

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment
- Annual Surveillance Assessment (4)**
- Recertification Assessment** (Choose an item.)
- Extension of Scope

TSH Resources Berhad
Bangunan TSH, TB9, Menara TSH, No. 8, Jalan Semantan, Damansara Heights, 50490 Kuala Lumpur, Malaysia
TSH Plantation Sdn. Bhd. (Lahad Datu Palm Oil Mill)
KM48, Jalan Lahad Datu, Sandakan, 90200 Kinabatangan, Sabah, Malaysia
Date of Final Report: 13/08/2021

TABLE of CONTENTS

Page No

Section 1: Scope of the Assessment.....	3
1. Company Details	3
2. Certification Information	3
3. Other Certifications.....	4
4. Location(s) of Mill & Supply Bases	4
5. Description of Supply Base	4
6. Plantings & Cycle.....	4
7. Summary of Certified Tonnage of FFB (Own Certified Scope)	5
8. Summary of Certified Tonnage of FFB (from other certified unit(s))	5
9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate).....	5
10. Summary of Certified Tonnage (not applicable for ISS)	6
11. Summary of Actual Volume sold	7
12. Independent Smallholders Certified Tonnage / Volume	8
13. Independent Smallholders Actual Sold Tonnage / Volume	8
Section 2: Assessment Process	9
2.1 Assessment Methodology, Programme, Site Visits.....	9
2.2 BSI Assessment Team	10
2.3 Assessment Plan.....	12
Section 3: Assessment Findings	17
3.1 Multiple Management Units and Time Bound Plan.....	17
3.2 Progress of scheme smallholders and/or outgrowers.....	19
3.3 Details of Nonconformities	21
3.3.1 Status of Nonconformities Previously Identified and Observations.....	25
3.3.2 Summary of the Nonconformities and Status.....	34
3.4 Stakeholders and previous land owner / user consultation.....	35
3.5 Impartiality and conflict of interest	36
Formal Signing-off of Assessment Conclusion and Recommendation	37
Appendix A: Summary of Findings	38
Appendix B: GHG Reporting Executive Summary	122
Appendix C: Location Map of Certification Unit and Supply bases.....	124
Appendix D: Estate Field Map.....	125
Appendix E: List of Smallholder Registered and sampled.....	127
Appendix F: List of Abbreviations.....	128

Section 1: Scope of the Assessment

1. Company Details			
Parent Company	TSH Resources Berhad		
RSPO Membership Number	1-0173-14-000-00	Membership Approval Date	17/11/2014
Address	Menara TSH, No. 8, Jalan Semantan, Damansara Heights, 50490 Kuala Lumpur, Malaysia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	TSH Plantation Sdn. Bhd. (Lahad Datu Palm Oil Mill)		
Location / Address	KM48, Jalan Lahad Datu, Sandakan, 90200 Kinabatangan, Sabah, Malaysia		
Website	www.tsh.com.my		
Management Representative	Rohana Parilla Binti Abdul Salam	E-mail	Rohana.SHO@tsh.com.my
Telephone	089-912020	Facsimile	089-913000

2. Certification Information			
Certificate Number	RSPO 652155	Certificate Start Date	23/03/2017
Date of First Certification	23/03/2017	Certificate Expiry Date	22/03/2022
Scope of Certification	Production of Palm Oil and Palm Kernel		
Visit Objectives	<ul style="list-style-type: none"> • Determination of the conformity of the client's management system, or parts of it, with audit criteria. • Evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory and contractual requirements. 		
Assessment Cycle	<input type="checkbox"/> Pre Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 4) <input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Scope Extension		
Applicable Standards / Normative Reference	RSPO Certification System for P&C and RSPO ISH 2020 <input type="checkbox"/> Choose an item. <input checked="" type="checkbox"/> Malaysia National Interpretation 2019 for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
Supply Chain Module	<input type="checkbox"/> Identity Preserved; <input checked="" type="checkbox"/> Mass Balance	Mill Capacity	60 mt/hr
ISH certification Phase	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 682916	MS 2530-4 Malaysia Sustainable Palm Oil (MSPO) Part 4	BSI Services Malaysia Sdn. Bhd.	22/08/2023
MSPO 698140	MS 2530-4 Malaysia Sustainable Palm Oil (MSPO) Part 3	BSI Services Malaysia Sdn. Bhd.	22/08/2023

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
TSH Plantation Sdn Bhd (Lahad Datu Palm Oil Mill)	KM48, Jalan Lahad Datu, Sandakan, 90200 Kinabatangan, Sabah, Malaysia	5° 19' 09.00" N	118° 02' 33.08" E
TSH Palm Products Sdn Bhd (Ong Yah Ho Estate)	KM48, Lahad Datu-Sandakan Highway, 90200 Kinabatangan, Sabah, Malaysia	5° 19' 26.01" N	118° 02' 43.04" E
TSH Resources Berhad (Gomantong Estate)	KM48, Lahad Datu-Sandakan Highway, 90200 Kinabatangan, Sabah, Malaysia	5° 19' 17.48" N	117° 59' 48.36" E

5. Description of Supply Base					
New Planting Development	<input checked="" type="checkbox"/> No (no change in total planted area)		<input type="checkbox"/> Yes (please refer to Principle 7 for details)		
Estate / Smallholders	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Ong Yah Ho Estate	1,905.00	19.00	76.00	2,000.00	95.25
Gomantong Estate	947.00	-	60.00	1,007.00	94.04
Total	2,852.00	19.00	136.00	3,007.00	94.85

6. Plantings & Cycle							
Estate / Smallholders	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Ong Yah Ho Estate	-	-	17.65	1,887.35	-	1,905.00	-
Gomantong Estate	508.00	205.00	-	-	234.00	439.00	508.00
Total (ha)	508.00	205.00	17.65	1,887.35	234.00	2,344.00	508.00

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage / year			
	Estimated last year (Mar 2020 – Feb 2021)	Actual (Dec 2019 – Mar 2021)		Forecast (Mar 2021 – Feb 2022)
		Previous license period (Dec 2019 – Feb 2020)	Current license period (Mar 2020 – Mar 2021)	
Ong Yah Ho Estate	35,085.68	10,133.05	36,620.76	42,848.38
Gomantong Estate	5,811.98	2,016.50	7,287.63	10,835.09
Total	40,897.66	56,057.94		53,683.47

8. Summary of Certified Tonnage of FFB (from other certified unit(s))				
Estate / Smallholders	Tonnage / year			
	Estimated last year (Mar 2020 – Feb 2021)	Actual (Dec 2019 – Mar 2021)		Forecast (Mar 2021 – Feb 2022)
		Previous license period (Dec 2019 – Feb 2020)	Current license period (Mar 2020 – Mar 2021)	
Nil		N/A	N/A	
Total		N/A		

9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Out growers / smallholders	Tonnage / year			
	Estimated last year (Mar 2020 – Feb 2021)	Actual (Dec 2019 – Mar 2021)		Forecast (Mar 2021 – Feb 2022)
		Previous license period (Dec 2019 – Feb 2020)	Current license period (Mar 2020 – Mar 2021)	
External FFB	N/A	15,314.63	54,919.49	N/A
Total	N/A	70,234.12		N/A

9A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply base (mt)	Volume of FFB from uncertified supply base (mt)	Total FFB/Month (mt)
1	Dec-19	4,066.92	5,405.61	9,472.53
2	Jan-20	3,969.51	4,871.35	8,840.86

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

3	Feb-20	4,113.12	5,037.67	9,150.79
4	Mar-20	3,226.68	3,793.73	7,020.41
5	Apr-20	3,029.67	4,320.55	7,350.22
6	May-20	3,672.32	4,866.89	8,539.21
7	Jun-20	3,501.82	4,253.97	7,755.79
8	Jul-20	3,344.95	3,781.21	7,126.16
9	Aug-20	3,857.92	3,985.40	7,843.32
10	Sep-20	3,224.55	4,805.90	8,030.45
11	Oct-20	3,692.21	4,558.84	8,251.05
12	Nov-20	2,918.56	3,425.02	6,343.58
13	Dec-20	3,478.24	4,160.12	7,638.36
14	Jan-21	3,346.54	4,527.63	7,874.17
15	Feb-21	3,205.06	4,209.97	7,415.03
16	Mar-21	3,409.87	4,230.26	7,640.13
TOTAL		56,057.94	70,234.12	126,292.06

10. Summary of Certified Tonnage (not applicable for ISS)			
Estimated last year (Mar 2020 – Feb 2021)	Actual (Dec 2019 – Mar 2021)		Forecast (Mar 2021 – Feb 2022)
FFB (mt)	FFB (mt)		FFB (mt)
58,674.96*	<i>Previous license period (Dec 2019 – Feb 2020)</i>	<i>Current license period (Mar 2020 – Mar 2021)</i>	53,683.47
	12,149.55	43,908.39	
CPO (mt) (OER: 20.50 %)	CPO (mt) (mt) (OER: 19.29 %)		CPO (mt) (OER: 20.50 %)
12,384.02*	2,041.34	8,770.15	11,005.11
PK (mt) (KER: 5.50 %)	PK (mt) (KER: 5.02 %)		PK (mt) (KER: 5.50 %)
3,349.37*	514.52	2,300.23	2,952.59

*Approved volume extension 1 (8/3/2021): FFB = 13,333 mt; CPO = 3,000 mt; PK = 900 mt

*Approved volume extension 5 (8/8/2021): FFB = 4,444 mt; CPO = 1,000 mt; PK = 200 mt

10A. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	Dec-19	686.76	168.89
2	Jan-20	659.83	163.51
3	Feb-20	694.75	182.12

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

4	Mar-20	579.48	152.77
5	Apr-20	598.06	143.61
6	May-20	702.67	176.32
7	Jun-20	660.20	184.99
8	Jul-20	711.34	181.59
9	Aug-20	836.28	204.82
10	Sep-20	902.73	242.60
11	Oct-20	724.42	194.88
12	Nov-20	755.50	199.85
13	Dec-20	664.00	175.30
14	Jan-21	572.50	150.75
15	Feb-21	481.00	126.20
16	Mar-21	581.97	166.55
TOTAL		10,811.49	2,814.75

11. Summary of Actual Volume sold
Current License period (Mar 2020 – Mar 2021)

	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	5,645.04	-	-	-	5,645.04
PK (MT)	1,674.04	-	-	-	1,674.04
Credits	-	-	-	-	-

Previous License period (Dec 2019 – Feb 2020)

CPO (MT)	1,693.29	-	-	-	1,693.29
PK (MT)	502.21	-	-	-	502.21
Credits	-	-	-	-	-

11A. 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	Lahad Datu Edible Oils Sdn Bhd	RSPO_PO1000006525	-	2,176.25
2	TSH Wilmar Sdn Bhd	RSPO_PO1000005884	7,338.33	-
TOTAL			7,338.33	2,176.25

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

11B. 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)
Nil	N/A	N/A	N/A	N/A
TOTAL			N/A	N/A

11C. Records of CPO & PK Sold as conventional since the last audit (if any)			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
Nil	N/A	N/A	N/A
TOTAL		N/A	N/A

11D. 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)
Nil	N/A	N/A	N/A
TOTAL			N/A

12. Independent Smallholders Certified Tonnage / Volume									
Phase	Estimated last year (Mar 2020 – Feb 2021)			Actual (Dec 2019 – Mar 2021)			Forecast (Mar 2021 – Feb 2022)		
	Eligibility	MS A	MS B	Eligibility	MS A	MS B	Eligibility	MS A	MS B
	40%	70%	100%	40%	70%	100%	40%	70%	100%
FFB			N/A			N/A			N/A
IS-CSPO	N/A	N/A		N/A	N/A		N/A	N/A	
IS-CSPKO	N/A	N/A		N/A	N/A		N/A	N/A	
IS-CSPKE	N/A	N/A		N/A	N/A		N/A	N/A	

13. Independent Smallholders Actual Sold Tonnage / Volume						
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	IS-CSPK	IS-CSPKE
Current License period (Dec 2019 – Mar 2021)						
Credits				N/A	N/A	N/A
Physical	N/A	N/A	N/A			

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.
Tel +60 (3) 9212 9638 Fax +60 (3) 9212 9639
Representative: Nicholas Cheong (Nicholas.Cheong@bsigroup.com)
Website: www.bsigroup.com

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2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on **7-9 April 2021**. The audit programme is included as Section 2.3. Due to the COVID-19 pandemic, this assessment involved a partial remote audit as allowed by RSPO Secretariat – RSPO P&C On-site & Remote Audits dated 24th March 2020. The remote audit was conducted on **15/1/2021**.

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.

Due to the COVID-19 pandemic, the Critical NC close out assessment was conducted off-site.

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. Malaysia National Interpretation 2019 of the RSPO P&C 2018 was used as the normative reference to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment. While, the sampling of smallholders were based on the formula $(\sqrt{y}) \times (z)$; where y is total number of group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix E.

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.

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 3.4.

The non-conformities for this audit are detailed in Section 3.3 and unless it is stated in this section, all previous nonconformities including minor nonconformities are remains closed.

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

This report is structured to provide a summary of assessment finding as provided in Appendix A. The assessment was conducted based on risk based approach sampling and therefore nonconformities may exist.

For Initial, Re-certification and Extension of Scope assessment, the report was externally reviewed by approved external peer 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 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Lahad Datu Palm Oil Mill	✓	✓	✓	✓	✓
Ong Yah Ho Estate	✓	✓	✓	✓	✓
Gomantong Estate	✓	✓	✓	✓	✓

Tentative Date of Next Visit: December 1, 2021 - December 3, 2021

Total Number of Mandays: 9

2.2 BSI Assessment Team

Name	Role	Competency
Hafriazhar Mohd. Mokhtar	Team Leader	<p>Education: Bachelor of Engineering (Hons.) Chemical Engineering, UTM</p> <p>Work Experience: Near 20 years of working experience in multiple engineering disciplines emphasized on science, technology and sustainability. He acquired many skills from being involved in various industrial environments ranging from construction, plantation and mining before shifted into auditing. In short, his career began as Environmental Officer (2002-2003) in construction, Mill Engineer (2003-2008) in plantation, Project Control Engineer (2008-2011) in mining and Auditor/Client Manager (2011-present) in certifications auditing.</p> <p>Training attended: Social Auditing & SMETA Training (2021), ISO 45001 LA Training (2018), MSPO LA Training (2017), RSPO SCCS LA Training (2016), RSPO P&C LA Training (2015), ISO 9001 LA Training (2013), ISO 50001 LA Training (2012), ISO 14001 LA Training (2011)</p> <p>Aspect covered in this audit: During this assessment he assessed the aspects of Policy and commitment, Social requirements, contract agreement, human rights, workers' welfare,</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>smallholder welfare, Stakeholder Consultation, Legal Requirements, land & Legal issue and RSPO supply chain requirements</p> <p>Language proficiency: Bahasa Malaysia and English</p>
<p>Muhammad Fadzli Masran</p>	<p>Team Member</p>	<p>Education: Bachelor of Forestry Science, UPM</p> <p>Work Experience: 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 through career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. He had accumulated auditing experience when he was the internal auditor for ISO9001 and ISO14001 at Kulim Plantations.</p> <p>Training attended: 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.</p> <p>Aspect covered in this audit: During this assessment, he assessed the aspects of Economic management plan, mill best practices, estate best practices, natural and biodiversity conservation, Waste management, GHG, HCV, and RSPO supply chain requirements.</p> <p>Language proficiency: Bahasa Malaysia and English</p>
<p>Muhamad Naquiuddin Mazeli</p>	<p>Team Member</p>	<p>Education: Bachelor of Science Horticulture, UPM</p> <p>Work Experience: More than 11 years working experience in oil palm plantation industry as sustainability team. Joining the sustainability team, he managed, implement and monitors the RSPO, ISCC, MSPO and ISO9001 and ISO 18001 certification requirements for the estates, mills, refineries and Smallholder scheme. He also support in providing training related to RSPO, MSPO and other certifications where applicable to the operations during previous company.</p> <p>Training attended: ISO 9001: 2015 LA Training, ISO 14001: 2015 LA Training, ISO 45001: 2018 LA Training, HCV & HCS Training, RSPO P&C LA Training</p> <p>Aspect covered in this audit:</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>During this assessment, he assessed on the aspects of legal, mill best practices, estate best practices, safety and health and environmental.</p> <p>Language proficiency: Bahasa Malaysia and English</p>
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Accompanying Persons:

Name	Role
Nil	N/A

1.3 Assessment Plan

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

On-site audit:

Date	Time	Subjects	HMM	MNM	MFM
Wednesday, 7/4/2021	0830 – 0900	<p>Lahad Datu POM: Opening Meeting:</p> <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). 	✓	✓	✓
	0900 - 1230	<p>Lahad Datu POM: Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders, etc.</p>	✓	✓	✓
	1230 – 1330	Lunch	✓	✓	✓
	1330 – 1500	<p>Lahad Datu POM: Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, SEIA, HIRARC & GHG documents & records.</p>	✓	✓	✓
	1500 – 1700	<p>Ong Yah Ho Estate: Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records.</p>			

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Date	Time	Subjects	HMM	MNM	MFM
	1700 – 1730	Day 1 interim closing	✓	✓	✓
Thursday, 8/4/2021	0830 – 1230	Ong Yah Ho Estate: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled waste management, worker housing, clinic, Landfill, , etc.	✓	✓	✓
	1030 – 1230	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	✓	-	-
	1230 – 1330	Lunch	✓	✓	✓
	1330 – 1700	Gomantong Estate: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled waste management, worker housing, clinic, Landfill, , etc.	✓	✓	✓
	1700 – 1730	Day 2 interim closing	✓	✓	✓
Friday, 9/4/2021	0830 – 1000	Gomantong Estate: Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records.	✓	✓	✓
	1030 – 1100	Auditors discussion & closing preparation	✓	✓	✓
	1100 – 1130	Closing meeting	✓	✓	✓

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Remote audit:

Date	Time	Subjects	HMM	MFM	VKP	ICT Planned
Wednesday, 23/12/2020	AM	Communication on remote audit document preparation	✓	-	-	Email
Wednesday, 13/1/2021	2:30 PM – 3:00 PM	Online teleconference trial	✓	✓	✓	Microsoft Teleconference Teams
Friday, 15/1/2021 Lahad Datu POM	9:00 AM – 9:20 AM	Opening meeting <ul style="list-style-type: none"> Opening presentation by audit team leader Confirmation of assessment scope and finalize audit plan 	✓	✓	✓	Microsoft Teleconference Teams
9:20 AM – 12:40 PM	9:20 AM – 10:20 AM	Assessment and documentation review on: <ul style="list-style-type: none"> Mill supply chain requirements, mill best practice, legal requirements, OHS and continual improvement 	-	-	✓	Microsoft Teleconference Teams
	10:20 AM – 10:30 AM	10-minutes break	✓	✓	✓	
	10:30 AM – 11:30 PM	Assessment and documentation review on: <ul style="list-style-type: none"> Mill supply chain requirements, mill best practice, legal requirements, environment and continual improvement 	-	✓	-	Microsoft Teleconference Teams
	11:30 AM – 11:40 AM	10-minutes break	✓	✓	✓	

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Date	Time	Subjects	HMM	MFM	VKP	ICT Planned
	11:40 AM – 12:40 PM	Assessment and documentation review on: <ul style="list-style-type: none"> Social aspects, legal requirements, employees’ welfare, stakeholder management and supply chain requirements 	✓	-	-	Microsoft Teleconference Teams
	12:40 PM – 1:40 PM	Lunch break	✓	✓	✓	
Ong Yah Ho Estate & Gomantong Estate	1:40 PM – 2:40 PM	Assessment and documentation review on: <ul style="list-style-type: none"> Good agriculture practice, legal requirements, OHS and continual improvement 	-	-	✓	Microsoft Teleconference Teams
1:40 PM – 5:00 PM	2:40 PM – 2:50 PM	10-minutes break	✓	✓	✓	
	2:50 PM – 3:50 PM	Assessment and documentation review on: <ul style="list-style-type: none"> Good agriculture practice, legal requirements, environment and HCV 	-	✓	-	Microsoft Teleconference Teams
	3.50 PM – 4:00 PM	10-minutes break	✓		✓	
	4:00 PM – 5:00 PM	Assessment and documentation review on: <ul style="list-style-type: none"> Social aspects, legal requirements, employees’ welfare and stakeholder management 	✓	-	-	Microsoft Teleconference Teams

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Date	Time	Subjects	HMM	MFM	VKP	ICT Planned
	5:00 PM – 5:15 PM	10 minutes break/Assessment team discussion	✓	✓	✓	
	5:15 PM – 5:30 PM	Closing meeting	✓	✓	✓	Microsoft Teleconference Teams

Section 3: Assessment Findings

3.1 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the time bound plan include all current subsidiaries, estates and mills that is under the control and/or minor shareholding of the holding company?	The time bound plan includes all operating units in Malaysia and Indonesia. Since joining RSPO as processor and trader on 17/11/2014, TSH Resources Bhd. (hereinafter referred to as TSH) has developed its Sustainable Palm Policy as in the Roundtable of Sustainable Palm Oil (RSPO) Manual; Doc. no.: TSHR/RSPO; Rev. no.: 1; dated 12/6/2016. For Malaysia operations, the plan was to certify Lahad Datu operating unit which was in-line with certification audit conducted on November 2016. On 2017 onwards, the plan was to certify Sabahan complex and Kunak complex on annual basis. For Indonesia operations, one unit operation, PT Sarana Multi Niaga Palm Oil Mill, has been certified since May 2016. The plan was also to certify the rest of operating units complex in Indonesia on annual basis in 2017 onwards.	Complied.
Have all the estates and mills certified within five (5) years after obtaining RSPO membership?	Certifications of all estates and mills within TSH group were in progress since obtaining of membership in November 2014.	Complied
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three (3) years from the date of acquisition. Certification plan for the new acquisition shall be available.	No any new acquisitions since the last audit	Complied
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	No deviations from maximum periods since the last audit.	Complied
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?	No changes for the existing TBP as well as not applicable since no new acquisitions. This is consistent with the latest ACOP reporting i.e. RSPO Annual Communications of Progress 2019 report. 2020 report still on-going as of the date of audit.	Complied
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	No isolated lapses in implementation of the plan.	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 in implementation of the plan.	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Un-Certified Units or Holdings		
No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&C criterion 7.12.	No replacement after dates defined in RSPO P&C MYNI 2019.	Complied
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	No new development since 1 st January 2010	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 4.4, 4.5, 4.6, 4.7 and 4.8.	As of the date of the report being produced, there is no any comment by stakeholder that could be taken action by TSH. Further details please refer to the RSPO Complaints Website: http://www.rspo.org/members/status-of-complaints?keywords=TSH TSH has been submitted a total of 11 LUCA for 11 management units with potential liability. 8 LUCA review ongoing, 1 requiring clarification, 1 passed and 9 requiring clarification note as per tracker https://www.rspo.org/certification/remediation-and-compensation/racp-tracker .	Complied
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2	Since the closure of previous findings, 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 for those uncertified estates against the uncertified management units requirement and covering the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.	Prior to the certification audit, Internal Audit for Lahad Datu POM and supply base was conducted by Sustainability department, the latest internal audit was conducted on 23-25/9/2019 by QA Team for mill and both estates to cover the entire criterion stated in the standard. Periodical assessment were also planned and conducted for all operating units in both Malaysia and Indonesia. A positive assurance statement has been produced through this periodical assessment and internal audit.	Complied
Are there any Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates? If yes is the NC(s) actively addressed with RSPO?	No Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates conducted on 23-25/9/2019.	Complied
Have there been any stakeholder (including NGO) consultation conducted?	Yes. Refer indicator 1.1.4 of the report for details.	Complied

3.2 Progress of scheme smallholders and/or outgrowers

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>	Not applicable.	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Approved Time Bound Plan

RSPO Certification of TSH Mills and Supply bases						
Companies	2016	2017	2018	2019	2020	2021
Malaysia						
TSH Plantation Management Sdn Bhd			Kunak POM & Maju Sawit Estate ²	Sabahan POM		
TSH Resources Berhas		Gomantong Estate ¹				
TSH Palm Products Sdn Bhd		OYH Estate ¹				
TSH Holding Sdn Bhd			Wakuba Estate ²			
LKSK Sdn Bhd			LKSK Estate ²			
Landquest Sdn Bhd			Landquest Estate ²			
TSH Plantations Sdn Bhd		Lahad Datu POM ¹		Sabahan Estate ³		
RT Plantations Sdn Bhd				RT Estate ²		
Indonesia						
PT Andalas Agro Industri		AAI POM ⁵				
PT Laras Internusa		LIN Estate ⁵				
PT Andalas Wahana Berjaya						
PT Sarana Prima Multi Niaga	SPMN POM ⁴ & SPMN Estate ⁴					
PT Mitra Jaya Cemerlang					MJC Estate ⁴	
PT Farinda Bersaudara			FDB POM ⁶ & FDB Estate ⁶			
PT Teguh Swakarsa Sejahtera			TSS Estate ⁶			
PT Munte Waniq Jaya Perkasa				MWJP Estate ⁶		
PT Perkebunan Sentawar Membangun						PSM Estate ⁶
PT Bulungan Citra Agro Persada						BCAP POM* & BCAP Estate ⁷
PT Andalas Wahana Sukses						AWS POM* & AWS Estate ⁸
<p>Note: Superscript 1 supplies to Lahad Datu POM. Superscript 2 supplies to Kunak POM. Superscript 3 supplies to Sabahan POM. Superscript 4 supplies to SPMN POM. Superscript 5 supplies to AAI POM. Superscript 6 supplies to FDB POM. Superscript 7 supplies to BCAP POM. Superscript 8 supplies to AWS POM. Note: * (Asterisk) Indicates POM not yet built. Note: This schedule may be subject to change but CU will endeavour to keep the final schedule as close as possible to what appears here.</p>						

3.3 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 two (2) number of Critical and one (1) number of Minor nonconformity raised. The TSH Lahad Datu Palm Oil Mill and Supply Base Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the 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 #	2041294-202103-M1	Date Issued	9/4/2021
Due Date	7/7/2021	Date of nonconformity Closure	6/7/2021
Clause & Category (Critical / Minor)	3.4.3 (Critical)		
Statement of Nonconformity:	The environmental management plan is 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:	<p>Lahad Datu POM and Ong Yah Ho Estate: Sighted during site visit at the EFB yard, there is evidence of leachate from the containment drain spilled over and flow to the land area behind the yard. As stated in the Environmental Continual Improvement Plan under section Soil/M/001, the mill to ensure leachate are flow into treatment system.</p> <p>Ong Yah Ho Estate didn't identify used PPE contaminated with chemical as scheduled waste, SW 410. The item generated was stored in general store as sighted during site visit. Reviewed the scheduled waste inventory records in Scheduled Waste Inventory forms and ESWISS inventory, no records for used PPE generated in SW 410. As stated in the Environmental Continual Improvement Plan under section Waste/P/001, 'to collect, segregate, labelling, store and dispose all the Scheduled Waste through DOE licensed contractor.</p> This shows the management plan is not effectively implemented.		
Corrections:	LDPOM: Immediately cleaning of the chocked drainage. OYH: Removed the used contaminated PPE to the SW store.		
Root Cause Analysis:	LDPOM: Choking of fibre in the drainage strainer and pit causing the leachate overflow into the EFB yard apron and the surrounding soils. OYH:		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	The used PPE has been identified in the Waste Identification & Disposal Plan, dated on 1 st January 2021 for those contaminated used PPE to be disposed as SW 410 and mixed with contaminated cotton rags. Unfortunately, the used PPE yet to be transferred to SW store the audit.
Corrective Actions:	<p>LDPOM:</p> <ol style="list-style-type: none"> Daily monitoring of the EFB yard to be included into the Effluent Daily Monitoring Report to ensure no chocking the strainer/pit. Made additional bund-wall near the pit to ensure any accidental overflow will be addressed. <p>OYH:</p> <p>To removed and ensure contaminated used PPE stored at SW store</p> <ol style="list-style-type: none"> Provide 1 specific bin for used PPE in the SW store Training for PIC Store & employees who produced contaminated PPE Specific SW inventory for used PPE
Assessment Conclusion:	<p>Evidence of corrections and corrective actions verified:</p> <ul style="list-style-type: none"> - Photographic evidence dated 23/4/2021 of cleaning completely conducted - Photographic evidence dated 23/4/2021 of SW store arrangement with proper contaminated PPE containment bin - Sample records of daily EFB monitoring dated 8/4/2021 to ensure no pile of EFB in yard - Photographic evidence dated 28/5/2021 of completed construction for additional bund surrounding pit at EFB yard - Re-training and briefings records dated 30/4/2021 of Store PIC & employees who produced contaminated PPE - Sample records of contaminated PPE SW inventory dated 30/4/2021 <p>Evidence of corrections and corrective actions taken confirmed the CAP proposed were effective to address the issue. Hence, Critical NC was closed on 6/7/2021.</p>

Non-conformity			
NCR Ref #	2041294-202103-M2	Date Issued	9/4/2021
Due Date	7/7/2021	Date of nonconformity Closure	6/7/2021
Clause & Category (Critical / Minor)	6.2.3 (Critical)		
Statement of Nonconformity:	Evidence of legal compliance for overtime payment against legal labour requirements was 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:	Based on sample payslip for Lahad Datu POM employees as following:		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<ul style="list-style-type: none"> - Employee ID # 03-0220; Post: Fireman; Feb payslip date: Clock in time 3/2/2021 = 18:45; Clock out time 4/2/2021 = 07:01; Total working hours = 12 hrs but no OT paid - Employee ID # 03-0547; Post: Fireman; Mar payslip date: Clock in time 19/3/2021 = 18:52; Clock out time 20/3/2021 = 05:29; Total working hours = 10.5 hrs & Clock in time 24/3/2021 = 18:54; Clock out time 25/3/2021 = 07:09; Total working hrs = 11 hrs but no OT paid - Employee ID # 02-0107; Post: Fitter; Feb payslip date: Clock in time 15/2/2021 = 06:49; Clock out time 16/2/2021 = 02:01; Total working hours = 19 hrs & Clock in time 4/3/2021 = 05:37; Clock out time 4/3/2021 = 16:00; Total working hours = 10 hrs but no OT paid - Employee ID # 03-0020; Post: Press Operator; Feb payslip date: Clock in time 3/2/2021 = 18:41; Clock out time 4/2/2021 = 06:57; Total working hours = 12 hrs but no OT paid
Corrections:	Back pay their OT which not paid in Feb & Mar 2021.
Root Cause Analysis:	<p>Failure in manpower management on daily basis due to;</p> <ol style="list-style-type: none"> 1. Less FFB received causing unexpected processing days/hours workers need to work overtime to finished processing the FFB. 2. Low manpower on specific expertise i.e. workshop people such as fitters 3. No strict monitoring by supervisor causing workers work extra hours without approval
Corrective Actions:	<ol style="list-style-type: none"> 1. Revised the processing days to ensure no more extra working hours required for the 2nd shift of the workers. 2. Monitor the working time of workers during processing days by supervisor to ensure no one exceeded approved working hours. 3. Fill in the OT approval form to ensure all OT conducted are approved and due to working related issue.
Assessment Conclusion:	<p>Evidence of corrections and corrective actions verified:</p> <ul style="list-style-type: none"> - Records of backdated payment of unpaid Feb & Mar 2021 OT for affected workers on April 2021 - Revised process shift timetable for process operators effective April 2021 - Sample monthly mill operation hours monitoring form for the month of May 2021 - Sample OT approval form <p>Evidence of corrections and corrective actions taken confirmed the CAP proposed were effective to address the issue. Hence, Critical NC was closed on 6/7/2021.</p>

Non-conformity			
NCR Ref #	2041294-202103-N1	Date Issued	9/4/2021
Due Date	7/7/2021	Date of nonconformity Closure	Next assessment
Clause & Category (Critical / Minor)	6.7.2 (Minor)		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Statement of Nonconformity:	Found First aid equipment was incomplete at workplace.
Requirement Reference:	Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in the appropriate language of 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:	Lahad Datu POM and Ong Yah Ho Estate: Sighted first aid was available in Mill however no eye ointment or eye drops in First aid box at Boiler and Ramp area as per Factories and Machinery (Safety, Health, and Welfare) Regulation Fourth Schedule. At Ong Yah Ho estate, found no bottle of saline (Sal Volatile) as per first aid verification at manuring operation field OP38 and spraying operation field OP2 area.
Corrections:	LDPOM : Replace the requirements of eye wash / eye ointment with the portable eye wash bottle at all area. OYH: Replace solution inside the bottle with Saline Solution immediately
Root Cause Analysis:	LDPOM : The eye drops are not used in the first aid box as it posed a different threat as it is considered expired immediately once open even though not completely used all liquid. The stated area is within 5 meters from the emergency eye wash station. OYH: The bottle for saline (Sal volatile) was made available in the First Aid Box provided as per the first aid inventory list of items. Unfortunately, the saline bottle is also filled with the iodine solution.
Corrective Actions:	LDPOM : 1. Ensure the list of first aid item for first aid box are following the new revised Guidelines on First-Aid in The Workplace (2nd Edition) 2. Conduct Monthly Inspection of the First Aid Box by PIC. OYH: 1. Ensure the list of first aid item for first aid box are following the new revised Guidelines on First-Aid in The Workplace (2nd Edition) 2. Conduct Monthly Inspection of the First Aid Box by PIC. 3. Training to Clinic Assistant on the First Aid Box items and type.
Assessment Conclusion:	The submitted CAP detailing on proposed actions to be taken to address the nonconformity based on the root cause determined were being reviewed by auditors deemed to be appropriate. Thus, the evidence of effectiveness of CAP will be verify during next coming surveillance assessment.

Opportunity for Improvements	
OFI #	Description

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Nil	N/A
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Positive Findings	
PF #	Description
PF 1	Good document retrieval from the operating unit.
PF 2	Good commitment from estate management and IOI Sustainability team.

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	1864918-201912-M1	Clause & Category (Critical (Major) / Minor)	5.1.6 (Critical)
Closed (Yes / No)	Yes	Date of nonconformity Closure	5/3/2020
Statement of Nonconformity:	Agreed payment are not made in timely manner as per contract agreement		
Requirement Reference:	Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.		
Objective Evidence:	Contractor	Payment details	Remarks
	Chemindus	INV-29188, boiler and raw water treatment (Invoice date: 30/6/19, stamped received: 16/7/19)	Payment term in 30 days from date of invoice, refer to payment term subclause 3.2(c) Date of payment: 1/11/19
	MP Machinery	Invoice date: 13/9/19, ref. no. L1S/IL024297	Payment term is 30 days. Date of payment 1/11/19.
Corrective Actions:	Revised the current Tax Invoice Verification time through Reduce waiting time for tax invoice verification to ensure site verification can be done within the time frame stated in both agreement and with PR / billings system.		
Assessment Conclusion:	<p>Major NC onsite verification:</p> <p>Verified the new TSH Resources Bhd process flow for payment process under appendix 8.3 - invoice verification flow. Training for the new SOP was given to store personnel on 12/2/20. Initial payment term in the contract was 30 days and agreed to be revised to 60 days based on letter dated 6/1/20 from Chemindus COO. Sighted evidence of payment for Chemindus Sdn Bhd, invoice no. INV 30555 dated 30/11/19 (received date 23/12/19), payment date 1/2/20.</p> <p>Another sample of payment document form UMW (East Malaysia) Sdn Bhd was verified. Invoice no. S6207962 dated 20/12/19. Payment was made on 30/1/20 for the said invoice. It was evident that both samples meeting payment timeline of 60 days.</p>		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	The corrective action is found to be effectively implemented, thus the major NC is closed on 5/3/20. Continuous implementation will be further verified in the next audit.
ASA 4 verification	Based on the agreements, the final FFB payment is on 15 th of the following month. Advance payment is available upon request. The monthly FFB price shall be on Market Price, determined by market forces in the region. Records shown all payments were made on time. Hence, Critical NC remained closed.

Non-conformity			
NCR Ref #	1864918-201912-M2	Clause & Category (Critical (Major) / Minor)	SCCS E 4.2 (Critical)
Closed (Yes / No)	Yes	Date of nonconformity Closure	5/3/2020
Statement of Nonconformity:	Mechanism for handling non-conforming oil palm products and/or documents was not in place.		
Requirement Reference:	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.		
Objective Evidence:	In the SOP, TSHR/SUST/SOP05 rev;4 dated 10/12/19, mechanism for handling non-conforming oil palm products and/or documents was not explicitly explained.		
Corrective Actions:	Refresher training to PIC on the type and methods on handling the nonconformance products/documents.		
Assessment Conclusion:	<p>Major NC onsite verification:</p> <p>Refresher training for RSPO SCCS was given to Lahad Datu POM's team on 25/2/20. The intent of training is to update on the new revised SOP on handling the non-conformance products/documents. Verified document, TSH/SUST/SOP05 rev:5 dated 20/2/20. Interview with person in charge has confirmed the understanding and intent of the new revised SOP on handling the nonconformance products/documents.</p> <p>The corrective action is found to be effectively implemented, thus the major NC is closed on 5/3/20. Continuous implementation will be further verified in the next audit.</p>		
ASA 4 verification	<p>Incoming FFB for both certified and non-certified are monitored and recorded in the mass balance sheet and SAP system. Records of certified FFB checked from own supply base. No overproduction recorded from the last review period, December 2019 to December 2020.</p> <p>Sampled the purchase of FFB as follows:</p> <ul style="list-style-type: none"> i. FFB Supplier: Ong Yah Ho Estate <ul style="list-style-type: none"> - Delivery Note Number: 120359 - Delivery Date: 11/11/2020 - Vehicle Number: SD 6510 K - FFB Tonnage: 5660 Kg 		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<ul style="list-style-type: none"> - RSPO License Number: RSPO 652155 ii. FFB Supplier: Ong Yah Ho Estate <ul style="list-style-type: none"> - Delivery Note Number: 120616 - Delivery Date: 17/11/2020 - Vehicle Number: SS 2725 V - FFB Tonnage: 5490 Kg - RSPO License Number: RSPO 652155 <p>Hence, Critical NC remained closed.</p>
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Non-conformity			
NCR Ref #	1864918-201912-M3	Clause & Category (Critical (Major) / Minor)	SCCS E 5.1 (a) (Critical)
Closed (Yes / No)	Yes	Date of nonconformity Closure	5/3/2020
Statement of Nonconformity:	Record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK was not recorded on three monthly basis.		
Requirement Reference:	a) The site 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.		
Objective Evidence:	Record of FFB and CPO and PK deliveries only updated on monthly basis and no reconciliation of stock after delivery was made.		
Corrective Actions:	Revised and combine both mass balance sheet / tracking transaction of CSPO/CSPK to ensure the volume sold under CSPO/CSPK will be easily tracked and each delivery based on the volume from CSFFB processed by monthly to three monthly basis.		
Assessment Conclusion:	<p>Major NC onsite verification:</p> <p>Movement of certified material and product monitored using certified product traceability sheet, rev:0 effective date 1/1/20. Tracking of products are on monthly basis and reconcile by end of 3 month @ inventory period. Verified updated data until end of February 2020 and found to be surplus for both CPO and PK. Interview with person in charge has confirmed the understanding on how to monitor movement of certified material and product with fixed inventory period accounting.</p> <p>The corrective action is found to be effectively implemented, thus the major NC is closed on 5/3/20. Continuous implementation will be further verified in the next audit.</p>		
ASA 4 verification	<p>Lahad Datu Oil Mill has maintained the accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements.</p> <p>The facility opted for three monthly basis record and balance. Excel format is used for the mass balance calculation. Among the information available in the format is month, FFB processed, OER, CPO amount [opening, produced and closing], dispatch of CPO & PK and balance of CPO & PK both in virtual and physical.</p>		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p><u>CPO:</u> RSPO certified CPO produced in Dec 2019 - Dec 2020: 10,423.69 mt RSPO certified CPO sold as RSPO certified in Dec 2019 - Dec 2020: 7,337.61 mt RSPO certified CPO sold under other certification in Dec 2019 - Dec 2020: Nil RSPO certified CPO sold as conventional in Oct 19-Jun 20 = Nil Balance of RSPO certified CPO: 51.66 mt</p> <p><u>PK:</u> RSPO certified PK produced in Dec 2019 - Dec 2020: 2,707.47 mt RSPO certified PK sold as RSPO certified in Dec 2019 - Dec 2020: 2,176.25 mt RSPO certified PK sold under other certification in Dec 2019 - Dec 2020: Nil RSPO certified PK sold as conventional in Dec 2019 - Dec 2020: Nil Balance of RSPO certified PK = 455.85 mt Hence, Critical NC remained closed.</p>
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Non-conformity			
NCR Ref #	1864918-201912-N1	Clause & Category (Critical (Major) / Minor)	6.2.7 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	15/1/2021
Statement of Nonconformity:	No permanent, full-time employment is used for all core work performed by the unit of certification.		
Requirement Reference:	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.		
Objective Evidence:	<p>Lahad Datu POM Core work performed by the unit of certification is currently under contract and renewed on yearly basis. Sample of workers checked:</p> <ul style="list-style-type: none"> i) Employee ID: 010653, Employment contract dated 2/1/19 (WB clerk) ii) Employee ID: 040688, Employment contract dated 2/1/19 (fireman) iii) Employee ID: 050710, , Employment contract dated 2/1/19 (watchman) iv) Employee ID: 0736, Employment contract dated 22/10/19 (lab attendance) <p>Gomantong Estate</p> <ul style="list-style-type: none"> i) Employee ID: 022871, employment contract dated 2/1/19 (security) ii) Employee ID: 032553, employment contract dated 2/1/19 (general/harvester) 		
Corrective Actions:	To revised the contract agreement for workers which fall under core activities from annual to permanent contract agreement for Malaysian citizenship effective in Feb'2020.		
Assessment Conclusion:	The correction action plan is accepted. Effectiveness of corrective action taken will be further verified in the next surveillance assessment.		
ASA 4 verification	Employment contracts detailing payments and conditions of employment available to the permanent workers employed as per samples sighted in indicator 6.1.6 and 6.2.2 as following:		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>Evidence of equal pay for the same work scope available as per sample sighted as following:</p> <p>Lahad Datu POM:</p> <ul style="list-style-type: none"> - Female employee ID # 0479; Post: Press Operator - Male employee ID Employee ID # 0755; Post: Capstan Operator <p>Ong Yah Ho Estate:</p> <ul style="list-style-type: none"> - Female employee ID # 3487; Post: P&D Workers - Male employee ID # 4207; Post: Harvester <p>Gomantong Estate:</p> <ul style="list-style-type: none"> - Female employee ID # 2544; Post: General Worker - Male employee ID # 01-2550; Post: General Worker <p>Employment contracts detailing payments and conditions of employment available to the workers for sample employees sighted as per indicator 6.1.6 above. Regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with Sabah Labour Ordinance and Minimum Wages Order.</p> <p>Other samples also sighted as following:</p> <p>LDPOM:</p> <ul style="list-style-type: none"> - Employee ID # 0742; Salmia Binti Sutiman; Weighbridge Clerk - Employee ID # 0479; Aisah Binti Makkulase; Press Operator - Employee ID # 0739; Soferi Bin Mohd. Hamsa; Watchman - Employee ID # 0619; Muhammad Hafiz; Pump House Operator - Employee ID # 0683; Suwandi Bin Suriyadi; Fireman - Employee ID # 0755; Muhd Adrian Syah; Capstan <p>OYHE:</p> <ul style="list-style-type: none"> - Employee ID # 5018; Mohd. Azry Rusman; Gate Keeper - Employee ID # 4207; Amir Bin Indro; Harvester - Employee ID # 3487; Nanna Bonto; P&D Workers - Employee ID # 4029; Pira Asbar; Daily Rated - Employee ID # 0009; Sarah Munasek; L/F Collection - Employee ID # 3183; Bulan Binti Sokmo; Gardener - Employee ID # 04-4201; Ismail Bin Rustan; Harvesters - Employee ID # 05-4846; Suarni Binti Baga; L/F Collection - Employee ID # 01-4896; Muhamad Fairezan Binti; Gatekeeper <p>GE:</p> <ul style="list-style-type: none"> - Employee ID # 2690; Aswan Bin Tenra; Sprayer - Employee ID # 2544; Rahayu Binti Saleh; General - Employee ID # 3176; Sulimah Bin Nessa; Harvester - Employee ID # 3229; Tiara Pado; Manuring - Employee ID # 2871; Rumi Parkasa Bin Alman; Gate Keeper
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<ul style="list-style-type: none"> - Employee ID # 01-2550; Isattu Bin Kamaruddin; General - Employee ID # 06-3540; Muhammad Irwan; Harvester - Employee ID # 03-2644; Jusman Bin Jabir; Mandore - Employee ID # 01-3545; Hasna Bt Tappe; Weeders/Manure <p>No casual, temporary and day labour employed within all operating units within Lahad Datu certification unit. Hence, Minor NC closed on 15/1/2021.</p>
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Non-conformity			
NCR Ref #	1864918-201912-N2	Clause & Category (Critical (Major) / Minor)	6.4.1 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	15/1/2021
Statement of Nonconformity:	Remediation process is not incorporated in the established policy.		
Requirement Reference:	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.		
Objective Evidence:	Remediation process was not properly documented and explained in the Child Labour Policy, TSHR/POL/SOP07, rev:0 dated 16/10/15.		
Corrective Actions:	1. Revised the TSHR/POL/SOP07 to include the clause of remediation process should any transgression found on-site. 2. Annual refresher conducted to all employees on the reminder for the child labour protection under this organization.		
Assessment Conclusion:	The correction action plan is accepted. Effectiveness of corrective action taken will be further verified in the next surveillance assessment.		
ASA 4 verification	A formal policy for the protection of children, including prohibition of child labour was in place as Child Labour Policy; ST-POL07-02; Date: 15/10/2015; Signed by Managing Director. Child Labour Policy also included in supplier agreements as per sample sighted as following: <ul style="list-style-type: none"> - Contractor: Chemindus Sdn. Bhd.; Contract: Professional raw and boiler water treatment services; Ref. # LDPOM-Chemindus/001/2020-2021; Period: 1/8/2020 – 31/7/2021 - Contractor: HMK Transport Sdn. Bhd.; Contract: CPO Transportation; Period: 1/2/2020 – 31/1/2023 Hence, Minor NC closed on 15/1/2021.		

Non-conformity			
NCR Ref #	1864918-201912-N3	Clause & Category (Critical (Major) / Minor)	6.5.3 (Minor)

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Closed (Yes / No)	Yes	Date of nonconformity Closure	15/1/2021
Statement of Nonconformity:	No evidence that management has assessed the needs of new mothers, in consultation with the new mothers as to date.		
Requirement Reference:	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		
Objective Evidence:	Consultation process with new mothers has yet to be carried out. Based on meeting minutes dated(9/12/19, 18/9/19, 18/6/19 and 14/3/19), no discussion on the needs of new mothers to breastfeed up to nine months and adequate space and paid breaks should be provided to enable mothers with infants 24 months or younger to breastfeed or express and store breast milk with privacy.		
Corrective Actions:	Program for new mother management/consultation (female workers which handling with chemicals) such as training, space and needs for breast feeding breaks and the periods approved for such requests will be prepared and discussed as Gender Committee annual plan.		
Assessment Conclusion:	The correction action plan is accepted. Effectiveness of corrective action taken will be further verified in the next surveillance assessment.		
ASA 4 verification	New mothers assessment was undertaken by gender committee representatives as per records of gender committee meeting latest conducted on 26/12/2019 and 26/6/2020 in combination for both estates and mill. Hence, Minor NC closed on 15/1/2021.		

Non-conformity			
NCR Ref #	1864918-201912-N4	Clause & Category (Critical (Major) / Minor)	7.3.2 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	15/1/2021
Statement of Nonconformity:	The disposal of waste material were not done according to standard procedures.		
Requirement Reference:	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.		
Objective Evidence:	<p>LDPOM</p> <p>During the visit to LDPOM Linesite, the waste materials (used lubricant containers and used paint containers) were not disposed responsibly as they can be seen reused at the linesite and disposed by recycling when they are categorized as scheduled waste. The management need to review the effectiveness of their schedule waste disposals as contaminated containers must be disposed as schedule waste.</p> <p>Ong Yah Ho Estate</p> <p>During the visit to the Ong Yah Ho Schedule Waste store it was sighted that there was a 200 litre drum filled with used oil filters. Unfortunately there were no "Toxic</p>		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	Substance Waste" label on the container which is required to indicate the Waste Code, Waste Type, Generation date, etc.
Corrective Actions:	<ol style="list-style-type: none"> 1. To revised the TSHR's Waste management- TSHR/SOP03/rev2 dated 04.07.2016; plan to specify the type of able to re-use chemical containers onsite 2. To conduct waste management refresher training in 6 monthly basis. 3. Conduct return to supplier program of mineral oil empty chemical container for their reuse of mineral oil container. Details of disposed of or re-use type of chemical container will be specified in the TSHR/SOP03/Rev03.
Assessment Conclusion:	The correction action plan is accepted. Effectiveness of corrective action taken will be further verified in the next surveillance assessment.
ASA 4 verification	<p>TSH has established SOP for Waste management, refer document no. TSHR/ENV/SOP03, rev. no. 3 dated 20/02/2020. All waste disposal was conducted as per SOP established.</p> <ol style="list-style-type: none"> 1. The mill monitor and recorded the inventory for all Schedule Waste generated in Scheduled Waste Inventory form, refer form TSHR/ENV/F04. Reviewed the inventory FY 2020 for SW 102, SW 409, SW 305, SW 410 and SW 322. 2. The mill reported the scheduled waste inventory to DOE through E-SWISS. Reviewed the submission records for the month of October 2020 (submitted on 18/12/2020), November 2020, (submitted on 18/12/2020) and December 2020 (submitted on 05/01/2021). 3. The domestic waste were collected twice a week and disposed in designated landfill located in field OP 13 in Ong Yah Ho Estate and 2022C in Gomantong Estate. Sighted the domestic waste collection records in waste loading chit dated 17/03/2021, 20/03/2021 and 24/03/2021. 4. The estate monitor and recorded the inventory for all Schedule Waste generated in Scheduled Waste Inventory form, refer form TSHR/ENV/F04. Reviewed the inventory FY 2020 for SW 102, SW 408, SW 305, and SW 410. 5. The mill disposed the Scheduled waste through licensed waste manager. Reviewed the disposal records as follows: <ol style="list-style-type: none"> a. 15/12/2020, SW 410, Consignment note no. 11786 b. 15/12/2020, SW 409, Consignment note no. 11763 c. 15/12/2020, SW 102, Consignment note no. 11762 d. 15/12/2020, SW 322, Consignment note no. 11759 e. 15/12/2020, SW 322, Consignment note no. 11787 6. The estate disposed the Scheduled waste through licensed waste manager. Reviewed the disposal records as follows: <ol style="list-style-type: none"> a. 15/12/2020, SW 410, Consignment note no. 11767 b. 15/12/2020, SW 408, Consignment note no. 11930 c. 15/12/2020, SW 102, Consignment note no. 11766 d. 15/12/2020, SW 305, Consignment note no. 11765 e. 15/12/2020, SW 410, Consignment note no. 11931 <p>Hence, Minor NC closed on 15/1/2021.</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Non-conformity			
NCR Ref #	1864918-201912-N5	Clause & Category (Critical (Major) / Minor)	7.2.8 (Minor)
Closed (Yes / No)	Yes	Date of nonconformity Closure	15/1/2021
Statement of Nonconformity:	The handling of used pesticide containers were not in accordance with the estates SOP and Procedures of safe handling.		
Requirement Reference:	All pesticide containers are properly disposed of and/or handled responsibly if used for other purposes.		
Objective Evidence:	<p>With the exception that some empty pesticide containers were recycled as premixing containers used to supply pesticide for field applications, the rest of the empty chemical containers were triple rinsed and stored in dedicated store in accordance to procedure TSHR/ENV/SOP03 r2 dated 04.07.2016 The procedure states that all emptied chemical containers shall be triple rinsed to recover the chemical residue (refer to the triple, TSHR/ENV/WI01).</p> <p>The procedure does not mention on the need to puncture the chemical drums to remove the chemical residues. The triple rinse procedure (TSHR//ENV/WI01) Rev 1 states at Part 2(8) – Tebuk bekas di bawah bagi tujuan keselamatan dan kesihatan) which requires the chemical drums to be punctured prior to be sent to the store.</p> <p>Based on the chemical drums that were randomly selected at the Empty Chemical Drum Stores at Ong Yoh Ha Estate and Gomantang Estate, it was sighted that none of the chemical drums were punctured. It was also sighted that the chemical containers still had liquid inside if them.</p> <p>It was also sighted during the Field Visit at Gomantong Estate, the Contractor’s Excavator had a number of chemical drums used to store lubricant. This indicates the lack of control on the used chemical drums within the estate as the chemical drums are supposed to be reused (premix drums) or disposed responsibly and not to store fossil fuels.</p>		
Corrective Actions:	<ol style="list-style-type: none"> 1. Training of the PIC to be improved especially on the new recruits from annually to 6 monthly refresher training on SW management. 2. Revised the TSHR/SOP03/rev2 dated 04.07.2016 to include the triple rinsing requirements and type of empty chemical container which approved for re-use with labelling and signage. 3. SW Store inspection frequency to be increase from quarterly to Monthly basis and to be conducted by Store PIC/Staff/Engineer instead of the SW Store PIC. 		
Assessment Conclusion:	The correction action plan is accepted. Effectiveness of corrective action taken will be further verified in the next surveillance assessment.		
ASA 4 verification	<p>Empty pesticides containers in Gomantong estate and Ong Yah Ho were triple rinsed, its bottom perforated to render it useless, inventoried and stored. This empty chemical container was been store at estate and disposed as Recycle waste. Latest disposal was on 10/7/2020 with total 480kg (Ref weighbridge ticket: 241238) at Newgates Industries (Borneo) Sdn Bhd.</p> <p>Hence, Minor NC closed on 15/1/2021.</p>		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Opportunity for Improvement	
OFI#	Description
Nil	OFI Statement: N/A Verification / Follow-up actions: N/A

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1396353M1	Major	4.7.1	03/11/2016	Closed on 28/11/2016
1396353N1	Minor	5.3.3	03/11/2016	Closed on 15/12/2017
1567675-201711-M1	Major	2.1.1	15/12/2017	Closed 01/02/2018
1567675-201711-M2	Major	5.3.1	15/12/2017	Closed 01/02/2018
1567675-201711-M3	Major	6.5.1	15/12/2017	Closed 01/02/2018
1567675-201711-M4	Major	6.5.2	15/12/2017	Closed 01/02/2018
1567675-201711-M5	Major	6.12.1	15/12/2017	Closed 01/02/2018
1567675-201711-N1	Minor	4.7.3	15/12/2017	Closed on 7/12/2018
1567675-201711-N2	Minor	5.2.4	15/12/2017	Closed on 7/12/2018
1718280-201812-N1	Minor	5.3.3	07/12/2018	Reissued under indicator 7.3.2
1718280-201812-N2	Minor	2.1.3	07/12/2018	Closed on 19/12/2019
1864918-201912-M1	Major	5.1.6	19/12/2019	Closed on 5/3/2020
1864918-201912-M2	Major	SCCS E 4.2	19/12/2019	Closed on 5/3/2020
1864918-201912-M3	Major	SCCS E 5.1 a	19/12/2019	Closed on 5/3/2020
1864918-201912-N1	Minor	6.2.7	19/12/2019	Closed on 15/1/2021
1864918-201912-N2	Minor	6.4.1	19/12/2019	Closed on 15/1/2021
1864918-201912-N3	Minor	6.5.3	19/12/2019	Closed on 15/1/2021
1864918-201912-N4	Minor	7.3.2	19/12/2019	Closed on 15/1/2021
1864918-201912-N5	Minor	7.2.8	19/12/2019	Closed on 15/1/2021
2041294-202103-M1	Critical	3.4.3	9/4/2021	Closed on 6/7/2021
2041294-202103-M2	Critical	6.2.3	9/4/2021	Closed on 6/7/2021
2041294-202103-N1	Minor	6.7.2	9/4/2021	Open

3.4 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 Lahad Datu Palm Oil Mill 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.

Stakeholders contacted		
Type of Stakeholder (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	Stakeholder name / organization	Means of communication (e.g. face to face interview, email, phone interview, comment from public notice)
Mill operators	As per RSPO Stakeholder Attendance/Consultation List	Face-to-face interview (with minimum 1m distance as per COVID-19 precautionary SOP)
Field conductors		
Field workers		
Harvesters		
Gender committee chairpersons		
Estate Hospital Assistants		
Creche ayah		
Local workers JCC representative		
Foreign workers JCC representatives		
Grocery store operator		
Continuous Learning Centre (CLC) teachers		

Stakeholders comment	
1	<p>Feedbacks: Local & foreign workers’ JCC representatives: Most of workers felt stressful for not being able to go out of estate and housing compound due to voluntary lockdown enforced by management since MCO in 2020. However, it is agreed among them that it is safer and whatsoever, estates management been very helpful to assist on workers needs including daily sundries.</p> <p>Audit Team verification and response:</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	The lockdown enforcement in-line with MCO able to prevent spread of pandemic issue among employees of Lahad Datu POM and estates. Representatives also agreed it's for their own good. No further issue.
2	<p>Feedbacks: Grocery store: Had issues during Movement Control Order (MCO) and Conditional Movement Control Order (CMCO) period to buy shop's stock from wholesaler due to stringent enforcement by estate management that requires mandatory swab test every time out and come back in estate. Had discussion and allowed to conduct the swab test only if necessary, i.e. if have symptoms.</p> <p>Audit Team verification and response: The strict enforcement in-line with MCO able to prevent spread of pandemic issue among grocery store operators within of Lahad Datu POM and estates. Representatives also agreed that management still considerate and able to discuss on the matter. No further issue.</p>
3	<p>Feedbacks: CLC teachers: Estate management very helpful and fully support CLC operations and activities. 100% children of foreign workers are schooling at CLC at present. School facilities were well maintained by company.</p> <p>Audit Team verification and response: No further issue.</p>



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
There is no customary rights land in the Lahad Datu POM Certification Unit. All Estates & Mill within Lahad Datu POM Certification Unit are the original first time ownership by TSH whom obtained the land from Sabah State government since 1980's.					

Previous land owner / user comment	
Nil	Feedbacks: N/A
	Audit Team verification and response: N/A

3.5 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.

Formal Signing-off of Assessment Conclusion and Recommendation

<p>The audit objectives have been achieved and the certificate scope is appropriate. Based on the results of this audit, it is concluded that Lahad Datu Palm Oil Mill and Supply Base has complied with the Malaysia National Interpretation 2019 of the RSPO P&C 2018 and audit criteria identified within the audit report. It is deemed that the management system has achieved its intended outcomes. Therefore, it is recommended that Lahad Datu Palm Oil Mill and Supply Base is remain certified.</p>	
<p>Report prepared by</p>	<p>Acceptance of Assessment Conclusion</p>
<p>Name: Hafriazhar Mohd. Mokhtar</p>	<p>Name: KHOR ERIN KAU</p>
<p>Company Name: BSI Services Malaysia Sdn. Bhd.</p>	<p>Company Name: TSH Plantation Sdn. Bhd.</p>
<p>Title: Client Manager</p>	<p>Title: Mill Manager</p>
<p>Signature:</p> 	<p>Signature:</p> <p><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></p> 
<p>Date: 3/8/2021</p>	<p>Date: 06/8/2021</p>

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. - Critical (Major) compliance -</p>	<p>General publicly documents sighted available such as the Annual Report 2019 accessible for downloading its softcopy version from company’s website: https://www.tsh.com.my/annual-report-2019/. Other documents provided including the following:</p> <ul style="list-style-type: none"> • Ong Yah Ho Estate: Title no. Country Lease 095327218; Register memo no.: 20243896; dated 25/8/1998. • Gomantong Estate: Title no. Country Lease 095310731; Register memo no.: 20299391; dated 9/4/2009. • Sustainability Policy: Strategy & Implementation; ST-POL10-00; Date: 5/9/2017 • Human Rights & Responsible Business Practices; ST-POL09-03; Date: 21/7/2020 • TSH Resources Berhad Social Continual Improvement Plan; Rev. # 0; Effective date: 1/1/2016 • TSH Resources Berhad Environment Continual Improvement Plan; Rev. # 0; Effective date: 1/4/2016 • TSH Resources Berhad Objective, Target & Program; Rev. # 0; Effective date: 2/1/2019 • HCV Report of OYH & Gomantong Estates; Oct 2015 – Feb 2016 • Standard Operating Procedure Communication, Consultation And Participation; TSHR/SUST/SOP02; Rev. # 03; Date: 19/11/2019 	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		Other publicly available documents were sighted and available with details as reported in the each indicator of related criterion.	
1.1.2	Information is provided in appropriate languages and accessible to relevant stakeholders. - Minor compliance -	Information were adequately provided through the implementation of following procedures: a) Information Request; TSHR/SUST/SOP01; Rev.: 2; Effective date: 1/11/17 b) Employee grievance; TSHR/HR/SOP06; Rev.: 0; Effective date: 12/1/16 Based on procedures, sighted records of Stakeholder Registration Form that was used for Information Request by external stakeholders. Information provided in both English and Bahasa Melayu accessible to all stakeholders in Lahad Datu POM complex with translation on the information provided by the management to requested party mainly among foreign workers . More information publicly available can be access through website link: https://www.tsh.com.my/sustainability/ , this include Sustainable Palm Oil Policy and others.	Complied
1.1.3	(C) Records of requests for information and responses are maintained. - Critical (Major) compliance -	Request and response from internal & external stakeholders as per sample records of <i>Borang Cadangan & Aduan</i> (Suggestion & Complaint Form); Rev. # 0; Effective date: 19/11/2019 sighted. Sample requests made are as following: - Request by customer (TSH-Wilmar Sdn. Bhd.) to complete and return supplier audit questionnaire form; Date: 23/11/2020 - Request by workers to repair road within mill workers housing area; Date: 30/9/2020 - Request by HA to clear poultry and rubbish scattered within Ong Yah Ho Estate workers housing area of; Date: 19/6/2020	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		- Request by workers to repair the workers hall building for recreational use at night such as playing badminton; Date: 30/12/2019	
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>Consultation and communication procedure available in place, TSHR/RSPO/SOP02, Rev. #1. Sighted process flow for communication & consultation also available as reference.</p> <p>Due to Covid-19 pandemic and movement control orders enforced by the government, the stakeholder consultation meeting originally scheduled to be conducted on 1/7/2020 was cancelled. Consultation was made through distribution of questionnaires to stakeholders to seek for any feedbacks. No negative feedbacks received by TSH LDPOM.</p> <p>Nominated official management representative is Mr. K. Rames, Estate Manager as per letter of appointment dated 22/7/2016.</p>	Complied
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>There is a current list of contact and details of stakeholders and their nominated representatives as per sighted sample records as following:</p> <ul style="list-style-type: none"> - TSH Palm Products Sdn. Bhd. (Ong Yah Ho Estate) Internal Stakeholder List; Date: 14/12/2020 - TSH Palm Products Sdn. Bhd. (Ong Yah Ho Estate) External Stakeholder List; Date: 7/1/201 	Complied
<p>Criterion 1.2: The unit of certification commits to ethical conduct in all business operations and transactions.</p>			
1.2.1	<p>A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.</p> <p>- Minor compliance -</p>	<p>TSH Management established policy on Communication & Consultation and the embedment of Code of Ethics within the Group Human Resource Manual and practice covers all operations in the plantation operation.</p> <p>Elements of ethical conducts and integrity were embedded in all policies including the latest revised policy of Human Rights & Responsible Business Practices; ST-POL09-03; Date: 21/7/2020.</p>	Complied

1.2.2	<p>A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.</p> <p>- Minor compliance -</p>	<p>Monitoring conducted by the management of operating units with assistance from Sustainability Team for the implementation of the policy and overall ethical business practice within TSH group. Sighted the records of Internal Audit Report; TSHR/QD/F09; Rev. # 1; Effective date: 26/8/2019 for the latest internal audit conducted on 21-23/9/2020 by internal auditors from sustainability team.</p>	Complied
<p>Principle 2: Operate legally and respect rights</p>			
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>			
2.1.1	<p>(C) The Unit of Certification complies with legal requirements</p> <p>- Critical (Major) compliance -</p>	<p>Lahad Datu Palm Oil Mill certification unit has demonstrated evidence of compliance with relevant legal requirements. The list of legal requirements has been identified and registered in Legal Document Master List. The legal requirements with respect to license, permit and competent person sampled and verified found compliance at the visited operating units are as follows:</p> <p><u>Lahad Datu POM</u></p> <ol style="list-style-type: none"> 1. License to Employ Non-Residential Workers; License Number: JTK.H.KBN.600-4/1/10401/0249; License Validity: 29/08/2020 till 28/08/2021 2. MPOB License; License Number: 508717404000; License validity: 01/06/2020 till 31/05/2021. 3. DOE Compliance Schedule; License Number: JPKKS/12/003530; License validity: 30/06/2020 till 30/06/2021. 4. Diesel License; Registration Number: KPDNKK.LDT.900.3/1 (08/2005) SK (Serial Number – 00896); License Validity: 07/11/2019 – 06/11/2020 (Renewed - Awaiting new license) 5. Energy Commission Own Installation License; License Number: 2019/03741; License validity: 22/02/2020 till 21/02/2021. 	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p><u>Ong Yah Ho Estate</u></p> <ol style="list-style-type: none"> 1. MPOB License; License Number: 503443702000; License Validity: 01/02/2021 till 31/01/2022. 2. License to Employ Non-Residential Workers; License Number: JTK.H.KBN.600-4/1/01261/0101; License Validity: 15/09/2020 till 14/09/2021. <p><u>Gomantong Estate</u></p> <ol style="list-style-type: none"> 1. MPOB License; License Number: 600559002000; License Validity: 01/08/2020 till 31/07/2021. 2. Air Receiver License; License Number: SB PMT 14036; License Validity: 03/11/2020 till 03/02/2021 1. License to Employ Non-residential Workers; License Number: JTK.H.KBN 600-4/1/01261/0100; License Validity: 06/08/2020 till 06/08/2021. 	
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>The Legal Master List was last evaluated from 10/1/21 for mill and estates assessed. This includes procedure for tracking changes, implementation of changes and evaluation of compliance. The tracking of the changes to legal requirements are conducted by the respective HOD (4 departments).</p>	Complied
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>The legal or authorised boundaries was clearly demarcated and visibly maintained in Field OP 2020C between Ong Yah Ho estate and Department of Agriculture land.</p> <p>In Gomantong estate the legal authorised boundaries were clearly demarcated using boundary pegging. Verification done on Lindale Group estate land and Field OP 2018A the demarcation was</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		available another boundary verification at Tamaco estate and Melewar estate and OP 28.	
Criterion 2.2: All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.			
2.2.1	A list of contracted parties is maintained. - Minor compliance -	Lahad Datu POM and its supply base maintain list of all contracted parties. The list was available in the stakeholder list provided for verification.	Complied
2.2.2	All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party. Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available. - Minor compliance -	Contractors Contract Agreement was available for verification for all contracted parties with the mill and estates. The contracts contain specific clause on meeting applicable legal requirements. Verified the sampled MOA as follows: Lahad Datu POM 1. HMK Transport Sdn Bhd (Transportation Agreement) – 01/02/2020 2. Chemindus Sdn Bhd (Chemical Supplier) – 15/07/2020 Ong Yah Ho Estate 1. Hin Fatt Dev. Contractor (Replanting Agreement) – 01/03/2020 Gomantong Estate 1. Hin Fatt Dev. Contractor (Replanting Agreement) – 01/03/2020	Complied
2.2.3	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. - Minor compliance -	Contractors Contract Agreement was available for verification for all contracted parties with the mill and estates. The contracts contain	Complied

		<p>specific clause disallowing child, forced and trafficked labour. Verified the sampled MOA as follows:</p> <ol style="list-style-type: none"> 1. HMK Transport Sdn Bhd (Transportation Agreement) – 01/02/2020 2. Chemindus Sdn Bhd (Chemical Supplier) – 15/07/2020 <p>Ong Yah Ho Estate</p> <ol style="list-style-type: none"> 1. Hin Fatt Dev. Contractor (Replanting Agreement) – 01/03/2020 <p>Gomantong Estate</p> <ol style="list-style-type: none"> 1. Hin Fatt Dev. Contractor (Replanting Agreement) – 01/03/2020 									
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 has established information of all directly source FFB and documented in FFB Supplier List. The supplier has been categorized base on size of the land owned (less than 40.46 ha, 40.46 – 202.34 ha, and more than 202.34 ha). In the supplier list contains information such as Company name, certification no. (RSPO/MSPO), MPT License no., MPOB license no., Hectarage, GPS location, Person in Charge, Contact no., Email Address and Company no. Sampled reviewed as follows:</p> <table border="1" data-bbox="1104 1125 1892 1319"> <thead> <tr> <th>Name</th> <th>MPOB License no.</th> <th>Hectarage</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Agriasia Plantations Sdn Bhd</td> <td>502226-902000</td> <td>695.85</td> <td>N'5°19'37.8" E'118°0'22.8"</td> </tr> </tbody> </table>	Name	MPOB License no.	Hectarage	Location	Agriasia Plantations Sdn Bhd	502226-902000	695.85	N'5°19'37.8" E'118°0'22.8"	Complied
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<table border="1"> <tr> <td>Sera Timber Sdn Bhd</td> <td>502113-102000</td> <td>377.10</td> <td>N'5°20'57.6" E'118°01'23.5" "</td> </tr> <tr> <td>Cheah Kit Kong</td> <td>415452-301000</td> <td>24.33</td> <td>N'5°19'37.8" E'118°0'22.8"</td> </tr> <tr> <td>Wah Kok Kee</td> <td>164846-701000</td> <td>21.43</td> <td>N'5°21'36.8" E'117°0'25.8"</td> </tr> </table>	Sera Timber Sdn Bhd	502113-102000	377.10	N'5°20'57.6" E'118°01'23.5" "	Cheah Kit Kong	415452-301000	24.33	N'5°19'37.8" E'118°0'22.8"	Wah Kok Kee	164846-701000	21.43	N'5°21'36.8" E'117°0'25.8"	
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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>The mill received FFB from 2 collection centre, Segama Collecting centre and Silam Collecting Centre. The mill has established External Stakeholders Contact Details with latest update on 27/07/2020. In the list contain information such as company name, MPOB license no., farm size, person in charge, company address and contact no. The mill is in progress to get information on the certification, trading license and geo-location. The site audit were scheduled to be conducted in FY 2021.</p>	Complied												
<p>Principle 3: Optimise productivity, efficiency, positive impacts and resilience</p>															
<p>Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.</p>															
3.1.1	<p>(C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.</p> <p>- Critical (Major) compliance -</p>	<p>Lahad Datu POM</p> <p>A business management plan was available in the "Long Term Project Development & Maintenance Plan (3 Years)" document which was available for verification. The plan included the budget and estimated cost for the next 3 years. Among the areas highlighted in the plan are fixed asset, Staff salaries & related costs, labour welfare expenses and administration & general charges. The plan also includes CPO Price forecast, OER, KER, FFB Production and Manufacturing charges among others.</p>	Complied												

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>Operating Units (Estates)</p> <p>Both estates audited had also a business management plan available in the “Long Term Project Development & Maintenance Plan (3 Years)” document which was available for verification. The plan includes 3-year projection of cost such as Fixed assets, Staff salaries and related costs, Mature – Upkeep & maintenance, Harvesting & Collection and FFB Projection.</p>																			
3.1.2	<p>An annual replanting programme projected for a minimum of five years with yearly review, is available.</p> <p>- Minor compliance -</p>	<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>Ong Yah Ho Estate</td> <td>163.2</td> <td>263.7</td> <td>252.4</td> <td>310.4</td> <td>333.6</td> </tr> <tr> <td>Gomantong Estate</td> <td>234</td> <td>nil</td> <td>nil</td> <td>nil</td> <td>nil</td> </tr> </tbody> </table>	Estate	2021	2022	2023	2024	2025	Ong Yah Ho Estate	163.2	263.7	252.4	310.4	333.6	Gomantong Estate	234	nil	nil	nil	nil	Complied
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Ong Yah Ho Estate	163.2	263.7	252.4	310.4	333.6																
Gomantong Estate	234	nil	nil	nil	nil																
3.1.3	<p>The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertake.</p> <p>- Minor compliance -</p>	<p>A Sustainability Management Review meeting was held on 17/10/2020 for Lahad Datu Region comprising the Mill and Supply Bases (Ong Yah Ho Estate and Gomantong Estate). The annually conducted management review was chaired by the Group Executive Director and attended by 19 other members from the Mill and the two Supply bases.</p>	Complied																		
<p>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.</p>																					
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>The operating units established continuous improvement plans which were reviewed and documented annually with latest updates are for the year 2021 – 2025 as following:</p> <ul style="list-style-type: none"> • TSH Resources Berhad Social Continual Improvement Plan; Rev. # 0; Effective date: 1/1/2016 • TSH Resources Berhad Environment Continual Improvement Plan; Rev. # 0; Effective date: 1/4/2016 	Complied																		

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<ul style="list-style-type: none"> • TSH Resources Berhad Objective, Target & Program; Rev. # 0; Effective date: 2/1/2019 <p>The plan was implemented to monitor the effectiveness of the mitigation measures. The plan covers the social and environmental objective, target (time frame), program, person responsible and action. The plan was reviewed on annual basis. Latest review was conducted on 14/12/2020.</p> <p>Among social programs established including the following:</p> <ul style="list-style-type: none"> - Education: CLC Establishment - Health care programs campaign - Micro efforts: recycle bin to SK Paris 3; repair local community access road – continuous - Agricultural: collaborate with MPOB to train local villagers on GAP/MSPO <p>Among environmental plan established as follows:</p> <ol style="list-style-type: none"> 1. To reduce emission that polluted the air 2. To improve waste water treatment 3. To maintain monthly transportation emission below 10 tonnes CO2 	
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:</p> <p>The RSPO metrics template is awaiting decision/agreement by RSPO and the issue is still being discussed.</p> <p>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>The RSPO metrics template is not yet made available by the RSPO Secretariat at the time of remote audit. As a record, TSH Group has submitted its RSPO Annual Communication of Progress 2019 as available in the RSPO website link as following: https://document.rspo.org/TSH_Resources_Berhad_ACOP2019.pdf.</p>	Complied

	- Minor Compliance -		
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>The mill operations are directed by SOP maintained by the management. Among others relating to; Administration, Store, Maintenance, Biogas, Weighbridge Station, FFB Grading, Production - Crude Palm Oil (CPO) & Palm Kernel (PK), Water Quality Analysis and Effluent Analysis. All documents were available for verification upon request.</p> <p>Similarly, the estates operations are guided by SOP maintained by the management. Initial date of document dated 01/07/2016 and review as per section/activities requirement. Among others relating to; Land Clearing & Preparation, Nursery, Cover Crops, Weeding, Pruning & Sanitation, FFB, Harvesting & Dispatch and Replanting. All SOPs were available for verification upon request.</p>	Complied
3.3.2	<p>A mechanism to check consistent implementation of procedures is in place.</p> <p>- Minor Compliance -</p>	<p>Various Mechanism was used to ensure that the SOPs were in place such as the implementation of checklists, monitoring records, Onsite Inspection by Top Management, Task Specific Experts (Agronomist) and Internal Audits Teams.</p> <p>In Ong Yah Ho, internal audit been conducted by QESSH (Quality, Environment Sustainable, safety and Health Department) to ensure all activity implement as per procedures dated 21-23/9/2020.</p>	Complied
3.3.3	<p>Records of monitoring and any actions taken are maintained and available.</p> <p>- Minor Compliance -</p>	<p>The monitoring of the SOP implementation was closely made by all levels of the supervisory personnel with records maintained and checked. The records sighted were as follows;</p> <ul style="list-style-type: none"> a) Daily production/work records for the core activities at the estates b) Field cost book, c) Worksite Inspection 	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>d) Linesite Inspection e) Chemical consumption record f) Mature/immature field work program</p> <ul style="list-style-type: none"> • fertilizer application, • herbicide spraying, • harvesting and collection of FFB. <p>All the above records were kept for a minimum period of 12 months.</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>			
3.4.1	<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>No new planting activity at Lahad Datu POM and supply bases. The operating units has conducted Environmental Aspect Impact Identification and Environmental Impact Evaluation as per procedure, refer doc no. TSHR/ENV/SOP04, rev. 1, 01/07/2020 while SIA established in the Social Impact Assessment for Proposed Replanting of 3007 Hectares Oil Palm Plantation at Ong Yah Ho Estate & Gomantong Estate on Land Title nos. CL09532718 & CL095310731, In the District of Kinabatangan, Sabah by TSH Resources Berhad; report prepared by Kiwiheng Environmental Consultants Sdn Bhd; Ref.: KWEC-(EV)/16/17; Dated June 2016. Latest review was conducted on 01/07/2020. All significant impact were recorded in Significant Impact Register section. Social and Environmental Management Plan has been established base on the significant impact identified.</p>	Complied
3.4.2	<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>SIA has been developed for Proposed Replanting of 3007 Hectares Oil Palm Plantation at Ong Yah Ho Estate & Gomantong Estate on Land Title nos. CL09532718 & CL095310731, In the District of Kinabatangan, Sabah by TSH Resources Berhad; report prepared by Kiwiheng Environmental Consultants Sdn Bhd; Ref.: KWEC-(EV)/16/17; Dated June 2016. Monitoring plan has been developed</p>	Complied

		<p>with participation of affected Stakeholders. Environmental Aspect Impact Identification and Environmental Impact Evaluation as per procedure, refer doc no. TSHR/ENV/SOP04, rev. 1, 01/07/2020.</p> <p>The environmental management plan was established base on Environmental Aspect Impact Identification and Environmental Impact Evaluation and documented in Environmental Continual Improvement Plan 2021 - 2025.</p> <p>The plan was implemented to monitor the effectiveness of the mitigation measures. The plan covers the environmental objective, target (time frame), program, person responsible and action. The plan was reviewed on annual basis. Latest review was conducted on 14/12/2020.</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 Continual Improvement Plan updated 14/12/2020 has been established to monitor the implementation of management plan. The plan is being reviewed on yearly basis and status of completion will be updated in plan as well. The mill established environmental management plan been reviewed as follows:</p> <p>1. EFB were disposed through field application at sister estate. Sighted the EFB disposal records as follows:</p> <table border="1" data-bbox="1115 1050 1895 1222"> <thead> <tr> <th>Month</th> <th>FY</th> <th>Ong Yah Ho</th> <th>Gomantong</th> <th>TSH</th> <th>Bio</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td></td> <td></td> <td></td> <td>Energy</td> <td></td> </tr> <tr> <td>September</td> <td></td> <td>3421.42</td> <td>48.79</td> <td>362.79</td> <td></td> </tr> <tr> <td>October</td> <td></td> <td>2658.07</td> <td></td> <td></td> <td></td> </tr> <tr> <td>November</td> <td></td> <td>682.47</td> <td></td> <td>752.39</td> <td></td> </tr> </tbody> </table> <p>2. The estate implementing the zero burning practice. Signboard on prohibition was erected tat strategic area at the estate as picture dated 15/01/2020 has been reviewed. The estate provided training for the workers to increase awareness</p>	Month	FY	Ong Yah Ho	Gomantong	TSH	Bio	2020				Energy		September		3421.42	48.79	362.79		October		2658.07				November		682.47		752.39		Non-compliance
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>among them. Reviewed training records dated 21/09/2020 and 08/12/2020.</p> <p>However, it was sighted during site visit at the EFB yard in the mill, there is evidence of leachate from the containment drain spilled over and flow to the land area behind the yard. As stated in the Environmental Continual Improvement Plan under section Soil/M/001, the mill to ensure leachate are flow into treatment system.</p> <p>Ong Yah Ho Estate didn't identify used PPE contaminated with chemical as scheduled waste, SW 410. The item generated was stored in general store as sighted during site visit. Reviewed the scheduled waste inventory records in Scheduled Waste Inventory forms and ESWISS inventory, no records for used PPE generated in SW 410. As stated in the Environmental Continual Improvement Plan under section Waste/P/001, 'to collect, segregate, labelling, store and dispose all the Scheduled Waste through DOE licensed contractor.</p> <p>This shows the management plan is not effectively implemented. Hence, a Critical NC has been raised on the matter.</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>The employment procedure established as Admin SOP; TSHPOM/AD/SOP01; Rev. # 5; Date: 27/12/17 and made available to workers.</p>	Complied
3.5.2	<p>Employment procedures are implemented, and records are maintained.</p> <p>- Minor Compliance -</p>	<p>Based on the employment contract, passport and pay slips reviewed in 6.5.2, the procedure of recruitment was implemented and records are maintained.</p>	Complied
Criterion 3.6: An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.			

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

<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><u>Lahad Datu POM</u></p> <ol style="list-style-type: none"> 1. HIRARC was available to address all risks associated to all activities in the mill. HIRARC is reviewed on a yearly basis and as and when there are related accidents or injuries that occur in the mill. Among the HIRAC verified was Security, FFB Handling, Sterilizer, Threshing Station, Kernel Recovery and Boiler Operation. The latest HIRARC revision was done on 07/11/2020 for Clarification Station due to an accident that occurred. 2. Chemical Health Risk Assessment was conducted in the mill to identify the risk associated to hazardous chemicals used in the mill in accordance with Use and Standard of Exposure of Chemicals Hazardous to Heath (USECHH) Regulations 2000. The CHRA assessment was conducted on 08/11/2016 by Rehpro Scientific Sdn Bhd. The CHRA Report (Report Number: RSSB/CHRA/2016-012) was available for verification. 3. Medical Surveillance was conducted for 23 mill workers that have been identified to have been exposed to hazardous chemicals and fumes. The medical surveillance was conducted by DAB OH SDN BHD registered DOSH Doctor on 23/11/2020/ All 23 workers were declared fit by the doctor with positive results. 4. Noise Risk Assessment was conducted on 12/02/2020 by Rehpro Scientific Sdn Bhd in accordance with Occupational Safety and Health (Noise Exposure) Regulations 2019. The NRA Report (Report Number: RSSB/Noise/2020-009) was available for verification. 5. Audiometry Test was conducted for a total of 52 workers in the mill. The audiometry test was conducted on 23/11/2020 by DAB OH Sdn Bhd. The results indicated that 50 of the 	<p>Complied</p>
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**RSPO P&C Public Summary Report
Revision 12 (Jun 2021)**

		<p>workers had normal audiogram while 2 workers were diagnosed with abnormal audiogram and was advised to attend medical examination by OHD. No workers had Standard Threshold Shift in the mill.</p> <p><u>Ong Yah Ho Estate</u></p> <ol style="list-style-type: none"> 1. HIRARC was available to address all risks associated to the operations in the estate. The HIRARC is reviewed on a regular basis and as and when any major accidents occur. The latest review was done one April 2019. 2. Chemical Health Risk Assessment was conducted in the estate to identify the risk associated to hazardous chemicals used in the estate in accordance with Use and Standard of Exposure of Chemicals Hazardous to Heath (USECHH) Regulations 2000. The CHRA assessment was conducted on 27/08/2020 by Chemclass Sdn Bhd. The CHRA Report (Report Number: HQ/11/ASS/00/298-2020/341) was available for verification. 3. Medical Surveillance was conducted for all workers identified to have been exposed to hazardous chemicals in the estate. The medical surveillance was conducted on 23/09/2020 by DOSH Registered Doctor from DAB OH Sdn Bhd. A total of 14 workers exposed to hazardous chemicals were tested on cholinesterase trace and all we declared fit to work by the doctor. <p><u>Gomantong Estate</u></p> <ol style="list-style-type: none"> 1. HIRARC was available and used to address all risks associated to operations in the estate. The latest HIRAR review was on 01/04/2020. 	
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>2. Chemical Health Risk Assessment was conducted in the estate to identify the risk associated to hazardous chemicals used in the estate in accordance with Use and Standard of Exposure of Chemicals Hazardous to Health (USECHH) Regulations 2000. The CHRA assessment was conducted on 13/10/2017 by DAB OH Sdn Bhd. The CHRA Report (Report Number: HQ/11/ASS/00/298-2017/051) was available for verification.</p> <p>3. Medical Surveillance was conducted for all workers identified to have been exposed to hazardous chemicals in the estate. The medical surveillance was conducted on 23/09/2020 by DOSH Registered Doctor from DAB OH Sdn Bhd. A total of 11 workers were identified to have been exposed to chemicals and the results indicated that all 11 workers were fit to work</p>	
3.6.2	<p>(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.</p> <p>- Critical (Major) compliance -</p>	<p>The OSH plan established by management dated 5 Jan 2021, as per implementation verification on Noise risk assessment been conducted on 7/3/2020 referred report RSSB/CORR/20/03/04 by Rehpro Scientific Sdn Bhd. Mill also conduct the workplace inspection verified as per record on March 2020, June 2020, Sept 2020 and Dec 2020.</p>	Complied
<p>Criterion 3.7: All staff, workers, Scheme Smallholders, out-growers, and contract workers are appropriately trained.</p>			
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 was developed and available in the TSH Training Matrix 2020/2021. The trainings were sighted to have included Gender Specific Training and involves staffs and workers. Covid-19 training and briefings documents were also available for the mill and estates.</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>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>Lahad Datu POM</p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Sustainability Awareness Training</td> <td>15/12/2020</td> </tr> <tr> <td>Violence & Sexual Harassment Training</td> <td>15/12/2020</td> </tr> <tr> <td>HCV & Wildlife Monitoring Training</td> <td>15/12/2020</td> </tr> <tr> <td>Sustainability Supply Chain Standard Training</td> <td>25/02/2020</td> </tr> <tr> <td>Safe Handling of Chemical Training</td> <td>02/09/2020</td> </tr> <tr> <td>Hearing Conservation Training</td> <td>15/12/2020</td> </tr> <tr> <td>Confined Space and SCBA Training</td> <td>12/02/2020</td> </tr> </tbody> </table> <p>Ong Yah Ho Estate</p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>FFB Checking Training</td> <td>09/10/2020</td> </tr> <tr> <td>HIRADC Training</td> <td>13/03/2020</td> </tr> <tr> <td>OSH Committee Self Inspection Training</td> <td>26/10/2020</td> </tr> <tr> <td>OSH Policy, SOP and WI Training</td> <td>24/02/2020</td> </tr> <tr> <td>Quality Awareness Training</td> <td>12/11/2020</td> </tr> <tr> <td>Employee Grievance and Discipline Workshop</td> <td>24/07/2020</td> </tr> </tbody> </table>	Training	Date	Sustainability Awareness Training	15/12/2020	Violence & Sexual Harassment Training	15/12/2020	HCV & Wildlife Monitoring Training	15/12/2020	Sustainability Supply Chain Standard Training	25/02/2020	Safe Handling of Chemical Training	02/09/2020	Hearing Conservation Training	15/12/2020	Confined Space and SCBA Training	12/02/2020	Training	Date	FFB Checking Training	09/10/2020	HIRADC Training	13/03/2020	OSH Committee Self Inspection Training	26/10/2020	OSH Policy, SOP and WI Training	24/02/2020	Quality Awareness Training	12/11/2020	Employee Grievance and Discipline Workshop	24/07/2020	
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

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Contractor and Transporter Training	13/11/2020																						
Fire Fighting Skills Training	22/01/2020																						
3.7.3	<p>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.</p> <p>- Minor Compliance -</p>	<p>There were three trainings conducted related to RSPO SC since the last assessment, i.e.:</p> <p>i) Sustainability briefing certification & supply chain by SPO Dept., conducted on 7/1/2021, attended by 19 participants from the mill</p> <p>ii) Assistant give briefing & supply chain Certification Standard with Transporter & Contractor by the Assistant Mill Manager, conducted on 7/1/2020, attended by 7 participants included Pengangkutan Sri Mediyusin and HMK Transport Sdn Bhd.</p>	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	Lahad Datu POM receives and process both certified and non-certified FFB. Hence it uses the Mass Balance supply chain system	Complied																				

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>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 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>and module. During the remote assessment, the audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified Products.</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>Lahad Datu received FFB from estates within its own certification unit and non-certified FFB suppliers. Lahad Datu POM is certified with Mass Balance Module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.</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 products that could potentially be produced by the certified mill is recorded in Table 10 of this public summary report.</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>TSH Plantations Berhad held RSPO membership number: 1-0173-14-000-00 since 17/11/2014.</p> <p>Company has registered in PalmTrace system as follows: Members ID – Lahad Datu Palm Oil Mill: RSPO_PO1000005713</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		Member Category: Oil Mill	
3.8.5	<p>Documented procedures</p> <p>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. 	<ul style="list-style-type: none"> a) A revised SOP on Supply Chain, Doc. No.: TSHR/SUST/SOP05, Rev. No. 5 dated 20/02/20 was available for verification. The scope of the Mass Balance Model procedure in POM covers the entire supply chain activities and record data from the intake of certified and non-certified raw material till the delivery of certified and non-certified products and the implementation of the supply chain module requirements throughout the process. This procedure is developed and revised based on the RSPO P&C 2018 - Supply Chain Requirements for Mills. b) Complete and up to date records and reports were available to demonstrate compliance with the supply chain model requirements in the mill. Sustainability Supply Chain Standard Training was conducted on 25/02/2020 to include all personals involved in the supply chain process such as Mill Assistant Managers, Supervisors, Weighbridge Clerks, Auxiliary Polices and Ramp Attendants. c) The mill manager has the responsibility to implement, manage and verify all the overall Mass Balance Traceability activities and confirm traceability figures are accurate on monthly basis in accordance to the certification system requirements. The mill manager has appointed Patimah Tenri as the Person in Charge for Supply Chain to ensure the SCCS is implemented accordingly as state din the appointment letter dated 27/11/2017 undersigned by the mill manager. d) The Supply Chain SOP have included procedures for receiving and processing certified and non-certified FFBS in the mill. 	Complied

<p>3.8.6</p>	<p>Internal Audit</p> <p>i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill:</p> <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>i) Internal Audit Procedures were available referred document TSHR/QD/SOP03 Rev: 3 dated 26/9/2019. As per verification Internal Audit plan, the internal audit was conduct using RSPO P&C 2018. The latest internal audit for Supply Chain was carried out on 21/09/2020. From the audit report, there were no finding raised and records were maintained accordingly and available for verification.</p> <p>ii) The management review has been done annually to review the internal audit finding done on 17/10/2020 at TSH HQ Meeting room at Tawau. The meeting covered issues such as review of previous meeting, Audit results, nonconformities and corrective actions, customer feedbacks, compliances, any changes internal and external, opportunities of improvement and any other business.</p>	<p>Complied</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>Incoming FFB for both certified and non-certified are monitored and recorded in the mass balance sheet and SAP system. Records of certified FFB checked from own supply base. No overproduction recorded from the last review period, December 2019 to December 2020.</p> <p>Sampled the purchase of FFB as follows:</p> <p>iii. FFB Supplier: Ong Yah Ho Estate</p> <ul style="list-style-type: none"> - Delivery Note Number: 120359 - Delivery Date: 11/11/2020 - Vehicle Number: SD 6510 K - FFB Tonnage: 5660 Kg - RSPO License Number: RSPO 652155 	<p>Complied</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<ul style="list-style-type: none"> iv. FFB Supplier: Ong Yah Ho Estate <ul style="list-style-type: none"> - Delivery Note Number: 120616 - Delivery Date: 17/11/2020 - Vehicle Number: SS 2725 V - FFB Tonnage: 5490 Kg - RSPO License Number: RSPO 652155 	
<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>Lahad Datu POM has ensured the required information is available in document form. Sampled of Sales Documents as below:</p> <p><u>CSPO</u></p> <ul style="list-style-type: none"> - The name and address of the buyer: TSH Wilmar Sdn Bhd - The name and address of the seller: TSH Lahad Datu Palm Oil Mill, KM48 Lahad Datu – SDK Highway, Lahad Datu, Sabah - The loading or shipment/ delivery date: 02/11/2020 - The date on which the documents were issued: 02/11/2020 - RSPO certificate number: RSPO 652155 - A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): CS CPO/MB - The quantity of the products delivered: 33.680 MT - Any related transport documentation: W/B Ticket# 020133 - A unique identification number: W/B Ticket# 020133 <p><u>CSPK</u></p> <ul style="list-style-type: none"> - The name and address of the buyer: Lahad Datu Edible Oils Sdn Bhd - The name and address of the seller: TSH Lahad Datu Palm Oil Mill, KM48 Lahad Datu – SDK Highway, Lahad Datu, Sabah - The loading or shipment/ delivery date: 19/11/2020 - The date on which the documents were issued: 19/11/2020 	<p>Complied</p>

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<ul style="list-style-type: none"> - RSPO certificate number: RSPO 652155 - A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): CS PK/MB - The quantity of the products delivered: 23.070 MT - Any related transport documentation: W/B Ticket# 020203 - A unique identification number: W/B Ticket# 020203 	
3.8.9	<p>Outsourcing Activities</p> <p>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</p> <p>ii) The mill shall ensure the following:</p> <p>a) The mill has legal ownership of all input material to be included in outsourced processes</p> <p>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> <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>	<p>1. Outsource only involved transportation of products, i.e. CSPO and CSPK, subjected to the buyers' contractual requirements either ex-mill or delivered. Mostly delivered contracts involved CSPO and CSPK. Implementation for CSPO was based on the procedure Crude Palm Oil (CPO); Doc. # TSHPOM/LB/SOP01; Rev. # 3; Effective date: 7/12/17; Section D: CPO Dispatch – D1 (Before CPO Filling Process) & D2 (After CPO Filling Process).</p> <p>2. The mill ensures the following:</p> <ul style="list-style-type: none"> - The mill trades CSPO and CSPK with its buyers among refineries and/or kernel crushing plants. Based on agreements, transporter has no ownership of transported products. - Sighted the recent contract for both CSPK were delivered, hence requiring outsource process i.e. transportation. The recent outsourcing of CSPK transport as per following: <ul style="list-style-type: none"> • Transportation Agreement; Transporter: HMK Transport Sdn. Bhd.; Commodity: CSPK; Contract Addendum; Ref. Transportation Agreement (HMK Transport) Date: 01/02/2020. - Written documented procedures was established; Supply Chain; Doc. # TSHR/SUST/SOP05; Rev: 05; dated 20/02/20 with Mass Balance (MB) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and noncertified FFB. 	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		The CSPK transporter agreed, as per agreement, to provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance as per Contract addendum to include RSPO and MSPO Requirements.	
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.	Names and contact details of transporters used for the physical handling of RSPO certified oil palm products were recorded and registered in the mill supplier database system.	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.	Names and contact details of any new transporter used for the physical handling of RSPO certified oil palm products to be informed by mill supply chain PIC upon available.	Complied
3.8.12	<p>Record keeping</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>iv) For Mass Balance Module, the mill:</p> <p>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.</p>	<p>Lahad Datu Oil Mill has maintained the accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements.</p> <p>The facility opted for three monthly basis record and balance. Excel format is used for the mass balance calculation. Among the information available in the format is month, FFB processed, OER, CPO amount [opening, produced and closing], dispatch of CPO & PK and balance of CPO & PK both in virtual and physical.</p> <p><u>CPO:</u> RSPO certified CPO produced in Dec 2019 - Dec 2020: 10,423.69 mt RSPO certified CPO sold as RSPO certified in Dec 2019 - Dec 2020: 7,337.61 mt RSPO certified CPO sold under other certification in Dec 2019 - Dec 2020: Nil RSPO certified CPO sold as conventional in Oct 19-Jun 20 = Nil Balance of RSPO certified CPO: 51.66 mt</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>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.</p> <p>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>	<p><u>PK:</u> RSPO certified PK produced in Dec 2019 - Dec 2020: 2,707.47 mt RSPO certified PK sold as RSPO certified in Dec 2019 - Dec 2020: 2,176.25 mt RSPO certified PK sold under other certification in Dec 2019 - Dec 2020: Nil RSPO certified PK sold as conventional in Dec 2019 - Dec 2020: Nil Balance of RSPO certified PK = 455.85 mt</p>	
3.8.13	<p>Extraction Rate 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 extraction rates based upon past experience, documented and applied it consistently.</p>	<p>Conversion factor of CPO and PK production is depending on the actual OER and KER. The previous actual OER & KER can be seen in Table 10 of this report. Year to date OER is 19.43% and KER is 5.03%. The OER and KER is monitored daily and compiled on monthly basis.</p>	Complied
3.8.14	<p>Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.</p>	<p>Conversion factor of CPO and PK production is depending on the actual OER and KER. The previous actual OER & KER can be seen in Table 10 of this report. Thus, periodic update is not necessary. Year to date OER is 19.43% and KER is 5.03%. The OER and KER is monitored daily and compiled on monthly basis.</p>	Complied
3.8.15	<p>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.</p>	<p>Lahad Datu POM receives and process both certified and non-certified FFB. Hence it uses the Mass Balance supply chain system and module.</p>	Complied
3.8.16	<p>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</p>	<p>Based on the announcement summary, all the registrations were found to be in order.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date.</p> <p>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.</p>		
3.8.17	<p>Claims</p> <p>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.</p>	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	<p>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.</p>	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	Not Applicable
4.2	<p>In corporate communications a member is allowed to:</p> <ul style="list-style-type: none"> 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. <p>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.</p>	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	Not Applicable
4.3	<p>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.</p>	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	Not Applicable

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

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.	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	Not Applicable
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.	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	Not Applicable
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.	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	Not Applicable
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 supply chain model and certificate number under which the claim is being made.	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	Not Applicable
5.3	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: 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. b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	Not Applicable

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.	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	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.	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	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.	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	Not Applicable
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	Not Applicable
6.5	Members shall not communicate to consumers' information about their suppliers' RSPO membership status.	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	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.	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	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.	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	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	Lahad Datu POM has not made any claims for its sustainable products. Hence, this requirement is not applicable.	Not Applicable

	<p>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.</p>		
MODULE B – MASS BALANCE SPECIFIC RULES			
Minimum Mass Balance content			
	<p>95% or above of the oil palm content must be RSPO MB-certified.</p>	<p>The CPO & PK produced from Lahad Datu POM is 100% RSPO MB certified.</p>	<p>Complied</p>
	<p>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.</p>	<p>The CPO & PK produced from Lahad Datu POM is 100% RSPO MB certified.</p>	<p>Complied</p>
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. 	<p>Lahad Datu POM is not using or claim RSPO Label and Trademark for MB.</p>	<p>Not Applicable</p>

	<ul style="list-style-type: none"> • 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 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. 	Lahad Datu POM is not using or claim RSPO Label and Trademark for MB.	Not Applicable
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>TSH Group has established the Human Rights & Responsible Business Practices; ST-POL09-03; Date: 21/7/2020; Signed by Managing Director. The policy refresher training was latest conducted on 15/12/2020 as per records of Training Attendance Form; TSHR/TD/F01; Rev. # 1; Effective Date: 1/3/2016.</p>	Complied
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>As per established Human Rights & Responsible Business Practices; ST-POL09-03; Date: 21/7/2020; Signed by Managing Director, the company will eliminate all forms of illegal, forced, bonded, compulsory or child labour and in particular, follow responsible recruitment practices including not charging recruitment related fees at any stage in the recruitment process, whether by us, our contractors, our agents or their sub-agents in receiving and sending countries. No changes from previous year.</p>	Complied
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			
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 whistle-blowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.</p> <p>- Critical (Major) compliance -</p>	<p>Disputes resolution process is documented under Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019. This process is open to all affected parties and protection of whistle blowers without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.</p> <p>Based on the records of complaints and grievances no issue of whistle-blowing that requires anonymity of complainants and/or grievance parties since last audit. Interview conducted with internal stakeholders among workers and relevant external stakeholders also confirmed the information.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

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 procedures available as per documented Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019. Various communications implemented through forms, letters and emails of consultation in place of meeting that was unable to be conducted due to COVID-19 MCO as per sample sighted as following:</p> <ul style="list-style-type: none"> - Email dated on 23/7/2020 and 8/11/2020 to all external stakeholders on cancellation of stakeholder meeting and sending of previous minutes of meeting, feedbacks form, stakeholder booklet, flowchart of suggestion and complaint process 	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>Request and response from internal & external stakeholders as per sample records of <i>Borang Cadangan & Aduan</i> (Suggestion & Complaint Form); Rev. # 0; Effective date: 19/11/2019 sighted. Sample requests made are as following:</p> <ul style="list-style-type: none"> - Request by customer (TSH-Wilmar Sdn. Bhd.) to complete and return supplier audit questionnaire form; Date: 23/11/2020 - Request by workers to repair road within mill workers housing area; Date: 30/9/2020 - Request by HA to clear poultry and rubbish scattered within Ong Yah Ho Estate workers housing area of; Date: 19/6/2020 - Request by workers to repair the workers hall building for recreational use at night such as playing badminton; Date: 30/12/2019 <p>All requests were responded back to grievance parties within agreed timeframe as acknowledge in the records.</p>	Complied
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>Conflict resolution mechanism process included in the procedure for Legal, Customary Rights and Compensation; TSHR/SUST/SOP03; Rev. # 2; Date: 1/11/17.</p>	Complied

	- Minor compliance -		
Criterion 4.3: The unit of Certification contributes to local sustainable development as agreed by local communities.			
4.3.1	Contributions to community development that are based on the results of consultation with local communities are demonstrated. - Minor compliance -	Contributions to community development that are based on the results of consultation with local communities are demonstrated as per sample CSR records as following: - Tournament Sepak Takraw TSH LDPOM; Date: 20/8/2020 - Sambutan Hari Raya Korban LDPOM 2020; Date: 31/7/2020 - Sumbangan Kepada Mangsa Kebakaran di Kampung Paris 3; Date: 2/3/2020	Complied
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.			
4.4.1	(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. - Critical (Major) compliance -	Documents showing legal ownership i.e. land title sighted available as following: Ong Yah Ho Estate: Title no. Country Lease 095327218; Register memo no.: 20243896; dated 25/8/1998. Legal use condition: Agriculture (Oil Palm) Gomantong Estate: Title no. Country Lease 095310731; Register memo no.: 20299391; dated 9/4/2009. Legal use condition: Agriculture (Oil Palm) No issues of land dispute issue occurs in all estates within APU since the last audit.	Complied
4.4.2	Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	There's no new leasing of land recorded since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit. In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

4.4.2a	<p>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.</p> <p>- Minor compliance -</p>	<p>There's no new leasing of land recorded since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
4.4.2b	<p>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.</p> <p>- Minor compliance -</p>	<p>There's no new leasing of land recorded since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
4.4.2c	<p>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.</p> <p>- Minor compliance -</p>	<p>There's no new leasing of land recorded since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
4.4.3	<p>(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).</p> <p>- Critical (Major) compliance -</p>	<p>Maps available for Ong Yah Ho Estate and Gomantong Estate with appropriate scales showing estate's boundaries with neighbours. The maps in-line with area specified in individual land titles.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

4.4.4	<p>All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance -</p>	<p>There's no new leasing of land recorded since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
4.4.5	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>There's no new leasing of land recorded since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
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's no new leasing of land recorded since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</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>Demonstrable rights of land ownership were verified as per land title issued by the Director of Land and Surveys Office, Government of State of Sabah. Land tenure and ownership history is as shown in Indicator 4.4.1 above.</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's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</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's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
4.5.4	<p>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.</p> <p>- Minor compliance -</p>	<p>There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
4.5.5	<p>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.</p> <p>- Minor compliance -</p>	<p>There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

4.5.6	<p>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.</p> <p>- Minor compliance -</p>	<p>There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
4.5.7	<p>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.</p> <p>- Minor compliance -</p>	<p>There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
4.5.8	<p>(C) New lands are not acquired in areas inhabited by communities in voluntary isolation.</p> <p>- Critical (Major) compliance -</p>	<p>There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
<p>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.</p>			
4.6.1	<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.</p> <p>- Critical (Major) compliance -</p>	<p>There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

4.6.2	<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.</p> <p>- Critical (Major) compliance -</p>	<p>There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
4.6.3	<p>Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings.</p> <p>- Minor compliance -</p>	<p>There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
4.6.4	<p>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.</p> <p>- Minor compliance -</p>	<p>There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
<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>There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

4.7.2	<p>(C) A mutually agreed procedure for calculating and distributing fair and gender-equal 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.</p> <p>- Critical (Major) compliance -</p>	<p>There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</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>There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</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>There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied
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's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit.</p> <p>In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

4.8.3	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) - Minor compliance -	There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit. In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.	Complied
4.8.4	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). - Minor compliance -	There's no new planting since the last audit. Visit to sites and consultation with stakeholders confirmed there's no record of land dispute for all estates within Lahad Datu POM certification unit. In case of FPIC, the Standard Operating Procedure Communication, Consultation and Participation; TSHR/SUST/SOP02; Rev. # 03; Effective Date: 19/11/2019 will be use to handle the process.	Complied
Principle 5: Support smallholder inclusion			
Criterion 5.1: The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.			
5.1.1	Current and previous period prices paid for FFB are publicly available and accessible by smallholders. - Minor compliance -	Lahad Datu POM displayed the current and previous period prices paid for FFB in front of the weighbridge counter on a white bord. Sighted records of current and previous FFB prices for November 2020 displayed as following: - Date: 23/11/2020; FFB price: RM 688/mt FFB - Date: 24/11/2020; FFB price: RM 675/mt FFB - Date: 25/11/2020; FFB price: RM 678/mt FFB - Date: 26/11/2020; FFB price: RM 675/mt FFB - Date: 27/11/2020; FFB price: RM 676/mt FFB	Complied
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 is available that the unit of certification explains the FFB pricing to smallholders available as per sample of latest done by TSH HQ FFB Sales Department personnel to all smallholder's suppliers including the following:	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<ul style="list-style-type: none"> - Smallholder: Liew Ah Kew; Date: 16/3/2020 - Smallgrower: Ladang Cocoa Intan; Date: 17/7/2020 	
5.1.3	<p>(C) Fair pricing, calculated as a portion of the international CPO price less costs is provided to smallholders in the supply base and documented.</p> <ul style="list-style-type: none"> - Critical (Major) compliance - 	<p>FFB pricing and calculation was included in the FFB Sales and Purchase Agreement which was based on the MPOB prices as well as the FFB grading quality. Latest explanation to all FFB suppliers including smallholders was done through letters and emails of consultation in place of meeting that was unable to be conducted due to COVID-19 MCO as per sample sighted for letter dated on 23/7/2020 and 8/11/2020.</p>	Complied
5.1.4	<p>(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.</p> <ul style="list-style-type: none"> - Critical (Major) compliance - 	<p>Evidence that the mill involved all parties available in the contract agreement as per sample sighted for the external FFB supplier as following:</p> <ul style="list-style-type: none"> - Supplier: Merayah Sdn. Bhd.; Contract: Purchase of Fresh Fruit Bunches (FFB) Agreement; Date: 25/6/2020 <p>Latest explanation to all FFB suppliers including smallholders was done through letters and emails of consultation in place of meeting that was unable to be conducted due to COVID-19 MCO as per sample sighted for letter dated on 23/7/2020 and 8/11/2020.</p>	Complied
5.1.5	<p>Contracts are fair, legal and transparent and have an agreed timeframe.</p> <ul style="list-style-type: none"> - Minor compliance - 	<p>Contracts are fair, legal and transparent and have an agreed timeframe as per sample sighted for the external FFB supplier as following:</p> <ul style="list-style-type: none"> - Supplier: Merayah Sdn. Bhd.; Contract: Purchase of Fresh Fruit Bunches (FFB) Agreement; Date: 25/6/2020 	Complied
5.1.6	<p>(C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.</p> <ul style="list-style-type: none"> - Critical (Major) compliance - 	<p>Based on the agreements, the final FFB payment is on 15th of the following month. Advance payment is available upon request. The monthly FFB price shall be on Market Price, determined by market forces in the region. Records shown all payments were made on time.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

5.1.7	<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>Lahad Datu POM verified its weighing equipment as per mandatory requirements of Weights and Measures Act 1972 as per latest records of stamping by Metrology Corporation Malaysia Sdn. Bhd. as following:</p> <ul style="list-style-type: none"> - Calibration Certificate # B1692390; Weighbridge brand: Mettler Toledo; Serial # 0002220-6AJ; Limit: 60,000 kg; Date: 8/9/2020 - Calibration Certificate # B1599763; Weighbridge brand: Mettler Toledo; Serial # 0062216-6AJ; Limit: 60,000 kg; Date: 2/7/2020 	Complied
5.1.8	<p>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.</p> <p>- Minor compliance -</p>	<p>The mill supports the FFB Suppliers among independent smallholders in certification through consultation and information sharing upon requested. Consultation made with smallholders confirmed that they were provided with information of sustainable certifications mainly in MSPO since it is mandatory for the smallholders. Consulted smallholders however refused to enter the mutual agreements on RSPO certifications for the time being although support made ready by the company. TSH also involved in assisting the Group Manager (Wild Asia) of Independent Smallholder Group (Wild Asia Group Smallholder – WAGS Eastern Sabah - Growers) by providing facilities to conduct training for free as per following sites:</p> <ul style="list-style-type: none"> - TSH Biotech, Wakuba; 7/9/2019 - TSH Biotech, Wakuba; Date: 13/9/2019 - TSH EPP, Kunak; Date: 14/9/2019 	Complied
5.1.9	<p>(C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner.</p> <p>- Critical (Major) compliance -</p>	<p>No certified independent smallholders within Lahad Datu POM certification unit.</p>	Complied
<p>Criterion 5.2: The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.</p>			

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

5.2.1	<p>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.</p> <p>- Minor compliance -</p>	<p>The mill supports the FFB Suppliers among independent smallholders in certification through consultation and information sharing upon requested. Consultation made with smallholders confirmed that they were provided with information of sustainable certifications mainly in MSPO since it is mandatory for the smallholders. Consulted smallholders however refused to enter the mutual agreements on RSPO certifications for the time being although support made ready by the company.</p>	Complied
5.2.2	<p>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).</p> <p>- Minor compliance -</p>	<p>The mill supports the FFB Suppliers among independent smallholders in certification through consultation and information sharing upon requested. Consultation made with smallholders confirmed that they were provided with information of sustainable certifications mainly in MSPO since it is mandatory for the smallholders. Consulted smallholders however refused to enter the mutual agreements on RSPO certifications for the time being although support made ready by the company.</p>	Complied
5.2.3	<p>Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.</p> <p>- Minor compliance -</p>	<p>The mill supports the FFB Suppliers among independent smallholders in certification through consultation and information sharing upon requested. Consultation made with smallholders confirmed that they were provided with information of sustainable certifications mainly in MSPO since it is mandatory for the smallholders. Consulted smallholders however refused to enter the mutual agreements on RSPO certifications for the time being although support made ready by the company.</p>	Complied
5.2.4	<p>(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.</p> <p>- Critical (Major) compliance -</p>	<p>The mill supports the FFB Suppliers among independent smallholders in certification through consultation and information sharing upon requested. Consultation made with smallholders confirmed that they were provided with information of sustainable certifications mainly in MSPO since it is mandatory for the smallholders. Consulted smallholders however refused to enter the</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		mutual agreements on RSPO certifications for the time being although support made ready by the company.	
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the Smallholder support programme. - Minor compliance -	The mill supports the FFB Suppliers among independent smallholders in certification through consultation and information sharing upon requested. Consultation made with smallholders confirmed that they were provided with information of sustainable certifications mainly in MSPO since it is mandatory for the smallholders. Consulted smallholders however refused to enter the mutual agreements on RSPO certifications for the time being although support made ready by the company.	Complied
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 -	Lahad Datu POM and estates implemented the company's Equal Opportunity & Discrimination; ST-POL03-02; Date: 15/10/2015 as part of TSHR/POL/SOP03 procedures; Signed by Managing Director. Regular briefing also conducted to all employees as per sample sighted for latest policy training dated on 8/12/2020.	Complied
6.1.2	(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. - Critical (Major) compliance -	Records of employments and interview conducted on-site with sampled internal and external stakeholders confirmed that the workers and groups including local communities, women, and migrant workers have not been discriminated against.	Complied
6.1.3	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. - Minor compliance -	Lahad Datu POM and estates implemented its recruitment based on the company's employment procedure established as Admin SOP; TSHPOM/AD/SOP01; Rev. # 5; Date: 27/12/17. Sighted sample advertisements and records of new employee's recruitments as well as promotion of exiting employees confirmed that it was based on skills, capabilities, qualities and medical fitness necessary.	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

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>Pregnancy testing was conducted only for women employee involved in chemical handling work to ensure no pregnant women working with the risk of chemical exposure. All women employees involved in chemical handling work within Lahad Datu certification unit underwent Urine Pregnancy Test (UPT) conducted by Hospital Assistant on monthly basis.</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>Gender committee available as a combined committee for all operating units within Lahad Datu POM and estates where the committee members responsible to raise awareness, identify and address issues of concern as well as opportunities and improvements for women through various activities and events. Sighted sample minutes of meeting records for gender committee meeting latest conducted on 26/12/2019 and 26/6/2020.</p>	Complied
6.1.6	<p>There is evidence of equal pay for the same work scope.</p> <p>- Minor compliance -</p>	<p>Evidence of equal pay for the same work scope available as per sample sighted as following:</p> <p>Lahad Datu POM:</p> <ul style="list-style-type: none"> - Female employee ID # 0479; Post: Press Operator - Male employee ID Employee ID # 0755; Post: Capstan Operator <p>Ong Yah Ho Estate:</p> <ul style="list-style-type: none"> - Female employee ID # 3487; Post: P&D Workers - Male employee ID # 4207; Post: Harvester <p>Gomantong Estate:</p> <ul style="list-style-type: none"> - Female employee ID # 2544; Post: General Worker - Male employee ID # 01-2550; Post: General Worker 	Complied
<p>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).</p>			

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

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>Collective agreements and documentations of pay and conditions available to the workers for sample employees sighted as per indicator 6.1.6 above. Explanation made from time to time upon updates of salary related changes mainly the Minimum Wages Order as per sample sighted for Lahad Datu POM briefing of companies policy and procedures of employment dated on 15/12/2020 by the mill management.</p>	Complied
6.2.2	<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.</p> <p>- Critical (Major) compliance -</p>	<p>Employment contracts detailing payments and conditions of employment available to the workers for sample employees sighted as per indicator 6.1.6 above. Regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with Sabah Labour Ordinance and Minimum Wages Order.</p> <p>Other samples also sighted as following:</p> <p>LDPOM:</p> <ul style="list-style-type: none"> - Employee ID # 0742; Salmia Binti Sutiman; Weighbridge Clerk - Employee ID # 0479; Aisah Binti Makkulase; Press Operator - Employee ID # 0739; Soferi Bin Mohd. Hamsa; Watchman - Employee ID # 0619; Muhammad Hafiz; Pump House Operator - Employee ID # 0683; Suwandi Bin Suriyadi; Fireman - Employee ID # 0755; Muhd Adrian Syah; Capstan <p>OYHE:</p> <ul style="list-style-type: none"> - Employee ID # 5018; Mohd. Azry Rusman; Gate Keeper - Employee ID # 4207; Amir Bin Indro; Harvester - Employee ID # 3487; Nanna Bonto; P&D Workers - Employee ID # 4029; Pira Asbar; Daily Rated 	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<ul style="list-style-type: none"> - Employee ID # 0009; Sarah Munasek; L/F Collection - Employee ID # 3183; Bulan Binti Sokmo; Gardener - Employee ID # 04-4201; Ismail Bin Rustan; Harvesters - Employee ID # 05-4846; Suarni Binti Baga; L/F Collection - Employee ID # 01-4896; Muhamad Fairezan Binti; Gatekeeper <p>GE:</p> <ul style="list-style-type: none"> - Employee ID # 2690; Aswan Bin Tenra; Sprayer - Employee ID # 2544; Rahayu Binti Saleh; General - Employee ID # 3176; Sulimah Bin Nessa; Harvester - Employee ID # 3229; Tiara Pado; Manuring - Employee ID # 2871; Rumi Parkasa Bin Alman; Gate Keeper - Employee ID # 01-2550; Isattu Bin Kamaruddin; General - Employee ID # 06-3540; Muhammad Irwan; Harvester - Employee ID # 03-2644; Jusman Bin Jabir; Mandore - Employee ID # 01-3545; Hasna Bt Tappe; Weeders/Manure 	
6.2.3	<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.</p> <p>- Critical (Major) compliance -</p>	<p>Records of payslip and check-roll documents available to the workers for sample employees sighted as per indicator 6.1.6 above. Based on sample payslip for Lahad Datu POM employees as following:</p> <ul style="list-style-type: none"> - Employee ID # 03-0220; Post: Fireman; Feb payslip date: Clock in time 3/2/2021 = 18:45; Clock out time 4/2/2021 = 07:01; Total working hours = 12 hrs but no OT paid - Employee ID # 03-0547; Post: Fireman; Mar payslip date: Clock in time 19/3/2021 = 18:52; Clock out time 20/3/2021 = 05:29; Total working hours = 10.5 hrs & Clock in time 24/3/2021 = 18:54; 	Non-compliance

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>Clock out time 25/3/2021 = 07:09; Total working hrs = 11 hrs but no OT paid</p> <p>- Employee ID # 02-0107; Post: Fitter; Feb payslip date: Clock in time 15/2/2021 = 06:49; Clock out time 16/2/2021 = 02:01; Total working hours = 19 hrs & Clock in time 4/3/2021 = 05:37; Clock out time 4/3/2021 = 16:00; Total working hours = 10 hrs but no OT paid</p> <p>- Employee ID # 03-0020; Post: Press Operator; Feb payslip date: Clock in time 3/2/2021 = 18:41; Clock out time 4/2/2021 = 06:57; Total working hours = 12 hrs but no OT paid.</p> <p>This indicated that the evidence of legal compliance for overtime payment against legal labour requirements was not fully demonstrated.</p> <p>Hence, a Critical NC has been raised on the matter.</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>Adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities in compliance with the Workers Minimum Housing and Amenities Standard Act 1990 provided by the company as evidence from the site visit. Regular monitoring also conducted as per sample housing inspection records latest by VMO, Dr. Mohd Azizan Bin Abdul Aziz of Clinic DAB OH Sdn. Bhd., Sandakan visit on 25/2/2021. Medical assistant housing inspection latest dated 31/3/2021 for Ong Yah Ho Estate and 19/3/2021 for Gomantong Estate as per records of Borang Pemeriksaan Perumahan, Dewan Komuniti, Pusat Jagaan Kanak-kanak & Sekolah; Form # TSHR/CL/F14; Effective date: 1/8/2016; Rev. # 01.</p>	Complied
6.2.5	<p>The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	<p>Based on the sample records, Lahad Datu POM monitored through records of price comparison in sundry shop available within workers housing area with prices outside shop. Sighted price comparison made for the month of Jan-21, Feb-21 & Mar-21 samples of sundry</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		shop groceries and food prices monitoring conducted by Ong Yah Ho Estate for common sundry shop operated in estate i.e. Nabila Trading.	
6.2.6	<p>A DLW is paid to all workers, including piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.</p> <p>PROCEDURAL NOTE:</p> <p>STATEMENT FROM THE RSPO STANDARDS STANDING COMMITTEE REGARDING INDICATOR 6.2.6 ON DECENT LIVING WAGE</p> <p>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).</p> <p><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></p> <p>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 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</i></p>	<p>As for now, no DLW established for reference in Sabah. TSH has provided wages for both local and foreign workers based on RSPO Guidance On Calculating Prevailing Wages. All sampled workers receive at least minimum wages on average of RM 1100 to 1300. In addition, the certification unit also have carried out the calculation of prevailing wages and in-kind benefits. It includes food, non-food non-house (NFNH), housing, unexpected events, medical, electricity and water utility for a total gross living wage. This still an ongoing process where DLW is being established for Sabah and to be further verified in the next surveillance assessment.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p><i>Decent Living Wage</i> (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).</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>Employment contracts detailing payments and conditions of employment available to the permanent workers employed as per samples sighted in indicator 6.1.6 and 6.2.2 above. No casual, temporary and day labour employed within all operating units within Lahad Datu Palm Oil Mill certification unit.</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>			
6.3.1	<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>A statement on recognising freedom of association was published in the Freedom of Association Policy; ST-POL04-02; Date: 15/10/2015; Signed by both Managing Director. The policy stated that the management will respect the right of employees to join any association freely. Regular briefing also conducted to all employees as per sample sighted for Lahad Datu POM briefing of companies</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		policy and procedures of employment dated on 15/12/2020 by the mill management.	
6.3.2	Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages (English and/or Bahasa Malaysia) and made available upon request. - Minor compliance -	Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages (English and/or Bahasa Malaysia) and made available upon request as per samples minutes of meeting sighted as following: - Ong Yah Ho Estate & Gomantong Employee Consultative Committee Meeting; Date: 13/1/2021; Venue: Ong Yah Ho Estate Meeting Room - Lahad Datu POM Joint Consultative Committee Meeting # 1/2021; Date: 11/1/2021	Complied
6.3.3	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. - Minor compliance -	Based on the interview conducted with the workers' representatives and records of JCC election at all operating units within Lahad Datu POM certification unit, it was confirmed that management does not interfere with the formation or operation of the workers committee.	Complied
Criterion 6.4: Children are not employed or exploited.			
6.4.1	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. - Minor compliance -	A formal policy for the protection of children, including prohibition of child labour was in place as Child Labour Policy; ST-POL07-02; Date: 15/10/2015; Signed by Managing Director. Child Labour Policy also included in supplier agreements as per sample sighted as following: - Contractor: Chemindus Sdn. Bhd.; Contract: Professional raw and boiler water treatment services; Ref. # LDPOM-Chemindus/001/2020-2021; Period: 1/8/2020 – 31/7/2021	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		- Contractor: HMK Transport Sdn. Bhd.; Contract: CPO Transportation; Period: 1/2/2020 – 31/1/2023	
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>	Records of employee master lists for sampled estates and mill within Lahad Datu POM and estates shown the birth date of them that indicated the minimum age requirements are met. The documented Guidelines on Procedure of Recruitment, Selection, Hiring, Promotion, Retirement and Termination has specified the screening verification procedure which able to be done via HR computer system which will trigger alarm if underage worker data keyed-in the database.	Complied
6.4.3	<p>(C) Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work.</p> <p>- Critical (Major) compliance -</p>	As per worker’s name list, all the workers are more than 18 years hired in Lahad Datu POM certification unit. It was further verified with the stakeholders (school teacher, villagers, contractors, etc.) and workers during interview session.	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.</p> <p>- Minor compliance -</p>	<p>Interview conducted on-site with sampled internal and external stakeholders confirmed that the information on no child labour policy and the negative effects of child labour were provided in appropriate languages and accessible to them. Records of communication also available as per sample sighted for External FFB Supplier: Merayah Sdn. Bhd.; Contract: Purchase of Fresh Fruit Bunches (FFB) Agreement; Date: 25/6/2020</p> <p>Latest explanation to all FFB suppliers including smallholders was done through letters and emails of consultation in place of meeting that was unable to be conducted due to COVID-19 MCO as per sample sighted for letter dated on 23/7/2020 and 8/11/2020.</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.</p>	Lahad Datu POM and estates implemented the company’s Sexual Harassment Policy; ST-POL05-02; Date: 15/10/2015; Signed by Managing Director. Regular briefing also conducted to all employees	Complied

	- Critical (Major) compliance -	as per sample sighted for Lahad Datu POM briefing of companies policy and procedures of employment dated on 15/12/2020 by the mill management.	
6.5.2	(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 -	Lahad Datu POM and estates implemented the company's Reproductive Rights Policy; ST-POL06-02; Date: 15/10/2015; Signed by Managing Director. Regular briefing also conducted to all employees as per sample sighted for Lahad Datu POM briefing of companies policy and procedures of employment dated on 15/12/2020 by the mill management.	Complied
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 -	New mothers assessment was undertaken by gender committee representatives as per records of gender committee meeting latest conducted on 26/12/2019 and 26/6/2020 in combination for both estates and mill.	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 -	Interview conducted on-site with sampled internal stakeholders among all workforce confirmed that the information on grievance mechanism, which respects anonymity and protects complainants where requested, is established and communicated to them. No grievance issues that requires the implementation of the mechanism occurs in all operating units within Lahad Datu POM certification unit since the last audit.	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: <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 	Employment contracts detailing payments and conditions of employment available to the workers for sample employees sighted as per indicator 6.1.6 above. Each employment contracts were agreed and signed by both employee and employer which confirmed that all work is voluntary and force labour are prohibited.	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<ul style="list-style-type: none"> Involuntary overtime Lack of freedom of workers to resign Penalty for termination of employment Debt bondage Withholding of wages <p>- Critical (Major) compliance -</p>		
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>	Lahad Datu POM and estates implemented the company's Special Labour Policy; TSHR/POL/SOP10; Rev # 2; Dated: 26/11/18 in case of any temporary or migrant workers are employed. Records of employment shown no temporary or migrant recruitment take place since last audit.	Complied
<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>			
6.7.1	<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.</p> <p>- Critical (Major) compliance -</p>	<p>Lahad Datu POM</p> <ol style="list-style-type: none"> Mr. Hafiz Shafiq Hussein has been appointed as the PIC for the OSH Committee and Emergency Response Team in LDPOM as stated in the appointment letter dated 06/05/2020 undersigned by the Mill Manager. Regular OSH meetings were conducted with representatives from the management and the workers to address all issues related to safety and health in the mill. The latest OSH Meeting Minutes was sighted dated 21/12/2020, 23/06/2020 and 25/02/2020 <p>Ong Yah Ho Estate</p> <ol style="list-style-type: none"> Mohd Azmi Abdul Raji, the Estate Manager has been appointed as the PIC for the OSH Committee for the estate as sighted in 	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>the appointment letter dated 07/08/2019 undersigned by the Sr. Estate Manager.</p> <p>2. Regular OSH Meetings were conducted with the management representatives and workers representatives to address all health and safety issues in the estate. Sighted the OSH Meeting Minutes dated 11/02/2020, 25/06/2020, 25/08/2020 and 31.12.2020.</p> <p>Gomantong Estate</p> <p>1. Mohd Johari Bin Muhd. Dave has been appointed as the chairman of the OSH Committee in the estate as stated in the appointment letter dated 19/10/2020 undersigned by the Estate Manager.</p> <p>2. Regular OSH Meetings were conducted with the management representatives and workers representatives to address all health and safety issues in the estate. Sighted the OSH Meeting Minutes dated 11/02/2020, 25/06/2020, 25/08/2020 and 31.12.2020.</p>	
6.7.2	<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>Lahad Datu POM</p> <p>1. The Emergency Preparedness and Response Procedures; Doc Number (TSHR/OSH/SOP06); Rev No: 01; Effective Date: 04/07/2016 were available to guide the management on the responses and plans to handle emergencies. The procedures include plans and procedures for emergency incidences such as fire outbreak, oil/chemical spillage, effluent overflow and accident. An emergency response team have been created in the mill to combat the incidences mentioned above. Regular trainings and drills are conducted for the team to handle emergencies. Fire Fighting Skills Training was conducted on</p>	<p>Non-compliance</p>

**RSPO P&C Public Summary Report
Revision 12 (Jun 2021)**

		<p>01/06/2020. Fire Drill was conducted by BOMBA on 22-24/01/2020.</p> <ol style="list-style-type: none"> 2. First aid kit inventory was available for verification. It was acknowledged that all required items were stated in the inventory and does not contain consumable medicines. The first aid holder's summary list was also available to include all important operations and worksites. There were 7 first aiders in the mill. First Aid & CPR Training was conducted on 10-11/09/2020. Sighted first aid was available in Mill however no eye ointment or eye drops in First aid box as per Factories and Machinery (Safety, Health, and Welfare) Regulation Fourth Schedule. Hence, a Minor NC has been raised on the matter. 3. Accident records were maintained and available for verification in the mill. The mill has reported a 1 accident case for the year 2020 involving the Sludge Pit. The JKKP 6 has been raised and submitted to DOSH accordingly. The JKKP 8 form for the year ending 2020 has been submitted to DOSH on 07/01/2021 to include the accidents occurred in the mill for the year. There were no accidents reported for the year 2021 as of to date. <p>Ong Yah Ho Estate</p> <ol style="list-style-type: none"> 1. Accident and Emergency Procedures are available in the SOP Emergency Preparedness and Response; Doc No: TSHR/OSH/SOP06; Rev No:1; Effective Date: 04.07.2016. Emergency Response Plans for Fire & Explosion, Hazardous Material Spillages, Waste Water & Pond Over flow. An ERT Team was available for the estate with the organizational chart posted at the notice boards. The team have been regularly trained to handle emergency responses. Emergency contact numbers list are also available in the estate notice boards. Fire 	
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**RSPO P&C Public Summary Report
Revision 12 (Jun 2021)**

		<p>Fighting and Confined Space Rescue Training was conducted on 22-24/01/2020</p> <ol style="list-style-type: none"> 1. First Aid Training was conducted on 15/07/2020 to brief all first aid kit holders on how to use the items in the first aid kit. The training was attended by 16 first aid kit holders. 2. Accident records were maintained and available for verification in the estate. The estate has reported a 4 accident cases for the year 2020. The JKKP 6 has been raised and submitted to DOSH accordingly. The JKKP 8 form for the year ending 2020 has been submitted to DOSH to include the accidents occurred in the estate for the year. There were no accidents reported for the year 2021 as of to date. <p>Gomantong Estate</p> <ol style="list-style-type: none"> 1. Accident and Emergency Procedures are available in the SOP Emergency Preparedness and Response; Doc No: TSHR/OSH/SOP06; Rev No:1; Effective Date: 04.07.2016. Emergency Response Plans for Fire & Explosion, Hazardous Material Spillages, Waste Water & Pond Over flow. An ERT Team was available for the estate with the organizational chart posted at the notice boards. The team have been regularly trained to handle emergency responses. Emergency contact numbers list are also available in the estate notice boards. Fire Fighting and Confined Space Rescue Training was conducted on 22-24/01/2020 1. The estate has 10 first aiders. The Medical Assistant monitors and replenishes the first aid boxes and also trains the first aid box holders regularly. First Aid and CPR Training was conducted on 10-11/09/2020. 	
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		<p>2. There were no accidents reported for the year 2020 and 2021 (To date) in the estate. The JKKP 8 form for the year ending 2020 has been submitted to DOSH on 07/01/2020 with the document available for verification.</p>																																											
<p>6.7.3</p>	<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>The Shower room and changeroom also available in sampling estate, the spraying and manuring worker also aware regarding to ensure change the cloth before going home and keep their PPE in closet that management have prepared. As per verification on PPE in all operation unit as per below:-</p> <p>Lahad Datu POM</p> <table border="1" data-bbox="1099 719 1888 922"> <thead> <tr> <th>Type of PPE</th> <th>Date</th> <th>Work station</th> </tr> </thead> <tbody> <tr> <td>Hard hat</td> <td>1/4/2021</td> <td>Boiler</td> </tr> <tr> <td>Ear Plug</td> <td>6/11/2020</td> <td>Boiler</td> </tr> <tr> <td>Ear Muff</td> <td>25/3/2021</td> <td>Boiler</td> </tr> <tr> <td>Rubber Boots</td> <td>3/2/2021</td> <td>Boiler</td> </tr> <tr> <td>Cotton glove</td> <td>4/4/2021</td> <td>Boiler</td> </tr> </tbody> </table> <p>Gomantong Estate</p> <table border="1" data-bbox="1099 1011 1888 1182"> <thead> <tr> <th>Type of PPE</th> <th>Date</th> <th>Work station</th> </tr> </thead> <tbody> <tr> <td>Hand glove</td> <td>20/2/2021</td> <td>Sprayer</td> </tr> <tr> <td>Respirator</td> <td>20/2/2021</td> <td>Sprayer</td> </tr> <tr> <td>Apron</td> <td>20/2/2021</td> <td>Sprayer</td> </tr> <tr> <td>Goggles</td> <td>20/2/2021</td> <td>Sprayer</td> </tr> </tbody> </table> <p>Ong Yah Ho Estate</p> <table border="1" data-bbox="1099 1272 1888 1369"> <thead> <tr> <th>Type of PPE</th> <th>Date</th> <th>Work station</th> </tr> </thead> <tbody> <tr> <td>Safety helmet</td> <td>10/2/2021</td> <td>Harvester</td> </tr> <tr> <td>Chemical apron</td> <td>10/2/2021</td> <td>Manuring</td> </tr> </tbody> </table>	Type of PPE	Date	Work station	Hard hat	1/4/2021	Boiler	Ear Plug	6/11/2020	Boiler	Ear Muff	25/3/2021	Boiler	Rubber Boots	3/2/2021	Boiler	Cotton glove	4/4/2021	Boiler	Type of PPE	Date	Work station	Hand glove	20/2/2021	Sprayer	Respirator	20/2/2021	Sprayer	Apron	20/2/2021	Sprayer	Goggles	20/2/2021	Sprayer	Type of PPE	Date	Work station	Safety helmet	10/2/2021	Harvester	Chemical apron	10/2/2021	Manuring	<p>Complied</p>
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

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Safety goggles	10/2/2021	Sprayer																				
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6.7.4	<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>The coverage of insurance provision in accordance with Malaysia law through SOCSO contribution was sufficiently evident for the workers as following: -</p> <p>Gomantong Estate:</p> <ul style="list-style-type: none"> - Emp. ID 3540 Join On 25/6/2020 - Emp. ID 1041 Join On 11/1/2019 - Emp. ID 3176 Join On 24/10/2019 - Emp. ID 3545 Join On 10/1/2019 <p>Ong Yah Ho:</p> <ul style="list-style-type: none"> - Emp. ID 5105 Join On 1/12/2020 - Emp. ID 5018 Join On 10/2/2020 - Emp. ID 4896 Join On 11/6/2019 	Complied																			
6.7.5	<p>Occupational injuries are recorded using Lost Time Accident (LTA) metrics.</p> <p>- Minor compliance -</p>	<table border="1"> <thead> <tr> <th rowspan="2">Operating Units</th> <th colspan="2">2020</th> <th colspan="2">2021</th> </tr> <tr> <th>Cases</th> <th>Days</th> <th>Cases</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>Lahad Datu POM</td> <td>1</td> <td>61</td> <td>nil</td> <td>nil</td> </tr> <tr> <td>Ong Yah Ho Estate</td> <td>4</td> <td>6</td> <td>nil</td> <td>nil</td> </tr> </tbody> </table>	Operating Units	2020		2021		Cases	Days	Cases	Days	Lahad Datu POM	1	61	nil	nil	Ong Yah Ho Estate	4	6	nil	nil	Complied
Operating Units	2020			2021																		
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		Gomantong Estate	nil	nil	nil	nil	
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 -	Both estates continued to have in place a documented integrated pest management (IPM) plan (Rev No.0) prepared by TSH RSPO Controller dated 23.04.2016. SOP for Pest and Disease, title Leaf Pests Doc. No. P&D- SOP03-03 Rev. 03, dated 01/02/2017 was available to manage pest and disease such as leaf eating pests, rats, rhinoceros beetles, etc. Records of beneficial plants such as Cassia cobennensis, Tunera subulata and Antigonon Leptopus were available and showed to be extensively planted in the estates. The Ong Yah Ho estate has also established a Beneficial Plant Garden where they have propagated and planted the beneficial plants extensively where pictures and records were available for verification.				Complied	
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 -	There were no species referenced in the Global invasive Species database and CABI.org within the estate and POM premises.				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 -	No record of using fire as pest control in sample estate, verification by interview and site verification.				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.	Estates have maintained and revised if required, the Documented Standard Operating Procedures file that contains in the safe operating procedures and the procedures to implement the various				Complied	

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<p>- Critical (Major) compliance -</p>	<p>major field operations. For example, among others, the Estate SOP Manual has procedures category for the following operations:</p> <ul style="list-style-type: none"> - RAM-SOP01-00 dated OCT 2010 - RAM-SOP02-00 dated DEC 2013 - P&D-SOP01-00 dated OCT 2009 - P&D-SOP04-01 dated JAN 2015 - P&D-SOP09-02 dated JAN 2015 																										
<p>7.2.2</p>	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>Records of pesticides used (including active ingredients used and area treated, amount of active ingredients applied per ha and number of applications) were established and monitored. The records of weeding programme and herbicide master list was sighted for year 2020.</p> <table border="1" data-bbox="1099 815 1783 1359"> <thead> <tr> <th>Estate</th> <th>Type of chemical</th> <th>a.I per ha</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Gomantong Estate</td> <td>Amine</td> <td>0.01</td> </tr> <tr> <td>Comet</td> <td>0.04</td> </tr> <tr> <td>Maestro</td> <td>0.16</td> </tr> <tr> <td>Dewana</td> <td>0.08</td> </tr> <tr> <td>Sikor</td> <td>0.01</td> </tr> <tr> <td rowspan="5">Ong Yah Ho Estate</td> <td>Glyphosate</td> <td>0.25</td> </tr> <tr> <td>Cypermethrin</td> <td>0.00</td> </tr> <tr> <td>Amine 720</td> <td>0.05</td> </tr> <tr> <td>Tri ester</td> <td>0.09</td> </tr> <tr> <td>BM Cergas 20 WG</td> <td>0.01</td> </tr> </tbody> </table>	Estate	Type of chemical	a.I per ha	Gomantong Estate	Amine	0.01	Comet	0.04	Maestro	0.16	Dewana	0.08	Sikor	0.01	Ong Yah Ho Estate	Glyphosate	0.25	Cypermethrin	0.00	Amine 720	0.05	Tri ester	0.09	BM Cergas 20 WG	0.01	<p>Complied</p>
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7.2.3	<p>(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans. - Critical (Major) compliance -</p>	<p>The management encourage establishing biological control as per IPM plan. The implementation in the field is consistent with the TSH SOP. No prophylactic use of pesticides found at visited operating units.</p> <p>The Documented IPM procedure includes:</p> <ul style="list-style-type: none"> a. Identification of pest, b. Implementation monitoring c. Biology control d. Pesticides use e. Records keeping g. IPM Training 	Complied
7.2.4	<p>There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines. - Minor compliance -</p>	<p>There has been no prophylactic use of pesticides at the visited estates.</p>	Complied
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>Sighted in the Chemical Registers dated 01.01.2021 showed that only class III & IV pesticides were used at both estates. Paraquat was eliminated. In its place, alternatives such as Glyphosate was used instead.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	- Minor compliance -								
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 are given training on the safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment provided to the operators based on the PPE issuance forms.</p> <p>Sampled the training conducted for pesticide handlers as below: -</p> <table border="1"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Safe Handling of Chemical Training - GMTE</td> <td>12/09/2020</td> </tr> <tr> <td>Safe Handling of Chemical Training - OYHE</td> <td>12/06/2020</td> </tr> </tbody> </table>	Training	Date	Safe Handling of Chemical Training - GMTE	12/09/2020	Safe Handling of Chemical Training - OYHE	12/06/2020	Complied
Training	Date								
Safe Handling of Chemical Training - GMTE	12/09/2020								
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7.2.7	<p>(C) Storage of all pesticides is in accordance with recognised best practices.</p> <p>- Critical (Major) compliance -</p>	<p>The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation. Based on CHRA assessor's store assessment recommendation, the below action was taken for improvement as such;</p> <p>i) Ventilation system for adequate air flow ii) No workstation placed in the chemical storage iii) DOSH approved PPE is recommended.</p>	Complied						
7.2.8	<p>All pesticide containers are triple rinsed and punctured before being disposed of and/or handled responsibly if used for other purposes.</p> <p>- Minor compliance -</p>	<p>Empty pesticides containers in Gomantong estate and Ong Yah Ho were triple rinsed, its bottom perforated to render it useless, inventoried and stored. This empty chemical container was been store at estate and disposed as Recycle waste. Latest disposal was on 10/7/2020 with total 480kg (Ref weighbridge ticket: 241238) at Newgates Industries (Borneo) Sdn Bhd.</p>	Complied						

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

7.2.9	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>No aerial spraying for pesticide were done in Lahad Datu Certification unit.</p>	Complied																
7.2.10	<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>Following the CHRA conducted at each Operating Unit Annual medical surveillance has been carried out for all pesticide operators at the said estates as recommended by the CHRA Assessor.</p> <p>Medical surveillance record of those operators was examined and all of them were certified fit with no detrimental to health by registered Occupational Health Doctor as per below:</p> <table border="1" data-bbox="1099 799 1886 1062"> <thead> <tr> <th>Operating Unit</th> <th>Date of assessment</th> <th>No employee</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td>Lahad Datu POM</td> <td>23/11/2020</td> <td>15</td> <td>Fit</td> </tr> <tr> <td>Gomantong</td> <td>23/9/2020</td> <td>12</td> <td>Fit</td> </tr> <tr> <td>Ong Yah Ho</td> <td>23/9/2020</td> <td>18</td> <td>Fit</td> </tr> </tbody> </table> <p>In Mill, there also conducted spirometry test as per CHRA recommendation with total 23 person attended. This included workshop, cadet engineer, fireman, Boilerman, laboratory attendance, Biogas operator, and effluent operator.</p>	Operating Unit	Date of assessment	No employee	Results	Lahad Datu POM	23/11/2020	15	Fit	Gomantong	23/9/2020	12	Fit	Ong Yah Ho	23/9/2020	18	Fit	Complied
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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>Pregnant and breast-feeding women, under-age person and other people that have medical restrictions working with pesticides are strictly prohibited to work with pesticides. Noted, there were women working as sprayers. Verified that the female workers were checked for pregnancy test at three-month interval by the on-site Estate</p>	Complied																

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		Hospital Assistant. All results showed negative findings. Also, verified master list of workers and interview with management and workers found no record of workers under the of 18 in all estate.	
Criterion 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.			
7.3.1	A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented. - Minor compliance -	<p>TSH has established SOP for Waste management, refer document no. TSHR/ENV/SOP03, rev. no. 3 dated 20/02/2020.</p> <p>TSH has established waste management plan base on the identification and source of pollutions and documented in Waste Identification and Disposal Plan.</p> <p>Mill</p> <p>The mill has conducted waste identification for all area in mill operation and established waste management plan base on waste identified.</p> <ol style="list-style-type: none"> 1. Area – e.g. store, lab, workshop, generator room, WTP, mill processing, canteen/shop, office, etc. 2. Major wastes identified – paper, plastic, scrap iron, discarded electrical products, chemical containers, spent chemicals, spent lubricants, used oil & filter, EFB, plant sludge, mesocarp fibre, boiler ash, etc. 3. Handling methods – kept in designated store, triple rinsed and pierced, etc. 4. Disposal plan – e.g. sent to licensed recyclers, SW contractors, reused for landscape decoration, landfill at estate <p>Estates</p>	Complied

		<p>The estates has conducted waste identification for all area in mill operation and established waste management plan base on waste identified.</p> <ol style="list-style-type: none"> 1. Area – e.g office, clinic, store, Workshop, generators room, estates operation. 2. Major wastes identified – paper, plastic, discarded electrical products, needles, scalpels, dressing treatments wastes, empty drug containers, empty fertilizers bags, empty pesticides containers, discarded PPE, discarded spray equipment, empty paint containers, expired chemicals, spent lubricants, used oil & filter, used tyres, used rags, pruned oil palm fronds. Buffalo dungs, oil palm trunks from replanting, used polybags. 3. Handling methods – kept in designated store, triple rinsed and pierced, etc. 4. Disposal plan – e.g. sent to licensed recyclers, SW contractors, reused for landscape decoration, landfill at estate <p>Sighted the implementation for the management plan as follows: Lahad Datu POM</p> <ol style="list-style-type: none"> 1. The mill monitor and recorded the inventory for all Schedule Waste generated in Scheduled Waste Inventory form, refer form TSHR/ENV/F04. Reviewed the inventory FY 2020 for SW 102, SW 409, SW 305, SW 410 and SW 322. 2. The mill reported the scheduled waste inventory to DOE through E-SWISS. Reviewed the submission records for the month of October 2020 (submitted on 18/12/2020), November 2020, (submitted on 18/12/2020) and December 2020 (submitted on 05/01/2021). 	
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		<p>3. The mill disposed the Scheduled waste through licensed waste manager. Reviewed the disposal records as follows:</p> <ul style="list-style-type: none"> a. 15/12/2020, SW 410, Consignment note no. 11786 b. 15/12/2020, SW 409, Consignment note no. 11763 c. 15/12/2020, SW 102, Consignment note no. 11762 d. 15/12/2020, SW 322, Consignment note no. 11759 e. 15/12/2020, SW 322, Consignment note no. 11787 <p>Ong Yah Ho Estate</p> <ul style="list-style-type: none"> 1. The estate monitor and recorded the inventory for all Schedule Waste generated in Scheduled Waste Inventory form, refer form TSHR/ENV/F04. Reviewed the inventory FY 2020 for SW 102, SW 408, SW 305, and SW 410. <p>Gomantong Estate</p> <ul style="list-style-type: none"> 1. The estate monitor and recorded the inventory for all Schedule Waste generated in Scheduled Waste Inventory form, refer form TSHR/ENV/F04. Reviewed the inventory FY 2020 for SW 102, SW 408, SW 305, and SW 410. 2. The estate disposed the Scheduled waste through licensed waste manager. Reviewed the disposal records as follows: <ul style="list-style-type: none"> a. 15/12/2020, SW 410, Consignment note no. 11767 b. 15/12/2020, SW 408, Consignment note no. 11930 c. 15/12/2020, SW 102, Consignment note no. 11766 d. 15/12/2020, SW 305, Consignment note no. 11765 e. 15/12/2020, SW 410, Consignment note no. 11931 	
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

<p>7.3.2</p>	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated. - Minor compliance -</p>	<p>TSH has established SOP for Waste management, refer document no. TSHR/ENV/SOP03, rev. no. 3 dated 20/02/2020. All waste disposal was conducted as per SOP established.</p> <p>7. The mill monitor and recorded the inventory for all Schedule Waste generated in Scheduled Waste Inventory form, refer form TSHR/ENV/F04. Reviewed the inventory FY 2020 for SW 102, SW 409, SW 305, SW 410 and SW 322.</p> <p>8. The mill reported the scheduled waste inventory to DOE through E-SWISS. Reviewed the submission records for the month of October 2020 (submitted on 18/12/2020), November 2020, (submitted on 18/12/2020) and December 2020 (submitted on 05/01/2021).</p> <p>9. The domestic waste were collected twice a week and disposed in designated landfill located in field OP 13 in Ong Yah Ho Estate and 2022C in Gomantong Estate. Sighted the domestic waste collection records in waste loading chit dated 17/03/2021, 20/03/2021 and 24/03/2021.</p> <p>10. The estate monitor and recorded the inventory for all Schedule Waste generated in Scheduled Waste Inventory form, refer form TSHR/ENV/F04. Reviewed the inventory FY 2020 for SW 102, SW 408, SW 305, and SW 410.</p> <p>11. The mill disposed the Scheduled waste through licensed waste manager. Reviewed the disposal records as follows:</p> <ul style="list-style-type: none"> a. 15/12/2020, SW 410, Consignment note no. 11786 b. 15/12/2020, SW 409, Consignment note no. 11763 c. 15/12/2020, SW 102, Consignment note no. 11762 d. 15/12/2020, SW 322, Consignment note no. 11759 e. 15/12/2020, SW 322, Consignment note no. 11787 	<p>Complied</p>
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>12. The estate disposed the Scheduled waste through licensed waste manager. Reviewed the disposal records as follows:</p> <ul style="list-style-type: none"> a. 15/12/2020, SW 410, Consignment note no. 11767 b. 15/12/2020, SW 408, Consignment note no. 11930 c. 15/12/2020, SW 102, Consignment note no. 11766 d. 15/12/2020, SW 305, Consignment note no. 11765 e. 15/12/2020, SW 410, Consignment note no. 11931 	
7.3.3	<p>The unit of certification does not use open fire for waste disposal.</p> <p>- Minor compliance -</p>	<p>No evidence of fire use for waste disposal. The estate disposed the domestic waste in designated landfill.</p>	Complied
<p>Criterion 7.4: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			
7.4.1	<p>Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts.</p> <p>- Minor compliance -</p>	<p>TSH has established SOP to manage soil fertility to optimise yield and minimise environmental impacts documented in SOP Manuring. Refer document no. TSHP/OPE/SOP08 dated 01/7/16 rev 0. Therein containing information on the following</p> <ul style="list-style-type: none"> 1. Manuring process flow 2. Manuring for mature and immature palms 3. Fertiliser type/timing of application/placement 4. Supervision/Assessment 	Complied
7.4.2	<p>Periodic tissue and soil sampling is carried out by Companies to monitor and manage changes in soil fertility and plant health.</p> <p>- Minor compliance -</p>	<p>Tissue/foliar sampling and soil sampling was conducted on annually basis. The result was documented in Oil Palm Fertiliser Recommendation.</p> <p>Reviewed the latest soil sampling and leaf sampling as follows:</p> <p>Latest soil sampling was conducted on 07/09/2018. Refer report no. CL/S/2018/158, CL/S/2018/151, CL/S/2018/113, CL/S/2018/104, CL/S/2018/90, CL/S/2018/86, and CL/S/2018/81.</p> <ul style="list-style-type: none"> 1. Latest leaf sampling was conducted in December 2020 as per rept no CL/F/2020/346 dated 21/12/2020. 	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

<p>7.4.3</p>	<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. - Minor compliance -</p>	<p>TSH has established SOP for nutrient cycle documented in SOP Manuring under section 8 Procedure subsection Q: Palm Oil Mill by-product. Refer document no. TSHP/OPE/SOP08 dated 01/7/16 rev 0. Sampled EFB application as follows:</p> <table border="1" data-bbox="1099 549 1780 746"> <tr> <td>Month FY 2020</td> <td>Ong Yah Ho</td> <td>Gomantong</td> </tr> <tr> <td>September</td> <td>3421.42</td> <td>48.79</td> </tr> <tr> <td>October</td> <td>2658.07</td> <td>0.00</td> </tr> <tr> <td>November</td> <td>682.47</td> <td>0.00</td> </tr> </table>	Month FY 2020	Ong Yah Ho	Gomantong	September	3421.42	48.79	October	2658.07	0.00	November	682.47	0.00	<p>Complied</p>
Month FY 2020	Ong Yah Ho	Gomantong													
September	3421.42	48.79													
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<p>7.4.4</p>	<p>Records of fertiliser inputs are maintained. - Minor compliance -</p>	<p>Fertiliser application was conducted as per SOP established and recommendation by the Agronomist. The estate maintained the fertiliser application records in Manuring program form. Reviewed the application records as follows:</p> <p>Ong Yah Ho Estate</p> <table border="1" data-bbox="1099 954 1890 1155"> <tr> <td>Field/Block: 2019A Program: January 2021 Fertiliser: GML Application date: 15/01/2021 – 04/02/2021</td> <td>Field/Block:2017B Program: March 2021 Fertiliser: GML Application date: 29/03/2021 – 03/04/2021</td> </tr> </table> <p>Gomantong Estate</p> <table border="1" data-bbox="1099 1246 1890 1385"> <tr> <td>Field/Block: OP 1-B Program: February 2020 Fertiliser: RP</td> <td>Field/Block: OP 1-A Program: August 2020 Fertiliser: HGFB</td> </tr> </table>	Field/Block: 2019A Program: January 2021 Fertiliser: GML Application date: 15/01/2021 – 04/02/2021	Field/Block:2017B Program: March 2021 Fertiliser: GML Application date: 29/03/2021 – 03/04/2021	Field/Block: OP 1-B Program: February 2020 Fertiliser: RP	Field/Block: OP 1-A Program: August 2020 Fertiliser: HGFB	<p>Complied</p>								
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		Application date: 14/02/2020	Application date: 30/10/2020																	
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>The estate has identified all the soil series in the estates and established soil maps. Among the soil series identified in the estate as follows:</p> <table border="1"> <thead> <tr> <th>Association</th> <th>Parent Material</th> </tr> </thead> <tbody> <tr> <td>Kinabatangan</td> <td>Alluvium</td> </tr> <tr> <td>Sapi</td> <td>Alluvium</td> </tr> <tr> <td>Lungmanis</td> <td>Mudstone and Alluvium</td> </tr> <tr> <td>Runidi</td> <td>Mudstone, Sandstone & misc. rocks</td> </tr> <tr> <td>Kretam</td> <td>Mudstone, Sandstone & misc. rocks</td> </tr> <tr> <td>Lokan</td> <td>Mudstone, Sandstone</td> </tr> <tr> <td>Bidu Bidu</td> <td>Ultrabasic igneous rocks</td> </tr> </tbody> </table>		Association	Parent Material	Kinabatangan	Alluvium	Sapi	Alluvium	Lungmanis	Mudstone and Alluvium	Runidi	Mudstone, Sandstone & misc. rocks	Kretam	Mudstone, Sandstone & misc. rocks	Lokan	Mudstone, Sandstone	Bidu Bidu	Ultrabasic igneous rocks	Complied
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Lokan	Mudstone, Sandstone																			
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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>The estates visited has identified slope elevation in the estate as per Environmental Impact Assessment conducted by Kiwiheng Environmental Consultant Sdn. Bhd. dated March 2016.</p> <p>Based on the Slope Class Map of both estates, there was no slope identified as >25 degree as all slopes are within the <15° and 15° - 25° range.</p>		Complied																
7.5.3	<p>There is no new planting of oil palm on steep terrain.</p> <p>- Minor compliance -</p>	<p>No new planting conducted in both estate visited.</p>		Complied																

<p>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.</p>			
7.6.1	<p>(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 -</p>	<p>Soil maps were available at all the visited estates. Based on the maps, all the soil of the estates were of mineral types. There are no recognized marginal and fragile soils including steep terrains within the area of the estate visited.</p> <p>Based on the Slope Class Map of both estates, there was no slope identified as >25 degree as all slopes are within the <15° and 15° - 25° range.</p>	Complied
7.6.2	<p>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 -</p>	<p>The estates visited has identified all the soil series in the estates and established soil maps as per Environmental Impact Assessment conducted by Kiwiheng Environmental Consultant Sdn. Bhd. dated March 2016.</p> <p>As per soil series map established, no fragile soil were identified in both estate visited.</p>	Complied
7.6.3	<p>Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. - Minor compliance -</p>	<p>TSH has established SOP for replanting Land Clearing and Preparation. Refer document no TSHP/OPE/SOP01. In the SOP stated "Do not clear for development: steep area with more than 25° inclination. In the SOP also stated the area to construct terrace, roads and drainage system.</p> <p>Sighted in field 2020C, the hilly area were constructed with terrace and legumes cover crop were planted to control soil erosion.</p>	Complied
<p>Criterion 7.7: No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.</p>			
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. - Critical (Major) compliance -</p>	<p>Not applicable as there was no peat soil at all the visited estates.</p> <p>The estates visited has identified all the soil series in the estates and established soil maps as per Environmental Impact Assessment</p>	Not Applicable

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>conducted by Kiwiheng Environmental Consultant Sdn. Bhd. dated March 2016.</p> <p>Soil maps were available at all the visited estates. Based on the maps, all the soil of the estates were of mineral types. There are no recognized marginal and fragile soils including steep terrains within the area of the estate visited.</p>	
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>Not applicable as there was no peat soil at all the visited estates.</p> <p>The estates visited has identified all the soil series in the estates and established soil maps as per Environmental Impact Assessment conducted by Kiwiheng Environmental Consultant Sdn. Bhd. dated March 2016.</p> <p>Soil maps were available at all the visited estates. Based on the maps, all the soil of the estates were of mineral types. There are no recognized marginal and fragile soils including steep terrains within the area of the estate visited.</p>	Not Applicable
7.7.3	<p>(C) Subsidence of peat is monitored, documented and minimised.</p> <p>- Critical (Major) compliance -</p>	<p>Not applicable as there was no peat soil at all the visited estates.</p> <p>The estates visited has identified all the soil series in the estates and established soil maps as per Environmental Impact Assessment conducted by Kiwiheng Environmental Consultant Sdn. Bhd. dated March 2016.</p> <p>Soil maps were available at all the visited estates. Based on the maps, all the soil of the estates were of mineral types. There are no recognized marginal and fragile soils including steep terrains within the area of the estate visited.</p>	Not Applicable
7.7.4	<p>(C) A documented water and ground cover management programme is in place.</p> <p>- Critical (Major) compliance -</p>	<p>Not applicable as there was no peat soil at all the visited estates.</p> <p>The estates visited has identified all the soil series in the estates and established soil maps as per Environmental Impact Assessment</p>	Not Applicable

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>conducted by Kiwiheng Environmental Consultant Sdn. Bhd. dated March 2016.</p> <p>Soil maps were available at all the visited estates. Based on the maps, all the soil of the estates were of mineral types. There are no recognized marginal and fragile soils including steep terrains within the area of the estate visited.</p>	
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>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>	<p>Not applicable as there was no peat soil at all the visited estates.</p> <p>The estates visited has identified all the soil series in the estates and established soil maps as per Environmental Impact Assessment conducted by Kiwiheng Environmental Consultant Sdn. Bhd. dated March 2016.</p> <p>Soil maps were available at all the visited estates. Based on the maps, all the soil of the estates were of mineral types. There are no recognized marginal and fragile soils including steep terrains within the area of the estate visited.</p>	Not Applicable
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>Not applicable as there was no peat soil at all the visited estates.</p> <p>The estates visited has identified all the soil series in the estates and established soil maps as per Environmental Impact Assessment conducted by Kiwiheng Environmental Consultant Sdn. Bhd. dated March 2016.</p> <p>Soil maps were available at all the visited estates. Based on the maps, all the soil of the estates were of mineral types. There are no recognized marginal and fragile soils including steep terrains within the area of the estate visited.</p>	Not Applicable

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>Not applicable as there was no peat soil at all the visited estates.</p> <p>The estates visited has identified all the soil series in the estates and established soil maps as per Environmental Impact Assessment conducted by Kiwiheng Environmental Consultant Sdn. Bhd. dated March 2016.</p> <p>Soil maps were available at all the visited estates. Based on the maps, all the soil of the estates were of mineral types. There are no recognized marginal and fragile soils including steep terrains within the area of the estate visited.</p>	Not Applicable
<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>TSH has established SOP for Water management, refer document no. TSHR/ENV/SOP02, rev. no. 3 dated 20/02/2020.</p> <p>The mill and estates has established water management plan and documented in the Environmental Continual Improvement plan FY 2021-2025. Latest review was conducted on 14/12/2020. Reviewed the implementation of the management plans follows:</p> <ol style="list-style-type: none"> 1. The mill monitor the usage usage of water on monthly basis. The records were kept for 3 years. The water usage for the mill was for mill operation, water supply for mill and staff, mill workers and estate workers. Reviewed the data recorded FY 2018, FY 2019 and FY 2020. 2. The mill provided the mill and estates workers access of clean water through Water Treatment plant. Treated water and drinking water sampling was conducted on quarterly basis. Reviewed the water sampling reports as follows: <ol style="list-style-type: none"> a. Report no. RS/CH/2020/0172(rev2), sampling date 05/06/2020 b. Report no. RS/CH/2020/0332, sampling date 08/09/2020 	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		<p>c. Report no. RS/CH/2020/0478, sampling date 03/12/2020</p> <p>The estate conducted river water sampling for Sg. Koyah twice a year. Reviewed the Environmental Compliance report dated 22/05/2020 and 02/10/2020.</p>																			
7.8.2	<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.</p> <p>- Critical (Major) compliance -</p>	<p>Sg. Koyah flow at the Ong Yah Ho Estate boundary, adjacent with field OP28. The estate has established 20m riparian buffer zone base on the river width. The palms in the buffer zone area was demarcated with red and white ring at the palm trunk. Signboard on prohibition of chemical application, hunting, fishing and burning has been erected at the area. Sighted during site visit, no evidence of chemical application at the area.</p> <p>The estate conducted river water sampling for Sg. Koyah twice a year. Reviewed the Environmental Compliance report dated 22/05/2020 and 02/10/2020.</p>	Complied																		
7.8.3	<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.</p> <p>- 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:</p> <p>3rd quarter</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Parameter</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Jul 03/07/2020</td> <td>BOD</td> <td>20</td> </tr> <tr> <td>pH</td> <td>8.78</td> </tr> <tr> <td rowspan="2">Aug 07/08/2020</td> <td>BOD</td> <td>17</td> </tr> <tr> <td>pH</td> <td>8.71</td> </tr> <tr> <td rowspan="2">Mar 07/09/2020</td> <td>BOD</td> <td>16</td> </tr> <tr> <td>pH</td> <td>8.79</td> </tr> </tbody> </table> <p>4th quarter</p>	Month	Parameter	Results	Jul 03/07/2020	BOD	20	pH	8.78	Aug 07/08/2020	BOD	17	pH	8.71	Mar 07/09/2020	BOD	16	pH	8.79	Complied
Month	Parameter	Results																			
Jul 03/07/2020	BOD	20																			
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RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

		Month	Parameter	Results																																											
		Oct	BOD	20																																											
		02/10/2020	pH	8.81																																											
		Nov	BOD	20																																											
		02/11/2020	pH	8.81																																											
		Dec	BOD	18																																											
		02/12/2020	pH	8.00																																											
7.8.4	Mill water use per tonne of FFB is monitored and recorded. - Minor compliance -	Plans to reduce water consumptions The mill monitor the usage of water on monthly basis. Reviewed the records as follows: <table border="1" data-bbox="1099 719 1588 1193"> <thead> <tr> <th>Month</th> <th>2019</th> <th>2020</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>1.37</td><td>1.48</td></tr> <tr><td>Feb</td><td>1.35</td><td>1.39</td></tr> <tr><td>Mar</td><td>1.42</td><td>1.49</td></tr> <tr><td>Apr</td><td>1.49</td><td>1.30</td></tr> <tr><td>May</td><td>1.45</td><td>1.39</td></tr> <tr><td>Jun</td><td>1.53</td><td>1.33</td></tr> <tr><td>Jul</td><td>1.41</td><td>1.49</td></tr> <tr><td>Aug</td><td>1.47</td><td>1.60</td></tr> <tr><td>Sep</td><td>1.36</td><td>1.50</td></tr> <tr><td>Oct</td><td>1.33</td><td>1.49</td></tr> <tr><td>Nov</td><td>1.48</td><td>1.34</td></tr> <tr><td>Dec</td><td>1.39</td><td>1.48</td></tr> <tr><td>Average</td><td>1.42</td><td>1.44</td></tr> </tbody> </table>			Month	2019	2020	Jan	1.37	1.48	Feb	1.35	1.39	Mar	1.42	1.49	Apr	1.49	1.30	May	1.45	1.39	Jun	1.53	1.33	Jul	1.41	1.49	Aug	1.47	1.60	Sep	1.36	1.50	Oct	1.33	1.49	Nov	1.48	1.34	Dec	1.39	1.48	Average	1.42	1.44	Complied
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Average	1.42	1.44																																													
Criterion 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised																																															
7.9.1	A plan for efficiency of the use of fossil fuels and to optimise renewable energy is implemented, monitored and documented. - Minor compliance -	The estate visited has established plan for efficiency of the use of fossil fuels and to optimise renewable energy and documented in Environmental Continuous Improvement Plan. The mill monitored			Complied																																										

		<p>the usage of diesel on monthly basis. reviewed the consumption per FFB produced as follows:</p> <table border="1" data-bbox="1099 443 1588 882"> <thead> <tr> <th>Month</th> <th>2019</th> <th>2020</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>0.57</td><td>0.80</td></tr> <tr><td>Feb</td><td>0.37</td><td>0.78</td></tr> <tr><td>Mar</td><td>1.01</td><td>0.87</td></tr> <tr><td>Apr</td><td>0.34</td><td>6.88</td></tr> <tr><td>May</td><td>0.42</td><td>0.68</td></tr> <tr><td>Jun</td><td>1.48</td><td>0.38</td></tr> <tr><td>Jul</td><td>2.96</td><td>1.57</td></tr> <tr><td>Aug</td><td>2.63</td><td>1.99</td></tr> <tr><td>Sep</td><td>0.48</td><td>2.10</td></tr> <tr><td>Oct</td><td>0.43</td><td>3.66</td></tr> <tr><td>Nov</td><td>0.79</td><td>4.63</td></tr> <tr><td>Dec</td><td>0.48</td><td>5.72</td></tr> </tbody> </table>	Month	2019	2020	Jan	0.57	0.80	Feb	0.37	0.78	Mar	1.01	0.87	Apr	0.34	6.88	May	0.42	0.68	Jun	1.48	0.38	Jul	2.96	1.57	Aug	2.63	1.99	Sep	0.48	2.10	Oct	0.43	3.66	Nov	0.79	4.63	Dec	0.48	5.72	
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<p>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.</p>																																										
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> <p>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.</p>	Complied																																							

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

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>	<p>No development within Lahad Datu POM Certification Unit since 2014.</p>	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 Environmental Management Plan FY 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>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"> • 1st half 2020 Report no: RS/STACK/2020-032 Monitoring date: 23/06/2020 Result: 254.73 mg/m3 at 12% CO2, exceed permissible limit at 150 mg/m3. • 2nd half 2020 Report no: RS/STACK/2020-078 Monitoring date: 30/11/2020 Result: 295.57 mg/m3 at 12% CO2, exceed permissible limit at 150 mg/m3. <p>The mill has obtain contradiction license no. 005189, valid from 30/08/2020 till 30/08/2021 from DOE.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

Criterion 7.11: Fire is not used for preparing land and is prevented in the managed area			
7.11.1	(C) Land for new planting or replanting is not prepared by burning. - Critical (Major) compliance -	TSH group has established Environment Policy dated 01/11/2017. In the policy stated the company commitment to "Explicitly prohibit the use of fire for the clearing of land and open burnings (Zero Burning)". Refer document no. TSHR/POL/SOP08	Complied
7.11.2	The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification. - Minor compliance -	TSH group has established Fire Control Plan for Ong Yah Ho Estate and Gomantong Estate dated 01/07/2016 to ensure that both estates are prepared of high fire danger. In the includes: 1. Fire management zone 2. Fire preparedness Fire management organisation	Complied
7.11.3	The unit of certification engages with adjacent stakeholders on fire prevention and control measures. - Minor compliance -	Engagement with adjacent stakeholders on the fire prevention was communicated through stakeholder meeting/phone call and correspondent letter. Reviewed the correspondent letter dated 01/07/2020 and list of distribution for stakeholder meeting FY 2020.	Complied
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.			
7.12.1	(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. A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document. - Critical (Major) compliance -	No new planting or land clearing conducted since 15 November 2018 at both estates sampled as following: - Ong Yah Ho Estate 1 st year planting 1978 - Gomantong Estate 1 st year planting 1985	Complied
7.12.2	(C) HCVs, HCS forests and other conservation areas are identified as follows:	TSH Group has conducted HCV assessment for Ong Yah Ho and Gomantong Estate in October 2015 to February 2016 by third party assessor lead by Anna Wong.	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	<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). - Critical (Major) compliance -</p>	<p>There are HCVs identified under HCV 1 at forest (under Department of Agriculture) boundary at OP 08, HCV 3 (Lake) under OP 14 and HCV 4 adjacent with Sungai Koyah near Field OP 28.</p> <p>The assessment report recommended the management to conduct Monitoring of conservation status was also recommended by the HCV assessor which is to yearly conduct a long term wildlife monitoring study which encompasses all the vertebrate classes, since contained one critically endangered species, two endangered species, four vulnerable species, five nearly threatened and several CITES Appendices I and II species.</p>	
7.12.3	<i>Indicator is not applicable in Malaysia context</i>	Not applicable.	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). - Critical (Major) compliance -</p>	<p>There are HCVs identified under HCV 1 at forest (under Department of Agriculture) boundary at OP 08, HCV 3 (Lake) under OP 14 and HCV 4 adjacent with Sungai Koyah near Field OP 28.</p> <p>The management has established HCV monitoring program and documented in Environmental Continuous Improvement Plan 2021 - 2025. The monitoring was conducted monthly by the operating units and twice a year by the appointed wildlife warden. Wildlife warden were trained by Wildlife Officer from Wildlife Department K. Kinabalu.</p>	Complied
7.12.5	<p>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.</p>	<p>No new planting and land clearing since 15 November 2018.</p> <p>TSH Group has conducted HCV assessment for Ong Yah Ho and Gomantong Estate in October 2015 to February 2016 by third party assessor lead by Anna Wong.</p>	Complied

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	- Minor compliance -	There are HCVs identified under HCV 1 at forest (under Department of Agriculture) boundary at OP 08, HCV 3 (Lake) under OP 14 and HCV 4 adjacent with Sungai Koyah near Field OP 28.	
7.12.6	<p>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.</p> <p>- Minor compliance -</p>	<p>As per HCV assessment report dated February 2016, the rare, threatened or endangered (RTE) species are protected, are been identified in the assessment.</p> <p>The management has established HCV monitoring program and documented in Environmental Continuous Improvement Plan 2021 - 2025. The estate continue to monitor the animal species at the HCV area. Reviewed the HCV (Wildlife) Monitoring Reports conducted on 16-17/06/2020 and 14/10/2020. Among the wildlife observed during the monitoring were:</p> <ol style="list-style-type: none"> 1. Monkey 2. Birds 3. Galago 4. White Stork 5. Great Egret 6. Bearded Pig <p>TSH in collaboration with Sabah Wildlife Department has appointed personnel as Honorary Wildlife Warden as per attendance certificate for training conducted on 20 – 22/03/2018 and Authority Cards. The authority valid till 17/02/2022.</p>	Complied
7.12.7	<p>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.</p> <p>- Minor compliance -</p>	No new planting and land clearing since 15 November 2018	Not Applicable
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	No land clearing since without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15	Not Applicable

RSPO P&C Public Summary Report
Revision 12 (Jun 2021)

	November 2018, the Remediation and Compensation Procedure (RaCP) applies. - Critical (Major) compliance -	November 2018 within Lahad Datu Production unit. Thus, this indicator is not available.	
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Appendix B: GHG Reporting Executive Summary

The GHG emissions that were produced in 2019 for Lahad Datu Palm Oil Mill and supply base was calculated using the PalmGHG Calculator version 4.0.1. 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 Lahad Datu Palm Oil Mill and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	-0.40
PKO	-0.40

Extraction	%
OER	20.04
KER	5.08

Production	t/yr
FFB Process	51855.90
CPO Produced	0.00
PKO Produced	0.00

Land Use	Ha
OP Planted Area	2,852.00
OP Planted on peat	0.00
Conservation (forested)	0.00
Conservation (non-forested)	19.00
Total	2,871.00

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	2,505.52	0.05	0.00	0.00	0.00	0.00	2,505.52	0.05
CO ₂ Emission from fertilizer	1,381.44	0.03	0.00	0.00	0.00	0.00	1,381.44	0.03
NO ₂ Emission	1,518.11	0.53	0.00	0.00	0.00	0.00	1,518.11	0.53
Fuel Consumption	586.18	0.01	0.00	0.00	0.00	0.00	586.18	0.01
Peat Oxidation	0.01	0.00	0.00	0.00	0.00	0.00	0.01	0.00
Sink								
Crop Sequestration	-17,834.10	-0.34	0.00	0.00	0.00	0.00	-17,834.10	-0.34
Conservation Sequestration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	-11,842.85	-0.23	0.00	0.00	0.00	0.00	-11,842.85	-0.23

*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	555.92	0.00
Fuel Consumption	364.59	0.00
Grid Electricity Utilization	0.00	0.00
Credit		
Export of Grid Electricity	0.00	0.00
Sales of PKS	-1,236.51	-0.01
Sales of EFB	0.00	0.00
Total	-316.00	0.00

Summary of Kernel Crusher Emission and Credit (if applicable)

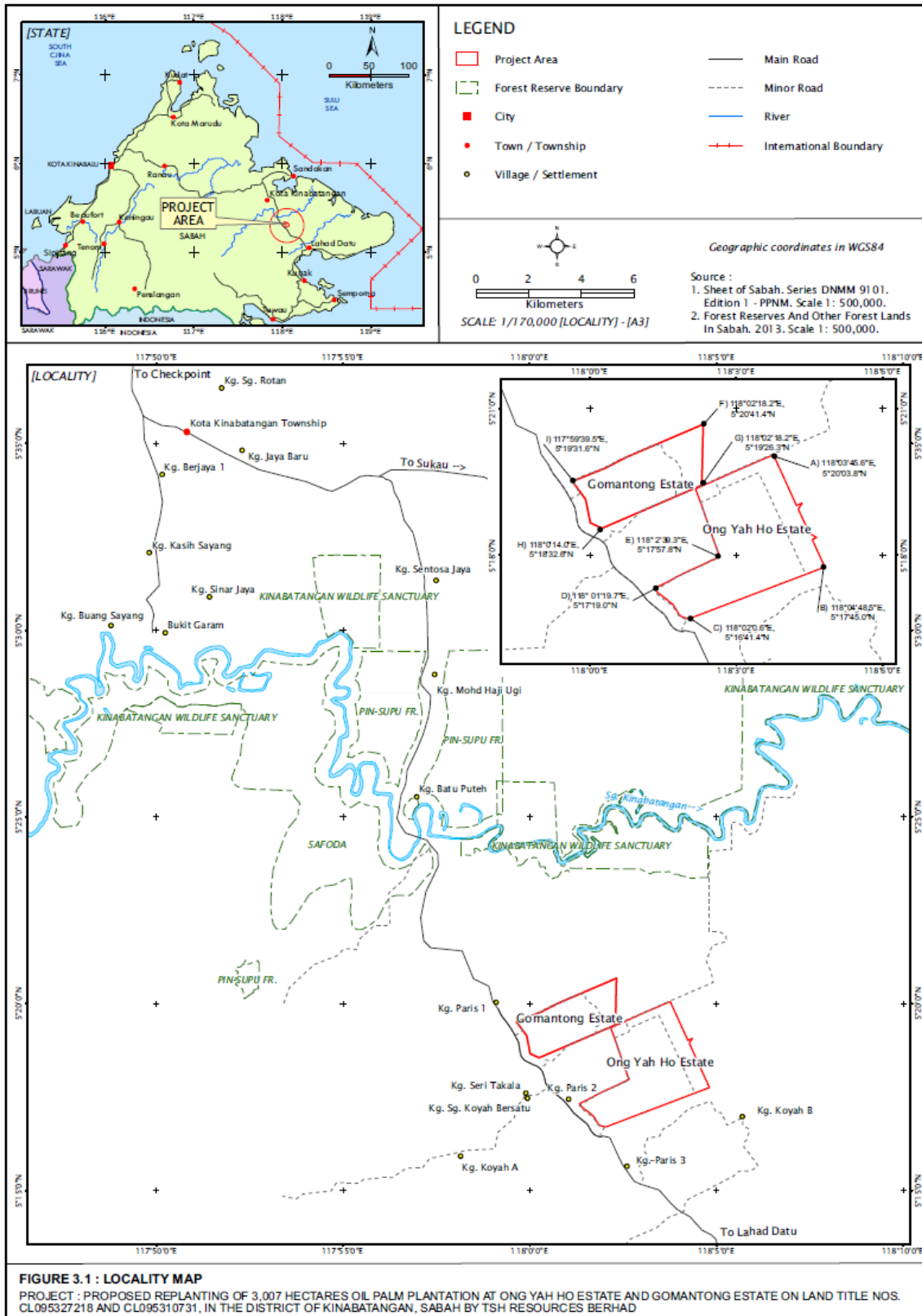
Emissions	tCO ₂ e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
Total Crusher emissions	0.00

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0.00
Divert to anaerobic diversion (%)	100.00

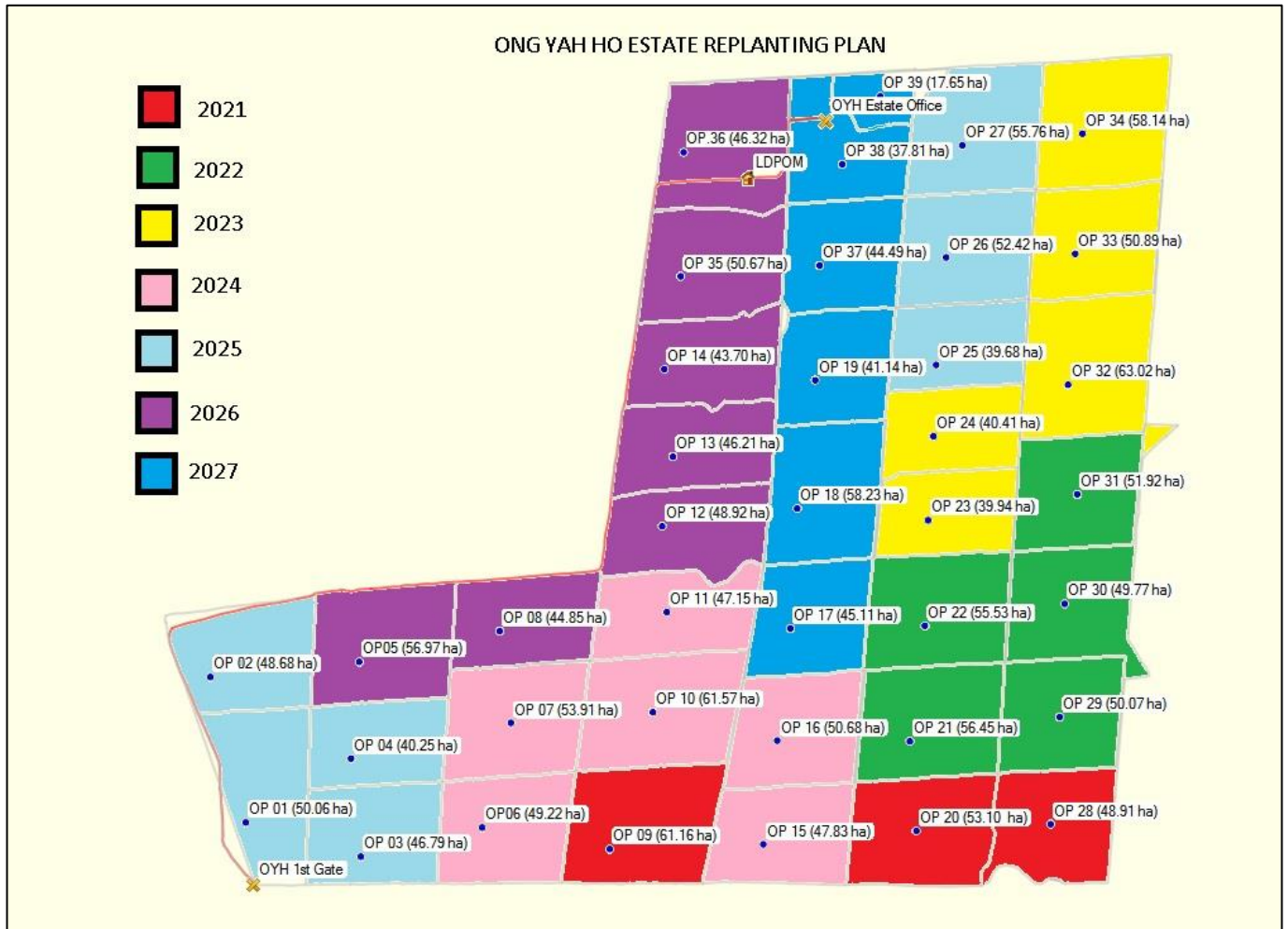
POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	0.00
Divert to methane captured (flaring) (%)	0.00
Divert to methane captured (energy generation) (%)	100.00

Appendix C: Location Map of Certification Unit and Supply bases

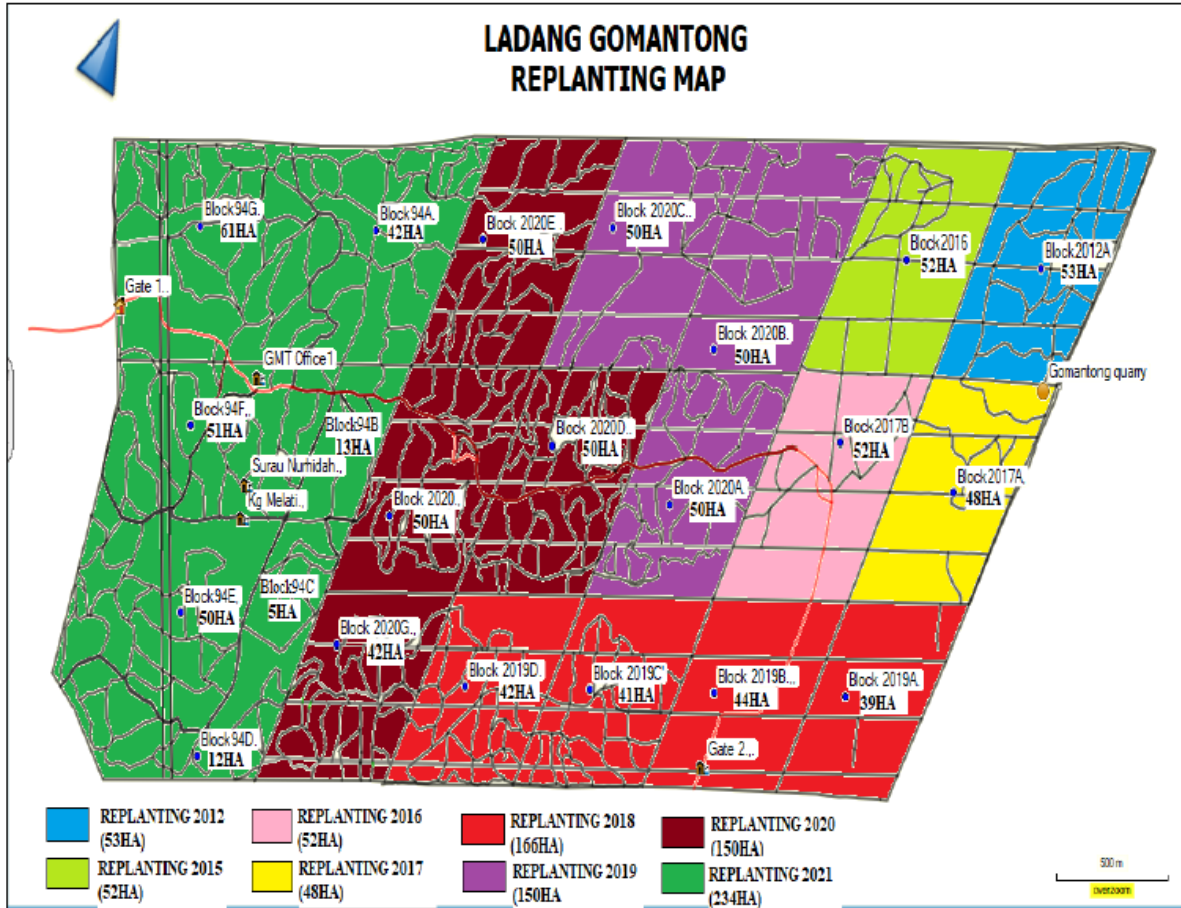


Appendix D: Estate Field Map

Ong Yah Ho Estate:



Gomantong Estate:



Appendix F: 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
ISS	Independent Smallholder Standard
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