

**MALAYSIAN SUSTAINABLE PALM OIL  
MSPO OPMC Public Summary Report**☐ **Initial Assessment**☐ **Annual Surveillance Assessment** (Choose an item.)☒ **Recertification Assessment (RA 1)**☐ **Extension of Scope**

<b>BOUSTEAD PLANTATIONS BERHAD</b>
Client Company (HQ) Address: 10 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> Floor, Menara Boustead 69, Jalan Raja Chulan 50200 Wilayah Persekutuan Kuala Lumpur, Malaysia
Certification Unit: Rimba Nilai Business Unit Rimba Nilai Palm Oil Mill & Plantations: Sungai Sungai 1 Estate, Sungai Sungai 2 Estate, Sungai Sungai 3 Estate, Kawananan Estate, Lembah Paitan Estate
Date of Final Report: 24/10/2024

**Report prepared by:****Fahmi Bin Othman** (Lead Auditor)**Report Number: 3984700****Assessment Conducted by:**

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## Section 1: Executive Summary

1.1 Organizational Information and Contact Person			
<b>Company Name</b>	Boustead Plantations Berhad		
<b>Mill/Estate</b>	<b>Certification Unit</b>	<b>MPOB License No.</b>	<b>Expiry Date</b>
	Rimba Nilai Palm Oil Mill	508295404000	31/01/2025
	Sungai Sungai 1 Estate	503941202000	30/04/2025
	Sungai Sungai 2 Estate	503941202000	30/04/2025
	Sungai Sungai 3 Estate	503941202000	30/04/2025
	Kawananan Estate	503941202000	30/04/2025
	Lembah Paitan Estate	503941202000	30/04/2025
<b>Address</b>	10 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> , 28 <sup>th</sup> Floor, Menara Boustead, 69 Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia		
<b>Management Representative</b>	Mitah Limpu / Azmariah Muhamed		
<b>Website</b>	<a href="https://www.bousteadplantations.com.my/">https://www.bousteadplantations.com.my/</a>	<b>E-mail</b>	<a href="https://www.bousteadplantations.com.my/">https://www.bousteadplantations.com.my/</a>
<b>Telephone</b>	03-2145 2121 ext. 829	<b>Facsimile</b>	03-2145 2121 ext. 829

1.2 Certification Information			
<b>Certificate Number</b>	Mill: MSPO 705567 Estate: MSPO 705568	<b>Certificate Start Date</b>	30/08/2024
<b>Date of First Certification</b>	30/08/2019	<b>Certificate Expiry Date</b>	29/08/2029
<b>Scope of Certification</b>	<input checked="" type="checkbox"/> Mill: Production of Sustainable Palm Oil and Palm Oil Products <input checked="" type="checkbox"/> Estate: Production of Sustainable Oil Palm Fruits		
<b>Visit Objectives</b>	<p>The primary aim of the assessment was to perform a comprehensive recertification assessment, diligently seeking positive evidence. This rigorous examination was conducted to ensure that the various elements encompassed within the scope of certification align seamlessly with the stringent requirements of the management standard. The overarching goal was to verify the effectiveness of the organization's management system in addressing these components. Moreover, the assessment sought to ascertain the system's inherent capability to facilitate the realization of statutory, regulatory, and contractual requirements. Simultaneously, it aimed to ensure alignment with the organization's specified objectives, all within the context of the management standard's defined scope. Furthermore, the evaluation delved into confirming the ongoing achievement and continued applicability of the forward strategic plan. This comprehensive analysis also aimed to identify potential areas for improvement within the management system, providing valuable insights to enhance its effectiveness and align it even more closely with the organization's overarching goals. In essence, the assessment served as a holistic examination,</p>		

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	not only validating current compliance but also acting as a strategic tool to fortify the organization's commitment to excellence and continuous improvement.
<b>Standard</b>	<input type="checkbox"/> MSPO MS 2530-2:2013 – General Principles for Independent Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders <input checked="" type="checkbox"/> MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills
<b>Recertification Assessment Visit Date (RAV) 1</b>	15-19/07/2024
<b>Continuous Assessment Visit Date (CAV) 1_1</b>	-
<b>Continuous Assessment Visit Date (CAV) 1_2</b>	-
<b>Continuous Assessment Visit Date (CAV) 1_3</b>	-
<b>Continuous Assessment Visit Date (CAV) 1_4</b>	-

### 1.3 Other Certifications

Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
QMS 02891	Quality Management System (ISO 9001:2015)	SIRIM QAS International Sdn. Bhd.	28/05/2027
SCCS – 046/20	MSPO Supply Chain Certification Standard (MSPO SCCS) 1 October 2018	NIOSH Certification Sdn Bhd	29/11/2024

### 1.4 Location of Certification Unit

Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder)	Site Address	GPS Reference of the site office	
		Latitude	Longitude
Rimba Nilai Palm Oil Mill	Jalan Nangoh Mukim Sugut, 90100 Beluran, Sabah, Malaysia	6° 15' 27.39" N	117° 18' 46.33" E
Sungai Sungai 1 Estate		6° 15' 02.88" N	117° 18' 33.84" E
Sungai Sungai 2 Estate		6° 09' 48.60" N	117° 07' 28.78" E
Sungai Sungai 3 Estate		6° 16' 25.70" N	117° 19' 24.09" E
Kawananan Estate		6° 15' 02.88" N	117° 18' 33.84" E
Lembah Paitan Estate		6° 25' 31.43" N	117° 14' 46.00" E

### 1.5 Certified Area

Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Sungai Sungai 1 Estate	1,429.90	197.61	388.69	2,016.20	70.92
Sungai Sungai 2 Estate	2,090.60	196.22	96.28	2,383.10	87.73

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Sungai Sungai 3 Estate	1,368.60	313.70	14.80	1,697.10	80.64
Kawananan Estate	519.90	238.17	1,826.93	2,585.00	20.11
Lembah Paitan Estate	971.80	110.57	228.40	1,310.77	74.14
<b>Total (ha)</b>	<b>6,380.80</b>	<b>1,056.27</b>	<b>2,555.10</b>	<b>9,992.17</b>	

## Notes:

1. Total area for HCV increased by total of 191.56 ha due to re-assessment of HCV for all estates conducted by 3<sup>rd</sup> party, Malaysia Environmental Consultants (MEC).
2. Sungai Sungai 1 Estate reduced its total planted (mature + immature) area by 30.50 ha and increased by 109.60 ha at Infrastructure & Other area due to reconciliation against land title by Drone Unit, Boustead Plantations Bhd. Additionally, previous total area was currently reconciled with Land Management Unit with increasing of 79.10 ha.
3. Sungai Sungai 2 Estate reduced its total planted by 195.90 ha due to management's decision to excised out the area since the land was not under the leasing of Boustead Rimba Nilai Sdn Bhd or Boustead Trunkline Sdn Bhd company. Addition of 69.18 ha for Infrastructure & other area due to reclassification of others area e.g road reserve, ramp site, new building site into this category to interpret the current land used on the actual ground. As for total area, increasing area of 40.80 ha is due to reinstatement of land title registered under Boustead Trunkline Sdn Bhd or Boustead Rimba Nilai Sdn Bhd.
4. Sungai Sungai 3 Estate's reduced hectareage by 97.90 ha for total planted area and due to reconciliation conducted by Drone Unit, Boustead Plantations Berhad. While increased by 39.40 ha in HCV area due to HCV re-assessment conducted by Malaysia Environmental Consultants (MEC).
5. Kawananan Estate increased hectareage by 20.20 ha for total planted area which taken from infrastructure & other area hectareage due to reconciliation assessment by Drone Unit, Boustead Plantations Berhad.
6. Lembah Paitan Estate's reduced hectareage by 27.70 ha for total planted area, reduced by 15.36 ha for HCV area and reduced by 19.87 ha in infrastructure & other area due to reconciliation assessment by Land Management Department (LMD), Boustead Plantations Berhad and HCV re-assessment conducted by Malaysia Environmental Consultants (MEC).

All the activities mentioned above related to the change in hectareage were carried out between December 2023 and February 2024.

### 1.6 Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Sungai Sungai 1 Estate	0.00	174.00	207.30	1,048.6	0.00	1,429.90	0.00
Sungai Sungai 2 Estate	0.00	0.00	0.00	2090.6	0.00	2,090.60	0.00
Sungai Sungai 3 Estate	653.1	0.00	88.3	373.9	253.3	715.5	653.10
Kawananan Estate	447.1	0.00	0.00	72.8	0.00	72.80	447.10
Lembah Paitan Estate	0.00	0.00	971.80	0.00	0.00	971.80	0.00
<b>Total (ha)</b>	<b>1,100.20</b>	<b>174.00</b>	<b>1,267.40</b>	<b>3,585.90</b>	<b>253.30</b>	<b>5,280.60</b>	<b>1,100.20</b>

### 1.7 Certified Tonnage of FFB

Estate	Tonnage / year		
	Estimated	Actual	Forecast

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	(Aug 23- July 24)	(July 23- June 24)	(Aug 24-Sept 25)
Sungai Sungai 1 Estate	16,500.00	17,401.33	6,150.00
Sungai Sungai 2 Estate	19650.00	13,515.80	14,000.00
Sungai Sungai 3 Estate	5,100.00	1,035.22	3,400.00
Kawananan Estate	1,725.00	1741.03	290.00
Lembah Paitan Estate	14,900.00	12,223.01	13,100.00
External Suppliers	28,885.00	24,292.50	12,810.00
<b>Total (mt)</b>	<b>87,760.00</b>	<b>70,208.89</b>	<b>49,750.00</b>

### 1.7 Uncertified Tonnage of FFB

Estate	Tonnage / year		
	Estimated (Aug 23 - July 24)	Actual (July 23 - June 24)	Forecast (Aug 24 - Sept 25)
N/A	N/A	N/A	N/A
<b>Total (mt)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

### 1.8 Certified Tonnage

<b>Mill Capacity: 40 MT/hr</b>  <b>SCC Model: MB</b>	Estimated (Aug 23 - July 24)	Actual (July 23 - June 24)	Forecast (Aug 24 - Sept 25)
	FFB	FFB	FFB
	87,760.00	70,208.89	49,750.00
	CPO (OER: 22.57 %)	CPO (OER: 23.51 %)	CPO (OER: 16.10 %)
	19,807.43	16,506.47	8,009.75
	PK (KER: 4.90 %)	PK (KER: 4.33 %)	PK (KER: 3.38 %)
	4,300.24	3,040.04	1,681.55

### 1.9 Actual Sold Volume (CPO)

CPO (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
16,506.47	0	0	0	16,506.47	<b>16,506.47</b>

### 1.10 Actual Sold Volume (PK)

PK (mt)	MSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSPO		
3,040.04	0	0	0	3,040.04	<b>3,040.04</b>

## Section 2: Assessment Process

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

### Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from 15-19/07/2024. Request for a one-time extension has been approved by MSPO on 16/8/2024. The audit programme is included as Section 2.4. The approach to the audit was to treat the Rimba Nilai Palm Oil Mill, Sungai Sungai 1 Estate, Sungai Sungai 2 Estate, Sungai Sungai 3 Estate, Kawananan Estate, Lembah Paitan Estate as a MSPO Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HBVs, declared conservation areas and local communities. The notification can be access through [06-1-mspo-public-notification recertification boustead-plantations-rimba-nilai-business-unit--supply-base english.pdf \(bsigroup.com\)](#)

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

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

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

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

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

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

All the previous nonconformities are remains closed. The assessment findings from the reassessment are detailed in Section 4.2.

The Major NC close out on-site assessment was conducted offsite due to evidence submission is sufficient. The audit programs are included in Section 2.3.

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

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

Assessment Program					
Name (Mill / Plantation / Group smallholders)	Year 1 (Recertification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Rimba Nilai Palm Oil Mill	√	√	√	√	√
Sungai Sungai 1 Estate		√		√	√
Sungai Sungai 2 Estate	√		√		√
Sungai Sungai 3 Estate		√	√		√
Kawananan Estate	√	√		√	
Lembah Paitan Estate	√		√	√	

**Tentative Date of Next Visit: July 7, 2025 - July 7, 2025**

**Total No. of Mandays: 15 Mandays**

### 2.1 BSI Assessment Team

Team Member Name	Role (Team Leader or Team member)	Qualifications (Short description of the team members)
Fahmi Othman (FO)	Team Leader	<p><b>Education:</b> Bachelor's Degree in Industrial Biology from Universiti Teknologi Malaysia, graduated in 2010.</p> <p><b>Work Experience:</b> He gained his working exposure in the plantation sector, serving as an Assistant Manager with a plantation company managing the day-to-day plantation operations before acting as Sustainability Officer for another significant 4 years. In his career, Fahmi had accumulated more than 9 years of sustainability implementation experience including workers' welfare, workers' occupational, health &amp; safety, environment conservation and protection at buffer areas and continuous improvement management plans. Prior to joining BSI, he was an auditor for another local certification body who experienced in MSPO and PEFC Certification Audit.</p> <p><b>Training attended:</b></p>



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		<p>He has completed CQI – IRCA approved ISO 9001, and ISO 45001 Lead Auditor Course, MSPO 2530:2013 Lead Auditor Course, Endorsed RSPO Lead Auditor and RSPO SCC Auditor course as well as SA 8000.</p> <p><b>Aspect covered in this audit:</b></p> <p><input checked="" type="checkbox"/> Good Agriculture Practice <input type="checkbox"/> Health and Safety <input type="checkbox"/> Supply chain requirements  <input type="checkbox"/> Social <input checked="" type="checkbox"/> Environmental</p> <p><b>Language proficiency:</b></p> <p>Fluent in English and Bahasa Malaysia.</p>
Mohd Razaleigh bin Mohamad (MRM)	Team Member	<p><b>Education:</b></p> <p>He graduated Bachelor (Scs.) Plantations Management and Agrotechnology from Universiti Teknologi Mara (UiTM) in 2012.</p> <p><b>Work Experience:</b></p> <p>He gained his working exposure in the plantations sector, serving as Senior Assistant Manager with Tradewinds Plantations Berhad from 2012 until 2017 and has been doing audit for RSPO P&amp;C, MSPO, since 2017 until now.</p> <p><b>Training attended:</b></p> <p>He has successfully completed ISO 9001:2015 (2020), ISO 14001:2015 (2017), ISO 45001:2018 (2021), Endorsed RSPO P&amp;C Lead Auditor Course (2018), Endorsed MSPO P&amp;C Lead Auditor Course (2017), Social Accountability SA8000 (2019), Endorsed RSPO Independent Smallholder (IHS), (2022), Training on the Application of Fundamental Principles and Rights at Work and Fair Recruitment by International Labour Organization (ILO), (2024), HCV and HCS Training (2024).</p> <p><b>Aspect covered in this audit:</b></p> <p><input type="checkbox"/> Good Agriculture Practice <input type="checkbox"/> Health and Safety <input type="checkbox"/> Supply chain requirements  <input checked="" type="checkbox"/> Social <input type="checkbox"/> Environmental</p> <p><b>Language proficiency:</b></p> <p>Fluent in English and Bahasa Malaysia.</p>
Zulkifli Kamarol Zaman (ZKZ)	Team member	<p><b>Education:</b></p> <p>He graduated in Bachelor of Science (Agribusiness) from University Putra Malaysia (UPM) in 2008.</p> <p><b>Work Experience:</b></p> <p>He has 10 years' experience in oil palm industry whereas he has been working at plantation company as Estate Assistant Manager prior to joining Certification Body as an Auditor. He is familiar with the estate's daily operation as well as the Best Management Practices for oil palm cultivation. Prior to joining BSI, he was the auditor for several certification bodies. He is involved in auditing MSPO OPMC, MSPO SCCS, RSPO P&amp;C, RSPO SCCS and PEFC CoC standard.</p> <p><b>Training attended:</b></p> <p>He has completed ISO IMS 9001, 14001, 45001 Lead Auditor Course in April 2018, Endorsed MSPO OPMC Lead Auditor Course in April 2019, Endorsed MSPO SCCS Auditor Course in September 2019, Endorsed RSPO P&amp;C Lead Auditor Course in March 2020, Endorsed RSPO SCCS Lead Auditor Course in</p>

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		<p>March 2020, PEFC Chain of Custody Training in December 2020, ISO 9001:2015 Lead Auditor Course in October 2023, ISO 45001:2018 Lead Auditor Course in November 2023 and SA8000 Introduction &amp; Basic Auditor Training Course in November 2023.</p> <p><b>Aspect covered in this audit:</b></p> <p><input checked="" type="checkbox"/> Good Agriculture Practice <input checked="" type="checkbox"/> Health and Safety <input type="checkbox"/> Supply chain requirements  <input type="checkbox"/> Social <input type="checkbox"/> Environmental</p> <p><b>Language proficiency:</b></p> <p>Fluent in English and Bahasa Malaysia.</p>
Dr. Suhaili Sahari (DSS)	Peer Reviewer	<p><b>Education:</b></p> <p>Graduated from University Technology Mara (UiTM), Malaysia in Diploma in Science in 1990. He furthers his first degree in B.Sc (Hons) in Chemistry with Industrial Chemistry in 1995 from Liverpool University, England. He later advances his study in master's in business administration (General) in 2002 and graduated in 2005 from University of Multimedia, Malaysia. Completed his PhD from University Science Islam Malaysia (Faculty of Economy and Muamalat - Management) under the supervision of previous University Vice Chancellor Dato' Mohd Muda.</p> <p><b>Work Experience:</b></p> <p>Worked with Hong Leong Group of Companies as a production executive cum TQM facilitator and continues to advance in his career as a manager and senior manager in management, production, training and quality for more than 11 years. During his tenure with Hong Leong Group of Companies, he heavily involved in strategic management decision issues such as developing SWOT analysis, Vision, Mission, Business and Corporate Strategy formulation, Acquisition and restructuring strategies. Strategic actions and implementation etc. Then he joint Kumpulan Guthrie and Sime Darby Group of Companies for more than 7 years as a manager, heads of department and Assistant Vice President in management, quality and training. Part of his duty is to strategies the departmental vision; mission, critical success factors and action plan into actions and support the corporate strategic plan.</p> <p><b>Training attended:</b></p> <p>He has attended MSPO Peer Reviewer Training 2 - 2017 by MPOCC. Expertise: General Management, Auditing, Environment and Plantation Management.</p>
Muhammad Sufyan Azmi (MSA)	Peer Reviewer	<p><b>Education:</b></p> <p>Master's in business administration (MBA) from Open University Of Malaysia and Bachelor Degree in Bioindustry from UPM in 2006.</p> <p><b>Work Experience:</b></p> <p>He gained his working exposure in the plantation sector with 15 years' experience, currently serving as a Plantation Manager with TSH Resources Berhad and previously as an Audit Executive with Kulim Malaysia Berhad.</p> <p><b>Training attended:</b></p> <p>He has attended MSPO Peer Reviewer 2 - 2017 by MPOCC. Expertise: General Management, Auditing, Environment and Plantation Management.</p>

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## 2.2 Impartiality and conflict of interest

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

## 2.3 Accompanying Persons

No.	Name	Role
	N/A	

## 2.4 Assessment Plan

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

Date	Time	Subjects	FBO	MRM	ZKZ
14/07/2024	-	Auditors travel from Kuala Lumpur to Sandakan	✓	✓	✓
15/07/2024, Monday  <b>Rimba Nilai POM</b>	0900 - 0930	Audit team travel to Rimba Nilai Palm Oil Mill Opening meeting - Opening presentation by audit team leader - Confirmation of assessment scope and finalize audit plan including stakeholder's consultation session - Verification on previous audit findings	✓	✓	✓
	0930 - 1230	Site visit: 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.	✓	✓	✓
	1230 - 1330	Lunch Break	✓	✓	✓
	1330 - 1630	Document Review P1 – P6 (MSPO Part 4): SOPs, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation, etc.	✓	✓	✓
	1630 - 1700	Interim closing meeting	✓	✓	✓
16/07/2024, Tuesday  <b>Kawananan Estate</b>	0900 - 1230	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled wastes management, worker housing, clinic, Landfill, etc.	✓	✓	✓
	1230 - 1330	Lunch Break	✓	✓	✓

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17/07/2024, Wednesday  <b>Kawananan Estate</b>	1330 - 1630	Continue document review P1 – P7 (MSPO Part 3): General Documentation e.g., Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.	✓	✓	✓
	1630 - 1700	Interim Closing Meeting	✓	✓	✓
	0900 - 1230	Continue document review P1 – P7 (MSPO Part 3): General Documentation e.g., Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.	✓		
	1330 - 1630	Lunch Break	✓		
	1630 - 1700	Continue document review P1 – P7 (MSPO Part 3): General Documentation e.g., Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.	✓		
17/07/2024, Wednesday  <b>Sungai Sungai Estate</b>	1630 - 1700	Interim closing meeting	✓		
	0900 - 1230	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled wastes management, worker housing, clinic, Landfill, etc.		✓	✓
	1230 - 1330	Lunch Break		✓	✓
	1330 - 1630	Continue document review P1 – P7 (MSPO Part 3): General Documentation e.g., Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.		✓	✓
18/07/2024, Thursday	1630 - 1700	Interim closing meeting		✓	✓
	0900 - 1230	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical	✓	✓	

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Date	Time	Subjects	FBO	MRM	ZKZ
<b>Sungai Sungai Estate</b>		mixing area, Scheduled wastes management, worker housing, clinic, Landfill, etc.			
	1000 - 1230	<b>Stakeholder Consultation – Government Agencies, Village Rep, Smallholder, Contractors</b>		✓	
	1330 - 1630	Lunch Break	✓	✓	
	1630 - 1700	Continue document review P1 – P7 (MSPO Part 3): General Documentation e.g., Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.	✓	✓	
	1630 - 1700	Interim closing meeting	✓	✓	
18/07/2024, Thursday  <b>Lembah Paitan Estate</b>	0900 - 1230	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled wastes management, worker housing, clinic, Landfill, etc.			✓
	1230 - 1330	Lunch Break			✓
	1330 - 1630	Continue document review P1 – P7 (MSPO Part 3): General Documentation e.g., Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.			✓
	1630 - 1700	Interim closing meeting			✓
19/07/2024, Friday  <b>Lembah Paitan Estate</b>	0900 - 1230	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled wastes management, worker housing, clinic, Landfill, etc	✓	✓	✓
	1230 - 1330	Lunch Break	✓	✓	✓
	1330 - 1630	Continue document review P1 – P7 (MSPO Part 3): General Documentation e.g., Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc.	✓	✓	✓
	1645 - 1730	Closing Meeting	✓	✓	✓

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Date	Time	Subjects	FBO	MRM	ZKZ
	1730	Audit team travel to Sandakan	✓	✓	✓

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## Section 3: Assessment Findings

### 3.1 Details of audit results

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

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

### 3.2 Details of Nonconformities and Opportunity for improvement

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

During the assessment there were Six (6) Major, One (1) Minor nonconformities raised and Zero (0) OFI raised. The Rimba Nilai Palm Oil Mill and Supply Bases submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Non-Conformity Report			
<b>NCR Ref #:</b>	2383426-202308-M1	<b>Issue Date:</b>	19/07/2024
<b>Due Date:</b>	19/10/2024	<b>Date of Closure:</b>	02/10/2024
<b>Area/Process:</b>	Sungai Sungai 1 Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.4.4.2 Major
<b>Requirements:</b>	<p>The occupational safety and health plan shall cover the following:</p> <ul style="list-style-type: none"> <li>b) The risks of all operations shall be assessed and documented.</li> <li>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</li> <li>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</li> <li>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</li> </ul>		
<b>Statement of Nonconformity:</b>	Occupational safety and health plan was not effectively implemented and demonstrated.		

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<b>Objective Evidence:</b>	<p>During site visit at field and workstation, and while reviewing the documentation, it was found the following:</p> <p><u>Kawananan Estate:</u></p> <ol style="list-style-type: none"> <li>1) Site visit at workshop the following: <ul style="list-style-type: none"> <li>- Mineral bottle containing petrol was being used for cleaning tractor parts, which does not align with the section 6.1 (iii) of Chemical Handling Procedure that requires proper labelling.</li> <li>- There was no First Aid Kit available at the workshop which is not as per recommendation in HIRARC for workshop activities where mention to provide First Aid Kit at workshop.</li> </ul> </li> </ol> <p><u>Lembah Paitan Estate:</u></p> <ol style="list-style-type: none"> <li>1) Site visit at PM08/C, it was found that the driver tractor for internal FFB evacuation was not wearing safety shoes and reflective safety vest, as per Personal Protective Equipment (PPE) Need Analysis (Lembah Paitan Estate) 2024 for driver tractor. Further verification during interview with the workers, confirmed his awareness of the required PPE and it was provided at zero cost. He also admits he left out the reflective safety vest and safety shoes. Review the PPE issuance records showed that PPE for reflective safety vest and safety shoes were provided in 27/02/2022 and 19/11/2020 respectively, indicating that the estate management had supplied PPE to the workers as per PPE matrix established. However, negligence of the workers to wear reflective safety vest and safety shoes resulting of non-conformity being raised.</li> </ol> <p><u>Sungai Sungai 2 Estate:</u></p> <ol style="list-style-type: none"> <li>1) Field visit at PM07/A, it was found that there is 3 empty pesticides container unattended used for premixing were not labelled which is not in line with the section 6.1 (iii) Chemical Handling Procedure, where stated that ensure that the container is properly labelled.</li> <li>2) Based on audiometric test result conducted on 10/08/2023 resulted out of 11 workers inspected, 2 of them declared as having abnormal audiogram (hearing loss). However, there are no medical examination by OHD conducted to these workers as recommended in the audiometric test report.</li> <li>3) Site visit to genset room, it was found that there was no portable mobile eyewash available. This is not accordance with the recommendation in the CHRA report, which states that an emergency mobile eyewash should be provided in the genset room.</li> </ol>
<b>Corrections:</b>	<p><u>Kawananan Estate:</u></p> <ol style="list-style-type: none"> <li>1. Reuse empty pesticide container to store the petrol. Remove the original label and relabel the container with "PETROL"</li> <li>2. Inform the foreman to use the first aid kit at office whilst waiting the first aid kit from clinic to be returned to the workshop.</li> </ol> <p><u>Lembah Paitan Estate:</u></p> <p>Conduct training to the driver on the importance of complying with Occupational Safety and Health, Part VI, clause 24 (c). Next, evaluate their understanding using training evaluation form.</p> <p><u>Sungai Sungai 2 Estate:</u></p> <ol style="list-style-type: none"> <li>1. Collect the 3 unattended empty pesticides containers and label it accordingly.</li> </ol>



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	2. Contact the OHD for quotation and immediately send the 2 workers with abnormal result for further medical examination.
<b>Root cause analysis:</b>	<p><u>Kawananan Estate:</u></p> <ol style="list-style-type: none"> <li>1. Foreman and driver was not sufficiently trained with Chemical Handling Procedure, especially section 6.1 (iii).</li> <li>2. The first aid kit for workshop was sent to clinic for inspection and replacement of expired item during the time of audit.</li> </ol> <p><u>Lembah Paitan Estate:</u> Negligence of the workers.</p> <p><u>Sungai Sungai 2 Estate:</u></p> <ol style="list-style-type: none"> <li>1. No dedicated person in-charge was appointed to monitor the usage of empty pesticides container i.e., monitor the label and purpose of reuse.</li> <li>2. No dedicated person in-charge was appointed to monitor the implementation of audiometric test result's recommendation.</li> </ol>
<b>Corrective Actions:</b>	<p><u>Kawananan Estate:</u></p> <ol style="list-style-type: none"> <li>1. Conduct training on Chemical Handling Procedure, especially section 6.1 (iii), to foreman and drivers. Next, evaluate their understanding using the training evaluation form.</li> <li>2. Purchase additional first aid kit as a backup during the inspection and replacement of expired item.</li> </ol> <p><u>Lembah Paitan Estate:</u> Appoint dedicated person in-charge for every work unit to conduct daily PPE inspection. Establish a PPE inspection form to record the PPE condition.</p> <p><u>Sungai Sungai 2 Estate:</u></p> <ol style="list-style-type: none"> <li>1. Appoint a suitable worker to monitor the usage of empty pesticides container i.e., monitor the label and purpose of reuse.</li> <li>2. Appoint a suitable staff to monitor the implementation of audiometric test result's recommendation.</li> <li>3. Appoint a suitable staff to monitor the implementation of CHRA's recommendation.</li> </ol>
<b>Assessment Conclusion:</b>	<p><u>Kawananan Estate</u></p> <ol style="list-style-type: none"> <li>1. Verified training on chemical handling has been conducted to enhance understanding among foreman and drivers on 09/06/2024.</li> <li>2. The estate has replaced the missing first aid kit with new one. Sighted evidence of availability of first aid kit at workshop as per HIRARC's requirement.</li> </ol> <p><u>Lembah Paitan Estate</u></p> <ol style="list-style-type: none"> <li>1. Sighted evidence of appointment of PPE inspector who will consistently monitor the implementation of PPE for workers during working hours.</li> <li>2. PPE inspection form was established as tool for PPE daily monitoring. Sighted inspection was conducted for August and September 2024.</li> </ol> <p><u>Sungai Sungai 2 Estate</u></p> <ol style="list-style-type: none"> <li>1. Estate has appointed estate supervisor and store clerk to monitor usage of empty pesticides regularly. Verified appointment letter for both on 01/07/2024.</li> </ol>

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	<p>2. Verified result of medical examination for 2 workers who has abnormal hearing audiogram on 12/09/2024. Appointment letter for estate assistant manager to monitor the result of audiometric test was sighted on 01/07/2024.</p> <p>All the evidence reviewed and found adequate. Thus, the non-conformity was successfully closed on 02/10/2024.</p>
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Non-Conformity Report			
<b>NCR Ref #:</b>	2523343-202407-M2	<b>Issue Date:</b>	19/07/2024
<b>Due Date:</b>	19/10/2024	<b>Date of Closure:</b>	02/10/2024
<b>Area/Process:</b>	All Estates	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.5.3.3 Major
<b>Requirements:</b>	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.		
<b>Statement of Nonconformity:</b>	The process of scheduled waste labelling and handling was not effectively implemented as per legal regulation.		
<b>Objective Evidence:</b>	<p><u>Kawananan Estate:</u></p> <p>During a site visit to the scheduled waste store, it was observed that used lubricant containers were stored without labels indicating the generated date, name, address, telephone number, types of waste, and the scheduled waste code.</p> <p><u>Lembah Paitan Estate:</u></p> <p>Meanwhile, it was found that used oil filters were stored without labels indicating the generated date, name, address, telephone number, types of waste, and the scheduled waste code during a site visit to the scheduled waste store. During observations conducted at the workshop, worker's housing area, and genset house, it was noted that there were empty used lubricant oil containers present. During interviews with personnel in charge, it was explained that the observed containers at genset house were being used as water containers for cleaning purposes.</p> <p><u>Sungai Sungai 2 Estate:</u></p> <p>Verification session at scheduled waste store, observation indicated that all scheduled waste stored were appropriately and separated according to their scheduled waste code. However, there is not labelling observed providing information regards to generated date, name, address, telephone number, type of waste and scheduled waste code.</p> <p>The above situation confirmed non-compliance with Regulation 10 of the Environment Quality Regulations (Scheduled Waste) 2005, under the Environmental Quality Act of 1974.</p>		
<b>Corrections:</b>	<p><u>Kawananan Estate:</u></p> <p>Label the scheduled wastes.</p> <p><u>Lembah Paitan Estate:</u></p> <p>Label the scheduled wastes.</p> <p><u>Sungai Sungai 2 Estate:</u></p> <p>Label the scheduled wastes.</p>		

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<b>Root cause analysis:</b>	<p><u>Kawananan Estate:</u> Person in-charge was not adequately trained in schedule waste management, especially in proper labelling requirements.</p> <p><u>Lembah Paitan Estate:</u> The person in charge overlooked the labelling requirement.</p> <p><u>Sungai Sungai 2 Estate:</u> The person in charge overlooked the labelling requirement.</p>
<b>Corrective Actions:</b>	<p><u>Kawananan Estate:</u> Conduct training in schedule waste management, especially in proper labelling requirements to the person in charge.</p> <p><u>Lembah Paitan Estate:</u> Monitor and update the movement of scheduled wastes and ensure that the labeling of scheduled wastes is updated accordingly.</p> <p><u>Sungai Sungai 2 Estate:</u> Monitor and update the movement of scheduled wastes and ensure that the labeling of scheduled wastes is updated accordingly.</p>
<b>Assessment Conclusion:</b>	<p><u>Kawananan Estate</u></p> <ol style="list-style-type: none"> <li>Estate has provided scheduled waste management and handling including proper labelling subject store clerk, estate supervisor and assistant manager on 05/08/2024.</li> </ol> <p><u>Lembah Paitan Estate</u></p> <ol style="list-style-type: none"> <li>Estate has established monitoring chart that contain checklist for scheduled waste labelling to ensure responsible person did not miss any details as per scheduled waste management procedure.</li> </ol> <p><u>Sungai Sungai 2 Estate</u></p> <ol style="list-style-type: none"> <li>Estate has established monitoring chart that contain checklist for scheduled waste labelling to ensure responsible person did not miss any details as per scheduled waste management procedure.</li> </ol> <p>All the evidence reviewed and found adequate. Thus, the non-conformity was successfully closed on 02/10/2024.</p>

Non-Conformity Report			
<b>NCR Ref #:</b>	2523343-202407-M3	<b>Issue Date:</b>	19/07/2024
<b>Due Date:</b>	19/10/2024	<b>Date of Closure:</b>	02/10/2024
<b>Area/Process:</b>	Kawananan Estate & Lembah Paitan Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.5.3.5 Major
<b>Requirements:</b>	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.		
<b>Statement of Nonconformity:</b>	The process of domestic waste identification and management was not effectively demonstrated.		
<b>Objective Evidence:</b>	<p><u>Kawananan Estate:</u> During a site visit to the landfill located at PR24A, it was found that numerous empty fertilizer bags had been disposed of as containers for domestic waste from the</p>		

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	<p>housing area. This action contradicts the estate's 'Waste Identification' documents, which categorize empty fertilizer bags as scheduled waste SW 409. The inventory of scheduled waste in May 2024 confirmed the estate's identification.</p> <p><u>Lembah Paitan Estate:</u></p> <p>Similarly, during a site visit at PM08C, empty fertilizer bags were found to be unattended and left behind. However, the inventory from May 2024 and the consignment notes dated 28/03/2024, Ref. No. 202403281BTSWXL, indicated that empty fertilizer bags were categorized as scheduled waste SW 409.</p>
<b>Corrections:</b>	<p><u>Kawananan Estate</u></p> <p>Collect all empty fertilizer bags from the landfill as well as from estate compound and store it in the scheduled waste before disposing it through licensed contractor.</p> <p><u>Lembah Paitan:</u></p> <p>Collect the fertilizer bag at PM08C and store at scheduled waste store before disposing it through licensed contractor.</p>
<b>Root cause analysis:</b>	<p><u>Kawananan Estate:</u></p> <p>No dedicated person in charge was appointed to monitor the movement of empty fertilizer bags from field to the scheduled waste store.</p> <p><u>Lembah Paitan:</u></p> <p>No dedicated person in charge was appointed to monitor the movement of empty fertilizer bags from field to the scheduled waste store.</p>
<b>Corrective Actions:</b>	<p><u>Kawananan Estate</u></p> <p>Appoint a dedicated person in charge to monitor the movement of empty fertilizer bags from field to the scheduled waste store.</p> <p><u>Lembah Paitan:</u></p> <p>Appoint a dedicated person in charge to monitor the movement of empty fertilizer bags from field to the scheduled waste store.</p>
<b>Assessment Conclusion:</b>	<p><u>Kawananan Estate</u></p> <p>1. Estate has appointed store clerk as responsible person to monitor the amount of input and output of fertilizer bags. Verified appointment letter dated 01/08/2024. Evidence of fertilizer bags collected from landfill was sighted.</p> <p><u>Lembah Paitan Estate</u></p> <p>1. Estate has appointed store clerk as responsible person to monitor the amount of input and output of fertilizer bags. Verified appointment letter dated 15/08/2024. Evidence of fertilizer bags collected from landfill was sighted. Evidence of fertilizer bags collected and kept in a designated store was available.</p> <p>All the evidence reviewed and found adequate. Thus, the non-conformity was successfully closed on 02/10/2024.</p>

Non-Conformity Report			
<b>NCR Ref #:</b>	2523343-202407-M4	<b>Issue Date:</b>	19/07/2024
<b>Due Date:</b>	19/10/2024	<b>Date of Closure:</b>	02/10/2024
<b>Area/Process:</b>	Kawananan Estate & Sungai Sungai 2 Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.6.4.1 Major

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<b>Requirements:</b>	Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.
<b>Statement of Nonconformity:</b>	Contractors appointed unable to demonstrate their understanding on the legal and MSPO requirement.
<b>Objective Evidence:</b>	<p><u>Kawananan Estate</u></p> <p>Sample of 1 contract workers for hiring machineries found that EPF and SOCSO contribution has not been made according to 2nd Schedule Employees' Social Security Act 1969 (Act 4) and Employee Provident Fund Act 1991.</p> <p>June 2024 Worker A Total salary: RM1,505.07 SOCSO contribution as per 8A form: RM30.40 As per table 2: RM34.90 EPF contribution as per payslip: RM165.00 EPF contribution in form A: RM148.00</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>Sample of 3 contract workers for harvesting and fertilizers applications works found that SOCSO contribution has not been made according to 2nd Schedule Employees' Social Security Act 1969 (Act 4).</p> <p>June 2024 Worker A (Vxxx Sxxx) Salary: RM1,6431.48 SOCSO contribution as per 8A form: RM6.90 As per table 2: RM20.60</p> <p>Worker B (Axxxxxx ) Salary: RM1,637.90 SOCSO contribution as per 8A form: RM10.60 As per table 2: RM20.60</p> <p>Worker C (Nxxxxxx ) Salary: RM1,631.48 SOCSO contribution as per 8A form: RM10.60 As per table 2: RM20.60</p>
<b>Corrections:</b>	Submit the arrears of EPF and SOCSO contribution of the contractor's employees to the respective contractor for their further action and obtain a copy of payment made for the arrears of EPF and SOCSO contribution and keep it at office as record.
<b>Root cause analysis:</b>	No dedicated person in charge (PIC) was appointed to monitor the Contractor's Employees EPF and SOCSO contributions.
<b>Corrective Actions:</b>	Appoint PIC to monitor contractor's employee monthly EPF and SOCSO contribution. Next, prepare checklist to monitor the contractor's employee monthly EPF and SOCSO.
<b>Assessment Conclusion:</b>	<u>Kawananan Estate</u>

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	<p>1. Estate has appointed responsible person to monitor payslip for employee's contractor and monitor payment of EPF and SOCSO contribution accordingly which dated on 15/08/2024.</p> <p>2. Estate has inform contractor involved the gaps of EPF and SOCSO contribution and request the contractors to pay the gaps. Sighted evidence of EPF and SOCSO contribution arrears payment on 07/08/2024 with total of RM180.60 (SOCSO) and RM420.60 (EPF).</p> <p>All the evidence reviewed and found adequate. Thus, the non-conformity was successfully closed on 02/10/2024</p>
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Non-Conformity Report			
<b>NCR Ref #:</b>	2523343-202407-M5	<b>Issue Date:</b>	19/07/2024
<b>Due Date:</b>	19/10/2024	<b>Date of Closure:</b>	02/10/2024
<b>Area/Process:</b>	Kawananan Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.4.5.3 Major
<b>Requirements:</b>	<p>Management shall ensure that employees' pay, and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p>		
<b>Statement of Nonconformity:</b>	Workers' wages are not according to Minimum Wages Order 2022.		
<b>Objective Evidence:</b>	<p><u>Kawananan Estate</u></p> <p>Sample of payslips has been taken by auditor and verified. It has been found that one of the worker salaries did not meet the Minimum Wages Order 2022 (RM57.70/day)</p> <p>Order 2022 (RM57.70/day)</p> <p>Details as per below</p> <p>Workers : Kxxxxx Axxxxx</p> <p>Passport No: Exxxxxx</p> <p>Month: March'24</p> <p>Total days workers: 24 day (RM57.70/day)</p> <p>Total salary: RM57.70 x 24 days= RM1,384.80</p> <p>Total salary in pay slips: RM 1,286.67</p> <p>Month: June'24</p> <p>Total days workers: 13 day (RM57.70/day)</p> <p>Total salary: RM57.70 x 13days= RM750.00</p> <p>Total salary in pay slips: RM 581.43</p>		
<b>Corrections:</b>	<p>Conduct an engagement with mandore of the sampled workers and request clarification regarding the working hours of the workers. Next, conduct briefing on pricing of piece-rated works to all workers and the requirement of completing 8-hour working shift per day.</p>		

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<b>Root cause analysis:</b>	Workers did not complete their 8 hours shift i.e., went back early without prior informing the staff in charge, hence, cause the low productivity and their salary did not achieve minimum wage i.e., RM57.69/day
<b>Corrective Actions:</b>	Establish clock-in and clock-out record for all workers and monitor the workers' working hours. Aside from that, taking disciplinary action to workers who were not completing 8-hours of work by verbal and written warning.
<b>Assessment Conclusion:</b>	<p><u>Kawananan Estate</u></p> <ol style="list-style-type: none"> <li>1. Estate has conducted management meeting to highlight the required working hours in order to comply with Minimum Wages Order 2022. The meeting was attended by estate supervisors and mandores on 15/08/2024.</li> <li>2. Estate has established clock-in and clock-out records for monitoring of worker's working hours.</li> </ol> <p>All the evidence reviewed and found adequate. Thus, the non-conformity was successfully closed on 02/10/2024.</p>

Non-Conformity Report			
<b>NCR Ref #:</b>	2523343-202407-M6	<b>Issue Date:</b>	19/07/2024
<b>Due Date:</b>	19/10/2024	<b>Date of Closure:</b>	02/10/2024
<b>Area/Process:</b>	Sungai Sungai 2 Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.4.6.1 Major
<b>Requirements:</b>	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept.		
<b>Statement of Nonconformity:</b>	Workers has not been properly trained on handling sexual harassment cases.		
<b>Objective Evidence:</b>	Boustead Plantations Berhad has established internal policy title "Policy and procedures-managing sexual harassment in the workplace dated 01/03/2022 revision;0 document number HR/2022/023/002.Stated in the clause 6; Responsibilities, 6.1.2; if the harasser is the victim' superior, the complaint procedure should allow for the complaint to be made to the Human Resource Department. QR code has been established by the management for the workers to lodge any complaint related to superior cases as per memo dated 09/05/2022 reference number HR/nz/G/1-5/22 signed by chief executive officer. Training records for handling sexual harassment has been verified for all operating units. However, all female workers unable to demonstrate their understanding on the channel for complaint that has been established.		
<b>Corrections:</b>	Conduct training on Policy and Procedures – Managing Sexual Harassment in the Workplace to all female workers. Evaluate the workers' understanding after the training using training evaluation form.		
<b>Root cause analysis:</b>	The female workers interviewed are absent during the training was conducted.		
<b>Corrective Actions:</b>	Management to check the attendance of every training conducted to ensure all workers are adequately trained, and if necessary, conduct additional training for workers who are unable to attend or absent during the training.		



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<b>Assessment Conclusion:</b>	<p><u>Sungai Sungai 2 Estate</u></p> <p>1. Estate has conducted appropriate training on Policy and Procedure on Managing Sexual Harassment to all female workers on 29/08/2024. 42 female workers were evident attended the training and verified the evaluation of the understanding among workers afterwards.</p> <p>All the evidence reviewed and found adequate. Thus, the non-conformity was successfully closed on 02/10/2024.</p>
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Non-Conformity Report			
<b>NCR Ref #:</b>	2523343-202407-N1	<b>Issue Date:</b>	19/07/2024
<b>Due Date:</b>	Next Assessment	<b>Date of Closure:</b>	Open
<b>Area/Process:</b>	Rimba Nilai POM	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO Part 4: 4.4.4.2 e) & j) Minor
<b>Requirements:</b>	<p>The occupational safety and health plan shall cover the following:</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000. Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p>		
<b>Statement of Nonconformity:</b>	Occupational safety and health plan was not effectively implemented and demonstrated		
<b>Objective Evidence:</b>	<p>During site visit at mill operation and workstation, and while reviewing the documentation, it was found the following:</p> <ol style="list-style-type: none"> <li>1) 20-liter jerry can containing hydraulic oil was placed on a shovel at the FFB grading yard, which does not align with the section 6.1 (iii) of Chemical Handling Procedure that requires proper labelling.</li> <li>2) There is a first aid kit in the workshop with approved contents. However, the first aid box is wrapped in plastic, and the process of unwrapping it takes a long time, as demonstrated during the site visit. This raises concerns regarding its efficacy in emergency situations, especially since the SOP of First Aid states that the first aid kit must be accessible.</li> <li>3) Referring to the First Aid map location, the FFB grader office should have a First Aid Kit. However, during the site visit, it was found that there was no First Aid Kit available at the FFB grader office.</li> </ol>		
<b>Corrections:</b>	<ol style="list-style-type: none"> <li>1) Store attendant punctured the jerry can and already put it at the Schedule Waste Store on 16/7/2024. Mill management has asked the Shovel Driver to give Show Cause Letter for the non-compliance on 19/07/2024.</li> <li>2) The mill replaces the wrapping on the First Aid Box with transparent box to facilitate ease of access during emergency.</li> <li>3) First Aid Box at the FFB Grader Office was put back on 19/07/2024.</li> </ol>		
<b>Root cause analysis:</b>	<ol style="list-style-type: none"> <li>1) Lack of awareness and knowledge of the shovel's driver due to not invited to attend training conducted on 20/3/2024.</li> </ol>		



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	<p>2) The first aid box was wrapped in plastic at the workshop to prevent the items in the first aid box from being contaminated due to the dusty workplace environment. Mill management cannot provide a place to avoid the First Aid Box from being contaminated with dust environment.</p> <p>There was no First Aid Kit available at the FFB Grader office due to the PIC wanting to refill the first aid box item, but he forgot to put it back at the FFB Grader office. There is no mechanism in place to ensure that the first aid kit is always available at the FFB grading workstation.</p>
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Mill management will conduct a training for chemical handling (additional flow chart) and scheduled waste management to those employees whose expose to the chemicals and Prohibition for Shovel Drivers not to store hydraulic oil in jerry cans for their daily use.</li> <li>2. Mill will conduct refresher training for First Aider on handling First Aid Box Procedure regarding the flow chart.</li> <li>3. Mill management will appoint a First Aider from Laboratory attendant and will attend the First Aider Training Competency course as soon as possible. Mill management also will conduct refresher training on the SOP regarding to refill of First Aid Box item.</li> </ol>
<b>Assessment Conclusion:</b>	<p><u>Rimba Nilai POM</u></p> <ol style="list-style-type: none"> <li>1. Mill has conducted refresher training for workers on scheduled waste management and highlighted on awareness prohibition of reuse any scheduled waste container for any other liquid, dated 12/09/2024.</li> <li>2. Evidence of show cause letter request to involved driver at FFB grading yard on 19/07/2024 was sighted.</li> <li>3. Mill has used transparent container to keep the First Aid Kit at workshop for better accessible method.</li> <li>4. Refresher training for First Aid Kit monitoring also conducted on 12/09/2024 to enhance knowledge of First aider and head of station to ensure availability and its content accordingly.</li> </ol> <p>All the evidence reviewed and found adequate. The effectiveness implementation of the CAP will be assessed during next assessment.</p>

## Opportunity For Improvement

<b>Ref:</b>	N/A	<b>Clause:</b>	MSPO Part __:
<b>Area/Process:</b>	N/A		
<b>Objective Evidence:</b>	N/A		

## Noteworthy Positive Comments

1	Management demonstrates a clear and consistent commitment to sustainability, with well-documented policies and procedures that align with MSPO requirements.
2	Full compliance with all relevant legal and regulatory requirements was observed, with updated documentation and proper licenses in place.

## 3.3 Status of Nonconformities Previously Identified and OFI

Non-Conformity Report			
<b>NCR Ref #:</b>	2383426-202308-M1	<b>Issue Date:</b>	25/08/2023
<b>Due Date:</b>	25/11/2023	<b>Date of Closure:</b>	24/11/2023
<b>Area/Process:</b>	Kawananan Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.1.1.1 Major
<b>Requirements:</b>	A policy for the implementation of MSPO shall be established.		
<b>Statement of Nonconformity:</b>	The implementation of Sustainability Policy is not evident.		
<b>Objective Evidence:</b>	Referring to BPB Sustainability Policy dated 12/07/2021 Clause 2.1.3 Implement responsible recruitment practices by preventing and eliminating the use of any form of forced labour, child labour, and human trafficking in accordance with ILO principles. Site visit at Kawananan Estate found that two workers are working at estate without proper documentation. Thus, the Major NC is raised.		
<b>Corrections:</b>	Liaise with Foreign Workers Unit, Human Resources Department and Sustainability and Safety Department to develop a procedure for recruiting foreign workers and lodge police report as the workers were absconded from the estate on 22/10/2023.		
<b>Root cause analysis:</b>	The sampled workers' documentation was not available as at time of audit since the legalization process for them are still pending at Indonesian Embassy, Kota Kinabalu.		
<b>Corrective Actions:</b>	Establish monitoring form to monitor foreign workers' documentation sent to recruitment agent.		
<b>Assessment Conclusion:</b>	<p>It was noted that two workers found to be absent from the estate and have the left the premise, sighted the Police Report dated 26/10/2023 that was lodge to Paitan Police Station which mentioned the workers left the estate premises since 22/10/2023.</p> <p>The management has established the foreign workers monitoring records template to monitor all the workers documentation process. The Major NC is close, further verification will be conducted in the next assessment.</p>		
<b>Verification Statement</b>	As per verification through site visit, interview and documentation, it has been confirmed that there is no undocumented workers has been recruited for all operating units. Monitoring has been done through master list of workers which included information such passport no, expiry date, work permit expiry date.		

Non-Conformity Report			
<b>NCR Ref #:</b>	2383426-202308-M2	<b>Issue Date:</b>	25/08/2023
<b>Due Date:</b>	25/11/2023	<b>Date of Closure:</b>	24/11/2023
<b>Area/Process:</b>	All Estates	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.3.1.4 Major

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<b>Requirements:</b>	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements.
<b>Statement of Nonconformity:</b>	The process of compliance monitoring and update of changes in regulatory requirement is not evident.
<b>Objective Evidence:</b>	<p><u>Kawananan Estate</u></p> <p>Verification of License at Kawananan Estate found that there are three Philippines Workers working at the Estate, however there is no approval from JTK on regarding employment of Philippines stated in the Lesen Menggaji Pekerja Bukan Pemastautin.</p> <p>Further verification found that there are diesel skid tank and air compressor is available at site, however, there is no License issued from KPDNHEP and CF from DOSH is available at Kawananan Estate.</p> <p><u>Sungai Sungai 3 Estate</u></p> <p>Stated on Lesen Menggaji Pekerja Bukan Pemastautin at Sungai Sungai 3 found that approval for Indonesian workers is at 28 workers, however the number of Indonesian workers on list of workers is 72 workers which is above the requirement stated in the License.</p> <p><u>All Estate</u></p> <p>The Private Installation License is available is each site visited. Further checking on monthly usage submission found that there is no submission made to Energy Commission.</p> <p>Thus, the Minor NC is escalated to Major NC.</p>
<b>Corrections:</b>	<p><u>Kawananan Estate</u></p> <p>Obtain approval from JTK for additional quota for foreign workers, approval for diesel skid tank license renewal at KPDNKK, and air compressor permit at DOSH.</p> <p><u>Sungai Sungai 3 Estate</u></p> <p>Obtain approval for the additional 44 Indonesian workers from JTK.</p> <p><u>All Estate</u></p> <p>To submit ST's monthly generation report as required by Suruhanjaya Tenaga and submit PENYATA STATISTIK PENJANAAN BULANAN to Suruhanjaya Tenaga on time started August 2023 usage.</p>
<b>Root cause analysis:</b>	<p><u>Kawananan Estate</u></p> <p>A person in-charge (PIC) for legal compliance has been appointed, however, the job task for the PIC is only to update the Legal Register. Thus, the application for additional foreign workers quota from JTK, license for diesel skid tank, and CF for air compressor was not updated/applied.</p> <p><u>Sungai Sungai 3 Estate</u></p> <p>Remaining 44 Indonesian workers' passport was still in Immigration waiting for work permit completion as at day of audit. The additional numbers of Indonesian workers only can be applied to JTK once the work permit obtained from the Immigration.</p> <p><u>All Estate</u></p> <p>All estate has appointed Synergy Electrical Competent Engineer to carry out monthly inspection of the electrical installations. The estate was assuming the 'Monthly Consumption Submission' will be made by the consultant as there were stated in the agreement that the contractor scope of work includes "to prepare,</p>

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	submit and report the Inspection Certificate to the estate or mill as prescribed in Form 1 (Borang 1) of the First Schedule within two (2) weeks after the inspection service in accordance with Regulation No. 68 under Electricity Regulations 1994. A copy of the inspection certificate shall be extended to the Energy Commission of Malaysia (Suruhanjaya Tenaga)."												
Corrective Actions:	<u>Kawananan Estate</u> To include task to monitor license renewal and its other requirement to the existing person in-charge (PIC) for legal compliance. <u>Sungai Sungai 3 Estate</u> To apply quota from JTK when there were any changes of numbers of the foreign workers and/or workers from Sarawak/Peninsular. <u>All Estate</u> Establish a schedule for submission of monthly electric usage and Generator Attendant to record and update genset monthly usage assisted by Electrical Competent Engineer and followed by on time submission.												
Assessment Conclusion:	Evidence sighted as following:  <ol style="list-style-type: none"><li>1. Letter from Ministry of Domestic Trade and Living Cost dated 20/11/2023 for the request of endorsement from BOMBA for site visit and approval. Noted that the management are in process of obtaining the license through multiple process and government department.</li><li>2. Letter from Labour Department on the approval for extension of Philippine Workers at Kawananan Estate dated 14/09/2023 and the JTK has included the 3 Philippines Workers in the additional records.</li><li>3. DOSH officer has conducted the checking on the air compressor dated 08/09/2023 and has issued the Certificate of Fitness that is valid until 07/12/2024. With registration number of SB PMT 80058.</li><li>4. Lesen menggaji Pekerja Asing for Sungai Sungai 3 Estate that updated the number of Indonesian Workers to 76 workers.</li><li>5. Report of Electrical generation for all estate and submission to Suruhanjaya Tenaga.</li><li>6. Training records on the data collection regarding the electric generated and consumption on 02/09/2023 at Sungai Sungai 1 Estate.</li></ol> The evidence was found to be adequate. Thus, the Major NC is closed.												
Verification Statement	<p>During this assessment, all estate visited were put an effort in objective to close this Major non-conformity by implemented corrective actions that has been submitted.</p> <p>Appointment letter for personnel responsible for monitoring legal changes and information dissemination were verified. This appointment letter clearly outlines the individual's roles in compliance monitoring and regulatory updates, including the responsibility to track license renewals and related requirement. Sampled of appointment letter are as follows:</p> <table><tr><td>Estate</td><td>Date of appointment letter</td><td>Person in Charge</td></tr><tr><td>Kawananan Estate</td><td>03/01/2024</td><td>Field Supervisor</td></tr><tr><td>Sungai Sungai 2 Estate</td><td>02/02/2024</td><td>OSH Officer</td></tr><tr><td>Lembah Paitan Estate</td><td>03/01/2024</td><td>Admin Clerk</td></tr></table>	Estate	Date of appointment letter	Person in Charge	Kawananan Estate	03/01/2024	Field Supervisor	Sungai Sungai 2 Estate	02/02/2024	OSH Officer	Lembah Paitan Estate	03/01/2024	Admin Clerk
Estate	Date of appointment letter	Person in Charge											
Kawananan Estate	03/01/2024	Field Supervisor											
Sungai Sungai 2 Estate	02/02/2024	OSH Officer											
Lembah Paitan Estate	03/01/2024	Admin Clerk											

	<p>As indicated above, there is evidence that compliance monitoring was done by the appointed person as below:</p> <ul style="list-style-type: none"> <li>- Kawananan Estate is in the process progress of obtaining a 'Permit Barangan Kawalan Berjadual' for storing diesel. A supporting letter from <i>Jabatan Bomba dan Penyelamat Malaysia</i> (reference no.: JBPM/SB.ZSD:700-5/1/20/511) dated 23/05/2024 was sighted. The letter addressed to the <i>Kementerian Perdagangan Dalam Negeri dan Kos Sara Hidup</i>, Sandakan Branch, with regards approval license for storing diesel at estate with capacity 36,000 litres after BOMBA inspection at the estate. Application in e-BLESS were sighted during the audit and waiting for approval from the authority.</li> <li>- Kawananan Estate has obtained Certificate of Fitness for air receiver with certificate no. SB PMT 80058 and valid until 17/12/2024.</li> </ul> <p>Furthermore, there is a permit for recruitment of foreign workers entitled 'Lesen Untuk Menggaji Pekerja Bukan Pemastautin' under Section 118 of Sabah Labour Ordinance at all visited estates, for example:</p> <ul style="list-style-type: none"> <li>- <i>Lesen Untuk Menggaji Pekerja Bukan Pemastautin [Sekyen 118, Ordinan Buruh (Sabah Bab 67)] (JTK.H.SDK.600-4/1/1/01261/002290)</i> valid until 21/01/2025 for Kawananan Estate (recruitment for 51 Indonesian workers and 03 Philippines workers).</li> <li>- <i>Lesen Untuk Menggaji Pekerja Bukan Pemastautin [Sekyen 118, Ordinan Buruh (Sabah Bab 67)] (JTK.H.KBN.600-4/1/1/01261/004403)</i> for Ladang Lembah Paitan valid until 10/03/2025 (recruitment for 16 Indonesian workers, 02 Philippines workers and 02 peninsular Malaysian workers).</li> <li>- <i>Lesen Untuk Menggaji Pekerja Bukan Pemastautin [Sekyen 118, Ordinan Buruh (Sabah Bab 67)] (JTK.H.KBN.600-4/1/1/01261/002564)</i> for Ladang Sungai Sungai 2 valid until 01/08/2024 (recruitment for 32 Indonesian workers and 05 Philippines workers).</li> </ul> <p>Crosscheck of the employment master list against the above permit found that the estate has recruited workers within the approved quotas.</p> <p>In addition, all estates have consistently submitted monthly electricity usage report for genset operations to the Suruhanjaya Tenaga by first week of each month. Records and form of submission entitled 'Penyata Statistik Penjanaan' from January to June 2024 were verified during the audit.</p> <p>Based on above verification, it was found that the estates have implemented the required corrective actions. Therefore, this Major non-conformity is considered closed.</p>
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Non-Conformity Report			
<b>NCR Ref #:</b>	2383426-202308-M3	<b>Issue Date:</b>	25/08/2023
<b>Due Date:</b>	25/11/2023	<b>Date of Closure:</b>	24/11/2023
<b>Area/Process:</b>	Kawananan Estate, Sungai Sungai 2 Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.4.4.2 b c Major
<b>Requirements:</b>	<p>The occupational safety and health plan shall cover the following:</p> <p>b) The risks of all operations shall be assessed and documented.</p> <p>c) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control</p>		

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	(HIRARC).
<b>Statement of Nonconformity:</b>	The OSH Plan has not been effectively implemented.
<b>Objective Evidence:</b>	<p>a) For Kawananan Estate, the NRA has recommended for the Tractor Drivers to undergo Annual Audiometric Test. Nevertheless, there was no evidence that the tractor drivers have undergone annual audiometric tests since the establishment of the NRA.</p> <p>b) It was identified during the interview with the harvesters at Kawananan Estate that they were not provided with adequate PPE such as Shoes or Wellington Boots. The workers purchased the shoes by themselves to be used during the operation. Records of PPE issuance provided were empty.</p> <p>Site visit at Sungai Sungai 2 Estate, found that 5 workers were working using the machete, however there is no cover available for the machete. Thus, a major nonconformity was raised.</p>
<b>Corrections:</b>	<p><u>Kawananan Estate</u></p> <p>a) Dab Ho to conduct audiometry test for driver and grass cutter.</p> <p>b) Provide the harvesters and other new workers with appropriate personal protective equipment (PPE).</p> <p>c) Reimburse the expenses that the employee has incurred to purchase the necessary PPE.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>Provide machete cover immediately to the workers who involved in slashing activities.</p>
<b>Root cause analysis:</b>	<p><u>Kawananan Estate</u></p> <p>a) Kawananan estate management has yet to receive training pertaining to NRA, hence overlooked regarding NRA recommendation to conduct audiometry test.</p> <p>b) No dedicated staff at the estate was appointed to conduct training and provide the necessary personal protective equipment (PPE) for newly hired workers.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>1. Risk control for bringing machete to the field i.e., provide machete cover, was not adequately implemented as there was no monitoring of implementation was done at the estate.</p>
<b>Corrective Actions:</b>	<p><u>Kawananan Estate</u></p> <p>a) To include the task for monitoring of NRA implementation to the existing PIC for safety.</p> <p>b) Include the audiometric test in annual OSH schedule to ensure it is done annually.</p> <p>c) Establish PPE matrix to make sure all workers will equip with proper PPE.</p> <p>d) Issue a memo to inform the workers that PPE is provided for free by the company and prohibition to purchase PPE at their own expenses.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>Update the HIRARC for weeding activities by including the risk control for bringing machete into and from the designated fields i.e., usage of cover and conduct briefing/training to the workers on the updated HIRARC.</p>

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<b>Assessment Conclusion:</b>	<p>Sighted the record of Audiometric test that was conducted on 13/09/2023. Total of 4 workers were tested resulting 3 workers having normal audiometric and 1 worker having abnormal audiogram. There is no STS for the workers.</p> <p>The management of Kawananan Estate had reimbursed the total paid by the workers to buy the shoes. The Payment Voucher dated 09/09/2023 was verified. The management has established the PPE issuance form and recorded all the PPE that was given to the workers. The PPE matrix was established to determine the PPE suitability for each operation.</p> <p>Sungai Sungai 2 Estate has issued the machete cover to all affected workers. Training to workers on PPE was conducted on 20/09/2023 to Sungai Sungai 2 Estate workers.</p> <p>All the evidence reviewed found to be adequate. Thus, the Major NC is closed.</p>
<b>Verification Statement</b>	<p>The occupational safety and health plan was not effectively implemented and demonstrated as outlined under indicator 4.4.4.2 [b), d), e) &amp; i)].</p> <p>This is recurring Major non-conformity and as such, the indicator has been re-raised as Major non-conformity for this assessment. Refer to indicator 4.4.4.2 [b), d), e) &amp; i)] for details.</p>

Non-Conformity Report			
<b>NCR Ref #:</b>	2383426-202308-M4	<b>Issue Date:</b>	25/08/2023
<b>Due Date:</b>	25/11/2023	<b>Date of Closure:</b>	24/11/2023
<b>Area/Process:</b>	Sungai Sungai 1, Sungai Sungai 2, Sungai Sungai 3 Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.4.5.3 Major
<b>Requirements:</b>	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p>		
<b>Statement of Nonconformity:</b>	The process of ensuring employees pay and conditions meet legal and industry minimum standards and agreed collective agreements is found not evident.		
<b>Objective Evidence:</b>	<p>the sample of payslip, verified that the payment for workers in samples are not meet the minimum wages. The evidence was found as below:</p> <p><u>Sungai Sungai 1 Estate</u></p> <p>Maintenance Workers 1</p> <ul style="list-style-type: none"> <li>• Employee No.: 2693G.</li> <li>• Passport no.: 3823896</li> <li>• Sex: Female</li> <li>• Date Joint 01/09/2022</li> <li>• January 2023 Payroll – RM328.05.</li> <li>- Basic Wages – RM288.45</li> </ul>		



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	<ul style="list-style-type: none"> <li>- Loose fruit collection – RM39.60</li> <li>- Days worked – 8 days</li> <li>- Rest Day – 5 days</li> <li>- Annual Leave – 0 days</li> <li>- Absent – 18 days</li> <li>- Average daily wages – RM41.01</li> </ul> <ul style="list-style-type: none"> <li>• June 2023 Payroll – RM629.17</li> <li>- Basic Wages – RM571.48</li> <li>- Loose fruit collection – RM57.69</li> <li>- Days worked – 13 days</li> <li>- Rest Day – 7 days</li> <li>- Annual Leave – 4 day</li> <li>- Absent – 5 days</li> <li>- Average daily wages – RM48.40</li> </ul> <p><u>Sungai Sungai 2 Estate</u>  Payslip July 2023 for:  Harvester Workers 1  Employee no.: SK 005  Estate: Sungai Sungai 2  Estate Division: Tongod Jaya 2  Total Wages: RM992.35  Harvesting Wages: 17.81mt @ RM46.00/mt = RM819.26  Daily Wages: 2 mandays @ RM57.70= RM115.40  Days worker: 26 days.  Public Holiday: RM57.69  Rest day: 4 days  Average daily wages: RM36.17</p> <p>Harvester Worker 2  Employee no.: SK 002  Estate: Sungai Sungai 2  Estate Division: Tongod Jaya 2  Total Wages: RM934.66  Harvesting Wages: 17.81mt @ RM46.00/mt = RM819.26  Daily Wages: 2 mandays @ RM57.70= RM115.40  Days worker: 26 days.  Public Holiday: RM57.69  Rest day: 4 days  Average Daily wages: RM35.95</p>
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	<p>Harvester Worker 3  Employee no.: SK 001  Estate: Sungai Sungai 2  Estate Division: Tongod Jaya 2  Total Wages: RM1,174.97 Harvesting Wages: 21.78mt @ RM46.00/mt = RM1,001.88 Daily Wages: 2 mandays @ RM57.70= RM115.40  Days worker: 26 days.  Public Holiday: RM57.69  Rest day: 4 days  Average Daily wages: RM46.19</p> <p>Harvester Worker 4  Employee no.: SK 006  Estate: Sungai Sungai 2  Estate Division: Tongod Jaya 2  Total Wages: RM736.65 Harvesting  Wages: 14.76mt @ RM46.00/mt = RM678.96  Days worker: 26 days.  Public Holiday: RM57.69  Rest day: 4 days  Average Daily wages: RM28.33</p> <p><u>Sungai Sungai 3 Estate</u>  Maintenance worker 1  • Employee No.: 2120G.  • Passport no.: C8044095  • Sex: Female  • Date Joint 02/01/2020  • July 2023 Payroll – RM390.76  - Basic Wages – RM115.38  - Holiday Pay – RM57.69  - Public Holiday Pay – RM57.69  - Piece rated wages – RM180.00  - Days worked – 11 days  - Rest Day – 3 days  - Annual Leave – 0 days  - Absent – 10 days  - Average daily wages – RM35.52</p> <p>Thus, the major NC is raised.</p>
<b>Corrections:</b>	<p>1. Identify workers that do not achieve the basic wages based on followings:  a. Sungai Sungai 1 – January 2023 and June 2023 payroll</p>

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	<ul style="list-style-type: none"> <li>b. Sungai Sungai 2 – July 2023 payroll</li> <li>c. Sungai Sungai 3 – July 2023 payroll</li> <li>2. Conduct meeting with all mandore and staff in-charge to justify the salary of their workers did not achieve minimum wage i.e., RM57.69/day</li> <li>3. Once the working time was justified, reimburse the unpaid wages to the workers who completed 8-hour shift for wages in payroll month               <ul style="list-style-type: none"> <li>a. Sungai Sungai 1 – January 2023 and June 2023 payroll</li> <li>b. Sungai Sungai 2 – July 2023 payroll</li> <li>c. Sungai Sungai 3 – July 2023 payroll</li> </ul> </li> <li>4. Conduct briefing on pricing of piece-rated works to all workers and the requirement of completing 8-hour working shift per day.</li> </ul>
<b>Root cause analysis:</b>	Workers did not complete their 8-hour shift i.e., went back early without prior informing the staff in charge, hence, caused the low productivity and their salary did not achieve minimum wage i.e., RM57.69/day.
<b>Corrective Actions:</b>	<ul style="list-style-type: none"> <li>1. Establish clock-in and clock-out record for all workers and monitor the workers' working hours.</li> <li>2. Conduct motion study for all types of work, on an annual basis, to identify the average productivity for respective types of work to ensure rate offered comply with daily minimum wage i.e., RM57.69/day.</li> <li>3. Review the piece rate offered for all types of piece-rated job, on an annual basis. Revise the rate, where applicable.</li> <li>4. Taking disciplinary action to workers who were not completing 8-hours of work by verbal and written warning.</li> </ul>
<b>Assessment Conclusion:</b>	<p>The management has conducted the briefing to all workers on Minimum Salary with details as following:</p> <ul style="list-style-type: none"> <li>1. Sungai Sungai 1 Estate – Conducted the briefing to workers committee on 29/10/2023 and 27/07/2023 to all workers</li> <li>2. Sungai Sungai 2 Estate – conducted the briefing to workers representative dated 02/10/2023 and to all workers dated 25/09/2023</li> <li>3. Sungai Sungai 3 Estate conducted the training to workers representative on 03/10/2023 and 20/09/2023 to all the workers</li> </ul> <p>Sighted the sample of reimbursement to workers dated 06/10/2023 for minimum wages topup for Sungai Sungai 1 Estate. The top up for Sungai Sungai 2 Estate and Sungai Sungai 3 Estate was conducted on 01/11/2023 and 05/10/2023 accordingly.</p> <p>With the action taken by the management, it is found to be adequate to close the Major NC, further verification will be conducted in next audit.</p>
<b>Verification Statement</b>	<p><u>Kawananan Estate</u></p> <p>Sample of payslips has been taken by auditor and verified. It has been found that one of the worker salaries did not meet the Minimum Wages Order 2022 (RM57.70/day)</p> <p>Details as per below</p> <p>Workers : Kxxxxx Axxxxx</p> <p>Passport No: Exxxxxx</p>

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	<p>Month: March'24</p> <p>Total days workers: 24 day (RM57.70/day)</p> <p>Total salary: RM57.70 x 24 days= RM1,384.80</p> <p>Total salary in pay slips: RM 1,286.67</p> <p>Month: June'24</p> <p>Total days workers: 13 day (RM57.70/day)</p> <p>Total salary: RM57.70 x 13days= RM750.00</p> <p>Total salary in pay slips: RM 581.43</p> <p>Major non-conformities has been raised as it is repetitive issues from the previous assessment.</p>
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Non-Conformity Report			
<b>NCR Ref #:</b>	2383426-202308-M5	<b>Issue Date:</b>	25/08/2023
<b>Due Date:</b>	25/11/2023	<b>Date of Closure:</b>	24/11/2023
<b>Area/Process:</b>	Sungai Sungai 2 Estate Sungai Sungai 3 Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.5.3.3 Major
<b>Requirements:</b>	<p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p>		
<b>Statement of Nonconformity:</b>	<p>The handling for the storage/dispatch of scheduled waste was not effectively implemented as per Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974.</p>		
<b>Objective Evidence:</b>	<p><u>Sungai Sungai 2 Estate</u></p> <p>There was delay in SW dispatches recent being on 17/08/2023 and prior was on 03/09/22 having a duration exceeding 180 days. No notification to DOE was obtained. The latest notification to DOE was 25/01/2022.</p> <p><u>Sungai Sungai 3 Estate</u></p> <p>Similarly the SW storage/dispatches had exceeded 180 days. The recent being on 17/08/2023 and earlier disposal was dated 05/09/22 having a duration of 11 month. No permission/notification to DOE was recorded in records.</p>		
<b>Corrections:</b>	<p>Request extension for scheduled waste storage of more than 180 days.</p>		
<b>Root cause analysis:</b>	<p>No training on Scheduled Waste was given to the person in-charge. Thus, the PIC is not aware on the requirement to dispose the Scheduled Wastes within 180 days from the date of first generate for that Scheduled Wastes.</p>		
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. Conduct training on Scheduled Waste Procedure to the person in-charge.</li> <li>2. Establish monitoring checklist to ensure Scheduled Waste are disposed within 180 days from the date of first generate.</li> </ol>		

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<b>Assessment Conclusion:</b>	The management had conducted the training on schedule waste handling dated 02/11/2023 with the attendance of assistant managers, storekeepers, and operators. The management has established the checklist for each estate to monitor the schedule waste inventory in every month, this is an additional checklist compile with the Schedule 5 Inventory List and formatted with table for every month records available in one page. The Major NC is closed, further verification will be conducted in the next audit.
<b>Verification Statement</b>	<p>The inventory of waste generated is recorded using the "E-SWISS" inventory system. All solid waste (SW) in the estates is disposed of by Kuaxxxx Axxx Sdn Bhd, and Lagxxxx Buxxxxx Sdn Bhd as per their established SOP on Scheduled Waste disposal. Details as provided in Boustead Plantations - Scheduled Waste Management dated June 2017</p> <p>During site visit at schedule waste store, it was found the following compliance: Scheduled wastes are stored at the designated area which is far away from area of employee's activities. Adequate signage has been put up clearly such as danger, and scheduled waste store. The scheduled waste store is cover with roofed.</p> <p>In addition to training on scheduled waste management conducted on 02/11/2023 and 26/06/2024, interview session with Person In Charge for scheduled waste disposal indicated he/she aware on the requirement for disposal within 180 days from generated date. There was no scheduled waste has exceeded 180 days' timeframe.</p> <p>However, it was found that the process of scheduled waste labelling and handling was not effectively implemented as per legal regulation which falls under same indicator. This is recurring Major non-conformity and as such, the indicator has been re-raised as Major non-conformity for this assessment. Refer to indicator 4.5.3.3 for details.</p>

Non-Conformity Report			
<b>NCR Ref #:</b>	2383426-202308-N1	<b>Issue Date:</b>	25/08/2023
<b>Due Date:</b>	25/11/2023	<b>Date of Closure:</b>	19/07/2024
<b>Area/Process:</b>	Kawananan Estate	<b>Clause &amp; Category: (Major / Minor)</b>	MSPO 2530 Part 3: 4.3.2.3 Minor
<b>Requirements:</b>	Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.		
<b>Statement of Nonconformity:</b>	The legal parameter boundary marker is not clearly demarcated.		
<b>Objective Evidence:</b>	Kawananan Estate - The boundary between P02B neighbouring with Ladang Cepat Wawasan was not clearly demarcated. There was no markers/ trenches/ established to distinguish the boundary between the 2 properties.		
<b>Corrections:</b>	Install new boundary markers at all boundaries with other estate.		
<b>Root cause analysis:</b>	Existing person in-charge for legal requirement did not cover the task to monitor boundary markers.		

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<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>To include the task to conduct monitoring of boundary markers/signages to the existing PIC for legal requirement.</li> <li>Establish a monitoring form and monitoring schedule.</li> </ol>
<b>Assessment Conclusion:</b>	The management was sighted already implemented the correction through installation of demarcation sign pole, and already established the boundary marker monitoring form. The Corrective Action Plan was accepted, further verification needs to be conducted in next assessment.
<b>Verification Statement</b>	<p>Observation made during the site visit at all visited estates (i.e., Kawananan Estate, Lembah Paitan Estate and Sungai Sungai 2 Estate) indicates that the estates are boundary with either plantation company and/or smallholders/village and/or private company and/or forest reserve.</p> <p>For the above, the estate has taken initiative to mark the boundary utilizing the following practices:</p> <ul style="list-style-type: none"> <li>- Maintain the boundary stone</li> <li>- Construct a trench</li> <li>- Pegging with pole</li> </ul> <p>Boundary stone map showing the boundary stone location for all visited estate were made available during the audit for verification. Furthermore, all sampled estates, established and utilize Boundary Marker Monitoring Form and Record Patrol Boundary Stone Book for monthly monitoring to ensure boundary markers are in good condition, clearly demarcated and visible. The person in charge of monitoring legal and law requirement oversees this process. The appointment letter for this individual confirms that monitoring boundary markers is one of their assigned responsibilities.</p> <p>Based on above objective evidence, it was found that the continuous implementation of the corrective action plan was adequate thus the minor nonconformity is closed.</p>

Opportunity For Improvement			
<b>Ref:</b>	N/A	<b>Clause:</b>	MSPO Part __:
<b>Area/Process:</b>	N/A		
<b>Objective Evidence:</b>	N/A		
<b>Verification Statement:</b>	N/A		

### 3.4 Summary of the Nonconformities and Status

CAR Ref.	Clause & Category (Major / Minor)	Issued Date	Status & Date (Closure)
2523343-202407-M1	4.4.4.2 Part 3: Major	19/07/2024	Closed on 02/10/2024
2523343-202407-M2	4.5.3.3 Part 3: Major	19/07/2024	Closed on 02/10/2024
2523343-202407-M3	4.5.3.5 Part 3: Major	19/07/2024	Closed on 02/10/2024
2523343-202407-M4	4.6.4.1 Part 3: Major	19/07/2024	Closed on 02/10/2024
2523343-202407-M5	4.4.5.3 Part 3: Major	19/07/2024	Closed on 02/10/2024

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2523343-202407-M6	4.4.6.1 Part 3: Major	19/07/2024	Closed on 02/10/2024
2523343-202407-N1	4.4.4.2 Part 4: Minor	19/07/2024	Open

### 3.5 Issues Raised by Stakeholders

IS #	Description
1	<p><b>Issues:</b> Kampung Osaan and Kampung Lubang Buaya</p> <p>Good cooperation given by estate management team. Contribution not only monetary but also manpower and machinery were given if there is any assistance required. Relationship and contribution with the estate management were consistent rather than ad-hoc. Estate under Boustead Plantations Berhad is known for offering job opportunity to the villager. No land encroachment from Boustead Plantations Berhad estates.</p> <p><b>Management Responses:</b> Noted on the positive comment.</p> <p><b>Audit Team Findings:</b> Sighted that communication has been informed during the stakeholders meeting.</p>
2	<p><b>Issues:</b> KXXXXXXX MXXXX JXXX</p> <p>The contractor has a good relationship with the estate management. The contractor has also informed by the estate of the procedure of complaint and grievance during the stakeholder meeting and during the briefing/training session with the contractor. The contractor also mentions on the payment process which was done according in the stipulated contract agreement and award of contract was delivered in unbiased tendering process.</p> <p><b>Management Responses:</b> Noted on the positive comment.</p> <p><b>Audit Team Findings:</b> The management has conducted the stakeholder meeting and documented the minutes of the meeting. Additionally, the contractor has signed the agreement form as an acknowledgment. This demonstrates a proactive approach towards ensuring compliance and transparency in stakeholder engagements.</p>
3	<p><b>Issues:</b> Unit Pembangunan Masyarakat Daerah Paitan</p> <p>There is no issues regards to Rimba Nilai and supply bases related to equal opportunities for any job recruitment. Other than that, the representative agreed that Rimba Nilai POM and supply bases plays important roles in providing job opportunities to local communities. There are several support that has been provided by the management to local communities for any activities.</p> <p><b>Management Responses:</b> Noted on the positive comment.</p> <p><b>Audit Team Findings:</b> No Further verification required.</p>
4	<p><b>Issues:</b> Workers representative for each operating Unit</p> <p>They informed that there are no outstanding issues with the estate management. Regular meetings between the estate management and workers representative are conducted to address any matter arising from the workers. Worker's welfare including housing, salary payment and benefit are well taken care of by the estate management.</p>

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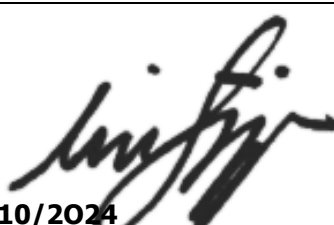
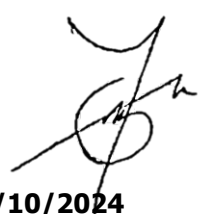
	<b>Management Responses:</b> Noted on the positive comment.
	<b>Audit Team Findings:</b> No Further verification required.
5	<b>Issues:</b> Gender committee They informed that no sexual harassment and violence cases reported since the last audit. It was found that understanding and awareness of complaint mechanism if there are any sexual harassment still not sufficient. Nevertheless, they claimed that they were treated equally without any discrimination by the estate management.
	<b>Management Responses:</b> Noted on the feedback and will provide efficient training afterwards.
	<b>Audit Team Findings:</b> The minutes of the meeting have been verified. It seems that Gender Committee has conducted a training session among their committee members. However, the effectiveness of training conducted need to enhance since during interview, not all female workers able to converse their understanding on complaint channel for sexual harassment. This finding was raised as Major non-conformities on indicator 4.4.6.1.
6	<b>Issues:</b> Local and Foreign Workers Regular training on company's SOP, policies, safety and health, environmental and social aspects were conducted by estate management. Employment contract and payslip were provided, and the salaries deposited into workers bank account. Wages are paid according to Minimum Wages Order 2022. PPE is provided at no cost and can be replaced by making a request to the estate management. Foreign workers retain possession of their passports. Workers are aware of the complaint and grievance channels available to them.
	<b>Management Responses:</b> Noted on the positive comment.
	<b>Audit Team Findings:</b> Reviewed the payslips for all sampled workers found all the workers were paid as per the legal requirements. No further issues.

### 3.6 List of Stakeholders Contacted

<b>Government Officer:</b> Unit Pembangunan Masyarakat Daerah Paitan	<b>Community/neighbouring village:</b> Kampung Osaan Kampung Lubang Buaya
<b>Suppliers/Contractors/Vendors:</b> KXXXXXXX MXXXX JXXX	<b>Worker's Representative/Gender Committee:</b> Gender committee Workers representative for each operating Unit

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**Section 4: Assessment Conclusion and Recommendation**

<b>Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings</b>	
Based on the findings during the assessment Rimba Nilai Palm Oil Mill and Supply Bases Certification Unit complies with the <b>MS 2530-3:2013 or MS 2530-4:2013</b> . It is recommended that the certification of Rimba Nilai Palm Oil Mill and Supply Bases Certification Unit is <del>approved and/or</del> continued.	
Acknowledgement of Assessment Findings	Report Prepared by
<b>Name:</b> <b>MITAH BINTI LIMPU</b>	<b>Name:</b> <b>FAHMI BIN OTHMAN</b>
<b>Company name:</b> <b>BOUSTEAD PLANTATIONS BERHAD</b>	<b>Company name:</b> <b>BSI SERVICES MALAYSIA SDN BHD</b>
<b>Title:</b> <b>SUSTAINABILITY EXECUTIVE</b>	<b>Title:</b> <b>CLIENT MANAGER</b>
<b>Signature:</b>  <b>Date: 18/10/2024</b>	<b>Signature:</b>  <b>Date: 10/10/2024</b>



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**Appendix A: Summary of the findings by Principles and Criteria**

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

Criterion / Indicator		Assessment Findings	Compliance
<b>4.1 Principle 1: Management commitment &amp; responsibility</b>			
<b>Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy</b>			
<b>4.1.1.1</b>	A policy for the implementation of MSPO shall be established. - <b>Major compliance</b> -	Boustead Plantations Berhad (BPB) has established the Sustainability Policy dated 12/07/2021, endorsed by Chief Executive Officer. The policy has detailed the BPB values and commitment towards the sustainability with five major pillars are outline. The pillars are as following: 1. Environmental Management – No deforestation, biodiversity & HCV management, peatland management, steep slope management, zero burning & GHG, and safe handling of pesticide. 2. Recognize The Right of All Employees – No exploitation of people, respect human right, and safety & health. 3. Community Development & Social Impact – Social values, community engagement and land right. 4. Traceability and Transparency of Supply Chain. 5. Continuous Stakeholder Engagement.	Complied
<b>4.1.1.2</b>	The policy shall also emphasize commitment to continual improvement. - <b>Major compliance</b> -	Boustead Plantations Berhad (BPB) has established the Sustainability Policy dated 12/07/2021, endorsed by Chief Executive Officer. Emphasizing commitment to continual can be seen through the statement of “We are committed to ensuring the sustainable long-term growth of the Group and delivering the highest returns to our shareholders.”	Complied

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Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.1.2 – Internal Audit</b>			
<b>4.1.2.1</b>	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - <b>Major compliance</b> -	As stated in the internal audit procedure revision 24/05/2022, clause 5.0 (a); audit frequency, the internal audit shall be carried out once a year guided by the annual audit schedule. A follow up audit can be carried out as and when it is required. And in clause 5.0 (c); audit notification, the issuance of the notification letter preferably at least 7 days before the date of audit.  Sighted that audit notifications have been submitted on 21/03/2024 by Mr Muhd Amin bin Mohamad, lead auditor and the audit has been conducted on 22-27/04/2024.	Complied
<b>4.1.2.2</b>	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. - <b>Major compliance</b> -	Internal audit procedure has been documented in the document "Internal audit procedure" revision 24/05/2022. Stated in the clause (e), corrective action, that each non-conformance raised, the management need to submit action plan within 2 weeks from the closing. All corrective action together with evidence shall be submitted to lead auditor within 1 month from the date of audit.  The audit results have been made available in the Internal audit report has been made available to the management and documented in the document title "Audit Report" audit report No;01/2024 and has been further elaborated in the "Non-conformance report (NCR) Internal audit. Total 1 Major and 2 Minor has been raised for Kawananan Estate, 1 Major and 1 Minor Non-conformities for Lembah Paitan Estate and Sungai Sungai 2 Estate.  Corrective action has been submitted by the management to the lead auditor on 20/05/2024 and accepted by the lead auditor.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
<b>4.1.2.3</b>	Report shall be made available to the management for their review. - <b>Major compliance</b> -	Internal audit report has been made available to Rimba Nilai POM management and documented in the document title "Audit Report" audit report No;01/2024 and has been accepted by the management based on the acceptance signature Mr. Faridan Othman, regional head.	Complied
<b>Criterion 4.1.3 – Management Review</b>			
<b>4.1.3.1</b>	The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - <b>Major compliance</b> -	Management review has been conducted for all operating units under Rimba Nilai Business Units on 27/04/2024 attended by all operating unit's representative, regional head, and head of sustainability. Among the discussion in the meeting as follows: 1. Minutes/Action of previous meeting 2. MS 2530:3 and MS 2530:4 certification status 3. MSPO SCCS status 4. Results of internal audit 5. Customer feedback. 6. Preventive and corrective action status 7. Changes affecting Policy 8. Recommendations for improvements 9. Any Other business	Complied
<b>Criterion 4.1.4 – Continual Improvement</b>			
<b>4.1.4.1</b>	The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - <b>Major compliance</b> -	Continuous improvement plan has been established for each operating units and can be sighted in the document title "Continual Improvement plan for the year 2024". Sighted improvement plan as per below 1. To promote waste segregation between organic and inorganic.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		2. Continuous water sampling and testing to ensure the water quality for river and domestic used. 3. To ensure that there is no illegal workers without works permits. 4. Repainting house by phase and estimated to complete in 2027.	
<b>4.1.4.2</b>	The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption. <b>- Major compliance -</b>	Innovative insights and advanced methodologies aimed at enhancing practices are primarily acquired through interactions with suppliers and participation in associations associated with the palm oil industry. In the event of any emerging technological advancements, such information will be relayed to the headquarters for approval prior to initiating any implementation.	Complied
<b>4.1.4.3</b>	An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established. <b>- Major compliance -</b>	All the sampled estates had detailed action plans covering a range of factors like environmental issues, worker well-being, safety measures, and more. These plans provide a complete guide for overall management. Additionally, regular training sessions are held to improve agricultural techniques, keeping them in line with industry best practices and ensuring ongoing progress.	Complied
<b>4.2 Principle 2: Transparency</b>			
<b>Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements</b>			
<b>4.2.1.1</b>	The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. <b>- Major compliance -</b>	Boustead Plantations Berhad has implemented BPB Sustainability Policy on 07/12/2021, which encompasses a commitment to traceability. Furthermore, under section 7, subsection 7.4 Communication, an ISO Quality Assurance Manual, issue no. 1 from October 2017, was established.  There is also Consultation and Communication Procedure, revision no. 01, dated 20/08/2020 and Grievances Procedure, revision 0, dated	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>01/03/2020 documented under HR/2022/023/003. This procedure includes a graphical representation to facilitate understanding and implementation.</p> <p>Engagement and information exchange took place through stakeholder meetings, dialogues, request letters, feedback letters, and phone calls, involving both internal and external stakeholders as well as various certification units.</p>	
4.2.1.2	<p>Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p> <p><b>- Major compliance -</b></p>	<p>It was noted that management documents related to sustainability available at mill during the on-site audit upon request including sustainability policies, procedures, social and environmental assessments as well as management action plans etc. Furthermore, global documents accessible via company's website.</p> <p>On the other hand, confidential documents such as financial and personal records, must not be disclosed publicly. Mill Manager holds the responsibility for managing all communication and requests for documentation that may be made available to the public or stakeholders</p>	Complied
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			
4.2.2.1	<p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p><b>- Major compliance -</b></p>	<p>Boustead Plantations Berhad started the BPB Sustainability Policy on 12/07/2021, showing a commitment to traceability. The company also set up the ISO Quality Assurance Manual, issue no. 1, dated October 2017, under section 7, subsection 7.4 Communication.</p> <p>Additionally, the mill put in place the Consultation and Communication Procedure, revision no. 01, dated 20/08/2020. According to this policy, communication with internal and external stakeholders about policies happened upon request. This process included stakeholder meetings,</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>dialogues, request letters, feedback letters, and phone calls, connecting the operational units with stakeholders.</p> <p>The procedure has been communicated to stakeholder on 22/04/2024 for external stakeholders and 08/03/2024 for internal stakeholders. As per interview, with stakeholders, all of them can demonstrates their understanding on the procedure.</p>	
<b>4.2.2.2</b>	<p>A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.</p> <p><b>- Minor compliance -</b></p>	<p><u>Kawananan Estate</u></p> <p>Mr Johan bin Abdul Lajin has been appointed as person in charge for handling consultation and communication based on the appointment letter dated 03/01/2024 signed by the estate manager, Mr Nizam bin Mohd Noor.</p> <p><u>Lembah Paitan Estate</u></p> <p>Mr Muhd Nur Quzairi has been appointed as person in charge for consultation and communication base on the appointment letter dated 11/06/2024 signed by the estate manager, Mohd Ridzuwan bin Mat Piah.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>Mr Sabri bin Nasir has been appointed as person in charge for consultation and communication based on appointment letter dated 01/01/2021 signed by the estate manager, Mr Jamalodin bin Amat.</p>	Complied
<b>4.2.2.3</b>	<p>List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained.</p> <p><b>- Major compliance -</b></p>	<p>List of stakeholders sighted for each operating units and has been updated on annual basis. All the stakeholders have been classified into different categories such as contractor, local communities, NGO and government agencies. There is evidence that consultation with stakeholders has been conducted on 22/04/2024 for all operating units under Rimba Nilai Operating Unit.</p>	Complied
<b>Criterion 4.2.3 – Traceability</b>			

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Criterion / Indicator		Assessment Findings	Compliance						
4.2.3.1	The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). <b>- Major compliance -</b>	Boustead Plantations Berhad has established SOP for traceability and documented as Supply Chain and Traceability Procedure, Ref No: SSD/01/SCT/01, dated 09/09/2022. The procedure provides guidance for estates to establish and ensure effective implementation on sustainable supply chain and traceability of certified sustainable materials (FFB).	Complied						
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. <b>- Major compliance -</b>	<div>Inspection on the compliance of the traceability system were made on daily basis. The weighbridge operator key in all the related data into the system and verified by the executive at the end of the day. Sighted the weighbridge records and FFB delivery notes to the Rimba Nilai POM.</div> <div>Further monitoring of inspections was conducted via Internal Audit as per records o MSPO Internal Audit Findings FY2024 for Rimba Nilai POM and supply bases. Details of internal audit conducted as table below:</div> <table><tr><td>Operating Unit</td><td>Date of Internal Audit</td></tr><tr><td>Kawananan Estate</td><td rowspan="3">22-27/04/2024</td></tr><tr><td>Lembah Paitan Estate</td></tr><tr><td>Sungai Sungai 2 Estate</td></tr></table>	Operating Unit	Date of Internal Audit	Kawananan Estate	22-27/04/2024	Lembah Paitan Estate	Sungai Sungai 2 Estate	Complied
Operating Unit	Date of Internal Audit								
Kawananan Estate	22-27/04/2024								
Lembah Paitan Estate									
Sungai Sungai 2 Estate									
4.2.3.3	The management should identify and assign suitable employees to implement and maintain the traceability system. <b>- Minor compliance -</b>	<div>Estates have designated a dedicated Person In-Charge specifically tasked with overseeing traceability requirements, with the purpose of monitoring and updating the traceability system and records for the data information of Fresh Fruit Bunches (FFB). This appointment underscores the organization's commitment to maintaining accurate and reliable traceability practices. Sighted the evidence of appointment letter as table below:</div> <table><tr><td>Operating Unit</td><td>Traceability Officer</td><td>Date of Appointment</td></tr><tr><td>Kawananan Estate</td><td>Estate Supervisor</td><td>01/04/2024</td></tr></table>	Operating Unit	Traceability Officer	Date of Appointment	Kawananan Estate	Estate Supervisor	01/04/2024	Complied
Operating Unit	Traceability Officer	Date of Appointment							
Kawananan Estate	Estate Supervisor	01/04/2024							

Criterion / Indicator		Assessment Findings			Compliance																																													
		Lembah Paitan Estate	Field Staff	01/06/2024																																														
		Sungai Sungai 2 Estate	Safety Coordinator	03/01/2024																																														
4.2.3.4	Records of sales, delivery or transportation of FFB shall be maintained. <b>- Major compliance -</b>	The management have dispatched the freshly harvested Fresh Fruit Bunches (FFB) to Rimba Nilai Palm Oil Mill. Additionally, the estates have diligently maintained records detailing the FFB dispatch and the FFB sent to the mill, demonstrating their commitment to effective monitoring and documentation. Upon reviewing the records of FFB dispatch, the following documentations review have been made: <table><tr><td colspan="3">Kawananan Estate</td></tr><tr><td>Document</td><td>FFB Receive Ticket by Mill</td><td>FFB Receive Ticket by Mill</td></tr><tr><td>Ticket Number</td><td>440866</td><td>437809</td></tr><tr><td>D.O Number</td><td>0025506</td><td>0025480</td></tr><tr><td>Date</td><td>25/06/2024</td><td>20/03/2024</td></tr><tr><td>Vehicle Number</td><td>SS3851P</td><td>SS5327R</td></tr><tr><td>Net Weight</td><td>14,600 Kg</td><td>12,910 Kg</td></tr><tr><td colspan="3">Lembah Paitan Estate</td></tr><tr><td>Document</td><td>FFB Receive Ticket by Mill</td><td>FFB Receive Ticket by Mill</td></tr><tr><td>Refence Number</td><td>441042</td><td>439007</td></tr><tr><td>D.O Number</td><td>009767</td><td>00974</td></tr><tr><td>Date</td><td>30/06/2024</td><td>30/04/2024</td></tr><tr><td>Vehicle Number</td><td>SS7877L</td><td>SS7877L</td></tr><tr><td>Net Weight</td><td>16,780 Kg</td><td>16,570 Kg</td></tr><tr><td colspan="3">Sungai Sungai Estate</td></tr></table>			Kawananan Estate			Document	FFB Receive Ticket by Mill	FFB Receive Ticket by Mill	Ticket Number	440866	437809	D.O Number	0025506	0025480	Date	25/06/2024	20/03/2024	Vehicle Number	SS3851P	SS5327R	Net Weight	14,600 Kg	12,910 Kg	Lembah Paitan Estate			Document	FFB Receive Ticket by Mill	FFB Receive Ticket by Mill	Refence Number	441042	439007	D.O Number	009767	00974	Date	30/06/2024	30/04/2024	Vehicle Number	SS7877L	SS7877L	Net Weight	16,780 Kg	16,570 Kg	Sungai Sungai Estate			Complied
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		Document	FFB Receive Ticket by Mill	FFB Receive Ticket by Mill	
		Refence Number	438843	438312	
		D.O Number	31536	31203	
		Date	26/04/2024	09/04/2024	
		Vehicle Number	SAB2993J	VKR3633	
		Nett Weight	10,570 Kg	13,750 Kg	
<b>4.3 Principle 3: Compliance to legal requirements</b>					
<b>Criterion 4.3.1 – Regulatory requirements</b>					
<b>4.3.1.1</b>	All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - <b>Major compliance</b> -	<p>Through on-site visits, interviews with relevant personnel, and a thorough review of records, it has been confirmed that each operating unit within Rimba Nilai Business Unit is in compliance with the relevant legal requirements. All visited estate has listed all licenses and permits to monitor the validity as per in the License/Permit Registry Folder. Example of license verified during the audit are as follows:</p> <p><u>Kawananan Estate</u></p> <ul style="list-style-type: none"> <li>• MPOB Licenses No. 503941202000 valid until 30/04/2025 with purpose <i>Menjual dan mengalih FFB</i></li> <li>• Trading License (License No: BLN/2024/0827) valid until 31/12/2024.</li> <li>• <i>Lesen Bagi Pemasangan Persendirian</i> (Serial No: 54423) for compliance with Regulation 8 of Electricity Supply Act 1990 valid until 23/10/2024.</li> <li>• <i>Lesen Bagi Pemasangan Persendirian</i> (Serial No: 62764) for compliance with Regulation 8 of Electricity Supply Act 1990 valid until 26/07/2024.</li> </ul>			Complied

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	<ul style="list-style-type: none"> <li>• <i>Lesen Untuk Menggaji Pekerja Bukan Pemastautin [Sekyen 118, Ordinan Buruh (Sabah Bab 67)]</i> (JTK.H.SDK.600-4/1/1/01261/002290) valid until 21/01/2025.</li> </ul> <p><u>Lembah Paitan Estate</u></p> <ul style="list-style-type: none"> <li>• MPOB License No. 503941202000 valid until 30/04/2025 with purpose <i>Menjual dan mengalih FFB.</i></li> <li>• Certificate of Fitness in compliance with Section 10(2) of the Factories and Machinery (Notification, Certificate of Fitness and Inspections) regulations, 1970 – Certificate No. SB PMT 80579 – Air Receiver with the validity until 18/09/2024</li> <li>• <i>Lesen Bagi Pemasangan Persendirian</i> (License No: ECOS/E/LEP1/5dcf77d5) for compliance with Regulation 8 of Electricity Supply Act 1990 valid until 06/11/2024.</li> <li>• Trading License (Registration No: R26989/98) valid until 31/12/2024.</li> <li>• Permit for Storing Controlled Items and Goods for Ladang Lembah Paitan under the Regulations 18 of the Controlled of Supplies Regulations (Amendment 2021) for storing diesel with quantity 10,000 liters – Ref No.: PPKB/2024/P/S-000025; valid until 23/12/2026.</li> <li>• <i>Lesen Untuk Menggaji Pekerja Bukan Pemastautin [Sekyen 118, Ordinan Buruh (Sabah Bab 67)]</i> (JTK.H.KBN.600-4/1/1/01261/004403) for Ladang Lembah Paitan valid until 10/03/2025.</li> <li>• <i>Permit Potongan Daripada Gaji Pekerja</i> [No Siri: JTKSBH/PMT/113/2023/0338] valid until 26/11/2025 for <i>Bayaran Pemprosesan Dokumen Perjalanan (Tidak termasuk bayaran levi, jaminan bank, bayaran perkhidmatan agensi pekerjaan, denda kerana gagal memperbaharui permit kerja/visa, pas khas), kos rekrut</i></li> </ul>	

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		<p><i>dan Pemeriksaan kesehatan (WH MEDICARE).</i></p> <p><u>Sungai Sungai 2 Estate</u></p> <ul style="list-style-type: none"> <li>• MPOB License No. 503941202000 valid until 30/04/2025 with purpose <i>Menjual dan mengalih FFB.</i></li> <li>• Certificate of Fitness in compliance with Section 10(2) of the Factories and Machinery (Notification, Certificate of Fitness and Inspections) regulations, 1970 – Certificate No. SB PMT 80882 – Air Receiver with the validity until 18/09/2024</li> <li>• <i>Lesen Bagi Pepasangan Persendirian</i> (License No: 2023/02766) for compliance with Regulation 8 of Electricity Supply Act 1990 valid until 21/09/2024.</li> <li>• <i>Lesen Bagi Pepasangan Persendirian</i> (License No: 2023/03652) for compliance with Regulation 8 of Electricity Supply Act 1990 valid until 26/11/2024.</li> <li>• <i>Lesen Bagi Pepasangan Persendirian</i> (License No: 2023/02767) for compliance with Regulation 8 of Electricity Supply Act 1990 valid until 21/09/2024.</li> <li>• Trading License (Registration No: R26989/98) valid until 31/12/2024.</li> <li>• MPOB License No.: 622398011000 valid until 31/12/2024 with purpose <i>Menghasilkan Anak Benih Kelapa Sawit Daripada Biji Benih Kelapa Sawit (SLGBIJI), Menjual dan Mengalih SLGBIJI &amp; Menyimpan SLGBIJI</i></li> <li>• Permit for Storing Controlled Items and Goods for Sungai Sungai 2 Estate under the Regulations 18 of the Controlled of Supplies Regulations (Amendment 2021) for storing diesel with quantity 10,000 liters – Ref No.: PPKB/2023/P/S-000199; valid until 27/12/2026.</li> </ul>	

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		<i>Lesen Untuk Menggaji Pekerja Bukan Pemastautin [Sekyen 118, Ordinan Buruh (Sabah Bab 67)] (JTK.H.KBN.600-4/1/1/01261/002564) for Ladang Sungai Sungai 2 valid until 01/08/2024.</i>	
<b>4.3.1.2</b>	The management shall list all laws applicable to their operations in a legal requirements register. - <b>Major compliance</b> -	All visited estates have Legal & Other Requirements Register (LORR) covering all the necessary regulatory requirements. Refer to legal register updated in 06/01/2023, there is additional to applicable laws as follows: <ol style="list-style-type: none"> <li>1. Minimum Wages Order 2022</li> <li>2. Fire Services Act 1988 (Act 341) Amendment 2020</li> <li>3. "Pembangunan Sumber Manusia Berhad" Act 2000</li> <li>4. Anti-Sexual Harassment Act 2021</li> <li>5. Employees' Social Security (Amendment) Act 2022</li> <li>6. Employment Insurance System (EIS) (Amendment) Act 2022</li> <li>7. Control of Supplies Act 1961</li> </ol> Each visited estates also has maintained copy of relevant laws and legislation pertaining to the mill operation as per listed in the standard.	Complied
<b>4.3.1.3</b>	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - <b>Major compliance</b> -	All legal requirements are documented in Legal and Other Requirement Register. Compliance to each applicable law and regulation is monitored by the operating unit. The legal register is reviewed regularly when needed for new updates/licenses.  Latest updated of Legal and Other Requirement Register for Rimba Nilai POM was in 06/01/2023. Based on interview conducted with the Person in Charge, there is a tracking system to identify changes in the relevant regulations through head office, website information and the information are communicated from the Business Unit Head of the Central West Region.	Complied

Criterion / Indicator		Assessment Findings	Compliance												
		All the legal and other requirements were registered accordingly and documented in the legal requirement register including new updates for Employment Insurance System (EIS) Amendment Act 2022, Employees Social Security (Amendment) Act 2022 and Anti-Sexual Harassment Act 2021.													
4.3.1.4	The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. <b>- Minor compliance -</b>	At all visited estate, it was found that that the estates have appointed person as the responsible personnel for monitoring the changes in law and distributing the information accordingly. Appointment letters for these individuals were reviewed, confirming their roles in compliance monitoring and regulatory updates. Evidence captured during the audit are as follows:	Complied												
		<table><tr><td>Estate</td><td>Date of appointment letter</td><td>Person in Charge</td></tr><tr><td>Kawananan</td><td>03/01/2024</td><td>Field Supervisor</td></tr><tr><td>Sungai Sungai 2</td><td>02/02/2024</td><td>OSH Officer</td></tr><tr><td>Lembah Paitan</td><td>03/01/2024</td><td>Admin Clerk</td></tr></table>		Estate	Date of appointment letter	Person in Charge	Kawananan	03/01/2024	Field Supervisor	Sungai Sungai 2	02/02/2024	OSH Officer	Lembah Paitan	03/01/2024	Admin Clerk
		Estate		Date of appointment letter	Person in Charge										
		Kawananan		03/01/2024	Field Supervisor										
		Sungai Sungai 2		02/02/2024	OSH Officer										
Lembah Paitan	03/01/2024	Admin Clerk													
Criterion 4.3.2 – Lands use rights															
4.3.2.1	The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. <b>- Major compliance -</b>	<p>The company has ensured that their estates activities not diminish the land use rights of other users as evident in the valid land title of all visited estates (i.e., Kawananan Estate, Lembah Paitan Estate and Sungai Sungai 2 Estate). The land title verified during the audit are as follows:</p> <p><u>Lembah Paitan Estate</u></p> <p>The estate holds 291 land titles divided by 6 groups as follows:</p> <p>1) James Tambong group have 20 land title with total 106.991 ha. Sample verified are as below:</p> <p>- Native Title no.: 08302XXXX; 5.498 ha</p>	Complied												

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		<ul style="list-style-type: none"> <li>- Native Title no.: 08302XXXX; 5.335 ha</li> <li>- Native Title no.: 08302XXXX; 5.526 ha</li> </ul> <p>2) Apuh Bagabung group have 8 land title with total 44.88 ha. Sample verified are as below:</p> <ul style="list-style-type: none"> <li>- Native Title no.: 08306XXXX; 5.93 ha</li> <li>- Native Title no.: 08306XXXX; 6.07 ha</li> <li>- Native Title no.: 08306XXXX; 5.45 ha</li> </ul> <p>3) Abu Gais Bakara group have 20 land title with total 107.935 ha. Sample verified are as below:</p> <ul style="list-style-type: none"> <li>- Native Title no.: 08315XXXX; 5.45 ha</li> <li>- Native Title no.: 08315XXXX; 5.60 ha</li> <li>- Native Title no.: 08315XXXX; 5.99 ha</li> </ul> <p>4) 200 division have 18 land title with total 100.041 ha. Sample verified are as below:</p> <ul style="list-style-type: none"> <li>- Native Title no.: 08400XXXX; 5.188 ha</li> <li>- Native Title no.: 08400XXXX; 5.185 ha</li> <li>- Native Title no.: 08400XXXX; 5.236 ha</li> </ul> <p>5) 500 division have 34 land title with total 187.851 ha. Sample verified are as below:</p> <ul style="list-style-type: none"> <li>- Native Title no.: 08306XXXX; 5.83 ha</li> <li>- Native Title no.: 08306XXXX; 5.68 ha</li> <li>- Native Title no.: 08306XXXX; 5.82 ha</li> </ul> <p>6) Home division have 191 land title with total 750.946 ha. Sample verified are as below:</p> <ul style="list-style-type: none"> <li>- Native Title no.: 08306XXXX; 4.53 ha</li> </ul>	

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	<ul style="list-style-type: none"> <li>- Native Title no.: 08306XXXX; 4.614 ha</li> <li>- Native Title no.: 08306XXXX; 4.511 ha</li> </ul> <p><u>Sungai Sungai 2 Estate</u></p> <p>The estate holds 378 land titles divided by 4 division as follows:</p> <p>1) Trunkline division have 22 land title with total 724.09 ha. Sample verified are as below:</p> <ul style="list-style-type: none"> <li>- Country Lease no.: 08533XXXX; 405.50 ha</li> <li>- Country Lease no.: 08533XXXX; 199.50 ha</li> <li>- Native Title no.: 08314XXXX; 5.48 ha</li> </ul> <p>2) Yahya Tan division have 164 land title with total 613.30 ha. Sample verified are as below:</p> <ul style="list-style-type: none"> <li>- Native Title no.: 08316XXXX; 3.55 ha</li> <li>- Native Title no.: 08316XXXX; 3.82 ha</li> <li>- Native Title no.: 08316XXXX; 3.39 ha</li> </ul> <p>3) Tongod Jaya 1 division have 106 land title with total 512.97 ha. Sample verified are as below:</p> <ul style="list-style-type: none"> <li>- Native Title no.: 08315XXXX; 6.01 ha</li> <li>- Native Title no.: 08315XXXX; 6.42 ha</li> <li>- Native Title no.: 08315XXXX; 6.15 ha</li> </ul> <p>4) Tongod Jaya 2 division have 106 land title with total 532.77 ha. Sample verified are as below:</p> <ul style="list-style-type: none"> <li>- Native Title no.: 08313XXXX; 4.83 ha</li> <li>- Native Title no.: 08313XXXX; 5.18 ha</li> <li>- Native Title no.: 08313XXXX; 4.89 ha</li> </ul>	

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Criterion / Indicator		Assessment Findings	Compliance
		<p><u>Kawananan Estate</u></p> <p>The estate holds 599 land titles divided by 11 groups as follows:</p> <ol style="list-style-type: none"> <li>1) Hj Ogoi group have 129 land title. Sample verified are as below: <ul style="list-style-type: none"> <li>- Native Title no.: 08308XXXX; 4.312 ha</li> </ul> </li> <li>2) Roger Angallong group have 52 land title. Sample verified are as below: <ul style="list-style-type: none"> <li>- Native Title no.: 08307XXXX; 5.09 ha</li> </ul> </li> <li>3) Harun Salleh group have 120 land title. Sample verified are as below: <ul style="list-style-type: none"> <li>- Native Title no.: 08307XXXX; 5.08 ha</li> </ul> </li> <li>4) Takis Manambul group have 40 land title. Sample verified are as below: <ul style="list-style-type: none"> <li>- Native Title no.: 08304XXXX; 4.364 ha</li> </ul> </li> <li>5) Ondang Kamang group have 53 land title. Sample verified are as below: <ul style="list-style-type: none"> <li>- Native Title no.: 08307XXXX; 4.135 ha</li> </ul> </li> <li>6) Suhut Bin Hj Arsat group have 38 land title. Sample verified are as below: <ul style="list-style-type: none"> <li>- Native Title no.: 08305XXXX; 1.663 ha</li> </ul> </li> <li>7) Arbain Ali group have 36 land title. Sample verified are as below: <ul style="list-style-type: none"> <li>- Native Title no.: 08307XXXX; 4.681 ha</li> </ul> </li> <li>8) Durai Daris group have 37 land title. Sample verified are as below: <ul style="list-style-type: none"> <li>- Native Title no.: 08316XXXX; 3.786 ha</li> </ul> </li> <li>9) Jamaliah Andukuyung group have 24 land title. Sample verified are as below: <ul style="list-style-type: none"> <li>- Native Title no.: 08314XXXX; 4.557 ha</li> </ul> </li> </ol>	



Criterion / Indicator		Assessment Findings	Compliance
		<p>10) Hj Onog Amat group have 36 land title. Sample verified are as below:</p> <ul style="list-style-type: none"> <li>- Native Title no.: 08314XXXXX; 2.509 ha</li> </ul> <p>11) Jame Low group have 34 land title. Sample verified are as below:</p> <ul style="list-style-type: none"> <li>- Native Title no.: 08316XXXX; 5.48 ha</li> </ul>	
4.3.2.2	<p>The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land.</p> <p><b>- Major compliance -</b></p>	<p>All visited estates (i.e., Sungai Sapi Estate, Bimbingan 1 Estate and Laukin Estate) has a valid land title indicating the correct ownership as mentioned in the indicator 4.3.2.1. Verification on the land title found that the land is subject to country leases and provisional leases to Boustead Plantations Berhad.</p>	Complied
4.3.2.3	<p>Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable.</p> <p><b>- Major compliance -</b></p>	<p>Observation made during the site visit at all visited estates (i.e., Kawananan Estate, Lembah Paitan Estate and Sungai Sungai 2 Estate) indicates that the estates are boundary with either plantation company and/or smallholders/village and/or private company and/or forest reserve.</p> <p>For the above, the estate has taken initiative to mark the boundary utilizing the following practices:</p> <ul style="list-style-type: none"> <li>- Maintain the boundary stone</li> <li>- Construct a trench</li> <li>- Pegging with pole</li> </ul> <p>Boundary stone map showing the boundary stone location for all visited estate were made available during the audit for verification. Furthermore, all sampled estates, established and utilize Boundary Marker Monitoring Form and Record Patrol Boundary Stone Book for monthly monitoring to ensure boundary markers are in good condition, clearly demarcated and visible. The person in charge of monitoring legal and law requirement oversees this process. The appointment letter for</p>	Complied

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		this individual confirms that monitoring boundary markers is one of their assigned responsibilities.	
<b>4.3.2.4</b>	Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). <b>- Minor compliance -</b>	There is no issue on legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants in the sampled estate visited. Grievance procedure for landowner issues has been established by the company to deal with the legal acquisition of land title and fair compensation.	Not Applicable
<b>Criterion 4.3.3 – Customary rights</b>			
<b>4.3.3.1</b>	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. <b>- Major compliance -</b>	There are no issues or encumbered by customary rights in the sampled estates. No disputes arise with respects to land acquisition for all sampled estates.	Not Applicable
<b>4.3.3.2</b>	Maps of an appropriate scale showing extent of recognized customary rights land, if any, should made available. <b>- Minor compliance -</b>	There are no issues or encumbered by customary rights in the sampled estates. No disputes arise with respects to land acquisition for all sampled estates.	Not Applicable
<b>4.3.3.3</b>	Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. <b>- Major compliance -</b>	There are no issues or encumbered by customary rights in the sampled estates. No disputes arise with respects to land acquisition for all sampled estates.	Not Applicable
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			

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4.4.1.1	<p>Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones.</p> <p><b>- Minor compliance –</b></p>	<p>Social impact assessment has been conducted in October 2018 by Malaysian Environmental Consultants Sdn Bhd for all operating units for Boustead Rimba Nilai Business Unit. The assessment included interview with stakeholders (local communities, workers, neighbouring estate, contractor, etc), site visit and assessment from other previous report. Finding of the assessment outline in the clause 7 (7.1) Findings of field assessment; 7.1.5 Kawananan Estate, 7.1.3 for Sungai Sungai Estate and 7.1.6 for Lembah Paitan Estate Issues highlighted as follows.</p> <p><u>Kawananan Estate</u></p> <ol style="list-style-type: none"> <li>1. Difficulties for the workers for medical treatment due to location of the estates.</li> <li>2. There is no contract agreement between the contractors appointed and the contract workers.</li> <li>3. 1<sup>st</sup> aid kit has not been provided in the field.</li> </ol> <p><u>Lembah Paitan Estate</u></p> <ol style="list-style-type: none"> <li>1. There is no 1<sup>st</sup> aid kit in the operations area.</li> <li>2. No employment contract for contractor workers</li> <li>3. There is no gender based activities in the estate</li> </ol> <p><u>Sungai Sungai 2 Estate</u></p> <ol style="list-style-type: none"> <li>1. No employment contract for contractor workers</li> <li>2. There is no specific budget for gender committee</li> <li>3. There is no gender PIC has been appointed.</li> </ol> <p>Implementations of the management has been verified base on the documentation, site visit and interview and confirmed.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.4.2:</b> Complaints and grievances			
<b>4.4.2.1</b>	A system for dealing with complaints and grievances shall be established and documented. <b>- Major compliance -</b>	Boustead Plantations Berhad implemented a Grievances Procedure, version 0, on 01/03/2022, as outlined in document HR/2022/023/003. This procedure specifies the grievance process through a Flow Chart.	Complied
<b>4.4.2.2</b>	The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. <b>- Major compliance -</b>	<p>All grievances must be promptly submitted using the provided form (appendix 1 – Grievance Form (Internal &amp; External)) within thirty (30) calendar days from when the individual became aware or should have reasonably become aware of the issue.</p> <p>Stated in the procedure, concerns raised should receive a response from the immediate supervisor within 3 days. If unresolved or the response is unsatisfactory, the matter can be escalated to the Head of Department or Estate Manager, who must provide a decision within 5 working days.</p> <p>If issues persist or if the decision remains unsatisfactory, further escalation can be made to the Human Resource Department. The HRD will convene a panel of three individuals to conduct a meeting and deliver a decision within 10 working days.</p> <p>Should the grievances remain unresolved or if the decision is unsatisfactory, the matter can be escalated to the Chief Executive Officer, who must provide a decision within 10 working days. The CEO's decision, after thorough examination of the facts, will be considered final.</p> <p>Consultation and communication were conducted through written reports and meetings. Any communication, requests, or grievances from external stakeholders were documented in the visit logbook, stakeholders' meeting minutes, and the Grievance Form (Internal &amp; External).</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.4.2.3	A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. <b>- Minor compliance -</b>	A formal complaint form has been created and is available to the public outside the office, at the guard post, and other designated locations. This form includes important details such as the complainant's name, address, phone number, the date of the complaint, a detailed description of the issue, the complainant's signature, actions taken, and the current status of those actions.	Complied
4.4.2.4	Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. <b>- Minor compliance -</b>	The procedure has been communicated to stakeholder on 22/04/2024 for external stakeholders. While for workers it has been conducted during the morning muster briefing. Kawananan Estate: 08/01/2024 Lembah Paitan Estate : 04/04/2024 Sungai Sungai 2 Estate: 14/05/2024 As per interview with sample workers and stakeholders, there is evidence that they can demonstrate their understanding on the grievance procedure.	Complied
4.4.2.5	Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. <b>- Major compliance -</b>	Records of complaints has been maintained since 2022 where it has been verified based on the records. Details of sample taken as per below <u>Kawananan Estate</u> Complaint received on 14/03/2021 requesting toilet at the surau area. <u>Lembah Paitan Estate</u> Complaint received on 20/02/2022 related to damage of water tank stand <u>Sungai Sungai 2 Estate</u> Complaint received on 08/06/2022 related to housing repair.	Complied

Criterion / Indicator		Assessment Findings	Compliance								
Criterion 4.4.3: Commitment to contribute to local sustainable development											
4.4.3.1	Growers should contribute to local development in consultation with the local communities.  - Minor compliance -	There is evidence that contribution has been made to local communities' base on records and from interview with local communities, there is evidence that they can demonstrate their understanding on process to communicate for any contributions. Sample has been taken as per below.  1. Hari Raya contribution to Asnaf 2. Maintaining surau for local communities at Kawananan Estate area 3. Upkeep main access road connecting Kawananan Estate, Binsulung Estate	Complied								
Criterion 4.4.4: Employees safety and health											
4.4.4.1	An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.  - Major compliance -	Boustead Plantations Berhad has established 'Safety and Health Policy' dated 12/07/2021 signed by Chief Operating Officer. Sighted the policy outlines the company's commitment to comply with the applicable safety and health laws and regulations. All estates under Boustead Plantations Berhad adopted with the policy.  Sighted the policy is available in Bahasa Malaysia and English and has been displayed at the office notice board as a communication to stakeholders.  Record of briefing the above policy to the workers was conducted as below: <table><tr><td>Estate</td><td>Date</td></tr><tr><td>Kawananan Estate</td><td>08/01/2024</td></tr><tr><td>Lembah Paitan Estate</td><td>04/04/2024</td></tr><tr><td>Sungai Sungai 2 Estate</td><td>08/01/2024</td></tr></table>	Estate	Date	Kawananan Estate	08/01/2024	Lembah Paitan Estate	04/04/2024	Sungai Sungai 2 Estate	08/01/2024	Complied
Estate	Date										
Kawananan Estate	08/01/2024										
Lembah Paitan Estate	04/04/2024										
Sungai Sungai 2 Estate	08/01/2024										

Criterion / Indicator		Assessment Findings	Compliance								
		<p>For external stakeholder, OSH policy was communicated during stakeholder meeting conducted on 22/04/2024 combining all estates and mill under Rimba Nilai Business Unit.</p> <p>In addition, all visited estate has established and monitored OSH plan for year 2024 which cover the following aspect, for example:</p> <ul style="list-style-type: none"><li>• JKKP meeting</li><li>• Workplace inspection</li><li>• Medical surveillance</li><li>• Chemical Health Risk Assessment</li><li>• Accident Reporting</li><li>• Training</li></ul> <p>Generally, the OSH plans were found acceptable.</p>									
4.4.4.2	<p>The occupational safety and health plan shall cover the following:</p> <p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risks of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:</p> <ul style="list-style-type: none"><li>i. all employees involved shall be adequately trained on safe working practices</li><li>ii. all precautions attached to products shall be properly observed and applied</li></ul> <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as</p>	<p>a) Boustead Plantations Berhad has established 'Safety and Health Policy' dated 12/07/2021 signed by Chief Operating Officer. Sighted the policy outlines the company's commitment to comply with the applicable safety and health laws and regulations. All estates under Boustead Plantations Berhad adopted with the policy.</p> <p>Sighted the policy is available in Bahasa Malaysia and English and has been displayed at the office notice board as a communication to stakeholders.</p> <p>Record of briefing the above policy to the workers was conducted as below:</p> <table><tr><th>Estate</th><th>Date</th></tr><tr><td>Kawananan Estate</td><td>08/01/2024</td></tr><tr><td>Lembah Paitan Estate</td><td>04/04/2024</td></tr><tr><td>Sungai Sungai 2 Estate</td><td>08/01/2024</td></tr></table>	Estate	Date	Kawananan Estate	08/01/2024	Lembah Paitan Estate	04/04/2024	Sungai Sungai 2 Estate	08/01/2024	Major non-conformity
Estate	Date										
Kawananan Estate	08/01/2024										
Lembah Paitan Estate	04/04/2024										
Sungai Sungai 2 Estate	08/01/2024										

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<p>identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p><b>- Major compliance -</b></p>	<p>For external stakeholder, OSH policy was communicated during stakeholder meeting conducted on 22/04/2024 combining all estates and mill under Rimba Nilai Business Unit.</p> <p>b) Boustead Plantations Berhad has established Standard Operating Procedure for risk assessment and documented in Hazard Identification, Risk Assessment, and Risk Control (HIRARC) Procedure (SOP No.: SSD/03/HRP-02), dated 21/02/2023. In the SOP, the HIRARC should be review and updated under following circumstances:</p> <ul style="list-style-type: none"> <li>• Immediately, whenever there is occurrence of major or fatality accident (issuance of JKKP 6/JKKP 7) at the workplace.</li> <li>• When there is change in the work method which has new hazard and risk</li> <li>• When a new machine and/or technology is introduced</li> <li>• When there is new activity, process, or operation.</li> </ul> <p>All visited estates (i.e., Kawananan Estate, Lembah Paitan Estate and Sungai Sungai 2 Estate) have conducted assessment for risk on all the operations and documented in HIRARC Register Form, Chemical Health Risk Assessment and Noise Risk Assessment. The assessment covers all main operations and support operations.</p> <p><u>Kawananan Estate</u></p> <p>HIRARC was assessed and documented for all estates operations in HIRARC register form with latest updated on 21/05/2023, where health and safety are an issue, in order to determine the significant hazards and implement control measures. Control measures include the use of PPE, fire drill training, first aid training, etc.</p>	



Criterion / Indicator	Assessment Findings	Compliance
	<p>Chemical Health Risk Assessment (CHRA) was conducted from 26/09/2021 to 15/01/2022 (report reference no.: HQ/15/ASS/00/364-2021/49) by competent person with DOSH registration number HQ/15/ASS/00/364. The assessment was conducted at the work unit of spraying operator, manuring operator, and workshop technician. All workers were exposed to the chemical hazards have undergo medical surveillance programme which is recommended in CHRA report. Latest medical surveillance was conducted on 13/09/2023 by Occupational Health Doctor (OHD) with DOSH registration no.: HQ/19/DOC/00/00399. 10 workers consist of sprayer, manurer and foreman undergone medical surveillance and were all declared fit to work as verified in the medical surveillance report.</p> <p>Noise Risk Assessment (NRA) was conducted on 27/04/2022 with report no.: RSSB/NOISE/2022-018. NRA was conducted by competent person with DOSH registration no.: HQ/19/PEB/00/00032. One of recommendation in the NRA report is to conduct audiometric tests. Following this, audiometric test was conducted on 13/09/2023. 05 workers underwent the test and were found to have normal audiograms.</p> <p><u>Lembah Paitan Estate</u></p> <p>HIRARC was assessed and documented for all estates operations in HIRARC register form with latest updated on 24/01/2024. There were risks identified as significant and control measures determined to mitigate the risks. Significant hazards determined and documented include noise exposure, chemicals/pesticides exposure, accident, fire.</p> <p>Chemical Health Risk Assessment (CHRA) was conducted from 25/09/2021 to 15/01/2022 (report reference no.:</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>HQ/15/ASS/00/364-2021/50) by competent person with DOSH registration no.: HQ/15/ASS/00/364. The assessment was conducted at the work unit of spraying, manuring and workshop. Annual medical surveillance was conducted on 17/01/2024 by Occupational Health Doctor (OHD) with DOSH registration no.: HQ/12/DOC/00/259. Medical surveillance was conducted based on recommendation from CHRA report. 10 workers consist of storekeeper, mandore and pesticides sprayers undergo medical surveillance and all of them are fit to work as verified in the medical surveillance report.</p> <p>Noise Risk Assessment (NRA) was conducted on 25/04/2022 with report no.: RSSB/NOISE/2022-015. NRA was conducted by competent person with DOSH registration no.: HQ/19/PEB/00/00032. In the report, it was found that the activity assessed in the assessment were workshop area, tractor area and generator set area. As per recommended in the NRA report, audiometric test was conducted on 13/09/2023. Sighted Audiometric Test Summary Report indicated that out of 05 workers inspected, 01 was identified as having abnormal audiogram. Following to this, the estate referred the worker to Occupational Health Doctor (OHD) for examination on 03/05/2024 as recommended in the audiometric test report. As verified in the Summary Report Medical Checkup for Abnormal Audiogram, the assessor recommends undergoing annual audiometric program, training and provided PHP.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>HIRARC was assessed and documented for all estates operations in HIRARC register form with latest updated on 03/01/2024. Significant hazards determined and documented include noise exposure,</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>pesticides/ chemicals, accident, fire, working at heights, machinery, etc.</p> <p>Latest Chemical Health Risk Assessment has been conducted on 15/04/2023. Report of the CHRA is provided for verification during the audit (report no.: HQ/15/ASS/00/364-2023/13). The assessment has been conducted by competent person with DOSH registration no.: HQ/15/ASS/00/364. Number of units identified to be assessed consists of spraying &amp; mixing operator, manuring operator, genset operator and workshop technician. As recommended in the CHRA report, a medical surveillance was conducted on 28/05/2024, with 24 workers participating. However, the estate has yet to receive the result of this medical surveillance. Previous medical surveillance was conducted on 27/06/2023, found all workers undergone medical surveillance are fit to work.</p> <p>Besides that, Noise Risk Assessment (NRA) was conducted on 27/04/2022 by competent person with DOSH registration no.: HQ/19/PEB/00/00032. As recommended in the NRA report, an audiometric test was conducted on 10/08/2023.</p> <p>c) Formal training programme on all aspects of OSH and MSPO was established and implemented by all visited estates. Records of training provided for pesticides workers, as well as other workers, and analysis on understanding of training were available and verified during the audit. Training programme and training conducted for the year 2024 include appropriate training on safe working practice for all categories of workers:</p> <ul style="list-style-type: none"> <li>Workers exposed to machineries and high noise level</li> <li>Harvesters</li> <li>Sprayers</li> </ul>	

Criterion / Indicator		Assessment Findings	Compliance																				
		<ul style="list-style-type: none"><li>Manurer</li><li>General Worker</li></ul> <p>The training programme included the various type of training such as firefighting, fire drill, and first aid training. In each training record stated the name of the training, the date of the training and the list of employees training. Overall, records of trainings conducted were properly maintained by estate management. Record of training were verified are as below:</p> <table><tr><th>Estate</th><th>Training</th><th>Date</th></tr><tr><td rowspan="3">Kawananan Estate</td><td>Spraying</td><td>26/02/2024</td></tr><tr><td>Manuring</td><td>27/05/2024</td></tr><tr><td>PPE</td><td>09/07/2024</td></tr><tr><td rowspan="2">Lembah Paitan Estate</td><td>PPE</td><td>26/01/2024</td></tr><tr><td>Chemical Premix and Emergency Shower</td><td>05/06/2024</td></tr><tr><td rowspan="2">Sungai Sungai 2 Estate</td><td>Chemical Handling</td><td>06/05/2024</td></tr><tr><td>Spraying</td><td>06/05/2024</td></tr></table> <p>It also found that safety data sheet (SDS) is available and located at workstation such as chemical, fertilizer and lubricant stores. Sighted the SDSs are available in Bahasa Malaysia and English. All precautions attached to the pesticides (SDS) had been observed, applied, and understood by the workers.</p> <p>d) All visited estates have established PPE Matrix based on their respective HIRARC assessments and SDS information. Associated training provided to address safety and health issues. There are also warning signs to use other PPE such as safety helmet, safety boots/shoes, aprons, nitrile gloves, etc.</p>	Estate	Training	Date	Kawananan Estate	Spraying	26/02/2024	Manuring	27/05/2024	PPE	09/07/2024	Lembah Paitan Estate	PPE	26/01/2024	Chemical Premix and Emergency Shower	05/06/2024	Sungai Sungai 2 Estate	Chemical Handling	06/05/2024	Spraying	06/05/2024	
Estate	Training	Date																					
Kawananan Estate	Spraying	26/02/2024																					
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	PPE	09/07/2024																					
Lembah Paitan Estate	PPE	26/01/2024																					
	Chemical Premix and Emergency Shower	05/06/2024																					
Sungai Sungai 2 Estate	Chemical Handling	06/05/2024																					
	Spraying	06/05/2024																					

Criterion / Indicator		Assessment Findings	Compliance
		<p>Based on interviews with workers, each PPE they received was free, and the management did not charge any payments for the PPE. If there is any damage or it is time to change to new PPE, the worker only needs to bring the used PPE to the management and the management will issue new PPE to the worker. This PPE issuance will be recorded by the management. The issuance records of the PPE to the workers were sighted during the audit at all visited estate.</p> <p>e) The company has established Chemical Handling Procedure (Issue: 1; Date of issue: 11/10/2019; Revision no.: 1) for handling of chemicals to ensure proper and safe handling and storage in accordance with Occupational Safety Health (Classification Packaging and Labelling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>Storage of pesticides found to be kept under lock and key and its use in accordance with the Occupational Safety and Health Laws and Regulation 9 of the Pesticides Act 1974. Chemicals were mixed in the specific chemical premixing areas. Safety Data Sheets (SDS) were available in the stores. The SDS are in English and Bahasa Malaysia, and all precautions attached to the pesticides (SDS) had been observed, applied, and understood by the workers. Pesticide containers were used back as premixed containers for spraying activity. Some of the empty containers were punctured during the triple rinse procedure, which later will store in the empty container store. All the empty container that had been triple rinsing will be disposed to a licensed contractor approved by the DOE.</p> <p>f) At all visited estates, Estate Managers had overall responsibilities of safety and health issues. The manager subsequently assigned duties of safety and health coordinator to the assistant manager for</p>	

Criterion / Indicator		Assessment Findings	Compliance											
		<p>the down line implementation of safety and health practices in the estate. All identified executives were officially given a letter for such an appointment. The estates managers, in turn, were appointed as the Chairman of the OSH Committee as sighted in the OSH organization chart. His duties, among others, were to preside the OSH meetings, discharge the General Duties of Employers and make decision arising out of issues discussed for improvement of safety, health, welfare, and the environment. Appointment letter for estate manager as Chairman of the OSH Committee has been signed by Regional Head Sabah Region Business Unit.</p> <p>g) Each visited estate conducts OSH meeting at quarterly period with employees where their concerns about safety, health and welfare are discussed openly. The meeting was attended by employee and employer representatives. The OSH committee discussed the safety and health of the workers on a quarterly basis during the OSH committee meeting. In the meeting discussed agenda such as matters arising from previous meeting, workplace inspection reports, training program and implementation, safety issues at workplace, accident cases, HIRARC, and other issues.</p> <p>Minutes of OSH meeting of sampled estate was verified during the audit as follows:</p> <table><tr><th>Estate</th><th>Date of Meeting</th></tr><tr><td rowspan="4">Kawananan Estate</td><td>13/05/2024</td></tr><tr><td>12/02/2024</td></tr><tr><td>12/12/2023</td></tr><tr><td>15/09/2023</td></tr><tr><td rowspan="3">Lembah Paitan Estate</td><td>10/06/2024</td></tr><tr><td>08/03/2024</td></tr><tr><td>09/12/2023</td></tr></table>	Estate	Date of Meeting	Kawananan Estate	13/05/2024	12/02/2024	12/12/2023	15/09/2023	Lembah Paitan Estate	10/06/2024	08/03/2024	09/12/2023	
Estate	Date of Meeting													
Kawananan Estate	13/05/2024													
	12/02/2024													
	12/12/2023													
	15/09/2023													
Lembah Paitan Estate	10/06/2024													
	08/03/2024													
	09/12/2023													

Criterion / Indicator		Assessment Findings		Compliance
			18/09/2023	
		Sungai Sungai 2 Estate	12/06/2024	
			13/03/2024	
			12/12/2023	
			13/09/2023	
		h) Emergency Response Plans are available for Emergency Contact Number, Emergency Evacuation, First Aid Locations, Fire Extinguisher Locations, Emergency Response Plan (Accident, Fire, Flooded, Chemical Spillage, etc.) and displayed at strategic locations around the estate office and stores. The competent personals are appointed and trained to be part of the Emergency Response Team. Appointment letters were sighted at all visited estate. Example records of ERP training conducted to estate workers were verified as below:		
		Estate	Date of Training	
		Kawananan Estate	20/05/2024	
		Lembah Paitan Estate	23/02/2024	
		Sungai Sungai 2 Estate	23/02/2024	
i) First aider presents at various workstation in all sampled estate. The management continuously provided training to the appointed first aider to enhance their knowledge. Training record for first aid at all visited estate were verified as below:				
Estate	Date of Training			
Kawananan Estate	25/03/2024			
Lembah Paitan Estate	20/02/2024			
Sungai Sungai 2 Estate	19/02/2024			

Criterion / Indicator		Assessment Findings	Compliance																
		<p>Each visited estate monitors the usage of first aid items recorded in the checklist of First Aid kit usage. First aid kit inspection was conducted on monthly basis.</p> <p>j) Records of all accidents are kept. Accident incidences are reviewed during the safety meetings. Records on Lost Time Accident (LTA) metrics was maintained. Accident records are found to be updated. All sampled estates have submitted the JKPP 8 form through MyKKP portal as below:</p> <table border="1"> <thead> <tr> <th>Estate</th><th>Reference No</th><th>Date Submission</th><th>No of Mandays Loss</th></tr> </thead> <tbody> <tr> <td>Kawananan Estate</td><td>JKKP 8/176588/2023</td><td>29/01/2024</td><td>0 days</td></tr> <tr> <td>Lembah Paitan Estate</td><td>JKKP 8/168225/2023</td><td>19/01/2024</td><td>0 days</td></tr> <tr> <td>Sungai Sungai 2 Estate</td><td>JKKP 8/164801/2022</td><td>27/01/2023</td><td>33 days</td></tr> </tbody> </table> <p>In general, all major incidences were attended to with proper documents maintained to address root causes and prevention measures etc.</p> <p>Despite the above, few of occupational safety and health plan was not effectively implemented and demonstrated at all visited estates. During site visit at field and workstation, and while reviewing the documentation, it was found the following:</p> <p><u>Kawananan Estate</u></p> <p>1) Site visit at workshop, found the following:</p>	Estate	Reference No	Date Submission	No of Mandays Loss	Kawananan Estate	JKKP 8/176588/2023	29/01/2024	0 days	Lembah Paitan Estate	JKKP 8/168225/2023	19/01/2024	0 days	Sungai Sungai 2 Estate	JKKP 8/164801/2022	27/01/2023	33 days	
Estate	Reference No	Date Submission	No of Mandays Loss																
Kawananan Estate	JKKP 8/176588/2023	29/01/2024	0 days																
Lembah Paitan Estate	JKKP 8/168225/2023	19/01/2024	0 days																
Sungai Sungai 2 Estate	JKKP 8/164801/2022	27/01/2023	33 days																



Criterion / Indicator	Assessment Findings	Compliance
	<ul style="list-style-type: none"> <li>- Mineral bottle containing petrol was being used for cleaning tractor parts, which does not align with the section 6.1 (iii) of Chemical Handling Procedure that requires proper labelling.</li> <li>- There was no First Aid Kit available at the workshop which is not as per recommendation in HIRARC for workshop activities where mention to provide First Aid Kit at workshop.</li> </ul> <p><u>Lembah Paitan Estate</u></p> <p>1) Site visit at PM08/C, it was found that the driver tractor for internal FFB evacuation was not wearing safety shoes and reflective safety vest, as per Personal Protective Equipment (PPE) Need Analysis (Lembah Paitan Estate) 2024 for driver tractor. Further verification during interview with the workers, confirmed his awareness of the required PPE and it was provided at zero cost. He also admits he left out the reflective safety vest and safety shoes. Review the PPE issuance records showed that PPE for reflective safety vest and safety shoes were provided in 27/02/2022 and 19/11/2020 respectively, indicating that the estate management had supplied PPE to the workers as per PPE matrix established. However, negligence of the workers to wear reflective safety vest and safety shoes resulting of non-conformity being raised.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>1) Field visit at PM07/A, it was found that there is 3 empty pesticides container unattended used for premixing were not labelled which is not in line with the section 6.1 (iii) Chemical Handling Procedure, where stated that ensure that the container is properly labelled.</p> <p>2) Based on audiometric test conducted on 10/08/2023 resulted out of 11 workers inspected, 2 of them declared as having abnormal audiogram (hearing loss). However, there are no medical</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>examination by OHD conducted to these workers as recommended in the audiometric test report.</p> <p>3) Site visit to genset room, it was found that there was no portable mobile eyewash available. This is not accordance with the recommendation in the CHRA report, which states that an emergency mobile eyewash should be provided in the genset room.</p> <p>With the above objective evidence, a Major Non-Conformity was raised against this indicator [4.4.4.2 b), d), e), i)].</p>	
<b>Criterion 4.4.5:</b> Employment conditions			
<b>4.4.5.1</b>	<p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p><b>- Major compliance -</b></p>	<p>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 to implement the good social practices regarding human rights in respect of industrial harmony. The company is committed to ensure every individual are treated with fairness, dignity and respect. The company will respect the rights of every individual. They also recognize their responsibilities to respect human rights and avoid complicity in human rights abuses.</p> <p>The policy has been communicated to stakeholder on 22/04/2024 for external stakeholders and during morning muster call for internal stakeholders. As per interview, with stakeholders, all of them can demonstrates their understanding on the procedure.</p>	Complied
<b>4.4.5.2</b>	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p><b>- Major compliance -</b></p>	<p>Policy has been established for good social practices and has been documented in the document title the Sustainability Policy; Signed by CEO dated on 12/07/2021.</p> <p>Stated in the policy that the management is committed to ensure rights of all employees including contract, temporary and migrant workers are respected according to local, national, and ratified law and best</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>practices. Stated in the policy that all workers will not be discriminated regardless of race, colour, sex, religion, political opinion, nationality, social origin, or any other distinguishing characteristics. All workers will be treated equally.</p> <p>The policy has been communicated to stakeholder on 22/04/2024 for external stakeholders and during morning muster call for internal stakeholders. As per interview, with stakeholders, all of them can demonstrates their understanding on the procedure.</p> <p>As per interview with sample workers and stakeholders, there is no discrimination has been practiced where all workers have been treated equally. Sighted different categories of workers which origin from Indonesia, Philippines and Malaysia and consists of different gender and races.</p>	
<b>4.4.5.3</b>	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p><b>- Major compliance -</b></p>	<p>Employment contract has been established by the management and signed both parties. The employment contract has outline terms and conditions and verified in line with Employment Act 1955.</p> <p>The original copy kept by management demonstrated in workers' origin language and signed by the worker.</p> <p>Onsite interview with sampled workers informed they have been briefed on the employment conditions and benefits as stated in employment contract. They have also been handed a copy of the contract for own selves keeping and reference.</p> <p><u>Kawananan Estate</u></p> <ol style="list-style-type: none"> <li>1. Yxx Bajo Passport No: C6233517 Workers ID:02901</li> <li>2. Khaerul Akbar Passport No: E5830352 Workers ID: 0337A</li> <li>3. Rxxxxx Mxxxxxxx ID card No: 84xxxx-xx-xxxx, Workers ID: 01061F</li> <li>4. Pxxxxx Pxx Passport No: x4xxxxxx; workers ID: 02xxA</li> </ol>	Major Non-conformities

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Criterion / Indicator	Assessment Findings	Compliance
	<p>5. Exxxx Lxxxxx Passport No: x8xxxxxx; Workers ID: 0xxxH  6. Exx Cxxx Passport No: x8xxxxxx; Workers ID: 0xxxH</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>1. Axxxxx Dxxxxx Pasport No Cxxxxxx  2. Fxxxxxxxx Bxxxxxx Passport No AUxxxxxx  3. Fxxxxx Gxxxxxx Passport No: Cxxxxxx  4. Hxxxxx Ajxxxxx Hxxxxx Passport No: Pxxxxxx  5. Hxxxx Hxxx Passport No: Cxxxxxx  6. Hxxxx Ixxxxx Passport No: Cxxxxxx  7. Rxxxx Axx Passport No: Cxxxxxx  8. Sxxxxxxxx Sxxxxx Passport No: AUxxxxxxxx  9. Darxxx Dxxxxx Sxxxxx ID No 82xxxx-xx-xxxx</p> <p>Reviewed of samples pay slips found that the workers were paid accordingly. Sample taken for the month of November' 23, March' 24 and June' 24.</p> <p><u>Kawananan Estate</u></p> <p>Sample of payslips has been taken by auditor and verified. It has been found that one of the worker salaries did not meet the Minimum Wages Order 2022 (RM57.70/day)</p> <p>Details as per below  Workers : Kxxxxx Axxxxx</p>	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Passport No: Exxxxxx  Month: March'24  Total days workers: 24 day (RM57.70/day)  Total salary: RM57.70 x 24 days= RM1,384.80  Total salary in pay slips: RM 1,286.67</p> <p>Month: June'24  Total days workers: 13 day (RM57.70/day)  Total salary: RM57.70 x 13days= RM750.00  Total salary in pay slips: RM 581.43  Thus, non-conformity is found repeated and raised again as Major non-conformity</p>	
<b>4.4.5.4</b>	<p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p><b>- Minor compliance -</b></p>	<p><u>Kawananan Estate</u></p> <p>There are 2 contractors has been appointed which is for replanting works and hiring machineries. Sample has been taken for 1 worker works as a driver and sighted employment contract for the workers that has been signed by both parties. Sample of pay slips has been taken for Month January'24 and February'24 and sighted he has been paid above than minimum wages and as per employment contract.</p>	Complied
<b>4.4.5.5</b>	<p>The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> <p><b>- Major compliance -</b></p>	<p>All operating units registered all their workers into Employee Master Details List.</p> <p>Review on the listing included workers' personal details such as full name, gender, date of birth, date join company, race, designation, and wages were available.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.6	<p>All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records.</p> <p><b>- Major compliance -</b></p>	<p>Employment contract has been established by the management and signed both parties. The employment contract has outline terms and conditions and verified in line with Employment Act 1955.</p> <p>The original copy kept by management demonstrated in workers' origin language and signed by the worker.</p> <p>Onsite interview with sampled workers informed they have been briefed on the employment conditions and benefits as stated in employment contract. They have also been handed a copy of the contract for own selves keeping and reference.</p>	Complied
4.4.5.7	<p>The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer.</p> <p><b>- Major compliance -</b></p>	<p>System is under the supervision of field supervisors responsible for recording the start and end times of work. In the case of overtime, individual workers maintain their own logbooks to record overtime hours, and this data is subsequently transferred to an overtime form. The accuracy and legitimacy of this information are then verified by the field supervisor, assistant manager, and manager.</p>	Complied
4.4.5.8	<p>The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement.</p> <p><b>- Major compliance -</b></p>	<p>As specified in the employment contract, the standard working hours are outlined as 6:00 am to 2:00 pm, with a designated break from 11:00 am to 11:30 am. The contract also delineates the overtime rates, indicating 1.5 times the normal hourly rate for regular hours, 2.0 times for rest days, and 3.0 times for public holidays, with a maximum limit of 104 hours per month.</p> <p>For overtime recording, each worker maintains an individual logbook to document their overtime hours. Subsequently, this data is transferred to an overtime time form, which undergoes verification by the field supervisor, assistant manager, and manager in accordance with the employment contract.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
<b>4.4.5.9</b>	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - <b>Major compliance</b> -	Wages and overtime were paid according to the "punch card system". Total hours of overtime and daily attendance has recorded in Attendance Summary Mill. Sample of punch card has been taken for month March' 23, June' 23 and September' 23.	Complied
<b>4.4.5.10</b>	Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions. - <b>Minor compliance</b> -	Employees at all operating units, enjoy a range of social benefits. These encompass complimentary housing equipped with amenities like a football field, badminton/takraw courts, a surau/mosque, and free medical treatment for both workers and their dependents. Additionally, the provision of creche facilities is part of these benefits. The employment contract explicitly specifies subsidies for water and electricity, set at 30 gallons and 50 kWh per person, respectively.	Complied
<b>4.4.5.11</b>	In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation. - <b>Major compliance</b> -	As per verification, there is evidence that all workers have been provided with habitable house. For local workers, they have been provided with 1 house with 2 rooms per family while for foreign workers they has been provided with 1 house for 4 workers. Monitoring the workers housing has been done on weekly basis by the executive. If there is any issues on repair/damages, it will handle through the complaint procedure that has been established.	Complied
<b>4.4.5.12</b>	The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. - <b>Major compliance</b> -	Boustead Plantations Berhad established a Sustainability Policy, officially approved by the CEO on 12/07/2021, which provides guidelines to prevent all forms of sexual harassment and workplace violence. Consultations with a group of female employees at the mill revealed that no incidents of sexual harassment have occurred. Furthermore, these employees are well-informed about the proper reporting procedures should such an issue arise.	Complied

Criterion / Indicator		Assessment Findings	Compliance
<b>4.4.5.13</b>	The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. <b>- Major compliance -</b>	Boustead Plantations Berhad implemented a Sustainability Policy, officially endorsed by the CEO on 12/07/2021, which grants all employees the freedom to participate in associational activities. At Rimba Nilai Palm Oil Mill, employees have formed an employee consultative committee, including representatives from various foreign countries, primarily Indonesia and the Philippines. The most recent meeting between this committee and the management occurred on 14/06/2024.	Complied
<b>4.4.5.14</b>	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions. <b>- Major compliance -</b>	As per verification through interview with sample workers, stakeholders and management, there is evidence that the management did not employ children and young person's where only person that above than 18 years olds will be recruited. It has been further confirmed through verification from the workers master list and site visit to operations and housing area.	Complied
<b>Criterion 4.4.6: Training and competency</b>			
<b>4.4.6.1</b>	All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept. <b>- Major compliance -</b>	A documented training programme for year 2024 has been developed and available for all visited estate. The training programme are covering aspects of safety, health, environment and social which involves staff and workers. Records of the training conducted are kept maintained by the estate. Training evaluation for each worker participate in the training were made available in training evaluation form which is verified by the assistant manager.	Major non-conformity



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Criterion / Indicator		Assessment Findings	Compliance																																												
		<p>It was observed that the above records consist of all necessary information (attendance, photos, and training contents). Example of the verified records are as follows:</p> <p><u>Kawananan Estate</u></p> <table><tr><th>Training</th><th>Date</th></tr><tr><td>Policy Briefing</td><td>08/01/2024</td></tr><tr><td>Fire Drill Training</td><td>23/02/2024</td></tr><tr><td>Spraying Training</td><td>26/03/2024</td></tr><tr><td>Buffer Zone Training</td><td>14/03/2024</td></tr><tr><td>ERP Training</td><td>20/05/2024</td></tr><tr><td>First Aid Training</td><td>25/03/2024</td></tr><tr><td>Manuring Training</td><td>27/05/2024</td></tr><tr><td>Harvester Training</td><td>24/06/2024</td></tr><tr><td>PPE Training</td><td>09/07/2024</td></tr><tr><td>Briefing on Payslip</td><td>05/03/2024</td></tr><tr><td>Briefing on Employment Contract</td><td>04/03/2024</td></tr><tr><td>Training to Replanting Contractor</td><td>10/07/2024</td></tr></table> <p><u>Lembah Paitan Estate</u></p> <table><tr><th>Training</th><th>Date</th></tr><tr><td>PPE Training</td><td>26/01/2024, 15/03/2024, 05/07/2024</td></tr><tr><td>Briefing Contract Agreement</td><td>26/01/2024</td></tr><tr><td>Emergency Response Plan</td><td>23/02/2024</td></tr><tr><td>First Aid Training</td><td>20/02/2024</td></tr><tr><td>Buffer Zone Training</td><td>15/03/2024</td></tr><tr><td>HCV Training</td><td>15/03/2024</td></tr><tr><td>Oil Trap &amp; Chemical Trap Training</td><td>18/04/2024</td></tr><tr><td>Triple Rinsing Training</td><td>15/04/2024</td></tr></table>	Training	Date	Policy Briefing	08/01/2024	Fire Drill Training	23/02/2024	Spraying Training	26/03/2024	Buffer Zone Training	14/03/2024	ERP Training	20/05/2024	First Aid Training	25/03/2024	Manuring Training	27/05/2024	Harvester Training	24/06/2024	PPE Training	09/07/2024	Briefing on Payslip	05/03/2024	Briefing on Employment Contract	04/03/2024	Training to Replanting Contractor	10/07/2024	Training	Date	PPE Training	26/01/2024, 15/03/2024, 05/07/2024	Briefing Contract Agreement	26/01/2024	Emergency Response Plan	23/02/2024	First Aid Training	20/02/2024	Buffer Zone Training	15/03/2024	HCV Training	15/03/2024	Oil Trap & Chemical Trap Training	18/04/2024	Triple Rinsing Training	15/04/2024	
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Criterion / Indicator		Assessment Findings		Compliance
		Schedule Waste Training	26/06/2024	
		Premix Area & Emergency Shower Training	05/06/2024	
		Contractor Training	05/07/2024	
		Sungai Sungai 2 Estate		
		Training	Date	
		Policy and Employment Contract Briefing	08/01/2024	
		First Aid Training	19/02/2024	
		Fire Extinguisher & ERP Training	23/02/2024	
		Training on Environment, Zero Burning and Recycle Waste	18/04/2024	
		Chemical Handling Training	06/05/2024	
		Spraying Training	06/05/2024	
		Training and Briefing to Tractor Driver and Lorry Driver	01/07/2024	
		Training to Harvester	11/06/2024	
		Training to Machineries Operator	26/06/2024	
		HCV Management Briefing	04/07/2024	
		Despite the above, it was found that workers has not been properly trained on handling sexual harassment cases. Boustead Plantations Berhad has established internal policy title "Policy and procedures-managing sexual harassment in the workplace dated 01/03/2022 revision;0 document number HR/2022/023/002.Stated in the clause 6; Responsibilities, 6.1.2; if the harasser is the victim' superior, the complaint procedure should allow for the complaint to be made to the Human Resource Department. QR code has been established by the management for the workers to lodge any complaint related to superior		

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Criterion / Indicator		Assessment Findings	Compliance
		<p>cases as per memo dated 09/05/2022 reference number HR/nz/G/1-5/22 signed by Chief Executive Officer.</p> <p>Training records for handling sexual harassment has been verified for all operating units. However, all female workers unable to demonstrate their understanding on the channel for complaint that has been established. Therefore, Major non-conformity is raised against this indicator.</p>	
<b>4.4.6.2</b>	<p>Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.</p> <p><b>- Major compliance -</b></p>	<p>All visited estate had identified training needs of individual employees prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. The training needs analysis covered OSH, social, environment, and others. The estate management documented the needs analysis in training need analysis form. The estate management has maintained the documents, which had been reviewed by the auditor and found to be acceptable.</p>	Complied
<b>4.4.6.3</b>	<p>A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure.</p> <p><b>- Minor compliance -</b></p>	<p>The training programmes planned for year 2024 were based on the training needs identified for various categories of all employees and contractors and their related work functions / activities such as Emergency Response, Chemical Management, PPE, Operation-Spraying, Manuring, Harvesting SOPs. MSPO requirements, Occupational Health &amp; Safety and Environmental matters. Parts of social training is related to female staffs/workers, e.g., training for creche.</p> <p>The training program for 2024 covering all aspects of the MSPO indicators and other essential operations activities has been established.</p>	Complied
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>			

Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.5.1:</b> Environmental Management Plan			
<b>4.5.1.1</b>	An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. <b>- Major compliance -</b>	<p>Verified availability of BPB Sustainability Policy for the entire BPB mill and estates issued and endorsed in 12/07/2021 by the Chief Executive Officer. Therein the policy among others has stated that the Company is committed to protecting the environment and conserving biodiversity through sustainable development.</p> <p>This policy is prominently displayed in the office, ensuring visibility and awareness among all employees. It stands alongside other important company policies, reflecting their commitment to maintaining high standards and promoting a cohesive workplace culture.</p>	Complied
<b>4.5.1.2</b>	<p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations.</p> <p><b>- Major compliance -</b></p>	<p>The Policy is available, and the objectives stated therein.</p> <ul style="list-style-type: none"> <li>• Environmental protection and biodiversity sustainability</li> <li>• Compliance to legislative requirement</li> <li>• Management of environment</li> <li>• Management of slope area planting</li> <li>• Zero Burning and GHG management</li> <li>• Chemical management</li> </ul> <p>Estates established and implemented its management plan for legal compliance schedule and to control the environmental emissions, via aspect and impacts analysis results.</p> <p>The environmental management plan objectives are as below:</p> <ul style="list-style-type: none"> <li>• Adhere to and comply with all current statutory environmental regulations.</li> </ul>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>Develop plantations with a focus on zero-burning practices.</li> <li>Comply with DOE regulations to minimize land, water, and air pollution.</li> <li>Implement and practice GAP systems in both mineral and peat soils.</li> <li>Identify High Conservation Value (HCV) areas and preserve riparian zones.</li> </ul> <p>The aspect and impact analysis covered the following activities.</p> <ul style="list-style-type: none"> <li>Harvesting/ weeding/ fertilizer application</li> <li>Field – FFB Transportation, FFB Loading, Loose Fruit Loading, Mixing Chemical, Vehicle inspection.</li> <li>Mulching/ road upkeep/ ramp</li> <li>Construction Work- Housekeeping Work,</li> <li>Compound Area Activities – Grass cutting, Rubbish Disposal, Parking Vehicle, Herbicide Spraying</li> <li>Lubricant store/ fertilizer store</li> <li>Workshop/ chemical store Operations</li> <li>Pest &amp; Disease Control- Trunk Injection, Rat Baiting, Soil Molding, Rearing Barn Owl</li> <li>Replanting- Felling and Cleaning, Path Construction, Platform</li> <li>Terrace Construction, LCC Establishment, Ablation and Castration</li> </ul>	
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored.</p> <p><b>- Major compliance -</b></p>	<p>Each estate has established Environment Improvement Plan (EIP) reviewed annually which include of the mitigation plans of negative impacts and promote plan of the positive impacts for estate activity. Table below shown key point of the plan for each estate:</p>	Complied

Criterion / Indicator		Assessment Findings			Compliance
		Estate	Environment issue	Mitigation Measures	
		Kawananan Estate	Riparian reserves maintenance	Existing 20 m riparian reserve at main river at Sg. Kawananan within the estate should be clearly demarcated and regularly monitored on-site.	
		Lembah Paitan Estate	Conservation of soil erosion	Construction of well drainage system and maintenance of timber trees at steep area	
		Sungai Sungai 2 Estate	Waste management	Management of scheduled waste according to legal regulation	
<b>4.5.1.4</b>	A programme to promote the positive impacts should be included in the continual improvement plan. <b>- Minor compliance -</b>	<p>The estate's programme to promote the positive impacts was developed and recorded in Environmental Management Plan updated for year 2024. Generally, among programme to promote positive impacts listed in the plan are as follows:</p> <ul style="list-style-type: none"> <li>• Reduction of diesel consumption in estates by conduct training and awareness to the drivers and keep tracking the record of diesel consumption continuously.</li> <li>• To avoid potential of water pollution during chemical mixing and washing by recollect water used at chemical mixing area to be recycled during mixing and using proper container to avoid leakage.</li> <li>• Planting of LCC to prevent RB breeding and depress weed growth at replanting area.</li> </ul>			Complied

Criterion / Indicator		Assessment Findings	Compliance																																							
		Site visit and record review found that the programme to promote the positive impacts has been implemented by the estate management.																																								
4.5.1.5	An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. <b>- Major compliance -</b>	<p>The estates continuously provided training to the employee to ensure the understanding on the environmental policy, objectives, and management plans. Sighted the evidence:</p> <table><tr><td>No</td><td>Description</td><td>Date</td></tr><tr><td colspan="3">Kawananan Estate</td></tr><tr><td>1.</td><td>Briefing on Environment Policy</td><td>08/01/2024</td></tr><tr><td>2.</td><td>Buffer Zone Awareness Briefing</td><td>14/03/2024</td></tr><tr><td>3.</td><td>Scheduled Waste Training</td><td>02/11/2023</td></tr><tr><td colspan="3">Lembah Paitan Estate</td></tr><tr><td>1.</td><td>Buffer Zone &amp; HCV Awareness Training</td><td>15/03/2024</td></tr><tr><td>2.</td><td>Triple Rinse Training</td><td>15/04/2024</td></tr><tr><td>3.</td><td>Scheduled Waste Training</td><td>26/06/2024</td></tr><tr><td colspan="3">Sungai Sungai 2 Estate</td></tr><tr><td>1.</td><td>Environment Policy, Zero Burning Commitment Refresher Briefing</td><td>18/04/2024</td></tr><tr><td>2.</td><td>HCV Management Briefing</td><td>04/07/2024</td></tr><tr><td>3.</td><td>Chemical Handling Trainiing</td><td>02/03/2024</td></tr></table>	No	Description	Date	Kawananan Estate			1.	Briefing on Environment Policy	08/01/2024	2.	Buffer Zone Awareness Briefing	14/03/2024	3.	Scheduled Waste Training	02/11/2023	Lembah Paitan Estate			1.	Buffer Zone & HCV Awareness Training	15/03/2024	2.	Triple Rinse Training	15/04/2024	3.	Scheduled Waste Training	26/06/2024	Sungai Sungai 2 Estate			1.	Environment Policy, Zero Burning Commitment Refresher Briefing	18/04/2024	2.	HCV Management Briefing	04/07/2024	3.	Chemical Handling Trainiing	02/03/2024	Complied
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4.5.1.6	Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. <b>- Major compliance -</b>	<p>The estates visited discussed the issues on environmental concern during Environmental, Safety and Health committee meeting conducted on quarterly basis. The agenda the meeting commonly on zero burning, domestic waste management and environment related matters and details of meeting conducted as table below:</p> <table><tr><td>Operating Unit</td><td>Date of latest meeting</td></tr><tr><td>Kawananan Estate</td><td>12/02/2024</td></tr><tr><td>Lembah Paitan Estate</td><td>10/06/2024</td></tr></table>	Operating Unit	Date of latest meeting	Kawananan Estate	12/02/2024	Lembah Paitan Estate	10/06/2024	Complied																																	
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		Sungai Sungai 2 Estate	14/05/2024																																																																																																			
Criterion 4.5.2: Efficiency of energy use and use of renewable energy																																																																																																						
4.5.2.1	Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period.  - Major compliance -	The electricity generated in kilowatt-hours (kWh) per metric ton (mt) of fresh fruit bunches (FFB) produced is recorded in the environmental performance indicator for electricity usage by estates as table below:  Kawananan Estate <table><tr><td></td><td>Month (2023)</td><td>Diesel /FFB</td><td></td><td>Month (2024)</td><td>Diesel /FFB</td></tr><tr><td>1</td><td>July</td><td>36.03</td><td>7</td><td>Jan</td><td>87.95</td></tr><tr><td>2</td><td>Aug</td><td>40.84</td><td>8</td><td>Feb</td><td>19.12</td></tr><tr><td>3</td><td>Sep</td><td>38.06</td><td>9</td><td>Mar</td><td>65.24</td></tr><tr><td>4</td><td>Oct</td><td>32.56</td><td>10</td><td>Apr</td><td>73.56</td></tr><tr><td>5</td><td>Nov</td><td>24.47</td><td>11</td><td>May</td><td>54.06</td></tr><tr><td>6</td><td>Dec</td><td>81.79</td><td>12</td><td>June</td><td>56.42</td></tr><tr><td>-</td><td>Baseline</td><td>34.22</td><td></td><td></td><td></td></tr></table>  Lembah Paitan Estate <table><tr><td></td><td>Month (2023)</td><td>Diesel /FFB</td><td></td><td>Month (2024)</td><td>Diesel /FFB</td></tr><tr><td>1</td><td>July</td><td>11.16</td><td>7</td><td>Jan</td><td>11.37</td></tr><tr><td>2</td><td>Aug</td><td>7.37</td><td>8</td><td>Feb</td><td>10.13</td></tr><tr><td>3</td><td>Sep</td><td>7.91</td><td>9</td><td>Mar</td><td>11.57</td></tr><tr><td>4</td><td>Oct</td><td>6.60</td><td>10</td><td>Apr</td><td>10.18</td></tr><tr><td>5</td><td>Nov</td><td>5.72</td><td>11</td><td>May</td><td>10.49</td></tr><tr><td>6</td><td>Dec</td><td>9.07</td><td>12</td><td>June</td><td>9.91</td></tr><tr><td>-</td><td>Baseline</td><td>8.91</td><td></td><td></td><td></td></tr></table>					Month (2023)	Diesel /FFB		Month (2024)	Diesel /FFB	1	July	36.03	7	Jan	87.95	2	Aug	40.84	8	Feb	19.12	3	Sep	38.06	9	Mar	65.24	4	Oct	32.56	10	Apr	73.56	5	Nov	24.47	11	May	54.06	6	Dec	81.79	12	June	56.42	-	Baseline	34.22					Month (2023)	Diesel /FFB		Month (2024)	Diesel /FFB	1	July	11.16	7	Jan	11.37	2	Aug	7.37	8	Feb	10.13	3	Sep	7.91	9	Mar	11.57	4	Oct	6.60	10	Apr	10.18	5	Nov	5.72	11	May	10.49	6	Dec	9.07	12	June	9.91	-	Baseline	8.91				Complied
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Criterion / Indicator		Assessment Findings						Compliance																																																
		<div>Sungai Sungai 2 Estate</div> <table><tr><td></td><td>Month (2023)</td><td>Diesel /FFB</td><td></td><td>Month (2024)</td><td>Diesel /FFB</td></tr><tr><td>1</td><td>July</td><td>9.74</td><td>7</td><td>Jan</td><td>8.39</td></tr><tr><td>2</td><td>Aug</td><td>12.57</td><td>8</td><td>Feb</td><td>8.94</td></tr><tr><td>3</td><td>Sep</td><td>10.80</td><td>9</td><td>Mar</td><td>11.42</td></tr><tr><td>4</td><td>Oct</td><td>9.11</td><td>10</td><td>Apr</td><td>12.89</td></tr><tr><td>5</td><td>Nov</td><td>9.11</td><td>11</td><td>May</td><td>9.23</td></tr><tr><td>6</td><td>Dec</td><td>10.23</td><td>12</td><td>June</td><td>8.65</td></tr><tr><td>-</td><td>Baseline</td><td>9.71</td><td></td><td></td><td></td></tr></table> <div>The Estates record and monitor diesel utilization based on the running hours of the generator set and other vehicles. Performance variations are influenced by several factors, including:<ul style="list-style-type: none"><li>Estate infrastructure</li><li>Community size and number of generator sets</li><li>Number of vehicles and the age of the machines</li><li>Weather conditions and crop production volume</li></ul></div>							Month (2023)	Diesel /FFB		Month (2024)	Diesel /FFB	1	July	9.74	7	Jan	8.39	2	Aug	12.57	8	Feb	8.94	3	Sep	10.80	9	Mar	11.42	4	Oct	9.11	10	Apr	12.89	5	Nov	9.11	11	May	9.23	6	Dec	10.23	12	June	8.65	-	Baseline	9.71				
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4.5.2.2	<div>The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations.</div> <div>- Major compliance -</div>	<div>The estimate for the direct usage of non-renewable energy for estate operations, including diesel, to determine energy efficiency of their operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the estate yearly budgets as table below:</div> <table><tr><td>Operating Unit</td><td>Estimation of Diesel Usage (2024)</td></tr><tr><td>Kawananan Estate</td><td>114,432.00</td></tr><tr><td>Lembah Paitan Estate</td><td>95,000.00</td></tr><tr><td>Sungai Sungai 2 Estate</td><td>222,285.00</td></tr></table>						Operating Unit	Estimation of Diesel Usage (2024)	Kawananan Estate	114,432.00	Lembah Paitan Estate	95,000.00	Sungai Sungai 2 Estate	222,285.00	Complied																																								
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Criterion / Indicator		Assessment Findings	Compliance														
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	No usage of renewable energy at the estates.	Complied														
Criterion 4.5.3: Waste management and disposal																	
4.5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	Waste products and sources of pollution are identified and documented in the estate's 'Waste Management Action Plan FY2024 for all estates. The waste is categorized as follows: <table><tr><td>Source of waste</td><td>Category</td></tr><tr><td>Domestic Waste</td><td>Rubbish</td></tr><tr><td rowspan="5">Scheduled Waste</td><td>Used lubricant container</td></tr><tr><td>Spent Hydraulic Oil (SW 306)</td></tr><tr><td>Rags, Plastic, papers contaminated with scheduled waste (SW410)</td></tr><tr><td>Disposed containers, bag and equipment contaminated with scheduled waste (SW409)</td></tr><tr><td>Used Batteries, Tyres and Tube</td></tr><tr><td>Recyclable Waste</td><td>Empty Pesticide Container</td></tr><tr><td></td><td>Empty Fruit Bunch</td></tr></table>	Source of waste	Category	Domestic Waste	Rubbish	Scheduled Waste	Used lubricant container	Spent Hydraulic Oil (SW 306)	Rags, Plastic, papers contaminated with scheduled waste (SW410)	Disposed containers, bag and equipment contaminated with scheduled waste (SW409)	Used Batteries, Tyres and Tube	Recyclable Waste	Empty Pesticide Container		Empty Fruit Bunch	Complied
Source of waste	Category																
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	Disposed containers, bag and equipment contaminated with scheduled waste (SW409)																
	Used Batteries, Tyres and Tube																
Recyclable Waste	Empty Pesticide Container																
	Empty Fruit Bunch																
4.5.3.2	A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for: a) Identifying and monitoring sources of waste and pollution b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products - Major compliance -	Sighted and verified waste management plan updated for 2024 for both estates as table below: <table><tr><td>Category</td><td>Types</td><td>Action Plan</td></tr><tr><td>Domestic Waste</td><td>Rubbish</td><td>To collect domestic waste three times a week</td></tr><tr><td>Scheduled Waste</td><td>Used lubricant container</td><td>Maintain inventory for SW storage; E-SWISS &amp; record of disposal to contractor</td></tr></table>	Category	Types	Action Plan	Domestic Waste	Rubbish	To collect domestic waste three times a week	Scheduled Waste	Used lubricant container	Maintain inventory for SW storage; E-SWISS & record of disposal to contractor	Complied					
Category	Types	Action Plan															
Domestic Waste	Rubbish	To collect domestic waste three times a week															
Scheduled Waste	Used lubricant container	Maintain inventory for SW storage; E-SWISS & record of disposal to contractor															

Criterion / Indicator		Assessment Findings			Compliance
			Spent Hydraulic Oil (SW 306)	Collect and record amount of used oil Oil containers shall be labelled	
			Rags, Plastic, papers contaminated with scheduled waste (SW410)	Collect and record amount of container Disposed of items through registered purchaser	
			Disposed containers, bag and equipment contaminated with scheduled waste (SW409)	Collect and record amount of container Stored and used for storage of waste oil	
			Used Batteries, Tyres and Tube	Trade in with interested supplier	
		Recycleable Waste	Empty Pesticide Container	Labelling of re-use of empty chemical container for pre mixing activity	
4.5.3.3	The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. <b>- Major compliance -</b>	<p>The SOP on Scheduled Waste disposal is established and implemented. Details as provided in Boustead Plantations - Scheduled Waste Management dated June 2017.</p> <p>The inventory of waste generated is recorded using the "E-SWISS" inventory system. All solid waste (SW) in the estates is disposed of by Kuaxxxx Axxx Sdn Bhd, and Lagxxxx Buxxxxx Sdn Bhd.</p> <p>During site visit at schedule waste store, it was found the following compliance:</p> <ul style="list-style-type: none"> <li>Scheduled wastes are stored at the designated area which is far away from area of employee's activities.</li> </ul>			Major non-conformity

Criterion / Indicator		Assessment Findings				Compliance
		state	Date	SW	Reference No.	
		Kawananan Estate	01/03/2024	SW 305	CN2402-P064	
				SW 306		
		Lembah Paitan Estate	28/03/2024	SW 409	202403281BTSWXL	
				SW 305	20243281ESTXB9	
				SW 410	2024032816RP91T	
		Sungai Sungai 2 Estate	01/03/2024	SW 305	20240314103JDHUR	
				SW 409	202403141PAZWYE	
				SW 410	202403141IUEJKAS	
		<ul style="list-style-type: none"><li>Adequate signage has been put up clearly such as danger, and scheduled waste store.</li><li>The scheduled waste store is cover with roofed.</li></ul>				
		However, there are still gaps in the implementation of scheduled waste labelling as per description below:				
<u>Kawananan Estate</u>						
During a site visit to the scheduled waste store, it was observed that used lubricant containers were stored without labels indicating the generated date, name, address, telephone number, types of waste, and the scheduled waste code.						
<u>Lembah Paitan Estate</u>						
Meanwhile, it was found that used oil filters were stored without labels indicating the generated date, name, address, telephone number, types of waste, and the scheduled waste code during a site visit to the scheduled waste store.						
During observations conducted at the workshop, worker's housing area, and genset house, it was noted that there were empty used lubricant oil						

Criterion / Indicator		Assessment Findings	Compliance																
		<p>containers present. During interviews with personnel in charge, it was explained that the observed containers at genset house were being used as water containers for cleaning purposes.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>Verification session at scheduled waste store, observation indicated that all scheduled waste stored were appropriately and separated according to their scheduled waste code. However, there is not labelling observed providing information regards to generated date, name, address, telephone number, type of waste and scheduled waste code. The above situation confirmed non-compliance with Regulation 10 of the Environment Quality Regulations (Scheduled Waste) 2005, under the Environmental Quality Act of 1974.</p>																	
4.5.3.4	<p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p><b>- Major compliance -</b></p>	<p>It was verified that all empty pesticides container in the estates were triple rinsed and punctured. Subsequently, these containers are treated as non-scheduled waste after the triple rinsing and puncturing process. The empty containers then used for chemical spraying as water container.</p> <p>Site visit and observation at premix area and spraying activity confirmed that empty chemical containers were triple rinsed before utilized for freshwater container in spraying activity.</p>	Complied																
4.5.3.5	<p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p><b>- Minor compliance -</b></p>	<p>The management of domestic waste was concluded in table below:</p> <table> <tr> <th>Estate</th><th>Contractor</th><th>Frequency</th><th>Disposal Site</th></tr> <tr> <td>Kawananan Estate</td><td>Internal Collection</td><td>3x/week</td><td>PM99C</td></tr> <tr> <td>Lembah Paitan Estate</td><td>Internal Collection</td><td>2x/week</td><td>PM07H</td></tr> <tr> <td>Sungai Sungai 2 Estate</td><td>Internal Collection</td><td>2x/week</td><td>PM05A</td></tr> </table>	Estate	Contractor	Frequency	Disposal Site	Kawananan Estate	Internal Collection	3x/week	PM99C	Lembah Paitan Estate	Internal Collection	2x/week	PM07H	Sungai Sungai 2 Estate	Internal Collection	2x/week	PM05A	Major non-conformity
Estate	Contractor	Frequency	Disposal Site																
Kawananan Estate	Internal Collection	3x/week	PM99C																
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Sungai Sungai 2 Estate	Internal Collection	2x/week	PM05A																

Criterion / Indicator		Assessment Findings	Compliance
		<p><u>Kawananan Estate</u></p> <p>During a site visit to the landfill located at PR24A, it was found that numerous empty fertilizer bags had been disposed of as containers for domestic waste from the housing area. This action contradicts the estate's 'Waste Identification' documents, which categorize empty fertilizer bags as scheduled waste SW 409. The inventory of scheduled waste in May 2024 confirmed the estate's identification.</p> <p><u>Lembah Paitan Estate</u></p> <p>Similarly, during a site visit at PM08C, empty fertilizer bags were found to be utilized as bags for loose fruit collection. However, the inventory from May 2024 and the consignment notes dated 28/03/2024, Ref. No. 202403281BT SWXL, indicated that empty fertilizer bags were categorized as scheduled waste SW 409.</p>	
<b>Criterion 4.5.4:</b> Reduction of pollution and emission			
<b>4.5.4.1</b>	<p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.</p> <p><b>- Major compliance -</b></p>	<p>An assessment of all polluting activities has been conducted by the estates, including greenhouse gas emissions and scheduled wastes. Pollutant activities has been identified in the environment aspect impact analysis for all operation activities. In addition, assessment of the pollution activities also was conducted in the following documents:</p> <ul style="list-style-type: none"> <li>• Waste Management Action Plan</li> <li>• Energy Management Plan</li> <li>• Environmental Risk Management</li> </ul> <p>All the above has outlined the sources of pollutions, category of pollution and mitigation plan.</p>	Complied

Criterion / Indicator		Assessment Findings			Compliance
4.5.4.2	An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance -	An action plan to reduce identified significant pollutants and emission has been established and available during the audit for verification. This has been verified in the document entitled Environmental Management Plan 2024.			Complied
		Objective	Target	Action Plan	
		To ensure water quality meets the Environmental Quality Act 1974	Achieve water quality index or meet with WQI at range 81-100	Conduct regular water sampling, Prohibit manuring and herbicide spraying at any point of buffer zone area and maintenance oil and chemical trapping in order to avoid chemical flowing into water source.	
		To ensure soil erosion reduced at any point from further destruction	To ensure the slope/terracing area minimum or facing soil erosion	To construct terracing for hilly area, conservation of <i>Nephrolepis biserrata</i> and construction of well drainage system	
		To reduce contamination of chemical or fertilizer to surface water source	To ensure zero application of highly toxicity pesticide or herbicides	Monitoring chemical usage and prohibiting of blanket spraying	
		To conserve soil fertility	To minimize soil destruction and reduce frequency of	Practice EFB mulching and Planting	

Criterion / Indicator		Assessment Findings			Compliance																																						
			chemical and fertilizer application	Leguminous Cover Crop (LCC)																																							
		To reduce application of chemical usage such as pesticide and herbicide	To substitute chemical to cultural and biological practices	Planting beneficial plant																																							
Criterion 4.5.5: Natural water resources																																											
4.5.5.1	<p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <p>a. Assessment of water usage and sources of supply.</p> <p>b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate’s current activities.</p> <p>c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p>d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before planting or replanting, along all natural waterways within the estate.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p>	<p>Estates management had established its Water Management Plan for the Financial Year 2024 which was developed to maintain the quality and availability of natural water resources. This is made by practicing efficient water consumption through various methods.</p> <p>a. The assessment of water usage was not available for Kawananan Estate and Lembah Paitan Estate as both estates utilized natural water source and rainwater as their source of water. There is no monitoring of water usage. While for Sungai Sungai 2 Estate, water source is from water catchment pond which will be treated before distribution to residence and office. Record of waterater usage, as recorded below, is tabulated in meter cubic per metric ton of Fresh Fruit Bunches (m3/FFB mt):</p> <table><tr><td></td><td>Month (2023)</td><td>Water (m3)</td><td></td><td>Month (2024)</td><td>Water (m3)</td></tr><tr><td>1</td><td>July</td><td rowspan="5">Not yet operated</td><td>7</td><td>Jan</td><td>1,159</td></tr><tr><td>2</td><td>Aug</td><td>8</td><td>Feb</td><td>1,146</td></tr><tr><td>3</td><td>Sep</td><td>9</td><td>Mar</td><td>1,344</td></tr><tr><td>4</td><td>Oct</td><td>10</td><td>Apr</td><td>1,200</td></tr><tr><td>5</td><td>Nov</td><td>11</td><td>May</td><td>1,326</td></tr><tr><td>6</td><td>Dec</td><td>916</td><td>12</td><td>June</td><td>1,113</td></tr></table>				Month (2023)	Water (m3)		Month (2024)	Water (m3)	1	July	Not yet operated	7	Jan	1,159	2	Aug	8	Feb	1,146	3	Sep	9	Mar	1,344	4	Oct	10	Apr	1,200	5	Nov	11	May	1,326	6	Dec	916	12	June	1,113	Complied
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Criterion / Indicator		Assessment Findings				Compliance																																								
	<p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- <b>Major compliance</b> -</p>	<p>b. No natural waterways within the estate as verified during site visit at Lembah Paitan Estate. Nevertheless, there is Sungai Paitan along the boundary of Lembah Paitan Estate. While it was noted that Kawananan Estate and Sungai Sungai 2 Estate has gazetted river within and cross estate compound which are Sungai Kawananan and Sungai Talidusun respectively. Water analysis conducted twice a year for drinking water and once a year for river water. Results of water analysis and sampling point details as per table below:</p> <table><tr><th>Estate</th><th>Sampling Point</th><th>Parameters</th><th colspan="2">Result</th></tr><tr><td rowspan="4">Kawananan Estate</td><td rowspan="4">Midstream Point</td><td>Total Suspended Solid</td><td colspan="2">11.0</td></tr><tr><td>Turbidity</td><td colspan="2">21.0</td></tr><tr><td>Total Coliform Count</td><td colspan="2">7900</td></tr><tr><td>Total Faecal Coliform Count</td><td colspan="2">3900</td></tr><tr><td rowspan="5">Lembah Paitan Estate</td><td>Parameter</td><td>Inlet</td><td colspan="2">Outlet</td></tr><tr><td>pH</td><td>7.0</td><td colspan="2">6.2</td></tr><tr><td>Dissolved Oxygen, DO</td><td>7.54</td><td colspan="2">7.66</td></tr><tr><td>Biochemical Oxygen Demand, BOD</td><td>0.8</td><td colspan="2">1.2</td></tr><tr><td>Chemical Oxygen Demand, COD</td><td>53</td><td colspan="2">46</td></tr></table>				Estate	Sampling Point	Parameters	Result		Kawananan Estate	Midstream Point	Total Suspended Solid	11.0		Turbidity	21.0		Total Coliform Count	7900		Total Faecal Coliform Count	3900		Lembah Paitan Estate	Parameter	Inlet	Outlet		pH	7.0	6.2		Dissolved Oxygen, DO	7.54	7.66		Biochemical Oxygen Demand, BOD	0.8	1.2		Chemical Oxygen Demand, COD	53	46		
Estate	Sampling Point	Parameters	Result																																											
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Criterion / Indicator		Assessment Findings				Compliance	
			Ammonical Nitrogen	0.01	< 0.01		
			Suspended Solids	< 2.0	< 2.0		
		Sungai Sungai 2 Estate	Water Tank after Treatment	pH	6.5		
				Turbidity	14		
				Ammonical Nitrogen	0.07		
				Mercury	< 0.001		
				E. Coli	Not Detected		
				Total Coliforms	Not Detected		
		c. As confirmed during site visit, estates utilize water recycling practices. Water from the sump at the premix area is reused for chemical mixing. These measures are implemented to optimize water and nutrient usage, thereby reducing wastage.					
		d. Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones. The estate consistently adheres to the practice of avoiding chemical activities near the identified buffer zone along Sg Kawanaan (Kawananan Estate) and Sg Talidusun in Sungai Sungai Estate. This was confirmed through interviews with sampled workers conducted during the audit.					
		e. There were no issues on removal natural vegetation in riparian areas as verified during the field visit. If any issues occurred, investigation will be conducted as per River Reserve Management					

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		(Management of River Reserve in Sime Darby Plantation dated April 2014).  f. No bore well is being use for water supply. The water source for external domestic and operational use are natural water and rainwater harvesting.																																									
4.5.5.2	No construction of bunds, weirs and dams across main rivers or waterways passing through an estate. <b>- Minor compliance -</b>	No construction of bunds/ weirs and dams has been identified. This has been clarified by the estate personnel during the assessment and verified during the field visit.	Complied																																								
4.5.5.3	Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles). <b>- Minor compliance -</b>	Water harvesting practices such as silt pits, roadside drains and good ground cover has been implemented and well maintained by the estate management. This has been verified during site visit. It was also verified as a part of the common practices introduced within the SDP Group Agriculture Procedures.	Complied																																								
Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value																																											
4.5.6.1	Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover: a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities. b) Conservation status ( <i>e.g.</i> The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.	It was noted HCV assessment has been conducted by external party in 2020. There is supplementary assessment conducted in 2021 and 2023 to update and review information in the HCV assessment. Updated data as table below: <table><tr><td></td><td>Description Areas</td><td>KWE</td><td>LPE</td><td>SS2E</td></tr><tr><td>1</td><td>HCV 1</td><td>16.66</td><td>6.45</td><td>106.42</td></tr><tr><td>2</td><td>HCV 1 &amp; 3</td><td>-</td><td></td><td>6.12</td></tr><tr><td>3</td><td>HCV 1 &amp; 2</td><td>25.64</td><td></td><td>-</td></tr><tr><td>4</td><td>HCV 1, 2 &amp; 3</td><td>-</td><td></td><td>-</td></tr><tr><td>5</td><td>HCV 1, 2, 3 &amp; 4 Steep Slope</td><td>21.12</td><td></td><td>-</td></tr><tr><td>6</td><td>HCV 1,2, 3 &amp; 4 Water Bodies</td><td>-</td><td></td><td>-</td></tr><tr><td>7</td><td>HCV 1, 3, 4 &amp; 5 River Buffer</td><td>0.19</td><td></td><td>-</td></tr></table>		Description Areas	KWE	LPE	SS2E	1	HCV 1	16.66	6.45	106.42	2	HCV 1 & 3	-		6.12	3	HCV 1 & 2	25.64		-	4	HCV 1, 2 & 3	-		-	5	HCV 1, 2, 3 & 4 Steep Slope	21.12		-	6	HCV 1,2, 3 & 4 Water Bodies	-		-	7	HCV 1, 3, 4 & 5 River Buffer	0.19		-	Complied
	Description Areas	KWE	LPE	SS2E																																							
1	HCV 1	16.66	6.45	106.42																																							
2	HCV 1 & 3	-		6.12																																							
3	HCV 1 & 2	25.64		-																																							
4	HCV 1, 2 & 3	-		-																																							
5	HCV 1, 2, 3 & 4 Steep Slope	21.12		-																																							
6	HCV 1,2, 3 & 4 Water Bodies	-		-																																							
7	HCV 1, 3, 4 & 5 River Buffer	0.19		-																																							

Criterion / Indicator		Assessment Findings					Compliance
	- Major compliance -	8	HCV 1, 3, & 4 Water Bodies				<p>The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and documented. The HCVs, conservation areas/environmentally sensitive areas e.g., bund along the stretches of river/straits which passes bordering through the estates had been identified and being monitored</p> <p>Verified monitoring record for identified area as per 'Rekod Patrol HCV Area' updated monthly by field officer. Latest update of the record was on 06/07/2024. The record monitored condition of HCV area if there were evidence of burning, spraying, scheduled waste or hunting activity.</p>
		9	HCV 1, & 4 Water Bodies				
		10	HCV 1, & 4 Steep Slope	5.75	15.37	13.14	
		11	HCV 1, 4 & 5 River Buffer	0.95		8.81	
		12	HCV 4 Steep Slope	76.19	28.40		
		13	HCV 4 Water Bodies			2.62	
		14	HCV 4 & 5 River Buffer	91.67	60.35	58.93	
		15	HCV 4 Water Bodies, 4 & 5 River Buffer				
		16	Kuron Grave Site			NS	
			Total	238.10	110.57	196.22	
			NS – Not Stated in the report				
4.5.6.2	If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include: a. Ensuring that any legal requirements relating to the protection of the species are met.	According to the HCV assessment conducted in 2020, the assessor identified a total of 460 species of flora and 22 species of fauna recorded across all supply bases. This imparts HCV 1 status to riparian vegetation and wetlands, which attract a diverse range of biological life. These RTE species were found to have essential habitats in all abandon area, young forest, and wetland in estates.					

Criterion / Indicator		Assessment Findings	Compliance
	<p>b. Discouraging any illegal or inappropriate hunting, fishing, or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p><b>- Major compliance -</b></p>	<p>During site visit, it was observed that there were displays of signage made during site visit at area of HCV.</p> <ul style="list-style-type: none"> <li>No fishing, no manuring / no spraying,</li> <li>No spraying/ no hunting / no swimming</li> <li>No open burning</li> </ul> <p>The estates had established an HCV action plan for FY2024 such as:</p> <ul style="list-style-type: none"> <li>To keep maintain buffer zone market with white paint.</li> <li>To conduct buffer zone training to all employees especially sprayers, contractors, suppliers, and neighbor informing that encroachment and hunting are not allowed.</li> <li>Monitoring and record of tracking for any wildlife encounter</li> </ul>	
<b>4.5.6.3</b>	<p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p><b>- Major compliance -</b></p>	<p>All estates have established HCV Management Plan base on the HCV identified in the assessment report. Reviewed and sighted the implementation of the management plan as follows:</p> <ul style="list-style-type: none"> <li>The estate continuously provided training on HCV and RTE to the workers to ensure the satisfactory understanding. Reviewed the training records conducted on all estates accordingly.</li> <li>The estate conducted monitoring on HCV area on monthly basis. The monitoring focusing on encroachment/ sign of trespassing, wildlife issues/ conflicts/ Sightings, Pollution/ erosion issues and others. Reviewed the monthly HCV area monitoring records dated 06/07/2024. Noted during site visit, the condition of the HCV area was consistent with the reports.</li> <li>The riparian buffer zone was demarcated with blue/white colour at the palm trunks. No evidence of chemical application sighted at the</li> </ul>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		area. Signage on prohibition to conducts activities such as swimming, fishing and chemical applications has been installed at the each identified buffer zone area. Noted during interview with the sample of workers, the understanding on prohibition of activities in the buffer zone area if satisfactory.	
<b>Criterion 4.5.7: Zero burning practices</b>			
<b>4.5.7.1</b>	Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice. <b>- Major compliance -</b>	Boustead Plantations Berhad has established "Zero open burning" policy which enforced since July 2008. The policy emphasis on zero use of fire for land preparation and establish effective monitoring and prevention as well as proactive firefighting measures within a reasonable radius beyond our operational boundaries.  Based on records review and site visit at PR24A (Kawananan Estate), the palm trunks were felled and shredded to ensure implementation of zero burning practice during land preparation for replanting.	Complied
<b>4.5.7.2</b>	A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. <b>- Major compliance -</b>	Not applicable as no special application is made for areas where risk of disease spread as to date.	Not Applicable
<b>4.5.7.3</b>	Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. <b>- Major compliance -</b>	Not applicable as no application for controlled burning is made as to date.	Not Applicable

Criterion / Indicator		Assessment Findings	Compliance																
4.5.7.4	Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. <b>- Minor compliance -</b>	During the site visit to observe replanting activities at PR24A (Kawananan Estate), it was noted that the replanting method involved felling and chipping the palm trunks. The chipped palm trunks are left to undergo a natural drying process before further activities, such as lining and spraying, commence.	Complied																
4.6 Principle 6: Best Practices																			
Criterion 4.6.1: Site Management																			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. <b>- Major compliance -</b>	<p>The estates have established and maintained the HSE Manual (BEA OSH/DP) and Safe Work Procedures, with a total of 43 procedures in place (SWP1 – SWP43), recently updated on 11/10/19. The following SWPs, among others, are reviewed below:</p> <table><tr><td>SWP No.</td><td>Activities</td></tr><tr><td>SWP 1</td><td>Spraying</td></tr><tr><td>SWP 3</td><td>Harvesting FFB</td></tr><tr><td>SWP 5</td><td>Manuring</td></tr><tr><td>SWP 20</td><td>Pruning</td></tr><tr><td>SWP 25</td><td>Loading FFB</td></tr><tr><td>SWP 27</td><td>Loose Fruit Collection</td></tr><tr><td>SWP 33</td><td>Seedling Planting</td></tr></table> <p>There are monitoring mechanism to ensure consistent implementation of the procedures is established through various activities, such as:</p> <ul style="list-style-type: none"><li>Annual agronomists visit which cover implementation of replanting progress, nursery condition, appearance of oil palm in general, peat &amp; disease status (if any) and recommendation for fertilizer type, ratios and program for the next following year</li></ul>	SWP No.	Activities	SWP 1	Spraying	SWP 3	Harvesting FFB	SWP 5	Manuring	SWP 20	Pruning	SWP 25	Loading FFB	SWP 27	Loose Fruit Collection	SWP 33	Seedling Planting	Complied
SWP No.	Activities																		
SWP 1	Spraying																		
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SWP 20	Pruning																		
SWP 25	Loading FFB																		
SWP 27	Loose Fruit Collection																		
SWP 33	Seedling Planting																		

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>Regular Head of Sabah Region's visit for monitoring of daily operation activities, productivity of workers, cycle of harvesting and yield to date achievement.</li> <li>The monitoring of SOP implementation is carried out by supervisory personnel at all levels, with records being maintained and reviewed. The records that are kept include, but are not limited to: <ul style="list-style-type: none"> <li>Daily production/work records for the core activities at the estates</li> <li>Field cost book/chemical consumption record</li> <li>Mature/immature field work program, including: <ul style="list-style-type: none"> <li>Fertilizer application</li> <li>Herbicide spraying and rat baiting</li> <li>FFB Daily Production</li> </ul> </li> </ul> </li> </ul> <p>The established mechanisms have been implemented, as verified through the records maintained in all units on a daily, monthly, and annual basis. The estates are monitored to ensure compliance with the SOP standards and factors related to Environmental, Safety, and Health (ESH).</p>	
4.6.1.2	<p>Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.</p> <p><b>- Major compliance -</b></p>	<p>Observations and site visit indicated that implementation to minimize and control soil erosion was conducted effectively. These measures included proper stacking of fronds, application of Empty Fruit Bunches (EFB), avoiding blanket spraying, constructing terraces, maintaining roads, and preserving soft vegetation in interlines. Additionally, cover crops were planted both in replanted areas and mature sections of the estates. Management also introduced legume cover crops as a cover crop along certain slope.</p>	Complied



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4.6.1.3	A visual identification or reference system shall be established for each field. <b>- Major compliance -</b>	Visual identification has been established for each field and divided into division and blocks. Each block is named by visual identification (field marker) erected for reference. Observed during site visit, field number are marked on the palm and signboards such as P24A and PM99C.						Complied
Criterion 4.6.2: Economic and financial viability plan								
4.6.2.1	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. <b>- Major compliance -</b>	Rimba Nilai Business Unit has established a 5-year business plan and the BPB Final Budget for the Financial Year 2023 to guide daily estate operations. The Projection for 2024 – 2028 is available for verification. The business plan includes details on Mature Area Hectares (HA), Yield (Crops), Estate Costs (General Charges, Upkeep and Cultivation, Manuring, Roads & Bridges, External Transport, and Depreciation), Estate Other Expenditure (Replanting Area), Capex, Sundry Revenue, and Planted Area Reconciliation.						Complied
4.6.2.2	Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-5 years. <b>- Major compliance -</b>	It was confirmed that estates have established long term replanting program as table below:						Complied
		Estate	2024	2025	2026	2027	2028	
		Kawananan Estate	81.40	72.90	-	-	-	
		Lembah Paitan Estate	-	-	72.00	75.00	88.25	
		Sungai Sungai 2 Estate	365.50	185.60	155.00	202.80	172.20	
4.6.2.3	The business or management plan may contain: a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends	Rimba Nilai Business Unit have established 5 years business plan and BPB Final Budget – Financial Year 2023 as a guidance for daily estate operations. Sighted the Projection 2024 – 2028 available for verification. The business plan contains Mature Area Hectares (HA), Yield (Crops),						Complied

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	c) Cost of production: cost per tonne of FFB d) Price forecast e) Financial indicators: cost benefit, discounted cash flow, return on investment <b>- Major compliance -</b>	Estate Costs (General Charges, Upkeep and Cultivation, Manuring, Roads & Bridges, External Transport and depreciation), Estate Other Expenditure (Replanting Area), Capex, Sundry Revenue and Planted Area Reconciliation.	
<b>4.6.2.4</b>	The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. <b>- Major compliance -</b>	The management plan was effectively implemented, and the achievement of the goals and objectives were regularly monitored, documented and reviewed through Monthly Progress Reports, Monthly Accounts Reports, Annual Financial Reports, Agronomist Visit Reports and Internal Audit Report.	Complied
<b>Criterion 4.6.3: Transparent and fair price dealing</b>			
<b>4.6.3.1</b>	Pricing mechanisms for the products and other services shall be documented and effectively implemented. <b>- Major compliance -</b>	All contracts awarded to contractors have been provided with Contract Agreements. The contract agreements have detailed out the pricing mechanisms of the awarded contracts and has been acknowledged by both parties. Records of contract agreements were available for verification as below. <u>Kawananan Estate</u> There are 3 contractors has been appointed which is for replanting works and hiring machineries. Contract agreement sighted as below 1. Contract agreement reference; PRD/AHK/043/REPL/2024 dated 01/04/2024 to Mxxxx Bxxxxxxx Sdn Bhd for replanting works. 2. Contract agreement reference: LK/FAC 01/2024 dated 01/01/2024 to Fxxxx Axxx Cxxxxxxx for hiring machineries. 3. Contract agreement reference: PRD/AHK/025/FFB/2024 dated 25/03/2024 to Pxxxx Exxxxxxx for FFB transport.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<p><u>Sungai Sungai 2 Estate</u></p> <p>1. Contract agreement reference LSS2/SPSK/2024 (01) dated 01/01/2024 to Sxxxxxx Pxxxxxxxxx xx for harvesting works</p> <p>2. Contract agreement reference LSS2/STH/2024 (04) dated 01/01/2024 to Sxxxxxx Txx Hxxx Sxx Bxx for hiring machnieres</p> <p><u>Lembah Paitan Estate</u></p> <p>1. Contract agreement reference: PRD/AHK/026/EFFB/2024 dated 25/03/2024 to Pxxxxxx Enxxxxxx for FFB transport.</p> <p>2. Contract agreement reference: 01/LPE/PE/2024 dated 01/01/2024 to Pxxxxxx Enxxxxxx for FFB transport.</p>	
<b>4.6.3.2</b>	<p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p><b>- Major compliance -</b></p>	<p>All contracts awarded to contractors have been provided with Contract Agreements. The contract agreements were verified to be fair as acknowledged by both parties. Contract agreements have been stamped to ensure its legality. Records of contract agreements were available for verification as stated in indicator 4.6.3.1.</p> <p>Contract Agreements have stated the agreed payments and timeline for the payments to be made. Sampled records of payments and interview with the sampled contractors indicated that all payments were done in a timely and agreed manner.</p>	Complied
<b>Criterion 4.6.4: Contractor</b>			
<b>4.6.4.1</b>	<p>Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.</p> <p><b>- Major compliance -</b></p>	<p><u>Kawananan Estate</u></p> <p>There are 3 contractors has been appointed which is for replanting works and hiring machineries. Contract agreement sighted as below:</p> <p>1. Contaract agreement reference; PRD/AHK/043/REPL/2024 dated 01/04/2024 to Mxxxx Bxxxxxxx Sdn Bhd for replanting works.</p>	Major non-conformity

Criterion / Indicator	Assessment Findings	Compliance
	<p>2. Contract agreement reference: LK/FAC 01/2024 dated 01/01/2024 to Fxxxx Axxx Cxxxxxxxx for hiring machineries.</p> <p>3. Contract agreement reference: PRD/AHK/025/EFEB/2024 dated 25/03/2024 to Pxxxx Exxxxxxxx for FFB transport.</p> <p><u>Sungai Sungai 2 Estate</u></p> <p>1. Contract agreement reference LSS2/SPSK/2024 (01) dated 01/01/2024 to Sxxxxxx Pxxxxxxxx xx for harvesting works</p> <p>2. Contract agreement reference LSS2/STH/2024 (04) dated 01/01/2024 to Sxxxxxx Txx Hxxx Sxx Bxx for hiring machineries</p> <p><u>Lembah Paitan Estate</u></p> <p>1. Contract agreement reference: PRD/AHK/026/EFEB/2024 dated 25/03/2024 to Pxxxxxx Enxxxxxx for FFB transport.</p> <p>2. Contract agreement reference: 01/LPE/PE/2024 dated 01/01/2024 to Pxxxxxx Enxxxxxx for FFB transport.</p> <p>As per interview with sample contractors, they can demonstrate their understanding on the MSPO requirement. All the sample contractors also aware that they need to provide data and information to the management upon request.</p> <p><u>Kawananan Estate</u></p> <p>Sample of 1 contract workers for harvesting and fertilizers applications works found that EPF and SOCSO contribution has not been made according to 2<sup>nd</sup> Schedule Employees' Social Security Act 1969 (Act 4) and Employee Provident Fund Act 1991.</p> <p>June 2024 Worker A Total salary: RM1,505.07</p>	

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		<p>SOCSSO contribution as per 8A form: RM30.40  As per table 2: RM34.90  EPF contribution as per payslip : RM165.00  EPF contribution in form A: RM148.00</p> <p><u>Sungai Sungai 2 Estate</u>  Sample of 3 contract workers for harvesting and fertilizers applications works found that SOCSSO contribution has not been made according to 2<sup>nd</sup> Schedule Employees' Social Security Act 1969 (Act 4).  June 2024  Worker A (Vxxx Sxxx)  Salary: RM1,6431.48  SOCSSO contribution as per 8A form: RM6.90  As per table 2: RM20.60</p> <p>Worker B (Axxxxxx)  Salary: RM1637.90  SOCSSO contribution as per 8A form: RM10.60  As per table 2: RM20.60</p> <p>Worker B (Axxxxxx)  Salary: RM1637.90  SOCSSO contribution as per 8A form: RM10.60  As per table 2: RM20.60</p>	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Worker C (Nxxxxxx)</p> <p>Salary: RM1631.48</p> <p>SOCSSO contribution as per 8A form: RM10.60</p> <p>As per table 2: RM20.60</p>	
<b>4.6.4.2</b>	<p>The management shall provide evidence of agreed contracts with the contractor.</p> <p><b>- Major compliance -</b></p>	<p><u>Kawananan Estate</u></p> <p>There are 3 contractors has been appointed which is for replanting works and hiring machineries. Contract agreement sighted as below:</p> <ol style="list-style-type: none"> <li>1. Contract agreement reference: PRD/AHK/043/REPL/2024 dated 01/04/2024 to Mxxxx Bxxxxxxx Sdn Bhd for replanting works.</li> <li>2. Contract agreement reference: LK/FAC 01/2024 dated 01/01/2024 to Fxxxx Axxx Cxxxxxxx for hiring machineries.</li> <li>3. Contract agreement reference: PRD/AHK/025/FFFB/2024 dated 25/03/2024 to Pxxxx Exxxxxxx for FFB transport.</li> </ol> <p><u>Sungai Sungai 2 Estate</u></p> <ol style="list-style-type: none"> <li>1. Contract agreement reference LSS2/SPSK/2024 (01) dated 01/01/2024 to Sxxxxxx Pxxxxxxx xx for harvesting works.</li> <li>2. Contract agreement reference LSS2/STH/2024 (04) dated 01/01/2024 to Sxxxxxx Txx Hxxx Sxx Bxx for hiring machineries.</li> </ol> <p><u>Lembah Paitan Estate</u></p> <ol style="list-style-type: none"> <li>1. Contract agreement reference: PRD/AHK/026/FFFB/2024 dated 25/03/2024 to Pxxxxxx Enxxxxxx for FFB transport.</li> <li>2. Contract agreement reference: 01/LPE/PE/2024 dated 01/01/2024 to Pxxxxxx Enxxxxxx for FFB transport.</li> </ol>	Complied

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<b>4.6.4.3</b>	The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. <b>- Minor compliance -</b>	The auditors have been able to have access to the contractors' workers, documentations such as contracts and workers' pay slips for verification during this audit.	Complied
<b>4.6.4.4</b>	The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. <b>- Major compliance -</b>	For harvesting works, there is evidence of observance of the control point applicable for the contractor through the bunch counter that has been appointed. The responsibilities of the bunch counter are to monitor any off spec FFB at the platform and to inform management for any off spec FFB harvested. Sample of records monitoring by bunch counter has been taken by the auditor for verification.  While for other types of works' observance of work done by the contractor has been monitored by the mandore that in charge for respective works. Any issues will be highlighted to management for further action.	Complied
<b>4.7 Principle 7: Development of new planting</b>			
<b>Criterion 4.7.1: High biodiversity value</b>			
<b>4.7.1.1</b>	Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. <b>- Major compliance -</b>	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
<b>4.7.1.2</b>	No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable

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	requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - <b>Major compliance</b> -		
<b>Criterion 4.7.2: Peat Land</b>			
<b>4.7.2.1</b>	New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. - <b>Major compliance</b> -	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
<b>Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA)</b>			
<b>4.7.3.1</b>	A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - <b>Major compliance</b> -	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
<b>4.7.3.2</b>	SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes external stakeholders. - <b>Major compliance</b> -	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
<b>4.7.3.3</b>	The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. - <b>Major compliance</b> -	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable



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<b>4.7.3.4</b>	Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. <b>- Minor compliance -</b>	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
<b>Criterion 4.7.4:</b> Soil and topographic information			
<b>4.7.4.1</b>	Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. <b>- Major compliance -</b>	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
<b>4.7.4.2</b>	Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. <b>- Major compliance -</b>	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
<b>Criterion 4.7.5:</b> Planting on steep terrain, marginal and fragile soils			
<b>4.7.5.1</b>	Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. <b>- Major compliance -</b>	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
<b>4.7.5.2</b>	Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation.	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable

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	- Major compliance -		
4.7.5.3	Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance -	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
<b>Criterion 4.7.6: Customary land</b>			
4.7.6.1	No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance -	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
4.7.6.2	Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance -	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
4.7.6.3	Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance -	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
4.7.6.4	The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement.	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable

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Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -		
4.7.6.5	Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance -	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
4.7.6.6	A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance -	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
4.7.6.7	The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance -	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable
4.7.6.8	Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance -	There is no development of new planting at estate. Hence, this indicator is not applicable.	Not applicable

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

Criterion / Indicator		Assessment Findings	Compliance
<b>4.1 Principle 1: Management commitment &amp; responsibility</b>			
<b>Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy</b>			
<b>4.1.1.1</b>	Policy for the implementation of MSPO shall be established. - <b>Major compliance</b> -	Boustead Plantations Berhad (BPB) has established the Sustainability Policy dated 12/07/2021, endorsed by Chief Executive Officer. The policy has detailed the BPB values and commitment towards the sustainability with five major pillars are outline. The pillars are as following:  1. Environmental Management – No deforestation, biodiversity & HCV management, peatland management, steep slope management, zero burning & GHG, and safe handling of pesticide. 2. Recognize The Right of All Employees – No exploitation of people, respect human right, and safety & health. 3. Community Development & Social Impact – Social values, community engagement and land right. 4. Traceability and Transparency of Supply Chain. 5. Continuous Stakeholder Engagement.	Complied
<b>4.1.1.2</b>	The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - <b>Major compliance</b> -	Boustead Plantations Berhad (BPB) has established the Sustainability Policy dated 12/07/2021, endorsed by Chief Executive Officer. Emphasizing commitment to continual can be seen through the statement of “We are committed to ensuring the sustainable long-term growth of the Group and delivering the highest returns to our shareholders.”	Complied

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Criterion / Indicator		Assessment Findings	Compliance
<b>Criterion 4.1.2 – Internal Audit</b>			
<b>4.1.2.1</b>	Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. <b>- Major compliance -</b>	As stated in the internal audit procedure revision 24/05/2022, clause 5.0 (a); audit frequency, the internal audit shall be carried out once a year guided by the annual audit schedule. A follow up audit can be carried out as and when it is required. And in clause 5.0 (c); audit notification, the issuance of the notification letter preferably at least 7 days before the date of audit.  Sighted that audit notifications have been submitted on 21/03/2024 by Mr Muhd Amin bin Mohamad, lead auditor and the audit has been conducted on 22-27/04/2024.	Complied
<b>4.1.2.2</b>	The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. <b>- Major compliance -</b>	Internal audit procedure has been documented in the document "Internal audit procedure" revision 24/05/2022. Stated in the clause (e), corrective action, that each non-conformance raised, the management need to submit action plan within 2 weeks from the closing. All corrective action together with evidence shall be submitted to lead auditor within 1 month from the date of audit.  The audit results have been made available in the Internal audit report has been made available to Rimba Nilai POM management and documented in the document title "Audit Report" audit report No;01/2024 and has been further elaborated in the "Non-conformance report (NCR) Internal audit. Total 1 Major and 1 Minor has been raised for Rimba Nilai POM.  Corrective action has been submitted by the management to the lead auditor on 20/05/2024 and accepted by the lead auditor.	Complied
<b>4.1.2.3</b>	Reports shall be made available to the management for their review. <b>- Major compliance -</b>	Internal audit report has been made available to Rimba Nilai POM management and documented in the document title "Audit Report"	Complied

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		audit report No;01/2024 and has been accepted by the management based on the acceptance signature by Mr Masrawana bin Mohd Masran, mill manager.	
<b>Criterion 4.1.3 – Management Review</b>			
<b>4.1.3.1</b>	<p>The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification.</p> <p><b>- Major compliance -</b></p>	<p>Management review has been conducted for all operating units under Rimba Nilai Business Units on 27/04/2024 attended by all operating unit's representative, regional head, and head of sustainability.</p> <p>Among the discussion in the meeting as follows:</p> <ol style="list-style-type: none"> <li>1. Minutes/Action of previous meeting</li> <li>2. MS 2530:3 and MS 2530:4 certification status</li> <li>3. MSPO SCCS status</li> <li>4. Results of internal audit</li> <li>5. Customer feedbacks</li> <li>6. Preventive and corrective action status</li> <li>7. Changes affecting Policy</li> <li>8. Recommendations for improvements</li> <li>9. Any Other business</li> </ol>	Complied
<b>Criterion 4.1.4 – Continual Improvement</b>			
<b>4.1.4.1</b>	<p>The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company.</p> <p><b>- Major compliance -</b></p>	<p>Rimba Nilai POM have developed a Continuous Improvement Plan, for the Year 2024. Among the improvements that have been identified are:</p> <ol style="list-style-type: none"> <li>1. Continuous training on Safety and Health.</li> </ol>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		2. Conduct Safety and Health Audits at the Mill. 3. Continuously inspect all Fire extinguishers and revise the location. 4. Improvement of Housing Complex – Repair. 5. Construction of 1000 units of furrow. 6. Installation of Fire Fighting System – Hydrant System.	
<b>4.1.4.2</b>	The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. <b>- Major compliance -</b>	This is being made upon confirmation of any new projects. Employees were briefed of any new development in basic understanding during the weekly briefings. The management team will be informed of such development during the monthly management meetings. Dissemination of information by the General Manager are transacted during the monthly Managers meetings and emails.	Complied
<b>4.2 Principle 2: Transparency</b>			
<b>Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements</b>			
<b>4.2.1.1</b>	The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. <b>- Major compliance -</b>	Boustead Plantations Berhad has implemented BPB Sustainability Policy on 07/12/2021, which encompasses a commitment to traceability. Furthermore, under section 7, subsection 7.4 Communication, an ISO Quality Assurance Manual, issue no. 1 from October 2017, was established.  There is also Consultation and Communication Procedure, revision no. 01, dated 20/08/2020 and Grievances Procedure, revision 0, dated 01/03/2020 documented under HR/2022/023/003. This procedure includes a graphical representation to facilitate understanding and implementation.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		Engagement and information exchange took place through stakeholder meetings, dialogues, request letters, feedback letters, and phone calls, involving both internal and external stakeholders as well as various certification units.	
4.2.1.2	Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. <b>- Major compliance -</b>	It was noted that management documents related to sustainability available at mill during the on-site audit upon request including sustainability policies, procedures, social and environmental assessments as well as management action plans etc. Furthermore, global documents accessible via company's website.  On the other hand, confidential documents such as financial and personal records, must not be disclosed publicly. Mill Manager holds the responsibility for managing all communication and requests for documentation that may be made available to the public or stakeholders.	Complied
<b>Criterion 4.2.2 – Transparent method of communication and consultation</b>			
4.2.2.1	Procedures shall be established for consultation and communication with the relevant stakeholders. <b>- Major compliance -</b>	Boustead Plantations Berhad started the BPB Sustainability Policy on 12/07/2021, showing a commitment to traceability. The company also set up the ISO Quality Assurance Manual, issue no. 1, dated October 2017, under section 7, subsection 7.4 Communication.  Additionally, the mill put in place the Consultation and Communication Procedure, revision no. 01, dated 20/08/2020. According to this policy, communication with internal and external stakeholders about policies happened upon request. This process included stakeholder meetings, dialogues, request letters, feedback letters, and phone calls, connecting the operational units with stakeholders.	Complied



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Criterion / Indicator		Assessment Findings	Compliance
		The procedure has been communicated to stakeholder on 22/04/2024 for external stakeholders and 08/03/2024 for internal stakeholders. As per interview, with stakeholders, all of them can demonstrates their understanding on the procedure.	
4.2.2.2	The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i> . - <b>Minor compliance</b> -	Referring to Consultation and Communication Procedure, dated 20/08/2020, Mill Manager and Mill Assistant manager will be responsible for handling the communication process between the mill and external parties.	Complied
4.2.2.3	A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained. - <b>Major compliance</b> -	The list of internal and external stakeholders is kept, with the classification of external stakeholders encompassing local communities, authorities, contractors, suppliers, vendors, and more. List of stakeholders was updated on 14/01/2024 is verified during the audit.	Complied
<b>Criterion 4.2.3 – Traceability</b>			
4.2.3.1	The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - <b>Major compliance</b> -	Rimba Nilai POM has established SOP for traceability and documented as Supply Chain and Traceability Procedure, Ref No: SSD/01/SCT/01, dated 09/09/2022. The objective of the procedure is to provide guideline for mill to establish and ensure effective implementation on sustainable supply chain and traceability of certified sustainable materials (FFB).	Complied
4.2.3.2	The management shall conduct regular inspections on compliance with the established traceability system. - <b>Major compliance</b> -	The procedure requires validation of certificate of supplying estate and identified critical control points to prevent contamination of non-certified FFB. The current traceability system is FFB Suppliers Data Boustead Mill System (BMS).  Weighbridge tickets from each FFB certified and non-certified supplies were kept for future references as per procedure.	Complied

Criterion / Indicator		Assessment Findings	Compliance				
		Additionally, CPO and PK transportation will be inspected via Checklist of CPO and PK by Assistant Engineer prior arriving and delivery to ensure there is no contamination of non-certified palm oil products.					
4.2.3.3	The management shall identify and assign suitable employees to implement and maintain the traceability system. <b>- Minor compliance -</b>	Mill Manager has appointed the Assistant Mill Manager; Mr AkXXX Bin RuXXXXX as Person for Supply Chain & Traceability, dated 02/08/2023. PIC responsibility includes the following assisting and monitoring of the implementation of Supply Chain Certification System.	Complied				
4.2.3.4	Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. <b>- Major compliance -</b>	<div>For CPO and PK dispatch, the mill maintains records in Oil Dispatch Summary form. No MSPO certified products were sold since last audit. Sample of despatch notes as table below:</div> <table><tr><td>CPO Buyer</td><td>PK Buyer</td></tr><tr><td>Customer: SaXXXXXX EdXXXX OiX Sdn Bhd Despatch Ticket: 1345872 Date: 27/01/2024 Nett Weight: 39,350 kg Seals No: 115007-115014 SUPP DO: 436433</td><td>Customer: SaXXXXXX EdXXXX OiX Sdn Bhd Despatch Ticket: 1378221 Date: 23/06/2024 Nett Weight: 34,260 kg Seals No: 117231-241 SUPP DO: 440769</td></tr></table>	CPO Buyer	PK Buyer	Customer: SaXXXXXX EdXXXX OiX Sdn Bhd Despatch Ticket: 1345872 Date: 27/01/2024 Nett Weight: 39,350 kg Seals No: 115007-115014 SUPP DO: 436433	Customer: SaXXXXXX EdXXXX OiX Sdn Bhd Despatch Ticket: 1378221 Date: 23/06/2024 Nett Weight: 34,260 kg Seals No: 117231-241 SUPP DO: 440769	Complied
CPO Buyer	PK Buyer						
Customer: SaXXXXXX EdXXXX OiX Sdn Bhd Despatch Ticket: 1345872 Date: 27/01/2024 Nett Weight: 39,350 kg Seals No: 115007-115014 SUPP DO: 436433	Customer: SaXXXXXX EdXXXX OiX Sdn Bhd Despatch Ticket: 1378221 Date: 23/06/2024 Nett Weight: 34,260 kg Seals No: 117231-241 SUPP DO: 440769						
4.3 Principle 3: Compliance to legal requirements							
Criterion 4.3.1 – Regulatory requirements							
4.3.1.1	All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. <b>- Major compliance -</b>	Legal documentation is maintained by the certification unit covering the workers, social, environmental as per in the summary of license	Complied				

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Criterion / Indicator		Assessment Findings	Compliance
		<p>Rimba Nilai POM. Example of licenses verified during the audit are as follows:</p> <ul style="list-style-type: none"> <li>• MPOB License No 508295404000 with the validity until 31/01/2025 (<i>Menjual &amp; Mengalih PK, CPO dan SPO; Membeli &amp; Mengalih FFB, PK, SPO; Menyimpan PK, CPO, SPO; Mengilang FFB</i>).</li> <li>• License to operate Palm Oil Mill against the requirement of the Environmental Quality Act, 1974 – license no. 003535 with the validity until 30/06/2025.</li> <li>• <i>Lesen Bagi Perpasangan Persendirian</i> for genset (No Siri: 63429) valid until 19/10/2024.</li> <li>• <i>Permit Barang Kawalan Berjadual</i> for storing diesel with capacity 29,500 liter [No Siri: S005387, No. Rujukan: PPDNKK.SDK.31/2019 (SK)] valid until 24/10/2024.</li> <li>• <i>Permit Sekatan Kerja Lebih Masa</i> [No Siri: JTKSBH/PMT/104/2022/0071] valid until 26/10/2024.</li> <li>• Trading License for purchase and storage CPO (License No.: BLN/2024/1018) valid until 10/01/2025.</li> <li>• <i>Permit Potongan Gaji Pekerja</i> for document processing fees and renewal passport [No Siri: JTKSBH/PMT/113/2023/0262] valid until 20/09/2025.</li> <li>• <i>Lesen Untuk Menggaji Pekerja Bukan Pemastautin</i> (JTK.H.K.SDK.600-4/1/1/10401/004051) valid until 20/09/2024.</li> <li>• The certification unit has one unit's weighbridge to weigh receiving FFB as well as outgoing CPO and PK. The devices have been calibrated by Metrology Corporation Malaysia Sdn Bhd as verified in the following evidence:</li> </ul>	

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Criterion / Indicator		Assessment Findings	Compliance
		<p>- <i>Perakuan Penentuan Timbang Dan Sukat</i> dated 04/11/2023 (Serial No.: B640114476) with weighing capacity at 80,000kg.</p> <p>To comply with Regulations 10(2) of the Factories and Machinery (Notification, Certificate of Fitness and Inspections) Regulations, the audit team sighted among others:</p> <ul style="list-style-type: none"> <li>• Water Tube Boiler – SB PMT 966 with the validity until 04/05/2025.</li> <li>• Steam Boiler – PMD 9963 with the validity until 04/05/2025.</li> <li>• Air Receiver – SB PMT 965 with the validity until 04/05/2025.</li> <li>• Air Receiver – SB PMT 2176 with the validity until 04/05/2025.</li> </ul> <p>All staffs or workers working in the boiler station are found to be qualified. The audit team notes that all of them has undergone assessment and has been approved by the Department of Occupational Safety and Health (DOSH) in compliance with the Regulation No. 5(2) Factory and Machineries (Competency Approval-Examination) Regulations, 1970. Examples of approvals verified are as follows:</p> <ul style="list-style-type: none"> <li>• Engine Driver – 3 person with 2<sup>nd</sup> Grade Certificate.</li> <li>• Boilerman – 2 person with 1<sup>st</sup> Grade Certificate.</li> </ul>	
<b>4.3.1.2</b>	<p>The management shall list all relevant laws related to their operations in a legal requirements register.</p> <p><b>- Major compliance -</b></p>	<p>Rimba Nilai POM have Legal &amp; Other Requirements Register (LORR) covering all the necessary regulatory requirements. Refer to legal register updated in August 2023, there is additional to applicable laws as follows:</p> <ol style="list-style-type: none"> <li>1. Minimum Wages Order 2022</li> <li>2. Fire Services Act 1988 (Act 341) Amendment 2020</li> <li>3. "Pembangunan Sumber Manusia Berhad" Act 2000</li> </ol>	Complied

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		4. Anti-Sexual Harassment Act 2021 5. Employees' Social Security (Amendment) Act 2022 6. Employment Insurance System (EIS) (Amendment) Act 2022 7. Control of Supplies Act 1961 The certification unit also has maintained copy of relevant laws and legislation pertaining to the mill operation as per listed in the standard.	
<b>4.3.1.3</b>	The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. <b>- Major compliance -</b>	All legal requirement was documented in Legal and Other Requirement Register. Compliance to each applicable law and regulation is monitored by the operating unit. The legal register at the mill were reviewed on a yearly basis or as and when needed for new updates/licenses. Latest updated of Legal and Other Requirement Register for Rimba Nilai POM was in August 2023. Based on interview conducted with the Person in Charge, there is a tracking system to identify changes in the relevant regulations through head office, website information and the information are communicated from the Business Unit Head of the Central West Region. All the legal and other requirements were registered accordingly and documented in the legal requirement register including new updates for Employment Insurance System (EIS) Amendment Act 2022, Employees Social Security (Amendment) Act 2022 and Anti-Sexual Harassment Act 2021.	Complied
<b>4.3.1.4</b>	The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. <b>- Minor compliance -</b>	A tracking system is in place to identify changes in relevant regulations. This system utilizes information from SSD Department (based in Kuala Lumpur), website updates and communication from the Business Unit Head of the Central West Region.	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>On the site verification, including interviews with office personnel and records reviews, indicates that the system is suitable for the operations. The tracking of legal changes is effectively implemented.</p> <p>Chief Clerk was appointed as the person in charge to monitor compliance and to track changes in law and regulations requirement. Appointment letter signed by Mill Manager dated 19/07/2021 is made available during the audit for verification. Responsibility of the person appointed are clearly mentioned in the appointment letter.</p>	
<b>Criterion 4.3.2 – Lands use rights</b>			
<b>4.3.2.1</b>	<p>The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users.</p> <p><b>- Major compliance -</b></p>	<p>The certification unit does ensure that their oil palm milling activities do not diminish the land use rights of other users. The mill was developed within Sungai Sungai 1 Estate land area. No issues of land dispute issue occurred in the mill that involved other land user rights. Land title is made available during the audit for verification.</p>	Complied
<b>4.3.2.2</b>	<p>The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.</p> <p><b>- Major compliance -</b></p>	<p>Management of mill provided evidence of the company's legal ownership of the estate land. The mill has been established within the Sungai Sungai 2 Estate under Boustead Plantations Berhad. Copy of land titles where the mill is located were available as follow:</p> <ul style="list-style-type: none"> <li>• Title # Native Title 08307XXXX; Area: 4.728 ha</li> <li>• Title # Native Title 08307XXXX; Area: 4.847 ha</li> <li>• Title # Native Title 08307XXXX; Area: 5.13 ha</li> <li>• Title # Native Title 08371XXXX; Area: 4.924 ha</li> <li>• Title # Native Title 08307XXXX; Area: 5.46 ha</li> </ul>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>Title # Native Title 08307XXXX; Area: 4.732 ha</li> <li>Title # Native Title 08307XXXX; Area: 5.07 ha.</li> </ul>	
<b>4.3.2.3</b>	Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - <b>Major compliance</b> -	Rimba Nilai POM is located within the Sungai Sungai 1 Estate land title. Observed during site visit, fencing parameters established and maintained around the mill building complex to separate the management boundary of estate and the mill. Mill layout plan also made available during the audit for verification. In addition, the housing and other recreational facilities are located within the same vicinity for ease of employees' management.	Complied
<b>4.3.2.4</b>	Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - <b>Minor compliance</b> -	As reflect earlier, the mill management has provided documents showing legal ownership for verification. No issues of land dispute issue occur in Rimba Nilai POM that requires FPIC process since the last audit. Consultation with relevant stakeholders conducted onsite confirmed the information.	Not Applicable
<b>Criterion 4.3.3 – Customary rights</b>			
<b>4.3.3.1</b>	Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - <b>Major compliance</b> -	There is no evidence that the land on which the mill is situated is encumbered by customary rights.	Not Applicable
<b>4.3.3.2</b>	Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - <b>Minor compliance</b> -	There is no evidence that the land on which the mill is situated is encumbered by customary rights.	Not Applicable
<b>4.3.3.3</b>	Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available.	There is no evidence that the land on which the mill is situated is encumbered by customary rights.	Not Applicable

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- Major compliance -			
<b>4.4 Principle 4: Social responsibility, health, safety and employment condition</b>			
<b>Criterion 4.4.1: Social Impact Assessment (SIA)</b>			
<b>4.4.1.1</b>	<p>Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones.</p> <p>- Minor compliance -</p>	<p>Social impact assessment has been conducted in October 2018 by Malaysian Environmental Consultants Sdn Bhd for all operating units for Boustead Rimba Nilai Business Unit. The assessment included interview with stakeholders (local communities, workers, neighbouring estate, contractor, etc), site visit and assessment from other previous report. Finding of the assessment outline in the clause 7 (7.1) Findings of field assessment; 7.1.1 Rimba Nilai Palm Oil Mill. Issues highlighted as follows.</p> <ol style="list-style-type: none"> <li>1. Housing for contractors is not comfortable and cramped due to high number of workers.</li> <li>2. Household waste has not been segregated into organic and inorganic waste.</li> <li>3. Excessive overtime</li> <li>4. There is no gender committee has been established.</li> </ol> <p>Verification has been done on the mitigation plan that has been established and documented in the same document and found out the implementation has been done.</p> <ol style="list-style-type: none"> <li>1. Housing waste has been disposed through landfill of Sungai Sungai 01 Estate</li> </ol>	Complied



Criterion / Indicator		Assessment Findings	Compliance
		<p>2. Verification has been done base on payslips and punch of sample workers, there is no excessive overtime and confirmed that overtime is compliance with legal requirement</p> <p>3. Gender committee has been established and latest meeting conducted on 28/05/2024.</p>	
<b>Criterion 4.4.2: Complaints and grievances</b>			
<b>4.4.2.1</b>	<p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- <b>Major compliance</b> -</p>	Boustead Plantations Berhad implemented a Grievances Procedure, version 0, on 01/03/2022, as outlined in document HR/2022/023/003. This procedure specifies the grievance process through a Flow Chart.	Complied
<b>4.4.2.2</b>	<p>The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties.</p> <p>- <b>Major compliance</b> -</p>	<p>All grievances must be promptly submitted using the provided form (appendix 1 - Grievance Form (Internal &amp; External)) within thirty (30) calendar days from when the individual became aware or should have reasonably become aware of the issue.</p> <p>Stated in the procedure, concerns raised should receive a response from the immediate supervisor within 3 days. If unresolved or the response is unsatisfactory, the matter can be escalated to the Head of Department or Estate Manager, who must provide a decision within 5 working days.</p> <p>If issues persist or if the decision remains unsatisfactory, further escalation can be made to the Human Resource Department. The HRD will convene a panel of three individuals to conduct a meeting and deliver a decision within 10 working days.</p> <p>Should the grievances remain unresolved or if the decision is unsatisfactory, the matter can be escalated to the Chief Executive Officer, who must provide a decision within 10 working days. The</p>	Complied

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		<p>CEO's decision, after thorough examination of the facts, will be considered final.</p> <p>Consultation and communication were conducted through written reports and meetings. Any communication, requests, or grievances from external stakeholders were documented in the visit logbook, stakeholders' meeting minutes, and the Grievance Form (Internal &amp; External).</p>	
<b>4.4.2.3</b>	<p>A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints.</p> <p>- <b>Minor compliance</b> -</p>	<p>A formal complaint form has been created and is available to the public outside the office, at the guard post, and other designated locations. This form includes important details such as the complainant's name, address, phone number, the date of the complaint, a detailed description of the issue, the complainant's signature, actions taken, and the current status of those actions.</p>	Complied
<b>4.4.2.4</b>	<p>Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.</p> <p>- <b>Minor compliance</b> -</p>	<p>The procedure has been communicated to stakeholder on 22/04/2024 for external stakeholders and 08/03/2024 for internal stakeholders. As per interview, with stakeholders, all of them can demonstrate their understanding on the procedure.</p>	Complied
<b>4.4.2.5</b>	<p>Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.</p> <p>- <b>Major compliance</b> -</p>	<p>Records of complaints has been maintained since 2022 where sample of complaint taken 28/06/2022 for housing repair and has been resolved on the same date.</p>	Complied
<b>Criterion 4.4.3: Commitment to contribute to local sustainable development</b>			
<b>4.4.3.1</b>	<p>Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of</p>	<p>There is evidence that contribution has been made to local communities' base on records and from interview with local communities, there is evidence that they can demonstrate their</p>	Complied

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	plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation. <b>- Minor compliance -</b>	understanding on process to communicate for any contributions. Sample has been taken as per below. 1. Contribution to SK Sungai- Sungai Beluran for borrowing canopy for school sport days- 10/07/2024. 2. Contribution of water to Kampung Binsulung dated 14/03/2024. 3. Assistance of van for field trip to Sandakan on 24-26/11/2023 to Sekolah Kebangsaan Binsulung.	
<b>Criterion 4.4.4: Employees safety and health</b>			
<b>4.4.4.1</b>	An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented. <b>- Major compliance -</b>	Boustead Plantations Berhad has established 'Safety and Health Policy' dated 12/07/2021 signed by Chief Operating Officer. Sighted the policy outlines the company's commitment to comply with the applicable safety and health laws and regulations. All operating unit under Boustead Plantations Berhad adopted with the policy including Rimba Nilai POM.  Sighted the policy is available in Bahasa Malaysia and English and has been displayed at the office notice board as a communication to stakeholders.  Based on documentation review found, briefing on the policy is conducted to both internal and external stakeholders as detail below: a. Internal - Workers – 08/04/2024 b. External - Stakeholder meeting was conducted on 22/04/2024.	Complied

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		<p>In addition, the mill has established and monitored OSH plan as evident in the 'Mill Annual Master Programme' for year 2024 which cover the following aspect, for example:</p> <ul style="list-style-type: none"> <li>- JKKP meeting</li> <li>- DOSH inspection for machinery and mill</li> <li>- Noise risk assessment</li> <li>- Medical surveillance</li> <li>- LEV Inspection and examination</li> <li>- Training and briefing related to safety.</li> </ul> <p>Generally, the OSH plans were found acceptable.</p>	
<b>4.4.4.2</b>	<p>The occupational safety and health plan should cover the following:</p> <ul style="list-style-type: none"> <li>a) A safety and health policy, which is communicated and implemented.</li> <li>b) The risk of all operations shall be assessed and documented.</li> <li>c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: <ul style="list-style-type: none"> <li>i. All employees involved are adequately trained on safe working practices;</li> <li>ii. All precautions attached to products should be properly observed and applied;</li> </ul> </li> <li>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</li> </ul>	<p>The occupational safety and health plan cover the following:</p> <ul style="list-style-type: none"> <li>a) Boustead Plantations Berhad has established 'Safety and Health Policy' dated 12/07/2021 signed by Chief Operating Officer. Sighted the policy outlines the company's commitment to comply with the applicable safety and health laws and regulations. All operating unit under Boustead Plantations Berhad adopted with the policy.</li> </ul> <p>Sighted the policy is available in Bahasa Malaysia and English and has been displayed at the office notice board as a communication to stakeholders.</p> <p>Based on documentation review found, briefing on the policy is conducted to both internal and external stakeholders as detail below:</p> <ul style="list-style-type: none"> <li>a) Internal <ul style="list-style-type: none"> <li>- Workers – 08/04/2024</li> </ul> </li> <li>b) External</li> </ul>	Minor non-conformity

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<p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p><b>- Major compliance -</b></p>	<p>- Stakeholder meeting was conducted on 22/04/2024.</p> <p>b) The risk of all operation has been assessed and documented in the HIRARC under document entitled HIRARC Form – Hazard Identification, Risk Assessment and Risk Control. Risk assessment is guided by procedure entitled HIRARC Procedure (SOP No.: SSD/03/HRP-02), dated 21/02/2023.</p> <p>Latest Chemical Hazardous Risk Assessment (CHRA) has been conducted by Rehpro Scientific Sdn Bhd dated 08/05/2023. Report of the CHRA is provided for verification during the audit (Report No: RSSB/CHRA/2023-012). The assessment has been conducted by competent person with DOSH Registration No.: HQ/11/ASS/00/290. Among recommendation in the CHRA is to conducted medical surveillance to the workers exposed to chemical hazards such as Manganese and Hexane. Medical surveillance was conducted on 16/06/2023 by Occupational Health Doctor (DOSH Reg. No.: HQ/19/DOC/00/00399) for 50 workers who exposed to the chemical hazard. The results of medical surveillance have been acknowledged by the workers and all workers undergo medical surveillance is fit to continue their work without any abnormal results. The results have been verified in the document entitled 'Summary Report Medical Surveillance for June'. The next medical surveillance is planned for the end of July or early August 2024, due to the provider's packed schedule. This has been verified by a letter dated 15/07/2024 from DAB OH Sdn Bhd (Ref: DG/ADM/072024-001-DI).</p> <p>In addition, site visit at various workstation including laboratory and workshop found that the workers conducted the work</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>related to chemical were worn appropriate PPE as recommended in the CHRA.</p> <p>Besides that, Noise Risk Assessment was conducted on 24/09/2020 by competent person (DOSH Reg. No.: HQ/18/PEB/00/00024) with report reference no.: DABOH/1020/061. Site verification at the mill workstation found that recommendation from the assessment were implemented such as fixing signage hearing protection zone at the noise area and noise mapping were made available in the mill process station.</p> <p>In addition, there is an audiometric testing programme conducted to all workers stationed at high pitch area such as oil extraction station, kernel plant, press station, boiler plant, engine room and water treatment. Latest programme conducted 13/07/2023 resulted in out of 43 workers inspected, 05 of them were declared as having abnormal audiogram and standard threshold shift. 05 workers which consists of workers having abnormal audiogram and standard threshold shift were recommended by OHD to be examined after received the report. Following to this, the mill has sent these workers for examination by OHD on 20/07/2023. The result indicated no need to repeat medical examination and audiogram test. It was recommended to continue annual audiometry, training and education and provision PPE. Training for hearing protection conducted on 21/08/2023.</p> <p>Aside the above, workplace inspection was conducted quarterly, with latest inspection was conducted in 03/05/2024. The inspection was conducted in various area including workstation, office and critical control point. Annual inspection, examination</p>	

Criterion / Indicator	Assessment Findings	Compliance
	<p>and testing of engineering control equipment for Local Exhaust Ventilation monitoring was done on 22/02/2024 conducted by Hygiene Technician II with DOSH registration no.: HQ/23/JHII/00/00069 as verified in the report. The mill has implemented the recommendation in the report, and this has been verified through monthly inspection checklist where includes inspection and monitoring to fume hood system.</p> <p>c) Annual training programmed for employees exposed to chemicals used at the palm oil mill has been established by the certification unit with document title 'Mill Annual Master Programme' for year 2024.</p> <p>i) Training for chemical handling has been conducted on 20/03/2024 and attended by workers who handle the chemical. Record of training is made available for verification.</p> <p>ii) Precautions attached to products has been properly observed and applied as verified during interview with sampled workers that handle the chemical. Safety Data Sheet (SDS) for all chemicals is available at every workstation that stored the chemical. It was found that SDS displayed in dual languages i.e., Bahasa Melayu and English. This has been verified during site visit at workstation. Furthermore, observed warning signage at workstation were appropriate as recommended in the CHRA report.</p> <p>d) Management has provided appropriate PPE to workers to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). PPE issuance record was available for verification. Inspected with sample workers</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>interviewed found all PPE was given accordingly to their task given. The PPE issued to the workers as per HIRARC, CHRA and Noise Risk Assessment report.</p> <p>e) Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000 has been established in document entitled Chemical Handling Procedure (Issue: 1; Date of issue: 11/10/2019; Revision no.: 1)</p> <p>During site visit, it was found that the chemical safety signage also was found adequate as per CHRA recommendation.</p> <p>f) Management has appointed responsible person for workers safety and health as referring to appointment letter for Mill Manager dated 15/08/2018 and appointed by Head of Engineering. Furthermore, the management has appointed Safety Committee Members consists of Secretary and representatives from employer and employees. Sighted Rimba Nilai POM Safety Committee Organisation chart and appointment letter for Safety and Health Committee appointed by the Mill Manager as evident.</p> <p>g) Management has conducted regular two-way communication with their employees where issues affecting their business such as employee's health, safety and welfare are discussed openly. OSH Meeting has been conducted on quarterly basis. This has been referring to OSH minutes of meeting on 29/04/2024, 27/02/2024, 29/11/2023 and 29/08/2023, attended by employer and employee representatives. Minutes of OSH</p>	



Criterion / Indicator	Assessment Findings	Compliance
	<p>meeting was kept, and all the concern of the employees and any remedial actions taken was recorded. Among other agenda in the meeting are as follows:</p> <ul style="list-style-type: none"> <li>• Discussion on accident report</li> <li>• Workplace inspection</li> <li>• Safety and health programme</li> <li>• Matter on previous minutes meeting</li> <li>• Other matters</li> </ul> <p>h) Management has established procedures for emergency respond plan (Version: 1; Year: 2015; Issue No.: 1; Issue Date: 01/06/2015). Flowchart for emergency has been placed at strategic location e.g., office notice board, store, etc. Furthermore, there are list of Emergency Response Plan (ERP) has been established and published as for guidance:</p> <ul style="list-style-type: none"> <li>• ERP for OSH emergencies including accident/incident.</li> <li>• Emergency action plan in the event of fire</li> <li>• Emergency action plan in the event of an explosion</li> <li>• Emergency action plan in the event of oil spillage</li> </ul> <p>Training for fire drill and emergency response plan were 02/04/2024. Records of training which consists of attendance list, photos and briefing material is available for verification.</p> <p>i) First aider has been present at all works station inspected. Latest in-house training for first aid has been conducted on 05/10/2023 as verified in training material, attendance, and photos. First aid box was inspected during site visit and found contains with approved contents.</p>	

Criterion / Indicator		Assessment Findings	Compliance
		<p>j) Reporting of accident is guided by Accident Investigation &amp; Reporting Procedure including flowchart procedure. Accident record was verified during the audit. In practice, accident record and investigation were recorded and discussed during quarterly OSH meeting. JKPP 8 Form is submitted every year to Department of Occupational Safety and Health (DOSH). Latest JKPP 8 Form (Ref. No.: JKPP 8/154335/2023) submitted via MyKKP portal on 30/01/2024 with 03 accident were recorded. The accident caused loss of 19 working days. The accident cases have been discussed in OSH Committee meeting as verified in the minutes of OSH meeting.</p> <p>Despite the above, few of occupational safety and health plan was not effectively implemented and demonstrated. During site visit at mill operation and workstation, and while reviewing the documentation, it was found the following:</p> <ol style="list-style-type: none"> <li>1) 20 lit jerry can contain hydraulic oil was placed on a shovel at the FFB grading yard, which does not align with the section 6.1 (iii) of Chemical Handling Procedure that requires proper labelling.</li> <li>2) There is a first aid kit in the workshop with approved contents. However, the first aid box is wrapped in plastic, and the process of unwrapping it takes a long time, as demonstrated during the site visit. This raises concerns regarding its efficacy in emergency situations, especially since the SOP of First Aid states that the first aid kit must be accessible.</li> <li>3) Referring to the First Aid map location, the FFB grader office should have a First Aid Kit. However, during the site visit, it was</li> </ol>	

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		<p>found that there was no First Aid Kit available at the FFB grader office.</p> <p>With the above objective evidence, a Minor Non-Conformity was raised against this indicator [4.4.4.2 e), h), i)].</p>	
<b>Criterion 4.4.5: Employment conditions</b>			
<b>4.4.5.1</b>	<p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p><b>- Major compliance -</b></p>	<p>Boustead Plantations Berhad has established the Sustainability Policy; Signed by CEO dated on 12/07/2021 to implement the good social practices regarding human rights in respect of industrial harmony. The company is committed to ensure every individual are treated with fairness, dignity and respect. The company will respect the rights of every individual. They also recognize their responsibilities to respect human rights and avoid complicity in human rights abuses.</p> <p>The policy has been communicated to stakeholder on 22/04/2024 for external stakeholders and 08/03/2024 for internal stakeholders. As per interview, with stakeholders, all of them can demonstrates their understanding on the procedure.</p>	Complied
<b>4.4.5.2</b>	<p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p><b>- Major compliance -</b></p>	<p>Policy has been established for good social practices and has been documented in the document title the Sustainability Policy; Signed by CEO dated on 12/07/2021.</p> <p>Stated in the policy that the management is committed to ensure rights of all employees including contract, temporary and migrant workers are respected according to local, national and ratified law and best practices. Stated in the policy that all workers will not be discriminated regardless of race, colour, sex, religion, political</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<p>opinion, nationality, social origin or any other distinguishing characteristics. All workers will be treated equally.</p> <p>The policy has been communicated to stakeholder on 22/04/2024 for external stakeholders and 08/03/2024 for internal stakeholders. As per interview, with stakeholders, all of them can demonstrates their understanding on the procedure.</p> <p>As per interview with sample workers and stakeholders, there is no discrimination has been practiced where all workers have been treated equally. Sighted different categories of workers which origin from Indonesia, Philippines and Malaysia and consists of different gender and races.</p>	
<b>4.4.5.3</b>	<p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p><b>- Major compliance -</b></p>	<p>Stated in the employment contract working hours, deduction, overtime and leave entitlement. Mentioned in the employment contract that entitlement of leave is depending on the length of service. For workers less than 2 years services, they are entitled for 14 days of sick leave and 8 days of annual leave. Highlighted in the contract reasons for dismissal, period of notice and other legal labour requirements.</p> <p>As verification through pay slips, punch card and checkroll book, there is evidence that all workers has been paid above the minimum wages. It has been further confirmed through interview with sample workers.</p> <p>As per interview with the management for estates, workers salary will be monitored through punch card which clearly stated total days and hours works. Sample has been taken payslips, checkroll for month June'24, March '24 and November'23 which based on low crop, peak crop and medium crop season.</p>	Complied

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		Sample has been taken from workers that comes from different types of works, categories such as gender, origin countries, length of services and races.	
<b>4.4.5.4</b>	Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee. - <b>Minor compliance</b> -	Not applicable since there is no contractor has been appointed in the Rimba Nilai for full time. There is 3 contractors has been appointed by the management which are Klinik Elopura as visiting medical officer, Pengangkutan Ya Hen Sdn Bhd as CPO transporter and Pengangkutan Dagang Tera Sdn Bhd as PK transporter.	Complied
<b>4.4.5.5</b>	The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - <b>Major compliance</b> -	List of workers has been maintained by each operating units and verified by auditor. The list included information such as full name, gender, date of birth, date of entry and job description.	Complied
<b>4.4.5.6</b>	All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records. - <b>Major compliance</b> -	Sample of 12 worker has been taken based on different workers category which is gender, types of works, origin of countries and length of services. Sighted employment contract for all workers that has been established and pays and benefits has been clearly outlined in the collective agreement and employment contract which includes terms on regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice. There is evidence that it has been signed by both parties and copy has been given to the workers which has been confirmed through interview.	Complied

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<b>4.4.5.7</b>	The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers. <b>- Major compliance -</b>	Working hours has been monitored through punch cards. Sample of punch card has been taken for month March'24, June'24 and November' 23.	Complied
<b>4.4.5.8</b>	The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable. <b>- Major compliance -</b>	Interview with workers and document reviewed on the punch card as well as payslip shown that the overtime payments are in accordance to law and workers are not forced to work overtimes.	Complied
<b>4.4.5.9</b>	Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. <b>- Major compliance -</b>	Individual workers received documented payslips on the day of payment. Wages and overtime payments for daily rated workers were based on the attendance records documented in the check-roll muster. The timecard contains a record of the total overtime hours and daily attendance.	Complied
<b>4.4.5.10</b>	Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings. <b>- Minor compliance -</b>	Additional social benefits include the following provisions: For Local Workers: <ul style="list-style-type: none"> <li>- In recognition of commendable work performance, the company presents hampers to general workers during the annual dinner. Staff members are eligible for incentives and bonus payments based on Key Performance Indicators (KPIs).</li> <li>- Professional growth opportunities, such as professional development programs, are offered to executives and higher-tier employees.</li> <li>- Comprehensive medical care and health provisions are extended to the entire workforce.</li> </ul> For Foreign Workers:	Complied

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>- Incoming overseas employees receive essential necessities and food as part of a starter pack to aid their transition.</li> <li>- All workers have been provided with free water and electricity supply, bus transportations, and free childcare.</li> </ul>	
<b>4.4.5.11</b>	<p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p><b>- Major compliance -</b></p>	<p>Worker's housing has been divided into 2 categories which are Other Workers Amenities (OWA); total 44 houses and Non clerical staff (NCS); 12 houses. Latest line site inspection has been conducted on 18/03/2024 and 22/08/2024 and has identified overgrown grasses. The line inspection has been conducted by Mr Ariffuddin, Mandore.</p> <p>During the site visit to the line site area, it was observed that amenities such as a playground, football field, mosque, church, and more were available, offering unrestricted access to all workers and their dependents. Additionally, the housing compound provided conveniences like a sundry shop and a crèche.</p> <p>The workers' living quarters are adequately supplied with clean water, a responsibility managed by the mill administration. Furthermore, the management has conducted thorough analyses to ensure the water's safety for domestic use.</p>	Complied
<b>4.4.5.12</b>	<p>The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace.</p> <p><b>- Major compliance -</b></p>	<p>Boustead Plantations Berhad established a Sustainability Policy, officially approved by the CEO on 12/07/2021, which provides guidelines to prevent all forms of sexual harassment and workplace violence. Consultations with a group of female employees at the mill revealed that no incidents of sexual harassment have occurred. Furthermore, these employees are well-informed about the proper reporting procedures should such an issue arise.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.4.5.13	The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. <b>- Major compliance -</b>	Boustead Plantations Berhad implemented a Sustainability Policy, officially endorsed by the CEO on 12/07/2021, which grants all employees the freedom to participate in associational activities. At Rimba Nilai Palm Oil Mill, employees have formed an employee consultative committee, including representatives from various foreign countries, primarily Indonesia and the Philippines. The most recent meeting between this committee and the management occurred on 14/06/2024.	Complied
4.4.5.14	Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. <b>- Major compliance -</b>	As per verification through interview with sample workers, stakeholders and management, there is evidence that the management did not employ children and young persons where only person that above than 18 years olds will be recruited. It has been further confirmed through verification from the workers master list and site visit to operations and housing area.	Complied
<b>Criterion 4.4.6: Training and competency</b>			
4.4.6.1	All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. <b>- Major compliance -</b>	A documented training programme has been developed and available in the 'Mill Annual Master Programme' for year 2024. The training programme are covering aspects of safety, health, environment and social which involves staff and workers. Records of the training conducted are kept maintained by the certification unit in the folder related to training. Training evaluation form were provided to the workers after training session to evaluate status of their competency.	Complied



Criterion / Indicator		Assessment Findings	Compliance																						
		<p>It was observed that the above records consist of all necessary information (attendance, photos, and training contents). Example of the verified records are as follows:</p> <table><tr><th>Training</th><th>Date</th></tr><tr><td>First Aid Training</td><td>05/10/2023</td></tr><tr><td>Safe Work Procedure for LOTO</td><td>10/01/2024</td></tr><tr><td>Refresher Safe Work Procedure</td><td>04/01/2024</td></tr><tr><td>Briefing on Workplace Inspection</td><td>22/02/2024</td></tr><tr><td>Chemical Safety Handling</td><td>20/03/2024</td></tr><tr><td>ERP Training</td><td>02/04/2024</td></tr><tr><td>Authorised Gas Tester and Entry Supervisor for Confined Space Refresher Training</td><td>28-29/02/2024</td></tr><tr><td>Fire Extinguisher Training</td><td>01-02/03/2024</td></tr><tr><td>Scheduled Waste Training</td><td>17/02/2024</td></tr><tr><td>Environmental ERP Training</td><td>16 &amp; 23/05/2024</td></tr></table> <p>Interview with sampled workers at workstation, found that the workers have been trained with their specific task, safety and emergency procedure and mention that the training was conducted on yearly basis. For policy and safe working procedure, the briefing was conducted during the morning briefing session.</p> <p>Based on the documents reviewed and interview conducted, it was concluded that the training program has been effectively established.</p>	Training	Date	First Aid Training	05/10/2023	Safe Work Procedure for LOTO	10/01/2024	Refresher Safe Work Procedure	04/01/2024	Briefing on Workplace Inspection	22/02/2024	Chemical Safety Handling	20/03/2024	ERP Training	02/04/2024	Authorised Gas Tester and Entry Supervisor for Confined Space Refresher Training	28-29/02/2024	Fire Extinguisher Training	01-02/03/2024	Scheduled Waste Training	17/02/2024	Environmental ERP Training	16 & 23/05/2024	
Training	Date																								
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Briefing on Workplace Inspection	22/02/2024																								
Chemical Safety Handling	20/03/2024																								
ERP Training	02/04/2024																								
Authorised Gas Tester and Entry Supervisor for Confined Space Refresher Training	28-29/02/2024																								
Fire Extinguisher Training	01-02/03/2024																								
Scheduled Waste Training	17/02/2024																								
Environmental ERP Training	16 & 23/05/2024																								
4.4.6.2	Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description.	The company has established training needs of individual employees prior to planning and implementation of the training programmes with purpose to provide the specific skill and competency required to all employees based on their job description. The training need analysis was conducted based on the	Complied																						

Criterion / Indicator		Assessment Findings	Compliance
	- <b>Major compliance</b> -	job designation and training required by the job type. This has been verified in 'Training Need Analysis' for year 2024 signed by mill manager.	
<b>4.4.6.3</b>	A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure. - <b>Minor compliance</b> -	A training programme has been developed and available. Refer to training plan entitled 'Mill Annual Master Programme' for year 2024. It was found that training has been implemented as per training programme. Based on interview with sample workers indicates that they have undergo training and have good understanding on their job function and responsibility.	Complied
<b>4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services</b>			
<b>Criterion 4.5.1: Environmental Management Plan</b>			
<b>4.5.1.1</b>	An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented. - <b>Major compliance</b> -	There is a BPB Sustainability Policy for the entire BPB mill and estates issued and endorsed in 12/07/2021 by the Chief Executive Officer. Therein the policy among others has stated that the Company is committed to protecting the environment and conserving biodiversity through sustainable development.  This policy is prominently displayed in the office, ensuring visibility and awareness among all employees. It stands alongside other important company policies, reflecting their commitment to maintaining high standards and promoting a cohesive workplace culture.	Complied
<b>4.5.1.2</b>	The environmental management plan shall cover the following: a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations	The Policy is available and the objectives stated therein. <ul style="list-style-type: none"> <li>• Environmental protection and biodiversity sustainability</li> <li>• Compliance to legislative requirement</li> </ul>	Complied

Criterion / Indicator		Assessment Findings	Compliance
	- Major compliance -	<ul style="list-style-type: none"> <li>• Management of environment</li> <li>• Management of slope area planting</li> <li>• Zero Burning and GHG management</li> <li>• Chemical management</li> </ul> <p>The mill established and implemented its management plan for legal compliance schedule and to control the environmental emissions, via aspect and impacts analysis results.</p> <p>The environmental management plan consists of the following issues:</p> <ul style="list-style-type: none"> <li>• POME Treatment System</li> <li>• EFB Management Plan</li> <li>• Scheduled Waste Management</li> <li>• Performance Monitoring for Air Pollution Control</li> </ul> <p>Sighted and verified among activities covered in the EIE and EIA are clarification station, diesel storage, laboratory, mixing tank, pump house, sterilizer station, pressing station, EFB yard, oil room station, reception station and effluent treatment plant.</p>	
4.5.1.3	<p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p>- Major compliance -</p>	<p>The mill established and implemented its management plan for legal compliance schedule and to control the environmental emissions, via aspect and impacts analysis results.</p> <p>The Environment Management Plan 2024 for mill operations encompasses a variety of projects, addressing both the operational processes and infrastructure of the mill. Among others, these projects include initiatives aimed at enhancing efficiency, upgrading equipment, and improving overall productivity as per below:</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>POME Treatment System – To conduct desludging fir Anaerobic Pond No. 3 c/w construction of new holding pond and additional of 1 Unit of 2<sup>nd</sup> unit Final Treated Effluent Discharge for Sprinkler application.</li> <li>EFB Management Plan – Construction of EFB containment drainage c/w sump pit and pump for EFB leaches.</li> <li>Scheduled Waste Management - Construction of additional one (1) unit of scheduled waste store.</li> <li>Performance Monitoring for Air Pollution Control – To rectify the faulty of CEMS-PC unit &amp; installation smoke density meter c/w panel, alarm &amp; recorder.</li> </ul> <p>All actions are to be monitored on the indicated frequency shown in the plan.</p>	
<b>4.5.1.4</b>	<p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p><b>- Minor compliance -</b></p>	<p>Programs to promote the positive impact has been included in the continual improvement plan which includes objectives, category, types/location, action, frequency, and person in charge and monitoring of progress. Among program established are:</p> <ul style="list-style-type: none"> <li>GHG reduction plan</li> <li>Waste management plan</li> <li>Water management plan</li> <li>Energy Management plan</li> </ul>	Complied
<b>4.5.1.5</b>	<p>An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives.</p> <p><b>- Major compliance -</b></p>	<p>Rimba Nilai POM consistently planned and conducted training for workers to raise awareness on environmental issues. This ensures that employees understand the company's policies and work towards achieving environmental objectives. Verified awareness and training conducted as following:</p>	Complied

Criterion / Indicator		Assessment Findings			Compliance
		No	Description	Date	
		1.	Briefing on Environment Policy	31/01/2024	
		2.	Environmental Emergency Response Plan Training	16/04/2024	
		3.	Scheduled waste Refresher Training	17/02/2024	
4.5.1.6	<p>The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed.</p> <p>- Major compliance -</p>	<p>Rimba Nilai POM consistently conduct quarterly meeting regards to environment to discuss all environment concerns via Environment Performance Monitoring Committee (EPMC). Verified latest meeting conducted was on 25/04/2024 which attended by 6 staffs and workers. Among issues discussed during the meeting but not limited to:</p> <ul style="list-style-type: none"><li>• Refresher of Environmental Mainstreaming Tool (EMT)</li><li>• Statement of Environmental Budget for 2024 and progress of implementation</li><li>• Third party audit findings status and progress of implementation</li><li>• Status and updates of effluent sampling and scheduled waste disposal</li></ul> <p>Interview with employee that attend above meeting indicates that, the environment meeting is a platform used for providing awareness training to staffs and workers as well.</p>			Complied
Criterion 4.5.2: Efficiency of energy use and use of renewable energy					
4.5.2.1	<p>Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period</p>	<p>The electricity generated in kilowatt-hours (kWh) per metric ton (mt) of fresh fruit bunches (FFB) processed is calculated and recorded in the environmental performance indicator for electricity generated by the steam turbine as table below:</p>			Complied

Criterion / Indicator		Assessment Findings						Compliance
	- Major compliance -		Month (2023)	Diesel /FFB		Month (2024)	Diesel/ FFB	
		1	July	5.53	7	Jan	5.27	
		2	Aug	5.70	8	Feb	6.47	
		3	Sep	4.87	9	Mar	8.01	
		4	Oct	4.08	10	Apr	4.63	
		5	Nov	4.05	11	May	4.35	
		6	Dec	4.48	12	June	3.75	
		-	Baseline	5.12				
		The mill aimed for a reduction plan under the Energy Management Plan 2024 as below: <ul style="list-style-type: none"><li>• To minimize and limit the electrical usage based on the electricity schedule.</li><li>• Replace the light bulb with energy saving bulb which last up to 10 times longer and use 75% less energy.</li><li>• Use time switches and daylight sensor for outside lighting.</li><li>• To run steam turbine during non-processing hours at least two hours</li></ul>						
4.5.2.2	Palm oil millers shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. - Major compliance -	The estimated direct usage of non-renewable energy for Jabor POM operations mainly diesel and grid electricity were determined mainly based on forecasted FFB processing tonnage. Estimation also considered the efficiency of mill operations inclusive of fuel use by contractors, including all transport and machinery operations was available in the yearly budgets.						Complied
4.5.2.3	The use of renewable energy should be applied where possible. - Minor compliance -	The fiber and shell are utilized as fuel in the boiler, being recycled within the process system. Any surplus quantity of shell and fiber is delivered to the estates for multiple purposes or sold to external						Complied

Criterion / Indicator		Assessment Findings	Compliance																				
		buyers. Empty fruit bunches (EFB) are employed in the estates for mulching.																					
Criterion 4.5.3: Waste management and disposal																							
4.5.3.1	All waste products and sources of pollution shall be identified and documented.  - Major compliance -	All waste and pollution are identified and documented in the Waste Management Plan, dated 28/05/2024. Inside the plan, the mill also maintained records of source identification and type of scheduled waste. The waste generated from the mill operations are as follows:	Complied																				
		<table><tr><td>Waste</td><td>Item</td><td>Sources</td></tr><tr><td rowspan="3">Scheduled Waste</td><td>Spent lubricants/ hydraulic oil</td><td>Workshop activities</td></tr><tr><td>Used batteries/ used rags /empty containers</td><td>Workshop activities</td></tr><tr><td>Used chemical from lab</td><td>Laboratory and boiler station</td></tr><tr><td rowspan="2">Domestic Waste</td><td>Rubbish</td><td>Line site/office &amp; mill complex</td></tr><tr><td>Sewage</td><td>Line site/office &amp; mill complex</td></tr><tr><td rowspan="2">Industrial Waste</td><td>POME</td><td>Effluent Treatment Plant</td></tr><tr><td>EFB</td><td>EFB station</td></tr></table>		Waste	Item	Sources	Scheduled Waste	Spent lubricants/ hydraulic oil	Workshop activities	Used batteries/ used rags /empty containers	Workshop activities	Used chemical from lab	Laboratory and boiler station	Domestic Waste	Rubbish	Line site/office & mill complex	Sewage	Line site/office & mill complex	Industrial Waste	POME	Effluent Treatment Plant	EFB	EFB station
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				Sewage	Line site/office & mill complex																		
		Industrial Waste		POME	Effluent Treatment Plant																		
EFB	EFB station																						
4.5.3.2	A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:  a) Identifying and monitoring sources of waste and pollution.	Rimba Nilai POM waste management plan includes the type and action plan for all identified waste categories as following:	Complied																				
		<table><tr><td>Category</td><td>Types</td><td>Action Plan</td></tr><tr><td>Domestic Waste</td><td>Rubbish</td><td>To collect domestic waste two times a week</td></tr></table>		Category	Types	Action Plan	Domestic Waste	Rubbish	To collect domestic waste two times a week														
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Criterion / Indicator		Assessment Findings			Compliance
	b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products. - Major compliance -		Scrap metal	Annual sales through regional tender	
		Industrial Waste	Scrap Metal	Annual sales through regional tender	
			Used Tyres	Disposal to interested vendor	
		Scheduled Waste	Used lubricant container	Maintain inventory for SW storage; E-SWISS & record of disposal to contractor	
			Spent Hydraulic Oil (SW 306)	Collect and record amount of used oil Oil containers shall be labelled	
			Rags, Plastic, papers contaminated with scheduled waste (SW410)	Collect and record amount of container Disposed of items through registered purchaser	
			Disposed containers, bag and equipment contaminated with scheduled waste (SW409)	Collect and record amount of container Stored and used for storage of waste oil	
			Used Batteries, Tyres and Tube	Trade in with interested supplier	
			Empty Pesticide Container	Labelling of re-use of empty chemical	
		Recyclable Waste			



Criterion / Indicator		Assessment Findings			Compliance
				container for pre mixing activity	
			Empty Fruit Bunch	Application of FFB for immature seedlings	
		Sewage	Septic Tank – Workers House	Maintenance of Septic Tank regularly	
4.5.3.3	<p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005.</p> <p><b>- Major compliance -</b></p>	<p>The SOP on Scheduled Waste disposal is established and implemented. Details as provided in Boustead Plantations - Scheduled Waste Management dated June 2017.</p> <p>Verification during site visit has confirmed that schedule waste is labelling according to 3<sup>rd</sup> Schedule of Environmental Quality (Scheduled Waste) Regulation 2005. The labelling of schedule waste consists of the following information required in the 3<sup>rd</sup> Schedule of Environmental Quality (Scheduled Waste) Regulation 2005:</p> <ul style="list-style-type: none"> <li>• Date of waste generate.</li> <li>• Name of waste generator</li> <li>• Address of waste generator</li> <li>• Telephone number of waste generator</li> <li>• Schedule waste code and warning signage of the schedule waste</li> </ul> <p>In addition, the audit team found that inventory of schedule waste from June 2023 to June 2024 is made available for verification during the audit. Inventory of schedule waste was reported online in E-SWISS system which is developed by DOE and submitted by the mill on monthly basis. Schedule waste latest disposal to LXXXXXX BXXXXXX Sdn Bhd as summarize as table below:</p>			Complied

Criterion / Indicator		Assessment Findings	Compliance																										
		<p>Reviewed consignment notes and details of scheduled waste disposed as table below:</p> <table> <tr> <th>Date</th><th></th><th>Type of Scheduled Waste</th><th>Quantity (mt)</th></tr> <tr> <td rowspan="7">13/03/2024</td><td>20240311165TKGY8</td><td>SW 410</td><td>0.4119</td></tr> <tr> <td>20240311157Q254C</td><td>SW 322</td><td>0.0860</td></tr> <tr> <td>2024031115BIEUSX</td><td>SW 409</td><td>0.5470</td></tr> <tr> <td>2024031116ZWN2O7</td><td>SW 305</td><td>1.6000</td></tr> <tr> <td>2024031115LOMCFH</td><td>SW 110</td><td>0.110</td></tr> <tr> <td>2024031114MGKUW3</td><td>SW 110</td><td>0.0060</td></tr> <tr> <td>2024031116DQPHSR</td><td>SW 102</td><td>0.0720</td></tr> </table>	Date		Type of Scheduled Waste	Quantity (mt)	13/03/2024	20240311165TKGY8	SW 410	0.4119	20240311157Q254C	SW 322	0.0860	2024031115BIEUSX	SW 409	0.5470	2024031116ZWN2O7	SW 305	1.6000	2024031115LOMCFH	SW 110	0.110	2024031114MGKUW3	SW 110	0.0060	2024031116DQPHSR	SW 102	0.0720	
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4.5.3.4	Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse. <b>- Minor compliance -</b>	Domestic waste generated from workers quarters and mill complex were collected by internal collector managed by Sungai Sungai 1 Estate disposed at a landfill located at PM99C. Frequency of collection domestic waste is 2 times per week	Complied																										
<b>Criterion 4.5.4:</b> Reduction of pollution and emission including greenhouse gas																													
4.5.4.1	An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. <b>- Major compliance -</b>	<p>Assessment of identified polluting activities is being conducted and monitored, inclusive of gaseous emissions, particulate / soot emissions and effluent. 'Pollution prevention plan and waste management action plan' is used to identify the waste products and sources of pollution is in place and is being reviewed and implemented accordingly.</p> <p>Among others action been taken by the mill are as follows:</p> <ul style="list-style-type: none"> <li>Scheduled wastes – disposed to LXXXXXX BXXXXXX Sdn Bhd within 180 days</li> </ul>	Complied																										

Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> <li>Domestic wastes are disposed at designated landfill located in Sungai Sungai 1 Estate</li> <li>EFB disposal monitoring record on monthly basis</li> <li>Daily effluent released monitoring record</li> <li>Effluent sampling test on monthly basis</li> <li>Continuous Emission Monitoring System (CEMS) for smoke density monitoring</li> </ul> <p>Yearly boiler stack sampling. Reviewed stack emission monitoring report conducted 22/08/2023 for Boiler Chimney no 1. The result found the dust load from the chimney is 95.68mg/m<sup>3</sup> which below standard 150mg/m<sup>3</sup>.</p>	
<b>4.5.4.2</b>	<p>An action plan to reduce identified significant pollutants and emissions shall be established and implemented.</p> <p><b>- Major compliance -</b></p>	<p>Action plan to reduce significant pollutants and emissions established and implemented by mill as following:</p> <ul style="list-style-type: none"> <li>Scheduled waste management as per legal requirement Environmental Quality (Scheduled Waste) Regulations 2005</li> <li>Monitoring of POME final discharge quality and river water quality</li> </ul> <p>Verified sample records of monitoring for action plan as following:</p> <ul style="list-style-type: none"> <li>Boiler stack emission monitoring as per latest report, Stack Emission Monitoring Report on Boiler Chimney 1, Doc. No. RNPOM/ST-B1/2023/2 dated 22/08/2023 by external party. The result found satisfactory and within the required limit.</li> <li>POME final discharge sampling certificate of analysis Ref. No. RNPOM/DOE-88/2024/0227 for industrial effluent quality; latest conducted date: 07/06/2024.</li> </ul>	Complied

Criterion / Indicator		Assessment Findings	Compliance																																																						
		<ul style="list-style-type: none"><li>Scheduled waste disposal dated 13/03/2024; latest disposal date: 18/05/2024 for SW 410, SW 409, SW 110, SW 322 and SW 305.</li><li>3<sup>rd</sup> Party Environmental Audit conducted on 21/06/2024, Doc. No. JAS.SSK.600-3/1/71/01/2024. Report is available for review.</li></ul>																																																							
4.5.4.3	<p>Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.</p> <p>- Major compliance -</p>	<p>POME generated was treated via aerobic and anaerobic ponding system to meet DOE license's final discharge limit of quality parameters before entering pipeline for land application (furrow system). Sample records of POME final discharge sampling certificate of analysis for industrial effluent quality as table below:</p> <table><tr><td></td><td></td><td>STD</td><td>09/04/24</td><td>10/05/24</td><td>07/06/2024</td></tr><tr><td>1</td><td>pH</td><td>5-9</td><td>7.90</td><td>7.93</td><td>8.25</td></tr><tr><td>2</td><td>BOD mg/l</td><td>20</td><td>20.00</td><td>12.00</td><td>18.00</td></tr><tr><td>3</td><td>COD mg/l</td><td>-</td><td>128.00</td><td>107.00</td><td>134.00</td></tr><tr><td>4</td><td>A Nitrogen</td><td>150</td><td>1.00</td><td>1.00</td><td>1.00</td></tr><tr><td>5</td><td>Total N</td><td>200</td><td>7.00</td><td>9.00</td><td>13.00</td></tr><tr><td>6</td><td>Oil &amp; Grease</td><td>20</td><td>10.00</td><td>9.00</td><td>7.00</td></tr><tr><td>7</td><td>S Solids</td><td>200</td><td>20.00</td><td>15.00</td><td>19.00</td></tr><tr><td>8</td><td>Total Soilds</td><td>-</td><td>1,990</td><td>2,260</td><td>2,376</td></tr></table>			STD	09/04/24	10/05/24	07/06/2024	1	pH	5-9	7.90	7.93	8.25	2	BOD mg/l	20	20.00	12.00	18.00	3	COD mg/l	-	128.00	107.00	134.00	4	A Nitrogen	150	1.00	1.00	1.00	5	Total N	200	7.00	9.00	13.00	6	Oil & Grease	20	10.00	9.00	7.00	7	S Solids	200	20.00	15.00	19.00	8	Total Soilds	-	1,990	2,260	2,376	Complied
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Criterion 4.5.5: Natural water resources																																																									
4.5.5.1	<p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <p>a) Assessment of water usage and sources.</p>	<p>Sighted and reviewed water management plan established and updated on 31/04/2024. It was found that Rimba Nilai POM gets its water for processing from a water catchment area. Monitoring record for water consumption per FFB processes as table below:</p>	Complied																																																						

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	<p>b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities.</p> <p>c) Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.).</p> <p><b>- Major compliance -</b></p>	<p>a) The mill processing water are obtained from the water catchment adjacent to the mill complex. The water usage monitoring is made monthly with the recording detailed (water usage m<sup>3</sup>/per mt of fresh fruit bunches (FFB) 2023 &amp; 2024 as below:</p> <table><tr><td></td><td>Month (2023)</td><td>Water /FFB</td><td></td><td>Month (2024)</td><td>Water /FFB</td></tr><tr><td>1</td><td>July</td><td>3.86</td><td>7</td><td>Jan</td><td>3.87</td></tr><tr><td>2</td><td>Aug</td><td>3.73</td><td>8</td><td>Feb</td><td>4.05</td></tr><tr><td>3</td><td>Sep</td><td>3.62</td><td>9</td><td>Mar</td><td>4.18</td></tr><tr><td>4</td><td>Oct</td><td>2.97</td><td>10</td><td>Apr</td><td>2.44</td></tr><tr><td>5</td><td>Nov</td><td>3.07</td><td>11</td><td>May</td><td>2.51</td></tr><tr><td>6</td><td>Dec</td><td>3.04</td><td>12</td><td>June</td><td>2.40</td></tr><tr><td>-</td><td>-</td><td></td><td></td><td></td><td></td></tr></table>		Month (2023)	Water /FFB		Month (2024)	Water /FFB	1	July	3.86	7	Jan	3.87	2	Aug	3.73	8	Feb	4.05	3	Sep	3.62	9	Mar	4.18	4	Oct	2.97	10	Apr	2.44	5	Nov	3.07	11	May	2.51	6	Dec	3.04	12	June	2.40	-	-					<p>b) POME generated was treated via aerobic and anaerobic ponding system to meet DOE license's final discharge limit of quality parameters before entering pipeline for land application (furrow system). Verified sample records of POME final discharge sampling certificate of analysis ref. # EP249/2024 for industrial effluent quality; date: 15/04/2024. The result as follow:</p> <table><tr><td></td><td></td><td>STD</td><td>09/04/24</td><td>10/05/24</td><td>07/06/2024</td></tr><tr><td>1</td><td>pH</td><td>5-9</td><td>7.90</td><td>7.93</td><td>8.25</td></tr><tr><td>2</td><td>BOD mg/l</td><td>20</td><td>20.00</td><td>12.00</td><td>18.00</td></tr><tr><td>3</td><td>COD mg/l</td><td>-</td><td>128.00</td><td>107.00</td><td>134.00</td></tr><tr><td>4</td><td>A Nitrogen</td><td>150</td><td>1.00</td><td>1.00</td><td>1.00</td></tr><tr><td>5</td><td>Total N</td><td>200</td><td>7.00</td><td>9.00</td><td>13.00</td></tr><tr><td>6</td><td>Oil &amp; Grease</td><td>20</td><td>10.00</td><td>9.00</td><td>7.00</td></tr><tr><td>7</td><td>S Solids</td><td>200</td><td>20.00</td><td>15.00</td><td>19.00</td></tr></table>			STD	09/04/24	10/05/24	07/06/2024	1	pH	5-9	7.90	7.93	8.25	2	BOD mg/l	20	20.00	12.00	18.00	3	COD mg/l	-	128.00	107.00	134.00	4	A Nitrogen	150	1.00	1.00	1.00	5	Total N	200	7.00	9.00	13.00	6	Oil & Grease	20	10.00	9.00	7.00	7	S Solids	200	20.00	15.00	19.00
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2	BOD mg/l	20	20.00	12.00	18.00																																																																																														
3	COD mg/l	-	128.00	107.00	134.00																																																																																														
4	A Nitrogen	150	1.00	1.00	1.00																																																																																														
5	Total N	200	7.00	9.00	13.00																																																																																														
6	Oil & Grease	20	10.00	9.00	7.00																																																																																														
7	S Solids	200	20.00	15.00	19.00																																																																																														

Criterion / Indicator		Assessment Findings						Compliance
		8	Total Soilds	-	1,990	2,260	2,376	
		Additionally, the mill takes samples from Sg Sugut monthly at 2 points, Upstream and Downstream for detection of pollution on a monthly basis.						
			Date: 07/06/2024		Upstream		Downstream	
		1	pH		7.26		7.09	
		2	BOD mg/l		3.00		3.00	
		3	COD mg/l		13.00		14.00	
		4	A Nitrogen		1.00		1.00	
		5	Total N		4.00		5.00	
		6	Oil & Grease		1.00		1.00	
		7	S Solids		83.00		57.00	
		8	Total Soilds		147.00		121.00	
		9	Total Coliform Count		1,700		800	
		c) Ways to optimize water and nutrient usage and reduce wastage are described in the mill 'Water Management Plan', dated 31/01/2024. The POM will conduct monitor the usage of treated water and the implementation has been verified in the document 'Water Consumption and Management Plan FY2024'. Other method for optimizing water consumption as below: i. Implementation of Rainwater Harvesting ii. Construction of bunds for effective management of collection/main drain iii. Proper cambering of roads iv. Construct side drains in field roads v. L-shaped frond stacking, enhancement of ground vegetation at bare ground area						

Criterion / Indicator		Assessment Findings	Compliance
		vi. Establishment Riparian Buffer Zone.	
4.5.5.2	Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations. <b>- Major compliance -</b>	Based on site visit and document review, it is noted that mill discharge POME via sprinkler for land application at PM99, Sungai Sungai 1 Estate. Based on the requirements outlined in Compliance Schedule License no. 003648. The limit for Biochemical Oxygen Demand (BOD) discharge is set at 20 mg/l as specified in the Environmental Quality Regulations (Prescribed Premises) (Crude Palm Oil) 1977 for land application discharge. Monitoring was conducted monthly and quarterly via Quarterly Return forms submitted to the Department of Environment (DOE) to ensure compliance. Effluent analysis confirmed adherence to the prescribed conditions outlined in the Compliance Schedule.	Complied
<b>4.6 Principle 6: Best Practices</b>			
<b>Criterion 4.6.1: Mill Management</b>			
4.6.1.1	Standard operating procedures shall be appropriately documented and consistently implemented and monitored. <b>- Major compliance -</b>	The standard operating procedure is documented in the Boustead Rimba Nilai POM Operation Manual, dated 01/10/2017. This manual encompasses various sections, including Administrative Procedures, Financial Procedures, Field Contracts, Capital Contracts, Engineering Works, Store Procedures, Sales Procedures for produce from estates and mills, Insurance, Annual Estimates, Computer Control, Periodic Requirements, Year-End Financial Requirements, Document Retention, Sundries, and Foreign Workers' Expenses.	Complied
4.6.1.2	All palm oil mills shall implement best practices. <b>- Major compliance -</b>	The standard operating procedure is documented in the Boustead Rimba Nilai POM Operation Manual, dated 01/10/2017. Verification through interviews and site visit revealed that all operations are	Complied

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Criterion / Indicator		Assessment Findings	Compliance
		conducted in accordance with company policies and the established SOPs. In addition, there are monitoring implementation of Standard Operation Procedure by Visiting Officer from Technical Engineer and Mill Advisor. Sighted latest visit from Mill Advisor dated 16-19/01/2024 and Visiting Engineer, Boustead Estates Agency Sdn Bhd on 19-23/02/2024.	
<b>Criterion 4.6.2:</b> Economic and financial viability plan			
<b>4.6.2.1</b>	A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - <b>Major compliance</b> -	All operating units within the Rimba Nilai Business Unit remain dedicated to long-term sustainability and continuous improvement through a capital expenditure program. Management has projected a five-year business plan covering the fiscal years 2023 to 2027. Review summary of Expenditure for mill: 1. General Charges 2. Manufacture 3. Depreciation 4. Despatch 5. Buildings, utility 6. Buildings, Welfare 7. Machinery and Installation 8. Vehicle, agricultural machinery 9. Office equipment/ furniture 10. Domestic equipment/ furniture and fittings	Complied
<b>Criterion 4.6.3:</b> Transparent and fair price dealing			



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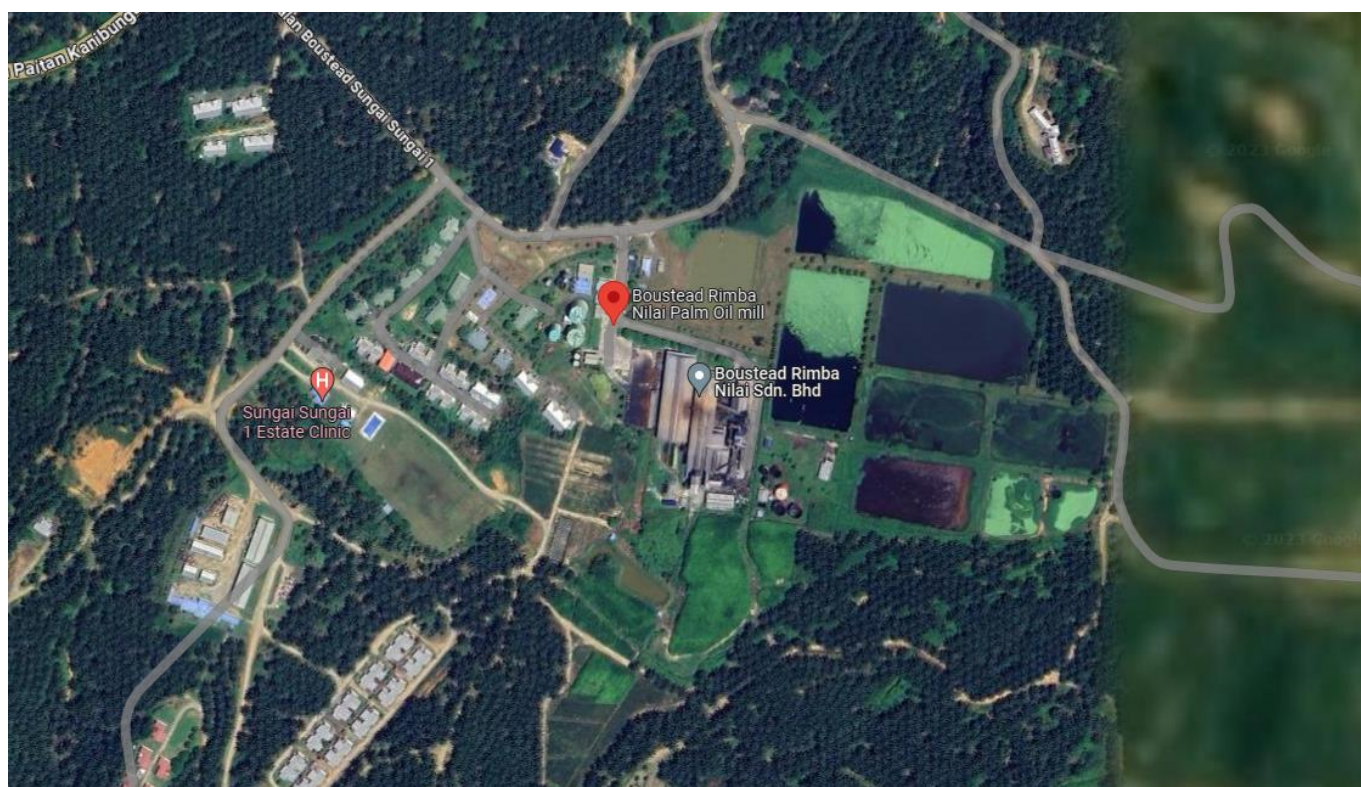
Criterion / Indicator		Assessment Findings	Compliance
<b>4.6.3.1</b>	Pricing mechanisms for the products and other services shall be documented and effectively implemented. <b>- Major compliance -</b>	The pricing mechanism was conducted as per contract agreement between the Contractors or FFB Supplier and Boustead Rimba Nilai Sdn. Bhd.  For FFB supplier, the calculation of the price was spelled out under section Pricing/ Based Price. The price was based on MPOB Peninsular Malaysia Monthly Average CPO Delivered price. The Marketing Department in Headquarters will inform the mill through email on the monthly average CPO price on monthly basis. The mill displayed the monthly price at the weighbridge for buyer references.	Complied
<b>4.6.3.2</b>	All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. <b>- Major compliance -</b>	Contracts between Boustead Rimba Nilai Sdn. Bhd. with FFB supplier and contractors were found fair, legal and transparent and agreed between both parties. The payment terms were spelled out in the contract.  As per contract, the payment terms were stated as within fourteen (14) days after submission of the monthly statement. Sample of active contract reviewed as follows: 1. Pengangkutan Ya Hen Sdn Bhd – CPO Transporter 2. Pengangkutan Dagang Tera Sdn Bhd – PK Transporter	Complied
<b>Criterion 4.6.4: Contractor</b>			
<b>4.6.4.1</b>	In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. <b>- Major compliance -</b>	There is 3 contractors has been appointment by the management which are Klinik Elopura as visiting medical officer, PXXXXXXXXXXn YX HXX Sdn Bhd as CPO transporter and PXXXXXXXXXX DXXXXX TXXXX Sdn Bhd as PK transporter.  Stated in the addendum to the Boustead Transport Agreement dated 01/09/2020 clause 1.5 company and certification body; the	Complied

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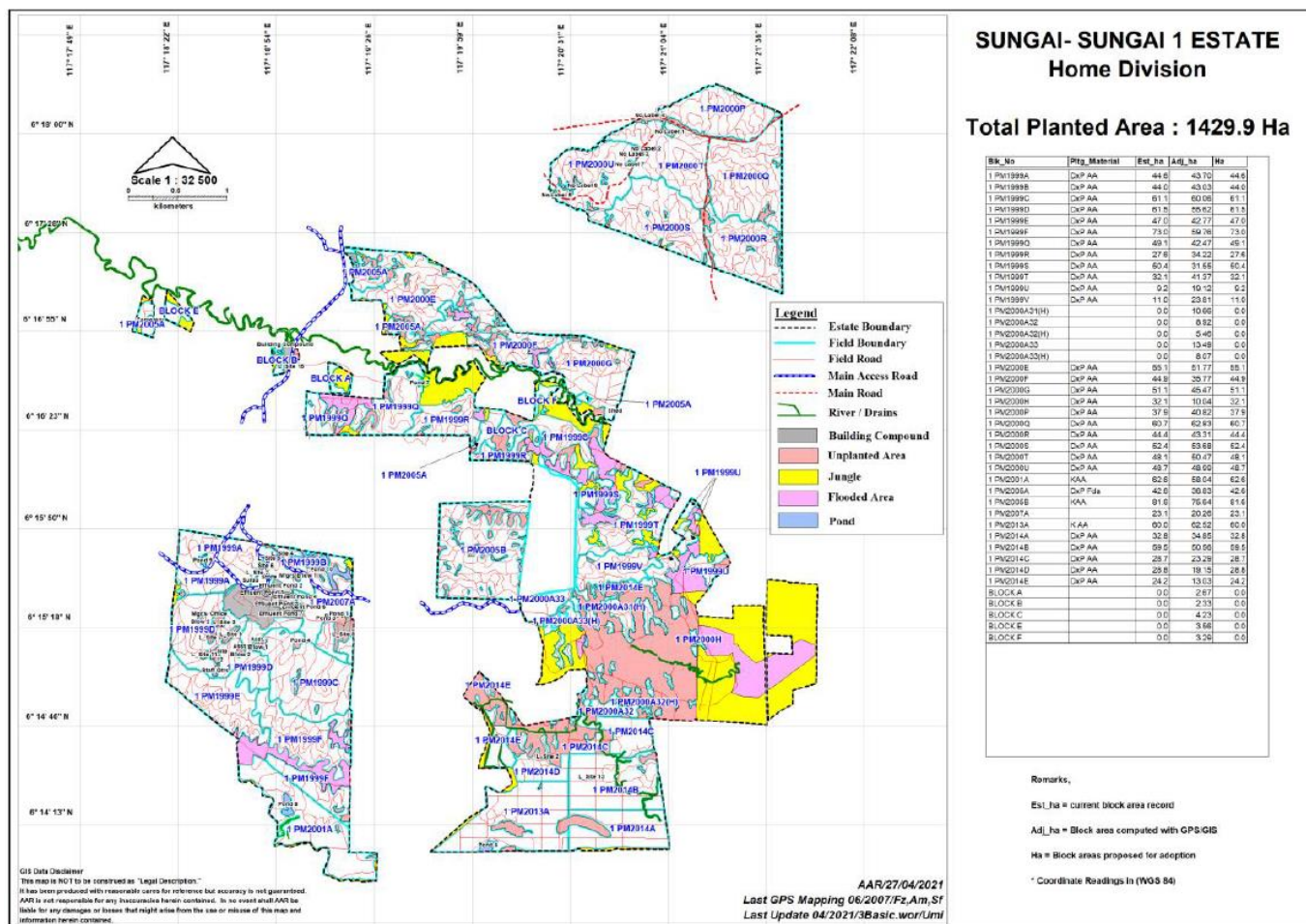
Criterion / Indicator		Assessment Findings	Compliance
		supplier shall permit as and when requested by the company to allow any certification bodies (CBS) which are authorized to audit operational activities at the supplier`s premises if deemed necessary.	
<b>4.6.4.2</b>	The management shall provide evidence of agreed contracts with the contractor. <b>- Major compliance -</b>	Boustead Plantations Berhad has issued Additional Clause on Contract Agreement to all the contractors. In the additional clause stated as follows: The contractors shall comply with all related MSPO/RSPo requirements. This includes that the RSPo/MSPO approved auditors have access to verify the assessment through physical inspection. Reviewed the sampled Additional Clause on Contract Agreement as follows: i. Pengxxxxxxxx Yx Hxn Sdn. Bhd signed on 10/10/2020 by the Director. ii. Pengxxxxxxxx Dxxxxg Txxa Sdn. Bhd. signed on 10/10/2020 by the Managing Director.	Complied
<b>4.6.4.3</b>	The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. <b>- Minor compliance -</b>	Stated in the addendum to the Boustead Transport Agreement dated 01/09/2020 clause 1.5 company and certification body; the supplier shall permit as and when requested by the company to allow any certification bodies (CBS) which are authorized to audit operational activities at the supplier`s premises if deemed necessary.	Complied

## Appendix B: Smallholder Member Details

[illegible]

**Appendix C: Location and Field Map****Rimba Nilai Palm Oil Mill**

## Sungai Sungai 1 Estate

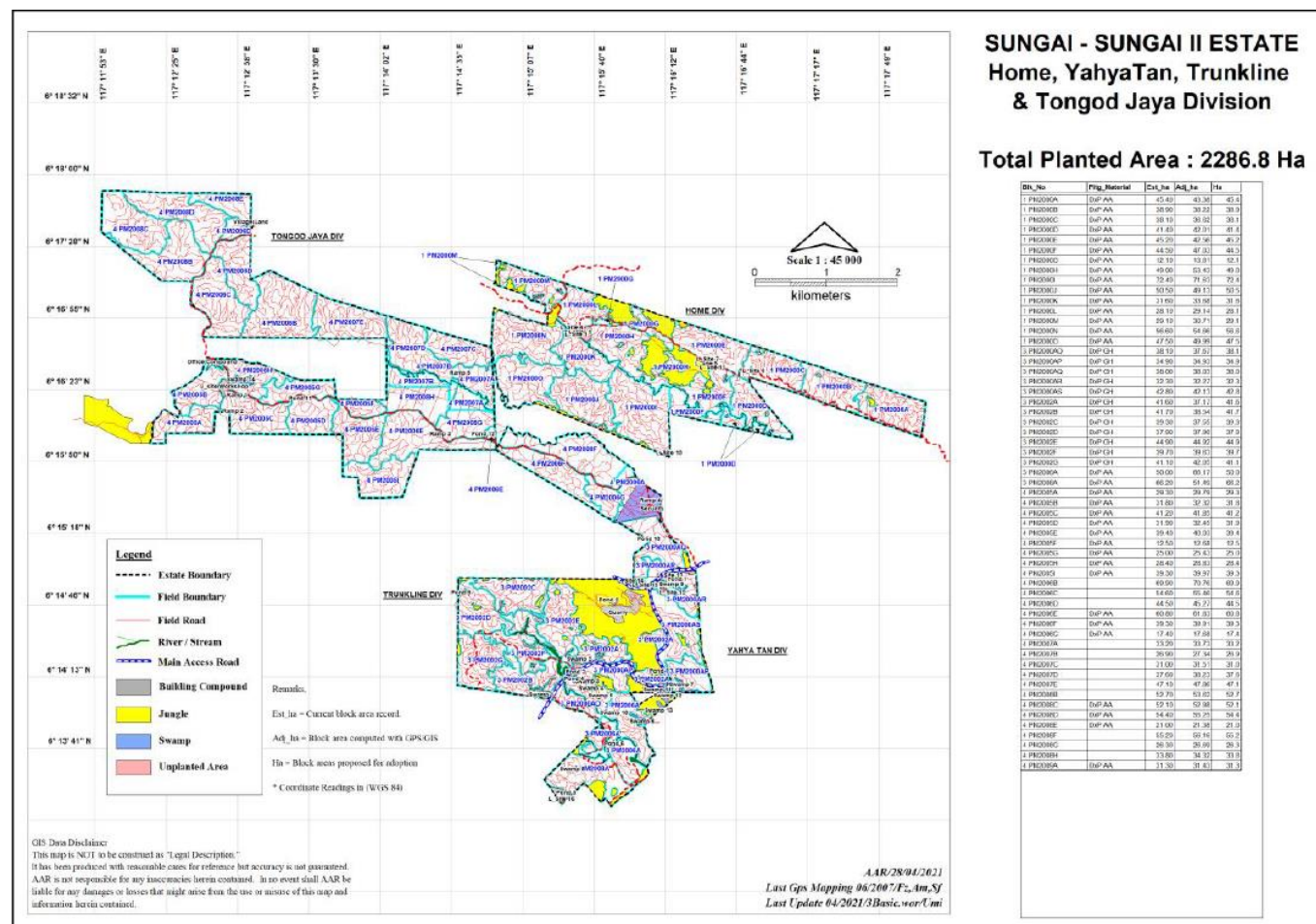




# MSPO Public Summary Report

## Revision 2 (Nov 2021)

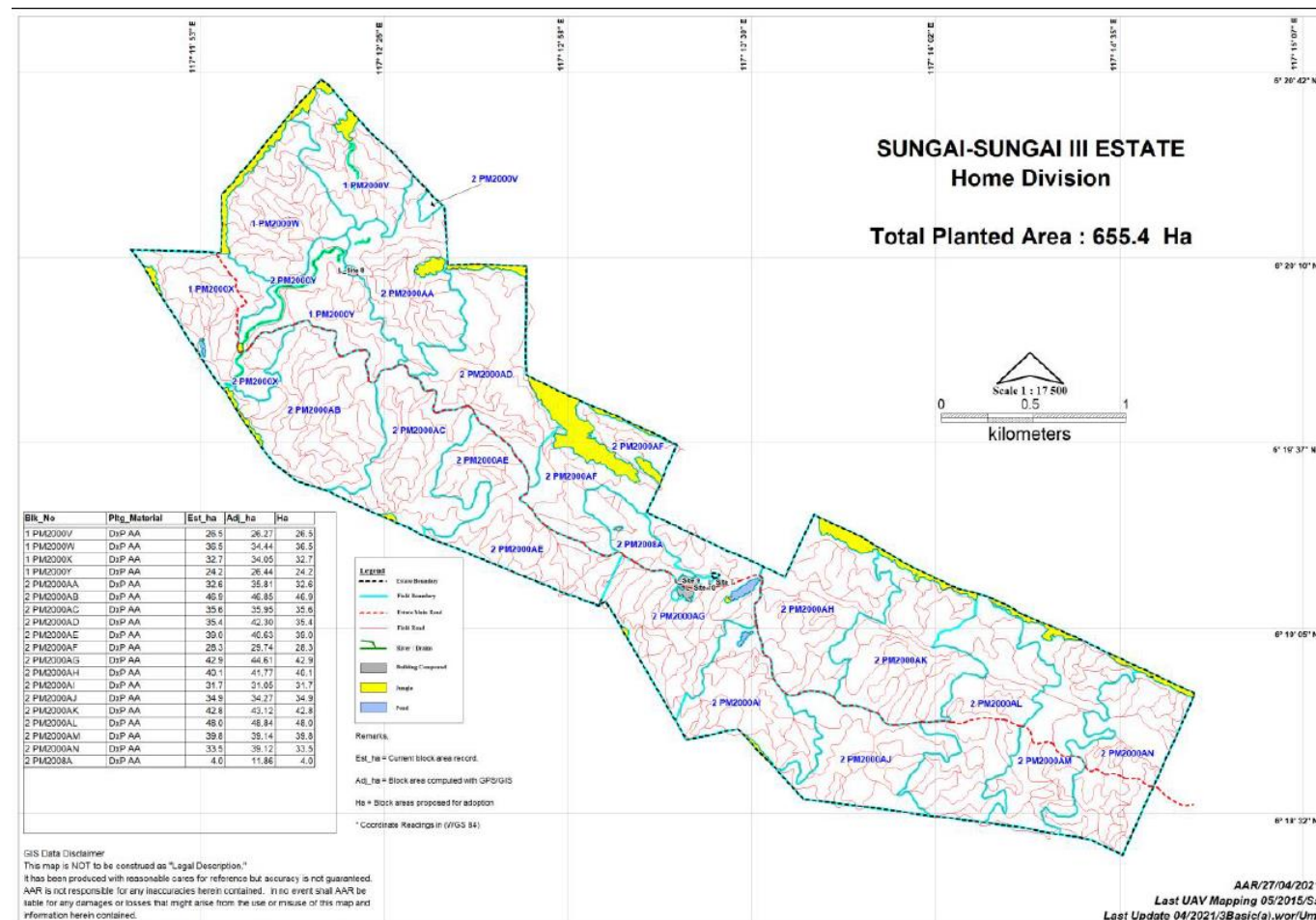
### Sungai Sungai 2 Estate



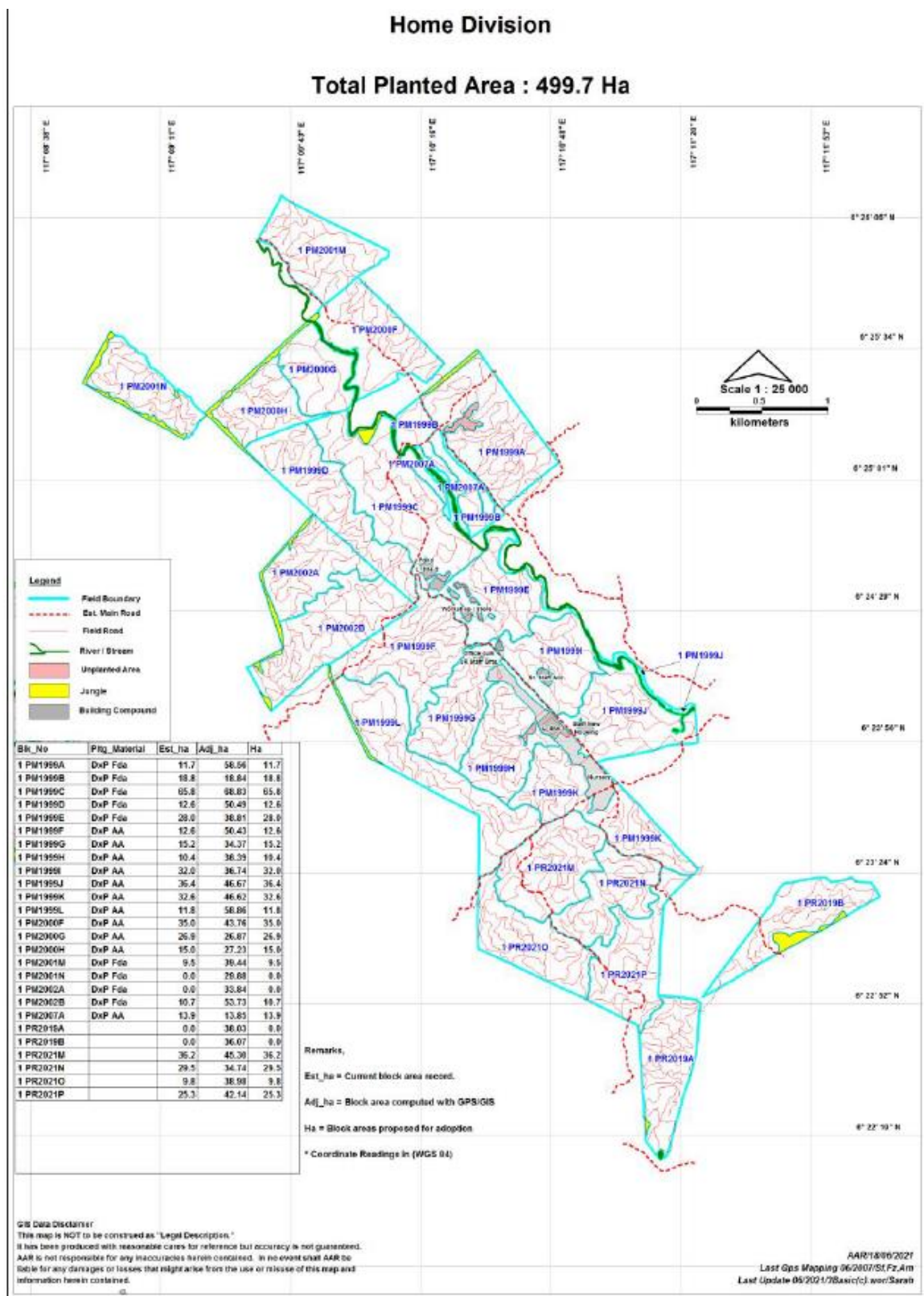
# MSPO Public Summary Report

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### Sungai Sungai 3 Estate

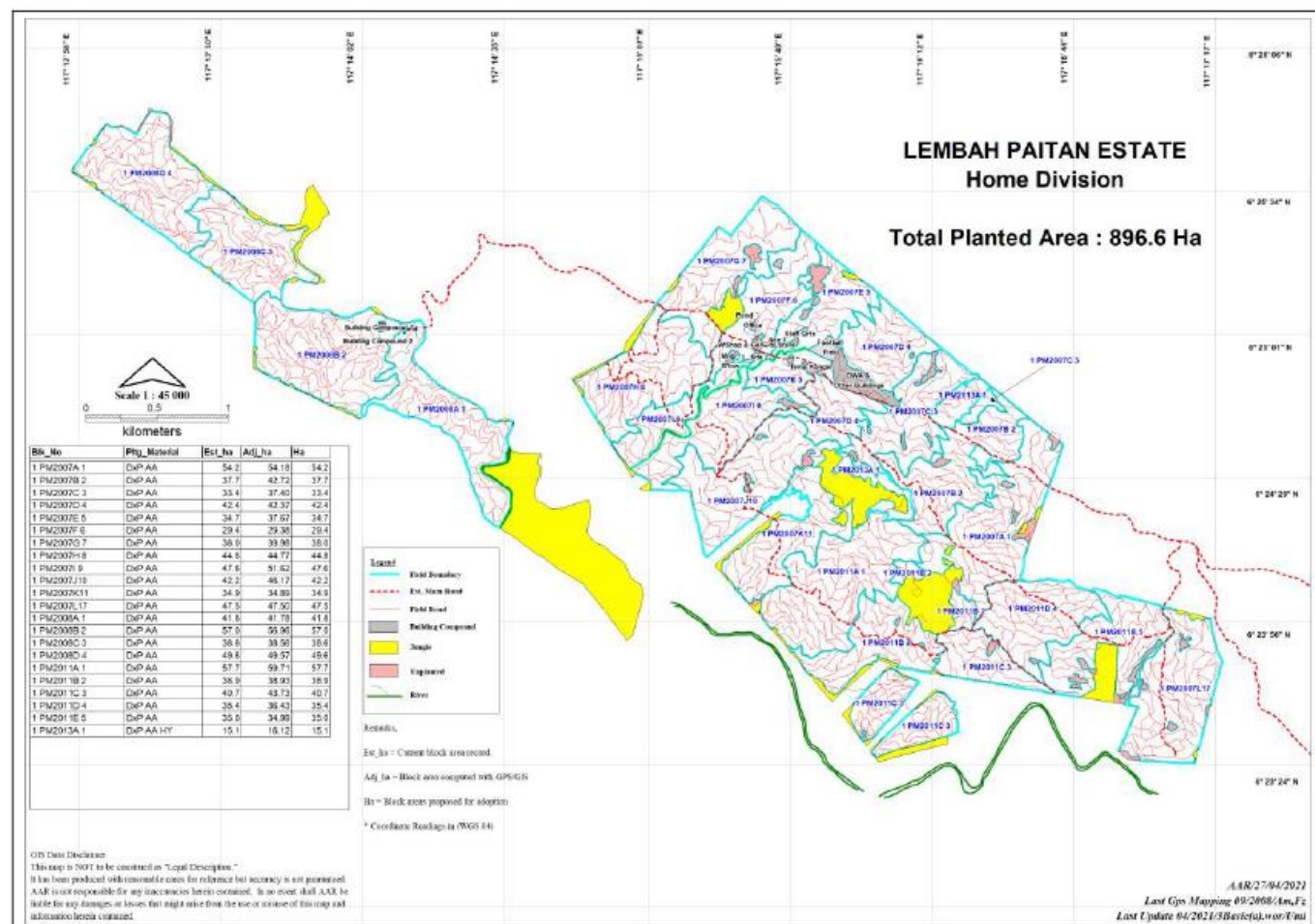


## Kawananan Estate





Lembah Paitan Estate



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