS/SOM/08 v.1 dated 1/11/2008) includes mill SOP and Mill Quality Management Manual v.1 2008/MQMS/QMM/08 as a guidance document to operate the mill.</p> <p>Sime Darby has established a system to monitor the mill operation. The visited the operating units on timely basis. Their reports covers on all aspect of operation.</p>	
3.3.2	<p>A mechanism to check consistent implementation of procedures is in place.</p> <p>- Minor Compliance -</p>	<p>Sime Darby has established mechanism to monitor the implementation of their procedure by Mill advisor/ Plantation Advisor Visit, Structured Oil Recovery Assessment (SORA)/ Structured Crop Recovery Assessment (SCRA) and Planning and Monitoring Unit, Performance Monitoring Visit and Agronomist Visit. The visit focusing on Yield Improvement, Crop Recovery, Replanting and Immature Palms Maintenance and Mature Upkeep on all aspect of operations in the mill and estates.</p>	Complied
3.3.3	<p>Records of monitoring and any actions taken are maintained and available.</p> <p>- Minor Compliance -</p>	<p>The estates and mill visited maintained all records of visit and monitoring and available at the office for review. Sighted the sampled records as follows:</p> <p>Flemington Palm Oil Mill</p> <p>Structured Oil Recovery Assessment (SORA) latest visit to Flemington POM was on 21 – 23/1/2020. The report covering on process control/safety, process losses, product quality, housekeeping/upkeep/environment and security. No major issue issued from the visit. All issue raised has been rectified and addressed by the mill management.</p> <p>Sabak Bernam Estate</p>	Complied

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		<p>Structured Crop Recovery Assessment (SCRA) latest visit on the estate was on 3/2/2020. The report was available at the estate for review. The report covers on crop recovery and crop quality. No issue raised during the visit.</p> <p>Visit from Planning and Monitoring Units (PMU) reports were made available during the visit. Noted reports observed for visit carried out on 16 - 17/1/2020. The report covered on replanting, immature and mature manuring application and Building and Facilities Management. No major issue was raised during the audit.</p> <p>Bagan Datoh</p> <p>Structured Crop Recovery Assessment (SCRA) latest visit on the estate was on 4/2/2020. The report was available at the estate for review. The report covers on crop recovery and crop quality. No issue raised during the visit.</p> <p>Visit from Planning and Monitoring Units (PMU) reports were made available during the visit. Noted reports observed for visit carried out on 22 -23/1/2020. The report covered on replanting, immature and mature manuring application and Building and Facilities Management. No major issue was raised during the audit.</p> <p>Sg. Samak Estate</p> <p>Structured Crop Recovery Assessment (SCRA) latest visit on the estate was on 6/2/2020. The report was available at the estate for review. The report covers on crop recovery and crop quality. No issue raised during the visit.</p> <p>Visit from Planning and Monitoring Units (PMU) reports were made available during the visit. Noted reports observed for visit carried out on 21/1/2020. The report covered on replanting, immature and</p>	
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		<p>mature manuring application and Building and Facilities Management. No major issue was raised during the audit.</p> <p>Flemington Estate</p> <p>Visit from Planning and Monitoring Units (PMU) reports were made available during the visit. Noted reports observed for visit carried out on 15/1/2020. The report covered on replanting, immature and mature manuring application and Building and Facilities Management. No major issue was raised during the audit.</p> <p>Group Sustainability Management Dept. conducted the RSPO Internal Audit on annually basis. Latest visit was conducted on 16/6/2020. During the audit, 4 Major non-conformance and 6 Minor non-conformance were issued. All the non-conformance has been addressed by the estate as per non-conformance visit.</p>	
<p>Criterion 3.4: A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.</p>			
<p>3.4.1</p>	<p>(C) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/out-grower scheme, is documented.</p> <p>- Critical (Major) compliance -</p>	<p>There is no new planting in SOU 4.</p> <p>Social</p> <p>Social Impact Assessment has been conducted on 27/6 – 1/7/2016 for the whole SOU 4 Flemington which consisted of Flemington POM, Flemington Estate, Bagan Datoh Estate, Sungai Samak Estate and Sabak Bernam Estate. The assessment was done by Sustainability Strategy Unit, PSQM Department. The methodology of the assessment was through document review, site observation and interview with sampled of stakeholders. The assessment has involved the participation of stakeholders such as government authorities, workers, contractors and local communities.</p>	<p>Complied</p>

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		<p>Environmental</p> <p>The estates and mill conducted Environmental Impact Assessment to identify the environmental aspect in all estate activities and documented in Environmental Aspects Impacts Identification form and Environmental Impacts Evaluation form. The assessment covers all activities in the estates and mill. The assessment was conducted base on SOP established. Refer SOP Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure.</p>	
<p>3.4.2</p>	<p>For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.</p> <p>- Minor Compliance -</p>	<p>There is no new planting in SOU 4.</p> <p>Social</p> <p>There is no new planting in SOU 4 (Flemington POM certification unit). In Sabak Bernam Estate, the action plan on Social Impact Assessment 2020 updated 2/6/2020 is available based on the SIA conducted earlier by PS-RSPO unit.</p> <p>Environmental</p> <p>The assessment was conducted base on Standard Operation Manual; subsection 5.4; Planning and Appendix 5.4.1b: Environmental aspect/impacts evaluation procedure. In the SOP stated the POM and Estates carried out the annual review of environmental impacts documented in Registration of Environmental Aspects and Impacts.</p> <p>Flemington Pom Mill</p> <p>Latest review was conducted on 10/2/2020 by the Asst. Manager and approved by the Manager with no changes on made to the EAI and EIE since last review was conducted.</p>	<p>Complied</p>

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		<p>Sabak Bernam Estate Latest review was conducted by the Asst. Manager and approved by the Manager with no changes on made to the EAI and EIE since last review was conducted.</p> <p>Bagan Dato Estate Latest review was conducted on 1/1/2020 by the Asst. Manager and approved by the Manager with no changes on made to the EAI and EIE since last review was conducted.</p> <p>Sg. Samak Estate Latest review was conducted on 1/7/2020 by the Asst. Manager and approved by the Manager with no changes on made to the EAI and EIE since last review was conducted.</p> <p>Flemington Estate Latest review was conducted on 18/2/2020 by the Asst. Manager and approved by the Manager with no changes on made to the EAI and EIE since last review was conducted.</p>	
3.4.3	<p>(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way. - Critical (Major) compliance -</p>	<p>Social There is no new planting in SOU 4 (Flemington POM certification unit). In Sabak Bernam Estate, the action plan on Social Impact Assessment 2020 updated 2/6/2020 is available based on the SIA conducted earlier by PS-RSPO unit. Examples seen as below: Sabak Bernam Estate:</p>	Non-compliance

		<ol style="list-style-type: none"> 1. Road access and conditions: Bad field road conditions that are potential safety risks. Action plan: visual checks, visits, monitor incidences of accidents caused by poor road conditions. Road maintenance program. Status: road maintenance program is available for every financial year and monitoring of roads was done regularly to ensure good accessibility. 2. Stakeholders meetings: Estate with security department launch Operasi Bersepadu regarding cattle intrusion issue together with stakeholder such as Majlis Daerah, Jabatan Veterinar and PDRM. Action plan: 13/02/2020-14/02/2020 at Ladang Sabak Bernam all agency involved by pound the cattle in estate compound. Majlis Daerah and PDRM will take further action to the cattle owner. Jabatan Veterinar will ensure the cattle in healthy condition before deliver to Majlis Daerah and PDRM. <p>Bagan Datuk Estate:</p> <ol style="list-style-type: none"> 1. Linesite/Workers Housing: Damage facilities and crowded workers was found in one house. Action Plan: Information about types of housing and facilities damaged. Repair and service the damage or effected houses. Status: Census at housing site was conducted and if any damage or effected facilities, it will be repaired and recorded in a book. Regular consultation with workers. PIC: Estate management. Period: Jan 2020 – Dec 2020. <p>Flemington POM:</p> <ol style="list-style-type: none"> 1. Klinik Rawatan Ahsan: Next November 2021, the clinic will be closed because Doctor will shift to Selangor. Action 	
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		<p>plan: Will discuss on the change of nearest panel clinic. PIC: Assistant Manager. Period 2021. Status: Implemented and continuously implemented.</p> <p>2. Ketua Kampung Sg Dulang: Donation request for orphanage, disabilities and special needs person. Action plan: Follow the SOP for HQ approval on donation given. Action by: Assistant Manager. Period: December 2020. Status: Implemented and continuously implemented.</p> <p>Sg Samak Estate:</p> <ol style="list-style-type: none"> 1. Fame transportation requested management to repair the main access road for lorry movement to avoid accident and lorry damage. Action plan: road repairs and maintenance will be carried out as per programmed and when necessary along the year. Status: On going. PIC: Sooria Ram/Rahimi. 2. SJK(T) Sg Samak Headmaster requested perimeter herbicide spraying at school once a month. Action plan: Estate management will carry out herbicide spraying as and when necessary. Status: On going. PIC: Sooria Ram/Rahimi. <p>Flemington Estate:</p> <ol style="list-style-type: none"> 1. Communicable disease COVID-19 affected operation & community. Action plan: to inform & brief all employee on COVID-19 disease, to resume operation with stringent SOP base on internal SOP, KKM & MKN guidelines, to provide the PPE such face mask & glove for frontliners (AP & HA), to screen all workers & visitor including body temperature 	
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		<p>& symptoms. Action by: all management of Flemington Estate. Status: on-going.</p> <p>2. Waste from effluent pumped to estate drain deemed as beneficial to the oil palm trees. When the monsoon season come, estate will pump the water to nearest village drain. Action plan: This dark water is not dangerous and comply to the DOE requirement. Flemington POM has conducted the water analysis and shared the result to the villagers.</p> <p>Environmental</p> <p>The management plan established base on operation with significant impact to the environment. The management plan was reviewed annually. The management plan stated the environmental issue, mitigation actions, monitoring plan and person responsible for monitoring implementation.</p> <p>The operating units sampled have established the Environmental Management Program base on the significant impacts identified in the EAI/EIE conducted. The plan stated the Environmental issue, mitigating measures and person responsible. The plan was reviewed on annually basis.</p> <p>Flemington Palm Oil Mill</p> <p>The estate has established Environmental Management Plan and documented in the Pollution Prevention Plan and reviewed on annually basis. Latest review was conducted on 5/2/2020.</p> <p>Sabak Bernam Estate</p>	
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		<p>The estate has established Environmental Management Plan and documented in the Biodiversity Action plan and reviewed on annually basis.</p> <p>i. Sighted during site visit along the main road from P13 G to P13H, it was noted there was evidence of chemical application along the main drain edge.</p> <p>Bagan Datoh Estate The estate has established and documented the Environmental Improvement plan and reviewed on annually basis and monitored on quarterly basis.</p> <p>Sg. Samak Estate The estate has established Environmental Management Plan and documented in Environmental Management Plan Objective and Target. The plan was reviewed on annually basis. The management plan focusing on promoting awareness on environment and water pollution. Latest review was conducting on 4/1/2020</p>	
Criterion 3.5: A system for managing human resources is in place.			
3.5.1	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives where applicable.</p> <p>- Minor Compliance -</p>	<p>Sime Darby Plantation Berhad has implemented Group Sustainability & Quality Policy Statement signed by Group Managing Director on 2nd December 2019, where the management is committed to contributing to a better society includes respecting, upholding & no-exploitation of fundamental human rights, providing safe and healthy workplaces and protecting workers' welfare and engaging and empowering communities.</p> <p>The SOP for workforce management unit (Doc no: WMU/TOC-SOPP/March 2016) dated 30/3/2016 for foreign worker while for</p>	Complied

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		<p>locals, the employment recruitment included liaison and recruitment, documentation and processing (Doc no: WMU/DP SOPP/JAN2016/R1), workforce management centre (WMC) Sua Betong, Careline and estate are available upon request.</p>	
<p>3.5.2</p>	<p>Employment procedures are implemented, and records are maintained. - Minor Compliance -</p>	<p>The SOPP for workforce management unit (Doc no: WMU/TOC-SOPP/March 2016) dated 30/3/2016 for foreign worker while for locals, the employment recruitment included liaison and recruitment, documentation and processing (Doc no: WMU/DP SOPP/JAN2016/R1), workforce management centre (WMC) Sua Betong, Careline and estate are available upon request. This procedure been explained to worker during the induction training on their first-time arrival.</p> <p>Seen the training certificates for the workers who has attended the induction training/records as below:</p> <p>Sabak Bernam Estate:</p> <ol style="list-style-type: none"> 1. 05991xxx dated 15/11/2017. 2. AT080xxx dated 2/4/2017. 3. AF3148xxx dated 21/9/2015. 4. J9609xxx dated 2/3/2015. 5. N2289xxx dated 26/5/2017. <p>Bagan Datuk Estate:</p> <ol style="list-style-type: none"> 1. xL2085xxx dated 26/03/2018. 2. M1192xxx dated 24/04/2015. 3. AE7797xxx dated 10/09/2015. 4. AT931xxx dated 17/05/2017. 	<p>Complied</p>

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		<p>Flemington POM:</p> <ol style="list-style-type: none"> 1. B3672xxx dated 15/07/2016. 2. AT450xxx dated 22/09/2015. <p>Sg Samak Estate:</p> <ol style="list-style-type: none"> 1. BN0271xxx dated 10/05/2013. 2. K1781xxx dated 25/10/2019. 3. C3849xxx dated 20/08/2019. <p>Flemington Estate:</p> <ol style="list-style-type: none"> 1. BL0081xxx dated 17/11/2014. 2. K8536xxx dated 20/06/2019. 3. BM0094xxx dated 17/11/2014. 4. AU527xxx dated 09/05/2019. 	
<p>Criterion 3.6: An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.</p>			
<p>3.6.1</p>	<p>(C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented. - Critical (Major) compliance -</p>	<p>SOU4 have 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. Appropriate control measure has been determined and revised in the HIRARC register for the year 2020.</p> <p>Flemington POM Risk of all operations have been assessed and HIRARC was available for verification at Flemington POM. Sighted the latest</p>	<p>Complied</p>

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		<p>review of HIRARC for Steriliser work station reviewed due to an accident that occurred on 7/5/2020. Among other HIRARC sighted was Covid-19, Reception Station, Fruit Handling Station, Sterilisation Station, Threshing Station and laboratory.</p> <p>The audiometric test was conducted on 21/3/2019 for a total of 81 workers at Flemington POM with the results indicating 73 workers with normal hearing, 6 workers with Mild Impairment, 1 worker with Moderate Impairment and 1 worker with Moderately Severe Impairment with the abnormal audiogram results were advised to be referred to an Occupational Doctor. The worker with Moderately Severe Impairment was monitored and retested after 3 months on 5/7/2020 with the latest results showing normal hearing. Audiometric test for year 2020 was done in the month of 6/7/2020 awaiting the results</p> <p>CHRA was conducted on 26/5/2015 and 2/7/2015 by registered assessor HQ/09/ASS/00/124, Global Advance Training and Consultancy. The reassessment was delayed due to the MCO and conducted on 2/7/2020 with the draft assessment report available for verification.</p> <p>Sabak Bernam Estate Risk of all operations has been assessed and HIRARC document produced at Sabak Bernam Estate. Sighted the latest HIRARC for COVID-19 dated 4/6/2020.</p> <p>The estate has recorded an accident dated 27/5/2020 involving drainage and irrigation work. The HIRARC was reviewed for the</p>	
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		<p>particular work as sighted the latest HIRARC review for Drainage & Irrigation dated 1/6/2020.</p> <p>CHRA was conducted on 14 & 29/7/2015 by registered assessor JKPP HIE 127/171-2(124), Global Advance Training and Consultancy. The latest assessment was done in July 2020 awaiting the final report.</p> <p>Bagan Datoh Estate Risk of all operations has been assessed and HIRARC document produced at Bagan Datoh Estate. Sighted the latest HIRARC for COVID-19 dated 4/6/2020</p> <p>The estate has reviewed the HIRARC for Replanting Works on 30.06.2020 due to a related accident that occurred on 23/6/2020 The risk ratings were reviewed as well as improved risk control recommendations were identified.</p> <p>CHRA was conducted on 17/6/2020 by registered assessor (DOSH Ref. No. HQ/09/ass/00/124), Global Advance Training and Consultancy</p> <p>Sungei Samak Estate Risk of all operations has been assessed and HIRARC document produced at Sungei Samak Estate. Sighted the latest HIRARC for COVID-19 dated 30/3/2020</p>	
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		<p>The estate has reviewed the HIRARC for Pruning and Sanitation on 30/5/2020 due to a related accident that occurred on 29/5/2020. The risk ratings were reviewed as well as improved risk control recommendations were identified.</p> <p>CHRA was conducted on 25/6/2020 by registered assessor (DOSH Ref. No. HQ/09/ass/00/124), Global Advance Training and Consultancy.</p> <p>Flemington Estate Risk of all operations has been assessed and HIRARC document produced at Flemington Estate. Sighted the latest HIRARC for COVID-19 dated 29/4/2020</p> <p>The estate has reviewed the HIRARC on 4/4/2019 for an accident that occurred in the loose fruit collection operation on 30/3/2019. The risk ratings were reviewed as well as improved risk control recommendations were identified..</p> <p>CHRA was conducted on 23/7 and 7/8/2015 by registered assessor (DOSH Ref. No. JKKP HIE 127/171-2(124)), Global Advance Training and Consultancy.</p>	
3.6.2	(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored. - Critical (Major) compliance -	The effectiveness of the H&S is monitored through the checklists available in the estates and mills via the Quarterly Work Site Inspections (WSI). The findings of the WSI is submitted to the Head Quarters and discussed at the quarterly OSH Meetings in the estates and mill for the attention of the management and further improvements. The estate and mills also have checklist to monitor the usage of PPE. OSH Training Programme are in place to ensure	Complied

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		regular trainings are conducted in line with the HIRARC requirements.																					
Criterion 3.7: All staff, workers, Scheme Smallholders, out-growers, and contract workers are appropriately trained.																							
3.7.1	<p>(C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and out-growers, taking into account gender-specific needs, and which covers applicable aspects of the RSPOP&C, in a form they understand, and which includes assessments of training.</p> <p>- Critical (Major) compliance -</p>	<p>A training programme has been developed and available in the Training Requirement for Operating Units (Mills & Estate). The trainings were sighted to have included Gender Specific Training and involves staffs, workers and contractors.</p> <p>Covid-19 training and briefings were sighted at the mill and estates. Interview with the workers and staff indicated that they were aware on the SOP during the RMCO such as social distancing, regular sanitization and use of PPE (Face Mask).</p>	Complied																				
3.7.2	<p>Records of training are maintained.</p> <p>- Minor Compliance -</p>	<p>Records of trainings were maintained by the Mill and all estates as below: -</p> <table border="1"> <thead> <tr> <th>Operating Unit</th> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td rowspan="8">Flemington Estate</td> <td>RSPO & MSPO Briefing</td> <td>25./2/2020</td> </tr> <tr> <td>Spraying Training</td> <td>14/7/2020</td> </tr> <tr> <td>Spraying Training (Main Div.)</td> <td>7/4/2020</td> </tr> <tr> <td>First Aid Training</td> <td>2/6/2020</td> </tr> <tr> <td>Tractor Driver On-Site Training</td> <td>10/4/2019</td> </tr> <tr> <td>COBC Training</td> <td>17/1/2020</td> </tr> <tr> <td>Segregation & Recycling Campaign</td> <td>28/3/2020</td> </tr> <tr> <td>Schedule Waste Management Training</td> <td>22/4/2019</td> </tr> </tbody> </table>	Operating Unit	Training	Date	Flemington Estate	RSPO & MSPO Briefing	25./2/2020	Spraying Training	14/7/2020	Spraying Training (Main Div.)	7/4/2020	First Aid Training	2/6/2020	Tractor Driver On-Site Training	10/4/2019	COBC Training	17/1/2020	Segregation & Recycling Campaign	28/3/2020	Schedule Waste Management Training	22/4/2019	Complied
Operating Unit	Training	Date																					
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			Covid 19 Awareness Training & Policy Sime Darby	20/3/2020	
		Flemington POM	Chemical Handling & labelling training	13/7/2020	
			RSPO Awareness Refreshment Training for Contractors	2/7/2020	
			Covid 19 Training	2/4/2020	
			COBC & Whistleblowing Training	17/6/2020	
			PPE Training	25/11/2019	
			LOTO & SOP Training	23/8/2019	
		Sabak Bernam Estate	Covid 19 Surveillance Activity	7/6/2020	
			Tractor Driver Competency Training	2/6/2020	
			Workshop Training – Welding	22/5/2020	
			Covid 19 Briefing and MCO Announcement	18/3/2020	
			Schedule Waste Training	13/3/2020	
		Bagan Datoh Estate	RSPO, MSPO Compliance & Endangered Species Training	28/2/2020	
			Spraying Training	6/7/2020	
			HSE Policy & COBC Training	/4/7/2020	
			Schedule Waste Training	2/7/2020	

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			RSPO/MSPO Awareness Training	15/6/2020	
			First Aid Training	19/2/2020	
		Sungei Samak Estate	Schedule Waste Training	8/7/2020	
			Beneficial Plant Training	6/7/2020	
			Policy Training	13/6/2020	
			First Aid Training	2/3/2020	
			Fire Fighting Training	2/3/2020	
			Triple Rinsing Training	18/5/2020	
			HIRARC Training	16/5/2020	
			Sprayers PPE & Safety Training	14/5/2020	
3.7.3	Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed. - Minor Compliance -	<p>Relevant personnel to supply chain implementation as defined by the Certification Unit are the personnel that are involved in supply chain implementation such as Assistant Managers, QA, clerk, lab supervisor & assistant and weighbridge operators.</p> <p>The latest RSPO SCCS training was carried out as follows:</p> <ul style="list-style-type: none"> • RSPO SCCS Training – 14/7/2020 • RSPO SCCS Training for weighbridge Operators – 9/8/2019 			Complied
<p>Criterion 3.8: Supply chain requirement for mills (note: All supply chain requirements are considered as Critical (C). However it will not contribute to suspension if there is more than 5 non-compliance within a principle)</p>					
3.8.1	Identity Preserved Module A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the	As per SOP established and documented in Plantation Quality Management System, Sustainable Plantation Management System, Appendix 15: Standard Operating Procedure (SOP) for Sustainable			Complied

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	<p>RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme.</p> <p>Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.</p>	<p>Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under Glossary section define the meaning of RSPO Identity preserved as supply chain model assured that the RSPO certified oil palm product delivered to the end user uniquely identifiable to a single RSPO certified supply base.</p> <p>As the Flemington POM is using Mass Balance module, the criteria are non-applicable.</p>	
3.8.2	<p>Mass Balance Module</p> <p>A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>As per SOP established and documented in Plantation Quality Management System, Sustainable Plantation Management System, Appendix 15: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under Glossary section define the meaning of RSPO Mass Balance as supply chain model that allows certified claim to be transferred from one palm oil products to another through physical blending or administratively under strictly control circumstances.</p>	Complied
3.8.3	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK is available in the public summary report.</p> <p>Flemington POM has registered the PalmTrace ID: RSPO_PO1000000294 for RSPO certified transaction.</p>	Complied
3.8.4	<p>The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.</p>	<p>The estimated tonnage of CPO and PK is available in the public summary report.</p> <p>Flemington POM has registered the PalmTrace ID: RSPO_PO1000000294 for RSPO certified transaction.</p>	Complied

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<p>3.8.5</p>	<p>Documented procedures The mill shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. b) Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). c) Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the mill's procedures for the implementation of this standard. d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBS including ensuring no contamination in the IP mill. 	<p>Sime Darby Plantation BerhadBerhad has develop Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability, Appendix 15, Version 2, Issue No. 5 dated April 2019 to ensure the handling of incoming FFB and outgoing CPO and PK are carried out in a proper manner to meet the sustainability requirements for traceability and mass balance. The following subjects were included in the procedure:</p> <ul style="list-style-type: none"> 4.0 Responsibilities 5.0 Control of Documents & Records 6.0 Delivery of FFB from the Estate 7.0 Receiving FFB at the Mill 9.0 Process Monitoring 10.0 Products Despatch 11.0 Non-conforming Products and/ or Documents 12.0 Product Claims 13.0 Outsourced Contractor 14.0 Training 15.0 Reclassification of Mill's Supply Chain Model 16.0 Production Volume 17.0 Conversion Factors 18.0 Internal Audit 19.0 Complaints 20.0 Management Review 	<p>Complied</p>
<p>3.8.6</p>	<p>Internal Audit i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill:</p>	<p>Addressed in Plantation Quality Management System, Sustainable Plantation Management System, Appendix 15: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under section 18.0</p>	<p>Complied</p>

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	<p>a. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p> <p>b. Effectively implements and maintains the standard requirements within its organisation.</p> <p>ii) Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The mill shall maintain the internal audit records and reports.</p>	<p>Internal Audit. Based on the procedure, the internal audit is to be conducted annually as per Internal Audit Procedure. Refer SOP ref. no. SD/SDP/PSQM/IAP.</p> <p>Combined internal audit for supply chain was last conducted on 18th June 2020 by Group Sustainability Management Department. No non-conformity for RSPO SCCS were raised during the internal audit.</p> <p>The results of Internal Audit were discussed in the Management Review Meeting as sighted in minutes meeting conducted on 6th July 2020 under section 2: Results of Internal Audit.</p>					
<p>3.8.7</p>	<p>Purchasing and Goods In</p> <p>i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBS received.</p> <p>ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.</p>	<p>Addressed in the Plantation Quality Management System, Sustainable Plantation Management System, Appendix 15: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under section 6.0 delivery FFB from Estate.</p> <p>Similar to last assessment daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and uncertified FFB. Records verified by internal and external audit.</p> <p>Flemington mill have system to verify at the weighbridge. Information for RSPO certified FFB were recorded in FFB Consignment notes and weighbridge tickets. Records verified during the audit as follow:</p> <p>Sighted the sampled delivery off FFB as follows:</p> <table border="1" data-bbox="1142 1244 1915 1372"> <tr> <th colspan="2">RSPO Certified FFB</th> </tr> <tr> <td>i. Flemington Estate Date:15/6/2020</td> <td>ii. Flemington Estate Date:16/6/2020</td> </tr> </table>	RSPO Certified FFB		i. Flemington Estate Date:15/6/2020	ii. Flemington Estate Date:16/6/2020	<p>Complied</p>
RSPO Certified FFB							
i. Flemington Estate Date:15/6/2020	ii. Flemington Estate Date:16/6/2020						

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		<p>C/N no.: 69269 RSPO Cert. no.: RSPO 590802 W. Ticket no.: 258101 Net Weight: 6670 kg</p>	<p>C/N no.: 68818 RSPO Cert. no.: RSPO 590802 W. Ticket no.: 258267 Net Weight: 5190 kg</p>	
		<p>iii. Sg. Samak Estate Date:12/6/2020 C/N no.: 36456 RSPO Cert. no.: RSPO 590802 W. Ticket no.: 257901 Net Weight: 12640 kg</p>	<p>iv. Sg. Samak Estate Date:29/6/2020 C/N no.: 36719 RSPO Cert. no.: RSPO 590802 W. Ticket no.: 259172 Net Weight: 12640 kg</p>	
		<p>v. Sg. Wangi Estate Date:26/6/2020 C/N no.: 19892 RSPO Cert. no.: RSPO -PC 00109 W. Ticket no.: 259054 Net Weight: 12370 kg</p>		
		Non - Certified FFB		
		<p>i. Bagan Pasir Estate Date:29/6/2020 C/N no.: 13461 RSPO Cert. no.: non-certified W. Ticket no.: 259170 Net Weight: 11380 kg</p>	<p>ii. Ban Boon Teng Sawit Estate (M) Sdn. Bhd. Date:14/7/2020 C/N no.: 25418 RSPO Cert. no.: non-certified W. Ticket no.: 2591977 Net Weight: 13010 kg</p>	

<p>3.8.8</p>	<p>Sales and Goods Out</p> <p>The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation):</p> <ul style="list-style-type: none"> a) The name and address of the buyer; b) The name and address of the seller; c) The loading or shipment / delivery date; d) The date on which the documents were issued; e) RSPO certificate number; f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations); g) The quantity of the products delivered; h) Any related transport documentation; i) A unique identification number. 	<p>Sampled of the sales and goods out delivery records as below:</p> <p>CSPO</p> <ul style="list-style-type: none"> a. The name and address of the buyer: Nuri Edible Oil b. The name and address of the seller: Flemington POM c. The loading or shipment / delivery date: 28/5/2020, 30/5/2020 and 1/6/2020 d. The date on which the documents were issued: 28/5/2020, 30/5/2020 and 1/6/2020 e. RSPO certificate number: RSPO 590802 f. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): Crude Palm Oil (COP) RSPO MB g. The quantity of the products delivered: <ul style="list-style-type: none"> i. 37,700 kg ii. 38,610 kg iii. 39,110 kg iv. 38,860 kg v. 39,010 kg vi. 37,710 kg vii. 39,020 kg viii. 38,710 kg ix. 37,740 kg x. 37,820 kg h. Any related transport documentation: Weighbridge Ticket no.: <ul style="list-style-type: none"> i. 018182 	<p>Complied</p>
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		<ul style="list-style-type: none"> ii. 018193 iii. 018194 iv. 018195 v. 018197 vi. 018199 vii. 018200 viii. 018202 ix. 018204 x. 18205 <p>i. A unique identification number: Contract Ref.: S/C-PSD/2005/CPO0614</p>	
3.8.9	<p>Outsourcing Activities</p> <ul style="list-style-type: none"> i) The mill shall not outsource its milling activities. In cases where he mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO Supply Chain Certification ii) The mill shall ensure the following: <ul style="list-style-type: none"> a) The mill has legal ownership of all input material to be included in outsourced processes b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary. 	<p>Sime Darby has established Standard Operating procedure for outsourced activities as per Sustainability Plantation Management System, SOP for Sustainability Supply Chain and Traceability, ver. 2, issue no. 5 dated April 2019, Section 13.0: Outsourced Contractors.</p> <p>In the SOP under section 13.1 stated that CPO Mill cannot outsourced processing activities like refining or crushing.</p> <p>The list of outsourced contractor was sighted, "list of stakeholder as at 2020" include the transport contractor for CPO transporter Jasa Korporat Sdn. Bhd.</p> <p>Sighted the sampled contracts between The Sime Darby Plantation BerhadBhd. with CPO transporter Jasa Korporat Sdn. Bhd. dated 1/5/2019 and extension email for contract extension dated 1/5/2020.</p>	Complied

	<p>c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>d) The mill shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance.</p>		
3.8.10	The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.	Stated in the contract agreement between The Sime Darby Plantation BerhadBhd. with CPO transporter Jasa Korporat Sdn. Bhd. dated 1/5/2019 and extension email for contract extension dated 1/5/2020 under terms and conditions, Appendix 3 mentioned the site has legal ownership of all input material to be included in outsourced processes.	Complied
3.8.11	The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.	<p>Flemington POM has issued Memorandum to all contractors dated 2/7/2019. In the memorandum stated the contractors have to comply as follows;</p> <ul style="list-style-type: none"> i. Comply with local legal requirements ii. Attend the RSPO/ISCC/MSPO/SCCS briefing or training organized by the company iii. Having signed and enforceable agreement with the company iv. Provide access to the auditors to contractors' operation site(s) and employees whenever deemed necessary v. Having related working permits vi. Ensure PPE utilization by contractors' employee while being in the company premise. <p>Sighted the acknowledgement on the memorandum by Jasa Corporate dated 9/7/2019 signed by the Managing Director.</p>	Complied
3.8.12	Record keeping	<ul style="list-style-type: none"> i. Sime Darby Plantation BerhadBhd has established Standard Operating Procedure to maintain all records of 	Complied

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	<ul style="list-style-type: none"> i) The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements. ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock. iii) For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. iv) For Mass Balance Module, the mill: <ul style="list-style-type: none"> a) Shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis. b) All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock). 	<p>evidence on the implementation of RSPO SCCS. The SOP was documented in Sustainability Plantation Management System, SOP for Sustainability Supply Chain and Traceability, ver. 2, issue no. 5 dated April 2019 under section 5.0: Control of Documents and Records.</p> <ul style="list-style-type: none"> ii. As stated in SOP for Sustainability Supply Chain and Traceability, ver. 2, issue no. 5 dated April 2019 under section 5.0: Control of Documents and Records all traceability records should be maintained at minimum period of 3 years. iii. Flemington POM receives and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module. <ul style="list-style-type: none"> a. Flemington POM has established the SCCS Mass balance sheet document to records and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. b. All volumes of certified CPO and PK that were delivered were deducted from the material accounting system according to conversion ratios of OER and KER as per sample records of Mill production report May 2019 – Apr 2020 and FFB summary May 2019 – Apr 2020. c. Positive stock deliveries maintained through the SCCS Mass balance sheet document to records and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. No short selling made by SDPOM. 	
3.8.13	<p>Extraction Rate</p> <p>The oil extraction rate (OER) and the kernel extraction rate (KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own</p>	<p>Extraction rates were derived from actual production output that were measured daily by the mill and recorded in the daily production report. Actual rates for the period since last audit were available in the Mill production report July 2019 – June 2020.</p>	Complied

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	extraction rates based upon past experience, documented and applied it consistently.	Volume estimates for next period were based on historical extractions and FFB projection from estates.	
3.8.14	Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.	Extraction rates updated daily based on actual measurement of production output. Projected rates were based on historical extractions and FFB projection from estates.	Complied
3.8.15	Processing For Identity Preserved Module, the mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm products, including during transport and storage to strive for 100% separation.	Not applicable since Flemington POM receives and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module.	Complied
3.8.16	Registration of Transactions i) Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date. ii) Remove: RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform.	Based on the downloaded transactions register from the certification unit's PalmTrace, the company was able to demonstrate that it has been registering its transactions in the PalmTrace accordingly. Based on the announcement (transaction) summary, all the registrations were found to be in order.	Complied
3.8.17	Claims The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.	RSPO trademark was not use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims.	Complied
General corporate communications			
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	No off-product claim made by Flemington POM and verified through document and site review (notice board, business card,	Complied

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		shipping documentation, procurement/ purchasing document and promotional material etc). Thus, this indicator is not applicable	
4.2	In corporate communications a member is allowed to: a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member’s history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text ‘Check our progress at www.rspo.org’ where the link must lead to the member’s profile page.	No off-product claim made by Flemington POM as to date.	Complied
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Not applicable as no off-product claim made by Flemington POM as to date.	Complied
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member’s own products.	Not applicable as no off-product claim made by Flemington POM as to date.	Complied
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	No evidence of RSPO corporate logo used by Flemington POM as verified through documentations and websites.	Complied
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Business to business communication is demonstrated via shipping documentation and invoices to the next supply chain actor or buyer.	Complied
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the	Shipping documentation verified and conformance with the requirements of RSPO SCCS. In the weighbridge ticket, it stated	Complied

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	supply chain model and certificate number under which the claim is being made.	that i.e product/commodity with SCC model (CPO/Palm Kernel RSPO MB) and RSPO certificate number; RSPO 590802.	
5.3	<p>Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:</p> <p>a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer's SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation.</p> <p>b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>	Flemington POM is not under distributor or wholesaler category. Thus, this requirement is not applicable	Complied
Business to consumer communication			
6.1	Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for Flemington POM.	Not Applicable
6.2	Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for Flemington POM.	Not Applicable
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for Flemington POM.	Not Applicable

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6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for Flemington POM.	Not Applicable
6.5	Members shall not communicate to consumers' information about their suppliers' RSPO membership status.	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for Flemington POM.	Not Applicable
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for Flemington POM.	Not Applicable
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for Flemington POM.	Not Applicable
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rspo.org .	No business to consumer communication on product specific claim made Flemington POM and only producing crude and unfinished product. This is not applicable for Flemington POM.	Not Applicable

MODULE B – MASS BALANCE SPECIFIC RULES			
Minimum Mass Balance content			
	95% or above of the oil palm content must be RSPO MB-certified.	Oil palm content is 100% CPO and claim as RSPO MB-certified.	Complied
	Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.	Non-certified FFB is come from external crop and since Flemington POM is using Mass Balance module, the non-certified volume is covered in the Mass Balance sheet. No RSPO credits used in Flemington POM.	Complied
Labelling and trademark (MB)			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • Surrounded by the text: 'Certified sustainable palm oil'. • The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim. • The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'. • Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch). • In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is 	Flemington POM is not use RSPO label in its product (CPO & PK). This is confirmed due site visit observation and interview with the mill workers.	Complied

	provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications & Claims document.		
Messaging (MB)			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p> <ul style="list-style-type: none"> • [Oil palm products]/[palm oil]/[palm kernel oil] from RSPO-certified mills and plantations were mixed with non-certified oil palm products in the supply chain. • The volume of [oil palm products][palm oil]/[palm kernel oil] in this product reflects an equivalent volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations. <p>In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed.</p> <p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <ul style="list-style-type: none"> • Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product. 	Flemington POM is not use RSPO label in its product (CPO & PK). This is confirmed due site visit observation and interview with the mill workers.	Complied
Principle 4: Respect community and human rights and deliver benefits			
Criterion 4.1: The unit of Certification respects human rights, which includes respecting the rights of Human Rights Defenders.			
4.1.1	<p>(C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, FFB suppliers and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation Berhad has the implemented a Sime Darby's Human Rights Charter where they committed to recognizing the role of Human Rights Defenders in accordance to the United Nations declaration on Human Rights Defender.</p> <p>They also provided awareness and training to all the foreign workers in order for them to understand their responsibility in respect of human rights. The policy was communicated through the muster briefing to workers on 02/06/2020 to 198 workers by Assistant</p>	Complied

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		<p>Manager at Sabak Bernam Estate and on 25/6/2020 to 46 workers by Assistant Manager at Bagan Datuk Estate, on 24/2/2020 to 86 workers by Assistant Manager at Flemington POM, on 13/6/2020 to 187 workers by Assistant Manager at Sg Samak Estate and on 20/3/2020 to 68 workers Flemington Estate.</p>	
4.1.2	<p>The unit of certification does not instigate violence or use any form of harassment in their operations.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation Berhad has implemented Group Sustainability and Quality Policy Statement dated 2/12/2019 where the management is committed to contributing to a better society:</p> <ol style="list-style-type: none"> 1. Respecting, upholding & no-exploitation of fundamental human rights. 2. Providing safe and healthy workplaces and protecting workers' welfare. 3. Engaging and empowering communities. <p>This is demonstrated by the certification unit where no harassment or violence occurred or reported by the workers.</p>	Complied
<p>Criterion 4.2: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties</p>			
4.2.1	<p>(C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.</p> <p>- Critical (Major) compliance -</p>	<p>The Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2).</p> <p>The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 1/11/2008 documented the process for handling communication regarding social issues.</p> <p>Under Sime Darby website, there is Whistleblowing e-form provide a mechanism for reporting, investigating and remedying any wrongdoing.</p>	Complied

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4.2.2	<p>Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.</p> <p>- Minor compliance -</p>	<p>The policy was communicated through the muster briefing to workers on 2/6/2020 by Assistant Manager at Sabak Bernam Estate 25/6/2020 at Bagan Datuk Estate, 24/2/2020 by Assistant Manager at Flemington POM, 13/6/2020 by Assistant Manager at Sg Samak Estate and on 20/3/2020 by Assistant Manager at Flemington Estate.</p>	Complied
4.2.3	<p>The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.</p> <p>- Minor compliance -</p>	<p>Sighted the Aduan Kerosakan Rumah 2020 and External Complaint Book have the agreed resolution within timeframe. There was no other major complaint other than housing maintenance issues.</p> <p>Sample taken as below:</p> <p>Sabak Bernam Estate:</p> <ul style="list-style-type: none"> • 27/3/2020: Broken roof at house no 5 and solved at the same day. • 29/4/2020: Broken lamp (3 pcs) & switch at Temple and solved at the same day. <p>Bagan Datuk Estate:</p> <ul style="list-style-type: none"> • 18/6/2020: Broken door at House no 31B. • 4/5/2020: Blockage drainage at House no 13B. <p>Flemington POM:</p> <ul style="list-style-type: none"> • 23/12/2020: The road condition to mill is in bad condition and need repair immediately. • 2020: MDD conveyor no 2 is damage. <p>Sg Samak Estate:</p> <ul style="list-style-type: none"> • 10/12/2018: Heavy flood at Kampung Baru Sg Manila which bordering with field 05DA causing the water gate key no 1 not functioning. <p>In Sg Samak Estate, it was found that representatives from workers and stakeholders has grievances as sighted in the NUPW minutes</p>	Non-compliance

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		<p>of meeting and Stakeholder Minutes of meeting. Some issues were still pending, and the status was not communicated to the complainant as below:</p> <ol style="list-style-type: none"> 1. Contractors: Poor road condition for FFB transportation. 2. NUPW/Workers: The septic tank repairs were not completed and difficult for the workers to use toilet. <p>Flemington Estate:</p> <ul style="list-style-type: none"> • 10/6/2020: Damage roof at Min’s house. • 24/5/2020: Broken pipe at Basarudin’s house. 	
4.2.4	<p>The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.</p> <p>- Minor compliance -</p>	<p>The Sustainable Plantation Management System Appendix 5 (Flowchart and Procedures on handling Social Issues) dated 1/11/2008 documented the process for handling communication regarding social issues. The negotiation process involving the estate management, representatives from the disputed parties, zone heads, third parties and stakeholders shall be carried out. Upon failure of the negotiation process, legal proceedings may follow.</p>	Complied
<p>Criterion 4.3: The unit of Certification contributes to local sustainable development as agreed by local communities.</p>			
4.3.1	<p>Contributions to community development that are based on the results of consultation with local communities are demonstrated.</p> <p>- Minor compliance -</p>	<p>Flemington POM certification unit have contributed to the internal and external stakeholders.</p> <p>As a group, the CSR was included in:</p> <p>http://www.yayasansimedarby.com/our-projects/community-health</p> <p>For example, the management has contributed and supported the activities such as request as below:</p> <ol style="list-style-type: none"> 1. Sabak Bernam Estate: Supporting and respect the religious activities for internal and external such as budgeted the supplying water tanker and water and building maintenance 	Complied

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		<p>for workers prayes/ceremony to Hindu Temple, Chinese Temple on 31/8/2019, 28/12/2019 & 08/1/2020.</p> <ol style="list-style-type: none"> 2. Bagan Datuk Estate: Supporting and respect the religious activities for internal and external such as free grasscutting services (SJK(T) Bagan Datoh) and Soil levelling (SK Bagan Datoh) as requested. 3. Flemington POM: Contribution of EFB 40 MT to outside crop (Bagan Pasir Estate) for beneficial plants mulch. 4. Sg Samak Estate: Contribution of transportation for SPM students, SMK Ulu Bernam on 27/11/2019 and PIBG SJK(T) SSE (RM500) on 25/7/2019. 5. Flemington Estate: Contribution of black soil for school landscape on 24/1/2020 from SJK(T) Ladang New Coconut. 										
<p>Criterion 4.4: Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.</p>												
<p>4.4.1</p>	<p>(C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents Related to the history of land tenure and the actual legal or customary use of the land are available.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby acquired (freehold and leased) all the land directly from the state of Perak and Selangor government. There were no issues of land disputes recorded. All land title was kept in the office and available for review.</p> <p>Sabak Bernam Estate: The estate holds 7 land titles. The quit rent payment was done accordingly as requirement from the state government. Sighted the payment advice for FY 2020 available for review. Sighted the sampled land titles as follow:</p> <table border="1" data-bbox="1131 1236 1921 1383"> <thead> <tr> <th>Grant No</th> <th>Lot No</th> <th>Hectare</th> </tr> </thead> <tbody> <tr> <td>GRN 51816</td> <td>2096</td> <td>35.0178</td> </tr> <tr> <td>GRN 45208</td> <td>2095</td> <td>504.0364</td> </tr> </tbody> </table>	Grant No	Lot No	Hectare	GRN 51816	2096	35.0178	GRN 45208	2095	504.0364	<p>Complied</p>
Grant No	Lot No	Hectare										
GRN 51816	2096	35.0178										
GRN 45208	2095	504.0364										

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		GRN 29597	1	2023.425	
		GRN 298976	2097	86.9599	
		<p>Bagan Datuk Estate: The estate holds 66 land titles. The quit rent payment was done accordingly as requirement from the state government. Sighted the payment advice for FY 2020 available for review. Sighted the sampled land titles as follow:</p>			
		Grant No	Lot No	Hectare	
		GRN 46870	21012	131.067	
		GRN 47095	1775	268.2733	
		GRN 47076	2500	2.2157	
		GRN 47077	2502	2.0563	
		<p>Sg Samak Estate: The estate holds 11 land titles. The quit rent payment was done accordingly as requirement from the state government. Sighted the payment advice for FY 2020 available for review. Sighted the sampled land titles as follow:</p>			
		Grant No	Lot No	Hectare	
		GRN 47177	004189	1137.11	
		GRN 48658	004597	335.08	
		PN00154853	004672	20.04	

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		GRN 46752	005160	255.86																
		<p>Flemington Estate: The estate holds 47 land titles. The quit rent payment was done accordingly as requirement from the state government. Sighted the payment advice for FY 2020 available for review. Sighted the sampled land titles as follow:</p> <table border="1"> <thead> <tr> <th>Grant No</th> <th>Lot No</th> <th>Hectare</th> </tr> </thead> <tbody> <tr> <td>GM 1570</td> <td>1271</td> <td>1.8413</td> </tr> <tr> <td>GM 1569</td> <td>1272</td> <td>1.8894</td> </tr> <tr> <td>GM 1885</td> <td>1661</td> <td>2.149</td> </tr> <tr> <td>GM 2824</td> <td>184</td> <td>0.9181</td> </tr> </tbody> </table>			Grant No	Lot No	Hectare	GM 1570	1271	1.8413	GM 1569	1272	1.8894	GM 1885	1661	2.149	GM 2824	184	0.9181	
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GM 1569	1272	1.8894																		
GM 1885	1661	2.149																		
GM 2824	184	0.9181																		
4.4.2	Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation BerhadSdn Bhd and land ownership documents verified. Interviewed with the neighboring villagers confirmed that no encroachment of land by the company.			Complied															
4.4.2a	Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making. - Minor compliance -	There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation BerhadSdn Bhd and land ownership documents verified. Interviewed with the neighboring villagers confirmed that no encroachment of land by the company.			Complied															

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4.4.2b	Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken. - Minor compliance -	There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation BerhadSdn Bhd and land ownership documents verified. Interviewed with the neighboring villagers confirmed that no encroachment of land by the company.	Complied
4.4.2c	Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land. - Minor compliance -	There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation BerhadSdn Bhd and land ownership documents verified. Interviewed with the neighboring villagers confirmed that no encroachment of land by the company.	Complied
4.4.3	(C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Critical (Major) compliance -	There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation BerhadSdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company. Trenches and gate were constructed to demarcate the boundary.	Complied
4.4.4	All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. - Minor compliance -	There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation BerhadSdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
4.4.5	(C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose. - Critical (Major) compliance -	There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation BerhadSdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied

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4.4.6	<p>There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties.</p> <p>- Minor compliance -</p>	<p>There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation BerhadSdn Bhd and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	Complied
<p>Criterion 4.5: No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</p>			
4.5.1	<p>(C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation BerhadBhd acquired (freehold and leased) all the land directly from the state of Perak and Selangor government. There were no issues of land disputes recorded. All land title was kept in the office and available for review as per clause 4.4.1.</p>	Complied
4.5.2	<p>(C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, with all the relevant information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation.</p> <p>- Critical (Major) compliance -</p>	<p>There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation Berhad and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	Complied
4.5.3	<p>Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.</p> <p>- Minor compliance -</p>	<p>There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation Berhad and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.</p>	Complied

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4.5.4	To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process. - Minor compliance -	There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation Berhad and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
4.5.5	Evidence is available that the affected communities and rights holders have had the option to access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. - Minor compliance -	There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation Berhad and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
4.5.6	Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator. - Minor compliance -	There is no land dispute in SOU 4 Flemington certification unit at the time of audit. The land belongs Sime Darby Plantation Berhad and land ownership documents verified. Interviewed with the neighbouring villagers confirmed that no encroachment of land by the company.	Complied
4.5.7	New lands are not acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations without consent under the right of eminent domain of the federal and state land acquisition legislations. - Minor compliance -	There is no new land acquired for SOU 4 at the time of audit. This is verified during site visit at field, interview session with stakeholders and observation.	Complied
4.5.8	(C) New lands are not acquired in areas inhabited by communities in voluntary isolation. - Critical (Major) compliance -	There is no new land acquired for SOU 4 at the time of audit. This is verified during site visit at field, interview session with stakeholders and observation.	Complied
Criterion 4.6: Any negotiations Concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.			

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<p>4.6.1</p>	<p>(C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place. - Critical (Major) compliance -</p>	<p>There is no native and customary right land in SOU 4 (Flemington Certification Unit). Sighted the old land title mentioned that previous landowners are as below:</p> <ol style="list-style-type: none"> 1. Sabak Bernam Estate: Previous landowner is Tan Boon Chong on 8/3/1950 and Sir John Ermot Barlow, Bernet and Frank Barlow. 2. Bagan Datuk Estate: Previous landowner is Golden Hope Plantation established in 1898 with coconut as main crop and interplanted with cocoa. 3. Sg Samak: Previous landowner is Golden Hope Plantation established in 1926. 4. Flemington Estate & Flemington POM: Previous landowner is The Straits Plantations Limited established in 1010 cultivated with coconut. 	<p>Complied</p>
<p>4.6.2</p>	<p>(C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. - Critical (Major) compliance -</p>	<p>There is no native and customary right land in SOU 4 (Flemington Certification Unit). Sighted the old land title mentioned that previous landowners are as below:</p> <ol style="list-style-type: none"> 1. Sabak Bernam Estate: Previous landowner is Tan Boon Chong on 8/3/1950 and Sir John Ermot Barlow, Bernet and Frank Barlow. 2. Bagan Datuk Estate: Previous landowner is Golden Hope Plantation established in 1898 with coconut as main crop and interplanted with cocoa. 3. Sg Samak: Previous landowner is Golden Hope Plantation established in 1926. 	<p>Complied</p>

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		4. Flemington Estate & Flemington POM: Previous landowner is The Straits Plantations Limited established in 1010 cultivated with coconut.	
4.6.3	Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings. - Minor compliance -	There is no native and customary right land in SOU 4 (Flemington Certification Unit). Sighted the old land title mentioned that previous landowners are as below: <ol style="list-style-type: none"> 1. Sabak Bernam Estate: Previous landowner is Tan Boon Chong on 8/3/1950 and Sir John Ermot Barlow, Bernet and Frank Barlow. 2. Bagan Datuk Estate: Previous landowner is Golden Hope Plantation established in 1898 with coconut as main crop and interplanted with cocoa. 3. Sg Samak: Previous landowner is Golden Hope Plantation established in 1926. 4. Flemington Estate & Flemington POM: Previous landowner is The Straits Plantations Limited established in 1010 cultivated with coconut. 	Complied
4.6.4	The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them. - Minor compliance -	There is no native and customary right land in SOU 4 (Flemington Certification Unit). Sighted the old land title mentioned that previous landowners are as below: <ol style="list-style-type: none"> 1. Sabak Bernam Estate: Previous landowner is Tan Boon Chong on 8/3/1950 and Sir John Ermot Barlow, Bernet and Frank Barlow. 2. Bagan Datuk Estate: Previous landowner is Golden Hope Plantation established in 1898 with coconut as main crop and interplanted with cocoa. 	Complied

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		<p>3. Sg Samak: Previous landowner is Golden Hope Plantation established in 1926.</p> <p>4. Flemington Estate & Flemington POM: Previous landowner is The Straits Plantations Limited established in 1010 cultivated with coconut.</p>	
<p>Criterion 4.7: Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.</p>			
4.7.1	<p>(C) A mutually agreed procedure for identifying people entitled to compensation is in place.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation Berhad has been established Flowchart and Procedures on Handling Land Disputes dated 1/11/2008. Compensation procedure has been clearly stated in the procedure as well.</p>	Complied
4.7.2	<p>(C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.</p> <p>- Critical (Major) compliance -</p>	<p>There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.</p>	Complied
4.7.3	<p>Communities that have lost access and rights to land for plantation expansion are given opportunities including employment and supply contracts to benefit from plantation development.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation Berhad has been established Flowchart and Procedures on Handling Land Disputes dated 1/11/2008. Compensation procedure has been clearly stated in the procedure as well.</p>	Complied
<p>Criterion 4.8: The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrate that they have legal, customary, or user rights.</p>			
4.8.1	<p>Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation Berhad has been established Flowchart and Procedures on Handling Land Disputes dated 1/11/2008. Compensation procedure has been clearly stated in the procedure as well.</p>	Complied

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4.8.2	<p>(C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.</p> <p>- Critical (Major) compliance -</p>	<p>There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.</p>	Complied
4.8.3	<p>Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4)</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation Berhad has been established Flowchart and Procedures on Handling Land Disputes dated 1/11/2008. Compensation procedure has been clearly stated in the procedure as well.</p>	Complied
4.8.4	<p>For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p> <p>- Minor compliance -</p>	<p>There have been no issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders.</p>	Complied
<p>Principle 5: Support smallholder inclusion</p>			
<p>Criterion 5.1: The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.</p>			
5.1.1	<p>Current and previous period prices paid for FFB are publicly available and accessible by smallholders.</p> <p>- Minor compliance -</p>	<p>The mill receives outsider crops from outside estates and FFB Traders. Pricing of the FFB was displayed on the weighbridge monthly. They have all signed an agreement with the mill and samples of the agreement are as below:</p> <ul style="list-style-type: none"> i) NLFCS Limited – Kuala Perak Estate (4060 – V); 1/1/2020 till 31/12/2020. ii) Green Agro Pyramid Business Trading (IP0316449-W); 1/1/2020 till 31/12/2020. 	Complied

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		iii) Ban Boon Teng Sawit (M) Sdn Bhd (752095-V); i) 1/1/2020 till 31/12/2020.	
5.1.2	(C) Evidence is available that the unit of certification explains the FFB pricing to smallholders on request from individual smallholders (at least once a year or upon request). - Critical (Major) compliance -	Evidence for regular explanation on the FFB pricing to FFB Suppliers is available. Briefing was done during contract signing session which was last done in January 2020 for all FFB suppliers.	Complied
5.1.3	(C) Fair pricing, calculated as a portion of the international CPO price less costs is provided to smallholders in the supply base and documented. - Critical (Major) compliance -	Pricing of FFB is based on MPOB latest price and it was publicly available at the weighbridge. No bidding contract between mill and supplier and they are free to send their crop to other mill. The prices, penalty and deduction are stated in the contract agreement.	Complied
5.1.4	(C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable. - Critical (Major) compliance -	Flemington POM do not source FFB directly from smallholders therefore this indicator is not applicable.	Not Applicable
5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe. - Minor compliance -	All sampled contracts were noted to be fair, legal and transparent and have an agreed timeframe. Sighted the contract agreements as below: i) NLFCS Limited – Kuala Perak Estate (4060 – V); 1/1/2020 till 31/12/2020. ii) Green Agro Pyramid Business Trading (IP0316449-W); 1/1/2020 till 31/12/2020. iii) Ban Boon Teng Sawit (M) Sdn Bhd (752095-V); i) 1/1/2020 till 31/12/2020.	Complied
5.1.6	(C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.	The payment will be made on a weekly basis which the payment of 70% of the value equivalent to the total FFB delivered every 7 days	Complied

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	<p>- Critical (Major) compliance -</p>	<p>or more during the delivery month. The final payment (remaining outstanding) will be made on or before the 10th day of the following month as stated in the contract. The payment was made by Head Office to the contractors directly. The payment was made promptly as per the agreement. Interviewed with the contractors confirmed that the payment will be made few days after they submitted the tax invoice to the estates. No delay in payment were reported.</p> <p>Sampled payment as below:</p> <ul style="list-style-type: none"> i) Nona Commodities Trading Sdn Bhd Vendor Number: 1001010586 Document Date: 30/6/2020 Payment Date: 9/7/2020 Reference Number: P/AFVCH-200062 Amount: RM 10,079.31 ii) Ban Boon Teng Sawit (M) Sdn Bhd Vendor Number: 1001009395 Document Date: 30/6/2020 Payment Date: 9/7/2020 Reference Number: P/AFVCH-200066 Amount: RM 90,789.02 	
<p>5.1.7</p>	<p>Weighbridges used for determining payment to smallholders are verified by an independent third party on a regular basis (this can be government).</p> <p>- Minor compliance -</p>	<p>Flemington POM calibrates the weighbridge on a yearly basis to ensure weighbridge is consistently accurate. Sighted the weighbridge certificates as follows:</p> <ul style="list-style-type: none"> i) Certificate of Determination of Weights and Measures (Weights and Measures Act 1972). <ul style="list-style-type: none"> • Serial Number: 02695076 KM 	<p>Complied</p>

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		<ul style="list-style-type: none"> Safety Sticker no.: 1.9K 050781 MPK (E) 60,000kg x 10kg Mettler Toledo Calibration Date: 17/7/2019 <p>ii) Certificate of Determination of Weights and Measures (Weights and Measures Act 1972.</p> <ul style="list-style-type: none"> Serial Number: B827064816 Safety Sticker no.: 2.1KG 000020 MPK (E) 60,000kg x 10kg Mettler Toledo Calibration Date: 14/11/2019 	
5.1.8	The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material. - Minor compliance -	Flemington POM do not source FFB directly from smallholders therefore this indicator is not applicable.	Not Applicable
5.1.9	(C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner. - Critical (Major) compliance -	Flemington POM do not source FFB directly from smallholders therefore this indicator is not applicable.	Not Applicable
Criterion 5.2: The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.			
5.2.1	The Company consults with interested smallholders (irrespective of type) within the Unit of Certification, including women or other partners in their supply base, to assess their needs for support to improve their livelihoods and their interest in RSPO certification. - Minor compliance -	No independent smallholders within Flemington POM certification unit	Not Applicable

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5.2.2	The unit of certification develops and implements smallholder support programme to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Independent Smallholder Standard or RISS). - Minor compliance -	No independent smallholders within Flemington POM certification unit	Not Applicable
5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production. - Minor compliance -	No independent smallholders within Flemington POM certification unit	Not Applicable
5.2.4	(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling. - Critical (Major) compliance -	No independent smallholders within Flemington POM certification unit	Not Applicable
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the Smallholder support programme. - Minor compliance -	No independent smallholders within Flemington POM certification unit	Not Applicable
Principle 6: Respect workers' rights and conditions			
Criterion 6.1: Any form of discrimination is prohibited.			
6.1.1	(C) A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age. - Critical (Major) compliance -	Sime Darby Plantation Berhad has implemented Group Sustainability & Quality Policy Statement signed by Group Managing Director on 2/12/2019. The policy shall be guided by the commitments spelt out in the Company's in Human Rights Charter (HRC) 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

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6.1.2	<p>(C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for foreign workers.</p> <p>- Critical (Major) compliance -</p>	<p>Migrant workers are recruited with (2 +1) and 3 years contract. Local workers are on a long-term employment. No any kind of discrimination was noted. Job opportunities and amenities such as free housing, subsidized water and electric supplier (connect to national water and electricity supply) and medical care (panel clinic) are given to all employees without discrimination.</p> <p>Foreign migrant workers. Refer to Letter of Employment, Employment Contract para" 14 – Annual leave: 14 days for < 5 years and 16 days for > 5 years.</p> <p>Overtime paid as per Employment Act 1995 (EA). Sampled workers are as 6.5.1.</p>	Complied
6.1.3	<p>The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.</p> <p>- Minor compliance -</p>	<p>There is no any discrimination based on religion, gender, nationality etc., during their recruitment. The recruitment process is based on skills, capabilities, medical fitness necessary etc. This was confirmed during stakeholder’s consultation, worker’s interview, complaint book and trade union meeting.</p> <p>Sighted the job description of each workers mention the same regardless of skin colour, religion, race or caste.</p>	Complied
6.1.4	<p>Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.</p> <p>- Minor compliance -</p>	<p>There is no pregnancy test conducted in Flemington Certification Unit. Confirmed through the interview session to workers, Medical Assistant and Gender Committee Minute of Meeting.</p>	Complied
6.1.5	<p>(C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.</p> <p>- Critical (Major) compliance -</p>	<p>The Group Sustainability Policy covers the commitment facilitating the opportunity for advancement of women at all levels in our organisation and ensuring their protection. The policy was communicated through the Gender Committee meeting conducted quarterly. Sime Darby Plantation Berhad has implemented Gender Committee Handbook, First Edition 2014 which developed by Plantation Sustainability & Quality Management (PSQM)</p>	Complied

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		<p>Department. It explained the types of gender-based violence & grievance procedures. Meetings were conducted quarterly according to the handbook. Gender Committee were established by the mill and estates management.</p> <p>The meetings were conducted at respective units as below:</p> <ol style="list-style-type: none"> 1. Sabak Bernam Estate: Meetings were conducted on 11/6/2020 and 11/3/2020. There is sexual harassment case reported in the minutes of meeting and gender complaint book such as the disturbance from foreign workers to local worker's daughter and foreign worker shower with underwear outside of their house. Interview session with the gender committee chairman in Sabak Bernam Estate confirmed that after the investigation, there reported sexual harassment is solved. Assistant Manager with the staff has already talk and advice the worker to be careful. 2. Bagan Datuk Estate: Meetings were conducted on 8/7/2020 and 22/1/2020. There were no sexual cases reported so far. 3. Flemington POM: Meeting were conducted on 15/1/2020 and 17/4/2020. There were no sexual cases reported so far. 4. Sg Samak Estate: Meeting were conducted on 3/7/2020, 18/6/2020, 8/1/2020. There were no sexual cases reported so far. 5. Flemington Estate: Meeting were conducted on 8/7/2020 and 15/1/2020. There were no sexual cases reported so far. 	
6.1.6	<p>There is evidence of equal pay for the same work scope. - Minor compliance -</p>	<p>There is no any discrimination based on religion, gender, nationality etc. during their recruitment. The recruitment process is based on skills, capabilities, medical fitness necessary etc. This was confirmed during stakeholder's consultation, worker's interview, complaint book and trade union meeting.</p>	Complied

		Sighted the job description of each workers mention the same regardless of skin colour, religion, race or caste.	
Criterion 6.2: Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).			
6.2.1	<p>(C) Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or Bahasa Malaysia) and explained to them in language they understand.</p> <p>- Critical (Major) compliance -</p>	<p>All the workers are under direct employment and some electrical works are under contractor workers. The pay slip has included basic income, allowance pay, working days, medical leave, deduction of salary and etc. as per employment contract.</p> <p>Sighted the pay slip for employees (March, April and May 2020) as below:</p> <p>Sabak Bernam Estate:</p> <ol style="list-style-type: none"> 1. Employee id: 0000152xxx 2. Employee id: 0000132xxx 3. Employee id: 0000117xxx 4. Employee id: 0000111xxx 5. Employee id: 0000138xxx <p>Bagan Datuk Estate:</p> <ol style="list-style-type: none"> 1. Employee id: 0000116xxx 2. Employee id: 0000095xxx 3. Employee id: 0000133xxx 4. Employee id: 0000113xxx 5. Employee id: 0000141xxx <p>Flemington POM:</p> <ol style="list-style-type: none"> 1. Employee id: 0000024xxx 2. Employee id: 0000024xxx 3. Employee id: 0000117xxx 	Complied

		<p>4. Employee id: 0000123xxx 5. Employee id: 0000083xxx</p> <p>Sg Samak Estate:</p> <p>1. Employee id: 0000132xxx 2. Employee id: 0000155xxx 3. Employee id: 0000155xxx 4. Employee id: 0000090xxx 5. Employee id: 0000134xxx</p> <p>Flemington Estate:</p> <p>1. Employee id: 0000021xxx 2. Employee id: 0000151xxx 3. Employee id: 0000150xxx 4. Employee id: 0000108xxx 5. Employee id: 0000108xxx</p> <p>It is explained to the workers in the workers with the assistance of the senior worker from the same country during arrival through the induction training. Sighted the certificates of attendance from MAPA & MPOA titled "Kursus Induksi Pekerja Asing" and record of induction training to foreign workers as below:</p> <p>1. Sabak Bernam Estate: 19/6/2020. 2. Bagan Datuk Estate: 26/9/2020. 3. Sg Samak Estate: 5/2/2020. 4. Flemington Estate: 10/5/2020.</p>	
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		<p>MAPA Circular No.12/2019 dated 2/4/2019 effect from 1/1/2019 for 3 years were explained to workers through the NUPW meeting.</p>	
<p>6.2.2</p>	<p>(C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members. - Critical (Major) compliance -</p>	<p>All workers have the employment contract stated the regular working hours (8 hours for daily rate) and piece rates by works as per MAPA Circular No.12/2019 dated 02/04/2019 effect from 01 January 2019 for 3 years.</p> <p>Sighted the employment contract for employee March, April and May 2020:</p> <p>Sabak Bernam Estate:</p> <ol style="list-style-type: none"> 1. Employee id: 0000152xxx 2. Employee id: 0000132xxx 3. Employee id: 0000117xxx 4. Employee id: 0000111xxx 5. Employee id: 0000138xxx <p>Bagan Datuk Estate:</p> <ol style="list-style-type: none"> 1. Employee id: 0000116xxx 2. Employee id: 0000095xxx 3. Employee id: 0000133xxx 4. Employee id: 0000113xxx 5. Employee id: 0000141xxx <p>Flemington POM:</p> <ol style="list-style-type: none"> 1. Employee id: 0000024xxx 2. Employee id: 0000024xxx 3. Employee id: 0000117xxx 4. Employee id: 0000123xxx 5. Employee id: 0000083xxx 	<p>Complied</p>

		<p>Sg Samak Estate:</p> <ol style="list-style-type: none"> 1. Employee id: 0000132xxx 2. Employee id: 0000155xxx 3. Employee id: 0000155xxx 4. Employee id: 0000090xxx 5. Employee id: 0000134xxx <p>Flemington Estate:</p> <ol style="list-style-type: none"> 1. Employee id: 0000021xxx 2. Employee id: 0000151xxx 3. Employee id: 0000150xxx 4. Employee id: 0000108xxx 5. Employee id: 0000108xxx 6. 	
<p>6.2.3</p>	<p>(C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements. - Critical (Major) compliance -</p>	<p>The paid salary sighted for Flemington Certification Unit for March, April and May 2020 were complied with the Minimum Wage Order 2018 (for all workers) and Minimum Wage Order 2019 (for workers in town, if applicable). Sighted the pay slip for employees as below: Sabak Bernam Estate:</p> <ol style="list-style-type: none"> 1. Employee id: 0000152xxx 2. Employee id: 0000132xxx 3. Employee id: 0000117xxx 4. Employee id: 0000111xxx 5. Employee id: 0000138xxx <p>Bagan Datuk Estate:</p> <ol style="list-style-type: none"> 1. Employee id: 0000116xxx 	<p>Non-compliance</p>

		<p>2. Employee id: 0000095xxx 3. Employee id: 0000133xxx 4. Employee id: 0000113xxx 5. Employee id: 0000141xxx</p> <p>Flemington POM:</p> <p>1. Employee id: 0000024xxx 2. Employee id: 0000024xxx 3. Employee id: 0000117xxx 4. Employee id: 0000123xxx 5. Employee id: 0000083xxx</p> <p>Sg Samak Estate:</p> <p>1. Employee id: 0000132xxx 2. Employee id: 0000155xxx 3. Employee id: 0000155xxx 4. Employee id: 0000090xxx 5. Employee id: 0000134xxx</p> <p>Flemington Estate:</p> <p>1. Employee id: 0000021xxx 2. Employee id: 0000151xxx 3. Employee id: 0000150xxx 4. Employee id: 0000108xxx 5. Employee id: 0000108xxx</p> <p>In Sungai Samak Estate, Worker ID: 0000155xxx and Worker ID: 0000155xxx didn't have employer SOCSO contribution as sighted in pay slip for March, April and May 2020.</p>	
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		<p>In Sabak Bernam Estate, Worker ID: 0000138xxx and Worker ID: 0000132xxx has the sick pay and holiday pay below than the minimum wage of RM 42.31/day as below:</p> <ol style="list-style-type: none"> 1. Worker id 0000132xxx: May 2020, F001-Holiday pay (RM 118.74/3 days), F002-Sick Pay RM 39.58/day). 2. Worker id 0000138xxx: May 2020, F001-Holiday pay (RM 123.09/3 days), F002-Sick Pay RM 41.03/day). <p>Also, there was wrong deduction of electricity bill for Worker ID: 0000116xxx on June 2020. Deduction made was RM 47.36 instead of RM 19.41.</p> <p>In Flemington POM, it was found that Lotus Two contractor workers' Passport no: BL0061xxx, Passport no: BT0067xxx and Passport no: BK0851xxx didn't have the correct SOCSO contribution rate for the salary of March, April and May 2020 as per SOCSO Lampiran B.</p> <p>In Flemington Estate, Worker ID: 0000150xxx has holiday pay below than the minimum wage of RM 46.15/day for May 2020, F001-Holiday pay (RM 130.08/3 days).</p>	
6.2.4	<p>(C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws, or in their absence the ILO Guidance on Workers' Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5years) is allowed to upgrade the infrastructure.</p> <p>- Critical (Major) compliance -</p>	<p>The basic amenities and facilities at the quarters provided by the company to the workers includes electricity, water and domestic waste disposal. Electricity and water were supplied with the national infrastructure facilities. The usage of electricity and water is provided with subsidize rate as per employment contract.</p> <p>Seen the Budget for housing repairs, sanitation, garden upkeep and CAPEX from all operating units.</p> <p>Seen the record for weekly line site inspection done by Medical Assistant in Weekly basis. For local workers with family, each will be given a house while for foreign workers for single workers, it will be</p>	Complied

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		given shared house of 2 people per room. For foreign workers, all foreign workers will be given a starter kit which includes basis amenities (e.g. mattress, cooking utilizes).	
6.2.5	The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food. - Minor compliance -	The housing area were in Selangor (Sabak Bernam) and Perak (Flemington Estate & POM, Sungai Samak Estate, Bagan Datok Estate) where the accessibility to the grocery and shops is available in housing area.	Complied
6.2.6	A DLW is paid to all workers, including piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours. PROCEDURAL NOTE: STATEMENT FROM THE RSPO STANDARDS STANDING COMMITTEE REGARDING INDICATOR 6.2.6 ON DECENT LIVING WAGE With reference to procedural note of indicator 6.2.6, the RSPO has published a guidance on the DLW calculation in June 2019. The RSPO Secretariat will endeavour to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and for which no Global Living Wage Coalition (GLWC) benchmarks exist (As of September 2019, GLWC has developed national benchmarks in Bangladesh, Belize, Brazil, China, Colombia, Costa Rica, Dominican Republic, Ecuador, Ethiopia, Ghana, Guatemala, India, Kenya, Malawi, Mexico, Nicaragua, Pakistan, South Africa, Sri Lanka, Uganda and Vietnam These benchmarks are developed based on banana, coffee, floriculture, textile, manufacturing, seafood processing and tea industry. The RSPO is in the process of commissioning benchmarks for Malaysia and Indonesia for the palm oil sector and will develop methods to calculate and/or define DLW applicability for all palm oil producing countries in which RSPO members operate). <i>Where a GLWC living wage standard (benchmark), or one that fulfils the basic requirements of the RSPO-endorsed living wage methodology, has been established in the country or region of operation, the same should be used as benchmarks.</i> In the absence of such benchmarks, the RSPO will collaborate with the GLWC and/or local experts on developing oil palm industry benchmarks (Benchmark in this context may include other approaches and/or methods to calculate the applicability of DLW in the country or region in accordance to the RSPO endorsed method for determining a DLW. Local applicability for benchmarks is important and it may differ based on the needs of each locality or country). These benchmarks will be developed in collaboration and consultation	Sime Darby Plantation Berhad Flemington POM has provided the decent living wage for both local and foreign workers based on PREVAILING WAGES assessment. It includes wage, service bonus, meals, housing, health, facilities, sports and recreation, education, creche, welfare, etc. The payslip sighted in clause 6.2.1 showed that the salary received complied with the minimum wage order 2019 and the decent living wage set up by the group which is foreign worker is RM1765.36/worker and local RM1498.57/worker (housing basket: RM 345.86/foreign worker/4 Pax/house).	Complied

	<p>with relevant stakeholders such as palm oil industry members, workers' union, authorities and/or relevant organisations.</p> <p><i>For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, national minimum wages shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an assessment of the prevailing wages and in-kind benefits provided to workers in the Unit of Certification aligned with the RSPO Guidance for Implementing a Decent Living Wage (RSPO Guidance for Implementing a Decent Living Wage. The RSPO will also develop further guidance and tools to calculate DLW in line with the RSPO endorsed methodology which may include independent studies by local experts in their respective region or country).</i></p> <p>Once these benchmarks are available, this procedural note is no longer applicable. UoC shall have an implementation plan towards the payment of a DLW with specific targets, and a phased implementation process including:</p> <ul style="list-style-type: none"> • Updated assessment on prevailing wages and in-kind benefits • There is annual progress on the implementation of living wages • Where a minimum wage, based on equivalent of baskets of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment • The UoC may choose to implement the living wage payment in a specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation. <p>- Minor compliance -</p>		
6.2.7	<p>Permanent, full-time employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal.</p> <p>- Minor compliance -</p>	<p>There are no casual workers hired in Sabak Bernam POM and supply bases. All employees are permanent employee (for locals) and contracted employee (for foreign workers). All permanent and full-time employment or contract workers used as the general worker, mandore, staff, etc. based on their employment contract sighted in clause 6.2.2</p>	Complied
<p>Criterion 6.3: The unit of Certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			

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<p>6.3.1</p>	<p>(C) A published statement recognising freedom of association and right to collective bargaining in national languages (English and/or Bahasa Malaysia) is available and is explained to all workers, in language that they understand, and is demonstrably implemented.</p> <p>- Critical (Major) compliance -</p>	<p>The Group Sustainability & Quality Policy Statement signed by Group Managing Director on 2/12/2019 includes as below:</p> <p>We respect the rights of our employees, our workers in our operations and our communities through our commitments which include, but are not limited to:</p> <ul style="list-style-type: none"> • Providing Equal Opportunities: We promote diversity and inclusion and will not condone discrimination. • Respecting Freedom of Association: We respect the rights of employees to join and form organisations of their own choice and to bargain collectively. <p>Company respect the rights of all personnel to form and join trade unions of their choice to bargain collectively.</p> <p>During the interview with workers, there are no evidence received that there is restriction from the company to allow workers to join trade union. The workers have their freedom to join the NUPW/MAPA union.</p> <p>Sampled the letter of appointment as NUPW committee:</p> <ol style="list-style-type: none"> 1. Sabak Bernam Estate (1/1/2020): Puan Fauziah, Puan Roziah, Puan Ragini. 2. Flemington POM (4/1/2020): Mr Vijayakumar Munusamy & Mr. Mohd Fauzi bin Abd Rahman. 3. Sg Samak Estate (23/5/2020): Mr Purkait Lutfor & Mr Abu Backer Jamel Mydeen. 	<p>Complied</p>
<p>6.3.2</p>	<p>Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in</p>	<p>Estate management and NUPW representative Meeting minutes FY2020 dated 12/6/2020 (Sabak Bernam Estate), 6/1/2020 (Bagan</p>	<p>Complied</p>

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	<p>national languages (English and/or Bahasa Malaysia) and made available upon request.</p> <p>- Minor compliance -</p>	<p>Datuk Estate) involved the representative from employer and employee available. Issues discussed as below:</p> <p>Sabak Bernam Estate:</p> <ol style="list-style-type: none"> 1. The motorcycle riders need to control the speed limit at the housing area for safety. Mr Bala will conduct the checking to workers to avoid any accident occur. 2. Mr. Bala reported on the Mango Tree height is exceeding the electrical cable at housing area. Medical Assistant was instructed to arrange the worker to cut the branches. <p>Bagan Datuk Estate:</p> <ol style="list-style-type: none"> 1. Annual leaves agreed for year 2020 for Bagan Datuk Estate is paid holiday (13 days) and unpaid holiday (4 days). 2. The complaint on bad road condition from main road to Melentang Division and hope the management can act on it. <p>Flemington POM:</p> <ol style="list-style-type: none"> 1. The medicine at the Estate clinic is inadequate for patient. Action: The mill assistant manager will discuss with the Flemington Estate. 2. AMESU representative: He highlight the grass cutting issue at line site needs to be conducted 2x/month to avoid venomous animals. <p>Sg Samak Estate:</p> <ol style="list-style-type: none"> 1. NUPW representatives: Septic tank in block C for workers house need repairs immediately. The work stops progressing due to the contractor has a health issue. The area will be closed and restricted to avoid danger especially for the kids. 	
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		<p>Flemington Estate:</p> <ol style="list-style-type: none"> 1. NUPW representatives (Flemington Division): Shortage of PPE. The order has been made on January 2020, so workers can get the new PPE stock soon. 2. NUPW representatives (New Coconut Division): Foreign workers in New Coconut division has discipline issue where they rest more than 30 minutes allowable time. 	
6.3.3	<p>Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.</p> <p>- Minor compliance -</p>	<p>Based on the worker’s interview, the selection of NUPW representative made from the election among the NUPW member without management interference. Foreign workers included in the committee formation and appointment letter sighted. The selection also based on the election meeting.</p>	Complied
<p>Criterion 6.4: Children are not employed or exploited.</p>			
6.4.1	<p>A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.</p> <p>- Minor compliance -</p>	<p>The Group Sustainability & Quality Policy Statement signed by Group Managing Director on 2/12/2019 includes as below:</p> <p>We respect the rights of our employees, our workers in our operations and our communities through our commitments which include, but are not limited to:</p> <ul style="list-style-type: none"> • Providing Equal Opportunities: We promote diversity and inclusion and will not condone discrimination. • Respecting Freedom of Association: We respect the rights of employees to join and form organisations of their own choice and to bargain collectively. • Ensuring Favourable Working Conditions: We ensure decent living and working conditions for all our employees. We strive to provide a fair wage and access to basic needs for all our employees and workers in our operations. 	Complied

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		<ul style="list-style-type: none"> • Enhancing Safety and Health: We provide a safe and healthy working environment for our employees and workers in our operations and support the wellbeing of our communities. • Respecting Community Rights and the Rights of Indigenous People: We uphold the process of Free, Prior and Informed Consent and recognise that the local communities have the right to give or withhold their consent to proposed projects that may affect the lands they own, occupy or otherwise use. • Protecting the Rights of Vulnerable People: We respect the rights of vulnerable people such as marginalised groups, persons of different abilities and refugees. • Protecting the Rights of Children: We seek to promote the wellbeing of children and safeguard them from any form of maltreatment or exploitation, including child sex tourism, child trafficking, child labour and child pornography. <p>Field observation, interviewing with workers and verification of workers master list confirmed that there is no child labour hired.</p> <p>For contractors, the clause 5.8 abolishment of child labour & protecting the rights of children available in the Vendor COBC dated 21/6/2020, Human Rights Charter-protecting the rights of children.</p>	
6.4.2	<p>(C) There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure.</p> <p>- Critical (Major) compliance -</p>	<p>The screening procedure was included as per SOP Hiring of locals dated 1/11/2019 by the assistant operating unit while for foreign workers, the Workforce Management Unit Liaison & Recruitment SOPP (WMU/LR-SOPP/March2016) dated 30/3/2016 under clause procedures recruitment team shall be guided by approved requirement; Age 18-45 years old).</p>	Complied

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6.4.3	<p>(C) Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work. - Critical (Major) compliance -</p>	<p>There is no young worker employed in Flemington POM and Estate certification unit.</p>	Complied
6.4.4	<p>The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live. - Minor compliance -</p>	<p>The unit of certification has communicated the Human Right Charter, Social Policy and Vendor COBC through the stakeholder meeting and muster briefing.</p>	Complied
<p>Criterion 6.5: There is no harassment or abuse in the workplace, and reproductive rights are protected.</p>			
6.5.1	<p>(C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce. - Critical (Major) compliance -</p>	<p>The Group Sustainability & Quality Policy Statement signed by Group Managing Director on 2/12/2019 includes as below: We respect the rights of our employees, our workers in our operations and our communities through our commitments which include, but are not limited to:</p> <ul style="list-style-type: none"> • Eliminating Violence and Sexual Harassment: We seek to promote an environment where all forms of harassment and abuse are eliminated and to provide support for victims. • Eradicating any form of Exploitation: We endeavour to eradicate any form of forced or bonded labour, slavery, human trafficking and sexual exploitation. <p>The policy was communicated through the Gender Committee meeting.</p>	Complied
6.5.2	<p>(C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce. - Critical (Major) compliance -</p>	<p>Sime Darby Plantation Berhad has implemented Social Policy, Gender Policy and Social & Humanity Management Policy dated January 2015 where the management is committed to develop and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights.</p>	Complied

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		The policy was displayed on the notice board which was accessible by the workers. Briefing of the policies was conducted during morning muster and the policies was displayed at the notice board outside the office.	
6.5.3	Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified. - Minor compliance -	In Sabak Bernam Estate, there is no new needs for new mother since there is no new mother. In Bagan Datuk Estate, the assessment for new needs for new mother was conducted by Medical Assistant. There were new needs as sampled below: 1. Sittha (Bagan Datoh Division), general worker (3 months), she requested for light duty due unable to carry load. Action: She was given duty at linesite as line sweeper. 2. Saraniyah & Rutha Thevi (Bagan Datoh Division), general worker (1 year), no new needs as the baby is taken care by mother in law at estate house at linesite. Action: She will breast pump in the morning before going to work and will go back straight after 2 pm. In Flemington POM, Flemington Estate & Sg Samak Estate, sighted the assessment for new mother's need conducted at female workers but none of them have babies.	Complied
6.5.4	A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce. - Minor compliance -	Gender committee has been formed in each unit for the medium of sexual harassment grievances by female.	Complied
Criterion 6.6: No forms of forced or trafficked labour are used.			
6.6.1	(C) All workers have entered into employment voluntarily and the following are prohibited:	The recruitment cost was declared by the labour agent from source country for the applicable fees. Sampled for Tenaga Kerja Indonesia (TKI) Kepada Agensi (PL) Dan Sponsor (PL) for Indonesia effective	Complied

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	<ul style="list-style-type: none"> • Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes) • Charging the workers for recruitment fees. • Contract substitution • Involuntary overtime • Lack of freedom of workers to resign • Penalty for termination of employment • Debt bondage • Withholding of wages <p>- Critical (Major) compliance -</p>	<p>date on 1/6/2017 (IDR 6,150,000) and Taufiq Manpower Consultants (P) Ltd for India (INR 36073) for documents required, medical, insurance, transportation, etc. No other hidden recruitment fees paid to agent.</p> <p>Passport was kept by the management voluntarily. There is agreement letter signed by worker and employer on the safekeeping passport at office. If the workers want to obtain the passport for own usage, they can anytime request for it.</p> <p>There is no contract substitution as the employment contract signed between Sime Darby and embassy of Indonesia and India was same with the employment contract signed between worker and estate/mill.</p> <p>Based on the workers interview, the overtime was given voluntarily if any work offered.</p> <p>The termination of service clearly stated that the termination of employment if:</p> <ol style="list-style-type: none"> 1. The company is not satisfied with your performance 2. You end employment for any reason; this may include abscondment, resignation or termination before expiry of the fixed term or extended term. 3. You commit any misconduct, including theft, fraud, insubordination, negligence or any other form of crime. 4. You have breached any express or implied terms of your employment. 5. Fail medical examination based on FOMEMA result. 	
6.6.2	<p>(C) Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation Berhad has implemented a Sime Darby's Human Rights Charter on where they committed as below:</p> <p>a. Providing equal opportunity</p>	Complied

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		<p>b. Respecting freedom of association c. Eradicating any form of exploitation d. Ensuring favorable working conditions e. Enhancing Safety and Health</p> <p>They also provided awareness and training to all the foreign workers for them to understand their responsibility in respect of human rights as included in the Group Sustainability Policy on 02/06/2020 (Sabak Bernam Estate), 25/6/2020 (Bagan Datuk Estate), 24/2/2020 (Flemington POM) and 20/3/2020 (Flemington Estate). For eg: All the workers have provided with induction training in Sua Betong Estate or based estate during their arrival to Malaysia.</p>	
<p>Criterion 6.7: The unit of certification ensures that the working environment under its control is safe and without undue risk to health.</p>			
<p>6.7.1</p>	<p>(C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded. - Critical (Major) compliance -</p>	<p>Flemington POM</p> <p>The management have appointed the Mill Manager Abdul Ghafar Bin Sulaiman as the Chairman of the JKPP for Flemington POM. Sighted the appointment letter dated 7th October 2019 undersigned by the Regional CEO. Mill management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Mill Manager.</p> <p>The Mill has conducted quarterly occupational health & safety meetings as stated in the ESH plan for 2019 and 2020. Sighted the meeting minutes dated 11/6/2020 (2/2020), 12/3/2020 (1/2020), 12/12/2020 (4/2019), 12/9/2019 (3/2019). The meeting discussed on worksite inspection, review of OSH performance, HIRARC review, accident reports and OSH trainings among others.</p> <p>Sabak Bernam Estate</p>	<p>Complied</p>

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		<p>The management have appointed the Estate Manager Mr. Ashok Kumar A/L Yutaman as the Chairman of the JKPP for Sabak Bernam Estate. Sighted the appointment letter dated 1/1/2020 undersigned by the Regional CEO. Estate management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate Manager.</p> <p>The estate has conducted quarterly occupational health & safety meetings as stated in the ESH plan for 2019 and 2020. Sighted the meeting minutes dated 12/6/2020 (2/2020), 13/3/2020 (1/2020), 28/12/2019 (4/2019) & 5/9/2019 (3/2019). The meeting discussed on worksite inspection, review of OSH performance, HIRARC review, accident reports and OSH trainings among others.</p> <p>Bagan Datoh Estate</p> <p>The management have appointment the Estate Manager, En. Yusri Bin Isa, as the Chairman of the JKPP for Bagan Datoh Estate from 1/6/2020 till 31/12/2020 as sighted in the appointment letter dated 1st Jun 2020 undersigned by the Regional CEO. Estate management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate Manager.</p> <p>The estate has conducted quarterly occupational health & safety meetings as stated in the ESH plan for 2019 and 2020. Sighted the meeting minutes dated 5/5/2020 (2/2020), 24/1/2020 (1/2020), 22/11/2019 (4/2019), 27/9/2019 (3/2019). The meeting discussed on worksite inspection, review of OSH performance, HIRARC review, accident reports and OSH trainings among others.</p>	
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		<p>Sungei Samak Estate</p> <p>The management have appointment the Estate Manager, Mr. Devanand a/l Vasu, as the Chairman of the JKPP for Sungei Samak Estate from 1/1/2020 till 31/12/2020 as sighted in the appointment letter dated 1st Jan 2020 undersigned by the Regional CEO. Estate management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate Manager.</p> <p>The estate has conducted quarterly occupational health & safety meetings as stated in the ESH plan for 2019 and 2020. Sighted the meeting minutes dated 29/6/2020, 29/1/2020, 29/10/2019, 29/7/2019. The meeting discussed on worksite inspection, review of OSH performance, HIRARC review, accident reports and OSH trainings among others.</p> <p>Flemington Estate</p> <p>The management have appointment the Estate Manager, Mr. Mageswaran a/l Subramonie, as the Chairman of the JKPP for Flemington appointment letter dated 1/1/2020 undersigned by the Regional CEO. Estate management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate Manager.</p> <p>The estate has conducted quarterly occupational health & safety meetings as stated in the ESH plan for 2019 and 2020. Sighted the meeting minutes dated 29/6/2020 (2/2020), 28/1/2020 (1/2020), 13/11/2019 (4/2019). The meeting discussed on worksite inspection, review of OSH performance, HIRARC review, accident reports and OSH trainings among others.</p>	
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<p>6.7.2</p>	<p>Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in national languages (English and/or Bahasa Malaysia) and explained in the language understandable to the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Flemington POM</p> <p>Accident and emergency procedures were available and sighted at the Office. There is a formation of ERP Team & ERP for all the identified incidences (Evacuation, Evacuation – Confined Space, Fire Fighting & Spillage or Overflow). The ERP Team was appointed, and the organizational chart was displayed at the notice board together with the emergency contacts. Basic First Aid, CPR and AED Training (BOFA) was done on 14 to 15/10/2019, Fire Drill and Emergency Response Team Training on 13/12/2019</p> <p>Workers trained in First Aid were present in Ramp, Boiler Station and Store Room. Flemington POM has 5 trained First Aiders by Certified Trainer from SQM. The latest first aid training was conducted on 10/12/2019.</p> <p>Mill has reported 3 accident cases for the year 2019 involving their workers. Sighted the accident records and JKKP 6 Form for each case as well as the JKKP 8 form submission to JKKP for review. For the year 2020 the mill has reported 1 case to JKKP via JKKP 6 Form dated 7/5/2020.</p> <p>Sabak Bernam Estate</p> <p>Accident and emergency procedures were available and sighted at the Office and Workshop. There is a formation of ERP Team & ERP for all the identified incidences (Evacuation, Evacuation – Confined Space, Fire Fighting & Spillage or Overflow). The ERP Team was appointed, and the organizational chart was displayed at the notice board together with the emergency contacts. Fire Drill Training was last conducted on 2/7/2020</p>	<p>Non-compliance</p>
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		<p>Workers trained in First Aid were present in field operations (Sighted at Spraying & P&D Gang). Sabak Bernam Estate has 8 trained First Aiders by Certified Trainer from SQM. The latest first aid training was conducted on 8/4/2020</p> <p>A total of 4 accident cases were reported for the year 2019 involving workers of Sabak Bernam Estate. The JKKP 8 form (JKKP 8/45758/2019) was submitted on 20/1/2020 by the management with the records available for verification. The JKKP 8 Form reported 3 of the 4 cases recorded. Nevertheless, the case that was not included in the JKKP 8 form has been reported to JKKP on 25/6/2020. Sighted the communication between the management and JKKP. As of July 2020, there was 1 accident case reported in the estate. The JKKP 6 Form was sighted. All accident cases are reviewed in the quarterly JKKP Meeting as stated in the minutes meeting.</p> <p>Bagan Datoh Estate</p> <p>Accident and emergency procedures were available and sighted at the Office and Master Ground. There is a formation of ERP Team & ERP for all the identified incidences (Evacuation, Evacuation – Confined Space, Fire Fighting & Spillage or Overflow). The ERP Team was appointed, and the organizational chart was displayed at the notice board together with the emergency contacts. Fire Drill Training was last conducted on 13/2/2020.</p> <p>Workers trained in First Aid were present in field operations (Sighted at Spraying & P&D Gang). Bagan Datoh Estate has 10 trained First Aiders by Certified Trainer from SQM. The latest first aid training was conducted on 19/2/2020.</p>	
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		<p>1 accident case was reported for the year 2019 involving Rat Baiting Work of Bagan Datoh Estate. The JKKP 8 form (JKKP 8/20281/2019) was submitted on 24/1/2020 by the management with the records available for verification. As of July 2020, there was 1 accident case reported in the estate dated 23/6/2020. The JKKP 6 Form was sighted for the mentioned accident. All accident cases are reviewed in the quarterly JKKP Meeting as stated in the minutes meeting.</p> <p>Sungei Samak Estate</p> <p>Accident and emergency procedures were available and sighted at the Office and Master Ground. There is a formation of ERP Team & ERP for all the identified incidences (Evacuation, Evacuation – Confined Space, Fire Fighting & Spillage or Overflow). The ERP Team was appointed, and the organizational chart was displayed at the notice board together with the emergency contacts. Fire Fighting Training and Fire Drill was last conducted on 2/3/2020.</p> <p>Workers trained in First Aid were present in field operations (Sighted at Spraying Gang & Nursery, Chemical Store and Workshop). Sungei Samak Estate has 11 trained First Aiders by Certified Trainer from SQM. The latest first aid training was conducted on 2/3/2020.</p> <p>During the site visit at Sungai Samak Estate Nursery, it was sighted that the First Aid Kit had an expired item (Iodine – 03.2020). Further investigation indicated that the first aid box at the Nursery was not included in the monitoring list as it has been removed from the First Aid Inventory as confirmed by the MA.</p> <p>No accident cases were reported for the year 2020 as of the date of the audit. There was a total of 4 accident cases recorded for the year 2019 involving workers at Sungei Samak Estate. The JKKP 6 Form and JKKP 8 form have been submitted to JKKP with records available for verification.</p>	
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		<p>Flemington Estate</p> <p>Accident and emergency procedures were available and sighted at the Office and Master Ground. There is a formation of ERP Team & ERP for all the identified incidences (Evacuation, Evacuation – Confined Space, Fire Fighting & Spillage or Overflow). The ERP Team was appointed, and the organizational chart was displayed at the notice board together with the emergency contacts. Fire Extinguisher. Fire Drill and Evacuation Drill was done on 13/12/2019</p> <p>Workers trained in First Aid were present in field operations (Sighted at Spraying Gang & Nursery, Chemical Store and Workshop). Flemington Estate has 16 trained First Aiders by Certified Trainer from SQM. The latest first aid training was conducted on 2/6/2020.</p> <p>No accident cases were reported for the year 2020 as of the date of the audit. There was a total of 1 case reported for the year 2019 involving a loose fruit worker. The JKPP 6 form was submitted to JKPP. JKPP 8 form was submitted for the year 2019 ending with records available for verification. The HIRARC was reviewed for the work station with the workers retrained accordingly.</p>							
6.7.3	<p>(C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.</p> <p>- Critical (Major) compliance -</p>	<p>All workers have been provided with appropriate personal protective equipment (PPE), which is provided by the management free of charge. During the field visit and visit to the stores of the respective estates and mill, it was sighted that all required PPEs were worn by the personals. Sighted the PPE issuance form as below: -</p> <p>Flemington POM</p> <table border="1" data-bbox="1131 1276 1921 1374"> <thead> <tr> <th>Name</th> <th>PPE</th> <th>Issue Date</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>Safety Shoes</td> <td>8//5/2020</td> </tr> </tbody> </table>	Name	PPE	Issue Date	S	Safety Shoes	8//5/2020	Non-compliance
Name	PPE	Issue Date							
S	Safety Shoes	8//5/2020							

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		AS	Leather Gloves	7/5/2020
		S	Ear Plugs	17/9/2019
		RK	Safety Helmet	29/5/2020
		Sabak Bernam Estate		
		Name	PPE	Issue Date
		An	Apron	July 2020
		PM	Gloves	July 2020
		MP	Respirator	July 2020
		BKG	Respirator	July 2020
		Bagan Datoh Estate		
		Name	PPE	Issue Date
		R	N 95 Mask	22/4/2020
		AK	N 95 Mask	2/7/2020
		RaV	Apron	14/7/2020
		AjS	Wellington Boots	30/6/2020
		Sungei Samak Estate		
		Name	PPE	Issue Date
		EH	Rubber Boots	9/7/2020

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		<table border="1"> <tr> <td>SS</td> <td>Rubber Boots</td> <td>8/7/2020</td> </tr> <tr> <td>KA</td> <td>Safety Shoes</td> <td>8/7/2020</td> </tr> <tr> <td>S</td> <td>Rubber Boots</td> <td>8/7/2020</td> </tr> </table> <p>Flemington Estate</p> <table border="1"> <thead> <tr> <th>Name</th> <th>PPE</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>H</td> <td>Gloves</td> <td>20/5/2020</td> </tr> <tr> <td>S</td> <td>Rubber Shoes</td> <td>11/5/2020</td> </tr> <tr> <td>N</td> <td>Rubber Shoes</td> <td>11/5/2020</td> </tr> </tbody> </table> <p>Interview with the female sprayers in Sungei Samak Estate indicated that they do not use the sanitation facilities to change out, was and put on clean clothing provided by the estate as the facilities were not in working order. Site visit at the washing room area established that both the provided washing room's shower was broken.</p> <p>Interview with the sprayers (Male & Female workers) in Flemington Estate (New Coconut Div) indicated that they do not use the sanitation facility to change out, wash and put on clean clothing provided by the estate. The site visit to the washing area showed the washing area was in working condition with minor repairs required. (Pipe Valve at one of the women's washing room was broken).</p>	SS	Rubber Boots	8/7/2020	KA	Safety Shoes	8/7/2020	S	Rubber Boots	8/7/2020	Name	PPE	Date	H	Gloves	20/5/2020	S	Rubber Shoes	11/5/2020	N	Rubber Shoes	11/5/2020	
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		<p>Flemington Estate. Interview with the workers indicated that the Rubber Boots are provided by the management, but due to the delay to receive the rubber boots for replacement, the workers end up purchasing the rubber boots by themselves.</p>																																													
<p>6.7.4</p>	<p>All workers are provided with medical care and covered by accident insurance. Costs incurred from work- related incidents leading to injury or sickness are covered in accordance with Malaysian law.</p> <p>- Minor compliance -</p>	<p>Medical care is provided to all the employees. Reviewed on workers profile records found that all workers are covered by the accident insurances (SOCSCO).</p> <p>Sabak Bernam Estate</p> <table border="1" data-bbox="1131 694 1919 1367"> <thead> <tr> <th>Estate</th> <th>Month</th> <th>Total Workers</th> <th>Amount Contributed</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Flemington POM</td> <td>Apr 2020</td> <td>106</td> <td>RM 3,749.50</td> </tr> <tr> <td>May 2020</td> <td>106</td> <td>RM 3,876.20</td> </tr> <tr> <td>Jun 2020</td> <td>105</td> <td>RM 4,691.30</td> </tr> <tr> <td rowspan="3">Sabak Bernam Estate</td> <td>Apr 2020</td> <td>229</td> <td>RM 4,895.10</td> </tr> <tr> <td>May 2020</td> <td>228</td> <td>RM 5,056.40</td> </tr> <tr> <td>Jun 2020</td> <td>226</td> <td>RM 5,130.10</td> </tr> <tr> <td rowspan="3">Bagan Datoh Estate</td> <td>Apr 2020</td> <td>335</td> <td>RM 7,594.30</td> </tr> <tr> <td>May 2020</td> <td>336</td> <td>RM 8,104.40</td> </tr> <tr> <td>Jun 2020</td> <td>336</td> <td>RM 8,371.70</td> </tr> <tr> <td rowspan="3">Sungai Samak Estate</td> <td>Apr 2020</td> <td>187</td> <td>RM 4,610.90</td> </tr> <tr> <td>May 2020</td> <td>184</td> <td>RM 4,978.40</td> </tr> <tr> <td>Jun 2020</td> <td>183</td> <td>RM 5,109.00</td> </tr> </tbody> </table>	Estate	Month	Total Workers	Amount Contributed	Flemington POM	Apr 2020	106	RM 3,749.50	May 2020	106	RM 3,876.20	Jun 2020	105	RM 4,691.30	Sabak Bernam Estate	Apr 2020	229	RM 4,895.10	May 2020	228	RM 5,056.40	Jun 2020	226	RM 5,130.10	Bagan Datoh Estate	Apr 2020	335	RM 7,594.30	May 2020	336	RM 8,104.40	Jun 2020	336	RM 8,371.70	Sungai Samak Estate	Apr 2020	187	RM 4,610.90	May 2020	184	RM 4,978.40	Jun 2020	183	RM 5,109.00	<p>Complied</p>
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6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics. - Minor compliance -	<table border="1"> <thead> <tr> <th>Operating Units</th> <th>2019</th> <th>2020*</th> </tr> </thead> <tbody> <tr> <td>Sabak Bernam Estate</td> <td>23 Days (4 Cases)</td> <td>31 Days (1 Case)</td> </tr> <tr> <td>Bagan Datoh Estate</td> <td>6 days (1 Case)</td> <td>30 Days (1 Case)</td> </tr> <tr> <td>Sungei Samak Estate</td> <td>88 Days (4 Cases)</td> <td>Nil</td> </tr> <tr> <td>Flemington Estate</td> <td>20 Days (1 Case)</td> <td>Nil</td> </tr> <tr> <td>Flemington POM</td> <td>133 Days (3 Cases)</td> <td>19 Days (1 case)</td> </tr> </tbody> </table> <p>* The records updated for year 2020 as of 13/7/2020</p>	Operating Units	2019	2020*	Sabak Bernam Estate	23 Days (4 Cases)	31 Days (1 Case)	Bagan Datoh Estate	6 days (1 Case)	30 Days (1 Case)	Sungei Samak Estate	88 Days (4 Cases)	Nil	Flemington Estate	20 Days (1 Case)	Nil	Flemington POM	133 Days (3 Cases)	19 Days (1 case)	Complied
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Principle 7: Protect, conserve and enhance ecosystems and the environment																					
Criterion 7.1: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.																					
7.1.1	(C) IPM plans are implemented and monitored to ensure effective pest control. - Critical (Major) compliance -	<p>IPM Plans are stated in the Sime Darby EQMS Standard Operation Manual (SOM); Sub Section 5.4 Planning; Year 2020. Each estate has incorporated an IPM Plan and Programme for the year 2020 where they have identified the proposed IPM plans for the estate. Among the plans are:</p> <ul style="list-style-type: none"> • Continuous Establishment of Beneficial Plants • Barn Owl Box Establishment • Bagworm Control 	Complied																		

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		<ul style="list-style-type: none"> Awareness Program <p>Sighted at all the estates visited, extensive establishment of beneficial plants along main roads and collection roads. The estates continue to propagate beneficial plants and increase the beneficial plants are of coverage.</p> <p>Among the IPM Awareness trainings sighted are:</p> <p>Sabak Bernam Estate</p> <ul style="list-style-type: none"> Beneficial Plant Refresher Training – 14/5/2020 <p>Bagan Datoh Estate</p> <ul style="list-style-type: none"> IPM Training – 18/4/2020 <p>Sungei Samak Estate</p> <ul style="list-style-type: none"> Beneficial Plant Training - 6/7/2020 	
7.1.2	Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented. - Minor compliance -	Species referenced in the Global Invasive Species Database and CABI.org are not used in the estates.	Complied
7.1.3	There is no use of fire for pest control unless in exceptional circumstances such as plantation sanitation, i.e. where no other effective methods exist, and with prior approval of government authorities. - Minor compliance -	There is no use of fire for pest control in the estates.	Complied
Criterion 7.2: Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.			
7.2.1	(C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised.	The written justification in Standard Operating Procedure (SOP) of all agrochemical is available in the Agricultural Reference Manual (ARM), SOP and in the Safety Pictorial Book prepared by Sime Darby Plantation Berhad. Refer to Sime Darby Agricultural Reference	Complied

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	- Critical (Major) compliance -	Manual, issue:1 version:3 dated 1/7/2011. Selected products are specific to the target pest, weed and disease.																					
7.2.2	(C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided. - Critical (Major) compliance -	Records of pesticides use (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by the estates. Sighted the sampled records of pesticides usage per ha (a.i/ha) at estate visited as follows: <table border="1" data-bbox="1131 662 1921 911"> <thead> <tr> <th>Estate</th> <th>April 2020</th> <th>May 2020</th> <th>June 2020</th> </tr> </thead> <tbody> <tr> <td>Sabak Bernam Estae</td> <td>0.196</td> <td>0.144</td> <td>0.226</td> </tr> <tr> <td>Bagan Datoh Estate</td> <td>0.12</td> <td>0.27</td> <td>0.42</td> </tr> <tr> <td>Sungai Samak Estate</td> <td>0.795</td> <td>0.509</td> <td>1.002</td> </tr> <tr> <td>Flemington POM</td> <td>1.82</td> <td>3.10</td> <td>0.14</td> </tr> </tbody> </table>	Estate	April 2020	May 2020	June 2020	Sabak Bernam Estae	0.196	0.144	0.226	Bagan Datoh Estate	0.12	0.27	0.42	Sungai Samak Estate	0.795	0.509	1.002	Flemington POM	1.82	3.10	0.14	Complied
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7.2.3	(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans. - Critical (Major) compliance -	The estates have implemented a Continuous Improvement Plan where they have stated the intention to reduce the usage of chemical through implementation of Integrated Pest Management Plan. Sighted during the site visit at all the estates, the establishment of beneficial plants along the estate roads and immature areas as well as barn owl boxes placed at strategic areas. Paraquat was eliminated. In its place, alternatives such as Glyphosate is used instead. Monocrotophos was eliminated and in its place Acephate is used.	Complied																				
7.2.4	There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.	There is no prophylactic use of pesticides in all estates visited.	Complied																				

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	- Minor compliance -										
7.2.5	<p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.</p> <p>The due diligence refers to:</p> <ul style="list-style-type: none"> a) Judgment of the threat and verify why this is a major threat b) Why there is no other alternative which can be used c) Which process was applied to verify why there is no other less hazardous alternative d) What is the process to limit the negative impacts of the application e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak. <p>- Minor compliance -</p>	<p>Sighted in the Chemical Registers in each estate, showed that only class III & IV chemicals were used at all the estates visited. During the site visit to the chemical store it was justified that there were only class II, III and IV chemicals being used. Paraquat was eliminated. In its place, alternatives such as Glyphosate was used instead. Monocrotophos was eliminated and in its place, Acephate is used.</p>	Complied								
7.2.6	<p>(C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criteria 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.</p> <p>- Critical (Major) compliance -</p>	<p>Pesticide operators were given training on the safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers in the estate and mill.</p> <p>Sampled the training conducted for pesticide handlers as below: -</p> <table border="1"> <thead> <tr> <th>Operating Unit</th> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Sabak Bernam Estate</td> <td>Circle Spraying Refresher Training</td> <td>9/6/2020</td> </tr> <tr> <td>Knapsack P&D Training</td> <td>3/6/2020</td> </tr> </tbody> </table>	Operating Unit	Training	Date	Sabak Bernam Estate	Circle Spraying Refresher Training	9/6/2020	Knapsack P&D Training	3/6/2020	Complied
Operating Unit	Training	Date									
Sabak Bernam Estate	Circle Spraying Refresher Training	9/6/2020									
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			Mistblower Refresher Training	28/5/2020	
			Chemical Handling Training	21/5/2020	
			Chemical Handling by MyCrop	26/2/2020	
		Bagan Datoh Estate	Spraying Training	6/7/2020	
			Triple Rinsing Training	20/1/2020	
			Premixing Training	10/3/2020	
		Flemington POM	Chemical Handling & labelling training	13/7/2020	
		Flemington Estate	Spraying Training	14/7/2020	
			Spraying Training (Home Div)	7/4/2020	
			Spraying Techniques and the Safety Aspects as well as the Maintenance of Inter Sprayer.	23/7/2019	
			Chemical Handling Training	4/1/2019	
		Sungei Samak Estate	Triple Rinsing Training	18/5/1010	
			Spraying HIRARC Training	16/6/2020	
			Sprayers PPE & Safety Training	14/5/2020	
7.2.7	(C) Storage of all pesticides is in accordance with recognised best practices. - Critical (Major) compliance -	Pesticides were found stored in the mill and all estate's Chemical Store in accordance with the Occupational Safety and Health Act 1994 (Act 514) and Pesticides Act 1974 (Act 149) and their Regulations. The stores were at all times locked and at the time of			Complied

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		visit the store clerk was seen to unlock the pad-lock to open entrance door for auditor to inspect the store. At the entrance door, signage requiring donning of PPE were visibly posted. The Chemical Store signage with required Hazard Symbols were available at the entrance. The facility ventilation fan was found working with adequate ventilation available, up-to-date chemical register, trade and generic names, and their Safety data Sheet were available.	
7.2.8	All pesticide containers are triple rinsed and punctured before being disposed of and/or handled responsibly if used for other purposes. - Minor compliance -	<p>Pesticide containers were found to be recycled and used as premix containers. The access containers were all triple rinsed and punctured and stored at the designated store before they are disposed to the licensed recycle waste collector.</p> <p>Sighted the latest consignment note for disposal of triple rinsed and punctured chemical drums as below: -</p> <ul style="list-style-type: none"> a) Sabak Bernam Estate – Disposal of 1,736 Chemical Containers on 9/7/2020 to SS Setia Teknologi Enterprise. b) Bagan Datoh Estate – Disposal of 2000 Chemical Containers and 1660 Chemical Bottles (Ally, Basta, Garlon) on 13/7/2020 to SS Setia Teknologi Enterprise. c) Sungei Samak Estate – Disposal of 240 Chemical Containers and 640 Chemical Bottles (Ally, Basta, Garlon) on 1/7/2020 to SS Setia Teknologi Enterprise. <p>Flemington Estate – Disposal of 1.01mt of chemical containers were disposed to Dhakshinamoorthy Manufacturing Sdn Bhd on 26/6/2020.</p>	Complied
7.2.9	(C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying.	No aerial spraying for pesticide were done in all the estates.	Complied

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	<p>- Critical (Major) compliance -</p>		
<p>7.2.10</p>	<p>(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.</p> <p>- Critical (Major) compliance -</p>	<p>Annual medical surveillance for sprayers and pesticide operators were demonstrated.</p> <p>Flemington POM</p> <p>Medical surveillance was conducted for organophosphate and manganese trace for 39 workers by Dr Tan Kim Soon (HQ/08/DOC/00/660) with results showing all workers had no organophosphate or manganese trace and were fit to work.</p> <p>Sabak Bernam Estate</p> <p>The medical surveillance for 41 medical handlers were done by batches on 5/3/2020, 21/5/2020, 18/6/2020, 19/6/2020, 25/6/2020, 26/6/2020, 2/7/2020, 7/7/2020 and 9/7/2020 for exposure to agrochemicals. The results indicated that all 41 workers were fit to work and had no cholinesterase trace in the test results.</p> <p>Bagan Datoh Estate</p> <p>The medical surveillance was last done on 25/6/2020 for a total of 42 workers exposed to agrochemicals. The test was done to monitor the presence of organophosphate in the blood samples taken. The results of the latest medical surveillance were yet to be received by the estate. The previous medical surveillance done on 27/6/2019 was conducted for a total of 60 workers where all workers were deemed fit to work as there were no organophosphate present in the blood samples. Both medical surveillances were conducted by DOSH registered doctor (HQ/12/DOC/00/279).</p> <p>Sungei Samak Estate</p>	<p>Complied</p>

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		<p>The medical surveillance was last done on 21/11/2019 for 45 workers exposed to agrochemicals and manganese. 2 workers were deemed not fit as there were traces of manganese exposure in the test results. The workers have been certified by Medical Removal Protection where the workers have been removed from their previous scope of work involving welding works. The Medical surveillance was done by DOSH Registered Doctor (HQ/08/DOC/00/600).</p> <p>Flemington Estate</p> <p>The medical surveillance for the chemical handlers were conducted on 24/6/2020 (9 workers) and 6/8/2019 (23 workers) where all workers were declared fit to work. The medical surveillance was done by Sabak Dispensary (DOSH Reg. No – HQ/08/DOC/00/131)</p>							
7.2.11	<p>(C) No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.</p> <p>- Critical (Major) compliance -</p>	<p>All estates visited has prohibited woman workers who are confirmed pregnant or breast-feeding to handle chemicals as per Gender Policy and Occupational Safety and Health Policy signed by the Managing Director on January 2015.</p> <p>Interview with female workers during the site visit showed awareness that they are prohibited from chemical related works during pregnancy and breastfeeding.</p>	Complied						
<p>Criterion 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.</p>									
7.3.1	<p>A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.</p> <p>- Minor compliance -</p>	<p>The mill identified the waste products and source pollution generated in the estates and mill. The waste are categorized as follows:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Item Description</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Scheduled Waste</td> <td>Used lubricant, used batteries, used rags, electrical waste,</td> <td>Schedule waste store</td> </tr> </tbody> </table>	Type	Item Description	Location	Scheduled Waste	Used lubricant, used batteries, used rags, electrical waste,	Schedule waste store	Complied
Type	Item Description	Location							
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			empty container, Used IPA and Hexane														
	Domestic waste		Rubbish (used paper, plastic bottle, glass bottle, food waste)	Workers housing complex, office, workshop, store													
	Production waste		Boiler ash, decanter cake	Mill process													
			Palm Kernel shell														
			POME														
			EFB														
			Decanter solid														
<p>The estates have identified the waste products and source pollution generated in the estates and mill. The waste are categorized as follows:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Item Description</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Scheduled Waste</td> <td>Used lubricant, used hydraulic oil, batteries, rags</td> <td>Workshop</td> </tr> <tr> <td>Clinical Waste</td> <td>Clinical Waste</td> <td>Clinic</td> </tr> <tr> <td rowspan="2">Domestic waste</td> <td>Rubbish</td> <td rowspan="2">Workers housing complex,</td> </tr> <tr> <td>Sewage</td> </tr> </tbody> </table>					Type	Item Description	Location	Scheduled Waste	Used lubricant, used hydraulic oil, batteries, rags	Workshop	Clinical Waste	Clinical Waste	Clinic	Domestic waste	Rubbish	Workers housing complex,	Sewage
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		office, workshop, store																	
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	Used PPE																		
	Used Tyre																		
	EFB	Mill																	
Recycle waste	Recycle waste	Estate compound																	
	Empty Pesticide container	Main store																	
7.3.2	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</p> <p>- Minor compliance -</p>	<p>OUs sampled has established management Plan base on the identification and source of pollutions and the documented in Waste management Plan FY 2020. Waste disposal was done as per waste management plan established.</p> <p>The estate have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p> <p>Sighted the implementation of the management plan as follows:</p> <p>Flemington Pom Oil Mill</p>	<p>Non-compliance</p>																

		<p>The mill have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p> <p>The operating units monitored the generation of scheduled waste on monthly basis. The generation of scheduled waste recorded in and submitted to DOE through E-SWISS. Sighted the E-SWISS inventory for the month of April and May 2020. Latest disposal has been conducted on 26/2/2020. Sighted the evidence of disposal as follows:</p> <ul style="list-style-type: none"> i. SW 110, C/N no. 2020022616YQXNMB ii. SW 410, C/N no. 2020022616LWGC40 iii. SW 418, C/N no. 2020022616BE6H7R iv. SW 409, C/N no. 20200226166Q3VTU v. SW 305, C/N no. 2020022616GHEZP4 vi. SW 306, C/N no. 2020022616DYQSBR vii. SW 322, C/N no. 2020022616GZCOB4 <p>Sabak Bernam Estate</p> <p>The estate monitored the generation of scheduled waste on monthly basis. The generation of scheduled waste recorded in Scheduled Waste Inventory form and submitted to DOE through E-SWISS. Sighted the E-SWISS inventory for the month of May 2020. Latest disposal has been conducted on 25/6/2020 as per consignment note no. 38844 for SW 305.</p> <p>Empty chemical container was triple rinse and disposed as recycled waste through appointed approved recycler, SS Setia Technology. Latest disposal was conducted on 23/6/2020 as per Cash Sales receipt no. 1682.</p>	
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		<p>Bagan Datoh Estate</p> <p>The estate monitored the generation of scheduled waste on monthly basis. The generation of scheduled waste recorded in Scheduled Waste Inventory form and submitted to DOE on monthly basis. Sighted the monitoring records submitted to DOE for the month of May and June 2020.</p> <p>Based on inventory records, 2 Schedule waste group, SW 102 and SW 410 was stored in the Scheduled Waste store more than 180 days with approval from DOE.</p> <p>Latest disposal for scheduled waste was conducted 3/7/2019 for SW 305 and SW 306 as per consignment note no. 93536 and SW 404 on 9/7/2020 as per consignment note no. 00882.</p> <p>Empty chemical container was triple rinse and disposed as recycled waste through appointed approved recycler, SS Setia Technology. Latest disposal was conducted on 13/7/2020 as per Cash Sales receipt no. 1691.</p> <p>Sg. Samak Estate</p> <p>The estate monitored the generation of scheduled waste on monthly basis. The generation of scheduled waste recorded in Scheduled Waste Inventory form and submitted to DOE on monthly basis. Sighted the monitoring records submitted to DOE for the month of May and June 2020.</p> <p>Last disposal for SW 305 was done on 25/5/2019. First waste generated in August 2019. The waste was stored more than 180 days until disposed on 24/6/2020 as per Consignment Note no. 20200715144K5BSU. The estate has requested the storage time extension from DOE Teluk Intan and approved on 5/12/2019.</p>	
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		<p>Flemington Estate</p> <p>The estate monitored the generation of scheduled waste on monthly basis. The generation of scheduled waste recorded in Scheduled Waste Record Book and submitted to DOE on monthly basis. Sighted the monitoring records submitted to DOE for the month of May and June 2020.</p> <p>Latest disposal for scheduled waste was conducted on 20/2/2020 for SW 305 as per consignment note no. 92188 and SW 409 conducted on 26/6/2020 as per consignment note no. INS/SW 20/2020.</p> <p>During site visit at general store at Main Division and New Coconut Division, sighted used paint containers and used batteries which is scheduled waste were not stored in the designated scheduled waste store with no waste information.</p>	
7.3.3	The unit of certification does not use open fire for waste disposal. - Minor compliance -	<p>There was no evidence of fire used for waste disposal in all estates visited.</p> <p>Domestic waste were collected 2 – 3 time a week and stored in designated dumpsite (BIN) before disposed at Municipal Landfill. Sighted the payment bill for domestic waste disposal from Teluk Intan Municipal Council no. 06170031 dated 17/6/2020.</p>	Complied
Criterion 7.4: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
7.4.1	Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts. - Minor compliance -	<p>Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield.</p>	Complied

<p>7.4.2</p>	<p>Periodic tissue and soil sampling is carried out by Companies to monitor and manage changes in soil fertility and plant health. - Minor compliance -</p>	<p>Plant Nutrition and Protection Unit (PNU) prepare the annual fertilizer recommendation base leaf analysis result. Leaf analysis show the nutrient level was used as the guidance for the recommendation.</p> <p>As per company SOP, the soil sampling analysis carried at 5 years interval. The leaf analysis and soil analysis report were made available for review. Noted the analysis report for estate visited as follows:</p> <p>Sabak Bernam Estate Latest soil sampling analysis was carried out on 09.08.2018. Refer report no. S64/2018 dated 09.09.2018. Latest leaf sampling analysis was carried out on 15 April 2019 to be covered for 2020 as the agronomist have suggested the sampling done was sufficient to provide agronomic & fertiliser recommendations for year 2019 and 2020.</p> <p>Bagan Datoh Estate Latest soil sampling analysis was carried out on 20.08.2018. Refer report no. S64/2018 dated 19/09/2018. Latest leaf sampling analysis was carried out in August 2019. The report was stated in the 2020 Agronomic and Fertilizer Recommendations Report.</p> <p>Sungei Samak Estate Latest soil sampling analysis was carried out on 21.09.2018. Refer report no. S75/2018 dated 12/10/2018.</p>	<p>Complied</p>
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		<p>Latest leaf sampling analysis was carried out in September 2019. The report was stated in the 2020 Agronomic and Fertilizer Recommendations Report.</p> <p>Flemington Estate</p> <p>Latest soil sampling analysis was carried out on 23.10.2018. Refer report no. S88/2018 dated 12/10/2018.</p> <p>Latest leaf sampling was carried out on 30th December 2019 by Plant Nutrition & Protection Unit. The report was stated in the 2020 Agronomic and Fertilizer Recommendations Report.</p>																									
7.4.3	<p>A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.</p> <p>- Minor compliance -</p>	<p>Nutrient recycling strategy is in place and includes use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. The strategy as follows:</p> <ul style="list-style-type: none"> • EFB applied at selected fields at the estates. • Fiber and POM were use as compost material. • Palm residues after planting were left in the biomass row to decompose. <p>Sighted the records for EFB application (mt) as follows:</p> <table border="1" data-bbox="1131 1034 1921 1335"> <thead> <tr> <th>Estate</th> <th>Feb 20</th> <th>Mar 20</th> <th>Apr 20</th> <th>May 20</th> <th>Jun 20</th> </tr> </thead> <tbody> <tr> <td>Sabak Bernam Estate</td> <td>110.36</td> <td>84.64</td> <td>24.71</td> <td>493.25</td> <td>834.49</td> </tr> <tr> <td>Bagan Datoh Estate</td> <td>1067.92</td> <td>1512.33</td> <td>2180.99</td> <td>1068.03</td> <td>1395.84</td> </tr> <tr> <td>Sungei Samak Estate</td> <td>182.72</td> <td>nil</td> <td>302.88</td> <td>699.08</td> <td>616.21</td> </tr> </tbody> </table>	Estate	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Sabak Bernam Estate	110.36	84.64	24.71	493.25	834.49	Bagan Datoh Estate	1067.92	1512.33	2180.99	1068.03	1395.84	Sungei Samak Estate	182.72	nil	302.88	699.08	616.21	Complied
Estate	Feb 20	Mar 20	Apr 20	May 20	Jun 20																						
Sabak Bernam Estate	110.36	84.64	24.71	493.25	834.49																						
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Sungei Samak Estate	182.72	nil	302.88	699.08	616.21																						

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		Flemington Estate	333.30	966.76	1445.67	164.12	266.96	
7.4.4	Records of fertiliser inputs are maintained. - Minor compliance -	<p>Fertilizer application program is based on the recommendation by Agronomist and documented in Agronomic and Fertilizer Recommendation Report. Observed the recommendation and implementation record for FY 2020:</p> <p>Sabak Bernam Estate The estate maintains the records of manuring application as per recommendation by the agronomist. Observed application records as per agronomist recommendation: Month program: June 2020 Field: 019 F Ha program: 141.58 ha Type: CCM 65 Rate/palm: 1.25 kg/palm Date applied: 30th June 2020 Ha applied: 42.85</p> <p>Bagan Datoh Estate The estate maintains the records of manuring applications as per recommendation by the agronomist. Observed the application records as per recommendation: Month Program: July 2020 Field: 2014 B Ha Program: 137.31</p>						Complied

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		<p>Type: MOP Rate/Palm: 2.00 kg/palm Date Applied:13.07.2020 Ha Applied: 27.37</p> <p>Sungei Samak Estate The estate maintains the records of manuring applications as per recommendation by the agronomist. Observed the application records as per recommendation: Month Program: June 2020 Field: 02M2 Ha Program: 29.22 Type: Rock Phosphate Rate/Palm: 1.50 kg/palm Date Applied:14.07.2020 Ha Applied: 29.22</p> <p>Flemington Estate The estate maintains the records of manuring applications as per recommendation by the agronomist. Observed the application records as per recommendation: Month Program: March 2020 Field: 02G Block 1 Ha Program: 16.60 Type: Ammonium Chloride Rate/Palm: 2.25 kg/palm</p>	
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		Date Applied:11.03.2020 Ha Applied:16.60											
Criterion 7.5: Practices minimise and control erosion and degradation of soils.													
7.5.1	<p>(C) Maps identifying marginal and fragile soils, including steep terrain, are available.</p> <p>- Critical (Major) compliance -</p>	<p>Soil series map were available for all estates visited prepared by the AAT-Precision Agriculture Unit. Soil Identified as follows:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Estate</th> <th>Soil Series</th> </tr> </thead> <tbody> <tr> <td>Sabak Bernam</td> <td>Bernam, Briah, Selangor, Unclassified</td> </tr> <tr> <td>Bagan Datoh</td> <td>Selangor, Jawa, Bernam, Kangkong, Sedu, Briah, Acid Phase of Selangor series, Tongkang</td> </tr> <tr> <td>Sg. Samak</td> <td>Selangor, Briah, Peat</td> </tr> <tr> <td>Flemington</td> <td>Briah, Selangor, Jawa, Bernam</td> </tr> </tbody> </table> <p>There were 258.40 ha of peat soils identified in the estate as per Soil Series Map issued by the AAT – Precision Agriculture Unit dated March 2019. No other soil categorised as problematic or fragile soil.</p>	Estate	Soil Series	Sabak Bernam	Bernam, Briah, Selangor, Unclassified	Bagan Datoh	Selangor, Jawa, Bernam, Kangkong, Sedu, Briah, Acid Phase of Selangor series, Tongkang	Sg. Samak	Selangor, Briah, Peat	Flemington	Briah, Selangor, Jawa, Bernam	Complied
Estate	Soil Series												
Sabak Bernam	Bernam, Briah, Selangor, Unclassified												
Bagan Datoh	Selangor, Jawa, Bernam, Kangkong, Sedu, Briah, Acid Phase of Selangor series, Tongkang												
Sg. Samak	Selangor, Briah, Peat												
Flemington	Briah, Selangor, Jawa, Bernam												
7.5.2	<p>No replanting on steep slopes (above 25 degrees) unless approved by state governments. In case of replanting is permitted, no replanting in contiguous area of steep terrain (greater than 25 degrees) larger than 25 Ha within the Unit of Certification.</p> <p>- Minor compliance -</p>	<p>Stated in Reclassification of Conservation Set Aside (CSA) for Upstream Operation ver.2 dated 31/5/2019, ref. no. GSQM/PLS/CSA-GD01 under section 4.0 Conversion of crops/areas in Table A item as follows:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>No</th> <th>Category</th> <th>Conversion to oil palm/other Agricultural Crops</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>CSA</td> <td>Non-convertible for undeveloped peatland, slopes > 25 degree (more than 25 ha),</td> </tr> </tbody> </table>	No	Category	Conversion to oil palm/other Agricultural Crops	4	CSA	Non-convertible for undeveloped peatland, slopes > 25 degree (more than 25 ha),	Complied				
No	Category	Conversion to oil palm/other Agricultural Crops											
4	CSA	Non-convertible for undeveloped peatland, slopes > 25 degree (more than 25 ha),											

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		buffer of non-gazette rivers/streams and forest boundary reserve	
		The topography for all estates in SOU 4 was between 0° - 6°.	
7.5.3	There is no new planting of oil palm on steep terrain. - Minor compliance -	No new planting conducted at all estates visited.	Complied
Criterion 7.6: Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.			
7.6.1	(C) To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations. - Critical (Major) compliance -	Soil series map were available for all estates visited prepared by the AAT-Precision Agriculture Unit. No fragile soils identified in all estates in SOU 4. As sighted in estates visited, the estates have taken into account the land terrain, drainage and road systems in planning the 2020 replanting.	Complied
7.6.2	Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices. - Minor compliance -	Addressed in the Sime Darby Planation Group Sustainability and Quality Policy Statement signed by the Group Managing Director on 2/12/2019 and Responsible Agriculture Charter under section 3.2: Protect and enhance forest: "We will seek to protect and enhance forest and wildlife, and minimise carbon emission from land use change through: vii. No new development of peat areas, regardless of depth or location. We will seek to rehabilitate existing plantings on peats where possible.	Complied
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. - Minor compliance -	The AAT - Precision Agriculture Unit conducted assessment and provided the estates with topography maps. Sampled topography information at estates visited as follows:	Complied

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			Sabak Bernam	Bagan Datoh	Sg. Samak	Flemington	
		0° - 2°	99.82%	99.72%	91.31%	100.00%	
		2° - 6°	0.18%	0.28%	8.69%		
Criterion 7.7: No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.							
7.7.1	<p>(C) There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas.</p> <p>- Critical (Major) compliance -</p>	<p>There were 258.40 ha of peat soils identified in Sg. Samak Estate as per Soil Series Map issued by the AAT – Precision Agriculture Unit dated March 2019. No other soil categorized as problematic or fragile soil.</p> <p>Verified during site visit at Yew Lian Division in Sg. Samak Estate, there is no new development in peat area after 15/11/2018.</p>				Complied	
7.7.2	<p>Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat.</p> <p>PROCEDURAL NOTE:</p> <p>Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peatland Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below).</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation Berhad has conducted peat soil verification at Sg. Samak Estate on 119 – 22/2/2019 and documented in Peat Soil Verification at Sg. Samak Estate for RSPO Compliance dated 1/4/2019. The verification was conducted by 2 agronomist from Plantation Research and Advisory.</p> <p>Sime Darby Plantation Berhad has inventoried and documented all the peat area 2019 Sime Darby Plantation Berhad RSPO Peat Inventory R1. The latest submission to RSPO Secretariat has been done on 21/4/2020.</p> <p>As per report, total area planted on peat in Sg. Samak Estate recorded at 258.40 ha.</p>				Complied	
7.7.3	<p>(C) Subsidence of peat is monitored, documented and minimised.</p> <p>- Critical (Major) compliance -</p>	<p>Sg. Samak Estate have 258.40 ha of peat area in Yew Lian Division. The estate has established the Water Management Plan for Peat Area. The management plan was reviewed on annually basis. Latest</p>				Complied	

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		<p>review was done on 6/1/2020. Sighted the implementation and monitoring records for the plans as follows:</p> <p>i. Maintain water level at 40 – 60 cm: Sighted the water measurement point at P01B. The measuring pole with 3 colours as per SOP established. Current water level sighted during the visit at Green Level – 43.4 to 45.6 cm from soil surface. Sighted the monthly water level monitoring records as at June 2020.</p> <p>ii. The peat subsidence pole was located in field P01A. Monitoring was conducted on monthly basis. Sighted the monitoring records documented in Monthly Soil Subsident Level Checklist as at June 2020.</p>	
7.7.4	<p>(C) A documented water and ground cover management programme is in place.</p> <p>- Critical (Major) compliance -</p>	<p>Management strategy for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils) is based on the established ARM, section 10: Water Management In Coastal and Peat Plantings. 2 management strategies; optimal water level monitoring and flushing of acid rain water. Verified management plan for 2020 at Sungai Samak Estate as per criteria 7.7.3.</p>	Complied
7.7.5	<p>(C) For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation.</p> <p>This is subject to transitional (5 years: 2019 to 2024) arrangement stated in the Drainability Assessment Procedure.</p>	<p>As per latest review on Long Range Replanting Program, the peat area at 258.40 ha were scheduled to be replanted on 2023 (195.13 ha) and 2024 (63.27 ha) as per communication email between estate and Performance Monitoring Units dated 5/3/2020.</p> <p>The peat drainability assessment was scheduled to be conducted on 17 – 21/8/2020 a per communication email between Sg. Samak Estate and Conservation and Biodiversity Unit.</p>	Complied

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	<p>Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.</p> <p>- Critical (Major) compliance -</p>		
7.7.6	<p>(C) All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2019) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>	<p>Addressed in Estate Quality Management System, Standard Operating Procedure, Section B15: Water Management version 1, Issue no. 1 dated 1/11/2008 and Agricultural Reference Manual, Sec. 10: Water Management in Coastal/Peta Plantings, version 1, issue no.1 dated 1/7/2008.</p>	Complied
7.7.7	<p>(C) All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2019) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>	<p>All peat areas are fully planted with Oil Palm. There are no peat land conservation or unplanted areas in the estate.</p>	Complied
<p>Criterion 7.8: Practices maintain the quality and availability of surface and groundwater.</p>			
7.8.1	<p>A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following:</p> <p>a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.</p> <p>b) Workers have adequate access to clean water.</p> <p>- Minor compliance -</p>	<p>The mill has established Water Management Plan and reviewed on annually basis. The Plan focusing on management of waste water, reducing fresh water usage in the mill, contingency plan during water shortage.</p> <p>The estates sampled has established Water Management Plan 2020. The management plan stated the water source, areas of concern, Monitoring, contingency plan, person responsible and time frame. The areas of concern focusing on water shortage/dry spell, severe water pollution, contamination of surface and ground water, reduce water usage in chemical activity, excess water in field and management of waste water.</p>	Complied

		<p>Noted during the interview with workers in all OU's sampled, access to clean water is adequately provided to workers for household consumption. Water supply is by government @ SYABAS and LAP except for Sg. Samak Estate who have their own water treatment plant.</p>													
<p>7.8.2</p>	<p>(C) Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017) or applicable National legislation or specific environmental permit. Smallholders may replant existing planted areas provided there is no evidence of environmental deterioration having occurred during the previous cycle. - Critical (Major) compliance -</p>	<p>Management of riparian zone is guided by River Reserve Management (Management of River Reserve in Sime Darby Plantation; dated April 2014). The widths of the buffer zones are guided by the following measurements:</p> <table border="1" data-bbox="1131 718 1917 1018"> <thead> <tr> <th>River width</th> <th>Buffer zone</th> </tr> </thead> <tbody> <tr> <td>> 40 meters</td> <td>50 meters</td> </tr> <tr> <td>20 to 40 meters</td> <td>40 meters</td> </tr> <tr> <td>10 to 20 meters</td> <td>20 meters</td> </tr> <tr> <td>5 to 10 meters</td> <td>10 meters</td> </tr> <tr> <td>< 5 meters</td> <td>5 meters</td> </tr> </tbody> </table> <p>Sabak Bernam Estate i. Sighted during site visit at Sg. Bernam river reserve adjacent with field P13A, it was noted that the river buffer zone and the vegetation along the buffer zone was well maintained. No evidence of chemical application along the boundary.</p> <p>Bagan Datoh i. Sighted during site visit at Sg. Perak bund adjacent with field P20C and P19D, it was noted that the river buffer zone and the vegetation</p>	River width	Buffer zone	> 40 meters	50 meters	20 to 40 meters	40 meters	10 to 20 meters	20 meters	5 to 10 meters	10 meters	< 5 meters	5 meters	<p>Complied</p>
River width	Buffer zone														
> 40 meters	50 meters														
20 to 40 meters	40 meters														
10 to 20 meters	20 meters														
5 to 10 meters	10 meters														
< 5 meters	5 meters														

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		<p>along the buffer zone was well maintained. No evidence of chemical application at the buffer zone. The estate conducted maintenance at the bund when needed.</p> <p>ii. River water sampling for pesticide analysis was conducted on quarterly basis. Sighted the analysis report no. PL 280/2020 dated 30/6/2020 and PL 95/2020 dated 24/1/2020.</p> <p>Sg. Samak Estate</p> <p>i. Sighted during site visit at Sg. Chawang buffer zone area at P 2011, noted that the vegetation along the buffer zone was well maintained.</p> <p>ii. River water sampling for pesticide analysis was conducted on quarterly basis. Sighted the analysis report no. PL 234/2020 dated 4/6/2020.</p> <p>Flemington Estate</p> <p>i. Water sampling for pesticide analysis was conducted for estate main drain flow to JPS drain on quarterly basis. Sighted the analysis report no. PL 79/2020 dated 4/2/2020 and PL 261/2020 dated 12/6/2020.</p> <p>ii. Bund and Watergate monitoring was conducted on weekly basis to monitor the bund condition. Sighted the monitoring records for Watergate no. 2, no. 3 and no. 4 for the month of June 2020.</p>	
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<p>7.8.3</p>	<p>Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored. - Minor compliance -</p>	<p>Mill effluent is treated through biological anaerobic treatment. Regular monitoring was conducted as per requirement. Monthly and quarterly report was submitted to DOE accordingly. Sighted the Quarterly Return Form to DOE FY 2020 as follows: 1st quarter:</p> <table border="1" data-bbox="1155 547 1892 1034"> <thead> <tr> <th>Month</th> <th>Parameter</th> <th>Results</th> <th>Test result no.</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Jan 10/1/2020</td> <td>BOD</td> <td>60</td> <td rowspan="2">EP26/2020</td> </tr> <tr> <td>pH</td> <td>7.00</td> </tr> <tr> <td rowspan="2">Feb 10/2/2020</td> <td>BOD</td> <td>25</td> <td rowspan="2">EP60/2020</td> </tr> <tr> <td>pH</td> <td>8.00</td> </tr> <tr> <td rowspan="2">Mar 10/3/2020</td> <td>BOD</td> <td>83</td> <td rowspan="2">EP96/2020</td> </tr> <tr> <td>pH</td> <td>8.90</td> </tr> </tbody> </table> <p>2nd quarter:</p> <table border="1" data-bbox="1155 1123 1892 1353"> <thead> <tr> <th>Month</th> <th>Parameter</th> <th>Results</th> <th>Test result no.</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Apr 9/4/2020</td> <td>BOD</td> <td>55</td> <td rowspan="2">EP116/2020</td> </tr> <tr> <td>pH</td> <td>8.90</td> </tr> </tbody> </table>	Month	Parameter	Results	Test result no.	Jan 10/1/2020	BOD	60	EP26/2020	pH	7.00	Feb 10/2/2020	BOD	25	EP60/2020	pH	8.00	Mar 10/3/2020	BOD	83	EP96/2020	pH	8.90	Month	Parameter	Results	Test result no.	Apr 9/4/2020	BOD	55	EP116/2020	pH	8.90	<p>Complied</p>
Month	Parameter	Results	Test result no.																																
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	pH	8.90																																	

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		<table border="1"> <tr> <td rowspan="2">May 7/5/2020</td> <td>BOD</td> <td>31</td> <td rowspan="2">EP142/2020</td> </tr> <tr> <td>pH</td> <td>8.60</td> </tr> <tr> <td rowspan="2">June 10/6/2020</td> <td>BOD</td> <td>33</td> <td rowspan="2">EP96/2020</td> </tr> <tr> <td>pH</td> <td>8.60</td> </tr> </table>	May 7/5/2020	BOD	31	EP142/2020	pH	8.60	June 10/6/2020	BOD	33	EP96/2020	pH	8.60															
May 7/5/2020	BOD	31		EP142/2020																									
	pH	8.60																											
June 10/6/2020	BOD	33	EP96/2020																										
	pH	8.60																											
7.8.4	Mill water use per tonne of FFB is monitored and recorded. - Minor compliance -	<p>The mill monitors the water consumption/FFB on monthly basis. sighted the records FY 2019 as follows:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>L/FFB</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>1.11</td></tr> <tr><td>Feb</td><td>1.23</td></tr> <tr><td>Mar</td><td>1.32</td></tr> <tr><td>Apr</td><td>1.33</td></tr> <tr><td>May</td><td>1.59</td></tr> <tr><td>Jun</td><td>1.57</td></tr> <tr><td>Jul</td><td>1.52</td></tr> <tr><td>Aug</td><td>1.42</td></tr> <tr><td>Sep</td><td>1.49</td></tr> <tr><td>Oct</td><td>1.56</td></tr> <tr><td>Nov</td><td>1.58</td></tr> <tr><td>Dec</td><td>0.50</td></tr> </tbody> </table>	Month	L/FFB	Jan	1.11	Feb	1.23	Mar	1.32	Apr	1.33	May	1.59	Jun	1.57	Jul	1.52	Aug	1.42	Sep	1.49	Oct	1.56	Nov	1.58	Dec	0.50	Complied
Month	L/FFB																												
Jan	1.11																												
Feb	1.23																												
Mar	1.32																												
Apr	1.33																												
May	1.59																												
Jun	1.57																												
Jul	1.52																												
Aug	1.42																												
Sep	1.49																												
Oct	1.56																												
Nov	1.58																												
Dec	0.50																												

		Average	1.36									
Criterion 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised												
7.9.1	<p>A plan for efficiency of the use of fossil fuels and to optimise renewable energy is implemented, monitored and documented.</p> <p>- Minor compliance -</p>	<p>Plan to reduce the usage of the non-renewable energy has been established by using renewable energy such as shell and kernel as fuel for boiler to reduce the usage of diesel.</p> <p>The mill monitored the consumption of diesel usage on monthly basis. The data monitoring was available for review at the mill and documented in the PalmGHG report.</p> <p>Renewable energy used is from biofuel, shell and EFB/fibre for boiler start-up. Sighted the sampled records of renewable energy usage for FY 2019 as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Shell</th> <th>Fibre</th> <th>Ton/FFB</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td>26995.31</td> <td>11248.04</td> <td>0.85</td> </tr> </tbody> </table>			Shell	Fibre	Ton/FFB	Total	26995.31	11248.04	0.85	Complied
	Shell	Fibre	Ton/FFB									
Total	26995.31	11248.04	0.85									
Criterion 7.10: Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.												
7.10.1	<p>(C) GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimise them are implemented, monitored through the Palm GHG calculator and publicly reported.</p> <p>- Critical (Major) compliance -</p>	<p>Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points.</p>		Complied								

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		Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 4.0 which is submitted to the RSPO Secretariat. Based on verification of various record, the data in the RSPO PalmGHG Calculator was correct.	
7.10.2	<p>(C) Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p> <p>- Critical (Major) compliance -</p>	No development within Flemington POM Certification Unit since 2014.	Complied
7.10.3	<p>(C) Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.</p> <p>- Critical (Major) compliance -</p>	<p>Significant pollutants identification and plans are documented under Pollution Prevention Plan for period of January to December 2020. Implementation of plan is being monitored by appointed person in charge with target of time frame for completion.</p> <p>Sighted the sampled implementation of the management plan as follows:</p> <p>1. The mill conducted Stack sampling as per requirement stated in the compliance schedule for DOE license and contradiction license. Sighted the sample stack sampling as follows:</p> <ul style="list-style-type: none"> • 4th Quarter 2019 Report no: L-PG-AQ1911CMI-0312 Monitoring date: 20/11/2019 Result: 303.9 at 12% CO₂, higher than permissible limit at 150 mg/m³. The mill has acquired contradiction license from DOE with permissible limit at 400 mg/m³. 	Complied
Criterion 7.11: Fire is not used for preparing land and is prevented in the managed area			

7.11.1	<p>(C) Land for new planting or replanting is not prepared by burning. - Critical (Major) compliance -</p>	<p>There was no land preparation of existence or new planting in SOU 4 and Estates by burning ever since Sime Darby Plantation BerhadBerhad practiced zero burning as per the policy in:</p> <ol style="list-style-type: none"> 1. EQMS-SOP-SectionB2 - Under felling/clearing & land preparation 2. Carbon Policy <p>Sime Darby Plantation Berhad has a policy of no open burning. As advocated, the estates practiced zero burning. In the replants visited during the audit in the Estates, it was evident that all palms were felled, shredded, windrow-ed and left to decompose. There was no evidence that fire had been used to prepare land for replanting in the estate No fire was used for waste disposal.</p>	Complied
7.11.2	<p>The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification. - Minor compliance -</p>	<p>Fire prevention and control measures has been established based on Sime Darby Plantation Berhad Zero Burning Policy and Fire Prevention and Control Measures by GSQM. The established measures includes zero burning replanting technique, water management and peat area (if applicable), fire prevention and control, fire suppression and daily hot spots monitoring. Hot spot alert monitoring dashboard can be found via this link; http://www.simedarbyplantation.com/sustainability/hotspot-dashboard/.The above measures are developed based on risk area @ peat soil area.</p>	Complied
7.11.3	<p>The unit of certification engages with adjacent stakeholders on fire prevention and control measures. - Minor compliance -</p>	<p>Engagement with adjacent stakeholders was done During stakeholder meeting conducted at each operating units as follows:</p> <ol style="list-style-type: none"> 1. Sabak Bernam Estate: 09/07/2020. 2. Bagan Datuk Estate: 19/02/2020. 3. Flemington POM: 16/06/2020. 	Complied

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		<p>4. Sg Samak Estate: 10/07/2020. 5. Flemington Estate: 30/06/2020.</p> <p>Sime Darby Plantation Berhad Zero Burning Policy and Fire Prevention and Control Measures presented to adjacent stakeholders.</p>	
<p>Criterion 7.12: Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.</p>			
7.12.1	<p>(C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests.</p> <p>A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.</p> <p>- Critical (Major) compliance -</p>	<p>No new planting and land clearing since 15 November 2018.</p>	<p>Complied</p>
7.12.2	<p>(C) HCVs, HCS forests and other conservation areas are identified as follows:</p> <p>a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.</p> <p>b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p> <p>PROCEDURAL NOTE: Requirement is further clarified under the Interpretation of Indicator 7.12.2 and Annex 5 (approved by BOG on 12 June 2019).</p> <p>- Critical (Major) compliance -</p>	<p>The reassessment on the HCV area in SOU 4 has been conducted on 22 – 23/6/2020 and documented in Addendum to High conservation value, Final Report for Strategic Operating Unit 4, ver. 2.0 dated July 2020. Only HCV 4 identified during the reassessment conducted in the group estate in SOU 4 with total area of 17.94 ha. Estates visited established HCV management plan base on the HCV assessment conducted. Among the management plan established as follows:</p> <p>i. River buffer zone monitoring ii. HCV area monitoring iii. Continue provide training to enhance awareness among workers</p> <p>Estate visited continue to monitor the HCV area. The issue monitored include of encroachment/Sign of trespassing, wildlife</p>	<p>Complied</p>

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		<p>issues/conflicts/sightings, pollution/erosion issue and others. Sighted the sampled monitoring conducted as follows:</p> <p>Sabak Bernam Estate</p> <ul style="list-style-type: none"> i. Sighted during site visit at Sg. Bernam river reserve adjacent with field P13A, it was noted that the river buffer zone and the vegetation along the buffer zone was well maintained. No evidence of chemical application along the boundary. ii. Sighted the HCV monitoring records documented in the Patrolling Records Book for HCV area, Buffer Zone and Boundary. <p>Bagan Datoh</p> <ul style="list-style-type: none"> i. Sighted during site visit at Sg. Perak bund adjacent with field P20C and P19D, it was noted that the river buffer zone and the vegetation along the buffer zone was well maintained. No evidence of chemical application at the buffer zone. The estate conducted maintenance at the bund when needed. ii. HCV monitoring was conducted on monthly basis. The monitoring was focusing on encroachment/sign of trespassing, wildlife issue/conflicts/sightings, pollution/erosion issues and others. Sighted the monitoring records dated 23/6/2020, 10/5/2020 and 17/4/2020. <p>Sg. Samak Estate</p> <ul style="list-style-type: none"> i. Sighted during site visit at Sg. Chawang buffer zone area at P 2011, noted that the vegetation along the buffer zone was well maintained. ii. HCV monitoring was conducted on monthly basis. The monitoring was focusing on encroachment/sign of trespassing, wildlife issue/conflicts/sightings, pollution/erosion issues and others. 	
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		<p>Sighted the monitoring records dated 15/6/2020, 10/5/2020 and 20/4/2020.</p> <p>Flemington Estate</p> <p>i. Sighted during site visit at Sg. Bernam bund adjacent with field P08A, it was noted that the river buffer zone and the vegetation along the buffer zone was well maintained. No evidence of chemical application at the buffer zone. The estate conducted annual maintenance at the bund once a year and when needed.</p> <p>ii. HCV monitoring conducted twice a month. Sighted the monitoring records from January – 1st week of July 2020 documented in Monitoring of HCV and Conservation Areas Form.</p>	
7.12.3	<i>Indicator is not applicable in Malaysia context</i>		Not Applicable
7.12.4	<p>(C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p> <p>- Critical (Major) compliance -</p>	<p>The reassessment on the HCV area in SOU 4 has been conducted on 22 – 23/6/2020 and documented in Addendum to High conservation value, Final Report for Strategic Operating Unit 4, ver. 2.0 dated July 2020. Only HCV 4 identified during the reassessment conducted in the group estate in SOU 4 with total area of 17.94 ha. Estate visited continue to monitor the HCV area. The issue monitored include of encroachment/Sign of trespassing, wildlife issues/conflicts/sightings, pollution/erosion issue and others.</p> <p>Estates visited established HCV management plan base on the HCV assessment conducted. Among the management plan established as follows:</p> <p>i. River buffer zone monitoring</p> <p>ii. HCV area monitoring</p>	Complied

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		iii. Continue provide training to enhance awareness among workers	
7.12.5	Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peat land and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas. - Minor compliance -	No HCV with existing rights of local communities was identified that needs to be set aside.	Complied
7.12.6	All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species. - Minor compliance -	No RTE species identified in the estate visited as per Addendum to High conservation value, Final Report for Strategic Operating Unit 4, ver. 2.0 dated July 2020. The estates management continue to promote awareness on HCV/RTE to the workers during morning briefing and training. Sighted at several strategic places in the estates visited such as office compound, muster ground, housing area and HCV area, signage on prohibition of capture, harm, collect or kill RTE species are erected.	Complied
7.12.7	The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan. - Minor compliance -	No RTE species identified in the estate visited as per Addendum to High conservation value, Final Report for Strategic Operating Unit 4, ver. 2.0 dated July 2020.	Complied
7.12.8	(C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies. - Critical (Major) compliance -	No new planting and land clearing since 15 November 2018.	Complied

Appendix B: Approved Time Bound Plan

Table 1: Initial Timebound Plan and Summary of RSPO Certification Status

Financial year (July – June)	Targeted	Achieved/Status	Attachments
Jun-08	5 SOUs	<p>Achievement of Timebound Plan Sime Darby Plantation Berhad has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets).</p> <p>97% of Sime Darby Plantation's upstream operations is RSPO certified, one SOU - PT MAS pending certification in Indonesia due to some social disputes. Sime Darby Plantation Berhad will proceed with the next steps of certification upon satisfactory resolution of the matter. A new mill in Liberia is planned to be commissioned.</p>	For details please refer to Attachments: i) Sime Darby Plantation Berhad - RSPO Certification Status for Malaysia Operations ii) Sime Darby Plantation Berhad- RSPO Certification Status for Indonesia Operations iia) Updates on PT MAS iii) RSPO SCCS status for Sime Darby Plantation Berhad (Downstream Operations)
2008/2009	20 SOUs (from Malaysia and Indonesia)	Note: Time-bound plan to achieve 100% RSPO certification has shifted to 2015.	
2009/2010	20 SOUs (from Malaysia and Indonesia)		
2010/2011 (End Dec 2011)	17 SOUs (from Malaysia and Indonesia)		

Note: SOU - Strategic Operating Units (consisting of one oil mill and supplying estates)

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1. SDP - RSPO Certification for Time Bound Plan - Malaysia Operations

As at end Apr 2020

No	Management Unit	Supply Base	Time Bound Plan	Location	Status	Certified Date	Remarks
	SOU Name						
1	Sg. Dingin	Sungai Dingin Oil Mill	-	Karangan, Kedah	Certified	12/8/2011	
		Anak Kulim Estate	-		Certified		
		Sungai Dingin Estate	-		Certified		
		Somme Estate	-		Certified		
		Bukit Selarong Estate	-		Certified		
		Padang Buluh Estate	-		Certified		
		Bukit Hijau Estate	-		Certified		
		Jentayu Estate	-		Certified		
2	Chersonese	Chersonese Oil Mill	-	Kuala Kurau, Perak	Certified	5/10/2011	
		Chersonese Estate	-		Certified		
		Kalumpong Estate	-		Certified		
		Tali Ayer Estate	-		Certified		
		Holyrood Estate	-		Certified		
3	Elphil	Elphil Oil Mill	-	Sg Siput, Perak	Certified	18/6/2011	
		Kamuning Estate	-		Certified		
		Elphil Estate	-		Certified		

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		Kinta Kellas Estate	-		Certified		
4	Flemington	Flemington Oil Mill	-	Teluk Intan, Perak	Certified	5/10/2011	
		Flemington Estate	-		Certified		
		Bagan Datoh Estate	-		Certified		
		Sabak Bernam Estate	-		Certified		
		Sg. Samak Estate	-		Certified		
5	Seri Intan/Selaba	Seri Intan Oil Mill	-	Teluk Intan, Perak	Certified	3/3/2011	
		Selaba Oil Mill	-		Certified		
		Seri Intan (+ Selaba) Estate	-		Certified		
		Sabrang Estate	-		Certified		
		Sogomana Estate	-		Certified		
		Sg. Wangi Estate	-		Certified		
		Bikam Estate	-		Certified		
		Cluny (+ Bedford) Estate	-		Certified		
6	Tennamaram	Tennamaram Oil Mill	-	Bestari Jaya, Selangor	Certified	3/3/2011	
		Tennamaram Estate	-		Certified		
		Sungai Buluh Estate	-		Certified		
		Bukit Talang Estate	-		Certified		
7	Bkt Kerayong	Bukit Kerayong Oil Mill	-	Kapar, Selangor	Certified	15/4/2011	
		Bukit Kerayong Estate	-		Certified		

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		Bukit Cheraka Estate	-		Certified		
		Elmina Estate	-		Certified		
8	East	East Oil Mill	-	Carey Island, Selangor	Certified	19/5/2011	
		East Estate	-		Certified		
		Sepang Estate	-		Certified		
		Dusun Durian Estate	-		Certified		
9	West	West Oil Mill	-	Carey Island, Selangor	Certified	19/5/2011	
		West Estate	-		Certified		
10	Bukit Puteri	Bukit Puteri Oil Mill	-	Raub, Pahang	Certified	7/7/2011	
		Bukit Puteri Estate	-		Certified		
11	Kerdau	Kerdau Oil Mill	-	Temerloh, Pahang	Certified	7/7/2011	
		Kerdau Estate	-		Certified		
		Jentar Estate	-		Certified		
		Mentakab Estate	-		Certified		
		Chenor Estate	-		Certified		
		Sg Mai Estate	-		Certified		
12	Jabor	Jabor Oil Mill	-	Kuantan, Pahang	Certified	7/7/2011	
		Jabor Estate	-		Certified		
13	Labu	Labu Oil Mill	-		Certified	30/12/2011	

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		Labu Estate	-	Nilai, Negeri Sembilan	Certified		New Labu Estate has become a division of Labu Estate.
14	Tanah Merah	Tanah Merah Oil Mill	-	Port Dickson, Negeri Sembilan	Certified	19/5/2010	
		Tanah Merah Estate	-		Certified		
		Bukit Pelandok Estate	-		Certified		
15	Sua Betong	Sua Betong Oil Mill	-	Port Dickson, Negeri Sembilan	Certified	18/2/2014	Siliao Estate has now been merged into Salak Estate and Bradwall Estate.
		Sua Betong Estate	-		Certified		
		Sengkang Estate	-		Certified		
		Bradwall Estate	-		Certified		
		PD Lukut Estate	-		Certified		
		Tampin Linggi Estate	-		Certified		
		Sg. Bahru Estate	-		Certified		
		Salak Estate	-		Certified		
16	Kok Foh	Kok Foh Oil Mill	-	Bahau, Negeri Sembilan	Certified	7/7/2011	
		Muar River Estate	-		Certified		
		Sg. Senarut Estate	-		Certified		
		Sg. Gemas Estate	-		Certified		
		Kok Foh Estate	-		Certified		
		Bukit Pilah Estate	-		Certified		
		St. Helier Estate	-		Certified		

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		Sungai Sabaling Estate	-		Certified		
		Pertang Estate	-		Certified		
17	Kempas	Kempas Oil Mill	-	Jasin, Melaka	Certified	19/5/2010	
		Kempas Estate	-		Certified		
		Tangkah Estate	-		Certified		
		Kemuning Estate	-		Certified		
18	Diamond Jubilee	Diamond Jubilee Palm Oil Mill	-	Jasin, Melaka	Certified	5/10/2011	
		Serkam Estate	-		Certified		
		Diamond Jubilee Estate	-		Certified		
		Bukit Asahan Estate	-		Certified		
19	Pagoh	Pagoh Oil Mill	-	Muar, Johor	Certified	28/1/2014	
		Pagoh Estate	-		Certified		
		Welch Estate	-		Certified		
		Lanadron Estate	-		Certified		
		Pengkalan Bukit Estate	-		Certified		
20	Chaah	Chaah Oil Mill	-		Certified	18/11/2010	
		Chaah Estate	-		Certified		
		Sg. Simpang Kiri Estate	-		Certified		
		North Labis Estate	-		Certified		
		Gunung Mas Oil Mill	-		Certified		

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21	Gunung Mas	Gunung Mas Estate	-	Kluang, Johor	Certified	19/5/2010	* SDP acquired Lian Seng Estate in Johor in April 2017. Lian Seng Estate is merged into Bkt Paloh Estate of SOU 21 Gunung Mas, Lian Seng has been incorporated in the RSPO Certification Scope of SOU Gunung Mas in 2018.
		Kempas Klebang Estate	-		Certified		
		Bukit Paloh Estate	-		Certified		
		Yong Peng Estate	-		Certified		
22	Bukit Benut	Bukit Benut Oil Mill	-	Kluang, Johor	Certified	5/10/2011	* SDP acquired Talisman Estate in Johor in April 2017. Talisman Estate is merged into CEP Nyior Estate of SOU 22 Bk Benut and has been incorporated in the RSPO Certification Scope of SOU Bk Benut in 2018.
		Bukit Benut Estate	-		Certified		
		Lambak Elaeis Estate	-		Certified		
		CEP Nyior Estate	-		Certified		
23	Ulu Remis	Ulu Remis Oil Mill	-	Layang-layang, Johor	Certified	11/4/2011	
		Ulu Remis Estate	-		Certified		
		Cenas Estate	-		Certified		
		Bukit Badak Estate	-		Certified		
		Tun Dr. Ismail Estate	-		Certified		
		Pekan Estate	-		Certified		
		Sembrong Estate	-		Certified		
24	Hadapan	Hadapan Oil Mill	-	Layang-layang, Johor	Certified	29/3/2011	
		Sri Pulai Estate	-		Certified		
		Kulai Estate	-		Certified		

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		Layang Estate	-		Certified		
		CEP Renggam Estate	-		Certified		
26	Sandakan Bay	Sandakan Bay	-	Sandakan, Sabah	Certified	1/10/2008	
		Tun Tan Siew Sin	-		Certified		
		Tunku Estate	-		Certified		
		Tigowis Estate	-		Certified		
		Sentosa Estate	-		Certified		
		Segaliud Estate	-		Certified		
27	Melalap	Melalap Oil Mill	-	Tenom, Sabah	Certified	21/1/2011	
		Melalap Estate	-		Certified		
		Sapong Estate	-		Certified		
28	Binuang	Binuang Oil Mill	-	Kunak, Sabah	Certified	16/1/2009	
		Binuang Estate	-		Certified		
		Sungang Estate	-		Certified		
		Tingkayu Estate	-		Certified		
		Jeleta Bumi Estate	-		Certified		
29	Giram	Giram Oil Mill	-	Kunak Sabah	Certified	16/1/2009	
		Giram Estate	-		Certified		
		Mostyn Estate	-		Certified		

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30	Merotai	Merotai Oil Mill	-	Tawau, Sabah	Certified	16/1/2009	
		Merotai Estate	-		Certified		
		Imam Estate	-		Certified		
		Tiger Estate	-		Certified		
		Table Estate	-		Certified		
31	Lavang	Lavang Oil Mill	-	Bintulu, Sarawak	Certified	30/12/2011	
		Lavang Estate	-		Certified		
		Rasan Estate	-		Certified		
		Belian Estate	-		Certified		
		Kelida Estate	-		Certified		
		Lavang (Special) Estate	-		Certified		
		Pekaka Estate	-		Certified		
		Ruai Estate	-		Certified		
		Dulang Estate	-		Certified		
		Charquest Estate	-		Certified		
		Paroh Estate	-		Certified		
32	Rajawali	Rajawali Oil Mill	-	Bintulu, Sarawak	Certified	30/12/2011	
		Rajawali Estate	-		Certified		
		Samudera Estate	-		Certified		

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		Semarak Estate	-		Certified		
		Bayu Estate	-		Certified		
33	Derawan	Derawan Oil Mill	-	Bintulu, Sarawak	Certified	30/12/2011	
		Derawan Estate	-		Certified		
		Sahua Estate	-		Certified		
		Takau Estate	-		Certified		
		Damai Estate	-		Certified		
34	Pekaka	Pekaka Mill	-	Bintulu, Sarawak	Withdrawn	NA	Pekaka Mill is being mothballed and all the supply bases certified to it (Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate & Chartquest Estate.) has been transferred to SOU Lavang.
35	Bintang	Bintang Oil Mill	-	Johor	NA	NA	* SDP acquired Bintang Palm Oil Mill in Johor in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold. As at 1st Oct 2018, the mill has completed the selling off transaction.

2. SDP - RSPO Certification for Time Bound Plan - Indonesia Operations

As at end Apr 2020

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No	Management Unit	Mill and Supply Base	Time Bound Plan	Latest Internal / External	Location	Status	Certified Date	Remarks (for uncertified unit)
	SOU Name			Audit Date				
1	PT Lahan Tani Sakti	Alur Dumai Mill	-		Rokan Hilir District – Riau	Certified	16/1/2012	
		Alur Dumai Estate	-			Certified		
2	PT Sajang Heulang	Mustika Mill	-		Tanah Bumbu District – South Kalimantan	Certified	3/7/2013	
		Mustika Estate	-			Certified		
		KKPA-2 PT.SHE Estate	-			Certified		
		KKPA-3 PT.SHE Estate	-			Certified		
		KKPA-5 PT.SHE Estate	-			Certified		
3	PT Ladangrumpun Suburabadi	Angsana Mill	-		Tanah Bumbu District – South Kalimantan	Certified	6/7/2011	PT LSI Plasma has been audited by the Certification Body in 2017. The identified legal issue on HGU is being address.
		Angsana Estate	-			Certified		
		Pantai Bonati Estate	-			Certified		
		Gunung Sari Estate	-			Certified		
		Subur Abadi Plasma 1 Estate	2020	Jul-19		Stage Two		
		KKPA-1 PT.SHE Estate	-			Certified		
		KKPA-4 PT.SHE Estate	-			Certified		
4	PT Langgeng Muaramakmur	Bebunga Mill	-			Certified		
		Bebunga Estate	-			Certified		

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		Sungai Cengal Estate	-		Kotabaru District – South Kalimantan	Certified	16/3/2012	Previously KKPA Sg. Cengal. Sime Darby Plantation does not have management control over the plasma scheme.
		Bakau Estate	-			Certified		
		KKPA LMR	2020			-		
5	PT Kridatama Lancar	Sukamandang Mill	-		Seruyan and East–Kotawaringin District Central Kalimantan	Certified	5/7/2011	
		Sukamandang Estate	-			Certified		
		Sapiri Estate	-			Certified		
		Barasdanum Estate	-			Certified		
		Kuala Kuayan Estate	-			Certified		
6	PT Bahari Gembira Ria	Ladang Panjang Mill	-			Certified	9/7/2012	Only Division 3 (1200ha) was certified . Division 1 & 2 with 1792 Ha received HGU recently. The unit is getting ready for certification. Plan for certification in 2020.Total Ladang Panjang Estate is 2992 ha. Sime Darby Plantation does not have management control over the plasma scheme. 1 out of 6 Koperasi Unit Desa (KUD) has been RSPO Certified. And all KUD is planned to undergo RSPO Certification by 2020 as reported in the timebound plan. Socialisation with the entire KUD is currently ongoing. Land Use Change Analysis has been completed for Plasma BGR.
		Ladang Panjang Estate	-			Certified		

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		Plasma BGR Estate	2020	Nov-19	Muaro Jambi District - Jambi			
7	PT Tunggal Mitra Plantations	Manggala Mill	-		Rokan Hilir District – Riau	Certified	25/11/2010	
		Manggala 1 Estate	-			Certified		
		Manggala 2 Estate	-			Certified		
		Manggala 3 Estate	-			Certified		
8	PT Paripurna Swakarsa	Pondok Labu Mill	-		Kotabaru District – South Kalimantan	Certified	16/3/2012	
		Pondok Labu Estate	-			Certified		
		Binturung Estate	-			Certified		
		Rampa Estate	-			Certified		
		Sesulung Estate	-			Certified		
9	PT Bersama Sejahtera Sakti	Gunung Aru Mill	-		Kotabaru District – South Kalimantan	Certified	5/7/2011	
		Gunung Aru Estate	-			Certified		
		Gunung Kemas Estate	-			Certified		
		Laut Timur Estate	-			Certified		
		Pantai Timur Estate	-			Certified		
		KKPA MBP	2020	Dec-19		-		
10	PT Guthrie Pecconina	Rantau Panjang Mill	-		Musi Banyuasin District –	Certified	16/3/2012	
		Rantau Panjang Estate	-			Certified		

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		Bumi Ayu Estate	-		South Sumatera	Certified		Remarks: Land legalisation process for 4152.70 ha is still in process.
		Karang Ringin Estate	-			Certified		
		Napal Estate	-			Certified		
		Mangun Jaya Estate	-			Certified		
		Sungai Jernih Estate and GPI KKPA Estate	2020	Oct-19		-		
11	PT Laguna Mandiri	Rantau Mill	-		Kotabaru District – South Kalimantan	Certified	30/12/2011	
		Rantau Estate	-			Certified		
		Matalok Estate	-			Certified		
		Betung Mill	-			Certified	1/4/2014	
		Betung Estate	-			Certified		
		Sekayu Estate	-			Certified		
12	PT Indotruba Tengah	Sekunyir Mill	-		Seruyan and West Kotawaringin District – Central Kalimantan	Certified	23/11/2010	
		Sekunyir	-			Certified		
		Seruyan Estate	-			Certified		
13	PT Swadaya Andika	Selabak Mill	-		Kotabaru District – South Kalimantan	Certified	16/3/2012	Mill closed down and all the supply bases was transferred to Rantau Mill - PT Laguna Mandiri. The Selabak Est, Randi Est, Sangkoh Est, Lanting Est is currently under PT Laguna Mandiri - Rantau Factory certification.
		Selabak Estate	-			Certified		
		Randi Estate	-			Certified		
		Sangkoh Estate	-			Certified		
		Lanting Estate				Certified		

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14	PT Bina Sains Cemerlang	Sungai Pinang Mill	-		Musi Rawas District – South Sumatera	Certified	11/9/2012	Remarks: Land legalisation process for 308.35 ha is still in process.
		Sungai Pinang Estate	-			Certified		
		Bukit Pinang Estate	-			Certified		
15	PT Teguh Sempurna	Pematang Mill	-		Seruyan and East Kotawaringin District – Central Kalimantan	Certified	5/7/2011	
		Pematang Estate	-			Certified		
		Kawan Batu Estate	-			Certified		
		Hatan Tiring Estate	-			Certified		
		Batang Garing Estate	-			Certified		
16	PT Bhumireksa Nusa Sejati	Teluk Bakau Mill	-		Indra Giri Hilir District – Riau	Certified	11/10/2011	
		Teluk Bakau Estate	-			Certified		
		Nusa Lestari Estate	-			Certified		
		Nusa Perkasa Estate	-			Certified	1/4/2014	
		Mandah Mill	-			Certified		
		Mandah Estate	-			Certified		
		Rotan Semelur Estate	-			Certified		
17	PT Aneka Intipersada	Teluk Siak Mill	-		Pekanbaru, Siak District – Riau	Certified	11/10/2011	
		Teluk Siak Estate	-			Certified		
		Pinang Sebatang Estate	-			Certified		
		Aneka Persada Estate	-			Certified		
18	PT Tamaco Graha Krida	Ungkaya Mill	-		Morowali District –	Certified	10/7/2012	
		Ungkaya Estate	-			Certified		

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		Plasma TGK Estate	-	Mar-20	Sulawesi Tengah	-		Perijinan' process is ongoing
19	PT SIME Indo Agro	Bukit Ajong Mill	-		Sanggau District –West Kalimantan	Certified	18/10/2010	Land legalisation process for East Est for 5815.64 ha is still in process.
		West Estate	-			Certified		
		East Estate	-			Certified		
		East* Estate /Sei Mawang Estate	2020	Jul-19		-		Land legalisation for Sei Mawang is still in process
		East Plasma Estate	-			Certified	18/7/2016	
		West Plasma Estate	-			Certified		
20	PT Padang Palma Permai / PT Perkasa Subur Sakti	Blang Simpo Mill	-		Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam	Certified	3/5/2013	
		Tamiang (PT PPP) Estate	-			Certified		
		Batang Ara (PT PSK) Estate	-			Certified		
		Blang Simpo-01 Estate	-			Certified		
		Blang Simpo-02 Estate	-			Certified		
21	PT Sandika Natapalma	Lembiru Mill	-		Ketapang District – West Kalimantan	Certified	3/7/2014	PT Sandika Natapalma and PT Budidaya Agro Lestari is sharing one mill i.e. Lembiru Mill.
		Lembiru Estate	-			Certified		
		Awatan Estate	-			Certified		
		Karya Palma Estate	2020	Jul-19		-	Perijinan' process is ongoing	
		KKPA SNP Estate	2020	Jul-19		-	Perijinan' process is ongoing	

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22	PT Budidaya Agro Lestari	Pelanjau (PT BAL) Estate	-		Ketapang District – West Kalimantan	Certified	3/7/2019	Perijinan informasi lahan is obtained in 2015 while the other 'perijinan' is still in processing HGU obtained as per May 2018
		Sungai Putih (PT BAL) Estate	2020	May-19		-		
		Beturus (PT BAL) Estate	2020	May-19		-		
		KKPA BAL Estate	2020	May-19		-		
23	PT Mitral Austral Sejahtera	MAS Mill	NA	NA	Sanggau District – West Kalimantan	NA	NA	The properties was sold and currently SDP have no control in the management. Please find latest information on 'Updates on PT MAS' worksheet and updates to RSPO Secretariat.
		MAS 1 Estate	NA	NA		NA		
		MAS 2 Estate	NA	NA		NA		
		MAS 4 Estate	NA	NA		NA		
		Plasma MAS Estate	NA	NA		NA		

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3. SDP - RSPO Certification for Time Bound Plan - NBPOL Operations

As at end Apr 2020

No	Management Unit	Supply Base	Time Bound Plan	Location	Status	Certified Date	Remarks
	SOU Name						
1	Guadalcanal Plains Palm Oil Limited (GPPOL)	Tetere Oil Mill	NA	Guadalcanal Province, Solomon Islands	Certified	18/3/2011	
		Tetere Estate					
		Ngalimbiu Estate					
		Mbalisuna Estate					
		Smallholders – West Zone (83)					
		Smallholders – Central Zone (53)					
		Smallholders – MBA East Zone (59)					
		Smallholders – MBE East Zone (37)					
2	Milne Bay Estates (MBE)	Hagita Oil Mill	NA	Milne Bay Province, Papua New Guinea	Certified	15/2/2018	
		Giligili Estate					
		Hagita Estate					
		Waigani Estate					
		Sagarai Estate					

		Padipadi Estate					
		Mariawatte Estate					
		Smallholders - East Gurney Estate (264)					
		Smallholders - West Gurney Estate (229)					
		Smallholders - East Sagarai Estate (157)					
		Smallholders - West Sagarai Estate (221)					
3	Poliamba (POL)	Poliamba Oil Mill	NA	New Ireland Province, Papua New Guinea	Certified	19/3/2012	
		Kara Estate					
		Nalik Estate					
		West Coast Estate					
		Noatsi Estate					
		Madak Estate					
		Smallholders -North Division (615)					
		Smallholders- South Division (868)					
		Smallholders -West Division (309)					

4	Ramu Agricultural Industries Ltd (RAIL)	Gusap Mill	NA	Morobe Province, Papua New Guinea	Certified	5/8/2010	
		Gusap East (Gusap) Estate					
		Gusap West (Paddox) Estate					
		Surinam Estate					
		Dumpu Estate					
		Ngaru Estate					
		J Estate (Jephcott) Estate					
		Smallholders - Madang VOPs (71)					
		Smallholders - Morobe VOPs (253)					
5	Higaturu Oil Palm (HOP)	Sangara Oil Mill	NA	Oro Bay Province, Papua New Guinea	Certified	1/2/2013	
		Mamba Oil Mill					
		Embi Estate					
		Ambogo Estate					
		Sangara Estate					
		Sumbiripa Estate					
		Mamba Estate					

		Sambogo Estate					
		Scheme Smallholder Sorovi Division(2019)					
		Scheme Smallholder Saiho Division(842)					
		Scheme Smallholder Aeka Division (911)					
		Scheme Smallholder Igora Division (1367)					
		Scheme Smallholder Ilimo Division (671)					
6	West New Britain (WNB)	Mosa Oil Mill	NA	Kimbe, West New Britain, Papua New Guinea	certified Certified	10/9/2008	
		Kumbango Oil Mill					
		Kapiura Mill					
		Numundo Mill					
		Waraston Mill					
		Bebere Estate					
		Kumbango Estate					
		Togulo Estate					
		Dami Estate					
		Waisisi Estate					

		Kautu Estate					
		Karausu Estate					
		Moroa Estate					
		Bilomi Estate					
		Loata Estate					
		Haella Estate					
		Garu Estate					
		Daliavu Estate					
		Sapuri Estate					
		Malilimi Estate					
		Rigula Estate					
		Nomundo Estate					
		Navarai / Karato ME /KDC EU Estate					
		Volupai / Lotomgam / Natupi / Goruru Estate					
		Lolokoru Estate					
		Ove Estate					
		Tamare Estate					
		Smallholders LSS Mosa (1822)					

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		Smallholders VOP East (1817)					
		Smallholders VOP Central (1964)					
		Smallholders VOP West (1279)					
		Smallholders LSS Kapiura (551)					
		Smallholders VOP Kapiura (850)					
		Smallholders Kaulong/Akami/Pushiki /Repamira/Sakapei (20)					
		Erap Mill	Sep-20				
7	Markham Farming Company Limited (MFCL)/Markham Agro Pte. Ltd	Munum Estate	Sep-20	Markham Farms	Certified	27/3/2020	There is total area for NPP: 710.30 ha which is currently excluded from the certification scope until the NPP is approved.
	Maralumi Estate						
	Erap Estate						

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4. SDP - RSPO Certification for Time Bound Plan - Liberia Operations
 As at end Jan 2020

No	Management Unit	Time Bound Plan	Location	Status	Certified Date	Remarks
	SOU Name					
1	Sime Darby Plantation(Liberia) Grand Cape Mount	Not Applicable - Property disposed	Grand Cape Mount County	Not yet Certified	NA	As at 16 /1/2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI). http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in **[2019]** for **[Flemington POM]** and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in **[2019]** for **[Flemington POM]** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	16.43
PKO	16.43

Extraction	%
OER	20.12
KER	5.00

Production	t/yr
FFB Process	171,284.92
CPO Produced	45,240.77
PKO Produced	11,251.27

Land Use	Ha
OP Planted Area	21,580.56
OP Planted on peat	254.26
Conservation (forested)	0.00
Conservation (non-forested)	0.00
Total	21,834.82

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	101719.00	0.59	111371.43	21.84	0.00	0.00	213090.43	1.24
CO ₂ Emission from fertilizer	10898.22	0.06	13339.92	2.62	0.00	0.00	24238.14	0.14
NO ₂ Emission	7281.65	0.04	8854.00	1.74	0.00	0.00	16135.65	0.09
Fuel Consumption	674.86	0.00	955.33	0.19	0.00	0.00	1630.19	0.01
Peat Oxidation	13431.36	0.08	0.00	0.00	0.00	0.00	13431.36	0.08
Sink								
Crop Sequestration	-96416.10	-0.56	-105565.34	-20.70	0.00	0.00	-201981.44	-1.18
Conservation Sequestration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	39430.45	0.23	28955.35	5.68	861297.63	0.00	929683.42	5.43

**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	0.00	0.00
Fuel Consumption	36.52	0.00
Grid Electricity Utilization	612.82	0.00
Credit		
Export of Grid Electricity	0.00	0.00
Sales of PKS	0.00	0.00
Sales of EFB	-2036.92	-0.01
Total	-1387.57	-0.01

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
Total Crusher emissions	0.00

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	2
Divert to anaerobic diversion (%)	98

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	100
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

Appendix D: Supply Chain Declaration

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (mt)	Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
1	Aug-19	16,581.13	3,634.041	20,215.17
2	Sept -19	15,130.35	3,436.716	18,567.07
3	Oct-19	11,522.79	2,633.571	14,156.36
4	Nov-19	12,999.98	3,253.611	16,253.59
5	Dec-19	12,529.71	2,662.552	15,192.26
6	Jan -20	12,138.33	3,041.31	15,179.64
7	Feb-20	15,941.48	4,318.206	20,259.69
8	Mar-20	15,766.77	6,145.54	21,912.31
9	Apr-20	14,340.19	4,404.83	18,745.02
10	May-20	14,186.85	3,979.84	18,166.69
11	June-20	18,362.63	3,294.977	21,657.61
	TOTAL	159,500.20	40,805.19	200,305.40
Note:				

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	Aug-19	3,540.68	865.61
2	Sept -19	3,138.74	754.55
3	Oct-19	2,292.39	561.20
4	Nov-19	2,511.67	565.22
5	Dec-19	2,425.73	563.82
6	Jan -20	2,346.86	575.98
7	Feb-20	3,258.03	838.29
8	Mar-20	3,489.24	879.82
9	Apr-20	2,938.44	723.67
10	May-20	2,807.36	666.78
11	June-20	3,406.10	804.63
	TOTAL	32,155.24	7,799.56
Note:			

C. Records of Certified CPO & PK Sold under PalmTrace since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
1	Buyer A	RSPO_PO1000000309	500.00	0.00
2	Buyer A	RSPO_PO1000000309	500.00	0.00
3	Buyer A	RSPO_PO1000000309	500.00	0.00
4	Buyer A	RSPO_PO1000000309	20.63	0.00
5	Buyer A	RSPO_PO1000000309	479.37	0.00
6	Buyer A	RSPO_PO1000000309	500.00	0.00
7	Buyer A	RSPO_PO1000000309	500.00	0.00
8	Buyer A	RSPO_PO1000000309	500.00	0.00
9	Buyer A	RSPO_PO1000000309	500.00	0.00
10	Buyer A	RSPO_PO1000000309	4.97	0.00
11	Buyer A	RSPO_PO1000000309	500.00	0.00
12	Buyer A	RSPO_PO1000000309	500.00	0.00
13	Buyer A	RSPO_PO1000000309	245.00	0.00
14	Buyer A	RSPO_PO1000000309	235.00	0.00
15	Buyer A	RSPO_PO1000000309	500.00	0.00
16	Buyer A	RSPO_PO1000000309	500.00	0.00
17	Buyer B	RSPO_PO1000000880	33.07	0.00
18	Buyer B	RSPO_PO1000000880	33.06	0.00
19	Buyer B	RSPO_PO1000000880	32.27	0.00
20	Buyer B	RSPO_PO1000000880	40.08	0.00
21	Buyer B	RSPO_PO1000000880	39.96	0.00
22	Buyer B	RSPO_PO1000000880	40.33	0.00
23	Buyer B	RSPO_PO1000000880	40.17	0.00
24	Buyer B	RSPO_PO1000000880	39.98	0.00
Note:				

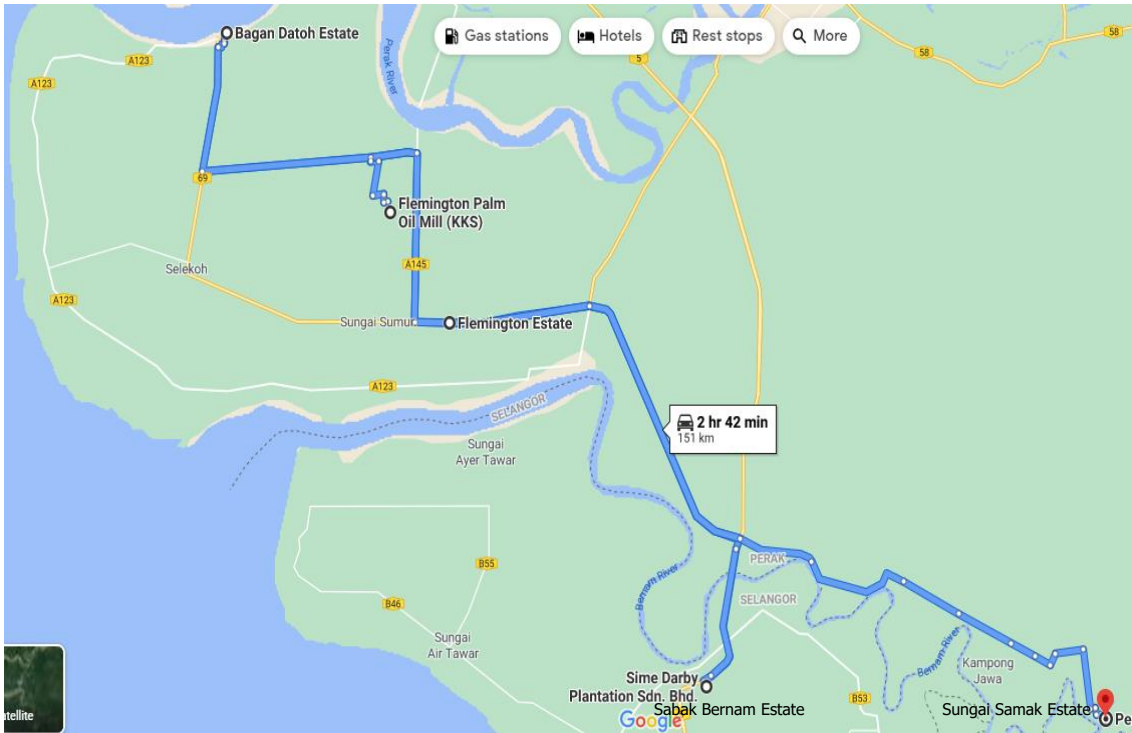
D. Records of CPO & PK Sold under other schemes since the last audit (if any)				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
	N/A			
Note:				

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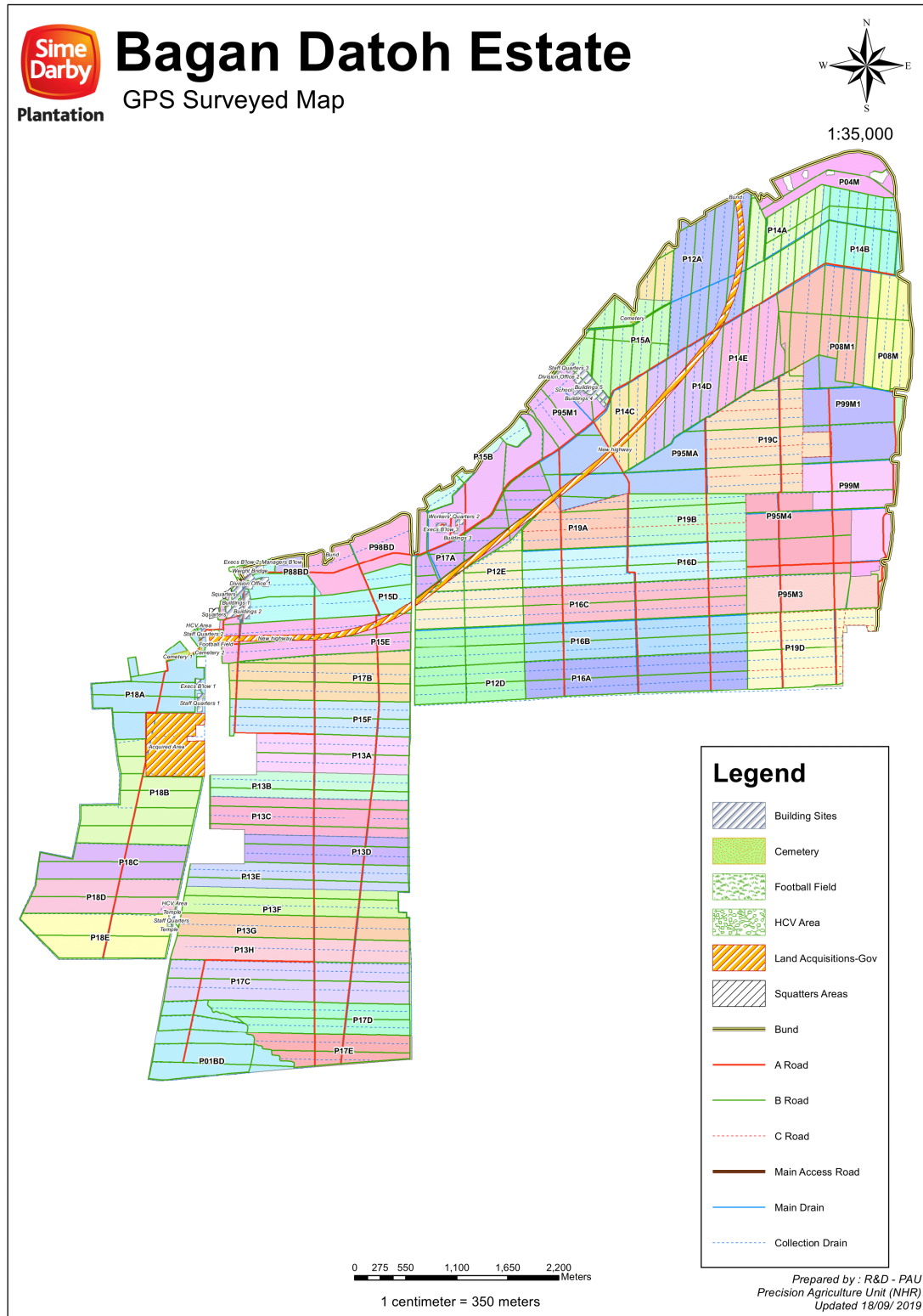
E. Records of CPO & PK Sold as conventional since the last audit (if any)			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1	A	1,028.29	0.00
2	B	11,763.07	0.00
3	C	298.32	74.11
4	D	309.69	0.00
5	E	939.69	95.6
6	F	80.17	4,250.70
7	G	2,321.32	0.00
8	H	584.71	0.00
	TOTAL	17,325.26	4,420.41
Note:			

F. Records of Certified CPO Sold under RSPO Credits since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
	N/A		
Note:			

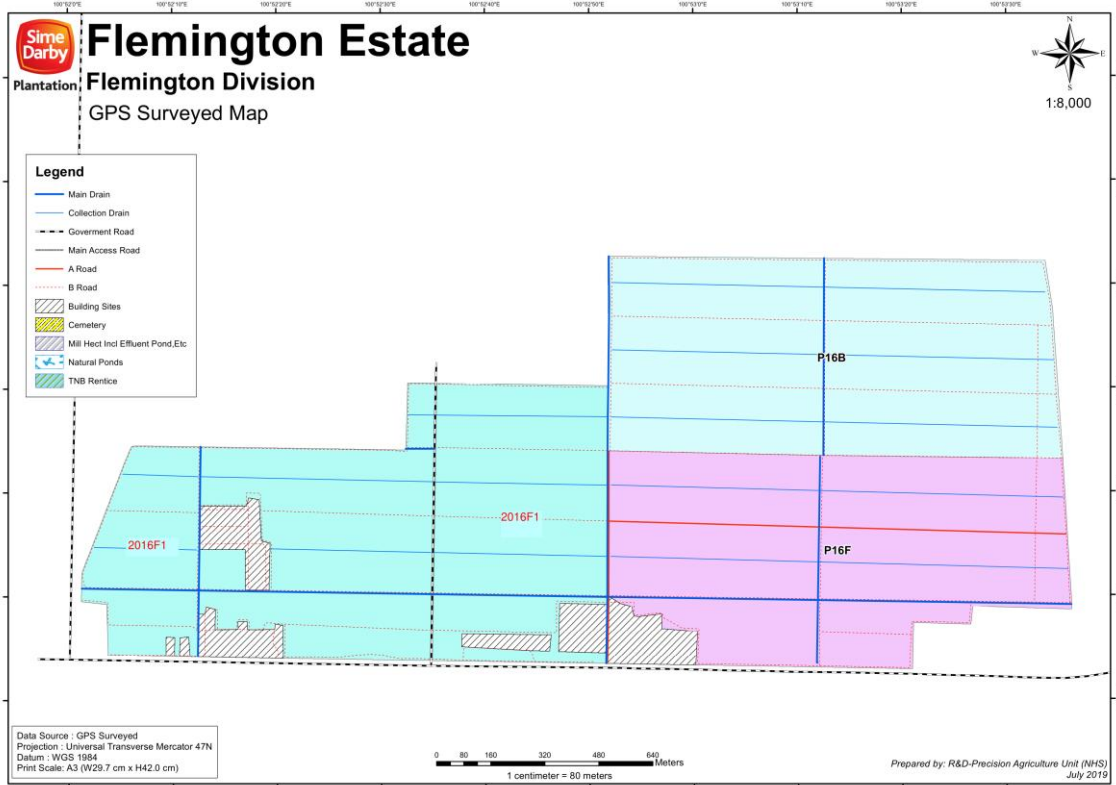
Appendix E: Location Map of Certification Unit and Supply bases

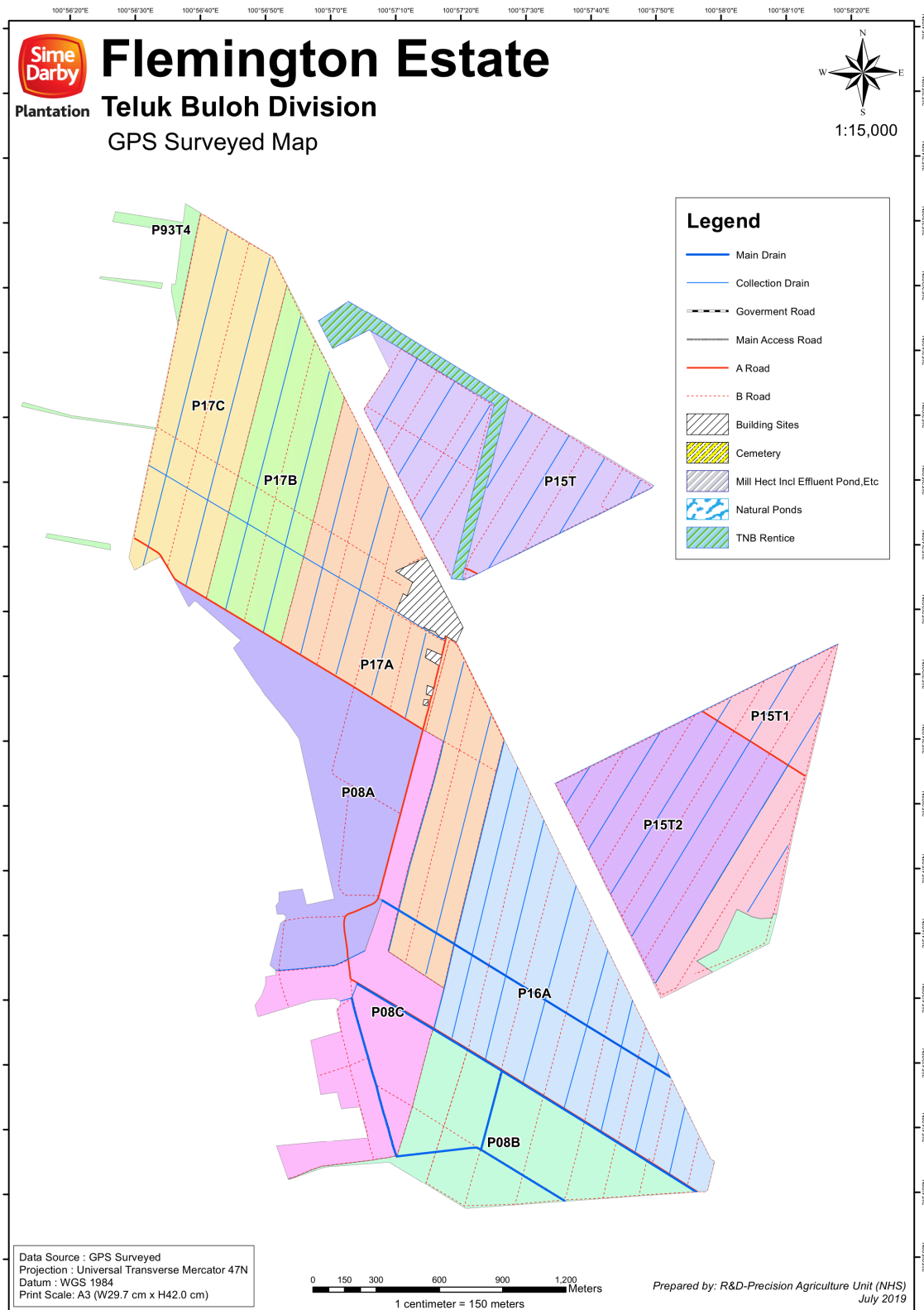


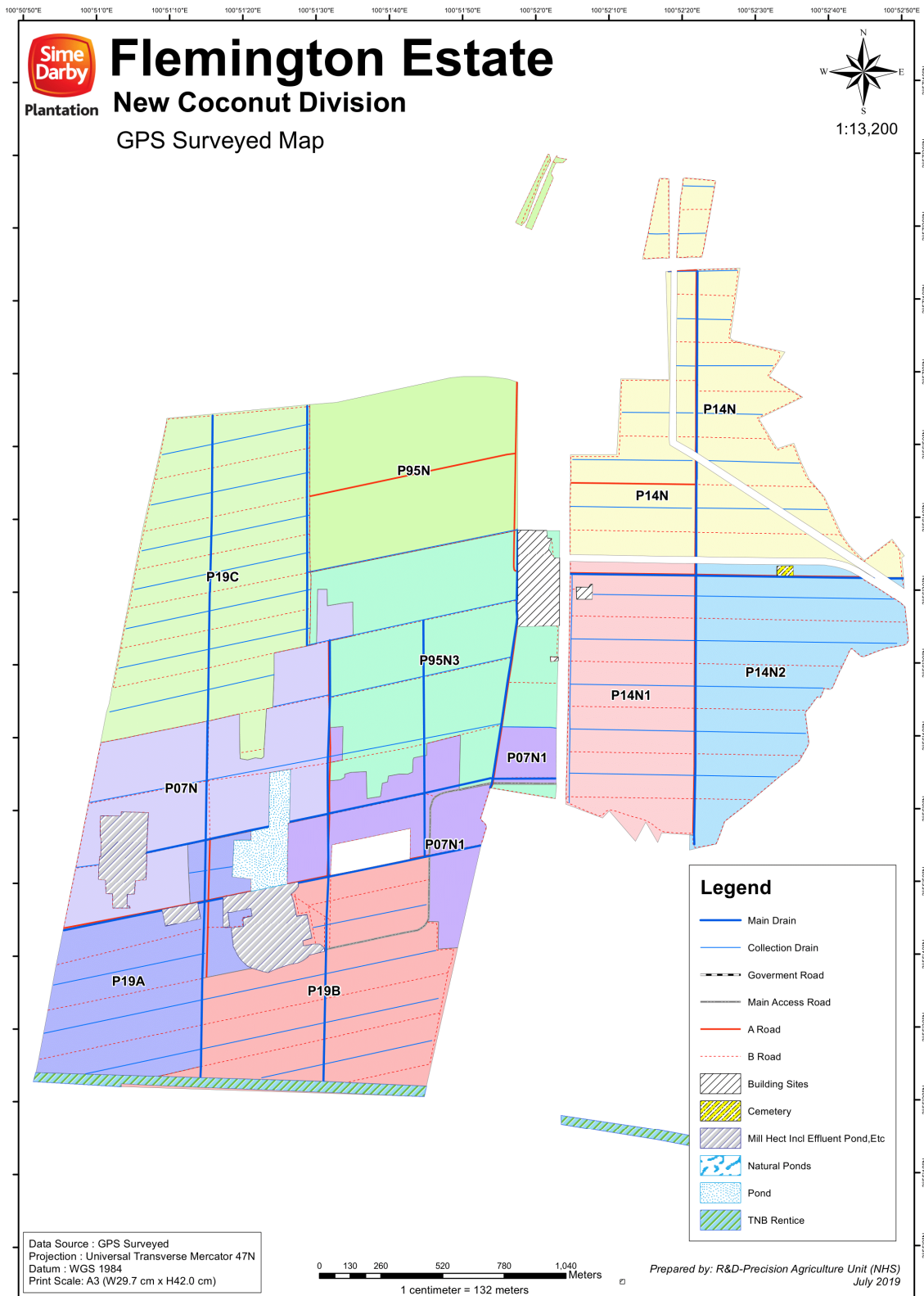
Appendix F: Estate Field Map

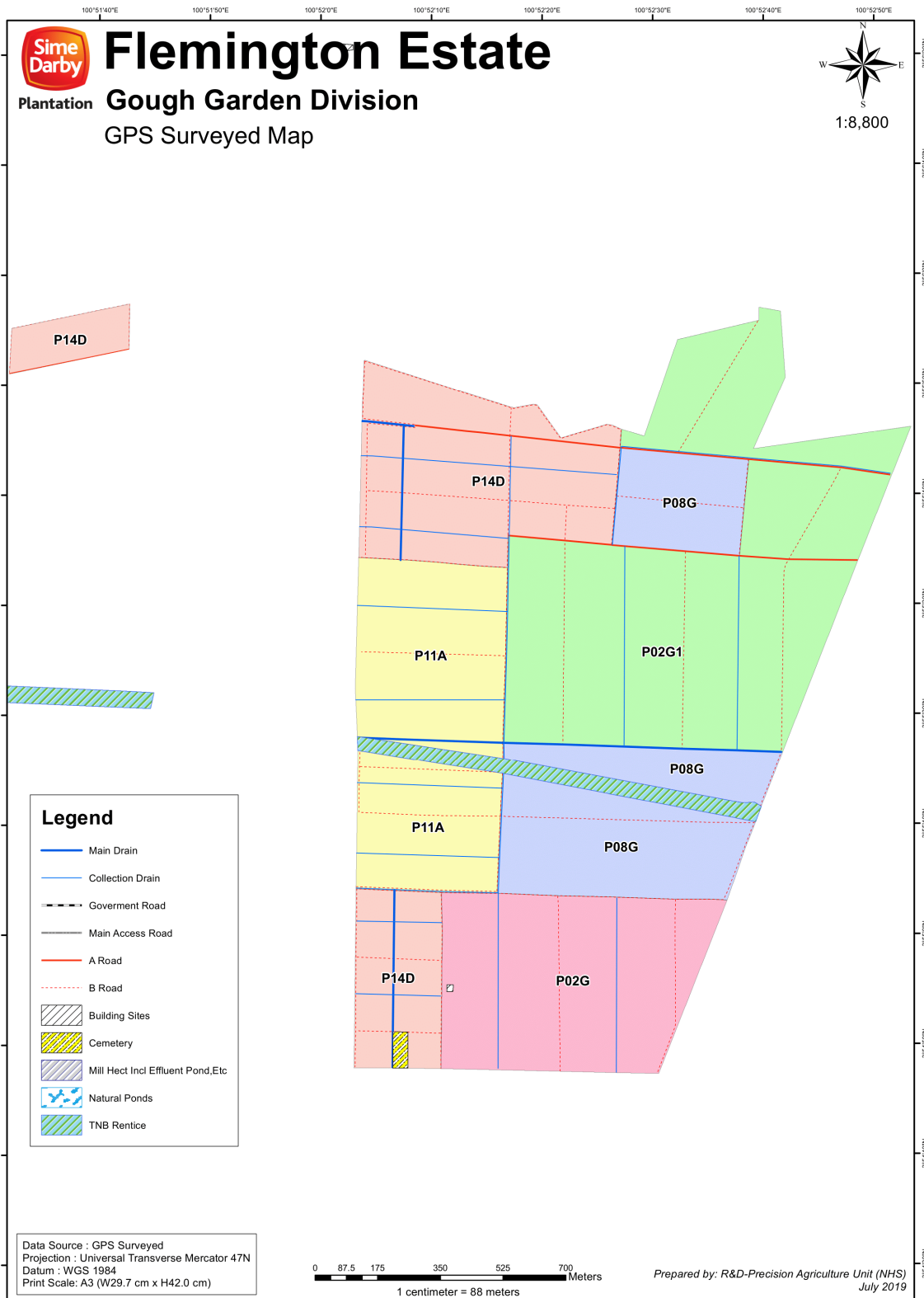


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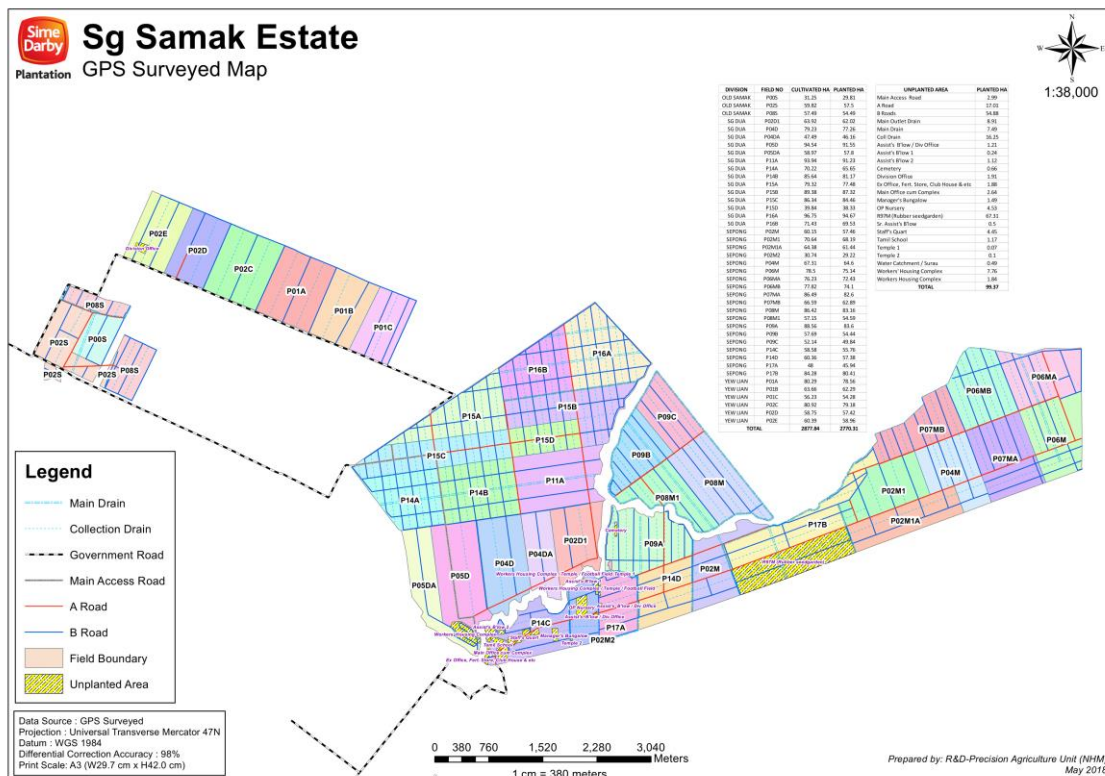
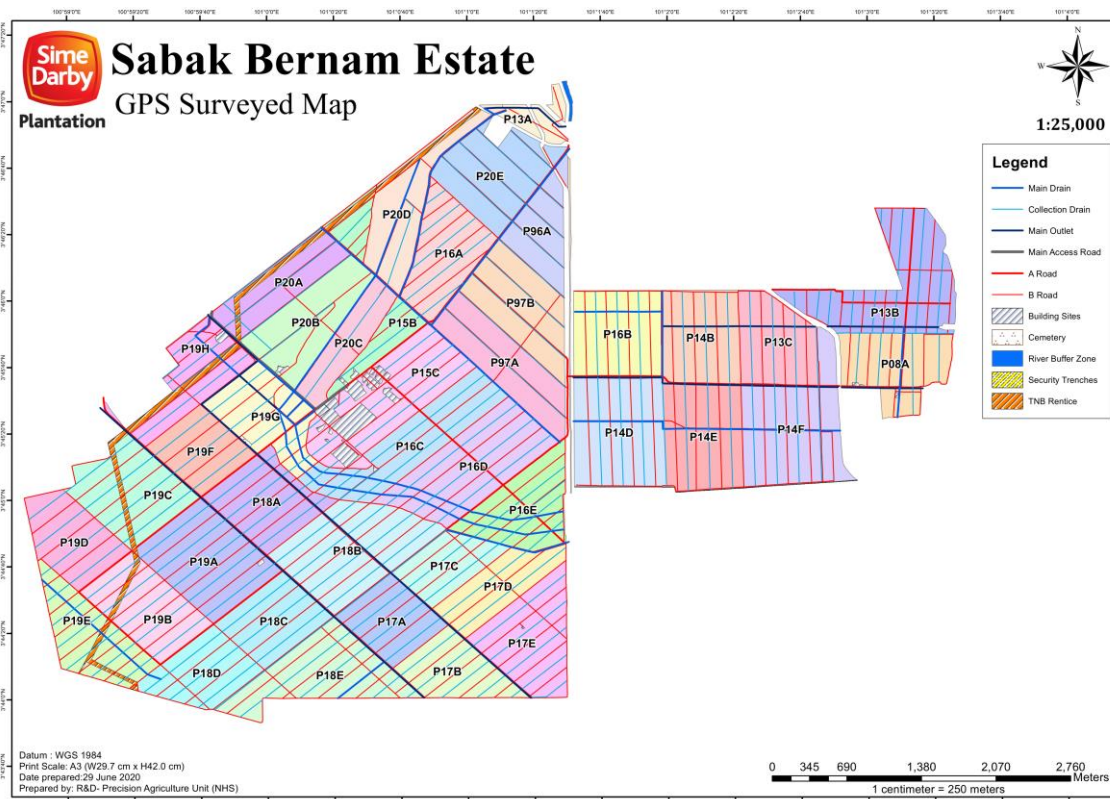








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Appendix G: List of Smallholder Sampled

N/A

Appendix H: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel 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
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MB	Mass Balance
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
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure