

**RSPO PRINCIPLE AND CRITERIA  
PUBLIC SUMMARY REPORT**

- Initial Assessment**
- Annual Surveillance Assessment** (Choose an item.)
- Recertification Assessment (RA 2)**
- Extension of Scope**

<p><b>Client Company name (Parent Company):</b>  <b>Sime Darby Plantation Berhad</b></p>
<p>Client company Address:  Level 3A, Main Block, Plantation Tower, No. 2,  Jalan PJU 1A/7, Ara Damansara, 47301 Petaling  Jaya, Selangor, Malaysia</p>
<p>Certification Unit:  <b>Strategic Operating Unit (SOU 12)</b>  <b>Jabor Palm Oil Mill</b></p> <p>Location of Certification Unit:  Lot 1884 Mukim Hulu Jabor,  24000 Kemaman,  Terengganu, Malaysia.</p>
<p>Date of Final Report:  5/10/2021</p>

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### Section 1: Scope of the Assessment

1. Company Details			
<b>Parent Company</b>	Sime Darby Plantation Berhad		
<b>RSPO Membership Number</b>	1-0008-04-000-00	<b>Membership Approval Date</b>	07/09/2004
<b>Address</b>	Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia		
<b>Palm Oil Mill / Group Manager / Estate (Certification Unit)</b>	Strategic Operating Unit (SOU 12) Jabor Palm Oil Mill		
<b>Location / Address</b>	Lot 1884, Mukim Hulu Jabor, 24000 Kemaman, Terengganu, Malaysia.		
<b>Website</b>	<a href="http://www.simedarbyplantation.com">www.simedarbyplantation.com</a>		
<b>Management Representative</b>	Shylaja Devi Vasudevan Nair Mohamad Bin Ishak (SOU 12 Chairman)	<b>E-mail</b>	<a href="mailto:shylaja.vasudevan@simedarbyplantation.com">shylaja.vasudevan@simedarbyplantation.com</a> mohamad.ishak@simedarbyplantation.com
<b>Telephone</b>	+(603) 78484379	<b>Facsimile</b>	N/A

2. Certification Information			
<b>Certificate Number</b>	RSPO 745191	<b>Certificate Start Date</b>	07/07/2021
<b>Date of First Certification</b>	07/07/2011	<b>Certificate Expiry Date</b>	06/07/2026
<b>Scope of Certification</b>	Production of Palm Oil and Palm Kernel		
<b>Visit Objectives</b>	The objective of the assessment was to conduct a recertification assessment and look for positive evidence to ensure that elements of the scope of certification and the requirements of the management standard are effectively addressed by Jabor POM and Supply Base's management system and that the system is demonstrating the ability to support the achievement of statutory, regulatory and contractual requirements and the organisation's specified objectives.		
<b>Assessment Cycle</b>	<input type="checkbox"/> Pre Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input type="checkbox"/> Annual Surveillance Assessment (ASA Choose an item.) <input checked="" type="checkbox"/> Recertification Assessment (RA 2) <input type="checkbox"/> Scope Extension		
<b>Applicable Standards / Normative Reference</b>	RSPO Certification System for P&C and RSPO ISH 2020 <input type="checkbox"/> Choose an item. <input checked="" type="checkbox"/> Malaysia National Interpretation 2019 for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
<b>Supply Chain Module</b>	<input type="checkbox"/> Identity Preserved; <input checked="" type="checkbox"/> Mass Balance	<b>Mill Capacity</b>	25 ton/hour

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<b>ISH certification Phase</b>	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable
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3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 745247	MS 2530-4 Malaysian Sustainable Palm Oil (MSPO) Part 4	BSI Services (Malaysia) Sdn Bhd	26/11/2022
MSPO 745251	MS 2530-3 Malaysian Sustainable Palm Oil (MSPO) Part 3		26/11/2022
MSPO 745252	MSPO Supply Chain Standard: 2018		25/11/2024

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
Jabor POM	Lot 1884, Mukim Hulu Jabor, 24000 Kemaman, Terengganu	3° 57' 38.99 "N	103° 18' 32.00" E
Jabor Estate	Mukim Hulu Jabor, 24000 Kemaman, Terengganu	3° 57' 34.74"N	103° 18' 29.32"E

5. Description of Supply Base					
New Planting Development	<input checked="" type="checkbox"/> No (no change in total planted area)		<input type="checkbox"/> Yes (please refer to Principle 7 for details)		
Estate / Smallholders	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Jabor Estate	2,122.40	3.15	207.37	2,332.92	91.1%
<b>Total</b>	2,122.40	3.15	207.37	2,332.92	91.1%

6. Plantings & Cycle							
Estate / Smallholders	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
Jabor Estate	143.94	391.70	1,222.31	364.45	0	1,978.46	143.94
<b>Total (ha)</b>	143.94	391.70	1,222.31	364.45	0	1,978.46	143.94

**Note:**

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<b>7. Summary of Certified Tonnage of FFB (Own Certified Scope)</b>				
Estate / Smallholders	Tonnage / year			
	Estimated last year (Aug 2020 – Jul 2021)	Actual (Apr 2020 – Mar 2021)		Forecast (July 2021-June 2022)
		Previous license period (Apr 2020 – Jul 2020)	Current license period (Aug 2020 – Mar 2021)	
Jabor Estate	39,600.00	15,667.92	31,661.29	47,928.00
<b>Total</b>	39,600.00	15,667.92	31,661.29	47,928.00
<b>Note:</b>				

<b>8. Summary of Certified Tonnage of FFB (from other certified unit(s))</b>				
Estate / Smallholders	Tonnage / year			
	Estimated last year (Aug 2020 – Jul 2021)	Actual (Apr 2020 – Mar 2021)		Forecast (July 2021-June 2022)
		Previous license period (Apr 2020 – Jul 2020)	Current license period (Aug 2020 – Mar 2021)	
Chenor Estate		0.00	902.13	
Jentar Estate		0.00	269.16	
Kerdau Estate		0.00	449.48	
Mentakab Estate		0.00	695.66	
Sg. Mai Estate		0.00	138.48	
<b>Total</b>		0.00	2,454.91	
<b>Note:</b>				

<b>9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)</b>				
Out growers / smallholders	Tonnage / year			
	Estimated last year (Aug 2020 – Jul 2021)	Actual (Apr 2020 – Mar 2021)		Forecast (Aug 2021 – Jul 2022)
		Previous license period (Apr 2020 – Jul 2020)	Current license period (Aug 2020 – Mar 2021)	
Supplier ABC	N/A	14,101.36	20,796.02	N/A
<b>Total</b>	N/A	14,101.36	20,796.02	N/A
<b>Note:</b>				

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<b>9A. Monthly Records of Certified and Uncertified FFB Received since the last audit</b>				
No.	Month - Year	Volume of FFB from certified supply base (mt)	Volume of FFB from uncertified supply base (mt)	Total FFB/Month (mt)
1	April 2020	3,787.07	4,099.75	7,886.82
2	May 2020	3,640.62	3,523.82	7,164.44
3	June 2020	4,035.93	4,414.79	8,450.72
4	July 2020	4,204.30	2,063.00	6,267.30
5	August 2020	4,734.76	3,990.00	8,724.76
6	September 2020	4,974.85	2,152.85	7,127.70
7	October 2020	8,427.36	3,351.28	9,402.52
8	November 2020	4,229.61	2,552.19	6,703.01
9	December 2020	3,855.96	2,550.84	6,406.80
10	January 2021	2,851.14	1,551.91	4,403.05
11	February 2021	2,347.18	2,006.82	4,354.00
12	March 2021	2,695.34	2,640.13	5,335.47
<b>TOTAL</b>		<b>49,784.12</b>	<b>34,897.38</b>	<b>84,681.50</b>

**Note:**

<b>10. Summary of Certified Tonnage (not applicable for ISS)</b>			
Estimated last year (Aug 2020 – Jul 2021)	Actual (Apr 2020 – Mar 2021)		Forecast (Aug 2021 – Jul 2022)
FFB	FFB		FFB
91,764.65	Previous license period (Apr 2020 – Jul 2020)	Current license period (Aug 2020 – Mar 2021)	47,928.00
	15,667.92	34,116.2	
<b>CPO (OER: 21.00 %)</b>	<b>CPO (OER: 19.66 %)</b>		<b>CPO (OER: 21.00 %)</b>
14,891.69	3,209.87	6,576.02	10,064.88
<b>PK (KER: 5.00 %)</b>	<b>PK (KER: 4.87 %)</b>		<b>PK (KER: 5.50 %)</b>
3,641.49	786.86	1,636.29	2,636.04

**Note:**  
Jabor Palm Oil Mill has requested extension of volume and approved by RSPO secretariat on 13/04/2021. Details as follows:

<b>Jabor Palm Oil Mill (March 20-February 21)</b>
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	Reported Volume (as in RSPO Palm Trace) MT	Actual As At Feb 2021 (MT)	Additional Volume Requested (MT)	Total Volume Needed (MT)
CSPO	8,320.00	9,866.69	6,571.69	14,891.69
PK	2,200.00	2,441.49	1,441.49	3,641.49
FFB Received	39,600.00	49,594.92	52,164.65	91,764.65
Reason	Overproduction from Group estate.			

10A. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	April 2020	795.29	189.35
2	May 2020	736.13	182.40
3	June 2020	803.96	190.90
4	July 2020	874.49	224.21
5	August 2020	999.04	265.15
6	September 2020	1087.00	251.73
7	October 2020	1298.60	306.19
8	November 2020	857.14	219.99
9	December 2020	759.24	193.18
10	January 2021	521.47	143.70
11	February 2021	487.51	121.58
12	March 2021	566.02	134.77
<b>TOTAL</b>		<b>9,785.89</b>	<b>2,423.15</b>

**Note:**

11. Summary of Actual Volume sold					
Current License period (Nov 2020 – Mar 2021)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
<b>CPO (MT)</b>	0	0	0	3,098.93	3,098.93
<b>PK (MT)</b>	474.6	0	0	786.95	1,261.55
<b>Credits</b>	0	0	0	0	0
Previous License period (Apr 2020 – Oct 2020)					
<b>CPO (MT)</b>	365.59	0	0	6,140.03	6,505.62
<b>PK (MT)</b>	0	0	0	1,020.89	1,020.89



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<b>Credits</b>	0	0	0	0	0
<b>Note:</b> Conventional is RSPO certified material but sold as non-RSPO.					

<b>11A. Records of Certified CPO &amp; PK Sold under PalmTrace since the last audit (if any)</b>				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
	Sime Darby Oils Port Klang Refinery	TR-7847353c-c39b TR-7cd94bce-0df6	365.59	
	Sime Darby Plantation Berhad - KCP Carey Island	TR-92ad2113-f52b		200.00
	Sime Darby Plantation Berhad - KCP Carey Island	TR-65263948-ef78 TR-c10dbd19-ea72		274.60
<b>TOTAL</b>			365.59	474.60
<b>Note:</b>				

<b>11B. Records of CPO &amp; PK Sold under other schemes since the last audit (if any)</b>				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
	N/A			
<b>TOTAL</b>				
<b>Note:</b>				

<b>11C. Records of CPO &amp; PK Sold as conventional since the last audit (if any)</b>			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
	Company AAA	9,238.955	
	Company BBB		1,807.84
<b>TOTAL</b>		<b>9,238.96</b>	<b>1,807.84</b>
<b>Note:</b>			

<b>11D. Records of Certified CPO Sold under RSPO Credits since the last audit (if any)</b>			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
	N/A		

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<b>TOTAL</b>
<b>Note:</b>

<b>12. Independent Smallholders Certified Tonnage / Volume</b>									
Phase	Estimated last year <i>(key in period)</i>			Actual <i>(key in period)</i>			Forecast <i>(key in period)</i>		
	Eligibility	MS A	MS B	Eligibility	MS A	MS B	Eligibility	MS A	MS B
	40%	70%	100%	40%	70%	100%	40%	70%	100%
FFB									
IS-CSPO									
IS-CSPKO									
IS-CSPKE									

<b>13. Independent Smallholders Actual Sold Tonnage / Volume</b>						
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	IS-CSPK	IS-CSPKE
<b>Current License period <i>(key in period)</i></b>						
Credits						
Physical						

## Section 2: Assessment Process

### Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)  
Suite 29.01 Level 29, The Gardens North Tower,  
Mid Valley City, Lingkaran Syed Putra,  
59200 Kuala Lumpur, Malaysia.  
Tel +60 (3) 9212 9638 Fax +60 (3) 9212 9639  
Representative: Nicholas Cheong ([Nicholas.Cheong@bsigroup.com](mailto:Nicholas.Cheong@bsigroup.com))  
Website: [www.bsigroup.com](http://www.bsigroup.com)

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 is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia.

### 2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on 20 – 23/04/2021. The audit programme is included as Section 2.3. Where applicable, prior to the initial certification and recertification audit, 30 days Public Notification was made through the RSPO and BSI (<https://www.bsigroup.com/globalassets/localfiles/en-my/rspo/Public%20Notification/2021/03-03-rspo-public-notification-recertification-sou-12-sime-darby-jabor-pom--supply-base-english.pdf>) website on 25/2/2021.

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

The Critical NC close out on-site assessment was conducted on 05/08/2021. Due to the Covid-19 Pandemic and the travel restrictions that are in place by the Malaysian Federal Government, the assessment was conducted remotely. The audit programs are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. Malaysia National Interpretation 2019 of the RSPO P&C 2018 was used as the normative reference to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

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

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

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.4.

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

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

For Initial, Re-certification and Extension of Scope assessment, the report was externally reviewed by approved external peer reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

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

<b>Assessment Program</b>					
<b>Name (Mill / Supply Base)</b>	<b>Year 1 (Recertification)</b>	<b>Year 2 (ASA 1_1)</b>	<b>Year 3 (ASA 1_2)</b>	<b>Year 4 (ASA 1_3)</b>	<b>Year 5 (ASA 1_4)</b>
Jabor POM	√	√	√	√	√
Jabor Estate	√	√	√	√	√

**Tentative Date of Next Visit: April 19, 2021 - April 21, 2021**

**Total Number of Mandays: 9.5 Mandays**

**2.2 BSI Assessment Team**

<b>Name</b>	<b>Role</b>	<b>Competency</b>
Muhammad Fadzli Masran	Team Leader	<p><b>Education:</b>            He holds Bachelor Degree in Forestry Science, graduated from University Putra Malaysia</p> <p><b>Work Experience:</b>            He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers' welfare, workers' occupational, health &amp; safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO 9001 and ISO 14001 at Kulim Plantations.</p> <p><b>Training attended:</b>            He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in April 2018 and endorsed RSPO Lead Auditor Course in July 2018.</p> <p><b>Aspect covered in this audit:</b>            During this assessment, he assessed on the aspects of legal, safety, and agriculture best practices</p> <p><b>Language proficiency:</b>            Fluent in in both verbal/written Bahasa Malaysia and English Language.</p>

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<p>Yusof Khairan Nizar Ahmad Tarmizi</p>	<p>Team Member</p>	<p><b>Education:</b> He has educational background: Certificate of Safety and Health Officer-Malaysian Insurance Institute (2003). Bachelor of Corporate Administration (Hons)-MARA University of Technology, Malaysia (2003), Master of Science in Occupational Safety and Health Management-Northern University of Malaysia (2011).</p> <p><b>Work Experience:</b> Experience in managing, consulting, training and auditing Quality, Environmental, Occupational Safety and Health Management Systems such as ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, OHSAS 18001:2007, MS1722:2011 since 1996. Contract Trainer of OSH &amp; Environmental Legal &amp; Other Requirements Lead Auditors course for SIRIM Training Services Sdn Bhd &amp; NIOSH Certification Sdn Bhd. Contract Auditor for Quality, Environmental, Occupational Safety and Health Management System and Malaysia Sustainable Palm Oil (MSPO). OSH, Legal and Environmental Auditor for TUV Rheinland Malaysia RSPO Principles &amp; Criteria. Contract SIRIM QAS International Auditor (2006). Department of Occupational Safety and Health Malaysia (DOSH) Registered Safety and Health Officer (2003-2006). Approved Human Resources Development Fund (HRDF) Trainer (since 2011). Also appointed as Assessor for Prime Minister’s Hibiscus Award involving assessment for oil and gas companies, plantations industries, manufacturing, utilities, cleaning and transportations services (since 2003). MPOCC Registered Peer Reviewer.</p> <p><b>Training attended:</b> Successfully attended course ISO 9001:2000 IRCA/IATC A Lead Auditor Training-International Management &amp; Technology Limited (Kuala Lumpur), ISO 14001:2004 IEMA Approved EMS Advanced Lead Auditor Training Course-Aspects Moody Certification Ltd (UK). OH&amp;SMS IRCA Certified Lead Auditor Training Course-Moody International (KL). MS 1722 Lead Auditor Training NIOSH Certification (KL) and RSPO – TUV Rheinland (Indonesia). MSPO Auditing – SGS (Malaysia). RSPO P&amp;C 2018 Lead Auditor Course – Checkmark Training. Also attended the Quality &amp; Environmental MS Auditing Skills Based on Risk Management, Conformity Assessment – For Bodied Providing Audit and Certification (ISO/IEC 17021:2015) collaboration with Institute of Quality Malaysia, ISO/IEC 17021. MSPO Peer Reviewer Training (MPOCC).</p> <p><b>Aspect covered in this audit:</b> During the assessment, he covered the legal aspects, best practices, traceability, biodiversity and environment.</p> <p><b>Language proficiency:</b> Fluent in in both verbal/written Bahasa Malaysia and English Language.</p>
<p>Nicholas Cheong</p>	<p>Team Member</p>	<p><b>Education:</b> Holds a Master of Environmental Management from the University Putra Malaysia and Bachelor of Science (Food Science) from Charles Sturt University Australia.</p> <p><b>Work Experience:</b></p>

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		<p>He has more than 7 years of working experience in sustainability auditing for palm oil industry and hydropower plant. He is also an expert in Greenhouse Gas emissions accounting. He has also 2 years of working experience in wastewater treatment and operations.</p> <p><b>Training attended:</b></p> <p>He has completed the ISO9001, ISO14001, RSPO P&amp;C Lead Auditor course, RSPO Supply Chain Lead Auditor Course, RBA Labor &amp; Ethic Lead Auditor Course and MSPO Awareness Training. In his previous certification body, he was a Lead Assessor for Clean Development Mechanism, World Commission of Dam and ISCC. He had been involved in Sustainable Palm Oil auditing for more than 5 years.</p> <p><b>Aspect covered in this audit:</b></p> <p>In this assessment, the focus element includes legal requirements, social and workers welfare, workers health and safety and supply chain.</p> <p><b>Language proficiency:</b></p> <p>Fluent in in both verbal/written Bahasa Malaysia and English Language.</p>
<p>Dr Suhaili Sahari</p>	<p>Peer Reviewer</p>	<p><b>Education:</b> 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 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> 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> <ol style="list-style-type: none"> <li>1. ISO 9001:2015 Lead Auditor and Internal Auditor</li> <li>2. TS16949</li> <li>3. Safety</li> <li>4. ISO 14001:2015 Standard</li> <li>5. RSPO Standards: RSPO P&amp;C 2018 MY-NI 2019</li> <li>6. MSPO Standards : MS 2530 : 2013 part 1, 2 , 3 and 4</li> <li>7. Problem Solving Technique : 8 D, ICC, QCC, Systematic PS</li> <li>8. HACCP MS 1480:2019</li> <li>9. GAP Standard : Global GAP, Euru GAP</li> </ol>

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**Accompanying Persons:**

Name	Role
N/A	

**2.3 Assessment Plan**

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

Date	Time	Subjects	MFM	NC	YKN
Sunday 18/04/2021	PM	Audit Team Travelling	√		
Tuesday 20/04/2021	09.00 – 12.30	Site tour to mill: <ol style="list-style-type: none"> <li>1. Weighbridge Station</li> <li>2. Reception Station</li> <li>3. Fruit Handling Station</li> <li>4. Sterilisation Station</li> <li>5. Threshing Station</li> <li>6. Pressing Station</li> <li>7. Clarification Station</li> <li>8. Depericarping Station</li> <li>9. Product Storage And Despatch including outsourcing activities (if any)</li> </ol> Document review RSPO SCC general requirements, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records	√		
Wednesday 21/04/2021 Jabor POM	08.30 – 9.00	Opening Meeting: <ul style="list-style-type: none"> <li>• Opening Presentation by Audit team leader.</li> <li>• Confirmation of assessment scope and finalize Audit plan</li> </ul>	√	√	√
	09.00 – 13.00	Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc. Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	√	√	√
	13.0 – 14.00	Lunch	√	√	√
	14.00 – 16.30	Document Review P1 – P7: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation.	√	√	√

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Thursday 22/04/2021	09.00 – 12.30	Continue with Document Review P1 – P7: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation.	√	√	√
Jabor POM					
	12.30 – 13.00	Interim Closing Meeting	√	√	√
Jabor Estate	13.00 – 14.00	Lunch and travel to Jabor Estate	√	√	√
	14.00 – 17.00	Document review P1 – P7: General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation & etc.	√	√	√
Friday 23/04/2021	09.00 – 12.30	Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	√	√	√
Jabor Estate	09.30 – 12.30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)		√	
	12.30 – 14.30	Lunch and Friday Prayer (for Muslim)	√	√	√
	14.30 – 16.30	Document review P1 – P7: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation & etc.)	√	√	√
	16.30 – 17.00	Preparation of audit report	√	√	√
	17.00 – 17.30	Closing Meeting	√	√	√
	PM	Audit Team Travelling to Kuala Lumpur	√	√	√



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Major NC Close out

Date	Time	Subjects	ICT Planned	MFM
Tuesday 20/07/2021	14.00 - 14.30	Opening Meeting: Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan	Microsoft Teams, Email, WhatsApp Video call, Teleconference	√
	14.30 – 16.30	Verification on previous Major NC: 2047188-202104-M1 Document review – implemented evidence		√
	16.30 – 17.00	Closing Meeting		√

**Section 3: Assessment Findings**

**3.1 Multiple Management Units and Time Bound Plan**

Requirement	Assessment	Compliance
Does the time bound plan include all current subsidiaries, estates and mills that is under the control and/or minor shareholding of the holding company?	Yes. SDP TBP has included all its operating units in Malaysia, Indonesia, Papua New Guinea and Solomon Island. Refer to the Time Bound Plan table. As at 16 Jan 2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI): <a href="https://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operation">https://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operation</a>	Complied.
Have all the estates and mills certified within five (5) years after obtaining RSPO membership?	Yes. All estates and mill has been certified with RSPO. Some units with exemption cases such as poor financial or sold as property development has been taken out from the certification unit.	Complied
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three (3) years from the date of acquisition. Certification plan for the new acquisition shall be available.	No. There is no new acquisitions as at latest TBP 2020.	Complied
Any deviations from the maximum periods requires approval by the RSPO Secretariat.	No. There are no any deviations as all estates and mill has been certified with RSPO.	Complied
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	Yes. Indonesia - PT Swadaya Andika: Mill closed down and all the supply bases was transferred to Rantau Mill - PT Laguna Mandiri. The Selabak Est, Randi Est, Sangkoh Est, Lanting Est is currently under PT Laguna Mandiri - Rantau Factory certification. PT Mitral Austral Sejahtera: The properties was sold and currently SDP have no control in the management. The property was disposed on 25 June 2019 and an official letter on disposal of PT Mas was sent to RSPO Secretariat on 27 June 2019. Last meeting with all relevant stakeholders was done with RSPO CP during recent RT in Bangkok last November 2019. Both parties have responded to the legal reviewer report and submitted the comment to RSPO CP.  Markham Farming Company Limited (MFCL)/Markham Agro Pte. Ltd: The Remediation and Compensation Process is at the submission of Compensation Plan. RSPO Main Assessment is planned on 10-14 March as public notification letter:	Complied

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	<p><a href="https://www.rspo.org/certification/publicannouncement">https://www.rspo.org/certification/publicannouncement</a>.</p> <p>Malaysia - Pekaka Mill is being mothballed (at the time of SDP Annual Report 2018) and all the supply bases certified to it (Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate &amp; Chartquest Estate.) has been transferred to SOU Lavang. Bintang Oil Mill: SDP acquired Bintang Palm Oil Mill in Johor in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold. As at 1st Oct 2018, the mill has completed the selling off transaction. Papua New Guinea - Markham Farming Company Limited (MFCL)/Markham Agro Pte. Ltd: The Remediation and Compensation Process is at the submission of Compensation Plan. RSPO Main Assessment is planned on 10-14 March as public notification letter:  <a href="https://www.rspo.org/certification/publicannouncement">https://www.rspo.org/certification/publicannouncement</a>.</p> <p>For Liberia operations: As at 16 Jan 2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI):  <a href="https://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operation">https://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operation</a></p> <p>ACOP 2020 has been cross-referenced as below:  <a href="https://document.rspo.org/2020/Sime_Darby_Plantation_Berhad_ACOP2020.pdf">https://document.rspo.org/2020/Sime_Darby_Plantation_Berhad_ACOP2020.pdf</a></p>	
<p>Have there been any isolated lapses in implementation of the plan? If yes a <b>Minor</b> non-compliance shall be raised</p>	<p>There are no lapses in implementation of the plan.</p>	<p>Complied</p>
<p>Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a <b>Major</b> non-compliance shall be raised</p>	<p>No fundamental failure. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as mentioned above.</p>	<p>Complied</p>
<p><b>Un-Certified Units or Holdings</b></p>		
<p>No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&amp;C criterion 7.12.</p>	<p>HCV assessment has been conducted for uncertified units i.e. PT Mas (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p>	<p>Complied</p>
<p>Any new plantings since January 1<sup>st</sup> 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>No new plantings. As at 16 Jan 2020, Sime Darby Plantation under its unit Sime Darby Plantation</p>	<p>Complied</p>

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	Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI):  <a href="https://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operation">https://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operation</a>	
Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 4.4, 4.5, 4.6, 4.7 and 4.8.	No land conflicts. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as mentioned above. Refer to the RaCP Tracker for details of RaCP-0356.  <a href="https://www.rspo.org/certification/remediation-andcompensation/racp-tracker#growerTracker">https://www.rspo.org/certification/remediation-andcompensation/racp-tracker#growerTracker</a> . Total 21 management units with potential liability and total 21 LUCA has been submitted. 7 out of 21 LUCA has been completed. 8 management units have submitted for compensation plan and 14 management units are required to submit for remediation plan.	Complied
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2	No stakeholder comments or complaints received.	Complied
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	None noted. No stakeholder comments or complaints received.	Complied
Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.	Yes. The sustainability unit has conducted the internal audit for 9 units and updated in the compliance status of uncertified management unit. There is no replacement of primary forest or HCV area and no new planting after January 1st 2010. Other than that, land conflicts and land disputes also being audited and approved by Head of Sustainability-Indonesia (Alagendran Maniam) on 22/05/2019.	Complied
Are there any Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates? If yes is the NC(s) actively addressed with RSPO?	No. All estates and mill has been certified with RSPO. Some units with exemption cases such as poor financial or sold as property development has been taken out from the certification unit. Therefore this is not applicable.	Complied
Have there been any stakeholder (including NGO) consultation conducted?	None noted. No stakeholder comments or complaints received.	Complied

**3.2 Progress of scheme smallholders and/or outgrowers**

<b>Progress of scheme smallholders or outgrowers towards compliance with relevant standards</b>		
<b>Requirement</b>	<b>Remarks</b>	<b>Compliance</b>
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?</p> <p>OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.</p>	<p>Not Applicable as there are no scheme smallholder or outgrowers within the certification unit.</p>	<p>Complied</p>

**Approved Time Bound Plan**

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

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

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

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**Table 2: Details of RSPO Certification Status as at April 2020**

Status	Malaysia	Indonesia	Liberia	Total	Remarks
<b>RSPO Certified</b>	33	23	0	56	<p>Malaysia</p> <p>* Effectively 33 Mills (Excluding Bintang Oil Mill)</p> <p>- Note: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down, and Pekaka POM is being mothballed.</p> <p>*SDP acquired Bintang Palm Oil Mill, Talisman Estate, and Lian Seng Estate in Johor in April 2017. Lian Seng Estate is merged into Bk Paloh Estate of SOU 21 Gunung Mas, while Talisman Estate is merged into CEP Nyior Estate of SOU 22 Bk Benut. Lian Seng will be incorporated in the RSPO Certification Scope of SOU Gunung Mas in 2018, whilst Talisman Estate has been incorporated in the RSPO Certification Scope of SOU Bk Benut in 2017. For Bintang Oil Mill, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold as at Dec 2017.</p> <p>Indonesia</p> <p>*Effectively 23 Mills</p> <p>*Note: <i>Angsana Mini POM closed down in 2016. Selabak POM is being mothballed.</i></p>
<b>Planned for Certification / Undergoing Stage 1 or Stage 2 Assessment/ RSPO EB Review</b>	0	1	0	2	<p>SDP is progressively undergoing the RSPO Certification process towards 100% RSPO certification of estates/mills.</p> <p>Indonesia</p> <p>PT Mitral Austral Sejahtera: The properties was sold and currently SDP have no control in the management. The property was disposed on 25/6/2019 and an official letter on disposal of PT Mas was sent to RSPO Secretariat on 27/6/2019. Last meeting with all relevant stakeholders was done with RSPO CP during recent RT in Bangkok last November 2019. Both parties have responded to the legal reviewer report and submitted the comment to RSPO CP.</p> <p>As at Dec 2017, a total of 28,712 Ha of smallholders have been certified. The entire KKPA (1-5) in Sebamban, KKPA Sg. Cengal, and Plasma TGK and SIA (East and West Plasma) are now RSPO certified with a production capacity of 465,602 mt of FFB. Total scheme smallholders hectares are 51,353 and total communities are 22,613.</p> <p>Certification process for the remaining associated smallholders areas is on-going. SDP expect to achieve 100% RSPO certification of associated smallholders and outgrowers by end 2020.</p> <p>Liberia</p> <p>As at 16/1/2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI): <a href="http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations">http://www.simedarbyplantation.com/media/press-releases/sime-darby-plantation-completes-divestment-of-its-liberia-operations</a></p>

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<b>Total SOUs</b>	33	24	0	58	Other remarks: In March 2015, Sime Darby Plantation completed the acquisition of New Britain Palm Oil Limited (NBPOL). NBPOL is managed under a separate entity and the reporting of timebound plan will be under NBPOL's management. NBPOL is considered as a different entity/member under the RSPO and NBPOL is 100% RSPO Certified.
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**SDP - RSPO Certification Status for Malaysia Operations**

SOU No.	Name of SOU	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	Sg. Dingin	Karangan, Kedah	12/8/2011	11/8/2020	SPO 550179	
2	Chersonese	Kuala Kurau, Perak	5/10/2011	4/10/2021	CU-RSPO-815148, RSPO 590800	
3	Elphil	Sg Siput, Perak	18/6/2011	17/6/2021	RSPO 550180	
4	Flemington	Teluk Intan, Perak	5/20/2011	4/10/2021	CU-RSPO-819144, RSPO 590802	
5	Seri Intan	Teluk Intan, Perak	3/3/2011	2/3/2021	CU-RSPO-811218, RSPO 0015	
5	Selaba	Teluk Intan, Perak	3/3/2011	2/3/2021	CU-RSPO-819142, RSPO 0016	
5a	Sg Samak	Teluk Intan, Perak	3/3/2011	NA	NA	Sg Samak, Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.
6	Tennamaram	Bestari Jaya, Selangor	3/3/2011	2/3/2021	CU-RSPO-819143, RSPO 0014	
7	Bkt Kerayong	Kapar, Selangor	15/4/2011	14/4/2021	RSPO 550181	
8	East	Carey Island, Selangor	19/5/2010	18/5/2020	SPO 543543	
9	West	Carey Island, Selangor	19/5/2010	18/5/2020	SPO 543594	
9a	Sepang	Sepang, Selangor	19/5/2010	NA	NA	Sg Samak, Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.
10	Bukit Puteri	Raub, Pahang	7/7/2011	6/7/2021	CU-RSPO-815147, 18502206 001, 824 502 14020	
11	Kerdau	Temerloh, Pahang	7/7/2011	6/7/2021	CU-RSPO-819155, 18502207 001, 824 502 14019	



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12	Jabor	Kuantan, Pahang	7/7/2011	6/7/2021	CU-RSPO-819156, RSPO 928288, 824 502 16049	
13	Labu	Nilai, Negeri Sembilan	30/12/2011	29/12/2021	CU-RSPO-819163, SGSRSP/PM/MY13/01284, 824 502 16039, SGS-RSPO/PC17-00004, CURSPO-855480	
14	Tanah Merah	Port Dickson, Negeri Sembilan	19/5/2010	18/5/2020	SPO 541905	
15	Sua Betong	Port Dickson, Negeri Sembilan	18/2/2014	17/2/2024	SGS-RSPOPM-MY14/01364, 824 502 16032	Sua Betong Oil Mill has been commissioned to replace Rantau Oil Mill with Certificate No: CU- RSPO-819165, certification date: 30 Dec 2011.
16	Kok Foh	Bahau, Negeri Sembilan	7/7/2011	6/7/2021	CU-RSPO-819157, RSPO 928188, 824 502 16051	
17	Kempas	Jasin, Melaka	20/5/2015	19/5/2020	RSPO-PC 00101	
18	Diamond Jubilee	Jasin, Melaka	5/10/2011	4/10/2021	CU-RSPO-819146, RSPO 591224	
19	Pagoh	Muar, Johor	28/1/2014	27/1/2024	RSPO 600305	Pagoh Oil Mill has been commissioned to replace Nordanal Oil Mill with Certificate No: SPO 549297, certification date: 7 Jan 2011.
19a	Yong Peng	Yong Peng, Johor	20/10/2010	19/10/2015	NA	Sg Samak, Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.
20	Chaah	Chaah, Johor	18/11/2010	17/11/2020	RSPO 548299	
21	Gunung Mas	Kluang, Johor	19/5/2010	18/5/2020	RSPO 901888	
22	Bukit Benut	Kluang, Johor	5/10/2011	4/10/2021	CU-RSPO-819147, RSPO 591229	
23	Ulu Remis	Layang-layang, Johor	11/4/2011	10/4/2021	SGS-RSPO/PM-00722, 824 502 16042	
24	Hadapan	Layang-layang, Johor	29/3/2011	28/3/2021	SGS-RSPO/PM-00715, 824 502 16040, BVC-RSPO20170623-01	

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25	Segaliud	Sandakan, Sabah	20/5/2010	19/5/2015	NA	Sg Samak, Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.
26	Sandakan Bay	Sandakan, Sabah	1/10/2008	30/9/2023	RSPO 537872	
27	Melalap	Tenom, Sabah	21/1/2011	20/1/2021	RSPO 547124	
28	Binuang	Kunak, Sabah	16/1/2009	12/7/2020	RSPO 001	
29	Giram	Kunak Sabah	16/1/2009	12/7/2020	RSPO 002	
30	Merotai	Tawau, Sabah	16/1/2009	12/7/2020	RSPO 004	
30a	Jeleta Bumi	Kunak, Sabah	24/5/2010	NA	NA	Sg Samak, Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.
30b	Mostyn	Kunak Sabah	16/1/2009	NA	NA	Sg Samak, Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down.
31	Lavang	Bintulu, Sarawak	30/12/2011	29/12/21	CU-RSPO-819166, MUTU-RSPO/053	
32	Rajawali	Bintulu, Sarawak	30/12/2011	29/12/21	CU-RSPO-819167, RSPO 0020	
33	Derawan	Bintulu, Sarawak	30/12/2011	29/12/21	CU-RSPO-819169, RSPO 0019	
34	Pekaka	Bintulu, Sarawak	30/12/2011	29/12/21	CU-RSPO-815150, MUTU-RSPO/054	Mill is mothballed, supply base merged into Lavang effective Dec 2017.

Legends

Pending Certification by RSPO	Mill closed down/Mothballed	NA - NOT APPLICABLE
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**SDP- RSPO Certification Status for Indonesia Operations**

NO	Name of PT	Name of Mill	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
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1	PT LAHAN TANI SAKTI	ALUR DUMAI	Bagan Sinembah/Tanah Putih, Pujud, Rokan Hilir, Riau	16/1/2012	15/1/2022	MUTU-RSPO/011, SGS-RSPO/PC17-00005, SGS-RSPO/PC17-00005	
2	PT SAJANG HEULANG	ANGSANA MINI	Sebamban, Indonesia	6/7/11	6/7/2016	MUTU-RSPO/006b	Mill closed down
3	PT SAJANG HEULANG	MUSTIKA	Sebamban, Indonesia	3/7/2013	2/7/2023	MUTU-RSPO/027	
4	PT LADANGRUMPUN SUBURUBADI	ANGSANA	Sebamban, Indonesia	9/11/2016	8/11/2021	MUTU-RSPO/006a	
5	PT LANGGENG MUARAMAKMUR	BEBUNGA	Pamakan Utara, Tanah Grogot, Kotabaru/Pasir, Kalimantan Selatan/Kalimantan Timur	16/3/2012	3/8/2022	MUTU-RSPO/014	Recertification of Bebunga POM is in progress.
6	PT KRIDATAMA LANCAR	SUKAMANDANG	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	2/9/2016	1/9/2021	MUTU-RSPO/003	
7	PT BAHARI GEMBIRA RIA	LADANG PANJANG	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	9/7/2012	28/11/2022	MUTU-RSPO/019	
8	PT TUNGGAL MITRA PLANTATIONS	MANGGALA	Riau, Indonesia	25/11/2010	24/11/2020	MUTU-RSPO/002	
9	PT PARIPURNA SWAKARSA	PONDOK LABU	Pamakan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16/3/2012	19/7/2022	MUTU-RSPO/016	Recertification of Pondok Labu POM is in progress.
10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21/10/2016	20/10/2021	MUTU-RSPO/005	
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16/3/2012	19/11/2022	MUTU-RSPO/017	Recertification of Rantau Panjang POM is in progress.
12 13	PT LAGUNA MANDIRI	RANTAU BETUNG	Sungai Durian, Kotabaru, Kalimantan Selatan	30/12/2011 1/4/2014	5/2/2022 31/3/2024	MUTU-RSPO/009 MUTU-RSPO/035	
14	PT INDOTRUBA TENGAH	SEKUNYIR	Kalimantan Tengah, Indonesia	23/11/2010	22/11/2020	MUTU-RSPO/001	
15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16/3/2012	16/3/2017	MUTU-RSPO/015	Mill is mothballed.
16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11/9/2012	28/11/2022	MUTU-RSPO/020	

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17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	9/9/2016	8/9/2021	MUTU-RSPO/004	
18 19	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU MANDAH	Pelangiran, Sg. Guntung, Indragiri Ilir, Riau	1/12/2016 1/4/2014	30/11/2021 31/3/2024	MUTU-RSPO/008 MUTU-RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	8/12/2016	7/12/2021	MUTU-RSPO/007	
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10/7/2012	28/12/2022	MUTU-RSPO/018	
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18/7/2016	17/7/2021	MUTU-RSPO/088	
23	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	BLANG SIMPO	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	3/5/2013	2/5/2023	MUTU-RSPO/026	
24	PT SANDIKA NATAPALMA/PT BUDIDAYA AGRO LESTARI	LEMBIRU	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	3/7/2014	2/7/2024	MUTU-RSPO/044	
25	PT MITRAL AUSTRAL SEJAHTERA	MAS Mill	Desa Rahayu Kec. Parindu Kab.Sanggau, Kalimantan Barat	NA	NA	NA	PT Mitral Austral Sejahtera: The properties was sold and currently SDP have no control in the management. The property was disposed on 25 June 2019 and an official letter on disposal of PT Mas was sent to RSPO Secretariat on 27 June 2019. Last meeting with all relevant stakeholders was done with RSPO CP during recent RT in Bangkok last November 2019.Both parties have responded to the legal reviewer report and submitted the comment to RSPO CP.

Legends

Pending Certification by RSPO	Mill closed down/Mothballed	NA - NOT APPLICABLE
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### 3.3 Details of Nonconformities

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

During this Assessment there were one (1) Critical; two (2) Minor nonconformities and two (2) Opportunity For Improvement raised. The SOU 12 Jabor POM and Supply Base Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Non-conformity			
<b>NCR Ref #</b>	2047188-202104-M1	<b>Date Issued</b>	23/04/2021
<b>Due Date</b>	21/07/20201	<b>Date of nonconformity Closure</b>	20/07/2021
<b>Clause &amp; Category (Critical / Minor)</b>	3.8.8 SCCS – Critical		
<b>Statement of Nonconformity:</b>	The information for RSPO certified product was incomplete		
<b>Requirement Reference:</b>	Sales and Goods Out The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation): <ol style="list-style-type: none"> <li>a. The name and address of the buyer;</li> <li>b. The name and address of the seller;</li> <li>c. The loading or shipment / delivery date;</li> <li>d. The date on which the documents were issued;</li> <li>e. RSPO certificate number;</li> <li>f. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations);</li> <li>g. The quantity of the products delivered;</li> <li>h. Any related transport documentation;</li> <li>i. A unique identification number.</li> </ol>		
<b>Objective Evidence:</b>	As stated in the contract S/C-PSD/2101/PK0133, the PK was sold as RSPO Certified products. However, the RSPO Certificate no. was not available in all document reviewed as weighbridge ticket no. 008047 and 008031, collection order chit no 58842.		
<b>Corrections:</b>	To revised the affected weighbridge ticket by putting all the required information for the RSPO certified products.		

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<b>Root Cause Analysis:</b>	The information of certified product contract is not well communicated to the operating unit.
<b>Corrective Actions:</b>	<ol style="list-style-type: none"> <li>1. To counter check with GTM on details of contract as and when the contract no appears in RSPO IT Platform</li> <li>2. Assistant in-charge for SCCS to verify all the weighbridge ticket for each time there is any dispatch and for new contract.</li> </ol>
<b>Assessment Conclusion:</b>	<p>Major NC verification:</p> <ol style="list-style-type: none"> <li>1. RSPO weighbridge ticket for RSPO certified products has been included with the RSPO certificate no. MUTU-RSPO/092 (SC Module-MB).</li> <li>2. Reviewed weighbridge ticket no. <ul style="list-style-type: none"> <li>• 008047 dated 11/01/2021 (contract S/C-PSD/2101/PK0133)</li> <li>• 008031 dated 17/01/2021 (contract S/C-PSD/2101/PK0133)</li> <li>• 008236 dated 01/07/2021 (contract S/C-PSD/2106/CPO0059C)</li> </ul> </li> <li>3. Communication email with GTM dated 19/06/2021 on contract for RSPO certified CPO.</li> <li>4. The mill has established Palm Trace SCCS Contract Monitoring form. in the form stated the Contract no., Certified/non-certified products and weighbridge ticket no. Each consignment were verified by the Assistant in-charge for SCCS. Verified the records for contract no. S/PSD/2104/CPO 0015A, S/PSD/2104/CPO 0036A and S/PSD/2104/CPO 0058BB, S/PSD/2104/CPO 00110</li> </ol> <p>Verified the evidence found that the corrective action plan submitted is effective implemented. the major NC were effectively closed on 20/07/2021</p>

Non-conformity			
<b>NCR Ref #</b>	2047188-202104-N1	<b>Date Issued</b>	23/04/2021
<b>Due Date</b>	Next Assessment	<b>Date of nonconformity Closure</b>	Next Assessment
<b>Clause &amp; Category (Critical / Minor)</b>	2.2.2 – Minor		
<b>Statement of Nonconformity:</b>	Due diligence against contractors were not implemented diligently.		
<b>Requirement Reference:</b>	All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party. Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.		
<b>Objective Evidence:</b>	<p>The terms and condition of the employment contract for Mohd Hisam Bin Hanapi of AM Pelangi Enterprise, a contract to Jabor Estate does not have / unclear on the following:</p> <ol style="list-style-type: none"> <li>1. No reference to the employment regulation.</li> </ol>		

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	<ol style="list-style-type: none"> <li>2. Unclear regular working hours was stated. It is only stated following the FFB delivery.</li> <li>3. No sick leave / hospitalization leave entitlement.</li> <li>4. No statement of EPF /SOCSO contribution</li> <li>5. Unclear leave entitlement. It is only state 23 days holiday but unclear what it is consist of?</li> <li>6. Unclear terms on allowance.</li> </ol>
<b>Corrections:</b>	To advise and communicate with the contractors to comply with legal requirements of recruitment for migrant workers or labour contractor.
<b>Root Cause Analysis:</b>	Inadequate monitoring/enforcement on contractor’s compliance with legal labour requirement and Employment Act 1955.
<b>Corrective Actions:</b>	To ensure all contracts, including those for FFB supplies to follow the terms and condition of the employment contract for migrant worker’s/labor Estate will have a briefing session or stakeholder meeting with all contractor to comply the legal labor requirement and will monitor on quarterly basis on that issues.
<b>Assessment Conclusion:</b>	The verification for Minor NC effective implementation will be assessed during next assessment

Non-conformity			
<b>NCR Ref #</b>	2047188-202104-N2	<b>Date Issued</b>	23/04/2021
<b>Due Date</b>	Next Assessment	<b>Date of nonconformity Closure</b>	Next Assessment
<b>Clause &amp; Category (Critical / Minor)</b>	3.4.2 - Minor		
<b>Statement of Nonconformity:</b>	The social management plan did not fully considering all inputs or complaints from all stakeholders.		
<b>Requirement Reference:</b>	For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.		
<b>Objective Evidence:</b>	<ol style="list-style-type: none"> <li>1. According to the mill's grievance record, a grievance was raised on 27/03/2021 regarding road safety signage. However the action was not identified in the Management Plan on Social Impact Assessment reviewed on 02/04/2021.</li> <li>2. According to the mill's Process Briefing logbook, briefing dated 05/04/2021 identified housing issues and the mill management requires time to fix housing damages. However the action was not identified in the Management Plan on Social Impact Assessment reviewed on 02/04/2021.</li> <li>3. According to the SOU12 external stakeholder consultation for year 2021 and 2020, an issue regarding legume cover crop were raised consecutively. However there is no proposed action plan proposed by the estate in social management plan to eliminate this continuous issue.</li> </ol>		

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<b>Corrections:</b>	<p>To update the complaint, action plan and target date to complete inside the Social Impact Assessment (SIA).</p> <p>Mill management to identify all the workers house that possibly had same issues of roof leakage and to update in the SIA together with the action plan and target date to complete</p> <p>The management will attend to the complaint reported as soon as possible to eliminate this continuous issues happen again by using their competence sprayers to eradicate the legumes cover crop</p>
<b>Root Cause Analysis:</b>	Lack of understanding on the item that need to be put in the SIA Management Plan
<b>Corrective Actions:</b>	<p>To ensure updating all grievance and complaint in the SIA plan, update the action plan and set the target completion date.</p> <p>To get training from Support Department to improve on the management plan especially on Social Management Plan</p> <p>To plan a briefing session on grievance procedure to the stakeholders and state in our actions planning for Social Management Plan Impact Assessment .</p>
<b>Assessment Conclusion:</b>	The verification for Minor NC effective implementation will be assessed during next assessment

Opportunity for Improvements	
OFI #	Description
2047188-202104-I1	A grievance regarding road safety was raised in mill on 27/03/2021. The action taken was to discuss with estate management. This action was stated in the Complaint book and was briefed to the workers during morning muster on 08/04/2021. There is no records on what is the next action to be taken after discussion with estate management. There is no continuity. Only through interview with the Mill's assistant manager, the action such as repainting the hump and erecting of signage will be taken. Improvement is required for recording the progress.
2047188-202104-I2	The assessment team has noted on the implementation of Standard Operating Polices & Procedures (SOPP) for Engagement of Employees to Undertake Contract For Services. The audit team has consulted MAPA/NUPW and MAPA/NUPW is in agreement with this approach. Since the implementation is only recent, the management should take note the implementation to ensure consistent with the terminology of Core Work as defined in the MYNI-2019.

Positive Findings	
PF #	Description
PF 1	Good social contributions as per external stakeholders' feedbacks
PF 2	Excellent cooperation & support by management



**3.3.1 Status of Nonconformities Previously Identified and Observations**

N/A

**3.3.2 Summary of the Nonconformities and Status**

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
2047188-202104-M1	Critical	3.8.8 SCCS	23/04/2021	Closed on 20/07/2021
2047188-202104-N1	Minor	2.2.2	23/04/2021	Open
2047188-202104-N2	Minor	3.4.2	23/-4/2021	Open

**3.4 Stakeholders and previous land owner / user consultation**

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss SOU 12 Jabor POM and Supply Base Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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

Stakeholders contacted		
Type of Stakeholder (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	Stakeholder name / organization	Means of communication (e.g. face to face interview, email, phone interview, comment from public notice)
Internal Stakeholders	Gender Committee Representatives	Face to face interview
Internal Stakeholders	Foreign & local workers	Face to face interview
Contractors	AM D H Enterprise	Face to face interview
Contractors	AM Pelangi Enterprise	Face to face interview
Contractors	Koperasi Peserta-peserta Felcra Malaysia	Face to face interview
Neighbourhood villages	Jabor Village	Face to face interview
Communities	Lembah Jabor School	Face to face interview
Union	NUPW National Secretariat	By Call
Government Departments	Department of Environment, Kemaman	By Call

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Government Departments	Pahang Wildlife Department	By email
Government Departments	Pahang Forestry Department	By email
Government Departments	Pahang Human Resource Department	By email
Government Departments	Pahang Safety Department	By email
Government Departments	Bomba	By email
Government Departments	Service Water Commissioner (SPAN)	By email
NGO	Sahabat Alam	By email
NGO	WWF	By email
NGO	Malaysia Nature Society	By email
NGO	Traffic Southeast Asia	By email
NGO	Wildlife Conservation Society	By email
NGO	NRE	By email

Stakeholders comment	
<b>1</b>	<p><b>Feedbacks:</b> Department of Environment, Kemaman A recent visit to the palm oil mill did not indicate any environmental non-compliances.</p> <p><b>Audit Team verification and response:</b> No further comments. Conformance are demonstrated as per the indicators in Appendix A.</p>
<b>2</b>	<p><b>Feedbacks:</b> NUPW National Secretariat There is no major concern regarding workers' freedom to join the National Trade Union. In principle, NUPW agrees on the new contracting approach, but implementation shall be monitored.</p> <p><b>Audit Team verification and response:</b> The assessment team had evaluated, the contract for service implemented by Sime Darby. An OFI was raised against indicator 6.2.7.</p>
<b>3</b>	<p><b>Feedbacks:</b> Lembah Jabor School / Jabor Village Good communication and cooperation has been demonstrated by SOU 12 management. There is no major issues and the SOU 12 management is attentive and willing to resolve issues raised during stakeholder consultation.</p> <p><b>Audit Team verification and response:</b> The assessment team had verified the stakeholder consultation conducted by SOU 12. However, a finding was raised against indicator 3.4.2 regarding the social management plan on issues raised by communities.</p>
<b>4</b>	<p><b>Feedbacks:</b> AM D H Enterprise / AM Pelangi Enterprise / Koperasi Peserta-peserta Felcra Malaysia Contracts has been entered transparently between suppliers and SDP. There was no issue regarding payment. Contractors found that SOU 12 is open for complaints and willingness to resolve any grievances.</p> <p><b>Audit Team verification and response:</b> No further comments. Conformance are demonstrated as per the indicators in Appendix A.</p>

<p><b>5</b></p>	<p><b>Feedbacks:</b> Malaysia Nature Society (General Comments)</p> <ol style="list-style-type: none"> <li>1. The major concern is the lack of compliance of the management to existing law, legislation and regulations pertaining human rights and related workers welfare.</li> <li>2. The management on matters relating to human rights and related workers welfare is poor.</li> <li>3. The change of land use from rubber to oil palm on existing six (6) Jabor estate land titles must be acquired immediately and approval must be granted. All related documents must be documented and kept as evidence.</li> <li>4. There is a need to investigate and justify on the differences in mass balance sales between certified Crude Palm Oil (CPO) dispatched and certified CPO production of the palm oil mill.</li> <li>5. The Legal and Other Requirements Register (LORR) must be complied and it shall be revised with updated information, laws, legislations etc.</li> </ol> <p><b>Audit Team verification and response:</b></p> <ol style="list-style-type: none"> <li>1. As per Legal and Other Requirements Register, all legislation and regulations pertaining human rights and related workers welfare were complied. Reviewed the compliance as per indicator 2.1.1.</li> <li>2. No issues on the human rights and workers welfare as per interview conducted to the sampled workers.</li> <li>3. Sime Darby has established a plan to resolve this matters and handled by the land department.</li> <li>4. SDP has provide the plan for land title change for all its Pahang SOU. The status as of the audit date is SDP and external solicitors are collecting the company secretarial documents, statutory declarations and memoranda of transfer and expected to be completed by Aug 2021. The plan is to complete engagement with Inland Revenue Board for stamp duty exemption in Nov 2021. The application of transfers with Land Offices and Registry offices will take effective by Feb 2022 after approval by Inland Revenue Board.</li> <li>5. As per Legal and Other Requirements Register, all legislation and regulations were complied. Reviewed the compliance as per indicator 2.1.1.</li> </ol>
<p><b>6</b></p>	<p><b>Feedbacks:</b> Malaysia Nature Society (Detailed Comments – Human Rights)</p> <ol style="list-style-type: none"> <li>1. The new applications and renewals for workers’ legal permits, contract and other necessarily documents and its related processes, including fee, are under the responsibility of Sime Darby Plantation Berhad.</li> <li>2. All documents supporting workers’ legal permit etc., especially contract, must be prepared, kept and available for inspections.</li> <li>3. Contract must be prepared in detailed with all necessarily information.</li> <li>4. A copy of contract must be provided to all workers.</li> <li>5. Consents from the workers must be granted before any important personal documents (ie. passport) are being handover, deductions and/or contributions are taken etc.</li> <li>6. Workers’ overtime should not exceed the allowable hours as stipulated in Employment Act 1955.</li> <li>7. Consent form from workers on working overtime must be signed and kept as evidence, including written permission from the management.</li> <li>8. Any reported cases of grievances and complaints from workers must be addressed and all related documents must be kept as evidence.</li> <li>9. All safety precaution measures protecting potential risks to the safety and health of workers must be implemented following the Malaysian Occupational Safety and Health Act. For example, tractor must be well equipped and maintained; fire services (fire certificate) must be acquired, approved and awarded by Jabatan Bomba and Penyelamat Malaysia; proper signage warning high noise exposure must be provided etc.</li> </ol>

	<p>10. Evaluation of compliance for Occupational Safety and Health Act 1994 and anything related must be conducted, especially on Occupational Safety and Health risks.</p> <p>11. Competent and certified Occupational Safety and Health personnel(s) must be appointed to tackle related issues. Trainings on Occupational Safety and Health must be provided to all workers periodically.</p> <p>12. All basic amenities and facilities must be provided to all workers and well maintained. For example, a written permit for potable water used other than public main is required and granted, as referred to the clause 6 (1) (a) of the Worker’s Minimum Housing &amp; Amenities Act 1990.</p> <p>13. Requests from women workers on changes to their work conditions must be properly addressed and communication must be transparent and documented. For example, flexible working hours, extended operating hours for the creche (nursery), improved creche facilities etc.</p> <p>14. Evaluation and monitoring of compliance of third-party contractors and its workers for Employment Act 1955 and other related law, legislation, regulation etc. must be conducted.</p> <p>15. The operation and management of the plantation must be adhered to the current national and international law, regulation etc., relating to human rights and workers’ welfare.</p> <p><b>Audit Team verification and response:</b></p> <p>1. Interview conducted with workers confirmed that all fee for renewing work permit is responsible by SDP.</p> <p>2. A total of 23 employment contracts included contractor workers were made available to the assessor to review during this assessment. All supporting documents are available.</p> <p>3. A total of 23 employment contracts included contractor workers were reviewed. All SDP employment contracts has fulfilled the RSPO and Employment Act regulations. However finding against indicator 2.2.2 was raised for incomplete details of contractor's worker's employment contract.</p> <p>4. All SDP workers are aware regarding the employment contract. It is made available to the workers.</p> <p>5. SDP has implement passport locker and the access of the passport is fully controlled by the workers. Interview with the workers confirms their freely access to the passport.</p> <p>6. The total allowed overtime by JTK for mill is 130 hours per month. Sample of 7 workers for May 2020, Dec 2020 and Jan 2021 confirmed that the OT has not excided the approval.</p> <p>7. All overtime offered to the workers were based on agreement between the management and employee.</p> <p>8. A finding related to handling of grievance was raised.</p> <p>9. All safety precaution were implemented base on the legal and regulations. The mill and estate management has conducted risk assessment and develop mitigation measures. All workers were provided with appropriate PPE. All the machineries were services on time and the conditions were monitored on daily basis before started to work.</p> <p>10. The mill and estate management has conducted risk assessment and develop mitigation measures.</p> <p>11. The management has been trained on the occupational safety and health. Additionally, executive from region were monitoring the safety and health issues in the operating units. The management has also develop training plan base on the training need analysis conducted.</p> <p>12. The social management plan has identified the need to hire new staff at the Creche. Norashikin was hired in April 2021. While the plan to provide training to creche staff is in place to be completed by 31/05/2021</p> <p>13. A finding against 2.2.2 was raised for SDP did not diligently monitor the compliance of contractors.</p>
<p><b>7</b></p>	<p><b>Feedbacks:</b> Malaysia Nature Society (General Comments)</p> <p>1. Consistent and comprehensive pollution monitoring is required to be conducted throughout SOU 12, particularly monitoring relating to air quality, water sources etc. situated within and in proximity.</p> <p>2. Evaluation of compliance on Environmental Quality Act 1974 and its related rules, regulations etc. must be conducted.</p>

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	<ol style="list-style-type: none"> <li>3. Related capacity building training on related guidelines, standards etc. must be provided to all new workers, including refresher training for existing workers, periodically.</li> <li>4. They would like to highlight that there is a forest reserve located 2 km away from the palm oil mill. With that, they want the Sime Darby Plantation Berhad to recognise its importance and take into account in the operation and its activities in SOU 12.</li> <li>5. There could be human-wildlife conflict incidences due to its location and its proximity to forest reserve.</li> </ol>
	<p><b>Audit Team verification and response:</b></p> <ol style="list-style-type: none"> <li>1. The mill and estate management has conducted the Environmental Aspect and impact and HCV assessment. Base on the results, management plan and mitigation action has been established to monitor the pollution.</li> <li>2. As per Legal and Other Requirements Register, all legislation and regulations were complied. Reviewed the compliance as per indicator 2.1.1.</li> <li>3. The management has develop training plan base on the training need analysis conducted.</li> <li>4. SOU 12 has established program to monitor and educate the workers on human and wildlife conflicts. Among programme for management and monitoring of HCV area included erect a signboards to create awareness such as "No Trespassing", "No Hunting". Educate internal and external stakeholders to discourage illegal poaching, Notify relevant authority of illegal activities sighted.</li> <li>5. HCV training was conducted on 12/12/20 attended by all workers during Morning Muster.</li> </ol>

<b>List of land owner / user contacted</b>					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
N/A					
Not Applicable as SOU 12 Jabor Certification Unit has undergone its 2nd Cycle of Replanting.					


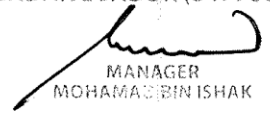
<b>Previous land owner / user comment</b>
Not Applicable as SOU 12 Jabor Certification Unit has undergone its 2nd Cycle of Replanting.

### 3.5 Impartiality and conflict of interest

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

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**Formal Signing-off of Assessment Conclusion and Recommendation**

Section 10. Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Jabor Palm Oil Mill has complied with the MSPO Supply Chain Certification Standard (Oct 2018) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of Jabor Palm Oil Mill is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
<p><b>Name:</b> Muhammad Fadzli b. Masran</p>	<p><b>Name:</b> SIME DARBY PLANTATION BERHAD</p>
<p><b>Company Name:</b> BSI Services (M) Sdn. Bhd.</p>	<p><b>Company Name:</b> LADANG JABOR KARUNG BERKUNCI NO: 7 25990 KUANTAN PAHANG DARUL MAKMUR</p>
<p><b>Title:</b> Client Manager</p>	<p><b>Title:</b></p>
<p><b>Signature:</b></p> 	<p><b>Signature:</b></p> <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p> <p>SIME DARBY PLANTATION BERHAD LADANG JABOR (647766-V)</p>  MANAGER MOHAMAD BIN ISHAK
<p><b>Date:</b> 08/09/2021</p>	<p><b>Date:</b> 15/9/21</p>

**Appendix A: Summary of Findings**

Criterion / Indicator		Assessment Findings	Compliance
<b>Principle 1: Behave ethically and transparently</b>			
<b>Criterion 1.1:</b> The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	<b>(C)</b> Documents that are specified in the RSPO P&C are made available to the public. - Critical (Major) compliance -	As per the Standard Operation Manual dated 01/11/2008 documented the process for Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2), stakeholders are allowed to request for documents.	Complied
1.1.2	Information is provided in appropriate languages and accessible to relevant stakeholders. - Minor compliance -	There were no requests for information at the SOU level since last audit.	Complied
1.1.3	<b>(C)</b> Records of requests for information and responses are maintained. - Critical (Major) compliance -	There were no requests for information at the SOU level since last audit.	Complied
1.1.4	<b>(C)</b> Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative. - Critical (Major) compliance -	There were no changes to the Procedure for External Communication. Interview with stakeholders confirm they are satisfied on the communication with the estates.	Complied
1.1.5	There is a current list of contact and details of stakeholders and their nominated representatives. - Minor compliance -	The list of stakeholders for the mill is maintained. The assessment team had conducted random calls on the number provided and found the details are accurate.	Complied
<b>Criterion 1.2:</b> The unit of certification commits to ethical conduct in all business operations and transactions.			
1.2.1	A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.	There are no changes in implementation of the SDP policy on code of ethical conduct and integrity (Code of Business Conduct- COBC)	Complied

	- Minor compliance -	which covered all operations in the plantation operation and Vendor COBC.	
1.2.2	A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice. - Minor compliance -	The overall compliance of the ethical business practice is governed by SDP Group Compliance (GCO) and Group Fraud & Corruption Risk Management (GFCRM). The personnel from GCO and GFCRM have access to all departments, functions and area of SDP Group to monitor the compliance and implantation. All management and employees are given the authority to report GCO if any known breaches of compliance obligations.	Complied
<b>Principle 2: Operate legally and respect rights</b>			
<b>Criterion 2.1:</b> There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	<b>(C)</b> The Unit of Certification complies with legal requirements - Critical (Major) compliance -	The Legal and Other Requirements Register (LORR) for Sime Darby Plantation Berhad (Mill) – Upstream Malaysia. Prepared by Group Sustainability & Quality Management (GSQM) Updated July 2020. Consist of list of updated legal changes in the Revision History and List of applicable legal and other requirements. Among in the register included Occupational Safety and Health Act 1994 and Its Regulations, Factories and Machinery Act 1967 and Its Regulations, , Fire Services Act 1984, Fire Services (Fire Certificate) Regulations 2001, Petroleum (Safety Measures) Act 1984, Environmental Quality Act 1974 and Its Regulations, Sewage Services Act 1993, Employment Act 1955, Workers Union Act 1959, Immigration Act 1559 and etc. Evaluation of compliance was conducted accordingly. Last reviewed for compliance done on 01/07/2020. As stated in the document, the LORR shall be reviewed and approved for compliance of the legal and other requirements annually. Status of compliance is 96%. Ong evidences of compliance sampled:	Complied



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		<ul style="list-style-type: none"> <li>• Employee Deduction Permit from JTK (PMT.2010/033 dated 09/08/10 for electricity, insurance and Loan of Yayasan Pahang with terms and conditions stated.</li> <li>• Control Goods Permit under KPDNKK for Diesel reference no. KPDNKK/KMN/25-01/08 SK D) for quantity of 9,100 Litres from 11/05/2020-10/05/2021.</li> <li>• MPOB License No. 530438004000 for Jabor POM located in Mukim Jabor. Valid from 01/07/2020-30/06/2021 for 150,000 FFB Ton/Year.</li> <li>• License for Installation of electricity generation equipment under Energy Commission Serial No. 46007 for not more than 1920 kW from 09/11/1010-08/11/2021.</li> <li>• Jadual Pematuhan Syarat Lesen for License No. 004060 valid from 01/07/2020-30/06/2021.</li> <li>• Fire Certificate issued by Jabatan Bomba dan Penyelamat Serial No. 315877, valid from 20/08/2020-19/08/2021.</li> <li>• Competent CePSWaM Certificate issued to Mohd Hairie b. Hazali Serial No. CePSWaM/03795.</li> <li>• LEV for Fume hood in the Lab was inspected by Hygiene Technician as Monitoring conducted on 21/12/2020 by Mohd Rashid b. Hj. Gelamdin (HQ/16/JHII/00/23) from Procoma Environmental (M) Sdn Bhd.</li> <li>• JTK Permit for Exemption Restriction Working at Night for Ladies Worker (Section 34 Employment Act 1955) dated 10/07/2003. Further sampled on the agreement letter dated 13/12/2020 to work at night: Norehan, Zainun, Kaliyammah, Maziter, Wan Atiqah, Nurul Afifi, Amoo and Siti Khairiah.</li> </ul> <p>Sampled in Jabor Estate, a LORR updated and compliance reviewed dated 20/02/2021 approved by Mohamad b. Ishak (Estate</p>	
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		<p>Manager). Sampled on compliance as evidences sighted:</p> <ul style="list-style-type: none"> <li>• Medical Surveillance was conducted in 2021 for 7 workers (workshop leaders and mixing operators on 12/03/2021) conducted by Registered OHD Dr. Syed Badarudin Syed Ali as report verified.</li> <li>• CHRA was conducted by Mohamad Khairil Azhar b Mohd Saim (HQ/14/ASS/00/358) dated 18/07/20.</li> <li>• MPOB License NO. 525928011000 for Ladang Jabor at Lot 355 Ulu Jabor valid from 01/01/2021-31/12/2021. Another License No. 528528002000 for Ladang Jabor in Mukim Ulu Jabor with size of 1,907.51 Ha.</li> <li>• Permit for Diesel from KPDNKK ref No. KPDNKK/KMN/25-08/08(09/2008) SK D for 18,000 litres valid from 21/08/20-20/08/2021.</li> <li>• Certificate of Fitness for air compressor 747-FIAC S.R., Bologna, Italy with CF No. TG PMT 1551, valid till 15/02/2022.</li> <li>• Salary deduction approval from JTK, Putrajaya dated 15/04/2011 under Section 24 of Employment Act 1955.</li> </ul> <p>Scheduled waste was disposed using manual consignment note using Rengkas Maju (M) Sdn Bhd. Available Inventory of Scheduled Waste as required by Regulations 11 for Month of March 2021.</p>	
2.1.2	<p>A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.</p> <p>- Minor compliance -</p>	<p>Sighted Procedure for Legal and Other Requirements (SOP Level 2) in Mill Quality Management System Version 01, Issue No. 02 dated 10/12/2008, which explained the requirement of ensuring legal compliance and to track changes. Annexure 01 showing a flow chart of update on changes on Legal and Other Requirements. Further sampled found a list of legal changes updated in LORR as sighted in the Revision History for Summary of Compliance included:</p> <ul style="list-style-type: none"> <li>• Terengganu Water Supply Enactment 1998</li> <li>• Workers' Minimum Standard of Housing and Amenities (Amendment) Act 2019,</li> </ul>	Complied

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		<ul style="list-style-type: none"> <li>• Restriction and Control of Infectious Disease (Declaration of Infectious Disease Area) Order 2020</li> <li>• Children and Young Person (Amendment) Act 2016</li> <li>• Occupational Safety and Health (Noise Exposure) Regulations 2019</li> <li>• Fire Services Act 1988 (Amendment) 2018.</li> <li>• Minimum Wage Order, Amendment 2018</li> <li>• Pesticides (Amendment of 1<sup>st</sup> Schedule) Order 2019</li> </ul>	
2.1.3	<p>Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.</p> <p>- Minor compliance -</p>	<p>Jabor Estate has established a boundary marking as in the table. Sampling was made during site visit at field 2019B (GPS coordinate 3.93831, 103.29304) and Border to Kongsi 4), 2019B (GPS coordinate 3.93743.103.29131 also Border to Kongsi 4). Another one was sighted at field 2000C (GPS coordinate 3.92717, 103.29593 a boarder to LLM Land at LPT Highway). No planting beyond the border as sighted during site visit in Jabor Estate.</p>	Complied
<p><b>Criterion 2.2:</b> All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.</p>			
2.2.1	<p>A list of contracted parties is maintained.</p> <p>- Minor compliance -</p>	<p>Available a list of active (sent in 2021) FFB Suppliers under SOU 12 Jabor Mill from direct supplier such as Estate (E), Small growers (SG) and indirect supplier such as Collection Centre (CC). In the list included:</p> <ul style="list-style-type: none"> <li>• Jabor Plantation (Tadbir Arena Sdn Bhd) – SG</li> <li>• Lim Meng Sow Enterprise Sdn Bhd – CC</li> <li>• Mohd Saidi b. Abd Ghani – CC</li> <li>• Tadbir Arena Sdn Bhd – E</li> <li>• Zmmas Sdn Bhd – E</li> <li>• Wonderful Horizon Sdn Bhd – E</li> <li>• Koperasi Peserta-Peserta Felcra (Bakti mas Bina) – CC</li> </ul>	Complied

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		<p>While non-active (not yet sent in 2021) stated in the List of Stakeholders FY 2021 updated March 2021 such as:</p> <ul style="list-style-type: none"> <li>• Santong Sawit Sdn Bhd</li> <li>• Bakti Mas Bina Sdn Bhd</li> <li>• Ikatan Ribuan Sawit Sdn Bhd</li> </ul> <p>Sampled in Jabor Estate list of contracted parties as in the Stakeholders List 2021 as contractors. Among them are:</p> <ul style="list-style-type: none"> <li>• Am Pelangi Enterprise</li> <li>• Am D H Jaya Enterprise</li> </ul> <p>Muhammad Fairolnizam</p>	
<p>2.2.2</p>	<p>All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party.</p> <p>Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.</p> <p>- Minor compliance -</p>	<p>Further sampled on Contract Agreement between SOU 12 Jabor POM and FFB Supplier as in the list such as above:</p> <ul style="list-style-type: none"> <li>• Lim Meng Sow Enterprise Sdn Bhd – Agreement No: P/P/1220/FFB/FFB02671L. Effective Date: 01/01/2021-31/12/2021</li> <li>• Mohd Saidi b. Abd Ghani – Agreement No: P/P/1220/FFB/FFB02669L. Effective Date: 01/01/2021-31/12/2021.</li> <li>• Wonderful Horizon Sdn Bhd – Agreement No: P/P/1220/FFB02665L. Effective Date: 01/01/2021-31/12/2021</li> <li>• Koperasi Peserta-Peserta Felcra (Bakti mas Bina) – Agreement No: P/P/1220/FFB02666L. Effective Date: 01/01/2021-31/12/2021</li> </ul> <p>Supplement to the Contract Agreement, Tha SOU 12 Jabor POM issued a letter to all suppliers and contractors as sampled to Tadbir Arena, Jabur Plantation Sdn Bhd, ZMMZAS Sdn Bhd, Mohd Saidi b. Abd Ghani, Lim Meng Sow Enterprise Sdn Bhd and etc on</p>	<p>Complied</p>

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		<p>requirements of meeting legal requirements, comply with RSPO guidelines, having valid working permit, signed and enforceable agreement with Sime Darby, ensure PPE utilization and etc.</p> <p>Jabor Estate has established an additional terms agreement with contractors as evidence seen in the documents with:</p> <ul style="list-style-type: none"> <li>• AM D H Jaya Enterprise signed on 17/10/18 (Transporting EFB from Mill to Estate) to comply with legal and RSPO requirements. Available an appointment letter of employee, checkroll, payslip.</li> <li>• AM Pelangi Enterprise, signed on 17/10/18 (Transporting FFB from filed to mill).</li> </ul> <p>Ahmad Zairul Nizam Enterprise signed on 17/10/18. Available an appointment letter of employee, checkroll, payslip.</p>	
2.2.3	<p>All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation Group has established Vendor Integrity Pledge (VIP) contain clauses to comply with Vendor Code of Business Conduct (VCOBC) which requires FFB suppliers to comply with labour and human rights, EHS, Ethics and Management Practices. Pledge sampled signed by Ikatan Ribuan Sawit Sdn Bhd, KC Goh Enterprise Sdn Bhd, Mohamad Saidi b. Abd Ghani, Jabur Plantation Sdn Bhd, Tadbir Arena Sdn Bhd, ZIMMAS Sdn Bhd and etc.</p> <p>In Jabor Estate, the above mentioned contractors signed a commitment in Vendor Integrity Pledge (VIP) contain clauses to comply with Vendor Code of Business Conduct (VCOBC) which requires them to comply with labour and human rights, EHS, Ethics and Management Practices. This included the replanting contractor sampled Jasa Awah Enterprise involved in land preparation and related works for oil palm replanting at field 1996A (41.27 Ha) in Main Division. Agreement signed on 01/05/19. Another one at field 1998B (38.98 Ha) in Main Division. Agreement signed on 01/05/19.</p>	Complied

		Sampled a contract of Sime Darby Plantation with AM Pelangi Enterprise on 01/09/16 for transportation of FFB from field of Jabor Estate to SOU 12 Jabor POM or designated oils mills. Available clauses in the contract agreement commitment of compliance to legal, procedures, employees applicable law and regulations, HSE requirements. Available a pledge signed by the contractor to comply with labor rights, human rights, HSE, ethical management practices.	
<b>Criterion 2.3:</b> All FFB supplies from outside the unit of certification are from legal sources.			
2.3.1	<p><b>(C)</b> For all directly sourced FFB, the mill requires:</p> <ul style="list-style-type: none"> <li>• Information on geo-location of FFB origins</li> <li>• Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder</li> <li>• One or more supporting documents for claims</li> <li>• Valid MPOB license</li> </ul> <p>- Critical (Major) compliance -</p>	<p>All direct active FFB Suppliers as in the list provided the information on geo-location on FFB origin as sighted in the document in online information system dated April 2021. Sampled with active FFB suppliers:</p> <ul style="list-style-type: none"> <li>• Jabor Plantation (Tadbir Arena Sdn Bhd) – MPOB License (582611002000)</li> <li>• Tadbir Arena Sdn Bhd – MPOB License (536963002000)</li> <li>• Zmmas Sdn Bhd – MPOB License (502460102000)</li> <li>• Wonderful Horizon Sdn Bhd – MPOB License (619303002000)</li> </ul> <p>The Geo-Location of FFB found stated in the list as of FFB Suppliers.</p>	Complied
2.3.2	<p>For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator 2.3.1.</p> <p>- Minor compliance -</p>	<p>Sighted all indirect sources of FFB such as Lim Meng Sow Enterprise Sdn Bhd, Mohd Saidi b. Abd Ghani, Koperasi Peserta-Peserta Felcra (Bakti Mas Bina) having all requirements as stated in Indicator 2.3.1.</p>	Complied
<b>Principle 3: Optimise productivity, efficiency, positive impacts and resilience</b>			
<b>Criterion 3.1:</b> There is an implemented management plan that aims to achieve long-term economic and financial viability.			

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3.1.1	<p><b>(C)</b> A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.</p> <p>- Critical (Major) compliance -</p>	<p>Sampled Business Management Plan for SOU 12 Jabor POM for Budget 2021-2025 as document name Report: M3.0 Total Mill Cost Report as print out on 07/01/2021 from Business Planning Consolidation (BPC) System that included Mill Production, Mill Operating Cost, FFB Cost, CPO Cost</p> <p>In Jabor Estate sighted a Business Plan for Budget year 2021-2025. With FF projection, operating cost such as maintenance of estate, manuring, harvesting, transportation, administration, labour, road and bridges, yield per hectare and etc. no planning of future expansion of cultivation area.</p>	Complied
3.1.2	<p>An annual replanting programme projected for a minimum of five years with yearly review, is available.</p> <p>- Minor compliance -</p>	<p>Available in Jabor Estate Annual Replanting Programme for FY 2020-2021 with total size of 182.63 Ha. Stated only:</p> <ul style="list-style-type: none"> <li>• Field E2811997A with size of 39.43 Ha (FY 2021) felling in May and Planting in July</li> <li>• Field E2812001A with size of 22.28 Ha (FY 2024) felling in May and planting in July</li> <li>• Field E2812001B with size of 65.08 Ha (FY 2024) felling in May and planting in July</li> </ul> <p>Field E2812001C with size of 55.84 Ha (FY 2025) felling in May and planting in July.</p>	Complied
3.1.3	<p>The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertake.</p> <p>- Minor compliance -</p>	<p>Management Review was conducted in SOU 12 Jabor POM/Estate as minutes sampled. Conducted on 29/03/21 and attended by Mohamad b. Ishak (SOU 12 Chairman), Mohd Hairie (Mill Manager), 4 Assistant Engineers, RSQM Pahang and MA, RSQM and Assistant Manager Jabor Estate. Among item discussed and reviewed included:</p> <ul style="list-style-type: none"> <li>• Result of Internal Audit</li> <li>• Process performance ad Product Conformity</li> </ul>	Complied

		<ul style="list-style-type: none"> <li>• Customer Feedback</li> <li>• Status of Preventive and Corrective Actions</li> <li>• Follow up from Previous Management Review</li> <li>• Changes that Could Affect the Management System</li> </ul> <p>Recommendation for Improvement.</p>	
<p><b>Criterion 3.2:</b> The unit of Certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable Continuous improvement in key operations.</p>			
3.2.1	<p><b>(C)</b> The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.</p> <p>- Critical (Major) compliance -</p>	<p>SOU 12 Jabor POM has initiated few projects for improvement of environmental impact as in MPLAN 2021.</p> <ul style="list-style-type: none"> <li>• Upgrade digester to ensure sufficient digestion process and reduce oil losses in press fibre.</li> <li>• Minimizing trampling/oil losses issue at ramp floor.</li> <li>• Reduce steam wastage due to linear crack and reduce overloading on boiler.</li> </ul> <p>In Jabor Estate available Action Plan FY 2021 for diesel usage and reduce pesticides usage based from environmental impacts assessment.</p>	Complied
3.2.2	<p>As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the [RSPO metrics template].</p> <p><b>PROCEDURAL NOTE:</b></p> <p>The RSPO metrics template is awaiting decision/agreement by RSPO and the issue is still being discussed.</p> <p>Until such metrics is agreed and developed, companies will carry on with existing reporting e.g. PalmGHG, Annual Communication of Progress (ACOP) reporting, and information provided to Certification Body and feedback via RSPO Secretariat is required.</p> <p>- Minor Compliance -</p>	<p>The RSPO metrics template has not been issued by RSPO for reporting. The Annual Communication of Progress (ACOP) for 2019 was submitted to RSPO on 4th June 2020. The ACOP report for 2019 is available at the RSPO website. Link as below: - <a href="https://document.rspo.org/Sime_Darby_Plantation_Berhad_ACOP_2019.pdf">https://document.rspo.org/Sime_Darby_Plantation_Berhad_ACOP_2019.pdf</a></p>	Complied



<b>Criterion 3.3:</b> Operating procedures are Appropriately documented, consistently implemented and monitored.			
<b>Guidance:</b> Mechanisms to check implementation could include documentation of management systems and internal control procedures (see Criterion 2.1). SOP and documentation for mills should include relevant supply chain requirements (see SCCS section under Principle 3). The unit of certification, while working with third party suppliers of FFB on traceability and legality, should use the opportunity to distribute suitable information on BMPs.			
3.3.1	<b>(C)</b> Standard Operating Procedures (SOPs) for the unit of certification are in place. - Critical (Major) compliance -	Available a folder contained a Mill Quality Management System (Standard Operating Procedure). Version 1:2008. Included an operation of: 1.0 Reception Station 2.0 Fruit Handling Station 3.0 Sterilization Station 4.0 Threshing Station 5.0 Pressing Station 6.0 Clarification Station 7.0 Depericarping Station 8.0 Kernel Recovery Station 9.0 Boiler Station 10.0 Power generation 11.0 Product Storage and Despatch 12.0 Laboratory 13.0 Oil Recovery Station 14.0 Water Treatment Plant 15. Effluent treatment Plant.	Complied

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		<p>In Jabor Estate found established SOP for Estate Quality Management System (Level 3 Document) Version 01, Issue No. 01 dated 01/11/08. Among SOP sighted:</p> <ul style="list-style-type: none"> <li>1.0 Harvesting</li> <li>4.0 Division of Labour</li> <li>10.0 Census Supplying</li> <li>11.0 Pruning</li> <li>12.0 Palm Thinning</li> <li>13.0 Control of Rats in Oil Palm</li> <li>14.0 Manuring (Inorganic Fertiliser)</li> <li>15.0 Water Management <ul style="list-style-type: none"> <li>- The arrangement and keeping of documents can be further enhanced and easily access for better access and reference.</li> </ul> </li> </ul>	
3.3.2	<p>A mechanism to check consistent implementation of procedures is in place.</p> <p>- Minor Compliance -</p>	<p>A mechanism to check consistent implementation of SOP for point covering all operations as stated above established using a D6 Mill Checklist.</p> <p>While in Jabor Estate, the mechanism for checking consistency implementation of the procedure is through Plantation Advisory and Mechanization Department and Group Corporate Audit Department that conducted internal audit 2 times a year.</p>	Complied
3.3.3	<p>Records of monitoring and any actions taken are maintained and available.</p> <p>- Minor Compliance -</p>	<p>As sampled on D6 Mill Checklist established to ensure consistent implementation of SOP dated 27/02/2021-05/03/2021. Checking point covering all operations as stated above.</p>	Complied

**Criterion 3.4:** A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.

<p>3.4.1</p>	<p><b>(C)</b> In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/out-grower scheme, is documented.          - Critical (Major) compliance -</p>	<p>The SIA was conducted in September 2015 by Sime Darby Social &amp; Environmental Projects Unit, under the PSQM (Plantation Sustainability Quality Management) Department (now is Group Sustainability Department). The SIA methodology includes participation of stakeholders including suppliers and out-growers.          The social impact identified for out-growers are mainly positive with satisfactory payment time.          SOU 12 Jabor POM has conducted environmental aspect and impacts assessment for mill operation as found in Environmental Aspect and Impact Identification (EAI) 2021. Stated in the document sampled that review on scoring was conducted on 01/01/2021. Prepared by Mohd Syafiq Aizat Mazlan (Asst. Engineer) and Approved by Mohd Hairie b. Hazali (Mill Manager).          As review only stated on a cover document was last conducted on 02/05/14 at Effluent Treatment Plant for Desludging of Pond sampled in Environmental Aspect and Impact Identification (Serial No EAI/2014/016-4). Environmental Impact Listed such as Ozone layer depletion, Global Warming, Air Pollution, Water pollution, Land Contamination, Unpleasant Working Environment, Depletion of Natural Resources, Community Impact and Business Impact.          In Jabor Estate available an Environmental Aspect and Impact (EAI). The cover document explained that review was done for the assessment conducted on 10/08/15 and decided to maintain all current scoring. No new or added activity to current state operation that have an impact to environment. Approved by Mohamad b. Ishak (Estate Manager).</p>	<p>Complied</p>
<p>3.4.2</p>	<p>For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.          - Minor Compliance -</p>	<p>The initial social management plan was developed according to the SIA dated September 2015. Subsequent social management plans are based on the periodic external stakeholders consultation and any grievance raised (either through grievance mechanism or</p>	<p>Non-compliance</p>

		<p>recorded during Monday morning briefing) that required prolong action time.</p> <p>According to the mill's grievance record, a grievance was raised on 27/03/2021 regarding road safety signage. However the action was not identified in the Management Plan on Social Impact Assessment reviewed on 02/04/2021.</p> <p>According to the mill's Process Briefing logbook, briefing dated 05/04/2021 identified housing issues and the mill management requires time to fix housing damages. However the action was not identified in the Management Plan on Social Impact Assessment reviewed on 02/04/2021.</p> <p>The previous 2 stakeholder consultations conducted on 03/03/2020 and 29/03/2021 respectively for SOU 12 was reviewed. The meetings minutes documented the proposed action plans. The mill social management plan has included the relevant comments.</p> <p>According to the SOU12 external stakeholder consultation for year 2021 and 2020, an issue regarding legume cover crop were raised consecutively. However there is no proposed action plan proposed by the estate in social management plan to eliminate this continuous issue.</p> <p>As sampled in SOU 12 Jabor POM the Environmental Improvement Plan 2021. Among the issues focused were:</p> <ul style="list-style-type: none"> <li>• Dust particle come from chimney boiler (Status: Expect commissioning on March 2021)</li> <li>• Black smoke come from chimney boiler (Expect commissioning in November 2021)</li> <li>• Scheduled waste store chemical leakage or spillage (On-going)</li> </ul>	
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		<ul style="list-style-type: none"> <li>• EFB built up at dumping area and cause EFB leachate at drainage (On-going)</li> <li>• Final discharge from effluent treatment plant did not meet specification from DOE. (On-going)</li> </ul> <p>Sampled in Jabor Estate available an Environmental management Programme FY 2021. This is derived from Environmental Objective.</p> <ul style="list-style-type: none"> <li>• To ensure to send water sampling quarterly as per appendix 7 (SPMS)</li> <li>• To ensure Scheduled Waste disposed before 180 days and 20 Metric tonne or which ever come first as per EQA (Scheduled Waste) Regulations 2005.</li> </ul> <p>To ensure no Illegal dumping rubbish/domestic waste at field by outsider.</p>	
3.4.3	<p><b>(C)</b> The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.</p> <p>- Critical (Major) compliance -</p>	<p>The social management plan for the mill was reviewed on 02/04/2021 considering inputs of the external stakeholder consultation, morning briefing and gender committee inputs. The implementation timeline of the actions were established. Sample of action plan for hiring new Crèche worker was completed.</p> <p>Sample action at estate to temporary move workers from leaking houses has commenced. Worker Nasrullah was moved from house number to 8 house number 11 and worker Mahdi was moved from house number 7 to number E707A.</p> <p>However refer to 3.4.2 of issue raised again management plan.</p> <p>Status of progress for Environmental Improvement Plan as stated above as sighted in SOU 12 Jabor POM and Jabor Estate.</p>	Complied
<p><b>Criterion 3.5:</b> A system for managing human resources is in place.</p>			

3.5.1	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives where applicable.</p> <p>- Minor Compliance -</p>	<p>The Human Resource Department in HQ has established Hiring of Local Workers procedure (Doc. No.: 01-12-19) and Workforce Management Unit Liaison &amp; Recruitment procedure (WMU/LR-SOPP/MARCH2016, Rev. 0 dated 30/3/2016) to explain the recruitment processes for both local workers. The recruitment of foreign workers will be carried out by the HQ through appointed agents in respective countries whereas the recruitment of local workers will be in charged by the respective operating units through job vacancy advertisement or recommendation from workers.</p>	Complied
3.5.2	<p>Employment procedures are implemented, and records are maintained.</p> <p>- Minor Compliance -</p>	<p>Sample of employing mill workers were verified in this audit. The job vacancy posters are available in electronic form (shared through WhatsApp and Facebook) and banner (posted at main entrance). Application of Mohd Robi as mill general worker and acceptance are retained. He was offer for the vacancy on 14/03/2021 with employment contract stating the terms of employment including leave entitlement, wages, working hours, and terms for termination.</p>	Complied
<b>Criterion 3.6:</b> An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.			
3.6.1	<p><b>(C)</b> All operations are risk assessed to identify H&amp;S issues. Mitigation plans and procedures are documented and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby has established the Upstream Malaysia Health, Safety and Environment (HSE) Policy Statement signed by the CEO Upstream Malaysia dated 01/06/2020. The policy stated the company commitment to provide safe and healthy workplaces and operating in an environmentally responsible manners in all operations in Malaysia. The policy has been communicated to the workers through induction training for new workers, morning briefing and displayed at various notice board within the estate.</p> <p>Sime Darby has established SOP for HIRARC. Refer Estate Quality Management System, Level 2: Standard Operating Manual,</p>	Complied

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		<p>Subsection 5.4: Planning, Appendix 5.4.1a Hazard Identification, Risk Assessment and Risk Control (HIRARC) Procedure ver. 1 Year 2008, issue no. 1 dated 1/4/2008.</p> <p>The operating units has conducted assessment on health and Safety issue in their operation and documented in the HIRARC register. The HIRARC register was reviewed at minimum once a year or during accident occur or changes in the operation.</p> <p>The mill conducted annual HIRARC FY 2021 on 01/01/2021 with new HIRARC on COVID 19 Monitoring added into the HIRARC register. FY 2020, latest review was conducted on 03/08/2020 with changes in store, workshop, and ETP and laboratory operation base on recommendation form CHRA report conducted on 26/06/2020.</p> <p>For contract work, the contractors provide a copy of Job Hazard Analysis/HIRARC to the mill. Reviewed the HIRARC for work on demolished old boiler 2 units and build new boiler and moving floor by Boilermech Sdn. Bhd. dated 30/06/2020.</p> <p>Latest HIRARC review conducted for Jabor Estate was on 05/09/2020 due to accident occur in harvesting operation.</p>	
3.6.2	<p><b>(C)</b> The effectiveness of the H&amp;S plan to address health and safety risks to people is monitored.</p> <p>- Critical (Major) compliance -</p>	<p>The mill has established Safety and Health plan was documented in OSH and Other Requirements Plan FY 2020 and FY 2021. Reviewed the implementation of the management plan FY 2020 as follows:</p> <p>Jabor POM</p> <ol style="list-style-type: none"> <li>1. CHRA has been conducted on 26/06/2020 by assessor with reg. no. HQ/14/ASS/00/358. Refer report no. HQ/14/ASS/00/00001-2020/9.</li> <li>2. Latest medical surveillance was conducted on 13 – 15/10/2020 by OHD with reg. no. HQ/08/DOC/00/07. All 8 involve in</li> </ol>	Complied

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		<p>chemical was send for surveillance and found fit to work as chemical handlers.</p> <ol style="list-style-type: none"> <li>3. Latest annual LEV Monitoring was conducted on 21/12/2020 by hygiene tech with reg. no. HQ/16/JHII/00/23. Refer report no. HQ/q6/JHII/00/23-2020/29. The monitoring results shows that LEV system is efficient in removal of air containment.</li> <li>4. Monthly LEV monitoring was conducted by the Laboratory Assistant. Reviewed the monitoring records dated 09/09/2020, 06/10/2020, 04/11/2020 and 09/12/2020.</li> <li>5. Latest audiometric test was conducted on 23/11/2020 – 07/12/2020 by OHD with reg. no. HQ/08/DOC/00/7. 1 new Occupational Noise Related Hearing Disorder cases was identified during the test and JKKP 7 report was submitted to DOSH by the OHD on 30/11/2020.</li> </ol> <p>Jabor Estate</p> <ol style="list-style-type: none"> <li>1. CHRA has been conducted on 18/07/2020 by assessor with reg. no. HQ/14/ASS/00/358. Refer report no. HQ/14/ASS/00/00001-2020/17.</li> <li>2. The estate Medical Assistant conducted health surveillance for all sprayers on monthly basis. Reviewed the health surveillance records dated 10/04/2021, 15/02/2021 and 16/01/2021.</li> <li>3. The estate conducted workplace inspection prior to safety and health committee meeting</li> </ol>	
<p><b>Criterion 3.7:</b> All staff, workers, Scheme Smallholders, out-growers, and contract workers are appropriately trained.</p>			
3.7.1	<p><b>(C)</b> A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and out-growers, taking into account gender-specific needs, and which covers applicable</p>	<p>The operating units visited has conducted training need analysis for all employee, management and contractors. The need analysis</p>	<p>Complied</p>



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	<p>aspects of the RSPOP&amp;C, in a form they understand, and which includes assessments of training.</p> <p>- Critical (Major) compliance -</p>	<p>was conducted base on the job designation and training required by the job type.</p> <p>Trainings was identified for management, employee and contractors and programmed throughout FY 2020 and 2021. The training identified covers the safety and health, environmental and social aspect.</p> <p>Additionally, for contractors, there are 8 trainings such as OHS, discipline and waste management incorporated, and it being briefed before starts any works and recorded in Permit to Work. Reviewed the Permit to Work for MME (M) Sdn. Bhd. for repair to Ramp Door as PTW no. 2977 dated 18/04/2021 and demolished old boiler 2 units and build new boiler and moving floor by Boilermech Sdn. Bhd. as PTW no. 2978 dated 19/04/2021.</p>	
<p>3.7.2</p>	<p>Records of training are maintained.</p> <p>- Minor Compliance -</p>	<p>The operating units maintained the training records conducted. Reviewed the sampled training records as follows:</p> <p>Jabor POM</p> <ol style="list-style-type: none"> <li>1. MSPO, RSPO and sustainability policy briefing dated 22/03/2021</li> <li>2. Scheduled Waste handling training dated 08/03/2021</li> <li>3. Noise exposure training dated 08/03/2021</li> <li>4. Raising standard of employees housing and amenities training dated 11/02/2021</li> <li>5. Near Infrared Spectroscopy (NIR Spectroscopy) machine training dated 17/12/2020</li> <li>6. Process refresher training g dated 23/12/2020</li> <li>7. HIRARC for operation training dated 13/12/2020</li> <li>8. Laboratory Process Control refresher training dated 13/12/2020</li> </ol>	<p>Complied</p>

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		<ul style="list-style-type: none"> <li>9. Boiler personnel training by NALCO dated 12/12/2020</li> <li>10. Chemical Management training dated 22/10/2020</li> </ul> <p>Jabor Estate</p> <ul style="list-style-type: none"> <li>1. Separate loose fruit weight training dated 16/02/2021</li> <li>2. COBC refresher training dated 06/03/2021</li> <li>3. Scheduled waste training dated 08/03/2021</li> <li>4. Manuring application refresher training dated 09/03/2021</li> <li>5. Beneficial plant refresher training dated 10/03/2021</li> <li>6. Rat baiting refresher training dated 12/04/2021</li> <li>7. Pest &amp; Disease refresher training dated 14/04/2021</li> <li>8. First aider training dated 15/04/2021</li> <li>9. Firefighting training dated 21/09/2020</li> <li>10. Basic occupational first aid training dated 18 – 19/08/2020</li> <li>11. Sprayer refresher training dated 07 – 08/07/2020</li> </ul>	
3.7.3	<p>Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.</p> <p>- Minor Compliance -</p>	<p>The mill continuously conducted training on the MSPO SCCS to all personnel engaged in the implementation as per training plan established. Sighted the sampled training conducted as follows:</p> <ul style="list-style-type: none"> <li>1. RSPO and MSPO Supply Chain Certification Standard and Traceability training dated 29/03/2021 and 31/03/2021.</li> <li>2. Stakeholder briefing/meeting dated 29/03/2021</li> <li>3. OCP quality with supplier briefing dated 30/03/2021</li> </ul>	Complied
<p><b>Criterion 3.8:</b> Supply chain requirement for mills          (note: All supply chain requirements are considered as <b>Critical (C)</b>. However it will not contribute to suspension if there is more than 5 non-compliance within a principle)</p>			
3.8.1	Identity Preserved Module	As the Jabor POM is using Mass Balance module, the criteria are non-applicable.	Not Applicable

	<p>A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO Principles and Criteria (RSPO P&amp;C), or against the Group Certification scheme.</p> <p>Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.</p>		
3.8.2	<p><b>Mass Balance Module</b></p> <p>A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	As per SOP established and documented in Plantation Quality Management System, Sustainable Plantation Management System, Appendix 15: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under Glossary section define the meaning of RSPO Mass Balance as supply chain model that allows certified claim to be transferred from one palm oil products to another through physical blending or administratively under strictly control circumstances.	Complied
3.8.3	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&amp;C certification report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	The estimated tonnage of CPO and PK is available in the public summary report.	Complied
3.8.4	<p>The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.</p>	<p>Jabor POM has registered in the PalmTrace ID with information as follows:</p> <ul style="list-style-type: none"> <li>Member Name: Jabor Oil Mill</li> </ul>	Complied

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		<ul style="list-style-type: none"> <li>• PalmTrace Account ID: RSPO_AC1000000164</li> <li>• GPS Coordinates: 3.9608333, 103.308888</li> </ul> <p>License Information</p> <ul style="list-style-type: none"> <li>• Commodity: Palm Oil</li> <li>• PalmTrace Member ID: RSPO_PO1000000156</li> <li>• RSPO Membership Number: 1-0008-04-000-00</li> <li>• Type of Business: Oil mill</li> <li>• License Status: Active (29-11-2020 - 06-07-2021)</li> <li>• Supply Chain Model: Mass Balance</li> </ul>	
<p>3.8.5</p>	<p><b>Documented procedures</b>  The mill shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ol style="list-style-type: none"> <li>a) Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> <li>b) Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> <li>c) Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the mill's procedures for the implementation of this standard.</li> <li>d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBS including ensuring no contamination in the IP mill.</li> </ol>	<p>Sime Darby Plantation Berhad has develop Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability, Appendix 15, Version 2, Issue No. 5 dated April 2019 to ensure the handling of incoming FFB and outgoing CPO and PK are carried out in a proper manner to meet the sustainability requirements for traceability and mass balance. The following subjects were included in the procedure:</p> <ul style="list-style-type: none"> <li>4.0 Responsibilities</li> <li>5.0 Control of Documents &amp; Records</li> <li>6.0 Delivery of FFB from the Estate</li> <li>7.0 Receiving FFB at the Mill</li> <li>9.0 Process Monitoring</li> <li>10.0 Products Despatch</li> <li>11.0 Non-conforming Products and/ or Documents</li> <li>12.0 Product Claims</li> <li>13.0 Outsourced Contractor</li> <li>14.0 Training</li> </ul>	<p>Complied</p>

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		<p>15.0 Reclassification of Mill's Supply Chain Model  16.0 Production Volume  17.0 Conversion Factors  18.0 Internal Audit  19.0 Complaints  20.0 Management Review</p>	
3.8.6	<p>Internal Audit</p> <p>i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill:</p> <p>a. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p> <p>b. Effectively implements and maintains the standard requirements within its organisation.</p> <p>ii) Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The mill shall maintain the internal audit records and reports.</p>	<p>As per SOP Internal Audit Procedure, SD/SDP/PSQM/IAP rev. 2, dated 1/11/2017, if there any minor/major non-conformity raised during the Internal Audit, Corrective Action Plan must be submitted to the lead auditor within 14 days from the closing meeting and the non-conformity must be closed within 40 days after closing meeting.</p> <p>Latest internal audit was conducted together with RSPO Principle and Criteria on 19/03/2021. 3 non-Conformity and 1 OFI on MSPO SCCS were raised during the audit.</p> <p>The mill has submitted the Corrective Action Plan and accepted by the Internal audit Team on 29/03/2021 and 06/04/2021.</p> <p>The result of the internal audit has been discussed during Management Review meetings as sighted in the minutes meeting dated 29/03/2021.</p>	Complied
3.8.7	<p>Purchasing and Goods In</p> <p>i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p> <p>ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.</p>	<p>Addressed in the Plantation Quality Management System, Sustainable Plantation Management System, Appendix 15: Standard Operating Procedure (SOP) for Sustainable Supply Chain and Traceability ver. 2, year 2018, issue no. 5 dated April 2019 under section 6.0 delivery FFB from Estate.</p> <p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the</p>	Complied

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		<p>certified and uncertified FFB. Records verified by internal and external audit.</p> <p>The mill have system to verify at the weighbridge. Information for RSPO certified FFB were recorded in FFB Consignment notes and weighbridge tickets. Records verified during the audit as follow:  Sighted the sampled delivery off FFB as follows:</p> <p>RSPO Certified FFB</p> <table border="1"> <tr> <td data-bbox="1146 628 1538 943"> i. Jabor Estate  Date:19/04/2021  C/N no.: 87601  RSPO Cert. no.: MUTU-RSPO/092  W. Ticket no.: 107067  Net Weight: 10,160 kg </td> <td data-bbox="1538 628 1928 943"> ii. Mentakab Estate (Lanchang Div.)  Date: 18/10/2020  C/N no.: 34624  RSPO Cert. no.: MUTU-RSPO/094  W. Ticket no.: 102685  Net Weight: 39,900 kg </td> </tr> <tr> <td data-bbox="1146 943 1538 1227"> iii. Chenor Estate  Date: 18/10/2020  C/N no.: 13549  RSPO Cert. no.: MUTU-RSPO/094  W. Ticket no.: 102713  Net Weight: 22,650 kg </td> <td data-bbox="1538 943 1928 1227"> iv. Kerdau Estate  Date: 17/10/2020  C/N no.: 53121  RSPO Cert. no.: MUTU-RSPO/094  W. Ticket no.: 102672  Net Weight: 38,030 kg </td> </tr> </table> <p>Non - Certified FFB</p> <table border="1"> <tr> <td data-bbox="1146 1278 1538 1362"> i. Tadbir Arena Sdn. Bhd.  Date: 17/12/2020 </td> <td data-bbox="1538 1278 1928 1362"> ii. Lim Meng Sow Enterprise  Date: 15/12/2020 </td> </tr> </table>	i. Jabor Estate Date:19/04/2021 C/N no.: 87601 RSPO Cert. no.: MUTU-RSPO/092 W. Ticket no.: 107067 Net Weight: 10,160 kg	ii. Mentakab Estate (Lanchang Div.) Date: 18/10/2020 C/N no.: 34624 RSPO Cert. no.: MUTU-RSPO/094 W. Ticket no.: 102685 Net Weight: 39,900 kg	iii. Chenor Estate Date: 18/10/2020 C/N no.: 13549 RSPO Cert. no.: MUTU-RSPO/094 W. Ticket no.: 102713 Net Weight: 22,650 kg	iv. Kerdau Estate Date: 17/10/2020 C/N no.: 53121 RSPO Cert. no.: MUTU-RSPO/094 W. Ticket no.: 102672 Net Weight: 38,030 kg	i. Tadbir Arena Sdn. Bhd. Date: 17/12/2020	ii. Lim Meng Sow Enterprise Date: 15/12/2020	
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i. Tadbir Arena Sdn. Bhd. Date: 17/12/2020	ii. Lim Meng Sow Enterprise Date: 15/12/2020								

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		C/N no.: S02770 RSPO Cert. no.: non-certified W. Ticket no.: 104416 Net Weight: 36,730 kg	C/N no.: 13339 RSPO Cert. no.: non-certified W. Ticket no.: 104381 Net Weight: 2,180 kg	
3.8.8	<p>Sales and Goods Out</p> <p>The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation):</p> <ul style="list-style-type: none"> <li>a) The name and address of the buyer;</li> <li>b) The name and address of the seller;</li> <li>c) The loading or shipment / delivery date;</li> <li>d) The date on which the documents were issued;</li> <li>e) RSPO certificate number;</li> <li>f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations);</li> <li>g) The quantity of the products delivered;</li> <li>h) Any related transport documentation;</li> <li>i) A unique identification number.</li> </ul>	<p>Sampled of the sales and goods out delivery records as below:</p> <p><b>CSPO</b></p> <ul style="list-style-type: none"> <li>a. The name and address of the buyer: Nuri Edible Oil</li> <li>b. The name and address of the seller: Jabor POM</li> <li>c. The loading or shipment / delivery date: 07/06/2020</li> <li>d. The date on which the documents were issued: 07/06/2020</li> <li>e. RSPO certificate number: MUTU-RSPO/092</li> <li>f. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): 0007 - Crude Palm Oil (CPO) RSPO MB</li> <li>g. The quantity of the products delivered:             <ul style="list-style-type: none"> <li>i. 38,170 kg</li> <li>ii. 38,190 kg</li> <li>iii. 38,230 kg</li> </ul> </li> <li>h. Any related transport documentation: Weighbridge Ticket no.:             <ul style="list-style-type: none"> <li>i. 007716</li> <li>ii. 007715</li> <li>iii. 007714</li> </ul> </li> </ul> <p>A unique identification number: Contract Ref.: S/C-PSD/2006/CPO0863</p>	<p>Non-compliance</p>	

		<p><b>CSPK</b></p> <ul style="list-style-type: none"> <li>a. The name and address of the buyer: Nuri KCP</li> <li>b. The name and address of the seller: Jabor POM</li> <li>c. The loading or shipment / delivery date: 17/01/2021</li> <li>d. The date on which the documents were issued: 17/01/2021</li> <li>e. RSPO certificate number: Not available</li> <li>f. A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): 0008 – Palm Kernel (PK) RSPO MB</li> <li>g. The quantity of the products delivered:             <ul style="list-style-type: none"> <li>i. 37,760 kg</li> <li>ii. 36,840 kg</li> </ul> </li> <li>h. Any related transport documentation: Weighbridge Ticket no.:             <ul style="list-style-type: none"> <li>i. 008047</li> <li>ii. 008031</li> </ul> </li> </ul> <p>A unique identification number: Contract Ref.: S/C-PSD/2101/PK0133          As stated in the contract S/C-PSD/2101/PK0133, the PK was sold as RSPO Certified products. However, the RSPO Certificate no. was not available in all document reviewed as weighbridge ticket no. 008047 and 008031, collection order chit no 58842.</p>	
3.8.9	<p>Outsourcing Activities</p> <ul style="list-style-type: none"> <li>i) The mill shall not outsource its milling activities. In cases where he mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO Supply Chain Certification</li> </ul>	<p>Sime Darby has established Standard Operating procedure for outsourced activities as per Sustainability Plantation Management System, SOP for Sustainability Supply Chain and Traceability, ver. 2, issue no. 5 dated April 2019, Section 13.0: Outsourced Contractors.</p>	Complied



	<p>ii) The mill shall ensure the following:</p> <ul style="list-style-type: none"> <li>a) The mill has legal ownership of all input material to be included in outsourced processes</li> <li>b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary.</li> <li>c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</li> <li>d) The mill shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance.</li> </ul>	<p>In the SOP under section 13.1 stated that CPO Mill cannot outsourced processing activities like refining or crushing.</p> <p>Reviewed the contract between Sime Darby Plantation Berhad's with Nashreena International (M) Sdn. Bhd. dated 12/12/2020. Refer T/SDPB/PEN/CPO/0720/003.</p> <p>In the contract stated the mill has the legal ownership of all input material as per clause 6: Failure to Provide the Services and/or Comply with Laws and Guidelines under sub clause (b).</p> <p>Clause reserving the right of the certification body to audit the outsourced contractor was stated in the agreement under clause 5: The Transporter Undertakings, Obligations and Covenants, sub clause (d) Roundtable Sustainable Palm Oil (RSPO) and Malaysian Sustainable Palm Oil (MSPO).</p>	
3.8.10	<p>The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.</p>	<p>The details of the contractors used for transporting the CPO was documented in the stakeholder list. Among the details include name of contractors, address, phone number and person responsible.</p>	Complied
3.8.11	<p>The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.</p>	<p>Jabor POM has issued Memorandum to all contractors dated 26/06/2019 signed by the Regional CEO, Central East Region. In the memorandum stated the contractors have to comply as follows;</p> <ul style="list-style-type: none"> <li>i. Comply with local legal requirements</li> <li>ii. Attend the RSPO/ISCC/MSPO/SCCS briefing or training organized by the company</li> <li>iii. Having signed and enforceable agreement with the company</li> <li>iv. Provide access to the auditors to contractors' operation site(s) and employees whenever deemed necessary</li> </ul>	Complied

		<ul style="list-style-type: none"> <li>v. Having related working permits</li> <li>vi. Ensure PPE utilization by contractors' employee while being in the company premise.</li> </ul> <p>Reviewed the acknowledgement of the memorandum by Nashreena International (M) Sdn. Bhd. signed on 29/03/2021.</p>	
3.8.12	<p>Record keeping</p> <ul style="list-style-type: none"> <li>i) The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements.</li> <li>ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.</li> <li>iii) For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.</li> <li>iv) For Mass Balance Module, the mill:             <ul style="list-style-type: none"> <li>a) Shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis.</li> <li>b) All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</li> <li>c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>i. Sime Darby Plantation Berhad has established Standard Operating Procedure to maintain all records of evidence on the implementation of RSPO SCCS. The SOP was documented in Sustainability Plantation Management System, SOP for Sustainability Supply Chain and Traceability, ver. 2, issue no. 5 dated April 2019 under section 5.0: Control of Documents and Records.</li> <li>ii. As stated in SOP for Sustainability Supply Chain and Traceability, ver. 2, issue no. 5 dated April 2019 under section 5.0: Control of Documents and Records all traceability records should be maintained at minimum period of 3 years.</li> <li>iii. Jabor POM receives and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module.             <ul style="list-style-type: none"> <li>a. Jabor POM has established the SCCS Mass balance sheet document to records and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.</li> <li>b. All volumes of certified CPO and PK that were delivered were deducted from the material accounting system according to conversion ratios of OER and KER as per sample records of Mill production report Apr 2020 – March 2021 and Daily Production Summary Report as at 31/12/2020 and 31/03/2021.</li> </ul> </li> </ul>	Complied

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		<p>c. Positive stock deliveries maintained through the SCCS Mass balance sheet document to records and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. No short selling made by Jabor POM.</p>	
3.8.13	<p><b>Extraction Rate</b>  The oil extraction rate (OER) and the kernel extraction rate (KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.</p>	<p>Extraction rates were derived from actual production output that were measured daily by the mill and recorded in the daily production report. Actual rates for the period since last audit were available in the Mill production report Apr 2020 – March 2021. Volume estimates for next period were based on historical extractions and FFB projection from estates.  Reviewed the mass balance sheet and Daily Production Summary Report as at 31/12/2020 and 31/03/2021.</p>	Complied
3.8.14	<p>Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.</p>	<p>Extraction rates updated daily based on actual measurement of production output. Projected rates were based on historical extractions and FFB projection from estates.</p>	Complied
3.8.15	<p><b>Processing</b>  For Identity Preserved Module, the mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm products, including during transport and storage to strive for 100% separation.</p>	<p>Not applicable since Jabor POM receives and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module.</p>	Complied
3.8.16	<p><b>Registration of Transactions</b>  i) Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date.</p>	<p>Based on the downloaded transactions register from the certification unit's PalmTrace, the company was able to demonstrate that it has been registering its transactions in the PalmTrace accordingly.  Based on the announcement (transaction) summary, all the registrations were found to be in order.</p>	Complied

	ii) Remove: RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform.		
3.8.17	<p>Claims</p> <p>The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.</p>	RSPO trademark was not use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims.	Complied
<b>General corporate communications</b>			
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	No off-product claim made by Jabor POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc). Thus, this indicator is not applicable	Not Applicable
4.2	<p>In corporate communications a member is allowed to:</p> <ul style="list-style-type: none"> <li>a. Display its RSPO membership status</li> <li>b. Display the RSPO web address (www.rspo.org)</li> <li>c. State that the member supports the work of the RSPO</li> <li>d. State the member's history with regard to the RSPO.</li> <li>e. Use the RSPO trademark to promote its membership of the RSPO.</li> </ul> <p>Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org' where the link must lead to the member's profile page.</p>	Not applicable as no off-product claim made by Jabor POM as to date.	Not Applicable
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Not applicable as no off-product claim made by Jabor POM as to date.	Not Applicable
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	Not applicable as no off-product claim made by Jabor POM as to date.	Not Applicable

4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	No evidence of RSPO corporate logo used by Jabor POM as verified through documentations and websites.	Complied
<b>Business to business communications</b>			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Business to business communication is demonstrated via shipping documentation and invoices to the next supply chain actor or buyer.	Complied
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	Shipping documentation verified and conformance with the requirements of RSPO SCCS. In the weighbridge ticket, it stated that i.e product/commodity with SCC model (CPO/Palm Kernel RSPO MB) and RSPO certificate number; MUTU-RSPO/092	Complied
5.3	Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options: a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation. b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.	Jabor POM is not under distributor or wholesaler category. Thus, this requirement is not applicable	Not Applicable
<b>Business to consumer communication</b>			

6.1	Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.	No business to consumer communication on product specific claim made Jabor POM and only producing crude and unfinished product. This is not applicable for Jabor POM.	Not Applicable
6.2	Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	No business to consumer communication on product specific claim made Jabor POM and only producing crude and unfinished product. This is not applicable for Jabor POM.	Not Applicable
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	No business to consumer communication on product specific claim made Jabor POM and only producing crude and unfinished product. This is not applicable for Jabor POM.	Not Applicable
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	No business to consumer communication on product specific claim made Jabor POM and only producing crude and unfinished product. This is not applicable for Jabor POM.	Not Applicable
6.5	Members shall not communicate to consumers' information about their suppliers' RSPO membership status.	No business to consumer communication on product specific claim made Jabor POM and only producing crude and unfinished product. This is not applicable for Jabor POM.	Not Applicable
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	No business to consumer communication on product specific claim made Jabor POM and only producing crude and unfinished product. This is not applicable for Jabor POM.	Not Applicable
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	No business to consumer communication on product specific claim made Jabor POM and only producing crude and unfinished product. This is not applicable for Jabor POM.	Not Applicable
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use	No business to consumer communication on product specific claim made Jabor POM and only producing crude and unfinished product. This is not applicable for Jabor POM.	Not Applicable

	<p>of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on <a href="http://www.rsपो.org">www.rsपो.org</a>.</p>		
<p><b>MODULE B – MASS BALANCE SPECIFIC RULES</b></p>			
<p><b>Minimum Mass Balance content</b></p>			
	<p>95% or above of the oil palm content must be RSPO MB-certified.</p>	<p>Oil palm content is 100% CPO and claim as RSPO MB-certified.</p>	<p>Not Applicable</p>
	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.</p>	<p>Non-certified FFB is come from external crop and since Jabor POM is using Mass Balance module, the non-certified volume is covered in the Mass Balance sheet. No RSPO credits used in Jabor POM.</p>	<p>Not Applicable</p>
<p><b>Labelling and trademark (MB)</b></p>			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> <li>• Surrounded by the text: 'Certified sustainable palm oil'.</li> <li>• The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim.</li> </ul>	<p>Jabor POM is not use RSPO label in its product (CPO &amp; PK). This is confirmed due site visit observation and interview with the mill workers.</p>	<p>Not Applicable</p>

	<ul style="list-style-type: none"> <li>• The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'.</li> <li>• Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch).</li> <li>• In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications &amp; Claims document.</li> </ul>		
<p><b>Principle 4: Respect community and human rights and deliver benefits</b></p>			
<p><b>Criterion 4.1:</b> The unit of Certification respects human rights, which includes respecting the rights of Human Rights Defenders.</p>			
<p>4.1.1</p>	<p><b>(C)</b> A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, FFB suppliers and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation has established Group Sustainability &amp; Quality Policy Statement dated 2/12/2019 and undersigned by Group Managing Director where the company is respecting, upholding &amp; no-exploitation of fundamental human rights. This policy statement is guided by the commitment spells out in the Human Rights Charter (HRC). Besides, Policy on the Protection of Human Rights Defenders (HRDs) was established with effective date on 25/3/2020. Sime Darby Plantation respect and safeguard human rights, notion of democracy and its institution. They recognize that Human Rights Defenders have the role and responsibility of upholding human rights and the need for them to be able to lodge complaints that may arise from their business activities and relationship with SDP.</p> <p>SDP has extended the policy to respect human rights to its vendors through the Vendor Integrity Pledge.</p>	<p>Complied</p>



		<p>This Policy is applied to all stakeholders affected by the business activities and relationships including directors, employees, counterparties, and business partners, workers in our operations and supply chains, and communities surrounding our operations.</p> <p>The policy is communicated through 3 main channels</p> <ol style="list-style-type: none"> <li>1. Through stakeholder consultations. The latest consultation meeting was conducted on 29/03/2021.</li> <li>2. Through publication on mill/estate notice/information boards.</li> </ol> <p>Through Sime Darby Plantations website.</p>	
4.1.2	<p>The unit of certification does not instigate violence or use any form of harassment in their operations.</p> <p>- Minor compliance -</p>	<p>SDP prohibits any form of harassment in their operation as per the Human Rights Charter. Interview with foreign workers and auxiliary police confirm that no violence or harassment was instigated by the SOU 12 management.</p>	Complied
<p><b>Criterion 4.2:</b> There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties</p>			
4.2.1	<p><b>(C)</b> The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.</p> <p>- Critical (Major) compliance -</p>	<p>SDP has established the Human Rights Charter where they respect and uphold the believe that everyone has the responsibility to promote human rights, safeguard democracy and its institutions and not violate the rights of others. SDP recognise the important HRD role, whistleblowers, complainants and community spokespersons play by lodging complaints in confidence.</p>	Complied
4.2.2	<p>Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.</p> <p>- Minor compliance -</p>	<p>SDP has established and implemented Flowchart and Procedure on Handling Social Issues, version 1 and dated 01/04/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders.</p> <p>SDP has also implemented Whistleblowing Channels where the e-Form, email address and toll free number/ hotline can be found in</p>	Complied

		<a href="http://www.simedarbyplantation.com/corporate/governance/whistleblowing">http://www.simedarbyplantation.com/corporate/governance/whistleblowing</a> . Besides, the managements have briefed the stakeholders during stakeholder meetings on the procedure of complaint.	
4.2.3	The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders. - Minor compliance -	A grievance regarding road safety was raised in mill on 27/03/2021. The action taken was to discuss with estate management. This action was stated in the Complaint book and was briefed to the workers during morning muster on 08/04/2021. There is no records on what is the next action to be taken after discussion with estate management. There is no continuity. Only through interview with the Mill's assistant manager, the action such as repainting the hump and erecting of signage will be taken. Improvement is required for recording the progress.	OFI
4.2.4	The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator. - Minor compliance -	SDP has established and implemented Flowchart and Procedure on Handling Social Issues, version 1 dated 01/04/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders.  SDP has also implemented Whistleblowing Channels where the e-Form, email address and toll free number/ hotline can be found in <a href="http://www.simedarbyplantation.com/corporate/governance/whistleblowing">http://www.simedarbyplantation.com/corporate/governance/whistleblowing</a> . Furthermore, the company developed the Human Rights Charter to protect Human Rights Defenders (HRDs) where if the complaint cannot be solved through this manner, HRDs can be provided legal remedies such as litigation or alternate dispute resolution options including mediation and arbitration in situations where complaints cannot be resolved internally.	Complied
<b>Criterion 4.3:</b> The unit of Certification contributes to local sustainable development as agreed by local communities.			

4.3.1	Contributions to community development that are based on the results of consultation with local communities are demonstrated. - Minor compliance -	The contribution towards community are by request basis. The requests for contribution for mill was verified which include: 1. Request from SJK (C) Jabor for soil on 28/03/2021. 2. Request from SK Lembah Jabor for grass cutting service on 20/01/2021.	Complied
<b>Criterion 4.4:</b> Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.			
4.4.1	<b>(C)</b> Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents Related to the history of land tenure and the actual legal or customary use of the land are available. - Critical (Major) compliance -	The lands occupied by SOU 12 are government freehold lease. The SIA report and interview results with local communities confirmed that there is no customary land within the estate. In case of any arising land dispute, the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process for handling boundaries disputes.	Complied
4.4.2	Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	The lands occupied by SOU 12 are government freehold lease land. In case of any arising land dispute, the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process for handling boundaries disputes.	Complied
4.4.2a	Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making. - Minor compliance -	There is no land dispute recorded. This was verified through stakeholders' consultation. In case of any arising land dispute, the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process for handling boundaries disputes.	Complied
4.4.2b	Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken. - Minor compliance -	The lands occupied by SOU 12 are government freehold lease. The SIA report and interview results with local communities confirmed that there is no customary land within the estate.	Complied

4.4.2c	<p>Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land.</p> <p>- Minor compliance -</p>	<p>The lands occupied by SOU 12 are government freehold lease. The SIA report and interview results with local communities confirmed that there is no customary land within the estate.</p>	Complied
4.4.3	<p><b>(C)</b> Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).</p> <p>- Critical (Major) compliance -</p>	<p>The lands occupied by SOU 12 are government freehold lease. The SIA report and interview results with local communities confirmed that there is no customary land within the estate.</p> <p>However, maps showing the boundaries of the estates and land titles are available.</p>	Complied
4.4.4	<p>All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>- Minor compliance -</p>	<p>The lands occupied by SOU 12 are government freehold lease. The SIA report and interview results with local communities confirmed that there is no customary land within the estate.</p> <p>In case of any arising land dispute, the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process for handling boundaries disputes.</p>	Complied
4.4.5	<p><b>(C)</b> Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.</p> <p>- Critical (Major) compliance -</p>	<p>The lands occupied by SOU 12 are government freehold lease. The SIA report and interview results with local communities confirmed that there is no customary land within the estate.</p> <p>In case of any arising land dispute, the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process for handling boundaries disputes.</p>	Complied
4.4.6	<p>There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties.</p> <p>- Minor compliance -</p>	<p>The lands occupied by SOU 12 are government freehold lease. The SIA report and interview results with local communities confirmed that there is no customary land within the estate.</p>	Complied

		In case of any arising land dispute, the Sustainable Plantation Management System (SPMS) Appendix 3 dated 01/11/2008 documented the process for handling boundaries disputes.	
<b>Criterion 4.5:</b> No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.			
4.5.1	<b>(C)</b> Documents showing identification and assessment of demonstrable legal, customary and user rights are available. - Critical (Major) compliance -	There is no plan of new development in SOU12. The lands occupied by SOU 12 are government freehold lease. Furthermore according to the SIA report and interview results with local communities confirmed that there is no customary land within the estate.	Complied
4.5.2	<b>(C)</b> FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, with all the relevant information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation. - Critical (Major) compliance -	There is no plan of new development in SOU12. The lands occupied by SOU 12 are government freehold lease. Furthermore according to the SIA report and interview results with local communities confirmed that there is no customary land within the estate.	Complied
4.5.3	Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations. - Minor compliance -	There is no plan of new development in SOU12. The lands occupied by SOU 12 are government freehold lease. Furthermore according to the SIA report and interview results with local communities confirmed that there is no customary land within the estate.	Complied
4.5.4	To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples,	There is no plan of new development in SOU12. The lands occupied by SOU 12 are government freehold lease. Furthermore according	Complied

	the full range of food and water provisioning options are considered. There is transparency of the land allocation process. - Minor compliance -	to the SIA report and interview results with local communities confirmed that there is no customary land within the estate.	
4.5.5	Evidence is available that the affected communities and rights holders have had the option to access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. - Minor compliance -	There is no plan of new development in SOU12. The lands occupied by SOU 12 are government freehold lease. Furthermore according to the SIA report and interview results with local communities confirmed that there is no customary land within the estate.	Complied
4.5.6	Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator. - Minor compliance -	There is no plan of new development in SOU12. The lands occupied by SOU 12 are government freehold lease. Furthermore according to the SIA report and interview results with local communities confirmed that there is no customary land within the estate.	Complied
4.5.7	New lands are not acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations without consent under the right of eminent domain of the federal and state land acquisition legislations. - Minor compliance -	There is no plan of new development in SOU12. The lands occupied by SOU 12 are government freehold lease. Furthermore according to the SIA report and interview results with local communities confirmed that there is no customary land within the estate.	Complied
4.5.8	<b>(C)</b> New lands are not acquired in areas inhabited by communities in voluntary isolation. - Critical (Major) compliance -	There is no plan of new land purchase for SOU 12.	Complied
<b>Criterion 4.6:</b> Any negotiations Concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.			
4.6.1	<b>(C)</b> A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place. - Critical (Major) compliance -	There is no customary land identified. However access rights are still given to communities. SDP has established the Flowchart and Procedures on Handling Land Disputes, version 1 and issue dated 01/11/2008. The	Complied

		procedure details the process if any issues reported by local communities regarding land dispute. Negotiation process will be initiated which included the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties' involvement including stakeholders. Compensation of calculation and distribution to the affected parties will be determined by Land Management Department.	
4.6.2	<p><b>(C)</b> A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.</p> <p>- Critical (Major) compliance -</p>	<p>SOP as per indicator 4.6.1.</p> <p>SDP has established the Human Rights Charter that committed to respect and uphold community rights and the rights of Indigenous People.</p>	Complied
4.6.3	<p>Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings.</p> <p>- Minor compliance -</p>	<p>No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.</p>	Complied
4.6.4	<p>The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them.</p> <p>- Minor compliance -</p>	<p>No issues related to loss of legal customary rights with indigenous peoples, local communities and other stakeholders reported during the time of audit through interviewed with the local communities. Boundary stone and trenches were available to demarcate the boundary of land.</p>	Complied
<p><b>Criterion 4.7:</b> Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.</p>			
4.7.1	<p><b>(C)</b> A mutually agreed procedure for identifying people entitled to compensation is in place.</p> <p>- Critical (Major) compliance -</p>	<p>There is no land acquisitions for SOU 12. Hence compensation is not applicable.</p> <p>However, for any land dispute SDP has established the Flowchart and Procedures on Handling Land Disputes, version 1 and issue dated 01/11/2008. The procedure details the process if any issues</p>	Complied

		reported by local communities regarding land dispute. Negotiation process will be initiated which included the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties' involvement including stakeholders. Compensation of calculation and distribution to the affected parties will be determined by Land Management Department.	
4.7.2	<p><b>(C)</b> A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.</p> <p>- Critical (Major) compliance -</p>	<p>There is no land acquisitions for SOU 12. Hence compensation is not applicable.</p> <p>However, for any land dispute SDP has established the Flowchart and Procedures on Handling Land Disputes, version 1 and issue dated 01/11/2008. The procedure details the process if any issues reported by local communities regarding land dispute. Negotiation process will be initiated which included the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties' involvement including stakeholders. Compensation of calculation and distribution to the affected parties will be determined by Land Management Department.</p>	Complied
4.7.3	<p>Communities that have lost access and rights to land for plantation expansion are given opportunities including employment and supply contracts to benefit from plantation development.</p> <p>- Minor compliance -</p>	<p>There is no land acquisitions for SOU 12. Hence compensation is not applicable.</p> <p>However, for any land dispute SDP has established the Flowchart and Procedures on Handling Land Disputes, version 1 and issue dated 01/11/2008. The procedure details the process if any issues reported by local communities regarding land dispute. Negotiation process will be initiated which included the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties' involvement including stakeholders. Compensation of calculation and distribution to the affected parties will be determined by Land Management Department.</p>	Complied



<b>Criterion 4.8:</b> The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrate that they have legal, customary, or user rights.			
4.8.1	<p>Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.</p> <p>- Minor compliance -</p>	<p>Jabor estate was developed since 1970s and there is no plan for new development. Through interview with communities, no customary land was identified and the right to access to existing temple is not restricted by SOU 12.</p> <p>However, for any land dispute SDP has established the Flowchart and Procedures on Handling Land Disputes, version 1 and issue dated 01/11/2008. The procedure details the process if any issues reported by local communities regarding land dispute. Negotiation process will be initiated which included the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties' involvement including stakeholders. Compensation of calculation and distribution to the affected parties will be determined by Land Management Department.</p>	Complied
4.8.2	<p><b>(C)</b> Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.</p> <p>- Critical (Major) compliance -</p>	<p>Through interview with communities, no land dispute was identified and the right to access to existing temple is not restricted by SOU 12.</p>	Complied
4.8.3	<p>Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4)</p> <p>- Minor compliance -</p>	<p>There was no new land acquisition during this assessment.</p>	Complied

4.8.4	<p>For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p> <p>- Minor compliance -</p>	<p>There is not land dispute recorded.</p> <p>However, for any land dispute SDP has established the Flowchart and Procedures on Handling Land Disputes, version 1 and issue dated 01/11/2008. The procedure details the process if any issues reported by local communities regarding land dispute. Negotiation process will be initiated which included the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties' involvement including stakeholders. Compensation of calculation and distribution to the affected parties will be determined by Land Management Department.</p>	Complied
<p><b>Principle 5: Support smallholder inclusion</b></p>			
<p><b>Criterion 5.1:</b> The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.</p>			
5.1.1	<p>Current and previous period prices paid for FFB are publicly available and accessible by smallholders.</p> <p>- Minor compliance -</p>	<p>SOU 12 does not purchase FFB directly from independent/scheme smallholders and SOU 12 certification does not include scheme smallholders. Hence the publication of the FFB pricing is not necessary.</p> <p>However, SOU 12 purchase FFB from outgrowers and collection centres. The outgrowers are not considered as smallholders as their land size is above the smallholder definition. The sampled outgrower Wonderful Horizon Sdn Bhd has land size of 108.44ha. Even though Wonderful Horizon is not a smallholder, the FFB pricing has determined fairly using the mechanism to include MPOB monthly average trade price, mill extraction rate and mill processing cost.</p>	Complied
5.1.2	<p><b>(C)</b> Evidence is available that the unit of certification explains the FFB pricing to smallholders on request from individual smallholders (at least once a year or upon request).</p> <p>- Critical (Major) compliance -</p>	<p>As justified in 5.1.1 above, smallholders are not directly associated with SOU 12 while SOU 12 is only purchasing from collection centres and outgrowers. The contract agreement between SDP and Wonderful Horizon Sdn Bhd for effective period between 01/01/2021 – 31/12/2021 include the transparent pricing</p>	Complied

		mechanism in Third Schedule of the contract. During interview with FFB supplier Koperasi Peserta-Peserta Felcra (Bakti Mas Bina), it was confirmed that the pricing mechanism was understood and payment has been according to the contract.	
5.1.3	<b>(C)</b> Fair pricing, calculated as a portion of the international CPO price less costs is provided to smallholders in the supply base and documented. - Critical (Major) compliance -	Refer to 5.1.1 and 5.2.1. There is no direct FFB purchase from smallholders and the FFB purchase agreement with Outgrowers and Collection Centres provide the fair and transparent pricing mechanism.	Complied
5.1.4	<b>(C)</b> Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable. - Critical (Major) compliance -	Refer to 5.1.1 and 5.2.1. There is no direct FFB purchase from smallholders and the FFB purchase agreement with Outgrowers and Collection Centres provide the fair and transparent pricing mechanism.	Complied
5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe. - Minor compliance -	Refer to 5.1.1 and 5.2.1. There is no direct FFB purchase from smallholders and the FFB purchase agreement with Outgrowers and Collection Centres provide the fair and transparent pricing mechanism.	Complied
5.1.6	<b>(C)</b> Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given. - Critical (Major) compliance -	During interview with FFB supplier Koperasi Peserta-Peserta Felcra (Bakti Mas Bina), it was confirmed that the pricing mechanism was understood and payment has been according to the contract. There were no issues raised regarding weigh and deduction.	Complied
5.1.7	Weighbridges used for determining payment to smallholders are verified by an independent third party on a regular basis (this can be government). - Minor compliance -	The mill and estate conducted the weighbridge calibration on annually basis base on applicable laws and regulations. Reviewed the latest calibration and stamping by Metrology Corporation Malaysia Sdn. Bhd. as follows:	Complied

		1. Serial no. 01346096 MK with safety sticker no. 2.1KQ 012573 dated 03/06/2020.	
5.1.8	The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material. - Minor compliance -	The mill brief to the smallholders who supplied FFB to the mill on the benefits of certification and Responsible Sourcing Guideline during Outside FFB Purchase (OCP) engagement. Latest engagement was conducted on 30/03/2021.	Complied
5.1.9	<b>(C)</b> The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner. - Critical (Major) compliance -	Refer to 5.1.1 and 5.2.1, there is no direct FFB purchase from smallholders. In case of any dispute with outgrowers and Collection Centres, it will be handled following the process as per Procedure for External Communication (sub-section 5.5, Appendix 5.5.3.2) for grievance handling stated in the Standard Operation Manual; Date: 1/11/2008.	Complied
<b>Criterion 5.2:</b> The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.			
5.2.1	The Company consults with interested smallholders (irrespective of type) within the Unit of Certification, including women or other partners in their supply base, to assess their needs for support to improve their livelihoods and their interest in RSPO certification. - Minor compliance -	SOU 12 does not purchase FFB directly from independent/scheme smallholders and SOU 12 certification does not include scheme smallholders. Hence such consultation is not necessary. However, SDP has carried out Outside Crop Producer Program to educate outgrowers and smallholders regarding palm oil sustainability and certification.	Complied
5.2.2	The unit of certification develops and implements smallholder support programme to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Independent Smallholder Standard or RISS). - Minor compliance -	SDP through its Outside Crop Producer Team and Responsible Sourcing Guideline Team has rolled out the Outside Crop Producer Program to educate outgrowers and smallholders regarding palm oil sustainability. The topic of the program include sharing the importance of certification and legality of the production. The program was carried out on 30/03/2021 for SOU12.	Complied

5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production. - Minor compliance -	SDP through its Outside Crop Producer Team and Responsible Sourcing Guideline Team has rolled out the Outside Crop Producer Program to educate outgrowers and smallholders regarding palm oil sustainability. The topic of the program include sharing the importance of certification and legality of the production. The program was carried out on 30/03/2021 for SOU12.	Complied
5.2.4	<b>(C)</b> Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling. - Critical (Major) compliance -	No independent smallholders within SOU 12 Jabor POM certification unit	Complied
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the Smallholder support programme. - Minor compliance -	No independent smallholders within SOU 12 Jabor POM certification unit	Complied
<b>Principle 6: Respect workers' rights and conditions</b>			
<b>Criterion 6.1:</b> Any form of discrimination is prohibited.			
6.1.1	<b>(C)</b> A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age. - Critical (Major) compliance -	SDP has established the Human Rights Charter where they respect and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They promote diversity and inclusion and will not condone discrimination. The policy could be downloaded from <a href="http://www.simedarbyplantation.com/sustainability/human-rights-charter">http://www.simedarbyplantation.com/sustainability/human-rights-charter</a> . The Charter is a commitment of the Group Sustainability and Quality Policy Statement. The charter and the policy was communicated to mill and estate workers on 15/08/2020, 06/03/2021 and 09/03/2021 respectively. The policy is also published on notice board within the mill and estate.	Complied

6.1.2	<p><b>(C)</b> Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for foreign workers.</p> <p>- Critical (Major) compliance -</p>	<p>Through interviewing workers of different gender and nationalities confirmed that no discrimination had occurred in SOU12. All workers are treated equally.</p> <p>Through interviewing workers, no evidence was found that the workers is paying requirement fee. The requirement fees are paid by SDP. In order to ensure the requirement fee, SDP has requested agent to declare the cost. The cost declared by Indian workers agent is Rp36,073 while Indonesian workers agent is IDR6,150,000.</p>	Complied
6.1.3	<p>The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.</p> <p>- Minor compliance -</p>	<p>SDP has established the Career Progression for Workers Level (both local and foreign workers), Doc. No.: SDP/HRUM/2020/SOP01 where the promotion of workers is based on the work performance, suitability and the leadership quality of the worker.</p> <p>For requirement, SDP has established the Hiring of Local Workers procedure (Doc. No.: 01-12-19) and Workforce Management Unit Liaison &amp; Recruitment procedure (WMU/LR-SOPP/MARCH2016, Rev. 0 dated 30/3/2016) to explain the recruitment processes for both local workers</p> <p>For recruitment of foreign workers is through Human Resource Department in HQ based the regulation requirements.</p> <p>Medical fitness for recruiting foreign labour is regulated requirements while for local workers, fitness test was not use as discrimination way for hiring.</p> <p>Sample of 1 promotion in estate in July 2020 was reviewed. The promotion is to promote Clerical Clerk. The promotion was based on work performance evaluation. There is no other promotion for field workers.</p>	Complied
6.1.4	<p>Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.</p>	<p>Pregnancy tests are not conducted in both mill and estate. However, the female workers have been informed to report to the management if they are pregnant.</p>	Complied

	- Minor compliance -		
6.1.5	<p><b>(C)</b> A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.</p> <p>- Critical (Major) compliance -</p>	<p>Gender Committee is established in the mill and estate. The appointment for the mill Gender Committee Chairperson was on 19/02/2021. Periodic gender committee meetings are being held for the mill. The meeting usually is to report any issues related to work place, household violence, sexual harassment, discrimination, children safety, housing compound conditions and household health and safety.</p> <p>Documented evidences on activities for improvement for year before 2020 are available. Due to the Covid-19 Pandemic, mana social activities are put on hold.</p>	Complied
6.1.6	<p>There is evidence of equal pay for the same work scope.</p> <p>- Minor compliance -</p>	<p>Sample of 3 non-clerical female staffs at the mill was sampled and able to demonstrate that the pays are equal. The basic pay for these 3 female staffs are more the then minimum wages. This demonstrate that there are equal opportunity for salary increment within SOU 12.</p> <p>Sample of mandores allowance at estate was sampled and able to demonstrate that the mandore and transport allowance are equally paid to local and foreign workers.</p>	Complied
<p><b>Criterion 6.2:</b> Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).</p>			
6.2.1	<p><b>(C)</b> Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or Bahasa Malaysia) and explained to them in language they understand.</p> <p>- Critical (Major) compliance -</p>	<p>Employment contract are available. The terms and conditions are outlined in the contract. The contracts are written in Bahasa Malaysia, English and/or local language for the foreign worker (e.g. for Indian worker, the contract is written in English and Hindi).</p> <p>At the mill 3 foreign workers and 4 local workers were sampled while at the estate 9 foreign workers, 4 local workers and 3 contractor's worker of AM D H Jaya Enterprises were sampled.</p>	Complied

		The employment contracts are in place referencing to the Employment Act 1955 and for the mill and estate, the contracts also refer to the MAPA/NUPW collective agreement terms (regardless if the worker is a member of MAPA/NUPW).	
6.2.2	<p><b>(C)</b> Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.</p> <p>- Critical (Major) compliance -</p>	<p>Employment contract are available. The terms and conditions are outlined in the contract. The contracts are written in Bahasa Malaysia, English and/or local language for the foreign worker (e.g. for Indian worker, the contract is written in English and Hindi).</p> <p>At the mill 3 foreign workers and 4 local workers were sampled while at the estate 9 foreign workers, 4 local workers and 3 contractor's worker of AM D H Jaya Enterprises were sampled.</p> <p>Salary slips of the sampled workers were verified and paid according to the Minimum Wage Order 2020. SDP has implemented across all estates that the minimum wage shall be RM1,200 per month. Top-up mechanism is in place when workers does not meet RM1,200 with full turn up.</p>	Complied
6.2.3	<p><b>(C)</b> There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.</p> <p>- Critical (Major) compliance -</p>	<p>The mill has obtained salary deduction permit (PMT.2010/033 dated 09/08/2010) provided the approval for mill to deduct workers salary for electricity, insurance and borrowings from Yayasan Pahang. As per the permit written consent from the workers shall be documented. The consent dated 01/06/2016 is available.</p> <p>The mill has obtained approval for overtime for more than 130 hours per month from Jabatan Tenaga Kerja Semenanjung Malaysia dated 02/12/2013. Through 7 samples selected at mill, no workers have more than 130 hours OT per month. However one of the sample had work more than 12 hours a day on 01/01/2021, 02/01/2021, 15/01/2021 and 22/01/2021. The justification provided was according to section 60A 2d) where by the worker works at the workshop and urgent work was required to be done to machinery. The OT overview for May 2020 Sept 2020, Oct 2020, Nov 2020, and</p>	Complied



		Dec 2020 did not show a trend of excessive 16 hours continuous work.	
6.2.4	<p><b>(C)</b> The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws, or in their absence the ILO Guidance on Workers’ Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5years) is allowed to upgrade the infrastructure.</p> <p>- Critical (Major) compliance -</p>	<p>The cleanliness and up-keeping of the housing compound and workers’ house are found satisfactory. Each houses are share by usually 3 – 5 workers.</p> <p>Other amenities such as community hall, place of worship sport facilities are provided. Government schools are available within or near by the estate while crèche is made available in the estate. All workers are provided with free water and subsidized electricity.</p> <p>The management has plans to upgrade the housing by installing ceiling fan and providing beds. The communication of plans dated 21/04/2021 and 14/04/2021 was sighted.</p>	Complied
6.2.5	<p>The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	<p>Workers usually buy their daily needs at the nearby Balok town while a grocery store is also available at the housing compound. The estate usually provide transportation to the workers. However during the current Pandemic situation, the estate management has prevented large amount of workers going in and out to get their daily needs. Hence the management only allow representative to buy on behalf of the workers.</p> <p>Despite there are some difficulties at the moment due to the pandemic situation, the workers still thinks that food are accessible easily but less convenient.</p> <p>A visit to the estate’s grocery store had confirmed that the price of the daily needs are reasonable considering the size and location of the grocery store.</p>	Complied
6.2.6	<p>A DLW is paid to all workers, including piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.</p> <p><b>PROCEDURAL NOTE:</b></p>	<p>SDP has established the prevailing wage calculation to include in-kind benefits provided to the workers. Sampled the prevailing wages for benefit of Maintenance &amp; Utilities that provided to each worker,</p>	Complied

<p>STATEMENT FROM THE RSPO STANDARDS STANDING COMMITTEE REGARDING INDICATOR 6.2.6 ON DECENT LIVING WAGE</p> <p>With reference to procedural note of indicator 6.2.6, the RSPO has published a guidance on the DLW calculation in June 2019. The RSPO Secretariat will endeavour to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and for which no Global Living Wage Coalition (GLWC) benchmarks exist (As of September 2019, GLWC has developed national benchmarks in Bangladesh, Belize, Brazil, China, Colombia, Costa Rica, Dominican Republic, Ecuador, Ethiopia, Ghana, Guatemala, India, Kenya, Malawi, Mexico, Nicaragua, Pakistan, South Africa, Sri Lanka, Uganda and Vietnam These benchmarks are developed based on banana, coffee, floriculture, textile, manufacturing, seafood processing and tea industry. The RSPO is in the process of commissioning benchmarks for Malaysia and Indonesia for the palm oil sector and will develop methods to calculate and/or define DLW applicability for all palm oil producing countries in which RSPO members operate).</p> <p><i>Where a GLWC living wage standard (benchmark), or one that fulfils the basic requirements of the RSPO-endorsed living wage methodology, has been established in the country or region of operation, the same should be used as benchmarks.</i></p> <p>In the absence of such benchmarks, the RSPO will collaborate with the GLWC and/or local experts on developing oil palm industry benchmarks (Benchmark in this context may include other approaches and/or methods to calculate the applicability of DLW in the country or region in accordance to the RSPO endorsed method for determining a DLW. Local applicability for benchmarks is important and it may differ based on the needs of each locality or country). These benchmarks will be developed in collaboration and consultation with relevant stakeholders such as palm oil industry members, workers' union, authorities and/or relevant organisations.</p> <p><i>For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, national minimum wages shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an assessment of the prevailing wages and in-kind benefits provided to workers in the Unit of Certification aligned with the RSPO Guidance for Implementing a Decent Living Wage (RSPO Guidance for Implementing a Decent Living Wage. The RSPO will also develop further guidance and tools to calculate DLW in line with the RSPO endorsed methodology which may include independent studies by local experts in their respective region or country).</i></p> <p>Once these benchmarks are available, this procedural note is no longer applicable. UoC shall have an implementation plan towards the payment of a DLW with specific targets, and a phased implementation process including:</p> <ul style="list-style-type: none"> <li>• Updated assessment on prevailing wages and in-kind benefits</li> </ul>	<p>RM49.61 and housing for each worker, RM174.61. The data are extracted from the SAP system.</p> <p>The prevailing wages for local worker and foreign worker is RM1,315.56 and RM1539.66 which are more than the Minimum Wage Order 2020.</p>	
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	<ul style="list-style-type: none"> <li>• There is annual progress on the implementation of living wages</li> <li>• Where a minimum wage, based on equivalent of baskets of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment</li> <li>• The UoC may choose to implement the living wage payment in a specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation.</li> </ul> <p>- Minor compliance -</p>		
6.2.7	<p>Permanent, full-time employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal.</p> <p>- Minor compliance -</p>	<p>All the core works as defined in the MYNI-2019 are performed by permanent and full-time employees in SOU 12. No contract worker was employed.</p> <p>The assessment team has noted on the implementation of Standard Operating Policies &amp; Procedures (SOPP) for Engagement of Employees to Undertake Contract For Services. The audit team has consulted MAPA/NUPW and MAPA/NUPW is in agreement with this approach. However MAPA/NUPW have a concern regarding the consistency of implementation. Since the implementation is only recent, the management should take note regarding the implementation to ensure consistent with the terminology of Core Work as defined in the MYNI-2019.</p>	OFI
<p><b>Criterion 6.3:</b> The unit of Certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			
6.3.1	<p><b>(C)</b> A published statement recognising freedom of association and right to collective bargaining in national languages (English and/or Bahasa Malaysia) is available and is explained to all workers, in language that they understand, and is demonstrably implemented.</p> <p>- Critical (Major) compliance -</p>	<p>SDP has established the Human Rights Charter where they respect and uphold the responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They respect the rights of their employees, workers in operations and communities through commitments which include respecting freedom of association of employees to join and form organization of their</p>	Complied

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		<p>choice and bargain collectively. The Charter is a commitment of the Group Sustainability and Quality Policy Statement.</p> <p>The charter and the policy was communicated to mill's workers on 15/08/2020. The policy is also published on notice board within the mill and estate.</p> <p>Interview with NUPW National Secretariat confirms that there is no stoppage of workers to join the union.</p>	
6.3.2	<p>Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages (English and/or Bahasa Malaysia) and made available upon request.</p> <p>- Minor compliance -</p>	<p>The latest meeting with NUPW was reviewed. The meeting was conducted on 10/03/2021 between Jabor Estate and representative of NUPW. Issues highlighted by the representative are mainly housing issues.</p> <p>Issues highlighted in the NUPW meeting was included in the social management plan especially the roof leaking issues.</p>	Complied
6.3.3	<p>Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.</p> <p>- Minor compliance -</p>	<p>There is only 1 trade union in SOU 12 which is national trade union, NUPW. The election of representative are elected freely with NUPW and SOU 12 has no interference on the formation.</p>	Complied
<b>Criterion 6.4: Children are not employed or exploited.</b>			
6.4.1	<p>A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.</p> <p>- Minor compliance -</p>	<p>SDP has established the Human Rights Charter where they respect and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They seek to promote the wellbeing of children and safeguard them from any form of maltreatment or exploitation, including child sex tourism, child trafficking, child labour and child pornography.</p> <p>The commitment has been extended to all vendors within SDP through the Vendor Code of Business Conduct (COBC). Sample of</p>	Complied

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		vendor acknowledging the Vendor COBC is through Vendor Integrity Pledge – AM Pelangi Enterprise, a contactor providing FFB transporting service.	
6.4.2	<p><b>(C)</b> There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure.</p> <p>- Critical (Major) compliance -</p>	<p>Age of workers are screen during the employment. Through reviewing the master list at mill and estate there were no worker found to be under 18 years old.</p> <p>Personal file was crossed checked to ensure the information available in the SAP is accurate.</p> <p>Workforce Management Unit has developed SOPP under Clause 3.1.13 LR13 – Recruitment Drive &amp; Interview/ Selection of Foreign Workers where the minimum requirement of the age is 18 years old. The local employees age are ensure by mandating submission a photocopy of identification card during the job application for verification process. During this audit the SEMUA system was verified – Employee Master Listing confirmed that no child labour was employed. Interview with auxiliary police and school headmaster confirm there is no engagement of underage workers.</p>	Complied
6.4.3	<p><b>(C)</b> Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work.</p> <p>- Critical (Major) compliance -</p>	There was no young person employed by SOU 12. This was verified with the Employee Master Listing.	Complied
6.4.4	<p>The unit of certification demonstrates communication about its ‘no child labour’ policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.</p> <p>- Minor compliance -</p>	<p>The Human Rights Charter stating the commitment to no child labour was communicated to both internal and external stakeholders through stakeholder consultation and workers training. The Charter is a commitment of the Group Sustainability and Quality Policy Statement.</p> <p>The charter and the policy was communicated to mill and estate workers on 15/08/2020, 06/03/2021 and 09/03/2021 respectively.</p>	Complied
<p><b>Criterion 6.5:</b> There is no harassment or abuse in the workplace, and reproductive rights are protected.</p>			

6.5.1	<p><b>(C)</b> A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.</p> <p>- Critical (Major) compliance -</p>	<p>SDP has established the Human Rights Charter where they respect and uphold to create a working environment with zero tolerance for sexual harassment and abuse and in which violence is never used to resolve issues or conflicts. The Charter is a commitment of the Group Sustainability and Quality Policy Statement.</p> <p>The charter and the policy was communicated to mill and estate workers on 15/08/2020, 06/03/2021 and 09/03/2021 respectively. The policy is also published on notice board within the mill and estate.</p> <p>Interview the gender committee chairperson confirms that there is no recorded harassment.</p>	Complied
6.5.2	<p><b>(C)</b> A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.</p> <p>- Critical (Major) compliance -</p>	<p>SDP has established the Human Rights Charter where they respect and uphold reproductive and maternity rights. The Charter is a commitment of the Group Sustainability and Quality Policy Statement.</p> <p>The charter was communicated to mill's workers on 15/08/2020. The policy is also published on notice board within the mill and estate.</p> <p>Interview with mill female staffs and maternity records confirms that there is no reproductive restriction.</p>	Complied
6.5.3	<p>Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified.</p> <p>- Minor compliance -</p>	<p>The new mother assessment is conducted only when there are new mothers.</p> <p>The assessment for new mothers (with infants under 24 months) at mill was conducted on 15/06/2020 by the Mill Gender Committee Chairman Pn Norhazila Md Nordin. As identified in the assessment, there are 2 new mothers during this assessment period. There are no new mother thereafter. Interview with 1 of the new mother confirmed that flexibility that was requested to feed the new child</p>	Complied

		<p>was allowed. There were no salary deduction for taking the extra time off.</p> <p>The assessment for new mothers (with infants under 24 months) at estate was conducted on 12/03/2021 by the Estate Gender Committee Chairman Pn Pizah @ Raizah Binti Razak. As identified in the assessment, there are 3 new mothers during this assessment period. Sample need to improve the crèche has been identified and included in the FY2021 social management plan.</p>	
6.5.4	<p>A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation has established and implemented the Flowchart and Procedure on Handling Social Issues, version 1 and dated 1/4/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders. Besides, the company has implemented Whistleblowing Channels where an e-Form, email address and toll free number / hotline can be found in <a href="http://www.simedarbyplantation.com/corporate/governance/whistleblowing">www.simedarbyplantation.com/corporate/governance/whistleblowing</a>. Furthermore, SDP had developed the Policy on Protection of Human Rights Defenders (HRDs) where if any complaint cannot be solved through this manner, HRDs can be provided legal remedies such as litigation or alternate dispute resolution options including mediation and arbitration.</p>	Complied
<p><b>Criterion 6.6:</b> No forms of forced or trafficked labour are used.</p>			
6.6.1	<p><b>(C)</b> All workers have entered into employment voluntarily and the following are prohibited:</p> <ul style="list-style-type: none"> <li>Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes)</li> <li>Charging the workers for recruitment fees.</li> <li>Contract substitution</li> </ul>	<p>Interview with the workers confirmed that there is forced and trafficked labour in SOU 12. The terms and conditions offered by the company were similar in their home country and when arrived in the plantations. No contract substitution has occurred and no involuntary overtime was observed.</p> <p>Sampled of the employment contracts includes the terms and conditions for resignation/ termination of contract is clearly outlined</p>	Complied

	<ul style="list-style-type: none"> <li>• Involuntary overtime</li> <li>• Lack of freedom of workers to resign</li> <li>• Penalty for termination of employment</li> <li>• Debt bondage</li> <li>• Withholding of wages</li> </ul> <p>- Critical (Major) compliance -</p>	<p>and acknowledged by the workers. Workers who want to terminate the contract shall give between 4 – 8 weeks notices depending on the years of service.</p> <p>SDP has implemented dedicated passport locker for safe keeping and easily accessible by workers. The locker is located next to the Auxiliary Polices post. Interview with workers confirm that they can access to their passport when they required.</p> <p>Review of the payslips and productivity sheets at the estates confirmed that there is no withholding of wages.</p>	
6.6.2	<p><b>(C)</b> Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>SDP has established the Sime Darby’s Human Rights Charter revised 2020 and can be easily access through SDP website <a href="http://www.simedarbyplantation.com">www.simedarbyplantation.com</a> where SDP has committed to:</p> <ol style="list-style-type: none"> <li>a. Providing equal opportunity.</li> <li>b. Respecting freedom of association.</li> <li>c. Eradicating any form of exploitation.</li> <li>d. Providing decent and fair wages, reasonable working hours with adequate rest, achievable productivity targets, voluntary overtime as well as adequate housing with access to basic needs.</li> <li>e. Eradicating any form of exploitation, forced or bonded labour, slavery, human trafficking and sexual exploitation by eliminating the need to retain identification documents, eliminating risk caused by debt bondage and avoiding contract substitution.</li> </ol> <p>Foreign workers are provided with induction training during induction period prior starting work. Besides, they were provided with decent living condition and it was confirm through interview they are free from any discrimination. The workers informed that they were treated equally without any discrimination, Overtime are</p>	Complied



		<p>offered where available and allowed to join NUPW. Sample of foreign worker at mill joining NUPW (through evidence of payslip where NUPW fee was deducted and subsidised) was observed. No contract substitution was observed through interviewed with the workers.</p>	
<p><b>Criterion 6.7:</b> The unit of certification ensures that the working environment under its control is safe and without undue risk to health.</p>			
<p>6.7.1</p>	<p><b>(C)</b> The responsible person(s) for H&amp;S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.          - Critical (Major) compliance -</p>	<p>The Mill Manager has been appointed as Person Responsible / Chairman for Safety and Health in the mill as per appointment letter signed by the Regional General Manager Central East Region dated 01/01/2021.</p> <p>The Estate Manager has been appointed as Person Responsible / Chairman for Safety and Health in the state as per appointment letter signed by the Regional General Manager Central East Region dated 15/01/2021.</p> <p>The management has established Safety Committee Member consist of Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate/Mill Manager. The OSH committee discussed regarding the safety and health of the workers on quarterly basis during the OSH committee meeting. In the meeting discussed on the agenda as follows:</p> <ol style="list-style-type: none"> <li>1. Workplace inspection report</li> <li>2. OSH Performance todate             <ol style="list-style-type: none"> <li>a. Accumulative safe manhours</li> <li>b. Accident report</li> <li>c. Occupational disease report</li> <li>d. SIME Card for unsafe act and unsafe condition</li> </ol> </li> </ol>	<p>Complied</p>

		<ul style="list-style-type: none"> <li>e. Compliance to OSH law and regulation</li> <li>f. HIRARC review</li> <li>g. PSQM-ESH audit report and mill advisor</li> <li>h. ESH training</li> <li>i. DOSH/DOE/BOMBA visit</li> <li>j. Medical surveillance/audiometric test results</li> <li>k. Water sampling results</li> </ul> <p>3. Other matters</p> <p>Reviewed the minutes meeting conducted as follows:</p> <table border="1" data-bbox="1137 724 1924 975"> <thead> <tr> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>Jabor POM</td> <td>26/02/2020</td> <td>20/07/2020</td> <td>27/10/2020</td> <td>22/12/2020</td> </tr> <tr> <td>Jabor Estate</td> <td>04/03/2020</td> <td>03/06/2020</td> <td>02/09/2020</td> <td>03/12/2020</td> </tr> </tbody> </table> <p>FY 2021, latest meeting was conducted on 22/03/2021 for Jabor POM and 24/02/2021 for Jabor Estate.</p>		1	2	3	4	Jabor POM	26/02/2020	20/07/2020	27/10/2020	22/12/2020	Jabor Estate	04/03/2020	03/06/2020	02/09/2020	03/12/2020	
	1	2	3	4														
Jabor POM	26/02/2020	20/07/2020	27/10/2020	22/12/2020														
Jabor Estate	04/03/2020	03/06/2020	02/09/2020	03/12/2020														
6.7.2	<p>Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in national languages (English and/or Bahasa Malaysia) and explained in the language understandable to the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Accident of emergency procedure is presented in Mill Quality Management System Standard Operation manual (MQMS SOM) dated November 1st, 2008. Flowchart of emergency handling was presented in Appendix 5.5.3.3.</p> <p>The mill has acquired Fire Certificate with serial no. 315877 valid from 20/08/2020 till 19/08/2021.</p> <p>The mill has established Emergency Personnel Organisation lead by the Mill Manager as commander and assist by Asst. Manager as Operation Controller. Include in the team such as Fire Fighting</p>	Complied															

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		<p>Team, Emergency Response Team, First Aid Team and Rescue Team. The mill has also established maps to show location of the Fire extinguisher, Fire Hydrant and Hose Reel.</p> <p>The mill has conducted fire drill on 10/03/2021 with assembly time recorded at 8 minutes and 12 seconds, compare to target at below 5 minutes.</p> <p>Competent first aider present at the mill and estate. Reviewed the first aider certificate with serial no. BOFA/20/00748, BOFA/20/00749, BOFA/19/00406 and BOFA/19/00407.</p> <p>Additionally, the training on emergency was conducted as follows:</p> <ol style="list-style-type: none"> <li>1. Usage of BOMBA equipment collaboration with Fire Department training dated 25/07/2020</li> <li>2. First aid training for operation dated 15/08/2020</li> </ol> <p>Records accident were kept and reviewed during safety and health committee meeting. Reviewed the sampled accident cases report through Rapid 4 system details as follows:</p> <ul style="list-style-type: none"> <li>• Incident case no. OSH/Inc/2020/00410</li> <li>• Operation unit: Jabor estate</li> <li>• Date of Incident: 02/02/2020</li> <li>• Incident classification: Class 3A – occupational Temporary Disability (injury)</li> </ul> <p>The accident were notified to DOSH through MyKKP system with report ref. no. PH/SAD/20/00073 dated 27/02/2020.</p>	
6.7.3	<p><b>(C)</b> Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for</p>	<p>The mill and estates visited provided appropriate PPE to all workers according to the job type. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) dated 17/3/2008.</p>	Complied

	<p>those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.</p> <p>- Critical (Major) compliance -</p>	<p>The mill and estate records all PPE provided to the employee in PPE Records Book/forms. Reviewed the individual PPE records issuance for workers with employee id as follows:</p> <p>Jabor POM</p> <ol style="list-style-type: none"> <li>1. 1346xx</li> <li>2. 232xx</li> <li>3. 488xx</li> <li>4. 1582xx</li> <li>5. 1346xx</li> </ol> <p>Jabor Estate</p> <ol style="list-style-type: none"> <li>1. 1402xx</li> <li>2. 1113xx</li> <li>3. 1522xx</li> <li>4. 1171xx</li> <li>5. 744xx</li> </ol>	
6.7.4	<p>All workers are provided with medical care and covered by accident insurance. Costs incurred from work- related incidents leading to injury or sickness are covered in accordance with Malaysian law.</p> <p>- Minor compliance -</p>	<p>Medical care is provided to all the employees. Reviewed on workers profile records found that all workers are covered by the accident insurances.</p> <p>Jabor POM</p> <p>Local and foreign workers covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Reviewed the form 8A, "Jadual Caruman" for contribution for the month of January, February and March 2021 for 93, 92 and 94 employees respectively.</p> <p>Jabor estate</p>	Complied

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		Local and foreign workers covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Reviewed the form 8A, "Jadual Caruman" for contribution for the month of January, February and March 2021 for 190, 186 and 181 employees respectively.										
6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics. - Minor compliance -	<p>Records of all accidents are kept and recorded in OSH Performance Monthly Report and reported to RSQM on monthly basis. Reviewed the monthly report for the month of November and December 2020, January, February and March 2021.</p> <p>Accident incidences are reviewed during the safety meetings. Records on Lost Time Accident (LTA) metrics was maintained. Accident records are found to be updated. JKKP 8 form were submitted to DOE through MyKKP systems. Reviewed the samples of accident statistic FY 2020 as reported to DOSH as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Operating units</th> <th>Accident Cases</th> <th>LTA</th> </tr> </thead> <tbody> <tr> <td>Jabor POM</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Jabor Estate</td> <td style="text-align: center;">6</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>	Operating units	Accident Cases	LTA	Jabor POM	0	0	Jabor Estate	6	20	Complied
Operating units	Accident Cases	LTA										
Jabor POM	0	0										
Jabor Estate	6	20										
<b>Principle 7: Protect, conserve and enhance ecosystems and the environment</b>												
<b>Criterion 7.1:</b> Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.												
7.1.1	<b>(C)</b> IPM plans are implemented and monitored to ensure effective pest control. - Critical (Major) compliance -	IPM is documented in Agriculture Reference Manual. The estates continue to implement biological control for the oil palm pest in the plantation such as leaf eating pest and rat. IPM techniques applied at the estates include monitoring of pest numbers and the use of triggers for initiation of control measures. Although there have been	Complied									

		<p>no outbreaks of leaf eating pests, beneficial plants are being established along roadsides to attract natural predators.</p> <p>The estate has established IPM program. The plan was reviewed on annually basis. among the IPM plant established:</p> <ol style="list-style-type: none"> <li>1. Intensive planting of beneficial plants in immature area</li> <li>2. SOP training for barn owl census</li> <li>3. Fixing barn owl box achieve target ratio 1:10 ha</li> <li>4. Fixing of bird perch of replant</li> </ol> <p>Reviewed the implementation of the management plan as follows:</p> <ol style="list-style-type: none"> <li>1. Latest barn owl census was conducted in March 2021. The ratio of barn owl box was recorded at 1: 10.67 ha with occupancy rate at 64.23%</li> <li>2. The estate continuously planting beneficial plant such as <i>Tunera subulata</i>, <i>Cassia cobanensis</i>, <i>Antigonan leptopus</i>. Reviewed the records of beneficial plant planting in P&amp;D Record Book. Sighted during site visit at field P01A and P01B, the beneficial plant (<i>Tunera subulata</i>, <i>Cassia cobanensis</i>, and <i>Antigonan leptopus</i>) were planted along the main road.</li> <li>3. Latest rat baiting campaign was programmed in January 2021. Reviewed the rat baiting records in P&amp; D records book. The rat baiting application was conducted in March 2020 with average of 2 rounds per campaign and acceptance level recorded between 15% - 19%.</li> </ol>	
7.1.2	<p>Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented.</p> <p>- Minor compliance -</p>	<p>In SOU 12, 3 plant species were used for IPM such as <i>Tunera subulata</i>, <i>Cassia cobanensis</i>, and <i>Antigonan leptopus</i>.</p> <p>Sighted the beneficial planting along the main road at field P01 A and P01B.</p>	Complied

7.1.3	<p>There is no use of fire for pest control unless in exceptional circumstances such as plantation sanitation, i.e. where no other effective methods exist, and with prior approval of government authorities.</p> <p>- Minor compliance -</p>	<p>No evidence and records of fire usage for pest control at all estate visited.</p> <p>Addressed in the Sime Darby Planation Group Sustainability and Quality Policy Statement signed by the Group Managing Director on 2/12/2019 and Responsible Agriculture Charter under section 3.2: Protect and enhance forest:</p> <p>“We will seek to protect and enhance forest and wildlife, and minimise carbon emission from land use change through:</p> <p>ix. Zero tolerance of the use of fire within our land boundaries and conservation areas, and the establishment of effective monitoring and prevention systems, as well as protective firefighting measures in and around our operation.”</p>	Complied
<b>Criterion 7.2:</b> Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.			
7.2.1	<p><b>(C)</b> Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation has established Agriculture Reference Manual under Sect 16 Weed Control. Stated application methods that are specific to the target pest, weed or disease such as:</p> <p>Ally: Anak kayu            Touch up: rumput biasa            Hextar Cyper: Pest            Tarang: Circle Spraying            Kenlon: Anak Kayu            Amine: Anak Kayu and Keladi</p>	Complied
7.2.2	<p><b>(C)</b> Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided.</p> <p>- Critical (Major) compliance -</p>	<p>Available record of Monthly Pesticides Usage Per Hectre and Per Ton FFB Production FY 2020/2021 (Used in July &amp; August 2020). Among pesticides use such as: Canyon: LD 50 (rat) 5000 mg/kg            Glyphosate: LD 50 (rat) 5000 mg/kg            Hextar Cyper: LD50 (rat) 38 mg/kg</p>	Complied

		Tarang: LD50 (rat) 1730 mg/kg Kenlon: LD50 (rat) 4500 mg/kg Ebor 401: LD50 (rat) >5000 mg/kg	
7.2.3	<b>(C)</b> Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans. - Critical (Major) compliance -	Based from comparison graph shows reduction trend of pesticides in Jabor Estate from July 2018 to May 2020. Use of pesticides alternatively reduce by IPM such as erection of ban owl.	Complied
7.2.4	There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines. - Minor compliance -	Not applicable as not in use.	Not Applicable
7.2.5	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks. The due diligence refers to: a) Judgment of the threat and verify why this is a major threat b) Why there is no other alternative which can be used c) Which process was applied to verify why there is no other less hazardous alternative d) What is the process to limit the negative impacts of the application e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak. - Minor compliance -	Sime Darby Plantation has established commitment to implement Sustainability Management System and guided by FSC Principles and Criteria. Mentioned WHO Type 1A and 1b Agrochemicals (Appendix 4) as sighted in Plantation Quality Management System Manual under Forest Stewardship Council (FSC) Principles and Criteria for Stewardship to prohibit highly toxicity chemicals and not in use.	Complied
7.2.6	<b>(C)</b> Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criteria 3.6).	Available training records for pesticide handlers as sighted: Rat Baiting Refresher training on 12/04/21 attended by 21 workers.	Complied



	Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out. - Critical (Major) compliance -		
7.2.7	<b>(C)</b> Storage of all pesticides is in accordance with recognised best practices. - Critical (Major) compliance -	Sampled Chemicals Store found properly controlled with signages, banded and contained from any potential spillages, run-off, spill kit allocated, SOP posted for handler and user reference as visited in Jabor Estate. Class of pesticides such as posted clearly: Ia, Ib, II, III and IV. Emergency shower and eye wash standby closely and functioning well as checked.	Complied
7.2.8	All pesticide containers are triple rinsed and punctured before being disposed of and/or handled responsibly if used for other purposes. - Minor compliance -	Available an SOP for Triple Rinse established in Jabor Estate. The empty container after triple rinsed SW 409 disposed to Rengkas Maju (M) Sdn Bhd.	Complied
7.2.9	<b>(C)</b> Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying. - Critical (Major) compliance -	No aerial spraying is applicable and practised in Jabor Estate.	Complied
7.2.10	<b>(C)</b> Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated. - Critical (Major) compliance -	In Jabor Estate, a Medical Surveillance was conducted in 2021 for 7 workers (workshop leaders and mixing operators on 12/03/2021) conducted by Registered OHD Dr. Syed Badarudin Syed Ali as report verified. Sprayers not recommended as stated in CHRA Report.	Complied
7.2.11	<b>(C)</b> No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work. - Critical (Major) compliance -	No work with pesticides undertaken by a person under age of 18, pregnant or breastfeeding women as verified from Sprayer and chemicals handlers list in Jabor Estate.	Complied
<b>Criterion 7.3:</b> Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.			

<p>7.3.1</p>	<p>A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.</p> <p>- Minor compliance -</p>	<p>Available and documented Waste Management Action Plan FY 2021 which listed the type of waste generated and the sources and action to be taken with PIC assigned. Example:</p> <ol style="list-style-type: none"> <li>1. Scheduled waste: Used batteries, lubricant oil, used rags, oil filters from Workshop.</li> <li>2. Domestic Waste: Rubbish, workshop and store</li> <li>3. Recycle Waste: EFB/Boiler Ash from Mill Shell and fibre from Mill Scrap iron from Scrap yard.</li> <li>4. Clinical Waste: from clinic.</li> </ol> <p>Sampled in Jabor Estate</p> <p>Waste Management Plan FY 2021 found available and documented listed type of waste generated and the sources and action to be taken with PIC assigned. Example:</p> <ol style="list-style-type: none"> <li>1. Scheduled waste: Used batteries (SW 103), Spent lubricating oil (SW 305), Spent Hydraulic Oil (SW 306), Contaminated waste such as used rags, oil filters, rags, plastics. Papers (SW410) from Workshop.</li> <li>2. Domestic Waste: Rubbish from office, workshop store Sewage from septic tank</li> <li>3. Agriculture Waste: EFB and frond from Field</li> <li>4. Recycle Waste: Scrap Metal from Scrap yard Fertilizer bag from Fertilizer store</li> <li>5. Clinical Waste: Medical equipment from Clinic</li> </ol>	<p>Complied</p>
<p>7.3.2</p>	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</p> <p>- Minor compliance -</p>	<p>Available an Inventory of Scheduled Waste for Month of March 2021 for SW 103 (Used Battery) 0.00 MT, SW 305 (Used Oil) 0.0600 MT, SW 404 (Clinical Waste) 0.0010 MT, SW 409 (Empty Chemicals</p>	<p>Complied</p>

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		<p>Container) 0.0040 MT, SW 410 (Contaminated Waste-gloves, filters, wood dust) 0.0000 MT. Consignment Note from Rengkas Maju (M) Sdn Bhd No. 22369 for SW 410 (filters) 20 Kg sent for disposal on 17/02/21. Consignment Note No. 22368 for SW 305 (Used oil) 20 litres on 17/02/21.</p> <p>Available a collection schedule of domestic waste for Jabor Estate and Mill 2 times a week from January till December. Available a contract between Sime Darby Plantation and AM D H Jaya Enterprise (Contract No. 03/2021) from 01/01/2021-31/12/2021. Terms and conditions were clearly stated. Available a Tax Invoice from Gading Senggara Sdn Bhd (landfill) at KM1, Lebuhraya Jerangau Jabor, Kuantan.</p> <p>Observe during site visit to Scheduled Waste Store found proper labelling and storage. Scheduled waste was disposed to Kualiti Alam an available eSWISS record for disposal in March 2021. Among Scheduled waste generated are used batteries (SW 103), Spent lubricating oil (SW 305), Spent Hydraulic Oil (SW 306), Contaminated waste such as used rags, oil filters, rags, plastics. Papers (SW410) from Workshop. SW 409 (Empty Chemicals Container) from field disposed to Rengkas Maju (M) Sdn Bhd and clinical waste from clinic to Kualiti Alam.</p>	
7.3.3	<p>The unit of certification does not use open fire for waste disposal.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation has been adopting zero burning replanting technique since 1989 (included domestic waste). This pledge was sighted in the Sime Darby Plantation Quality Management System Manual Version 01 Issued No. 01 dated 01/11/08. Jabor Estate has contracted AM D H Jaya Enterprise to transport domestic waste from estate and mill to Gading Senggara Sdn Bhd (landfill) at KM1, Lebuhraya Jerangau Jabor, Kuantan for final disposal. Sighted a notice board posted on prohibition of open burning and use of fire</p>	Complied

		for disposal waste along the road to office of SOU 12 Jabor and field of Jabor Estate.	
<b>Criterion 7.4:</b> Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
7.4.1	Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts. - Minor compliance -	Good agriculture practices which follows the group agriculture manual contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield.  The sustaining of the soil fertility is guided by the organization SOPs content among others as stated in sections of the following documents; a) EQMS chapter B8 - Leguminous Cover Crops b) EQMS chapter B14 – Manuring c) ARM Section 8 – Manuring	Complied
7.4.2	Periodic tissue and soil sampling is carried out by Companies to monitor and manage changes in soil fertility and plant health. - Minor compliance -	Plant Nutrition and Protection Unit (PNU) prepare the annual fertilizer recommendation base leaf analysis result. Leaf analysis show the nutrient level was used as the guidance for the recommendation. As per company SOP, the soil sampling analysis carried at 5 years interval. The leaf analysis and soil analysis report was made available for review. Latest soil analysis was conducted on 04/12/2018 as per test report no. S4/2019 dated 02/01/2019 Latest leaf sampling analysis was carried out on 29/09/2020 – 23/10/2020. The report was stated in the 2021/22 Agronomic Highlights and Fertilizer Recommendations Report by Chief Agronomist II, Plant Nutrition & Protection, Central East Region.	Complied

<p>7.4.3</p>	<p>A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.</p> <p>- Minor compliance -</p>	<p>Nutrient recycling strategy is in place and includes use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. The strategy as follows:</p> <ul style="list-style-type: none"> <li>i. EFB applied at selected fields at the estates.</li> <li>ii. Fibre and POM were use as compost material.</li> <li>iii. Palm residues after planting were left in the biomass row to decompose.</li> </ul> <p>Sighted the sampled records for EFB application FY 2020as follows:</p> <table border="1" data-bbox="1137 699 1523 1391"> <thead> <tr> <th>Month</th> <th>MT</th> </tr> </thead> <tbody> <tr><td>Jan 20</td><td>1550.04</td></tr> <tr><td>Feb 20</td><td>980.16</td></tr> <tr><td>Mar 20</td><td>2094.96</td></tr> <tr><td>Apr 20</td><td>0.00</td></tr> <tr><td>May 20</td><td>1669.53</td></tr> <tr><td>Jun 20</td><td>2897.09</td></tr> <tr><td>Jul 20</td><td>3095.98</td></tr> <tr><td>Aug 20</td><td>238.05</td></tr> <tr><td>Sep 20</td><td>0.00</td></tr> <tr><td>Oct 20</td><td>3948.97</td></tr> <tr><td>Nov 20</td><td>502.06</td></tr> <tr><td>Dec 20</td><td>1514.01</td></tr> <tr><td>Total</td><td>18490.85</td></tr> </tbody> </table>	Month	MT	Jan 20	1550.04	Feb 20	980.16	Mar 20	2094.96	Apr 20	0.00	May 20	1669.53	Jun 20	2897.09	Jul 20	3095.98	Aug 20	238.05	Sep 20	0.00	Oct 20	3948.97	Nov 20	502.06	Dec 20	1514.01	Total	18490.85	<p>Complied</p>
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7.4.4	<p>Records of fertiliser inputs are maintained.</p> <p>- Minor compliance -</p>	<p>The estate maintain the records of manuring application as per recommendation by the agronomist.</p> <p>Observed application records as per agronomist recommendation:</p> <table border="1" data-bbox="1137 539 1928 898"> <tr> <td data-bbox="1137 539 1532 898"> <p>Month program: Feb – Mar 2021</p> <p>Field: P2010B</p> <p>Ha program: 35.67 ha</p> <p>Type: MOP</p> <p>Rate/palm: 1.75 kg/palm</p> <p>Month completed: 28 - 29/06/2020</p> </td> <td data-bbox="1532 539 1928 898"> <p>Month program: June 2020</p> <p>Field: P2001E</p> <p>Ha program: 13.15 ha</p> <p>Type: Kieserite</p> <p>Rate/palm: 2.00 kg/palm</p> <p>Month completed: 08/07/2020</p> </td> </tr> </table>	<p>Month program: Feb – Mar 2021</p> <p>Field: P2010B</p> <p>Ha program: 35.67 ha</p> <p>Type: MOP</p> <p>Rate/palm: 1.75 kg/palm</p> <p>Month completed: 28 - 29/06/2020</p>	<p>Month program: June 2020</p> <p>Field: P2001E</p> <p>Ha program: 13.15 ha</p> <p>Type: Kieserite</p> <p>Rate/palm: 2.00 kg/palm</p> <p>Month completed: 08/07/2020</p>	Complied
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<p><b>Criterion 7.5:</b> Practices minimise and control erosion and degradation of soils.</p>					
7.5.1	<p><b>(C)</b> Maps identifying marginal and fragile soils, including steep terrain, are available.</p> <p>- Critical (Major) compliance -</p>	<p>Maps identifying marginal and fragile soil, including steep terrain were available for verification. They were prepared by R&amp;D-TTAS Precision Agriculture Unit (NHM) dated November 2011.</p> <p>No fragile soil identified in the estate. Among the soil series identified were Beserah (28.32%), Jerangau (45.49%) and Kuantan (26.19%)</p>	Complied		
7.5.2	<p>No replanting on steep slopes (above 25 degrees) unless approved by state governments. In case of replanting is permitted, no replanting in contiguous area of steep terrain (greater than 25 degrees) larger than 25 Ha within the Unit of Certification.</p> <p>- Minor compliance -</p>	<p>Sime Darby has established Slope and River Protection Policy signed by the Managing Director dated 15/1/2015. In the policy clearly stated that:</p> <ol style="list-style-type: none"> <li>1. Slope of &gt;25° must be excluded from any new planting development and replanting program.</li> <li>2. Slope of &lt;25°, the existing crop and vegetation shall be</li> </ol>	Complied		

		<p>maintained accordingly.</p> <p>3. Planting terraces had been constructed where slope &gt;10°. Fields are established with cover crops such as mucuna and soft grasses and ferns.</p> <p>As per slope map prepared by R&amp;D-TTAS Precision Agriculture Unit (UCP) dated November 2018, no area with slope of &gt;25° identified in the estate.</p>	
7.5.3	<p>There is no new planting of oil palm on steep terrain.</p> <p>- Minor compliance -</p>	No new planting conducted at all estates visited.	Complied
<p><b>Criterion 7.6:</b> Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</p>			
7.6.1	<p><b>(C)</b> To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.</p> <p>- Critical (Major) compliance -</p>	<p>Soil series and topography map available for estate visited. No fragile soil categorized in the estates visited as per soil map issued by R&amp;D Precision Agriculture Unit.</p> <p>As sighted in estates visited, the estate have taken into account the land terrain, drainage and road systems in planning the 2020 replanting.</p>	Complied
7.6.2	<p>Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices.</p> <p>- Minor compliance -</p>	<p>Addressed in the Sime Darby Planation Group Sustainability and Quality Policy Statement signed by the Group Managing Director on 2/12/2019 and Responsible Agriculture Charter under section 3.2: Protect and enhance forest:</p> <p>“We will seek to protect and enhance forest and wildlife, and minimise carbon emission from land use change through:</p> <p>vii. No new development of peat areas, regardless of depth or location. We will seek to rehabilitate existing plantings on peats where possible.</p>	Complied

7.6.3	<p>Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.</p> <p>- Minor compliance -</p>	<p>As per slope map prepared by R&amp;D-TTAS Precision Agriculture Unit (UCP) dated November 2018, topography information at estates visited as follows:</p> <table border="1" data-bbox="1137 475 1559 823"> <thead> <tr> <th>Elevation</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>0° - 2°</td> <td>24.85%</td> </tr> <tr> <td>2° - 6°</td> <td>46.46%</td> </tr> <tr> <td>6° - 12°</td> <td>24.81%</td> </tr> <tr> <td>12° - 20°</td> <td>3.82%</td> </tr> <tr> <td>20° - 25°</td> <td>0.06%</td> </tr> <tr> <td>&gt; 25°</td> <td>0.00%</td> </tr> </tbody> </table>	Elevation	%	0° - 2°	24.85%	2° - 6°	46.46%	6° - 12°	24.81%	12° - 20°	3.82%	20° - 25°	0.06%	> 25°	0.00%	Complied
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<b>Criterion 7.7:</b> No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.																	
7.7.1	<p><b>(C)</b> There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas.</p> <p>- Critical (Major) compliance -</p>	No planting on peat in the estate as no peat identified as per Soil Map prepared by R&D-TTAS Precision Agriculture Unit (NHM) dated July 2015	Complied														
7.7.2	<p>Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat.</p> <p><b>PROCEDURAL NOTE:</b></p> <p>Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peatland Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below).</p> <p>- Minor compliance -</p>	No planting on peat in the estate as no peat identified as per Soil Map prepared by R&D-TTAS Precision Agriculture Unit (NHM) dated July 2015	Complied														



7.7.3	<p><b>(C)</b> Subsidence of peat is monitored, documented and minimised.          - Critical (Major) compliance -</p>	<p>No planting on peat in the estate as no peat identified as per Soil Map prepared by R&amp;D-TTAS Precision Agriculture Unit (NHM) dated July 2015</p>	Complied
7.7.4	<p><b>(C)</b> A documented water and ground cover management programme is in place.          - Critical (Major) compliance -</p>	<p>No planting on peat in the estate as no peat identified as per Soil Map prepared by R&amp;D-TTAS Precision Agriculture Unit (NHM) dated July 2015</p>	Complied
7.7.5	<p><b>(C)</b> For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation.           This is subject to transitional (5 years: 2019 to 2024) arrangement stated in the Drainability Assessment Procedure.           Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.          - Critical (Major) compliance -</p>	<p>No planting on peat in the estate as no peat identified as per Soil Map prepared by R&amp;D-TTAS Precision Agriculture Unit (NHM) dated July 2015</p>	Complied
7.7.6	<p><b>(C)</b> All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2019) and associated audit guidance.          - Critical (Major) compliance -</p>	<p>No planting on peat in the estate as no peat identified as per Soil Map prepared by R&amp;D-TTAS Precision Agriculture Unit (NHM) dated July 2015</p>	Complied
7.7.7	<p><b>(C)</b> All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the</p>	<p>No planting on peat in the estate as no peat identified as per Soil Map prepared by R&amp;D-TTAS Precision Agriculture Unit (NHM) dated July 2015</p>	Complied

	<p>'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2019) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>		
<p><b>Criterion 7.8:</b> Practices maintain the quality and availability of surface and groundwater.</p>			
<p>7.8.1</p>	<p>A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following:</p> <p>a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.</p> <p>b) Workers have adequate access to clean water.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation has established a document for Estate Quality Management System contained SOP named Water Management and Bund Management Version 01, Issue No. 1 dated 01/11/08. Among function as stated to sustain and improve productivity by appropriate implementing water management practices which will minimize loss of soil and nutrients through erosion and run-off, improve accumulation and utilization of rainfall in estate, prevent flooding and conserve moisture or irrigate the land.</p> <p>Water Management Plan FY 2021 was established, and implemented. The water sources are from:</p> <ul style="list-style-type: none"> <li>• Secondary Water Catchment Pond</li> <li>• Estate Water Catchment</li> <li>• Schedule Water Distribution during Dry Season</li> <li>• Purchase of Water from local JBA.</li> </ul> <p>The plan also consist of the usage of water, monitoring and measurement requirements and their frequencies. PIC is Ms. Nora Tawang (Lab), Riduan (Operating WTP) and Mill Executive.</p> <p>In Jabor Estate as sampled found available and documented:</p> <ul style="list-style-type: none"> <li>• Identification and management of Waste waters for FY 2021</li> <li>• Water Contingency Plan FY 21</li> </ul> <p>Action Plan to reduce fresh water usage</p>	<p>Complied</p>

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7.8.2	<p><b>(C)</b> Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017) or applicable National legislation or specific environmental permit. Smallholders may replant existing planted areas provided there is no evidence of environmental deterioration having occurred during the previous cycle.</p> <p>- Critical (Major) compliance -</p>	<p>As sampled during site visit and from HCV report, no gazetted river or waterway passing through Jabor Estate. However the SOP for protecting riparian area was established as in the Water Management Plan as mentioned above.</p>	Complied																																																		
7.8.3	<p>Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.</p> <p>- Minor compliance -</p>	<p>Sampled from Quarterly Report submitted to DOE FY 2021 for SOU 12 Jabor POM at final discharge point.</p> <table border="1" data-bbox="1137 726 1921 1289"> <thead> <tr> <th>Parameter</th> <th>Limit as License</th> <th>22/01/21</th> <th>08/02/21</th> <th>15/03/21</th> </tr> </thead> <tbody> <tr> <td>Total Discharge over 24 Hrs (M3)</td> <td></td> <td>207.22</td> <td>183.33</td> <td>185.58</td> </tr> <tr> <td>Max Discharge 1 Hr (M3)</td> <td></td> <td>14.74</td> <td>14.95</td> <td>15.15</td> </tr> <tr> <td>Temperature (C)</td> <td>45</td> <td>25</td> <td>25</td> <td>25</td> </tr> <tr> <td>pH Value</td> <td>9.0</td> <td>7.90</td> <td>7.80</td> <td>8.10</td> </tr> <tr> <td>BOD (mg/L)</td> <td>100</td> <td>14</td> <td>5.00</td> <td>13.00</td> </tr> <tr> <td>Suspended Solid (mg/L)</td> <td>400</td> <td>20.00</td> <td>50.00</td> <td>120.00</td> </tr> <tr> <td>Oil &amp; Grease (mg/L)</td> <td>50</td> <td>3.00</td> <td>4.00</td> <td>5.00</td> </tr> <tr> <td>Ammoniacal Nitrogen (mg/L)</td> <td>150</td> <td>12</td> <td>6.00</td> <td>1.00</td> </tr> <tr> <td>Total Nitrogen</td> <td>200</td> <td>31</td> <td>15.00</td> <td>18.00</td> </tr> </tbody> </table> <p>Sampling and monitoring done by Sime Darby Research (Accredited Lab) as attached analysis report.</p>	Parameter	Limit as License	22/01/21	08/02/21	15/03/21	Total Discharge over 24 Hrs (M3)		207.22	183.33	185.58	Max Discharge 1 Hr (M3)		14.74	14.95	15.15	Temperature (C)	45	25	25	25	pH Value	9.0	7.90	7.80	8.10	BOD (mg/L)	100	14	5.00	13.00	Suspended Solid (mg/L)	400	20.00	50.00	120.00	Oil & Grease (mg/L)	50	3.00	4.00	5.00	Ammoniacal Nitrogen (mg/L)	150	12	6.00	1.00	Total Nitrogen	200	31	15.00	18.00	Complied
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7.8.4	<p>Mill water use per tonne of FFB is monitored and recorded.</p> <p>- Minor compliance -</p>	<p>Available a data for monitoring water use per Ton FFB for FY 2021. Data for January – March 2021.</p> <table border="1" data-bbox="1144 485 1906 703"> <thead> <tr> <th>Month</th> <th>Jan</th> <th>Feb</th> <th>Mac</th> </tr> </thead> <tbody> <tr> <td>Water</td> <td>7,452</td> <td>7,071</td> <td>7,721</td> </tr> <tr> <td>FFB Production (MT)</td> <td>5,864.237</td> <td>6,879.358</td> <td>7,917.28</td> </tr> <tr> <td>Water/FFB</td> <td>1.27</td> <td>1.03</td> <td>0.98</td> </tr> <tr> <td>CPO/MT</td> <td>1,231.837</td> <td>1,402.393</td> <td>1,670.044</td> </tr> </tbody> </table> <p>This was approved by Mohd Hairie b. Hazali (Mill Manager).</p>	Month	Jan	Feb	Mac	Water	7,452	7,071	7,721	FFB Production (MT)	5,864.237	6,879.358	7,917.28	Water/FFB	1.27	1.03	0.98	CPO/MT	1,231.837	1,402.393	1,670.044	Complied
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<p><b>Criterion 7.9:</b> Efficiency of fossil fuel use and the use of renewable energy is optimised</p>																							
7.9.1	<p>A plan for efficiency of the use of fossil fuels and to optimise renewable energy is implemented, monitored and documented.</p> <p>- Minor compliance -</p>	<p>In Jabor Estate found an Action Plan to Reduce Diesel Usage for FY 2021. Covering issues of preventive &amp; maintenance, Replace of Diesel engine pump to electric pump, phasing out old vehicle.</p>	Complied																				
<p><b>Criterion 7.10:</b> Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.</p>																							
7.10.1	<p><b>(C)</b> GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimise them are implemented, monitored through the Palm GHG calculator and publicly reported.</p> <p>- Critical (Major) compliance -</p>	<p>Plan to reduce or minimize the GHG was spelt out in Energy Management and Pollution Prevention Plan under emission.</p> <p>Monitoring of diesel fuel consumption was done by all the visited operating units. The data was then used for GHG calculating by using the RSPO GHG Calculator.</p> <p>SOU 12 Jabor POM and supply base had used RSPO Palm GHG v4.0 calculator as a tool. Records were maintained individually in the respective office. Reviewed the data submitted to PalmGHG found consistent with data in the individual operating unit.</p>	Complied																				
7.10.2	<p><b>(C)</b> Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from</p>	<p>An assessment of identified polluting activities is being conducted and monitored, inclusive of gaseous emissions, particulate / soot</p>	Complied																				

	<p>the development are estimated and a plan to minimise them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p> <p>- Critical (Major) compliance -</p>	<p>emissions and effluent. The Identification of Potential Source of GHG Emission and GHG Reduction Plan is used to identify the waste products and sources of pollution is in place and is being reviewed accordingly. Among the Potential Source of GHG Emission identified such as Palm Oil Mill Effluent (POME), Diesel Usage, Electricity Usage, Chemical Usage and Generator Set.</p> <p>Monitoring of diesel fuel consumption was done by all the visited operating units. The data was then used for GHG calculating by using the RSPO GHG Calculator.</p>	
7.10.3	<p><b>(C)</b> Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.</p> <p>- Critical (Major) compliance -</p>	<p>Sampled action plan in SOU 12 Jabor POM the Environmental Improvement Plan 2021 to reduce or minimize significant pollutants. Among the issues focused were:</p> <ul style="list-style-type: none"> <li>• Dust particle come from chimney boiler (Status: Expect commissioning on March 2021)</li> <li>• Black smoke come from chimney boiler (Expect commissioning in November 2021)</li> <li>• Scheduled waste store chemical leakage or spillage (On-going)</li> <li>• EFB built up at dumping area and cause EFB leachate at drainage (On-going)</li> </ul> <p>Final discharge from effluent treatment plant did not meet specification from DOE. (On-going)</p> <p>In Jabor Estate as sampled available a Pollution Prevention Plan 2021. Types of pollution clearly identified such as:</p> <ul style="list-style-type: none"> <li>• Air from vehicles, machinery, road condition and pesticides spraying.</li> <li>• Noise from machinery and vehicles</li> <li>• Water from pesticides disposal and water retaining rubbish/refuse</li> </ul>	Complied

		Odour from garbage disposal.	
<b>Criterion 7.11:</b> Fire is not used for preparing land and is prevented in the managed area			
7.11.1	<b>(C)</b> Land for new planting or replanting is not prepared by burning. - Critical (Major) compliance -	As sighted in 5 Years Annual Replanting Programme for Jabor Estate. There will be a replanting at field E2811997A with size f 39.43 Ha in 2021. A felling in proposed in may and planting in July 2021. Sime Darby Plantation has been adopting zero burning replanting technique since 1989. This pledge was sighted in the Sime Darby Plantation Quality Management System Manual Version 01 Issued No. 01 dated 01/11/08.	Complied
7.11.2	The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification. - Minor compliance -	Fire prevention and control measure was properly managed by Jabor Estate as sighted during site visit such as a posted of restriction of open burning practices, allocations of fire extinguishers at chemicals store, diesel tank, housing and offices, training for fire protection on 21/12/20 attended by 12 workers, Fire Drill and Simulation conducted on 10/09/19 and 01/07/20.	Complied
7.11.3	The unit of certification engages with adjacent stakeholders on fire prevention and control measures. - Minor compliance -	Stakeholder consultation conducted on 29/03/21 at Jabor Club House attended by 31 stakeholders. As sampled on issues discussed sighted fire prevention and control measures.	Complied
<b>Criterion 7.12:</b> Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.			
7.12.1	<b>(C)</b> Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests.	Not Applicable as no conversion of primary forest involve land clearing and new planting and expansion of area in Jabor Estate.	Not Applicable

	<p>A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.</p> <p>- Critical (Major) compliance -</p>		
7.12.2	<p><b>(C)</b> HCVs, HCS forests and other conservation areas are identified as follows:</p> <p>a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.</p> <p>b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p> <p><b>PROCEDURAL NOTE:</b>          Requirement is further clarified under the Interpretation of Indicator 7.12.2 and Annex 5 (approved by BOG on 12 June 2019).</p> <p>- Critical (Major) compliance -</p>	<p>Not Applicable as HCV Reassessment for Pahang Zone SOU 12 Jabor was conducted as reported by PSQM Department of Sime Darby Plantation in the Final Report (Version II) dated March 2016. A total HCV area size of 3.14 under HCV 6. Ha stated in Jabor Estate for Water catchment. No new land clearing involved.</p>	<p>Not Applicable</p>
7.12.3	<p><i>Indicator is not applicable in Malaysia context</i></p>		<p>Not Applicable</p>
7.12.4	<p><b>(C)</b> Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p>	<p>Not Applicable as reported in the HCV Report no peatland within the landholdings as under Identification of HCV 4.3 in Jabor Estate.</p>	<p>Not Applicable</p>

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7.12.5	Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peat land and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.  - Minor compliance -	Not Applicable as reported non local community dependant on forest produce and services for basic subsistence/health needs with boundary as under Identification of HCV 5 in Jabor Estate.	Not Applicable
7.12.6	All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.  - Minor compliance -	As in the HCV Report indicated few protected RTE under Wildlife Conservation Act (WCA) 2010 such as Birds (White troated king fisher, Crested serpent eagle, Ban owl, red jungle fowls, intermediate egret, Lesser whistling duck). Mammals (Wild boar, Long tail macaque, Leopard cat, Common palm civet, Malay civet, Common cobra, Monitor lizard). All classified as LC-least concern under IUCN. Among programme for management and monitoring of HCV area included erect a signboards to create awareness such as "No Tresspassing", "No Hunting". Educate internal and external stakeholders to discourage illegal poaching, Notify relevant authority of illegal activities sighted.  HCV training was conducted on 12/12/20 attended by all workers during Morning Muster.	Complied
7.12.7	The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.  - Minor compliance -	Not applicable as Jabor Estate is only bourdering to Bukit Galing Forest Reserve as stated in the HCV Report. However the actual forest reserve not adjacent to Jabor Estate. It was located at far away from the border as verified.	Not Applicable
7.12.8	<b>(C)</b> Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.	Not applicable	Not Applicable



	- Critical (Major) compliance -		
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**Appendix B: GHG Reporting Executive Summary**

The GHG emissions that were produced in **2020** for **Jabor Palm Oil Mill** and supply base was calculated using the PalmGHG Calculator version 4. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

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

The summary of the Net GHG emitted in **2020** for **Jabor Palm Oil Mill** and supply base are as following:

Emission per product	tCO <sub>2</sub> e/tProduct
CPO	1.17
PKO	1.17

Extraction	%
OER	20.78
KER	5.18

Production	t/yr
FFB Process	47865.24
CPO Produced	18453.14
PKO Produced	4604.51

Land Use	Ha
OP Planted Area	14640.69
OP Planted on peat	0.00
Conservation (forested)	0.00
Conservation (non-forested)	0.00
<b>Total</b>	<b>14640.69</b>

**Summary of Field Emission and Sink**

	Own Crop*		Group		3 <sup>rd</sup> Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB	tCO <sub>2</sub> e	tCO <sub>2</sub> e / FFB
<b>Emission</b>								
Land Conversion	20962.16	0.46	1740.03	0.73	0.00	0.00	22702.19	0.47
CO <sub>2</sub> Emission from fertilizer	1544.90	0.03	138.32	0.06	0.00	0.00	1683.22	0.04
NO <sub>2</sub> Emission	765.48	0.02	70.68	0.03	0.00	0.00	836.15	0.02
Fuel Consumption	210.90	0.00	13.97	0.01	0.00	0.00	224.87	0.00
Peat Oxidation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Sink</b>								
Crop Sequestration	-19869.33	-0.44	-1637.93	-0.69	0.00	0.00	-21507.26	-0.45
Conservation Sequestration	0.00	0.00			0.00	0.00	0.00	0.00
<b>Total</b>	<b>3614.11</b>	<b>0.08</b>	<b>325.07</b>	<b>0.14</b>	0.00	0.00	<b>9262.33</b>	0.19

*\*Note: Includes both estates and smallholders*

**Summary of Mill Emission and Credit**

	tCO <sub>2</sub> e	tCO <sub>2</sub> e/tFFB
<b>Emission</b>		
POME	17408.77	0.20
Fuel Consumption	189.32	0.00
Grid Electricity Utilization	0.00	0.00
<b>Credit</b>		
Export of Grid Electricity	0.00	0.00
Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
<b>Total</b>	<b>17598.09</b>	<b>0.20</b>

**Summary of Kernel Crusher Emission and Credit (if applicable)**

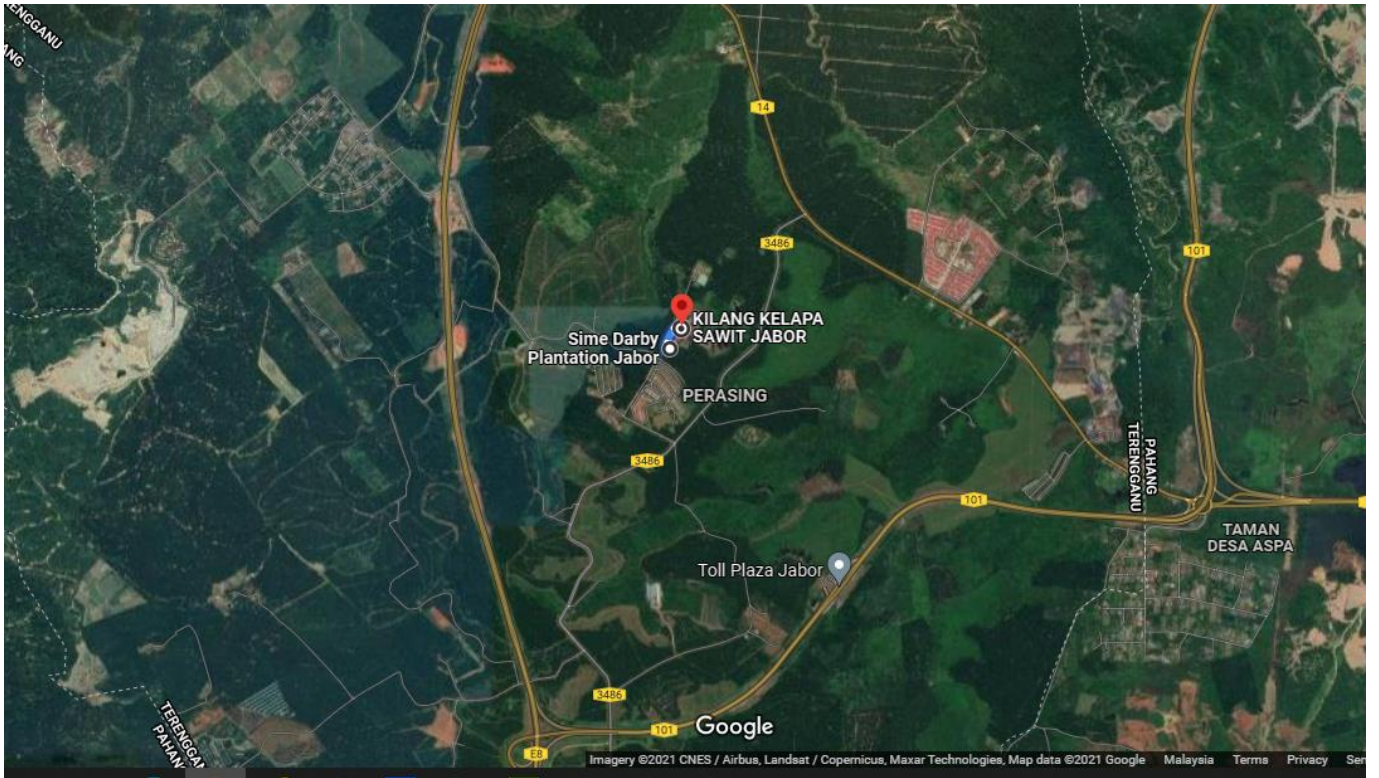
<b>Emissions</b>	tCO <sub>2</sub> e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
<b>Total Crusher emissions</b>	<b>0.00</b>

\*This mill has no kernel crusher operation.

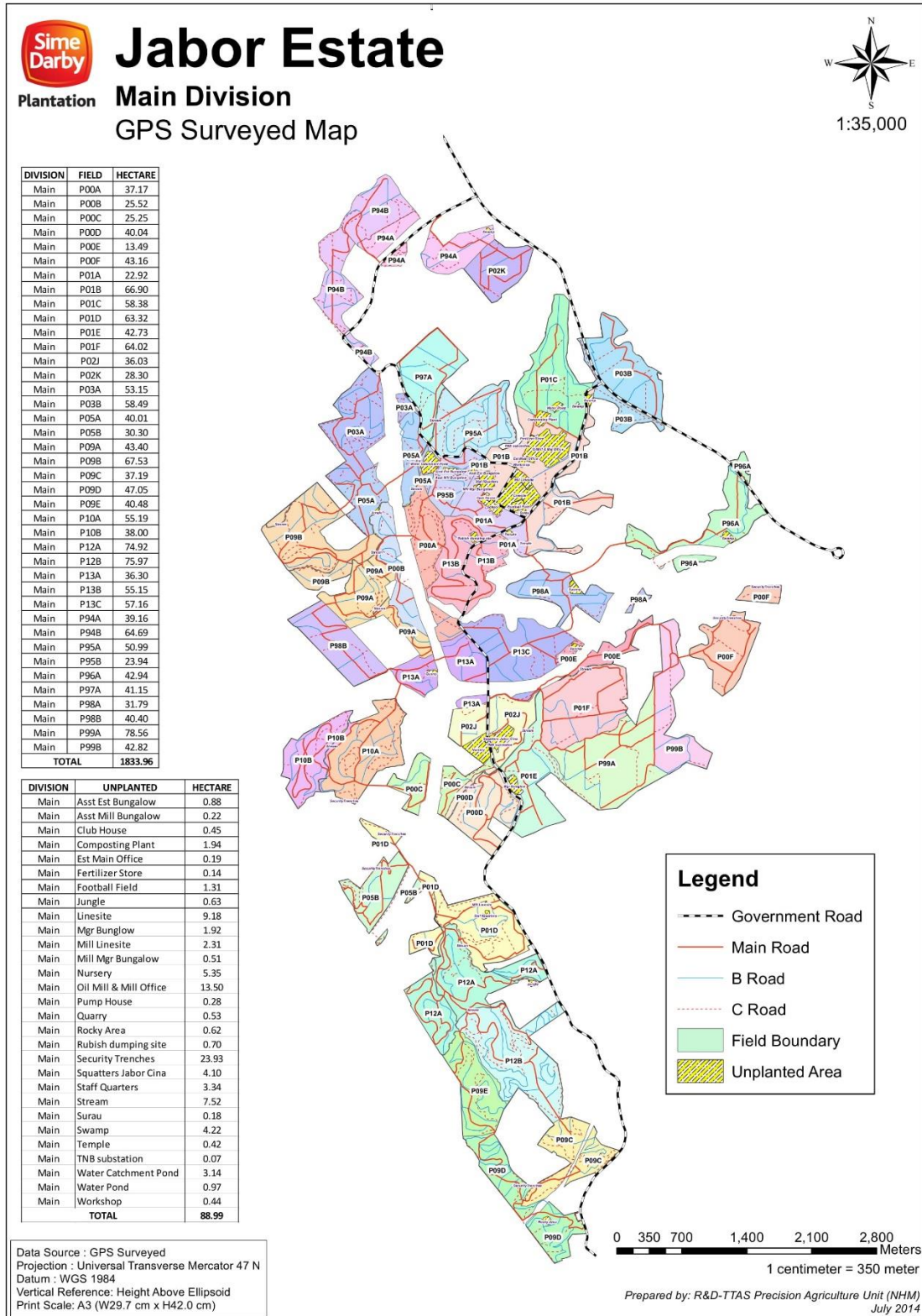
<b>Palm Oil Mill Effluent (POME) Treatment:</b>	
Divert to Compost (%)	0.00
Divert to anaerobic diversion (%)	100.00

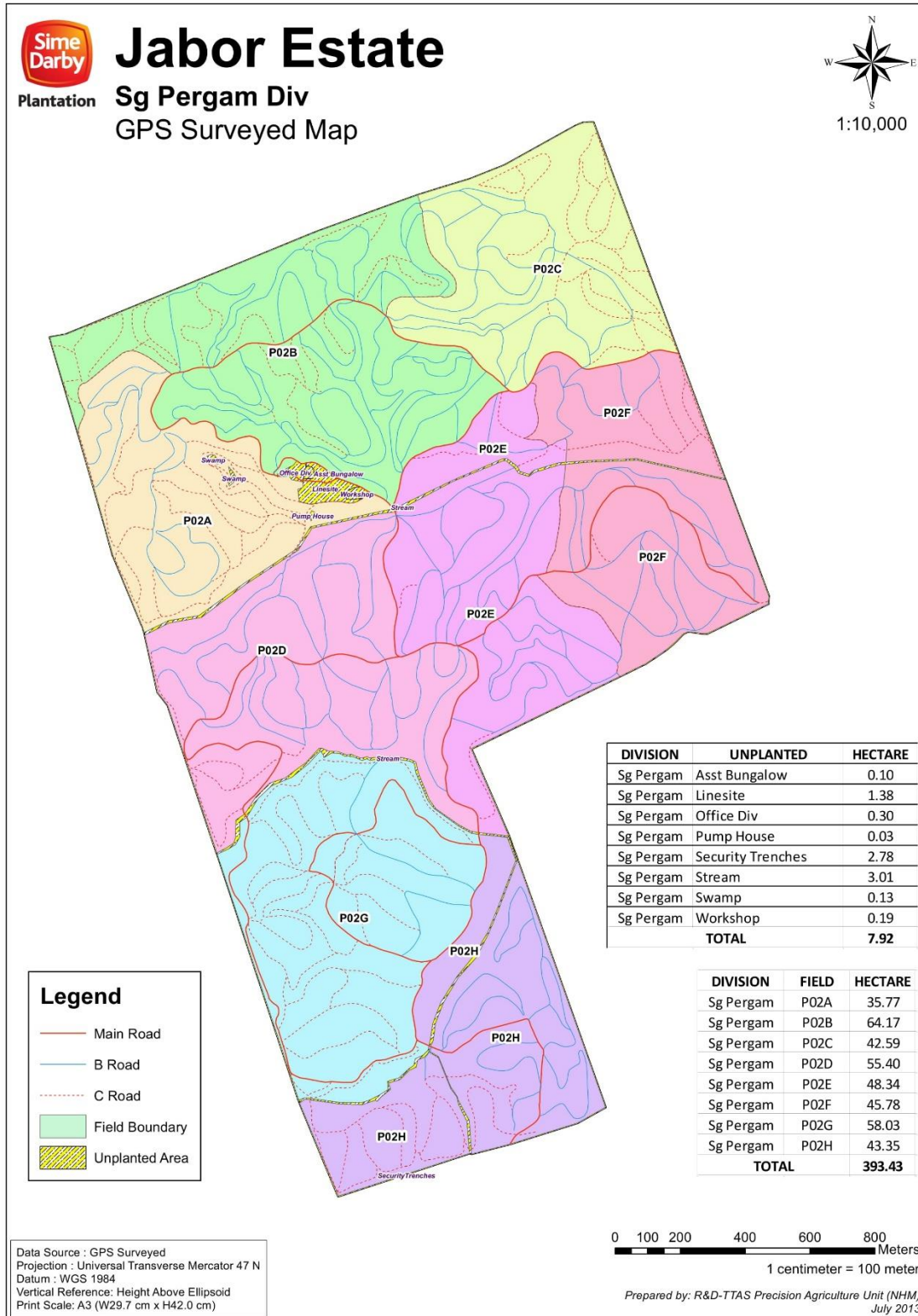
<b>POME Diverted to Anaerobic Digestion:</b>	
Divert to anaerobic pond (%)	100.00
Divert to methane captured (flaring) (%)	0.00
Divert to methane captured (energy generation) (%)	0.00

**Appendix C: Location Map of Certification Unit and Supply bases**



**Appendix D: Estate Field Map**







## Appendix F: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
ISS	Independent Smallholder Standard
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure