



SIRIM QAS INTERNATIONAL SDN. BHD.
Building 4, SIRIM Complex, No. 1, Persiaran Dato' Menteri,
Section 2, 40700 Shah Alam, Selangor, Malaysia.

File Ref. : EB05000001

RSPO PUBLIC SUMMARY REPORT

CLIENT : BOUSTEAD RIMBA NILAI SDN. BHD. – SUNGAI JERNIH CU

PARENT COMPANY : BOUSTEAD PLANTATIONS BERHAD

RSPO MEMBERSHIP No.: 1-0012-04-000-00

LOCATION OF THE CERTIFICATION UNIT (MILL AND THE SUPPLY BASE):

(In the case of multisite certification, list additional sites in attachments) :

Certification Unit	Mill and Supply Base	GPS Location		Location
		Latitude	Longitude	
Sungai Jernih Certification Unit	Sg Jernih POM	03° 21' 42" N	103° 06' 27" E	KM 70, Lebuhraya Gambang – Segamat, 26650 Pekan, Pahang.
	Sg Jernih Estate	03° 20' 17" N	103° 05' 59" E	KM 70, Lebuhraya Gambang – Segamat, 26650 Pekan, Pahang.
	Bebar Estate	03° 08' 4" N	103° 20' 17" E	KM 87, Lebuhraya Gambang – Segamat, 26700 Muadzam Shah, Pahang.
	Tabung Tentera - Terengganu Estate	04° 12' 10" N	103° 13' 59" E	KM 61, Jln Jabor-Jerangau, 24050 Kemaman, Terengganu.

MAP : See Attachment 1

AUDIT DATE : 24th – 27th January 2022

DURATION : 15 auditor days

TYPE OF AUDIT :

☐

Annual Surveillance Audit No.

☒

Recertification Audit

STANDARD: MYNI 2019 FOR RSPO PRINCIPLE & CRITERIA 2018

SCOPE OF CERTIFICATION: Production of Sustainable Crude Palm Oil and Palm Kernel Using the Identity Preserved Supply Chain Model

VALIDITY OF RSPO CERTIFICATE : 03/10/2019 – 27/09/2024

The following attachments form part of this report:

Non-conformity Report(s)

☐

List of additional site(s)

☐

Report by Audit Team Leader

Acknowledgement by Client's Representative

Name : **DZULFIQAR AZMI**

Name : **MITAH BINTI LIMPU**

Signature :

Signature :

Date :

**13 May 2022 (Public summary)
22 April 2022 (Final report)**

Date :

17 May 2022

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SUMMARY OF AUDITS

Recertification Audit				
On-site audit date	:	23rd – 25th August 2021 (Remote) 24th – 27th January 2022 (Onsite)	No. of auditor days:	15 auditor days
Audit team	:	Dzulfiqar Azmi (LA), Rozaimee Ab Rahman, Rahayu Zulkifli		
No. of major NCR	:	1	Indicator: 6.5.1	Closing date: 18/04/2022
No. of minor NCR	:	3	Indicator: 2.1.2, 2.2.2, 6.5.4	
Indicate by ticking the stakeholders interviewed during the on-site audit		Employees	Settlers	Villagers / Local communities
		√		√
		Contract workers	NGOs	Govt. agency
		√		√
		Indigenous people	Contractor	Others (Please specify)
		√	√	
Supply base sampled	:	Sungai Jernih Estate, Bebar Estate, Tabung Tentera Terengganu Estate		
Changes since the last audit	:	Changes of planted ha - to include LTTT Estate immature ha @ 56.90 ha, missed out in last year surveillance audit 4.		
Justification of audit planning	:	Total allocation of auditor days for Sg. Jernih CU were: <ul style="list-style-type: none"> Remote Audit = 3 days for remote of documents reviews safety and health, environment, mill/estate best practices, GHG verification and for supply chain certification systems). Onsite Audit = 12 days for verification onsite of implantations safety and health, environment, good agriculture best practices, GHG verification and for supply chain certification systems). 		
Name of peer reviewer	:	Prof. Emeritus Dr. Jalani Sukaimi		
Report approved by	:	Kamini Sooriamoorthy	Approval date: 13/5/2022	

Annual Surveillance Audit 1				
On-site audit date	:		No. of auditor days :	
Audit team	:			
No. of major NCR	:		Indicator:	Closing date :
No. of minor NCR	:		Indicator :	
Indicate by ticking the stakeholders interviewed during the on-site audit		Employees / Workers organizations	Settlers	Villagers / Local communities
		Contract workers	Local & National NGOs	Govt. agency / Statutory bodies
		Indigenous people	Contractors	Others (Please specify)
Supply base sampled	:			
Changes since the last audit	:			
Justification of audit planning	:			
Report approved by	:		Approval date :	

Annual Surveillance Audit 2				
On-site audit date	:		No. of auditor days :	
Audit team	:			
No. of major NCR	:		Indicator:	Closing date :
No. of minor NCR	:		Indicator :	
Indicate by ticking the stakeholders interviewed during the on-site audit		Employees / Workers organizations	Settlers	Villagers / Local communities

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	Contract workers	Local & National NGOs	Govt. agency / Statutory bodies	Independent growers / Smallholders
	Indigenous people	Contractors	Others (Please specify)	
Supply base sampled :				
Changes since the last audit :				
Justification of audit planning :				
Report approved by :			Approval date :	

Annual Surveillance Audit 3				
On-site audit date :			No. of auditor days :	
Audit team :				
No. of major NCR :	Indicator:			Closing date :
No. of minor NCR :	Indicator :			
Indicate by ticking the stakeholders interviewed during the on-site audit :	Employees / Workers organizations	Settlers	Villagers / Local communities	Suppliers
	Contract workers	Local & National NGOs	Govt. agency / Statutory bodies	Independent growers / Smallholders
	Indigenous people	Contractors	Others (Please specify)	
Supply base sampled :				
Changes since the last audit :				
Justification of audit planning :				
Report approved by :			Approval date :	

Annual Surveillance Audit 4				
On-site audit date :	13-17 July 2020		No. of auditor days	16
Audit team :	Dzulfiqar Azmi, Mohd Zulfakar Kamaruzaman, Rozaimiee Ab Rahman, Mohd Ab Raouf			
No. of major NCR :	4	Indicator: 2.1.1, 7.12.4, 6.2.2, 5.4 (SCCS)		Closing date: 9/10/2020
No. of minor NCR :	2	Indicator: 7.12.7, 6.3.2		
Indicate by ticking the stakeholders interviewed during the on-site audit :	Employees / Workers organizations	Settlers	Villagers / Local communities	Suppliers
	√		√	
	Contract workers	Local & National NGOs	Govt. agency / Statutory bodies	Independent growers / Smallholders
	√		√	
	Indigenous people	Contractors	Others (Please specify)	
	√	√		
Supply base sampled :	Sungai Jernih Estate, Bebar Estate, Tabung Tentera Terengganu Estate			
Changes since the last audit :	None			
Justification of audit planning :	Total allocation of auditor days for Sungai Jernih CU were: Mill = 4 days (3 days for safety and health, environment, mill best practices, GHG verification and Social at Mill) + (1 day for supply chain certification systems) Estate = 12 days each for verification of safety and health, environment, good agriculture best practices, Social, HCV, TBP, Partial Certification and GHG verification plus the verification of Land History and Land Title			
Report approved by :	Ms. Kamini Sooriamoorthy		Approval date: 12/10/2020	

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SUMMARY OF INFORMATION

TABLE 1

	RA	ASA 1	ASA 2	ASA 3	ASA 4
Projection Period	January 2022 – December 2022				**July 2020 – June 2021
Certified FFB Processed (MT)	128,600.00				141,800.00
Production of Certified CPO (MT)	29,578.00				33,323.00
Production of Certified PK (MT)	4,758.00				4,963.00
Certified Areas (Ha)	6,847.00				6,847.00
Planted Areas (Ha)	*6,492.60				6,435.70
Production Areas (Ha)	6,426.40				6,405.60
HCV Areas / Conservation Areas (Ha)	51.82				51.82
REMARKS	*Updated the total of planted ha due to include LTTT Estate immature ha @ 56.90 ha. **Actual period covered until Dec 2021.				

TABLE 2

	CPO	PK
Last years certified volume (MT)	*39,873.00	*6,563.00
Last year's actual certified sold (MT)	38,573.64	6,269.98
Last year's actual sold under other schemes (MT)	0.00	0.00
Last year's sold conventional (MT)	1,143.42	0.00
Last year actual sold CSPO credits (where applicable)	0.00	0.00
New year certified volume (MT)	29,578.00	4,758.00

Remarks:

Based on extension of volume applied and approved in Dec 2021.

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1.0 AUDIT PROCESS

1.1 Certification Body

SIRIM QAS International Sdn. Bhd. is the leading certification, inspection and testing body in Malaysia. SIRIM QAS International provides a comprehensive range of certification, inspection and testing services which are carried out in accordance with internationally and nationally recognised standards. Attestation of this fact is the accreditation of the various certification and testing services by leading national and international accreditation and recognition bodies such as the Department of Standards Malaysia (STANDARDS MALAYSIA), the United Kingdom Accreditation Services (UKAS) and the International Automotive Task Force (IATF). SIRIM QAS International is a partner of IQNet, a network currently comprising of leading certification bodies in Europe, North and South America, East Asia and Australia.

SIRIM QAS International has vast experience in conducting audits related to RSPO certification. It has certified more than a hundred palm oil mills and several estates to ISO 14001 & ISO 45001. SIRIM QAS International has also conducted many audits for sustainable production of palm oil products against the requirements of the RSPO P&C. SIRIM QAS International was approved by the RSPO as a RSPO certification body on 21 March 2008 and re-accredited by ASI on 3 October 2019 (accredited 2014).

1.2 Qualification of audit team

Member of the Audit Team	Role/area of RSPO requirements	Qualifications
Dzulfiqar Azmi	Lead Auditor / Social (External) & GAP	Holds a B. Sc. in Agriculture from University Teknologi Malaysia (UiTM). He had more than 5 years of working experience in the oil palm operation. He has experience in auditing since 2018. He is trained as an RSPO Lead Auditor.
Rozaimie Ab Rahman	Auditor / Safety & Environmental	Holds a B.Sc. in Agriculture from University Putra Malaysia. He had more than 5 years of working experience in the oil palm operation. He is a qualified lead auditor for RSPO P&C, MSPO and trainee lead for RSPO Supply Chain scheme.
Rahayu Zulkifli	Auditor / Social (Internal) & HCV	Graduated with LLB (Hons), a practising lawyer, Head of Legal Dept. for several companies before working with an environmental NGO in 2003 and joined the RSPO in 2014. A freelance (since 2016), an expert in social aspect of the RSPO and a qualified auditor for RSPO P&C.

1.3 Audit methodology

The audit covered the one palm oil mill and one of its supply base i.e. the Sungai Jernih Estate, Bebar Estate, Tabung Tentera Terengganu Estate. The audit included an 70 % balance on-site audit to the estates and mill and to verify the implementation of the requirement of the certification. The sampling conducted in conformance with the requirement specified in the RSPO Certification Systems Document, Nov 2020. The audit included an on-site audit to the estates, mill and settlers' houses to verify the implementation of the requirement of the certification. Interviews with the CU's management, employees, contractors and other relevant stakeholders were also conducted during the audit.

1.4 Stakeholder Consultation

SIRIM QAS International had initiated the stakeholder consultation by announcing the invitation in the RSPO and SIRIM QAS International's websites on 14th December 2021. In addition, SIRIM QAS International had also sent invitations through letters to the relevant stakeholders, including government agencies and Non-Governmental Organisations (NGOs). The stakeholder consultation process is carried out during initial compliance and recertification audit only.

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So far, no negative feedback was received from stakeholders. In summary, the stakeholders interviewed during the audit and the evidence from the stakeholder consultation carried out were as tabulated below:

Stakeholders interviewed	Evidence from stakeholder consultation
1) Employees / Workers Organizations (including migrant workers)	<p>Interviewed check roll workers at the estates (locals and foreigners) and mill (locals only as the Mill employs no foreign workers). Employees confirmed that they are being paid at least the minimum wages, receive their wages before the 7th of the month, receive overtime pay and shift allowance as per the MAPA/NUPW agreement. All workers are offered housing facilities, but some local workers prefer to live in their own houses. The parole workers employed in collaboration with the Prison Department also confirmed that they receive minimum wages or more monthly and given housing at the estate line site. The houses are comfortable with electricity and potable water. Contracts were signed prior to employment and the contents were explained to them. They confirmed that there is no discrimination, and they are given equal opportunities irrespective of nationality and gender. Other benefits received include medical facilities for them and their dependants. The harvesters and loaders mentioned that they preferred if undergrowth in the field they work in are maintained regularly. However, they also understood that there is currently a shortage of workers. Foreign workers prefer to keep their passports at the estate offices for safety reasons. Safety and social awareness briefings are given regularly, and they are aware of the complaint's procedure, calculation of wages, safety protocols, etc.</p> <p>Also interviewed were union representatives and gender committee members. Some female workers at Sg Jernih Estate complained of sexual harassment at the workplace. Mill workers informed that on certain days they do not receive any shift allowance. Documentation review and interviews held with mill management and NUPW officer by the auditor confirmed that this was because there was no shift work on the day due to low crop, and the workers were required to commence work at 10am. The MAPA/NUPW agreement also states that 2nd and 3rd shift allowance is only payable if workers are required to commence work after 11AM, or 8PM., respectively.</p> <p>NUPW representatives interviewed confirmed that there is no management interference in NUPW affairs and that they are free to attend NUPW meetings in Temerloh (Pahang Branch HQ). So far there has been no issues of concern.</p> <p>Estate Health Assistants from Sg Jernih Estate and LTTT were also interviewed. They confirmed that there are no female workers involved in spraying or manuring. Pregnancy tests are not mandatory and is only medical surveillance were conducted for female storekeeper at LTTT and Sg Jernih Estate.</p>
2) Settlers	Not applicable
3) Villagers / Local communities (including women representatives, displaced communities)	Interviewed relevant stakeholders such as villager representatives and Orang Asli. No negative feedback.

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4) Suppliers	Suppliers confirmed that payments are received within one month of invoice. They are also aware of the complaint channel. There are no issues with the estates and mill. They receive invitations to attend stakeholder meetings but sometimes cannot attend.
5) Contract workers	Interviewed contract workers i.e., those employed by contractors to provide harvesting and loading works. They confirmed that they have signed employment contracts with their contractor, receive more than minimum wages, wages are paid before the 7th of every month, provided accommodation with basic facilities such as water, electricity, free medical facilities. They did not raise any complaints or grievances during the audit.
6) Local & national NGOs	No issues
7) Government agencies / Statutory bodies	No issues
8) Independent growers / Smallholders	No issues
9) Indigenous people	Interviewed relevant stakeholders such as villager representatives and Orang Asli. No negative feedback.
10) Contractor	The contractors confirmed that they are aware of their obligations under the contract (ensuring workers have valid passports and work permits, payment of wages by the 7 th of every month, SOCSO protection for workers, etc). Contractors also confirmed that there are no adverse issues with the estates. They are invited to attend online stakeholder meeting and are briefed of the company policies and procedures. Payments are received within agreed timeframe.
11) Previous land owner (if any)	Not applicable
12) Others (please specify)	NUPW confirmed that the MAPA/NUPW agreement had expired on 31 Dec 2021. However, the agreement also states that until the new agreement is signed, the provision in the expired agreement remains applicable. Boustead Sg Jernih Business Unit does not prohibit the NUPW representatives from attending meetings. NUPW officer confirmed that the MAPA/NUPW agreement had expired on 31 Dec 2021 and negotiations are ongoing on the contents of the new agreement. In the meantime, the provisions of the previous MAPA/NUPW agreement remains applicable. The NUPW officer also confirmed that shift allowance is only applicable if workers are required to commence work after 11AM or 8PM to be entitled to the 2 nd and 3 rd shift allowances, respectively. Sundry shop operator at Bebar Estate was not aware of the need to obtain permit to sell LPG. Canteen operators at Bebar Estate was not aware of the need to obtain business license, attend food handling training and get vaccinated and medically examined by a registered medical practitioner. Similarly, canteen operator at Sg Jernih Estate is operating without a business licence and has not attended food handling training.

1.5 Audit plan : Refer to Attachment 2

1.6 Date of next audit : The next surveillance audit will be conducted within 12 months but not sooner than 9 months from this audit. (For RA, the next RA will be conducted at least 4 months prior to expiry date of the certificate)

2.0 SCOPE OF CERTIFICATION AUDIT

2.1 Description of the certification unit

The Sungai Jernih Production Unit (hereafter referred to as SJPU) is a Certification Unit (CU) under the Boustead Rimba Nilai Sdn. Bhd. which is one of the subsidiaries of Boustead Plantation Berhad. Sungai Jernih CU comprises of 1 palm oil mill and 3 oil palm plantations (Sungai Jernih Estate, Bebar Estate and Tabung Terengganu Estate) located in the East Coast of Malaysia.

The CU was certified to RSPO P&C MYNI 2014 since 12 September 2011 by other Certification Body. The certification was transferred to SIRIM on 23 May 2016.

Sg Jernih Palm Oil mill was commissioned in 1992. The palm oil mill commenced operations with a processing capacity of 30 metric tonnes of fresh fruit bunches (FFB) per hour.

Sungai Jernih POM currently had the ISO 9001:2015 certification by SIRIM QAS International Sdn. Bhd.

2.2 Description of the Supply Base (including the planting profile)

The FFB sourced from company owned estates that were certified. Details of the FFB contribution from each source to the Sg. Jernih POM are shown in the following tables:

Table 1: Actual FFB production by the supply base for the reporting period (July 2020 to December 2021)

CU own estates	FFB Production		Certifying CB
	Tonnes	Percentage (%)	
Sg Jernih Estate	69,488.91	39.89	SIRIM QAS
Bebar Estate	77,084.61	44.25	SIRIM QAS
LTT Estate	27,622.78	15.86	SIRIM QAS
Total	174,196.30	100.00	

Table 2: Projected FFB production by supply base for the reporting period (January 2022 to December 2022)

CU own estates	FFB Production		Certifying CB
	Total (MT)	Percentage (%)	
Sg. Jernih Estate	48,000.00	37.33	SIRIM QAS
Bebar Estate	55,600.00	43.23	SIRIM QAS
LTTT Estate	25,000.00	19.44	SIRIM QAS
Total	128,600.00	100.00	

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**Table 3: Actual FFB received and CPO & PK dispatch by Mill for the last reporting period
(July 2020 to December 2021)**

RSPO Supply Chain Model: IP	Total (MT)
FFB Received	174,196.30
FFB Processed	174,196.30
CPO Production	39,784.72
PK Production	6,521.37
CPO delivered as certified RSPO	38,573.64
CPO delivered as non-RSPO certified	1,143.42
PK delivered as certified RSPO	6,269.98
PK delivered as non-RSPO certified	0.00
Product sold under Book & Claim	0.00

**Table 4: Projected FFB received and CPO & PK dispatch by the Mill of the next reporting period
(January 2022 to December 2022)**

RSPO Supply Chain Model: IP	Total (MT)
FFB Received	128,600.00
FFB Processed	128,600.00
CPO Production	29,578.00
PK Production	4,758.00

Table 5 Planted and certified area of the CU

Estate	Planted (ha)	Certified (ha)
Sg. Jernih Estate	2,571.60	2,695.70
Bebar Estate	2,271.20	2,340.60
Tabung Tentera, Terengganu Estate	1,649.80	1,810.70
Total	6,492.60	6,847.00

Table 6 Planting profile for Sg Jernih CU

Estate	Year of planting	Planting Cycle	Mature >3 years (Ha)	Immature < 3 years(Ha)	Planted area	% of planted area mature	% of planted area immature
Sg. Jernih Estate	2007	2nd	214.50	0.00	214.50	100.00	0.00
	2008	2nd	377.80	0.00	377.80		
	2009	2nd	387.70	0.00	387.70		
	2010	2nd	398.20	0.00	398.20		
	2011	2nd	401.70	0.00	401.70		
	2012	2nd	400.70	0.00	400.70		
	2013	2nd	391.00	0.00	391.00		
Total			2,571.60	0.00	2,571.60	100.00	0.00
Bebar Estate	2005	2nd	260.80	0.00	260.80	100.00	0.00
	2006	2nd	246.00	0.00	246.00		
	2007	2nd	252.90	0.00	252.90		
	2008	2nd	341.30	0.00	341.30		
	2009	2nd	365.50	0.00	365.50		
	2010	2nd	293.70	0.00	293.70		
	2011	2nd	293.40	0.00	293.40		

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	2012	2nd	149.10	0.00	149.10		
	2014	2nd	38.40	0.00	38.40		
	2018	2nd	20.80	0.00	20.80		
	2020	2nd	0.00	9.30	9.30		
Total			2,261.90	9.30	2,271.20	99.59	0.41
LTT - Terengganu Estate	2001	2nd	404.60	0.00	404.60		
	2002	2nd	389.30	0.00	389.30		
	2003	2nd	375.70	0.00	375.70		
	2004	2nd	146.80	0.00	146.80		
	2008	2nd	148.30	0.00	148.30		
	2009	2nd	128.20	0.00	128.20		
	2019	2nd	0.00	56.90	56.90		
Total			1,592.90	56.90	1,649.80	96.55	3.45
Grand Total			6,426.40	66.20	6,492.60	98.98	1.02

2.3 Organizational Information/Contact Person(s)

The details of the contact person are as below:

Name	:	Shaikh Zamani Shaikh Saaid
Position	:	Head Business Unit Sungai Jernih CU
Address	:	Boustead Rimba Nilai Sdn Bhd Sungai Jernih Business Unit, KM 70 Lebuhraya Gambang Segamat Paloh Hinai, 26650 Pekan, Pahang
Phone no.	:	013-9224189
Fax no.	:	NA
Email	:	zamani@bplant.com.my

3.0 AUDIT FINDINGS

3.1 Changes to certified products in accordance to the production of the previous year

Yes, updated the planted ha to include LTTT Estate immature ha @ 56.90 ha, which has been missed earlier.

3.2 Progress and changes in time bound plan (Refer to Attachment 6 for the time bound plan)

- i. Have all the estates under the parent company been certified? ☐ Yes ☒ No

If no, comments on the organization's compliance with the RSPO partial certification rules :

Boustead Plantations Berhad is progressively undergoing the RSPO Certification process towards 100% RSPO certification of estates/mills. Details provided in the Time Bound Plan described in Attachment 6.

- ii. Are there any changes to the organization's time bound plan? ☐ Yes ☒ No

If yes, comment in terms of acceptance or non acceptance on the changes in the time-bound plan?

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iii. Are there associated smallholders (including scheme smallholders) in the CU ☐ Yes ☒ No

If yes, have ALL the associated smallholders (including scheme smallholders) where their fruit supply is included, by the mill, in its certification? ☐ Yes ☒ No

If no, please state reasons Not applicable.

There is no associated smallholders supplying FFB to the CU.

iv. Any new acquisition which has replaced primary forests or HCV areas ☐ Yes ☒ No

3.3 Other changes (e.g. organizational structure, new contact person, addresses, etc.)

Changes of Head Business Unit.

3.4 Status of previous non-conformities * ☒ Closed ☐ Not closed*
* If not closed, minor non conformity will be upgraded to major non conformity

3.5 Complaint received from stakeholder (if any)

Received feedback from Wan Kamalrudin Bin Wan Daud from Pejabat Perkeso Pahang. The complaint was verified and the details in the indicator 1.1.4

4.0 DETAILS OF NON-CONFORMITY REPORT

4.1 For P&C (Details checklist refer to Attachment 3) :

Total no. of minor NCR(s) (details refer to Attachment 3)	List :	2.1.2, 2.2.2, 6.5.4
Total no. of major NCR(s) (details refer to Attachment 3)	List :	6.5.1

5.0 AUDIT CONCLUSION

The audit team concludes that the organization has / ~~has not~~* established and maintained its management system in line with the RSPO P&C requirements of the standard and demonstrated the ability of the system to systematically achieve agreed criterion & requirements.

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6.0 RECOMMENDATION

- ☐ No NCR recorded. Recommended to continue certification.
- ☒ Minor NCR(s) recorded. Corrective action plan has been accepted. Verification of the NCR(s) to be carried out in the next audit.
Note: Minor NCRs raised in the audit which are not addressed in the subsequent audit shall be upgraded to major NCRs.
- ☒ Major NCR(s) recorded. Evidence of implementation of the corrective actions have been provided and accepted by the audit team. The NCR(s) have been satisfactorily closed out.
- ☒ Recommended to continue certification.
- ☐ Major NCR(s) recorded. Evidence of implementation of the corrective actions have been provided but not fully accepted by the audit team. NCR(s)..... have not been satisfactorily closed out within 60 days of the audit. Recommended for suspension of the certificate.
Note: Major NCRs which are not addressed within a further 60 days shall result in the certificate being withdrawn.

7.0 IT IS CONFIRMED THAT ALL CORRECTIVE ACTIONS TAKEN ON MAJOR NON CONFORMITIES HAVE BEEN SATISFACTORILY REVIEWED, ACCEPTED AND VERIFIED AND ALL CORRECTIVE ACTIONS PLANS PROVIDED ON MINOR NON CONFORMITIES HAVE BEEN SATISFACTORILY REVIEWED AND ACCEPTED. RECOMMENDED FOR CONTINUATION OF RSPO P & C CERTIFICATION.

Audit Team Leader : DZULFIQAR AZMI

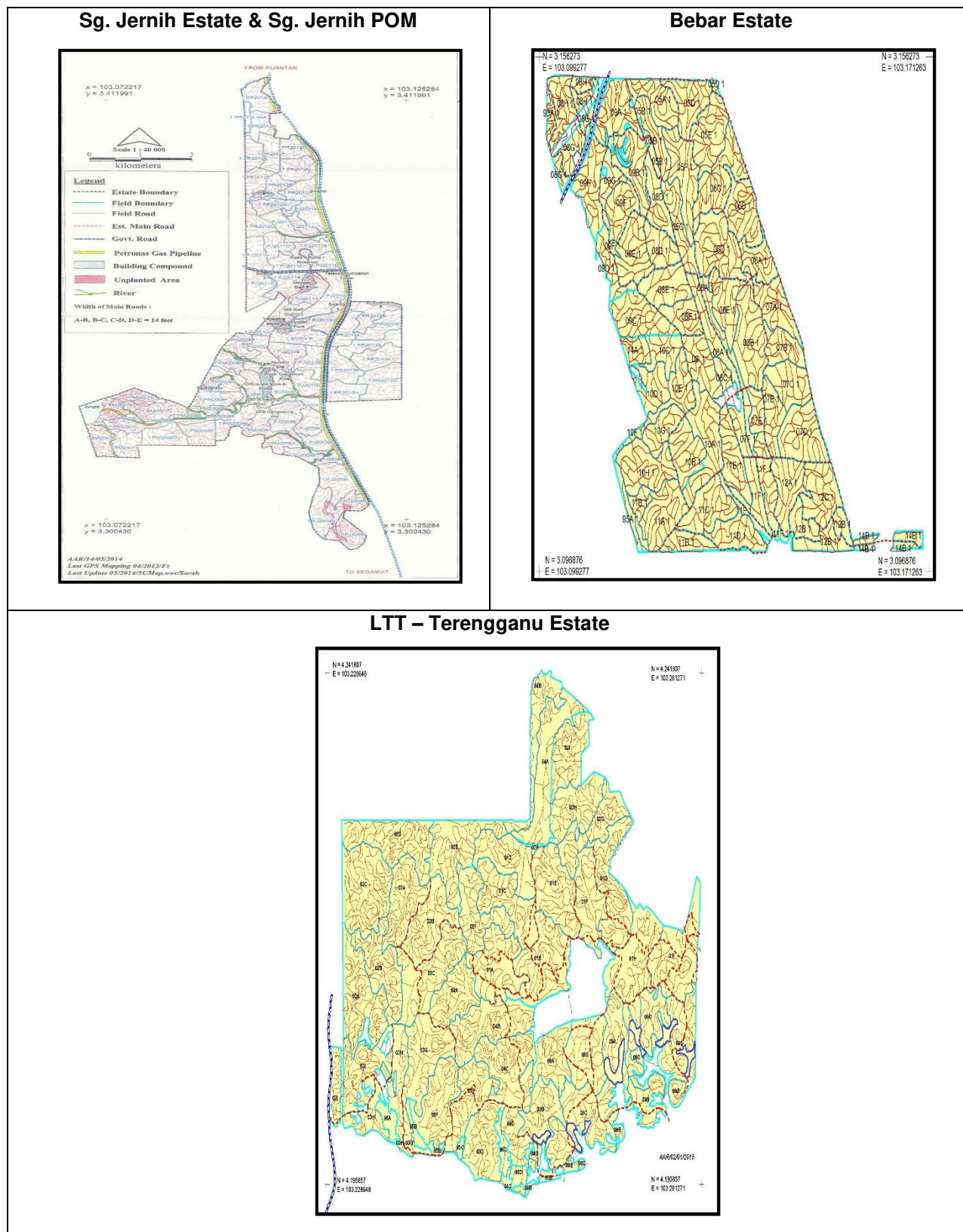
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(Signature)

18/04/2022

(Date)

Map of Sg. Jernih CU



Attachment 2 – Audit Plan

**SURVEILLANCE 3
RSPO AUDIT PLAN**

1. Objectives

The objectives of the audit are as follows:

- (i) To determine Certification Unit conformance against the relevant certification standards.
- (ii) To verify the effective implementation of corrective actions arising from the findings of last audit.
- (iii) To make appropriate recommendations based on the audit findings.

2. Date of assessment : 24th to 27th January 2022

3. Site of assessment : Sg. Jernih Certification Unit:
 (i) Sungai Jernih Palm Oil Mill
 (ii) Sungai Jernih Estate
 (iii) Bebar Estate
 (iv) Tabung Tentera Terengganu Estate

4. Reference Standard:

- a. MYNI 2019 of RSPO P&C 2018 / RSPO Independent Smallholder Standard, Nov 2019 / RSPO Management System Requirements and Guidance for Group Certification of FFB Production, March 2018
- b. RSPO Certification System Documents
- c. Company's audit criteria including Company's Manual/Procedures

5. Assessment Team

Lead Auditor : Dzulfikar Azmi (SCCS, Social – External, GAP, TPB) - TLA for SCCS
 Auditor : Rozaimee Ab Rahman (Safety, Environmental, GHG) – Evaluator SCCS
 Rahayu Zulkifli (Social – Internal, HCV)
 Observer : N.A.

If there is any objection to the proposed audit team, the organization is required to inform the Lead Auditor/RSPO Section Manager.

6. Audit Method

Site audits or field checks including observation of practices, interviews with internal and external stakeholders and interested parties (employees, nearby population, etc.), documentation review and evaluation of records.

7. Audit Findings

Audit findings shall be classified as major and/or minor. Major non conformities shall be addressed within 90 days or else the certificate shall be suspended. If the major non conformities are still not addressed within another 90 days, the certificate shall be terminated.

If there are five or more major non-compliances within one Principle found during the audit, immediate suspension of RSPO certification shall be recommended.

For minor non conformities raised in the surveillance audit, corrective action shall be verified in the next audit. These shall be upgraded to major non conformities if the corrective actions are not satisfactory implemented in the next audit.

8. Confidentiality Requirements

SIRIM QAS International shall not disclose any information concerning the company regarding all matters arising or coming to its attention with the conduct of the programme, which is of confidential in nature other than information, which is in the public domain.

In the event that there be any legal requirements for disclosing any information concerning the organization, SIRIM QAS International shall inform the organization of the information to be disclosed.

9. Working Language : English and Bahasa Malaysia

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10. Reporting

- | | | | |
|----|------------------------|---|---|
| a) | Language | : | English |
| b) | Format | : | Verbal and written |
| c) | Expected date of issue | : | 2 weeks after the closure of the Major NC / or if only minor NC, 30 days from the last day of this audit. |

11. Facilities Required

- a. Room for discussion
- b. Relevant document and record
- c. Personnel protective equipment if required
- d. Photocopy facilities
- e. A guide for each group

12. RSPO 2018 Principles and Criteria (P&C) Metrics Template

The RSPO 2018 Principles and Criteria (P&C) Metrics Template outlines a set of strategic outcome-based metrics relating directly to the RSPO P&C and is aligned with the RSPO Theory of Change. This Metrics Template comes into effect on 1 June 2021 and all audits against the 2018 P&C or the relevant National Interpretation conducted from 1 June 2021 onwards shall prepare and submit this Metrics Template for the audit team to review during audit.

Please submit the Metrics Template to Lead Auditor according to this period:

- a) Reporting time frames for economic data are:
 - i. Calendar year (January to December): January 2021 to December 2021, and
 - ii. 12-month period counting up to one months before audit month: **Jan. 2021 to Dec. 2021**
- b) Reporting time frames for demographic data:
 - i. For mill and estate workers: as of 31 December 2021
 - ii. For smallholders and outgrowers: January 2021 to December 2021
- c) Reporting time frame for all other social and environmental data:
 - i. January 2021 to December 2021

The updated Metrics Template (as attached, the version 2.0) will be enforced from 1 August 2021. All audits conducted from 1 August 2021 onwards must use the updated Metrics Template (version 2.0).

13. Assessment program details: As below

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Day One: 24/01/2022 (Monday)

Time	Activities / areas to be visited			Auditee
9.00 am	Opening Meeting for Boustead Plantations Berhad (Boustead Rimba Nilai Sdn. Bhd. – Sg. Jernih CU) . Audit team introduction and briefing on assessment objectives, scope, methodology, criteria and programmes by SIRIM QAS Audit Team Leader.			All CU
9.20 am	Briefing on the organization background and implementation of RSPO at CU (including actions taken to address previous audit findings) by company Management Representative.			Management Representative
9.30 am	Overview of current activities of CU by audit team & Logistics discussion to the sites to be visited at Tabung Tentera Terengganu Estate .			Management Representative
9.45 am	To assign each audit team members – site and the P&C requirements			
	Dzul Tabung Tentera Terengganu Estate	Rahayu Tabung Tentera Terengganu Estate	Rozaimae Tabung Tentera Terengganu Estate	
	Coverage of assessment: P1, P2, P3, P4, P5:	Coverage of assessment: P1, P2, P3, P4, P6, P7:	Coverage of assessment: P1, P2, P3, P4, P6, P7:	
	<ul style="list-style-type: none"> ▪ Follow up from previous assessment findings. ▪ Laws and regulations ▪ Production area field inspections (harvesting, spraying, manuring, OP nursery, replanting area, peat area & etc.) ▪ Training and skill development programs ▪ Discussion with relevant management (CSR, community affairs) and view documentation such as SIA, assessment and management plans. ▪ Interview with Union/workers representatives ▪ Interview with external stakeholders i.e. local communities, contractors, supplier, etc. ▪ Consultation with relevant government agencies ▪ Local communities and stakeholders ▪ Local sustainable development ▪ Support smallholder inclusion ▪ Complaints and grievances ▪ Mill Boundary, adjacent and neighbouring land use ▪ External stakeholders issues & welfare ▪ Controlled/open burning ▪ Good Agriculture Practices ▪ Continuous improvement 	<ul style="list-style-type: none"> ▪ Follow up from previous assessment findings. ▪ Laws and regulations ▪ Training and skill development programs ▪ Discussion with relevant management (CSR, community affairs) and view documentation such as SIA, assessment and management plans. ▪ Interview with Union/workers representatives ▪ Interview with gender committee, worker representative, contractors, supplier, etc ▪ Workers Issues & welfare ▪ Facilities provided at line site inspection (i.e. worker quarters, mosque, surau, community center, School/CLC, Humana/Crèche, provision shop & etc) ▪ HCV/RTE and action plan ▪ Continuous improvement <p>Other area identified during the assessment.</p>	<ul style="list-style-type: none"> ▪ Follow up from previous assessment findings. ▪ Laws and regulations ▪ Safety & Health practice – witness activities at site ▪ Hazard identification and Risk Management ▪ Chemical management ▪ Waste management including disposal site ▪ Aspects/impacts of estate management ▪ Production area field inspection (harvesting, spraying, manuring, OP nursery, replanting area, peat area & etc.) ▪ Facilities at workplace inspection (water treatment plant, clinic, stores, workshop, landfill area & etc.) ▪ Controlled/open burning ▪ Pollution mitigating plans ▪ River system and Effluent Treatment/Discharge ▪ Buffer/Riparian Zones ▪ Management and disposal of waste including pesticides containers ▪ Training and skill development programs ▪ Continuous improvement <p>Other area identified during the assessment.</p>	

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	Other area identified during the assessment.		
12.30 pm	LUNCH BREAK & ZUHUR PRAYER		
1.30 pm	Continue assessment / Verification on outstanding issues / Auditor to inform auditee on the required document / records		
5.00 pm	Audit team discussion / Interim closing / End of Day 1 audit		
9.00pm	Discussion LA and teams on potential NCRs		

Day Two: 25/01/2022 (Tuesday)

Time	Activities / areas to be visited			Auditee
9.00 am	Overview of current activities of CU by audit team & Logistics discussion to the sites to be visited at Bebar Estate .			Management Representative
9.15 am	To assign each audit team members – site and the P&C requirements			
	Dzul Bebar Estate	Rahayu Bebar Estate	Rozaimie Bebar Estate	
	Coverage of assessment: P1, P2, P3, P4, P6, P7: <ul style="list-style-type: none"> Follow up from previous assessment findings. Laws and regulations Production area field inspections (harvesting, spraying, manuring, OP nursery, replanting area, peat area & etc.) Training and skill development programs Discussion with relevant management (CSR, community affairs) and view documentation such as SIA, assessment and management plans. Interview with Union/workers representatives Interview with external stakeholders i.e. local communities, contractors, supplier, etc. Consultation with relevant government agencies Local communities and stakeholders Local sustainable development Support smallholder inclusion Complaints and grievances 	Coverage of assessment: P1, P2, P3, P4, P6, P7: <ul style="list-style-type: none"> Follow up from previous assessment findings. Laws and regulations Training and skill development programs Discussion with relevant management (CSR, community affairs) and view documentation such as SIA, assessment and management plans. Interview with Union/workers representatives Interview with gender committee, worker representative, contractors, supplier, etc Workers Issues & welfare Facilities provided at line site inspection (i.e. worker quarters, mosque, surau, community center, School/CLC, Humana/Crèche, provision shop & etc) HCV/RTE and action plan Continuous improvement 	Coverage of assessment: P1, P2, P3, P4, P6, P7: <ul style="list-style-type: none"> Follow up from previous assessment findings. Laws and regulations Safety & Health practice – witness activities at site Hazard identification and Risk Management Chemical management Waste management including disposal site Aspects/impacts of estate management Production area field inspection (harvesting, spraying, manuring, OP nursery, replanting area, peat area & etc.) Facilities at workplace inspection (water treatment plant, clinic, stores, workshop, landfill area & etc.) Controlled/open burning Pollution mitigating plans River system and Effluent Treatment/Discharge Buffer/Riparian Zones 	

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	<ul style="list-style-type: none"> ▪ Mill Boundary, adjacent and neighbouring land use ▪ External stakeholders issues & welfare ▪ Controlled/open burning ▪ Good Agriculture Practices ▪ Continuous improvement <p>Other area identified during the assessment.</p>	Other area identified during the assessment.	<ul style="list-style-type: none"> ▪ Management and disposal of waste including pesticides containers ▪ Training and skill development programs ▪ Continuous improvement <p>Other area identified during the assessment.</p>
12.30 pm	LUNCH BREAK & ZUHUR PRAYER		
1.30 pm	Continue assessment / Verification on outstanding issues / Auditor to inform auditee on the required document / records		
5.00 pm	Audit team discussion / Interim closing / End of Day 2 audit		
9.00pm	Discussion LA and teams on potential NCRs		

Day Three: 26/01/2022 (Wednesday)

Time	Activities / areas to be visited			Auditee
9.00 am	Overview of current activities of CU by audit team & Logistics discussion to the sites to be visited at Sg. Jernih Estate .			Management Representative
9.15 am	To assign each audit team members – site and the P&C requirements			
	Dzul Sg. Jernih Estate	Rahayu Sg. Jernih Estate	Rozaimiee Sg. Jernih Estate	
	Coverage of assessment: P1, P2, P3, P4, P6, P7: <ul style="list-style-type: none"> ▪ Follow up from previous assessment findings. ▪ Laws and regulations ▪ Production area field inspections (harvesting, spraying, manuring, OP nursery, replanting area, peat area & etc.) ▪ Training and skill development programs ▪ Discussion with relevant management (CSR, community affairs) and view documentation such as SIA, assessment and management plans. ▪ Interview with Union/workers representatives ▪ Interview with external stakeholders i.e. local communities, contractors, supplier, etc. 	Coverage of assessment: P1, P2, P3, P4, P6, P7: <ul style="list-style-type: none"> ▪ Follow up from previous assessment findings. ▪ Laws and regulations ▪ Training and skill development programs ▪ Discussion with relevant management (CSR, community affairs) and view documentation such as SIA, assessment and management plans. ▪ Interview with Union/workers representatives ▪ Interview with gender committee, worker representative, contractors, supplier, etc ▪ Workers Issues & welfare ▪ Facilities provided at line site inspection (i.e. worker quarters, mosque, surau, community center, 	Coverage of assessment: P1, P2, P3, P4, P6, P7: <ul style="list-style-type: none"> ▪ Follow up from previous assessment findings. ▪ Laws and regulations ▪ Safety & Health practice – witness activities at site ▪ Hazard identification and Risk Management ▪ Chemical management ▪ Waste management including disposal site ▪ Aspects/impacts of estate management ▪ Production area field inspection (harvesting, spraying, manuring, OP nursery, replanting area, peat area & etc.) ▪ Facilities at workplace inspection (water treatment plant, clinic, stores, workshop, landfill area & etc.) 	

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	<ul style="list-style-type: none"> ▪ Consultation with relevant government agencies ▪ Local communities and stakeholders ▪ Local sustainable development ▪ Support smallholder inclusion ▪ Complaints and grievances ▪ Mill Boundary, adjacent and neighbouring land use ▪ External stakeholders issues & welfare ▪ Controlled/open burning ▪ Good Agriculture Practices ▪ Continuous improvement <p>Other area identified during the assessment.</p>	<p>School/CLC, Humana/Crèche, provision shop & etc)</p> <ul style="list-style-type: none"> ▪ HCV/RTE and action plan ▪ Continuous improvement <p>Other area identified during the assessment.</p>	<ul style="list-style-type: none"> ▪ Controlled/open burning ▪ Pollution mitigating plans ▪ River system and Effluent Treatment/Discharge ▪ Buffer/Riparian Zones ▪ Management and disposal of waste including pesticides containers ▪ Training and skill development programs ▪ Continuous improvement <p>Other area identified during the assessment.</p>
12.30 pm	LUNCH BREAK & ZUHUR PRAYER		
1.30 pm	Continue assessment / Verification on outstanding issues / Auditor to inform auditee on the required document / records		
5.00 pm	Audit team discussion / Interim closing / End of Day 3 audit		
9.00pm	Discussion LA and teams on potential NCRs		

Day Four: 27/01/2022 (Thursday)

Time	Activities / areas to be visited			Auditee
9.00 am	Overview of current activities of CU by audit team & Logistics discussion to the sites to be visited at Sg. Jernih POM .			Management Representative
9.15 am	To assign each audit team members – site and the P&C requirements			
	Dzul Sg. Jernih POM	Rahayu Sg. Jernih POM	Rozaimie Sg. Jernih POM	
	Site visit and assessment on Supply Chain Implementation including the: <ul style="list-style-type: none"> ▪ Model used ▪ General Chain of Custody ▪ System Requirements for the supply chain ▪ Documented procedures ▪ Purchasing and goods in 	Coverage of assessment: P1, P2, P3, P4, P6, P7: <ul style="list-style-type: none"> ▪ Follow up from previous assessment findings. ▪ Laws and regulations ▪ Training and skill development programs ▪ Discussion with relevant management (CSR, community affairs) and view documentation such as SIA, assessment and management plans. ▪ Interview with Union/workers representatives 	Coverage of assessment: P1, P2, P3, P4, P6, P7: <ul style="list-style-type: none"> ▪ Follow up from previous assessment findings. ▪ Laws and regulations ▪ Safety & Health practice – witness activities at site ▪ Hazard identification and Risk Management ▪ Chemical management ▪ Waste management including disposal site ▪ Aspects/impacts of mill management 	

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	<ul style="list-style-type: none"> ▪ Outsourcing activity ▪ Sales and goods out ▪ Processing ▪ Records keeping ▪ Registration ▪ Training ▪ Claims <p>Coverage of assessment: P1, P5, P7, P6:</p> <ul style="list-style-type: none"> ▪ Follow up from previous assessment findings ▪ Laws and regulations ▪ Consultation with relevant government agencies ▪ Local communities and stakeholders ▪ Local sustainable development ▪ Support smallholder inclusion ▪ Complaints and grievances ▪ Mill Boundary, adjacent and neighbouring land use ▪ Continuous improvement <p>Other area identified during the assessment</p>	<ul style="list-style-type: none"> ▪ Interview with gender committee, worker representative, contractors, supplier, etc ▪ Workers Issues & welfare ▪ Facilities provided at line site inspection (i.e. worker quarters, mosque, surau, community center, School/CLC, Humana/Crèche, provision shop & etc) ▪ HCV/RTE and action plan ▪ Continuous improvement <p>Other area identified during the assessment.</p>	<ul style="list-style-type: none"> ▪ Production area mill inspection (boiler, sterilizers, loading ramp & etc.) ▪ Facilities at workplace inspection (water treatment plant, clinic, stores, workshop, landfill area & etc.) ▪ Controlled/open burning ▪ Pollution mitigating plans ▪ River system and Effluent Treatment/Discharge ▪ Buffer/Riparian Zones ▪ Management and disposal of waste including pesticides containers ▪ Mill Best Practices ▪ Training and skill development programs ▪ Continuous improvement <p>Other area identified during the assessment.</p>
12.30 pm	LUNCH BREAK & ZUHUR PRAYER		
1.30 pm	Continue assessment / Verification on outstanding issues / Auditor to inform auditee on the required document / records		
3.00 pm	Verification on outstanding issues for CU Auditor to inform auditee on the required document / records Continue Audit Team discussion and preparation of assessment findings.		
3.30 pm	Discussion and acceptance on assessment findings with Management Representative and visited site Plantation / Scheme Manager		
4.00 pm	Closing meeting at the CU		
5.00 pm	End of audit		

Note: This audit plan is subject to change whenever necessary, and the Client's representative will be informed of any

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Attachment 3

RSPO P&C AUDIT CHECKLIST AND FINDINGS (MYNI 2019 FOR RSPO P&C 2018)

Principle 1: Behave ethically and transparently

Drive ethical business behaviour, build trust and transparency with stakeholders to ensure strong and healthy relationships.

Clause	Indicators	Comply Yes/No	Findings
1.1 The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	1.1.1 (C) Documents that are specified in the RSPO P&C are made available to the public.	YES	Sg. Jernih CU continued to implement the procedure for responding to any communication as outlined in their Estates/Mill quality management system documents. The records of communication were identified and maintained in different files depending on the stakeholder. Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making. The CU continued to use internet for disseminating public information. Information relating to land titles, safety and health plans, pollution prevention plans and the procedure for complaints and grievances are available through Boustead Plantation website at http://www.bousteadplantations.com.my/home.html .
	1.1.2 Information is provided in appropriate languages and accessible to relevant stakeholders.	YES	Based onsite verification, the information provided for planted hectareage for all estates was tele and accurate figures with the oil pam area statement.
	1.1.3 (C) Records of requests for information and responses are maintained.	YES	The Sg. Jernih CU continued to maintain stakeholders for contractors, vendors/suppliers, government agencies, schools, local communities, etc. It was noted that Boustead has revised their website, http://www.bousteadplantations.com.my/home.html to include all management documents relating to the unit's environmental, social and legal issues demonstrating commitment towards compliance to RSPO criteria.
	1.1.4 (C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative.	YES	Consultation and Communication Procedure is available and documented. It is applicable for both internal and external communications. This is also available in a flow-chart format known as Carta Aliran Aduan/Pendapat, Prosedur untuk Berkomunikasi for internal communication, and for external communication the procedure is known as Flowchart and Procedure on Handling Social Issue, Grievance Procedure, Fair Compensation Procedure.
	1.1.5 There is a current list of contact and details of stakeholders and their nominated representatives.	YES	The current stakeholder lists for all units within Sg Jernih BU were made available to the auditors during the audit and updated as of January 2022. Each stakeholder list contains all relevant stakeholders and details of their nominated representatives.

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Clause	Indicators	Comply Yes/No	Findings
1.2 The unit of certification commits to ethical conduct in all business operations and transactions.	1.2.1 A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.	YES	A Policy for ethical conduct is available known as 'Code of Ethics & Conduct'. Based on interviews with sampled contractors including manpower service providers, evidence is available that the Code of Ethics are being implemented. The requirement to comply with this Policy is also included in contracts signed with third parties.
	1.2.2 A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.	YES	The system in place to monitor compliance and implementation of the Policy is via internal audits and integrity pledges signed by contractors which contain provisions requiring contractors to ensure compliance with the Company's Code of Ethics.

Principle 2: Operate legally and respect rights

Implement legal requirements as the basic principles of operation in any jurisdiction.

Clause	Indicators	Comply Yes/No	Findings
2.1 There is compliance with all applicable local, national and ratified international laws and regulations.	2.1.1 (C) The unit of certification complies with applicable legal requirements.	YES	It was evident that Sg. Jernih CU continue to comply with most of the applicable laws and regulations.
	2.1.2 A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.	NO	Sustainability Department Executive who is based in Kuala Lumpur is responsible to track any changes to the Acts and Regulations. This was done through communicating with the publisher of the documents. This mechanism was outlined in its procedure. The updating of the legal register was carried out on a periodical basis. Any change in the legal register is communicated to the respective CUs. A documented system for ensuring legal compliance was not in place. Condition imposed by the Labour Office for workers' salary deductions (for water and electricity) has not been followed. It was found during the audit that Labour Office permit dated 7.07.2017 issued to Bebar Estate for salary deduction for water and electricity requires that written application be obtained from the workers. Workers' written applications were obtained in 2011 only. Bebar Estate was not able to demonstrate that written applications from workers employed after 2011 have been obtained. <i>Therefore, a Minor Non-Compliance RZ 02 of 2022 was raised.</i>
	2.1.3 Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.	YES	Physical markers such as boundary drain, pegs and boundary stones along the perimeter adjacent to the estate land and other reserves are available at site and visibly maintained. All estates have maps to indicate the locations of the boundary pegs.
2.2 All contractors	2.2.1 A list of contracted parties is maintained.	YES	A list of contracted parties is maintained in the stakeholder list of each operating unit within Sg Jernih BU.

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Clause	Indicators	Comply Yes/No	Findings
providing operational services and supplying labour and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.	2.2.2 All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party. Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/accredited) for migrant workers, service providers and labour contractors, is available.	NO	<p>There is evidence that agreements with third parties contain clauses on meeting applicable requirements. However, Sg Jernih BU was not able to demonstrate due diligence of all contracted parties including service providers. Service providers, i.e., sundry shop and canteen operators at Bebar Estate and Sg. Jernih Estate have not complied with applicable legal requirements. It was found during the audit as follows:</p> <ol style="list-style-type: none"> 1) The sundry shop operator at Bebar Estate is selling LPG without license as required under Section 16 Control of Supplies Act 1961. 2) The canteen operator at Bebar Estate is operating the food canteen: <ol style="list-style-type: none"> a. Without business license as required under Section 5(1) Registration of Businesses Act 1956. b. Employing and allowing food handlers to work at the canteen without attending food handling training and allowing food handlers to work at the canteen without being medically examined and vaccinated by a registered medical practitioner as required under Regulation 11 of Food Hygiene Regulations 2009. 3) The canteen operator at Sg Jernih Estate is operating the food canteen: <ol style="list-style-type: none"> a. Without business license as required under Section 5(1) Registration of Businesses Act 1956. b. Allowing food handlers to work at the canteen without attending food handling training as required under Regulation 11 of Food Hygiene Regulations 2009. 4) During interview with 10 contractors' workers at Sg. Jernih Estate was informed they was not entitled to get paid Annual Leave benefits as per Employment Act, 1955 & Collective agreement NUPW/MAPA, agreement 2019– Fringe Benefits- article 18- Annual Leave. <p><i>Therefore, a Minor Non-Compliance RZ 01 of 2022 was raised.</i></p>
	2.2.3 All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.	YES	All contracts signed with contractors contain an addendum on compliance with all legal requirements related to employment laws, which would include laws related to employment of children and young persons, trafficked and forced labour. The contracts sampled were as per Indicator 2.2.2 above. Among the contractual terms include requirements for contractors to ensure workers are legalised, have valid passports and work permits, insurance coverage, no recruitment of child labour, no forced labour and no human trafficking.
2.3 All FFB supplies from outside the unit of certification are from legal sources.	2.3.1 (C) For all directly sourced FFB, the mill requires: <ul style="list-style-type: none"> • Information on geo-location of FFB origins. • Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder 	YES	Fresh Fruit Bunches are supplied from Boustead Plantation Berhad owned estates which are certified to RSPO. Sungai Jernih POM also is an Identity Preserved Mill. All Information on geo-location of FFB origins, Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder, One or more supporting documents for claims, Valid MPOB license, can be found in all indicator below.

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Clause	Indicators	Comply Yes/No	Findings
	<ul style="list-style-type: none"> One or more supporting documents for claims Valid MPOB license 		
	2.3.2 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.	YES	Fresh Fruit Bunches are supplied from Boustead Plantation Berhad owned estates which are certified to RSPO. Sungai Jernih POM also is an Identity Preserved Mill. Thus, there is no indirectly Sourced FFB used.

Principle 3: Optimise productivity, efficiency, positive impacts and resilience

Implement plans, procedures and systems for continuous improvement.

Clause	Indicators	Comply Yes/No	Findings
3.1 There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.	3.1.1 (C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.	YES	Sg. Jernih CU have established and implemented its commitment towards long term sustainability and improvements through a "5 YEARS PLANNING HORIZON". The 5 Years Planning Horizon shows a business plan for the year 2021 to 2025 where the throughput (FFB, CPO), Area statement & Yield, Cost and Capital Expenditure is projected. The business plan shows the commitments of estates and POM towards better management of resources to increase productivity while reducing the cost of expenditure. The Sg. Jernih CU have a yearly budget prepared by the management and approved by top management that indicates the business plan on an annual basis. This annual budget specifies into the details of the expenditures through better and more sustainable management.
	3.1.2 An annual replanting programme projected for a minimum of five years with yearly review, is available.	YES	Sg. Jernih CU had a Long Range Replanting Program up to 2027. The program was reviewed annually.
	3.1.3 The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertaken.	YES	Management review has been planned to conduct yearly basis. Sighted latest management review meeting has been conducted (combine RSPO, RSPO SCCS and MSPO) to discuss issues related to audit findings, estate and mill operations. The management review meeting for Boustead Sg. Jernih CU which were held in July 2021 via Virtual Meeting attended by Head BU, Sustainability Teams and all the estate/mill managers. It was chaired by Sustainability Chairman. Among the management review were discussed are: 1. Minutes/actions of previous meeting 2. RSPO/RSPO SC certification status 3. Results of internal audits 4. Status of preventive and corrective actions 5. Customer feedback

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Clause	Indicators	Comply Yes/No	Findings
			6. Changes affecting policy 7. Recommendations for improvement 8. Any other business (A.O.B) Management has transparently addressed the continuous suitability, adequacy, and effectiveness of the requirements for effective implementation of RSPO.
3.2 The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.	3.2.1 (C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.	YES	Each unit within Sg Jernih BU has its own continuous improvement plan. These were made based on social needs
	3.2.2 As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the RSPO metrics template.	YES	The monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the RSPO metrics template before the audit started. The auditor already verified and checked the data and figure given was true with their database system.
3.3 Operating procedures are appropriately documented, consistently implemented and monitored.	3.3.1 (C) Standard Operating Procedures (SOPs) for the unit of certification are in place.	YES	Sg. Jernih BU has developed several manuals for its use. Among them were: <ul style="list-style-type: none"> • Standard Operating Procedure (SOP) that provide guidelines to staff members in respect of certain major aspects of Estate and Mill operations. • Mill Operation Manual, that contained chapters, Safe Work Procedures, and Safe Work Procedure for Laboratory. • Common HSE Manual, for use by the Estate and Mill. • OPC Register – that provides guidelines Oil Palm from land clearing & planting to despatch of FFB. • Safe Work Procedure. • OSHA Manual, Occupational Safety and Health Guidelines • Procedure for the training entitled Sustainability Guidelines
	3.3.2 A mechanism to check consistent implementation of procedures is in place.	YES	Head of Business Unit, Plantation Advisory Department, Performance Monitoring Unit and Safety & Sustainability Department inspect and report to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements. Operating units visited maintain all records of monitoring and available for review. checklists were available and being used by the estates and mill for operations, health and safety monitoring, workers' welfare and environmental issues.
	3.3.3 Records of monitoring and any actions taken are	YES	Operating units visited maintain all records of monitoring and available for review. checklists were available and being used by the estates and mill for operations, health and safety monitoring, workers'

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Clause	Indicators	Comply Yes/No	Findings
	maintained and available.		welfare and environmental issues.
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.	3.4.1 (C) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/outgrower scheme, is documented.	YES	There was no new planting in Sg. Jernih CU. Environmental Aspect and Impact (EAI) and Social Impact Assessment (SIA) was conducted internally considering activities associated to estate and mill operations. Thus, this indicator not applicable.
	3.4.2 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.	YES	At Sungai Jernih CU, all the activities related Environment management has been discussed with relevant stakeholder during stakeholder meeting in Apr 2021. During the stakeholder meeting certified units has briefed to stakeholder regarding all the plan has been taken by management to protect the environment such as conservation area, buffer zone and collaboration management unit with environment authority such as PERHILITAN, and Perhutanan. However, there were no issues has been raised by stakeholder during this meeting. A Social Impact Assessment (SIA) report dated in August 2010 entitled 'Addressing the Social Dimensions of Oil Palm Developments in Boustead Plantations' is documented and made available during the audit. The SIA covers all the three estates and mill within the BU. Among the areas assessed included wages and decent living wage, employment conditions, living conditions, health & safety in the workplace, public health & safety, respect for human rights, communication with management, and community relations. The SIA was conducted in consultation with all significant stakeholders, namely local communities, neighbouring estates, nearby schools, relevant government agencies, contractors, suppliers, etc. Social management and monitoring plans were also established following consultations with the stakeholders. The plan contains a table identifying plans for mitigation of negative impacts, identification of person-in-charge, and timeframe for implementation.
	3.4.3 (C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.	YES	The environmental and social management and monitoring plan is implemented, reviewed and updated regularly in a participatory way through stakeholder meeting last stakeholder meeting has been carried out in April 2021. The monitoring plans are being reviewed and updated on an annual basis. Evidence was available that the monitoring plans are devised based upon consultations conducted with relevant stakeholders. These inputs were obtained from internal and external stakeholder meetings, from gender committee meetings, and complaints received. Sighted during the audit were monitoring plans for each unit FY2021/2022. The plan contains a table identifying plans for mitigation of negative impacts, identification of person-in-charge, and timeframe for implementation.
3.5 A system for managing human resources is in	3.5.1 Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and	YES	Employment procedures for recruitment, selection, hiring, are documented. For locals, the procedures are in SOP on Hiring of Local workers/Carta Alir Proses Pengambilan Pekerja Kilang Sawit Sungai Jernih. The procedure details out the process of hiring (application form, screening, interview, requisition approval from HR Manager/Estate Manager, medical check-up and issuance of letter of offer). This procedure was

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Clause	Indicators	Comply Yes/No	Findings
place.	made available to the workers and their representatives where applicable.		confirmed by a Mill Manager at the Sungai Jernih BU verified through the worker's personal file. For foreign workers, the employment procedures are contained in Boustead Plantation Foreign Workers Procedure issued in January 2016. Employment procedures for retirement and termination are available in the local workers' employment contracts. Similarly, foreign workers' contracts also contain provision for mutual termination. Retirement procedure is not applicable to foreign workers.
	3.5.2 Employment procedures are implemented, and records are maintained.	YES	Based on the review of workers' personal files and interviews conducted, evidence was available that employment records were maintained, and employment procedures implemented. These documents included application form, interview records, medical test results, copies of identification document (passport, IC), employment contracts and letters of offer.
3.6 An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.	3.6.1 (C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented.	YES	The hazard identification, risk assessment and risk control (HIRARC) procedure has been established. Sg. Jernih CU have conducted the risk assessment on all its operation as well as determining their control measures.
	3.6.2 (C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.	YES	Occupational health and safety (OHS) management plan for Sg. Jernih CU had been established. The OHS management plan sighted addressed issues related to hazards and risks, legal register and its requirements for compliance, OSH awareness and training program, accident and emergency procedures, audiometric test, use of PPE, OSH Committee meetings, etc. Generally, the OSH plans 2020 were acceptable.
3.7 All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.	3.7.1 (C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and outgrowers, taking into account gender-specific needs, and which covers applicable aspects of the RSPO P&C, in a form they understand, and which includes assessments of training.	YES	Formal training programmed covered all aspects of the RSPO Principles and Criteria. Regular assessments of training needs were presented to auditors at Sg Jernih CU. Training Plan was established for year 2021. Training needs identification matrix has been established with target dates for the training to be conducted. The training program includes spraying training, harvesting training, manuring training, fire drill training, tractor driver training, grievance procedure training, buffer zone training, biodiversity training, policy briefing, IPM training.
	3.7.2 Records of training are maintained, where appropriate on an individual basis.	YES	Records of training are maintained and available at Sg. Jernih CU.

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Clause	Indicators	Comply Yes/No	Findings
	3.7.3 Appropriate training is 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.	YES	Training was carried out in May 2021 at SJPOM to the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS).

SUPPLY CHAIN REQUIREMENTS FOR MILLS

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
3.8.1	Identity Preserved Module A mill is deemed to be IP is the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO P&C, or against a Group Certification Scheme Certification for the CPO mills is necessary to verify the volumes and sourced of certified FFB entering the mill, the implementation of any processing control as and volume sales of RSPO certified products. If a mill processes certified and uncertified FFB without physically separating them, the inly MB Module is applicable.	YES	Sungai Jernih POM (SJPOM) has continued to maintain IP model and sourced for their FFB only from estates under the same CU which involve, Ladang Tabung Tentera – Terengganu Estate, Sungai Jernih Estate, and Bebar Estate. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products. Refer to Table 3-MB for the relevant production data.
3.8.2	Mass balance Module A mill is deemed to be MB is 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 3 rd party certified supply base.	YES	Not applicable.
3.8.3	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	YES	Projection data available as in Table 4-MB of this report.

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
3.8.4	The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).	YES	The mill observed to have met registration and reporting requirements for supply chain through the RSPO Palm Trace. The registration information was: RSPO membership no.: 1-0012-04-000-00 Registered under company: BOUSTEAD RIMBA NILAI SDN BHD – SUNGAI JERNIH BUSINESS UNIT. Copy of Shipping Announcement was provided during the audit as evident of compliance to reporting requirement as listed by the standard.
3.8.5	<p>The site shall have written procedures and/or work instructions to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 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 organisation's procedures for the implementation of this standard. The site shall have documented procedures for receiving and processing certified and non-certified FFBs. 	YES	<p>The Supply Chain Procedure was sighted and found all elements of the RSPO Supply Chain standard. The procedure was kept in file RSPO Supply Chain (SCC).</p> <p>Appropriate training for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS) has been conducted in March 2021 by Mill Engineer to Cadet Assistant, Weighbridge Operator, Lab Operator, Auxiliary Police and Supervisor. For contractor training related SCCS has been conducted in the same month.</p> <p>The Manager has the overall responsibility and authority over the implementation of the supply chain requirements in the Sg Jernih POM. It was noted Manager has assigned Assistant Engineer to ensure the implementation of supply chain procedure met the RSPO requirements. Interviewed with relevant person in-charge at critical control point was revealed they are understood on the RSPO standard requirements which requires no mixing of RSPO certified and non RSPO certified material in receiving, processing, storage and delivery.</p> <p>Sg Jernih POM has implemented Clause 7.0 – Purchasing and Goods In <i>RSPO: Supply Chain Standard</i> for receiving and processing certified and non-certified FFBs. Sg Jernih POM only received certified FFB from own certified estates.</p>
3.8.6	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organisation;</p> <ul style="list-style-type: none"> Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. Effectively implements and maintains the standard requirements within its organisation. Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal 	YES	RSPO Internal Audit follow as per procedure RSPO Supply Chain. The internal audit was conducted on 26th – 29th July 2021 via Remote Audit and report was made available to the management for their review. Generally, the RSPO system has been maintained in good order as per requirements of RSPO MYNI 2019 Standard and RSPO Supply Chain Certification Standard Revision 2020. From the internal audit report, there was recorded 1 OFI for SCCS. Audit Attendance sheet, audit plan, audit notes, and OFI was sighted by auditor. Sg Jernih POM has taken necessary action to improve the OFI. The management review meeting for Boustead Sg. Jernih CU which were held on 29/07/2021 via Virtual Meeting attended by Head BU, Sustainability Teams and all the estate/mill managers.

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The organisation shall be able to maintain the internal audit records and reports.		
3.8.7	<p>The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p> <p>The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.</p>	YES	<p>Sg. Jernih POM had continued to receive certified FFB from own Estate Which is LTTT Estate, Bebar Estate and Sg. Jernih Estate. The validity of the certificate of the supplier has been checked accordingly. Sighted sample FFB consignment note for LTTT Estate, Bebar Estate and Sg. Jernih Estate. Among the information available on the FFB consignment note are estate name, delivery date, no of FFB bunches, FFB weight, quantity, unique identification number. Monitoring records titled as <i>"Identity Preserved Records for Oil Mills"</i> has recorded the tonnage of certified FFB and its supplying estate.</p> <p>The Weighbridge Clerk checked and verified the consignment notes issued by the supplying estates for the in-coming RSPO certified FFBs. SJPOM still kept copies of the FFB Consignment Notes or FFB Delivery Notes issued by the supplying estates.</p>
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-documents or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documentation and specification documentation):</p> <ul style="list-style-type: none"> a) The name and address of buyer; b) The name and address of the seller c) The leading or shipment/delivery date; d) The date on which the documents were issued; e) RSPO certificate number; f) A description of the product, including the applicable supply chain model (IP or MB or the approved abbreviations); g) The quantity of the products delivered; h) Any related transport documentation i) A unique identification number 	YES	<p>Documented procedures related to sales and goods out were sighted and found adequate. The requirement of sales & goods out especially on notation of applicable Supply Chain model & Certificate number being complied by indicating in weighbridge dispatch ticket. Detail of weighbridge ticket, CPO dispatch note, Dispatch oil quality ticket, Authorization from transporter, Borang MPOB L3, CPO dispatch authorization has been verifying by the auditor.</p>
3.8.9	<p>Outsourcing Activities</p> <ul style="list-style-type: none"> (i) The mill shall not outsource its milling activities. In cases where the mill outsourced activities to independent third parties (e.g. 	YES	<p>Sg Jernih mill has outsource the transportation of certified CPO and certified PK to MNAN Resources Sdn Bhd. and Aik Heng Hung Sdn Bhd. An agreement covering the outsources activity were sighted. During stakeholder meeting 2</p>

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	<p>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 SC Certification.</p> <p>(ii) The mill shall ensure the following:</p> <ul style="list-style-type: none"> a) The mill has legal ownership of all input material to be included in outsourced processes b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that CB has access to the outsourcing contractor or operation if an audit is deemed necessary. c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor. 		<p>representatives from both contractors attended the meeting. It has been noted that the meeting highlighted the information on the implementation of RSPO standard. There is also addendum stated that the transporter shall comply with 'to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary'.</p>
3.8.10	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	YES	The procedure in handling of sale and delivery was sighted and found adequate. Sales activities usually handled by Boustead Estate Agency Sdn Bhd., Marketing Department (HQ) on behalf of Sungai Jernih POM.
3.8.11	The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.	YES	No new contractors used and will be used in the future for the processing or production of RSPO certified materials.
3.8.12	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.	YES	The records of the volume purchased (input) and claimed (output) over a period of 12 months was updated in 'Mass Balance Records for Oil Mill'.
	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	YES	All records related to RSPO SC were maintained minimum for 2 years. Sample CPO dispatch note since Jan 2015 until to date was available and well maintained.
	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.	YES	SJPOM has maintained to record receipts of RSPO certified FFB and deliveries of RSPO certified CPO & PK using three monthly basis. Was sighted that all the data were found up to date.
	iv) For Mass Balance Module, the mill: a. shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis. b. All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.	YES	Not applicable.

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	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.)		
3.8.13	Extraction rate The oil extraction rate (OER) and the kernel extraction rate (KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.	YES	SJPOM process all the received certified crop & their processing output will be based on their actual Oil Extraction Rate (OER) as well as Kernel Extraction Rate (KER). These figures were monitored on daily & monthly basis by the mill using the prepared template (e.g. Monthly Production Report – Physical Movement).
3.8.14	Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.	YES	
3.8.15	Processing For Identity Preserved Module, the mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm products, including during transport and storage to strive for 100% separation.	YES	The records of the volume purchased (input) and claimed (output) over a period of 12 months was updated in 'Mass Balance Records for Oil Mill'. SJPOM has maintained to record receipts of RSPO certified FFB and deliveries of RSPO certified CPO & PK using three monthly basis. Was sighted that all the data were found up to date.
3.8.16	Registration of Transactions i) Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date. ii) Remove: RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform	YES	The mill observed to have met registration and reporting requirements for supply chain through the RSPO Palm Trace. The registration information were: RSPO membership no : 1-0012-04-000-00 Registered under company : BOUSTEAD RIMBA NILAI SDN BHD – SUNGAI JERNIH BUSINESS UNIT
3.8.17	Claims The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.	YES	Relevant information on product claim (including applicable Supply Chain model and certificate number) being correctly indicated in the relevant outgoing paperwork. Sg Jernih POM has not use RSPO corporate logo as well as trademark logo.

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Principle 4: Respect community and human rights and deliver benefits

Respect community rights, provide equal opportunities, maximise benefits from engagement and ensure remediation where needed.

Clause	Indicators	Comply Yes/No	Findings
4.1 The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders.	4.1.1 (C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders, 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.	YES	Boustead Plantations Berhad had established a Human Rights Policy dated 2 December 2019. This Policy respects not just human rights, but also states that the Company would not be complicit in human rights infringement and prohibits retaliation against Human Rights Defenders. This Policy is documented and displayed at main notice boards and disseminated to workers during muster briefings.
	4.1.2 The unit of certification does not instigate violence or use any form of harassment in their operations.	YES	There is no evidence of any use of violence or the instigation of violence within Sg Jernih BU. This was further verified during interviews held with the workers and external stakeholders such as contractors and suppliers.
4.2 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.	4.2.1 (C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.	YES	Each Estate and Mill within the Sg Jernih Business Unit has its own complaints and grievance procedure known as Prosedur Aduan ke Pihak Atasan dated 2.02.2021 signed by each Estate Manager. This procedure is disclosed during internal and external stakeholder meetings held at each unit and displayed at the main notice boards. The procedure is applicable to all workers for all types of complaints and grievances including sexual harassment. The procedure is accompanied by a flowchart which shows the flow of complaints received and the days within which action should be taken. Based on the procedure, evidence is available that the system allows for effective and timely resolution of grievances. The procedure also assures that all complainants and Human Rights Defenders, whistleblowers and spokespersons would not be intimidated or face any risk of reprisals.
	4.2.2 Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.	YES	The procedure is displayed at all main notice boards and explained during muster briefings and external stakeholder meetings. For illiterate parties, the procedure was explained verbally and if necessary, with the help of a translator. Interviews conducted with workers confirmed their understanding of the complaints and grievance procedure.
	4.2.3 The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is	YES	Complainants are kept aware of the status of action taken following each complaint.

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Clause	Indicators	Comply Yes/No	Findings
	available and communicated to relevant stakeholders.		
	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.	YES	It was verified during the audit that the conflict resolution mechanism for Boustead Plantation Berhad does contain options for aggrieved parties to access independent advice. It also provides for the option of a third-party mediator.
4.3 The unit of certification contributes to local sustainable development as agreed by local communities.	4.3.1 Contributions to community development that are based on the results of consultation with local communities are demonstrated.	YES	The BU also employ and offer job opportunities for local communities including the indigenous communities from the nearby settlements.
4.4 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.	4.4.1 (C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents related to the history of land tenure and/or the actual legal or customary use of the land are available.	YES	It has been verified that Boustead Sungai Jernih has bought the land of Sungai Jernih and Bebar estate from LKPP on 16 April 1994, as Country Lease (Pajakan Negeri). It was previously owned by Pahang state Government, and it was given to LKPP as one of Government Link Companies. Boustead has bought the land from LKPP. Interviews with Orang Asli from Kg Langkap, Kg Sawa Batu, Kg Dungun, Kg Runchang confirmed that they do not have any issue on that. The land titles were for planting either oil palm or agricultural crops for economic value. For LTT Terengganu, the Land was owned by Terengganu Government and bought by Persatuan Bekas Perajurit Malaysia (PERWIRA) in 1990. After that PERWIRA has changed their name to Tabung Angkatan Tentera Terengganu and then merged with Boustead in 1991 and the Estate has been managed by Boustead until now. Interviews with Villagers from Kg Jenang Baru, Felda Seberang Tayor, Kg Air Putih, Kg Cheneh Baru confirmed that, there is no issue regarding Land title at LTT Terengganu Estate. It has been confirmed that Boustead has the right to use the land which is legitimately owned by their company. Evidence of legal ownership of the land including history of land tenure was verified during this audit. Each estate was provided with legal use of the land through a Country Lease signed by the Director of Lands and Surveys of Pahang and Terengganu following the payment of premium. This document was made available by all the individual estates.
	4.4.2 Copies of documents evidencing agreement-making processes and negotiated	YES	As reported in 4.4.1 of this checklists, it has been verified that the land is now legitimately owned by Sungai Jernih BU since 1990-1994. The audit team had confirmed that there were no land issues related to previous owners.

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Clause	Indicators	Comply Yes/No	Findings
	agreements detailing the FPIC process are available and include:		The audit team has also interviewed with villager representatives and it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.
	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.	YES	
	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.	YES	
	4.4.2c Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land.	YES	
	4.4.3 (C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities).	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Sungai Jernih CU since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate. Hence, there was no map showing the legal, customary, or user right of other users since 1990-1994.

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Clause	Indicators	Comply Yes/No	Findings
	4.4.4 All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.	YES	This requirement in this indicator does not apply to Sungai Jernih CU
	4.4.5 (C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.	YES	This requirement in this indicator does not apply to Sungai Jernih CU
	4.4.6 There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties.	YES	This requirement in this indicator does not apply to Sungai Jernih CU
4.5 No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.	4.5.1 (C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.	YES	Based on Social Impact Assessment (SIA) Report for Sungai Jernih CU and land title, there was no new plantings are established on local peoples' land. It has been verified that the land is legitimately owned by Sungai Jernih CU since 1990-1994. The audit team had confirmed that there were no land issues related to previous owners.
	4.5.2 (C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, with all the relevant information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Boustead Sungai Jernih since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office, Kuala Lumpur and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate. The audit team has also interviewed relevant stakeholders such as villager representatives and it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.

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Clause	Indicators	Comply Yes/No	Findings
	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.	YES	(Onsite) As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Boustead Sungai Jernih since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office, Kuala Lumpur and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighbouring estate. The audit team has also interviewed relevant stakeholders such as villager representatives and it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.
	4.5.4 To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Boustead Sungai Jernih since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office, Kuala Lumpur and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate. The audit team has also interviewed relevant stakeholders such as villager representatives and it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.
	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.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Boustead Sungai Jernih since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office, Kuala Lumpur and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate. The audit team has also interviewed relevant stakeholders such as villager representatives and it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.
	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	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Boustead Sungai Jernih since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office, Kuala Lumpur and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and

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Clause	Indicators	Comply Yes/No	Findings
	issuance of a new concession or land title to the operator.		neighbouring estate. The audit team has also interviewed relevant stakeholders such as villager representatives and it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.
	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.	YES	There were no new lands acquired for plantation and mills after 15/11/2018 as verified during this Assessment at Boustead Sungai Jernih CU. The current operation area including mill and estates as per stated in the land title
4.6 Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with thru a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	4.6.1 (C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.	YES	The procedure for identifying legal, customary or user rights, and compensation process is incorporated in the Prosedur Penentuan Hak Pemilikan Tanah / Procedure in resolving land conflict'. The CU had also developed a SOP - Fair Compensation in order to handle any issues related with compensation. In accordance with the 'Prosedur Penentuan Hak Pemilikan Tanah' and SOP - Fair Compensation, the procedure for calculating and distributing fair compensation falls within the purview of the Land Management Department of at the Boustead Head Office. The procedure stipulates the involvement of the respective estate management, Land Office, NGOs and the affected parties in the negotiation procedures.
	4.6.2 (C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.	YES	In accordance with the "Prosedur Penentuan Hak Pemilikan Tanah" and SOP - Fair Compensation, the procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established. However, there was no issue/case related to this indicator as verified by audit team during consultation with staff and workers at mill and visited estates.
	4.6.3 Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings.	YES	There were no scheme small holdings at Sungai Jernih CU. The Fresh Fruit Bunches are supplied from Boustead owned estates which are certified to RSPO.
	4.6.4 The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them.	YES	There was no process and outcomes of any negotiated agreements, compensation and payments to any affected parties.

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Clause	Indicators	Comply Yes/No	Findings
4.7 For new planting, 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.	4.7.1 (C) A mutually agreed procedure for identifying people entitled to compensation is in place.	YES	The procedure for identifying legal, customary or user rights, and compensation process is incorporated in the 'Prosedur Penentuan Hak Pemilikan Tanah' and SOP - Fair Compensation. In accordance with the 'Prosedur Penentuan Hak Pemilikan Tanah' and SOP - Fair Compensation, the procedure for calculating and distributing fair compensation falls within the purview of the Land Management Department of at the Boustead Head Office. The procedure stipulates the involvement of the respective estate management, Land Office, NGOs and the affected parties in the negotiation procedures.
	4.7.2 (C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.	YES	There was no issue regarding compensation (monetary or otherwise) with villagers, local community and neighboring estate. The audit team has also interviewed relevant stakeholders such as villager representatives and it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.
	4.7.3 Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.	YES	It has been verified that the land is legitimately owned by Boustead Sungai Jernih since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office, Kuala Lumpur and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate. The audit team has also interviewed relevant stakeholders such as villager representatives and it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.
4.8 The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrate that they have legal, customary, or user rights.	4.8.1 Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation customary, or user rights at the time provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.	YES	It has been verified that the land is legitimately owned by Boustead Sungai Jernih since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office, Kuala Lumpur and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate. The audit team has also interviewed relevant stakeholders such as villager representatives and it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.
	4.8.2 (C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the CU addresses any unresolved conflict thru appropriate conflict resolution mechanisms.	YES	Land conflict is not present in the area of the unit of certification. The audit team has also interviewed relevant stakeholders such as villager representatives and it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.

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Clause	Indicators	Comply Yes/No	Findings
	4.8.3 Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant req.	YES	There was no evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations. The audit team has also interviewed relevant stakeholders such as villager representatives and it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.
	4.8.4 For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring communities where applicable).	YES	There was no conflict or dispute over the land. The audit team has also interviewed relevant stakeholders such as villager representatives and it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.

Principle 5: Support smallholder inclusion

Include smallholders in RSPO supply chains and improve their livelihoods through fair and transparent partnerships.

Clause	Indicators	Comply Yes/No	Findings
5.1 The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.	5.1.1 Current and previous period prices paid for FFB are publicly available and accessible by smallholders.	YES	For Sungai Jernih POM, being an Identity Preserved Mill, Sungai Jernih Palm Oil Mill does not purchase FFB from smallholders, and no smallholders are in Sungai Jernih supply base. Therefore, this indicator is not applicable.
	5.1.2 (C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders.	YES	For Sungai Jernih POM, being an Identity Preserved Mill, Sungai Jernih Palm Oil Mill does not purchase FFB from smallholders, and no smallholders are in Sungai Jernih supply base. Therefore, this indicator is not applicable.
	5.1.3 (C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented.	YES	For Sungai Jernih POM, being an Identity Preserved Mill, Sungai Jernih Palm Oil Mill does not purchase FFB from smallholders, and no smallholders are in Sungai Jernih supply base. Therefore, this indicator is not applicable.
	5.1.4 (C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments	YES	There is no Evidence is available that all parties, including women and independent representative organizations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. So far, there was no third-party FFBs sent to the mill.

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Clause	Indicators	Comply Yes/No	Findings
	through FFB price reductions for replanting and or other support mechanisms where applicable.		
	5.1.5 Contracts are fair, legal and transparent and have an agreed timeframe.	YES	Fresh Fruit Bunches were supplied from Boustead Plantation Berhad owned estates, which is Sungai Jernih Estate. Bebar Estate and LTT Terengganu Estate. So far, there was no third-party FFBs sent to the mill. Thus, no contract involved with smallholder.
	5.1.6 (C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.	YES	Interviews conducted with contractors and suppliers, had confirmed their understanding of their rights and obligations under the contract. The contractors confirmed the fairness of the terms of their contract, and payments are usually received within 7 to 10 days of invoice issuance.
	5.1.7 Weighing equipment is verified by an independent third party on a regular basis (this can be government).	YES	Weighing Equipment in SJPOM has been calibrated in yearly basis using Metrology Corporation Malaysia Sdn Bhd last in Dec 2021.
	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.	YES	Boustead Plantation 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.
	5.1.9 (C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner.	YES	A grievance mechanism which respects anonymity and protects complainants is in place at the Sungai Jernih CU as per the Procedure for External Communication, and as per SOP Carta Aliran Pengendalian Isu Sosial. As at to date there is no complaint by stakeholders.
5.2 The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.	5.2.1 The unit of certification consults with interested smallholders (irrespective of type) 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.	YES	For Sungai Jernih POM, being an Identity Preserved Mill, Sungai Jernih Palm Oil Mill does not purchase FFB from smallholders, and no smallholders are in Sungai Jernih supply base. Therefore, this indicator is not applicable.
	5.2.2 The unit of certification develops and implements smallholder support program 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 Standard for Independent Smallholder).	YES	For Sungai Jernih POM, being an Identity Preserved Mill, Sungai Jernih Palm Oil Mill does not purchase FFB from smallholders, and no smallholders are in Sungai Jernih supply base. Therefore, this indicator is not applicable.

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Clause	Indicators	Comply Yes/No	Findings
	5.2.3 Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.	YES	For Sungai Jernih POM, being an Identity Preserved Mill, Sungai Jernih Palm Oil Mill does not purchase FFB from smallholders, and no smallholders are in Sungai Jernih supply base. Therefore, this indicator is not applicable.
	5.2.4 (C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.	YES	For Sungai Jernih POM, being an Identity Preserved Mill, Sungai Jernih Palm Oil Mill does not purchase FFB from smallholders, and no smallholders are in Sungai Jernih supply base. Therefore, this indicator is not applicable.
	5.2.5 The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.	YES	For Sungai Jernih POM, being an Identity Preserved Mill, Sungai Jernih Palm Oil Mill does not purchase FFB from smallholders, and no smallholders are in Sungai Jernih supply base. Therefore, this indicator is not applicable.

Principle 6: Respect workers' rights and conditions

Protect workers' rights and ensure safe and decent working conditions.

Clause	Indicators	Comply Yes/No	Findings
6.1 Any form of discrimination is prohibited.	6.1.1 (C) A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.	YES	Reviewed during the audit was Boustead's Equal Opportunity Policy updated in Dec 2019 which is publicly available at all main notice boards within the Sg Jernih BU. This document reiterates Boustead's policy on equal opportunity in all aspects of its employment including recruitment, training and promotion with no discrimination based on ethnic origin, caste, nationality, religion, age, etc. The Policy identifies under-represented groups who are encouraged to apply for training and employment opportunities with the Company, and that where possible, special training will be provided for such groups to prepare them to compete on equal terms for jobs and promotion.
	6.1.2 (C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for migrant workers.	YES	Based on documentation review which included employment contracts, workers' pay slips, interviews with workers and field observations, there was no evidence of any forms of discrimination in any of the operating units within Sg Jernih BU. Employment contracts and payslips revealed that foreign and local workers receive the same rate of pay, housing allocation and are able to enjoy the same benefits such as medical coverage, use of amenities, etc. Foreign workers interviewed also confirmed that there was no payment of any recruitment fees.
	6.1.3 The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.	YES	During the audit, personal files containing workers' particulars including relevant certificates, training records, medical examination results and employment contracts were reviewed. Evidence was available that selection, hiring and access to training were based on skills, experience, capabilities, and medical fitness suitable for the respective jobs. The sampled documents are as per the details in Indicator 6.1.2 above.
	6.1.4 Pregnancy testing is not conducted	YES	Interviews held with Estate Health Assistants of confirmed there is no female workers

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Clause	Indicators	Comply Yes/No	Findings
	as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.		involved in spraying or manuring work. The only female employees are those working as storekeepers at LTTE and Sg Jernih Estate who have confirmed that no mandatory pregnancy test has been conducted, but only medical surveillance.
	6.1.5 (C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.	YES	Each operating unit within Sg Jernih BU has its own gender committee known as Persatuan Wanita. Minutes of meetings reviewed, and interviews were conducted with the gender committee chairpersons, gender committee members, and female workers. Based on the above, evidence was available that awareness has been given on issues of concern for the female workers which included reproductive rights, sexual harassment and how to lodge complaints, women's health, etc.
	6.1.6 There is evidence of equal pay for the same work scope.	YES	All operating units within Sg Jernih BU were able to demonstrate evidence of equal pay for the same work scope. This was verified through reviews of sampled payslips and employment contracts of workers doing similar work which showed that they received equal pay for equal work.
6.2 Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).	6.2.1 (C) Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or Bahasa Malaysia) and explained to them in language they understand.	YES	Applicable labour laws and MAPA/NUPW Agreement are available to the workers. The employment contracts and pay slips contain conditions of employment and records of wage payments and are also given to the workers. Employment contract of foreign worker clearly stated the working hours, employee provident fund (for local only), annual leave, medical benefits and sick leave, insurance scheme, retirement, and etc. The agreements also state that detailed entitlement for workers is as per MAPA agreement such as holiday entitlement, sickness, termination clause and overtime. Although these documents were prepared in English, explanations were given to the workers in the language workers understand. This was confirmed by the workers during audit interview. Interviews conducted with the workers confirmed their understanding of the terms of the employment contract and their monthly pay slips.
	6.2.2 (C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.	YES	The employment contracts signed with the workers detail out terms of employment and payment. These include regular working hours, statutory deductions, duration of employment, wages payable, working hours, medical benefits including medical leave entitlement, annual leave entitlement, mutual termination of service, etc. All the contracts sampled were still current. The payroll document (payslips) gives accurate information on compensation for all work performed. It contains the following information: employee name, IC/passport, month of pay, pay description, (basic, price bonus, productivity incentive, allowances, deductions for SOCSO, EIS, KSWP, total income for the month, total deductions, net pay. None of the workers have family members working to help them with their work.
	6.2.3 (C) There is evidence of legal compliance for regular working hours,	YES	There is evidence that workers observe regular working hours of 8 hours per day, work overtime hours within the legal confines of the Employment Act 1955 and the

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Clause	Indicators	Comply Yes/No	Findings
	deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.		MAPA/NUPW Agreement. Workers are entitled to paid annual leave, and those with medical certificates are given a paid medical leave. Female employees are entitled to 2 months' paid maternity leave. This was verified from the workers' employment contracts, payslips, punch cards and interviews with the workers themselves. Additional verifications were also carried out on contractors' harvesting workers. The contract contains the rates of pay, entitlement to paid annual leave, public holiday, medical leave, and mandore incentives. There was no evidence of termination, and so compliance with reasons for dismissal and period of notice could not be verified during this audit. Salary deductions are made for statutory deductions such as SOCSO, EPF, and EIS.
	6.2.4 (C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws, or in their absence the ILO Guidance on Workers' Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5 years) is allowed to upgrade the infrastructure.	YES	All operating units within Sg Jernih BU provide adequate housing to all its workers for free. This includes to all workers by third party contractors, as well as workers on parole. Each house has 3 rooms and based on interviews with workers, maximum occupation during the audit was 3 occupants per house. All houses have its own sanitation facilities, electricity and water supplies. Other welfare amenities available at the workers' housing include playing fields, futsal court, creche, grocery shops and <i>surau</i> , water dispenser, etc. Based on field observations during the audit and interviews conducted with the workers, the houses and basic amenities were being provided in a satisfactory manner and the houses are in a relatively good state of maintenance. Th drains were not clogged, grass maintained, and rubbish regularly collected. Records indicate that the Health Assistants also conduct weekly line site inspections. Estate clinics are also available and workers as well as contractors' workers are able to seek medical treatment there free of charge. The clinics are visited by the Visiting Medical Officer once a fortnight. During these fortnightly visits, the VMO would also review cases at the clinic, and follow the Health Assistants for line site inspections. All the above as per the requirements of the Employees' Minimum Standard of Housing, Accommodations and Amenities Act 1990.
	6.2.5 The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.	YES	All operating units within Sg Jernih BU were able to demonstrate that efforts have been made to improve workers' access to adequate, sufficient and affordable food by allowing food canteen sundry shops to operate near the workers' housing or near the Mill. There was also evidence of prices monitoring being done to ensure prices of items sold are not reasonable and not exorbitant.
	6.2.6 A "DLW" is paid to all workers, including those on piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours. PROCEDURAL NOTE: A written policy with specific	YES	All operating units within Sg Jernih BU have calculated the prevailing wages and in-kind benefits for their workers. The calculation included costs of housing, electricity, water, transport to work, sports and recreation facilities, education, childcare and healthcare. The auditor had verified the calculation and though the calculation was in line with RSPO Guidance on Calculation of Prevailing Wages. The minimum amount that the workers receive is RM1,100 per month, which is higher than the DLW calculated.

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Clause	Indicators	Comply Yes/No	Findings
	<p>implementation plan, committing to payment of a “decent living wage” is in place.</p> <p>The implementation plan with specific targets, and a phased implementation process will be in place, including the following:</p> <ul style="list-style-type: none"> • An assessment is conducted to determine prevailing wages and in-kind benefits already being provided to workers. • There is annual progress on the implementation of living wages • Where a minimum wage, based on equivalent basket of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment. • The unit of certification 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 an eventual scale-up of the living wage implementation <p>Until such time where the Malaysian version of “decent living wage” has been endorsed by RSPO and implemented by the unit of certification, the Malaysian minimum wage has to be paid.</p>		
	6.2.7 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.	YES	All the estates and mill employ full-time employees, and based on records reviewed and interviews conducted, there are no casual, temporary and day labour employed within all the certification units.
6.3 The unit of	6.3.1 (C) A published statement recognising freedom of association and	YES	The statement recognizing freedom of association and the right to collective bargaining is available in a policy entitled as “Polisi Kebebasan Berpersatuan” or Policy for Freedom of

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Clause	Indicators	Comply Yes/No	Findings
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.	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.		Association dated in Dec 2019. The policy states that the workers are entitled to join any registered organizations or associations. It is written in Bahasa Malaysia, and explained to the workers in languages they understood during Policy trainings.
	6.3.2 Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages (English and/or Bahasa Malaysia) and made available upon request.	YES	All meeting minutes held between management team and workers' representatives of each operating unit within the Sg Jernih BU were documented and reviewed during the audit. The workers' representatives were appointed based upon the collective consent of the workers they represent. This was confirmed by the workers during audit interviews.
	6.3.3 Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.	YES	Based on minutes of meetings, correspondences between Boustead Plantation Berhad and NUPW Pahang Branch, and interviews held with Union representatives, evidence was available that management does not interfere with the formation or operation of workers' union and representatives.
6.4 Children are not employed or exploited.	6.4.1 A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.	YES	The Policy on protection of children and non-employment of children is in place and can be found in "Polisi Penggajian Pekerja Kanak-Kanak Dan Had Umur Minima" (Policy against Employment of Children and Minimum Age Limit) signed by CEO dated in Dec 2019. Contractors are also required to sign addendum to their contracts of service which prohibits them from hiring child labour.
	6.4.2 (C) There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure.	YES	Based on interviews, documentation review and observations in the field, evidence is available that minimum age requirements of 18 years old are met throughout the certification unit. Personnel files contain copies of the workers' NRIC (for Malaysians) and passports (for non-Malaysians). These documents were used to screen age of the workers when they applied for the job. Visit to the linesite and field also did not reveal any persons under 18 years old working.
	6.4.3 (C) Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work.	YES	There was no evidence that any young persons were employed at the certification unit as evidenced from documentation review, field observations and interviews.

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Clause	Indicators	Comply Yes/No	Findings
	6.4.4 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.	YES	The Policy "Penggajian Pekerja Kanak-Kanak Dan Had Umur Minima" (Policy against Employment of Children and Minimum Age Limit) signed by CEO dated 2.12.2019 was communicated to all key staff during external and internal stakeholder meetings and muster briefings.
6.5 There is no harassment or abuse in the workplace, and reproductive rights are protected.	6.5.1 (C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.	NO	Policy to prevent sexual harassment is available and documented as Sexual Harassment Policy dated 2.12.2019 signed by Chief Executive Officer. This Policy is displayed at all main notice boards. The Policy is also discussed during muster calls, internal stakeholder meetings and Policy trainings. However, during the audit it was found that Sg Jernih Business Unit was not able to demonstrate the implementation of the Sexual Harassment Policy dated 2 December 2019. Complaints were received from female workers regarding unwanted behavior of a sexual nature at the workplace. <i>Therefore, a Major Non-Compliance was raised No. RZ 03 2022.</i>
	6.5.2 (C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.	YES	Reproductive Rights Policy is available and documented under Reproductive Rights Policy dated in Dec 2019 signed by the Chief Executive Officer. The Policy is displayed at main notice boards and explained to workers during muster briefings. At Sg Jernih Estate, the briefing was done during muster briefing and during internal stakeholder meetings and policy trainings.
	6.5.3 Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified.	YES	There has been no new mothers within the past audit period and so this Indicator could not be verified.
	6.5.4 A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.	NO	A grievance mechanism is available, but it found to be not suitable for cases involving sexual harassment. The available grievance mechanism for sexual harassment does not provide complainants with an immediate and direct access to an independent investigative body. The grievance mechanism also does not respect anonymity, nor provide protection to complainants where requested. <i>Therefore, a Minor Non-Compliance RZ 04 of 2022 was raised.</i>
6.6 No forms of forced or trafficked labour are used.	6.6.1 (C) All workers have entered into employment voluntarily, and the following are prohibited: <ul style="list-style-type: none"> Retention of identity documents or passports (except for administration purposes including legalisation and 	YES	Based on interviews with the workers, and observations made, the following were found: Retention of documents: All workers are free to keep their own passports. However, all foreign workers interviewed informed that they prefer to have their passports kept at the estate/mill offices for safety purposes. Charging of recruitment fee: Workers are not charged any recruitment fees. Workers employed by the certification unit are directly hired with no recruitment agents as

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Clause	Indicators	Comply Yes/No	Findings
	<ul style="list-style-type: none"> renewal processes) • Charging the workers for recruitment fees • Contract substitution • Involuntary overtime • Lack of freedom of workers to resign • Penalty to the workers for termination of employment • Debt bondage • Withholding of wages 		<p>intermediaries.</p> <p>Involuntary overtime: Based on interviews conducted with the workers, all overtime work were carried out on a voluntary basis. Workers are free decline any offers for overtime work.</p> <p>Lack of freedom to resign: Workers are free to resign as per stated in their employment contracts.</p> <p>Debt bondage: There is no evidence of any incidence of debt bondage.</p> <p>Withholding of wages: There is no evidence of withholding of wages.</p> <p>Contract substitution: There was no evidence of contract substitution. All workers were directly hired and knew what type of job they would be doing prior to signing their contracts.</p>
	6.6.2 (C) Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.	YES	Sg Jernih Business Unit employs migrant workers from Indonesia and Bangladesh. A Foreign Workers' Policy is in place, and signed by the Chief Executive Officer. The Policy states among others, that the Company would ensure the migrant worker' safety. The policy also states that all employees should be treated fairly in terms of recruitment, terms and conditions of work, provide decent living, no contract substitution and post arrival programmed will be conducted once arrived for three months. Based on interviews with the migrant workers and field observations, Sg. Jernih BU was able to demonstrate the implementation of this Policy.
6.7 The unit of certification ensures that the working environment under its control is safe and without undue risk to health.	6.7.1 (C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.	YES	The mill manager and the estate manager had overall responsibilities of safety and health issues, with the assistance of the Safety Management of Boustead Plantation. Records of regular meetings between the responsible person and workers to discuss about health and safety had been verified to the satisfactory maintained.
	6.7.2 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.	YES	<p>Emergency Response Plan (ERP) was established. Random interview with the estate workers showed that they were aware of accident and emergency procedures. Copies of procedures and telephone numbers were sighted on notice boards and muster grounds.</p> <p>During site visit, it was sighted Emergency Response Plan was available at Boiler Station, Chemical Store, Workshop and Lubricant Store. During interviews with workers, it was noted that all workers understand regarding ERP. Competent First aider has been trained by Safety Big Event and conducted at POM on 23/06/2019 and valid for 3 years. First Aid boxes were available at work operations in the field in all estates and mill.</p> <p>Telephone numbers and names of the members of the Emergency Response Team (ERT) were communicated to all employees and displayed at notice boards. Telephone numbers of the PIC, Police Station, Fire Brigade, and Klinik Kesihatan were also included.</p>

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Clause	Indicators	Comply Yes/No	Findings
	Records of all accidents are kept and periodically reviewed.		Site inspection at weeding operation, harvesting operation, workshop, chemical & fertilizers store for all estates (Sg. Jernih Estate, LTT Estate and Bebar Estate) & Sg. Jernih POM, noted on evidence that first aid kit is available at all works place with complete contents and no medication with expired date. The stock of first aid box is regularly check and refill, when necessary, by HA.
	6.7.3 (C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.	YES	All staff and workers such as the storekeepers, harvesters and sprayers were continuously trained, and random interviews conducted showed that they had understood the hazards involved and the usage and handling of chemicals in a safe manner. Appropriate PPEs were given to employees of estates (Sg. Jernih Estate, LTT Estate and Bebar Estate) visited. They were seen to wearing PPE such as face masks respirators, goggles, nitrile gloves, apron and hard hat, to cover all potentially hazardous operations such as mixing of pesticides and pesticide application. Meanwhile, during site inspection at all estates (Sg. Jernih Estate, LTT Estate and Bebar Estate) & Sg. Jernih POM workshop and oil palm nursery (Bebar Estate), most of the moving part and rotating machinery were installed with machine guarding and properly covered.
	6.7.4 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.	YES	It was evident that all workers are provided with medical care and covered by accident insurance at the CU.
	6.7.5 Occupational injuries are recorded using Lost Time Accident (LTA) metrics.	YES	Occupational injuries are recorded using Lost Time Accident (LTA) metrics, maintained individually by each estates and the POM. Form JKPP 8 for 2021 was submitted to DOSH timely and the accident statistics were being maintained in a satisfactory manner and periodically reviewed in form monthly data of estate safety performance.

Principle 7: Protect, conserve and enhance ecosystems and the environment

Protect the environment, conserve biodiversity and ensure sustainable management of natural resources.

Clause	Indicators	Comply Yes/No	Findings
7.1 Pests, diseases, weeds and	7.1.1 (C) IPM plans are implemented and monitored to ensure effective pest control.	YES	Sg. Jernih CU continued to monitor the Implementation of Integrated Pest Management (IPM) plans. a) The estates had in place documented the IPM plan which covered monitoring of pest, control of pest population levels at below threshold levels by using cultural, biological, physical/mechanical and use of pesticides. The plan was guided by SOPs ref OPC 04a, OPC 04b, OPC 04f, OPC 04g and OPC

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Clause	Indicators	Comply Yes/No	Findings																																				
invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.			04h. b) In order to minimize use of insecticides on leaf-eating pest, the estates planted beneficial plants such as <i>Tunera subulata</i> , <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i> along the roadsides and designated points in the fields and also within the nursery perimeter. c) The plan also advocated single layer EFB mulching in order to prevent the breeding of rhinoceros beetles. Monthly detection and observation of leaf eating pests, mammalian pests and diseases had been continued. These monthly detection and observations were carried by staff. d) All the estates carried census on rat damage and bagworm mainly at Bebar and Sg. Jernih Estate only. Rat baiting was by calendar baiting at 2 campaigns per year were recommended by the PA / Agronomist. Baiting is continued until bait acceptance threshold level. Meanwhile, bagworm treatment carried out by trunk injection.																																				
	7.1.2 Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented.	YES	This is not practiced in the estates visited. None of species were referenced in the Global Invasive Species Database and CABI.org are used in the management of IPM.																																				
	7.1.3 There is no use of fire for pest control unless in exceptional circumstances, i.e. where no other effective methods exist, and with prior approval of government authorities.	YES	There was no land preparation in Sg. Jernih CU by burning ever since Boustead Plantations Berhad practice zero burning as per the policy dated July 99 (revised in Aug 2018) in SOP Clearing methods a) During the field visit the signages “ <i>Dilarang Membakar</i> ” were clearly displayed, and no evidence of open burning observed. b) It was observed that no fire had been used for land clearing in the 2017, 2018 & 2019 replants visited during time of audit. Palms had been felled, chipped, windrowed and left to decompose.																																				
7.2 Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.	7.2.1 (C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritized.	YES	Justification of the use of pesticides had been documented. The use of selective products that are specific to the targeted pest, weed or disease had been defined in a) SOP - O.P.C.No.01b / 01c b) SOP – O.P.C No 02a / 04b / 04c c) SOP – O.P.C No 04f / 04g / 05b The Manual had included a chemical register list which indicated the purpose of usage (intended target), hazards signage, trade and generic names. All the Estates had maintained chemical registers and were up dated periodically. The chemical used in the estates as captured from the chemical register among others as listed below; <table><tr><th></th><th>Chemical name</th><th>Class</th><th></th><th>Chemical name</th><th>Class</th></tr><tr><td>1</td><td>Glyphosate isopropylamine</td><td>III</td><td>6</td><td>Cypermethrin</td><td>III</td></tr><tr><td>2</td><td>Sodium chlorate</td><td>III</td><td>7</td><td>Triclopyr butoxy ester</td><td>III</td></tr><tr><td>3</td><td>Glufosinate ammonium</td><td>III</td><td>8</td><td>Canyon 20G</td><td>IV</td></tr><tr><td>4</td><td>Triclopyr butoxy</td><td>III</td><td>9</td><td>Amine 2.4 D</td><td>II</td></tr><tr><td>5</td><td>Metsulfuron methy 20% w/w</td><td>III</td><td>10</td><td>Bavolan</td><td>III</td></tr></table>		Chemical name	Class		Chemical name	Class	1	Glyphosate isopropylamine	III	6	Cypermethrin	III	2	Sodium chlorate	III	7	Triclopyr butoxy ester	III	3	Glufosinate ammonium	III	8	Canyon 20G	IV	4	Triclopyr butoxy	III	9	Amine 2.4 D	II	5	Metsulfuron methy 20% w/w	III	10	Bavolan	III
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Clause	Indicators	Comply Yes/No	Findings
	7.2.2 (C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided.	YES	Sg. Jernih CU continued to record areas where pesticides were used. a) Pesticides were used only when justified and as programmed. Records of pesticides used by area, quantity used, hectares applied, LD 50 and Ai/Ha were made available to auditors. b) Records were maintained in store issue chits, bin cards, program sheets, field cost books and progress reports
	7.2.3 (C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.	YES	All the estates on Sg. Jernih CU continued to apply pesticides by proven methods that minimise risk and impacts. Application of pesticides was based on and guided by the following documents: a) CHRA b) MSDS/SDS supplied by the manufacturer c) OPC Manual d) Safe work procedure Manual
	7.2.4 There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.	YES	Sg. Jernih CU is committed to minimize the usage of agrochemicals by implementing IPM with the increased in the planting of beneficial plants such as <i>Tunera subulata</i> , <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i> . a) Blanket spraying is also not practiced by the CU and soft grasses were maintained in the field. b) It had also been the practice that insecticides and rat baits are used only after a threshold level has been exceeded as per the S.O.P. (O.P.C. no. 04b / 04f / 04g). c) The chemicals used for the nurseries are as provided in the OPC and where necessary by the HBU/GM/Agronomist during the visits.
	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:	YES	There was no evidence to show that Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, were used in all 3 estates visited. a) The Estates had used only Class II, Class III and Class IV chemicals. b) All the pesticides used were those registered under the Pesticides Act 1974 (Act 149).
	7.2.5a Judgment of the threat and verify why this is a major threat.	YES	
	7.2.5b Why there is no other	YES	

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Clause	Indicators	Comply Yes/No	Findings
	alternative which can be used.		
	7.2.5c Which process was applied to verify why there is no other less hazardous alternative.	YES	
	7.2.5d What is the process to limit the negative impacts of the application.	YES	
	7.2.5e Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.	YES	
	7.2.6 (C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.	YES	The estates and mill had a SOP for use of PPE during working. All workers involved in pesticide application were provided with appropriate PPE and replaced when damaged. PPE issue and replacements records were verified by the auditors. It was also observed that PPE was used by workers working in the fields. The estates and mill had a SOP for handling of chemical/pesticide management. The employees involved in the chemical handling such as the storekeepers, sprayers, fertilizer and rat bait workers were trained in chemical handling, and they understood the hazards of the chemicals and how the chemicals should be used in a safe manner. The trade and generic names of the chemicals were made known to them through the SDS training. It was also noted that SDS are available at chemical and fertilizers during the audit. Training on pesticides/chemical handling was carried out regularly by the CU.
	7.2.7 (C) Storage of all pesticides is in accordance with recognized best practices.	YES	Pesticides selected for use were those officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with OSH USECHH Regulations (2000). At all visited mill and estate the storage of pesticides was in accordance with recognized best practices. They were stored in accordance to the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders and Pesticides Act 1974 (Act 149) and Regulations. All information regarding the chemicals affixed as product label and the accompanying Safety Data Sheet (see OHS CLASS 2013 Regulations) with details of its usage, hazards, trade and generic names were found available in Bahasa Malaysia language understood by workers or explained carefully to them by a plantation management official at operating unit level. A proper premixing area with eye wash facilities and bathing area is available near to the chemical stores. The wastewater from the washing of empty chemical containers and PPE, and chemical mixing was pumped to a storage tank for reuse in chemical mixing. This is to avoid any

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			contamination of chemicals to the ground. Triple rinsing activities continued to be implemented for empty pesticide containers. The detailed procedure for this purpose is available in SOP for Scheduled Wastes Management and SOP for Triple Rinsing.
	7.2.8 All pesticide containers are properly disposed of and/or handled responsibly if used for other purposes.	YES	Empty pesticide containers were punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. Inventory and consignment documents verified for confirmation of proper management and disposal. The SW generated at Sg. Jernih CU not more than 180 days @ 20mt.
	7.2.9 (C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government information is provided to affected local communities at least 48 hours prior to application of aerial spraying.	YES	Aerial spraying was not practiced by all the visited estates. There was no evidence to show that any had been carried out.
	7.2.10 (C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	YES	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated. From the result, all workers fit to handle chemical.
	7.2.11 (C) No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.	YES	The Sg. Jernih CU had a policy "handling high toxic pesticide" dated in Dec 2019 which stated that no work with pesticides shall be undertaken by pregnant or breast-feeding women. On all 3 estates sampled, identification of pregnancy was done by the HA based on interview with their women workers on the last menstrual period dates. This interview was done during the monthly medical check-up. Pregnancy test was carried on doubtful cases. Monthly medical check-up for women sprayer was also being carried out by VMO. There was no evidence that the work with pesticides was undertaken by pregnant or breast-feeding women. This has also been confirmed through interviewed with workers.
7.3 Waste is reduced, recycled, reused and disposed of in an environmentally	7.3.1 A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.	YES	Waste management and disposal plan to avoid or reduce pollution had been documented. Procedures and guideline were used to guide the waste disposal activities and to reduce pollution during routine operation. On the monitoring of water and effluent discharge, monthly and quarterly report for final discharge were submitted to DOE timely, as required by the written approval. Effluent quality monitoring was also done on a monthly basis, with samples taken at final discharge point and sent for analysis. Results of laboratory showed that the discharges were within permissible limits.

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Clause	Indicators	Comply Yes/No	Findings
and socially responsible manner.			In estates, domestic waste from the housing area is well managed and all domestic wastes are disposed at landfill sited in the estate area. Sighted the there is no practice of open fires within all estates. Monitoring is done weekly in both domestic waste collection areas and in landfill sites.
	7.3.2 Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.	YES	Standard Operating Procedure Scheduled Waste Disposal of empty pesticide containers were carried out as per established procedures. Triple rinsing procedures was continually implemented for empty pesticide containers. The rinsed containers were then pierced and stored prior disposal. Records on usage and disposal were well recorded and documented. Scheduled wastes had been disposed of through a licensed contractor approved. Each house was provided with dustbin. The wastes were removed weekly and disposed via landfill.
	7.3.3 The unit of certification does not use open fire for waste disposal.	YES	During site visit at Sg Jernih CU, there was no evidence of open fire has been used for waste disposal. All domestic wastes (household and food waste only) at SCU have Sg Jernih been disposed via landfill.
7.4 Practices maintain soil fertility at, or where 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.	YES	Sg. Jernih CU continued to implement the good agriculture practices as per Oil Palm Circular Manual (O.P.C.) to ensure optimal and sustained yield and complied with recommendations for the application of the fertilizer in (O.P.C. No.03.b revised) dated April 1996, Mulching (OPC No. 08b) and Oil Palm Manuring Recommendations 2021 by Applied Agricultural Resources Sdn. Bhd. (AAR).
	7.4.2 Periodic tissue and soil sampling is carried out to monitor and manage changes in soil fertility and plant health.	YES	Depending on replanting programs, soil sampling was carried out at least once in 5 years period while foliar/tissue sampling carried out based on annual manuring programs.
	7.4.3 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.	YES	Only Main Estate (Sg. Jernih Estate) continued to have a nutrient recycling strategy in place. Palm fronds were stacked in the fields to decompose and EFB applied.
	7.4.4 Records of fertiliser inputs are maintained.	YES	All 3 Estates continued to maintain records of fertiliser inputs. Records of programs and applications of fertilisers were made available to auditors. Records showed that the main fertiliser programmed apply in 2021 were BRP, GAC, Fertibor, Kieserite, MOP, OPCom32B, OPCom65B for mature palm and AABN20 for immature palm. The estates continued to monitor their fertilizer inputs as recommended by their agronomist from Applied Agricultural Resources Sdn. Bhd. (AAR). The records of the fertiliser inputs were maintained in the Fertilizer Application Record Books and the Bin Card.
7.5 Practices minimise and control erosion	7.5.1 (C) Maps identifying marginal and fragile soils, including steep terrain, are	YES	Description of the soil characteristics such as texture, depth, drainage, parent material and key aspect for management was also available. The soil series in the estates were classified as follows as updated by AAR on 2017 subject to the requirement of the estates:

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and degradation of soils.	available.		<table><tr><th>No</th><th>Soil Series</th><th>LTTT Estate</th><th>Bebar Estate</th><th>Sg. Jernih Estate</th></tr><tr><td>1</td><td>Batu Anam</td><td>X</td><td></td><td></td></tr><tr><td>2</td><td>Batu Lapan</td><td>X</td><td></td><td></td></tr><tr><td>3</td><td>Changkat Lobak</td><td>X</td><td></td><td></td></tr><tr><td>4</td><td>Durian</td><td>X</td><td></td><td>X</td></tr><tr><td>5</td><td>Kemahang</td><td>X</td><td></td><td></td></tr><tr><td>6</td><td>LA (Clayey)</td><td>X</td><td></td><td></td></tr><tr><td>7</td><td>Padang Besar</td><td>X</td><td></td><td></td></tr><tr><td>8</td><td>Pagi</td><td>X</td><td></td><td></td></tr><tr><td>9</td><td>Pohoi</td><td>X</td><td></td><td></td></tr><tr><td>10</td><td>Serdang – Bungor</td><td>X</td><td>X</td><td>X</td></tr><tr><td>11</td><td>Beserah</td><td></td><td>X</td><td></td></tr><tr><td>12</td><td>Beserah Lateritic</td><td></td><td>X</td><td></td></tr><tr><td>13</td><td>Local Alluvium</td><td></td><td>X</td><td></td></tr><tr><td>14</td><td>Malacca</td><td></td><td>X</td><td>X</td></tr><tr><td>15</td><td>Masai</td><td></td><td>X</td><td></td></tr><tr><td>16</td><td>Pelepah</td><td></td><td>X</td><td></td></tr><tr><td>17</td><td>Rengam</td><td></td><td>X</td><td></td></tr><tr><td>18</td><td>Sogomana</td><td></td><td>X</td><td></td></tr><tr><td>19</td><td>Tavy</td><td></td><td>X</td><td>X</td></tr><tr><td>20</td><td>Jempol</td><td></td><td></td><td>X</td></tr><tr><td>21</td><td>Kedah</td><td></td><td></td><td>X</td></tr><tr><td>22</td><td>Lintang</td><td></td><td></td><td>X</td></tr><tr><td>23</td><td>Malau – Serdang</td><td></td><td></td><td>X</td></tr><tr><td>24</td><td>Nami</td><td></td><td></td><td>X</td></tr><tr><td>25</td><td>Pak Bong</td><td></td><td></td><td>X</td></tr><tr><td>26</td><td>Rasau</td><td></td><td></td><td>X</td></tr></table>	No	Soil Series	LTTT Estate	Bebar Estate	Sg. Jernih Estate	1	Batu Anam	X			2	Batu Lapan	X			3	Changkat Lobak	X			4	Durian	X		X	5	Kemahang	X			6	LA (Clayey)	X			7	Padang Besar	X			8	Pagi	X			9	Pohoi	X			10	Serdang – Bungor	X	X	X	11	Beserah		X		12	Beserah Lateritic		X		13	Local Alluvium		X		14	Malacca		X	X	15	Masai		X		16	Pelepah		X		17	Rengam		X		18	Sogomana		X		19	Tavy		X	X	20	Jempol			X	21	Kedah			X	22	Lintang			X	23	Malau – Serdang			X	24	Nami			X	25	Pak Bong			X	26	Rasau			X
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			There were no problematic soils (e.g. podzols and acid sulphate soils) on Sg. Jernih CU. The estates maintained the following maps and documents for proof of recognized legal rights. Documents were sighted and verified.																																																																																																																																							
	7.5.2 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°) larger than 25 Ha within the Unit of Certification.	YES	The estates visited in Sg. Jernih CU continued to have a management strategy for planting on slopes in order to minimize and control erosion and degradation of soils. The plantings on slopes between 9 and 25 degrees was guided by: a) Slope & River Protection Policy b) Buffer Zone & 25-degree slope c) Land Preparation for terracing in OPC Manual. It was observed that practices to minimize and control erosion and degradation of soils were in place through proper stacking of fronds, EFB application, avoidance of blanket spraying, construction terraces, road maintenance and maintenance of soft vegetation in interlines. Cover crops were planted in the replants and in mature areas. The cover crop <i>Mucuna bracteata</i> had been planted along some slopes by management. Large areas with <i>Neprolepis biserrata</i> in the inter rows were sighted during the visit. The																																																																																																																																							

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Clause	Indicators	Comply Yes/No	Findings
			topography maps were provided by AAR with details showing the various terrain and slope categories in the estates.
	7.5.3 There is no new planting of oil palm on steep terrain.	YES	This compliance being specified in the following guidelines. <i>"This compliance being addressed in the "Slope and River Protection" signed by the CEO dated Dec 2019 stating the following among others - Slope of >25 degree to be excluded from any new plantation development and replanting program. For slope <25 degree the existing crop all vegetative shall be maintained accordingly".</i>
7.6 Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.	7.6.1 (C) To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.	YES	Soil maps and Soil Surveys and steep terrains are taken into account in plan and operation of the estate as the agronomist that plays a major rule in monitoring and recommending the estate on agronomical operations such as fertiliser inputs. Based on the maps, all the soil of the estates was of mineral types. There are no recognized marginal and fragile soils including steep terrains within the area of all estates visited.
	7.6.2 Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in management plan for best practices.	YES	Based on the soil maps provided and field visits there were no fragile and problem soils in all the estates.
	7.6.3 Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.	YES	Sg. Jernih CU had a management strategy in place for plantings on slopes between 9 and 25 degrees. This policy was in the OPC 54a dated January 2018 and all the estates had complied with it.
7.7 No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.	7.7.1 (C) There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas.	YES	This is <i>not applicable</i> as there is no peat soil in the estates in the CU as supported by the soil maps of respective estates.
	7.7.2 Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat. PROCEDURAL NOTE: Maps and other documentation	YES	This is <i>not applicable</i> as there is no peat soil in the estates in the CU as supported by the soil maps of respective estates.

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Clause	Indicators	Comply Yes/No	Findings
	of peat soils are provided, prepared and shared in line with RSPO Peat land Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below).		
	7.7.3 (C) Subsidence of peat is monitored, documented and minimised.	YES	This is <i>not applicable</i> as there is no peat soil in the estates in the CU as supported by the soil maps of respective estates.
	7.7.4 (C) A documented water and ground cover management programme is in place.	YES	This is <i>not applicable</i> as there is no peat soil in the estates in the CU as supported by the soil maps of respective estates.
	7.7.5 (C) For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation. This is subject to transitional (5 years: 2019 to 2025) arrangement stated in the Drainability Assessment	YES	This is <i>not applicable</i> as there is no peat soil in the estates in the CU as supported by the soil maps of respective estates.

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	Procedure. Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.		
	7.7.6 (C) All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2018) and associated audit guidance.	YES	This is <i>not applicable</i> as there is no peat soil in the estates in the CU as supported by the soil maps of respective estates.
	7.7.7 (C) All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2018) and associated audit guidance.	YES	This is not applicable as there is no peat soil in the estates in the CU as supported by the soil maps of respective estates.it. Palms had been felled, chipped, windrowed and left to decompose.
7.8 Practices maintain the quality and availability of surface and groundwater.	7.8.1 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	YES	Water Management Plan for Sg.Jernih CU was made available to the audit team. The Management Plan was developed in order to maintain the quality and availability of natural water resources by practicing efficient water consumption through various methods such as: <ul style="list-style-type: none"> • implementation of Rain Water Harvesting, • construction of water gate for effective management of collection/main drain, • establishment of <i>Mucuna bracteata</i> to prevent erosion, • proper cambering of roads

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	the following:		<ul style="list-style-type: none"> construct side drains in field roads, L-shaped frond stacking, enhancement of ground vegetation at bare ground area. <p>In the Water Management Plan, the BU has also identified actions to be taken in the event of water supply shortage, though all estates received supply of piped treated water from the local state authorities for the domestic consumption.</p>
	7.8.1a The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.	YES	The CU does not restrict access to clean water or contribute to pollution of water used by communities. Water management plan 2021/22 has established to prevent run off and soil loss during heavy rain to. Planting of <i>Nephrolepis Biserrata</i> have taken to control this issued Water management plan also established as a guideline to monitored water quality channel outside from the estate. Water sampling has been carried out by yearly basis for year 2021 water sampling conducted for Sungai Jenang, Sg Air Jernih & Sg. Temiang by external laboratory FGV Palm Industries Sdn Bhd.
	7.8.1b Workers have adequate access to clean water.	YES	LTT Used treated water from GOV Syarikat Air Terengganu (SATU) to provide adequate clean water to all employees. At Bebar and Sungai Jernih Estates and Sg Jernih POM treated domestic water has been supplied through Perbadanan Air Negeri Pahang (PAIP).
	7.8.2 (C) Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the mgmt. and rehab of riparian reserves' (April 2017).	YES	During site visit at LTT Terengganu Estate (water catchment area) and Sungai Jenang sighted no evidence of spraying has been applied at riverbanks and secondary container and oil trap for diesel storage at engine water pump was installed. At Sg jernih Estate buffer zones were maintained at Sungai Temiang & Sungai Air Jernih according to BMP & DID regulation and signage and palm marking was established for preventive measure to protect for chemicals activities at buffer zones area.
	7.8.3 Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.	YES	Mill effluent is treated to be in compliance with national regulations: License number – The license indicated that the mill has a capacity of 30mt/hr, treated effluent is allowed to be discharge as land irrigation, analysis of the final discharge was carried out on monthly basis. Review of the results indicated that all parameters were within the regulatory limit. Quarterly report was sent to DOE and final discharge report has been analyzed by monthly basis by external accredited laboratory "FGV Palm Industries Sdn Bhd" on monthly basis. Results within limit.
	7.8.4 Mill water use per tonne of FFB is monitored and recorded.	YES	Process water is obtained from water catchment near to the mill. The water usage per tonne of fresh fruit bunches (FFB) continued to be monitored on monthly basis. A slight inconsistent trend was noted. This was due to process cleaning of the mill.
7.9 Efficiency of fossil fuel use and the use of RE is optimised.	7.9.1 A plan for efficiency of the use of fossil fuels and to optimise renewable energy is in place, monitored and documented.	YES	A plan for efficiency of the use of fossil fuels and to optimize renewable energy was in place, monitored and documented. Plan for improving fossil fuel year 2021 has established. Diesel consumption also has been monitored by daily basis. Sighted average summary of diesel consumption for every estate and the POM.

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7.10 Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.	7.10.1 (C) GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimise them are implemented, monitored through the Palm GHG calculator and publicly reported.	YES	<p>Sg Jernih BU had identified significant pollutants and greenhouse gas (GHG) emissions and continued to maintain its documented plans to mitigate environmental pollution associates to its activities. The environmental aspects for air pollution were identified. The action plan and continuous improvement plan named Action Plan to reduce GHG was established. Example of the action plan that had been plan is to monitor diesel usage.</p> <p>The GHG emission was included in the CU's Environmental Aspect Impact. All estates had identified emission of greenhouse gas (GHG) from their operations such as emission from their farm tractor and gen set operation. The management from all estates had plan to reduce emission by daily inspection and monitoring for their farm tractor and gen set.</p> <table><tr><th>Description</th><th>tCO₂e/tProduct</th></tr><tr><td>CPO</td><td>0.66</td></tr><tr><td>PK</td><td>0.66</td></tr></table> <table><tr><th>Land Use</th><th>Ha</th></tr><tr><td>OP Planted Area</td><td>6483.30</td></tr><tr><td>OP Planted on Peat</td><td>0.00</td></tr><tr><td>Conservation (forested)</td><td>0.00</td></tr><tr><td>Conservation (non-forested)</td><td>63.72</td></tr><tr><td>Total</td><td>6547.02</td></tr></table> <p>Mill Emission</p> <table><tr><th colspan="3">Own Crop</th></tr><tr><th>Emission source</th><th>tCO₂e</th><th>tCO₂e/tFFB</th></tr><tr><td>POME</td><td>9,472.41</td><td>0.07</td></tr><tr><td>Fuel consumption</td><td>762.06</td><td>0.01</td></tr><tr><td>Grid electricity utilisation</td><td>0</td><td>0</td></tr><tr><td>Credits</td><td>0</td><td>0</td></tr><tr><td>Export of excess electricity to housing & grid</td><td>-210.91</td><td>0</td></tr><tr><td>Sale of PKS</td><td>0</td><td>0</td></tr><tr><td>Sale of EFB</td><td>0</td><td>0</td></tr><tr><td>Total</td><td>10023.56</td><td>0.07</td></tr></table> <p>Plantation / field emission</p> <table><tr><th colspan="4">Own Crop</th></tr><tr><th>Emission sources</th><th>tCO₂e</th><th>tCO₂e/ha</th><th>tCO₂e/FFB</th></tr><tr><td>Land Conversion</td><td>64033.15</td><td>9.88</td><td>0.46</td></tr><tr><td>*CO₂ Emissions from Fertiliser</td><td>6104.41</td><td>0.94</td><td>0.04</td></tr></table>	Description	tCO ₂ e/tProduct	CPO	0.66	PK	0.66	Land Use	Ha	OP Planted Area	6483.30	OP Planted on Peat	0.00	Conservation (forested)	0.00	Conservation (non-forested)	63.72	Total	6547.02	Own Crop			Emission source	tCO ₂ e	tCO ₂ e/tFFB	POME	9,472.41	0.07	Fuel consumption	762.06	0.01	Grid electricity utilisation	0	0	Credits	0	0	Export of excess electricity to housing & grid	-210.91	0	Sale of PKS	0	0	Sale of EFB	0	0	Total	10023.56	0.07	Own Crop				Emission sources	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/FFB	Land Conversion	64033.15	9.88	0.46	*CO ₂ Emissions from Fertiliser	6104.41	0.94	0.04
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	7.10.2 (C) Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them prepared and implemented (guided by the RSPO GHG Assessment Procedure for New Development).	YES	There was no new development or new planting at Sg Jernih Cu. It was confirmed through site visits and hectareage statements. Auditors also has verified through checking through www.globalforestwatch.com , Google Maps, and Estate Maps to all estates. Based on the audit findings, it was confirmed that no land clearing at Sg. Jernih CU since Nov 2005.																																																								
	7.10.3 (C) Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.	YES	<p>All waste products and sources of pollution identified and documented through "Waste Management Action Plan for the Year 2021/22" that applicable for both mill and estate. The waste management plan has also identified source of pollution, possible waste/pollution, effected environment, prevention, mitigation and enhancement. Other sources of pollutions are also listed in the Waste Management Plan such as workshop, line-site, office, store, canteen, effluent pond, boiler.</p> <p>Sources of pollution and waste have been adequately identified by the mill and estate. Generally, the wastes identified were of general, recyclable and scheduled wastes. It had listed the waste product, sources of pollution, mitigation measures, target, and person responsible. Among the wastes that were identified include domestic wastes from household, scrap iron, empty chemical containers, scheduled wastes and mill wastes</p>																																																								
7.11 Fire is not used for preparing land and	7.11.1 (C) Land for new planting or replanting is not prepared by burning.	YES	<p>There was no land preparation in Sg. Jernih CU by burning ever since Boustead Plantations Berhad practice zero burning as per the policy dated July 99 (revised in Aug 2018) in SOP clearing methods</p> <p>a) During the field visit the signages "<i>Dilarang Membakar</i>" were clearly displayed, and no evidence of</p>																																																								

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is prevented in the managed area.			open burning observed. b) It was observed that no fire had been used for land clearing in the 2020 and 2021 replants visited during time of audit. Palms had been felled, chipped, windrowed and left to decompose.
	7.11.2 The unit of certification establishes fire prevention and control measures for the areas under its direct management.	YES	There was no land preparation in Sg. Jernih CU by burning ever since Boustead Plantations Berhad practice zero burning as per the policy in SOP Clearing methods.
	7.11.3 The unit of certification engages with adjacent stakeholders on fire prevention and control measures.	YES	This is no relevant as Boustead Plantations Berhad practices zero burning throughout the plantation properties within the management. During site visit was confirmed all the relevant stakeholders were engaging by CU during stakeholder meeting and verbal communication with nearby villagers and plantation.
7.12 Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.	7.12.1 (C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests. A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.	YES	Auditors has verified through checking through www.globalforestwatch.com, Google Maps, Estate Maps and also through site visit to all estates. Based on the audit findings, it was confirmed that no land clearing at Sg. Jernih CU since Nov 2005.
	7.12.2 (C) HCVs, HCS forests and other conservation areas are identified as follows:	YES	The report "A Rapid High Conservation Value Assessment of Sg Jernih Business Unit (Peninsular Malaysia) Identification of High Conservation Values" is available. The study was conducted by Wild Asia (Malaysia) and the report was completed in August 2010. The study had covered all the High Conservation Value (HCV) within and adjacent to the Sg Jernih CU. The HCV assessment had identified the rare, threatened and endangered species (RTEs) for estate named Sg Jernih, Bebar, and LTT Terengganu including the management and action plan. In general, Sg Jernih CU had identified 2 potential HCV, Bukit Ibam Forest Reserve, Bukit Musoh Forest and South East Pahang Peat Swamp in the Sg Jernih and Bebar Estate, and no HCV identified at LTT estates but there is forested area which is presented in the estate belong to the state land which is ex-mining area/quarry from past. The stated HCV area is 51.82 Ha. Auditors has verified through checking through www.globalforestwatch.com, Google Maps, Estate Maps and also through site visit to all estates. Based on the audit findings, it was confirmed that no land clearing at Sg. Jernih CU since Nov 2005.
	7.12.2a 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.	YES	
	7.12.2b: Any new land clearing (in existing plantations or new	YES	

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	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.		
	7.12.4 (C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).	YES	<p>The identification and assessment of HCV habitats or protected areas was done prior to the main assessment. A Rapid High Conservation Value Assessment of Sg Jernih Business Unit (Peninsular Malaysia) Identification of High Conservation Values” prepared by Wild Asia, dated August 2010 was available during the audit. Observed that the assessment identifies the HCV landscapes and biodiversity of Sg Jernih Business Unit for the 3 estates namely Sg Jernih, Bebar and LTT. Based on the assessment conducted, the audit team notes that the consultant has concluded “due to the increase in public certification, increased job opportunities and new road access in and out villages, most of the surrounding forests are deemed as secondary sourced of income, food source and medicine. And another one, aside from farming as a form of sustenance and sourcing wood for sale, villagers also consider the land sacred as there is a burial plot located in their rubber plantation, they wish to keep their land as a heritage to be passed down to future generations”. Nevertheless, the consultant has outlined several recommendations for biodiversity and landscape management by estate among others include the following:</p> <ul style="list-style-type: none"> •To keep record of hunting incidents, including location, identity of hunters, the number of species killed or captured and action taken. •To implement a simple system for monitoring the health of waterways, before and after establishment of riparian zones. This should include some measure of sedimentation and of overall ecological health. •To monitor water quality flowing into and out of the estate. •To document riparian zone establishment programme; keep records of tree species and numbers planted, survival rate, lesson learnt.
	7.12.5 Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peatland and other conservation areas, there is no reduction of	YES	<p>There were no local communities living nearby with Sg Jernih CU. So, this indicator was not applicable with this CU. Noted also that the forested area in the LTT Terengganu estate was set-aside by the Land Department, Terengganu. It was not included into the CU land titles. Auditor has called and confirmed this with the Land Dept. and PERHILITAN.</p>

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	these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.		
	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.	YES	A training programme for year 2021/22 was available at All estates, Sighted training "Biodiversity Training" were conducted to workers, mandore and Estate Security in the estates and POM. Awareness training like morning briefing has also been conducted by the Assistant Manager of Sg Jernih. LTT Terengganu Estate and Bebar Estate to all workers (sprayer, manuring, harvester, maintenance). An appropriate disciplinary measure was instituted in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. The policy and procedure have been developed for disciplinary measures titled 'Polisi Aktiviti Pemburuan Hidupan Liar' and 'Prosedur Pemburuan Hidupan Liar'.
	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.	YES	Sg Jernih CU is committed to discourage any illegal or inappropriate hunting or collecting activities. Evidence was seen during the site review that signage to prohibit hunting was erected at Riparian Zone and border. The estates have also hired guards to patrol and check for illegal hunting and to prevent elephant going into estate and also controlling the illegal activities. The estates also monitoring the illegal hunting by recording the incident in the 'Hunting incident Record'/High Conservation Value (HCV) Record for the year 2021/22. The outcome from HCV assessment & HCV monitoring plan has been developed through consultation with relevant stakeholder such as during stakeholder meetings and consultation with Jabatan Perhilitan.
	7.12.8 (C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the	YES	Auditors has verified through checking through www.globalforestwatch.com , Google Maps, Estate Maps and also through site visit to all estates. Based on the audit findings, it was confirmed that no land clearing at Sg. Jernih CU since Nov 2005

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Clause	Indicators	Comply Yes/No	Findings
	Remediation and Compensation Procedure (RaCP) applies.		

RSPO Certifications Systems for P&C and RISS, Nov 2020

Clause	Indicators		Comply Yes/No	Findings
5.5.2 Time-bound plan A time-bound plan for certifying all its management units and/or entities, including the units where the organization has mgmt. control and/or minor shareholding, is submitted to the CB during the initial certification audit. The time-bound plan shall contain a current list of all estates and mills.	(a)	As a minimum, all estates and mills shall be certified within 5 years after obtaining RSPO membership. Any new acquisitions shall be certified within a 3-year timeframe. Any deviations from these maximum periods requires approval by the RSPO Secretariat.	YES	For the time-bound plan, Boustead Plantations Berhad has committed to ensure all their certification unit (CU) to be certified within 5 years i.e. year 2019 to 2023.
	(b)	Progress towards this plan shall be verified and reported on in subsequent annual surveillance audits by the CB. Where the CB conducting the surveillance audit is different from the CB which first accepted the time-bound plan, the later CB shall accept the appropriateness of the time-bound plan at the moment of first involvement and shall only check continued appropriateness;	YES	There are twelve (12) CU highlighted in the time-bound plan and the certification progress consistent with that in the time-bound plan. The progress details as provided in the TBP in Attachment 7. For another 4 CUs i.e. Lepan Kabu / Sugut / Loagan Bunut / Pertama / Kanowit and Tawai, the Sustainability Section team has conducted the periodic internal audit accordingly.
	(c)	Any revision to the time-bound plan or to the circumstances of the company shall cause the time-bound plan to be reviewed by the CB. Changes to the time-bound plan are permitted only where the organization can demonstrate to the CB that they are justified. The requirements will also apply to any newly acquired subsidiary from the moment that the company is legally registered with the local notary or chamber of commerce (or equivalent);	YES	There was revision of the time-bound plan being updated on 25 May 2021. Details as per attachment 7. This is due newly acquired properties i.e. Tawai CU in Telupid Sabah in 2019 from Sit Seng & Sons Realty Sdn Bhd. As per RSPO Certification System for P&C June 2017; new acquisitions shall be certified within a three-year timeframe.
	(d)	Where there are isolated lapses in implementation of a time-bound plan, a minor non- compliance shall be raised. Where there	YES	The details of the Time Bound Plan described as per attachment 6. Boustead Plantation Berhad is progressively undergoing the RSPO (Onsite) Certification process towards 100% RSPO certification of estates/mills. Details were

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		is evidence of fundamental failure to proceed with implementation of the plan, a major non-compliance shall be raised.		provided in the Time Bound Plan described as per attachment/revision in the TBP. As of this audit and Verification of documents and Timebound Plan there are no isolated lapses and fundamental failure to proceed with implementation of the plan in implementation of a time-bound plan
5.5.3 Requirements for uncertified management units:	(a)	No replacement of primary forest or any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. Any new plantings since 1 st January 2010 shall comply with the RSPO New Planting Procedure (NPP). For each new planting development, compliance with the NPP shall be verified by an RSPO accredited CB;	YES	Verification through www.globalforestwatch.com , GOOGLE maps data, estates maps and through HCV assessment report, and planting profile evidenced that there was no new planting and no new development of area observed.
	(b)	Land conflicts, if any, are being resolved through a mutually agreed process, such as the 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;	YES	<p>It is confirmed that land conflict was resolved through FPIC processes which facilitates compliance with requirement of RSPO, accordance to:</p> <ul style="list-style-type: none"> • Criteria 4.4 – on adequate participation and negotiated agreements (Sighted PMC minutes of meeting) • Criteria 4.6 – on land acquisition whereby the right to use the land is demonstrated. (Refer Memorandum of Consent (MOC) between NCR Landowners & LCDA (as Managing Agent), (Refer Joint Venture Agreement (JVA) between Boustead Plantation Berhad, BPB and Pelita Holding Sdn Bhd (PHSB) to develop land into oil palm plantation) • Criteria 4.7 – on mutual agreement for identifying people entitled to compensation is in place. • Criteria 4.8 – on the condition of land use as per land title to show evidence that necessary action has been taken to resolve the conflict with relevant parties. <p>(sighted MRRS: Q-021053- 05/2012; Q-02-105405/2012; Q-01-282-06/2012. (Refer www.kehakiman.gov.my/judgment/file/Q-02-1053-052012) and application no. 08(f)-449-09/2014(Q) Appellate Jurisdiction)</p> <p>The management of BPKSB have conforms & respect all parties by adopting FPIC to protects community rights and investors from risks. In addition, those mechanism is part of best practice standards and requirement of RSPO</p> <p>There was also Series of External Audit through MSPO Certification on their uncertified unit being made:</p> <ol style="list-style-type: none"> Teluk Sengat Estate (19-22/11/2018) Lapan Kabu Estate (21-22/10/2019) Rimba Nilai (Sugut) CU (10-15/03/2019) Tawai CU (14-18/06/2020) Loagan Bunut & Kanowit CU (11-15/11/2019)

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				The audit was conducted against MSPO P&C and MSPO Partial Certification Requirements.
	(c)	Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2;	YES	<p>Series of Internal Audit and External Audit (MSPO Certification) on their uncertified unit was conducted as reported above.</p> <ul style="list-style-type: none"> a) The audit was conducted against RSPO P&C and RSPO Partial Certification Requirements. b) There was no case of labour dispute reported in the internal audit report. <p>The management also has established grievances, compliant, and disputes mechanism which is open to all affected parties and ensures anonymity of complainant. There is "Carta Organisasi Panel Aduan" (Panel of Complaint Committee) to handle complaint or grievance, including related to gender issues.</p> <p>The management had taken prudent action by conduct engagement and recommended action plans to:</p> <ul style="list-style-type: none"> a) Improved communication and engagement (PMC Meeting-With present of LCDA, Land Survey, BPKSB b) Personnel, BEA), MCCM Meeting, Estate Management Meeting) c) Review communication and consultation as well as complaint and grievance procedures. <p>Trained staff and create awareness among stakeholder on the Procedures (RSPO UBU Internal Assessment).</p>
	(d)	Legal non-compliance, if any, is being addressed through measures consistent with the requirements of RSPO P&C criterion 2.1;	YES	<p>Series of Internal Audit and External Audit (MSPO Certification) on their uncertified unit was conducted as reported above.</p> <ul style="list-style-type: none"> a) The audit was conducted against RSPO P&C and RSPO Partial Certification Requirements. b) Several issues of legal non-compliance reported in the internal audit report such as lapses in scheduled waste management, and it's being solved progressively. <p>The management also has established a list on "Legal and Other Requirement Register" There are 15 sections of requirements subscribed to the Plantations & Mills operation. Among the requirements stated such as: Occupational Safety and Health Act, 1994; Factory and Machinery Act, 1967; Minimum Wages Order 2020; Employees' Minimum Standards of Housing,</p>

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				Accommodations and Amenities Act, 1990 (Amendment 2019); etc. The management has in place a license & permits register which captures all applicable local & national legal requirements such as: MPOB Licenses (menjual dan mengalih FFB). KPDNKK Permit Barang Kawalan Berjadual for Diesel.
	(e)	The audit team shall assess compliance with these rules at each assessment of any of the applicable management units. Assessment of compliance with requirements 5.5.3 (a) – (d) above by the audit team based on self-declarations only by the company,	YES	Based on statement in (a) to (d) above, the CU has assessed the condition of their uncertified unit and has stated full commitment to comply with all relevant requirements as specified above. a) Sighted the series of Internal Audit and External Audit (MSPO Certification) on their uncertified unit as conducted and reported accordingly. The audit was conducted against RSPO P&C and RSPO Partial Certification Requirements. b) Evidence of audit attendance list, audit checklist & report were made available to auditor as the supporting evidence. c) Verification through www.globalforestwatch.com , GOOGLE maps data, estates maps and through HCV assessment report, and planting profile there was no new planting, and no new development of area was observed. d) With this, it can be concluded that the positive assurance made was justified.
		with no other supporting documentation, shall not be acceptable. Verification of compliance shall be based on the following approach:		
		<ul style="list-style-type: none"> A positive assurance statement is made, based upon self-assessment (i.e. internal audit) by organization. This would require evidence of the self-assessment against each requirement; 	YES	
		<ul style="list-style-type: none"> Targeted stakeholder consultation, including consultation with the relevant NGO's will be carried out by the audit team. 	YES	
		<ul style="list-style-type: none"> Desktop study e.g., web check on relevant complaints 	YES	
		<ul style="list-style-type: none"> If necessary, the audit team may decide on further stakeholder consultation or field inspection, assessing the risk of any non-compliance with the requirements. 	YES	
	(f)	For requirements 5.5.3 (a)-(d) above, the classification of critical and non-critical is as stated in the RSPO P&C. If a non-compliance against a critical indicator in a non-certified management unit is identified, the current certification assessment cannot proceed to a successful conclusion unless it is actively addressed. Evidence of active engagement with RSPO in resolving the non-	YES	As of this audit, Boustead Plantation Berhad still on track and follow the requirement of uncertified requirement units, Further information can be obtained from Boustead ACOP. The details of the Time Bound Plan described as per attachment 6. HSP is progressively undergoing the RSPO Certification process towards 100% RSPO certification of estates/mills. Details were provided in the Time Bound Plan described as per attachment/revision in the TBP.

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		compliance shall be available.		
	(g)	Failure to address any outstanding non-compliances within uncertified unit(s) as defined in 5.5.3 (f) above may lead to suspension of certificate of the certified unit(s), in accordance with the provisions of these Certification Systems.	YES	As of this audit, Boustead Plantation Berhad still on track and follow the requirement of uncertified requirement units. Further information can be obtained from Boustead ACOP. The details of the Time Bound Plan described as per attachment 6. HSP is progressively undergoing the RSPO Certification process towards 100% RSPO certification of estates/mills. Details were provided in the Time Bound Plan described as per attachment/revision in the TBP.
<p>5.6.6</p> <p>The CB shall review whether oil palm operations have been established in areas which were previously owned by users and/or are subject to customary rights of local communities and indigenous peoples. If applicable, the CB shall consult directly with all of these parties to assess whether land transfers and/or land use agreements have been developed with their free, prior and informed consent and check compliance with the specific terms of such agreements.</p> <p>The CB shall have a mechanism in place to identify the interested parties and ensure a represented samples size of the interested parties are consulted in each audit.</p> <p>The CB shall keep track which party that has been interviewed in the previous audits to ensure proper coverage of the parties throughout the certification cycle.</p>		No additional indicators	YES	<p>It has been verified that Boustead Sungai Jernih has bought the land of Sungai Jernih and Bebar estate from LKPP on 16 April 1994, as Country Lease (Pajakan Negeri). It was previously owned by Pahang state Government, and it was given to LKPP as one of Government Link Companies. Boustead has bought the land from LKPP. Interviews with Orang Asli from Kg Langkap, Kg Sawa Batu, Kg Dungun, Kg Runchang confirmed that they do not have any issue on that. The land titles were for planting either oil palm or agricultural crops for economic value.</p> <p>For LTT Terengganu, the Land was owned by Terengganu Government and bought by Persatuan Bekas Perajurit Malaysia (PERWIRA) in 1990. After that PERWIRA has changed their name to Tabung Angkatan Tentera Terengganu and then merged with Boustead in 1991 and the Estate has been managed by Boustead until now. Interviews with Villagers from Kg Jenang Baru, Felda Seberang Tayor, Kg Air Putih, Kg Cheneh Baru confirmed that, there is no issue regarding Land title at LTT Terengganu Estate. It has been confirmed that Boustead has the right to use the land which is legitimately owned by their company.</p> <p>Evidence of legal ownership of the land including history of land tenure was verified during this audit. Each estate was provided with legal use of the land through a Country Lease signed by the Director of Lands and Surveys of Pahang and Terengganu following the payment of premium. This document were made available by all the individual estates.</p>

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ATTACHMENT 4

DETAILS OF NON-CONFORMITIES AND CORRECTIVE ACTIONS TAKEN

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Root Cause & Corrective Action Taken by the CU	Verification Statement by Auditors
RZ 03 of 2022 6.5.1 (C)	Major	Finding: Sg Jernih Business Unit was not able to demonstrate the implementation of the Sexual Harassment Policy dated 2 December 2019. Objective evidence: Complaints were received from female workers regarding unwanted behavior of a sexual nature at the workplace.	Root cause: The management has not provided a safe and effective means for victims of sexual harassment to complain, has not effectively communicated its sexual harassment policy to all workforce levels, and has not ensured that its sexual harassment policy is being effectively implemented. Correction: The management has provided a safe and effective complaint procedure for victims of sexual harassment and also Communicated the Company's Sexual Harassment Policy to all levels of the workforce including the management team and the Company's Sexual Harassment Policy is being effectively implemented by engaging and obtaining feedback from employees. Corrective action: 1) A revised complaint system for victims of sexual harassment. 2) Record (date and content of training material) of Sexual Harassment Policy awareness training for all levels of workforce including Management Team". 3) Record of company conducting dialogue session with employees to obtain their feedback on sexual harassment at the workplace. (Refer to the attachment)	Auditor have verified evidences attached of: 1) A revised complaint system for victims of sexual harassment dated 01/03/2022, Doc. No. HR/2022/023/003. 2) Training material i.e. slideshow, attendance list, etc. The training related to Sexual Harassment Policy awareness was conducted on 24/03/2022 for all levels of workforce including Management Team. 3) Record of HR Department conducting dialogue session with employees to obtain their feedback on sexual harassment at the workplace dated 11/02/2022. Status: Closed
RZ 01 of 2022 2.2.2	Minor	Finding: Service providers, namely, sundry shop and canteen operators at Bebar Estate and Sg. Jernih Estate were not able to demonstrate that they have complied with applicable legal requirements Objective evidence: 1) The sundry shop operator at Bebar Estate is selling LPG without license as required under Section 16 Control of Supplies Act 1961. 2) The canteen operator at Bebar Estate is operating	Root cause: <u>Sg Jernih Estate:</u> 1) Canteen operator is unaware of the applicable legal requirements under the relevant Acts. 2) Estate management had not carried out effective legal due diligence on the canteen operator. 3) The estate management does not have a person in charge to monitor legal requirements in the estate.	Corrective action plan accepted. Status: Open The effectiveness of the corrective action plan will be verified during next audit

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		<p>the food canteen:</p> <p>a. Without business license as required under Section 5(1) Registration of Businesses Act 1956.</p> <p>b. Employing and allowing food handlers to work at the canteen without attending food handling training, and allowing food handlers to work at the canteen without being medically examined and vaccinated by a registered medical practitioner as required under Regulation 11 of Food Hygiene Regulations 2009.</p> <p>3) The canteen operator at Sg Jernih Estate is operating the food canteen:</p> <p>a. Without business license as required under Section 5(1) Registration of Businesses Act 1956;</p> <p>b. Allowing food handlers to work at the canteen without attending food handling training as required under Regulation 11 of Food Hygiene Regulations 2009.</p> <p>4) During interview with 10 contractors' workers at Sg. Jernih Estate was informed they was not entitled to get paid Annual Leave benefits as per Employment Act, 1955 & Collective agreement NUPW/MAPA, agreement 2019– Fringe Benefits- article 18- Annual Leave.</p>	<p>4) VLP methods calculation was wrongly paid to the contractor workers.</p> <p><u>Bebar Estate:</u></p> <p>1) Sundry shop owner does not comply with the applicable legal requirements under the relevant Acts.</p> <p>2) Estate management had not carried out effective legal due diligence on the sundry shop owner.</p> <p>3) The estate management does not have a person in charge to monitor legal requirements in the estate.</p> <p>4) Canteen operator is unaware of the applicable legal requirements under the relevant Acts.</p> <p>5) Estate management had not carried out effective legal due diligence on the canteen operator.</p> <p>6) The estate management does not have a person in charge to monitor legal requirements in the estate.</p> <p><u>Sg Jernih Estate:</u></p> <p>Correction:</p> <p>1) The canteen operator at Sungai Jernih Estate is operating the food canteen:</p> <p>2) Must have business license as required under Section 5(1) Registration of Businesses Act 1956.</p> <p>3) Must allow food handlers who has attended food handling training to work at the canteen as required under Regulation 11 of Food Hygiene Regulations 2009.</p> <p>Corrective action:</p> <p>1) The estate management has appointed personnel to monitor legal requirements and trained by the HQ officer. (Refer to the attachment)</p> <p>2) Few applications take a time to obtain due to the canteen operator just took over the canteen since 1st January 2022. Sungai Jernih management has issued letter to canteen operator on 31th January 2022 regarding the issues raised by the CB. Enclosed herewith is a Reminder Letter for references. Below is the current status of the compliance: (Refer to attachment 3)</p> <p>3) Vacation leave payment was paid to 10</p>	
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			<p>contractors workers immediately.</p> <p><u>Bebar Estate:</u> Correction:</p> <ol style="list-style-type: none"> 1) The sundry shop operator at Bebar Estate that selling LPG must have license as required under Section 16 Control of Supplies Act 1961. 2) The canteen operator at Bebar Estate that is operating the food canteen: <ul style="list-style-type: none"> ▪ Must have a business license as required under Section 5(1) Registration of Businesses Act 1956. ▪ Must employ and allow food handlers to work at the canteen who attend food handling training, medically examined and vaccinated by a registered medical practitioner as required under Regulation 11 of Food Hygiene Regulations 2009. <p>Corrective action:</p> <ol style="list-style-type: none"> 1) The estate management has appointed personnel to monitor legal requirements and trained by the HQ officer. (Refer to the attachment) 2) Few applications like LPG license will take a long time to process before being issued. Bebar Estate management has issued a letter to both sundry shop and canteen operator on 28th January 2022 regarding the issues raised by the CB. Enclosed is the letter to both operators together with their acknowledge of receipt. Below is the current process of the compliance: (Refer to attachment 4&5) 	
<p>RZ 02 of 2022</p> <p>2.1.2</p>	Minor	<p>Finding: A documented system for ensuring legal compliance was not in place. Condition imposed by the Labour Office for workers' salary deductions (for water and electricity) has not been followed.</p> <p>Objective evidence: Labour Office permit dated 7.07.2017 issued to Bebar Estate for salary deduction for water and electricity (Ref: JTK.PHG.600-2/11/3 Jld 3 (17)) requires that written application be obtained from the workers. Workers' written applications were obtained in 2011 only. Bebar Estate was not able to demonstrate that written applications from workers employed after 2011</p>	<p>Root cause: The estate management does not have a person in charge to monitor legal requirements in the estate.</p> <p>Correction: Worker's salary deduction consent letter regarding salary deduction for water bill will be issued to obtain worker's consent.</p> <p>Corrective action:</p> <ol style="list-style-type: none"> 1) The estate management has appointed personnel to monitor legal requirements and trained by the HQ officer. (Refer to the attachment) 2) Worker's salary deduction consent letter 	<p>Corrective action plan accepted.</p> <p>Status: Open The effectiveness of the corrective action plan will be verified during next audit</p>

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		have been obtained.	regarding salary deduction for water bill has been issued to the workers on 2 February 2022. All employees have agreed and give their consent. (Refer to attachment 6).	
RZ 04 of 2022 6.5.4	Minor	<p>Finding: The available grievance mechanism is not suitable for cases involving sexual harassment</p> <p>Objective evidence: The available grievance mechanism for sexual harassment does not provide complainants with an immediate and direct access to an independent investigative body. The grievance mechanism also does not respect anonymity, nor provide protection to complainants where requested.</p>	<p>Root cause: The previous grievance procedure prepared by our HRD was not to provide complainants immediate and direct access to an independent investigative body it also does not respect anonymity, nor provide protection to complainants where requested.</p> <p>Correction: The estate management will liaised with Human Resources Department (HRD) to review the existing grievance procedure, especially in sexual harassment part to provide the complainants with an immediate and direct access to an independent investigative body.</p> <p>Corrective action: The available grievance procedure had been reviewed by Human Resources Department (HRD) and briefing to all staff and workers. (Refer to attachment)</p>	<p>Corrective action plan accepted.</p> <p>Status: Open</p> <p>The effectiveness of the corrective action plan will be verified during next audit</p>

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ATTACHMENT 5

STATUS OF NON-CONFORMITIES PREVIOUSLY IDENTIFIED

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Corrective Action	Verification by Assessor
DA 01 2020 (2.1.1)	Major	<p>Finding: The unit of certification was not complied with applicable legal requirements:</p> <ol style="list-style-type: none"> 1) Occupational Safety and Health (Use and Standard of Exposure Chemical Hazardous to Health) Regulations 2000 – Regulation 27. 2) Industry Code Of Practice For Safe Working In A Confined Space 2010 <p>Objective evidence:</p> <ol style="list-style-type: none"> 1) There were no evidences for the year 2020 medical surveillance has not been conducted at LTT Terengganu. 2) There were no Health Requirements of Person Working in Confined Space at Sg. Jernih POM. 	<p>LTT Terengganu Estate Sent their workers for medical surveillance on 24 July 2020 at Klinik Syed Badaruddin Sdn Bhd.</p> <p>Sg Jernih POM 1) Sg Jernih POM will send 15 workers for medical surveillance in stages starting on 5 October 2020. 2) Sg Jernih POM has amended Permit To Work (PTW) form which includes the Health Declaration section; 4(i).</p>	<p><u>Sg. Jernih POM</u> Sighted medical surveillance & confined space health surveillance has been carried out for 16 employees date 21-24/09/2021 by IFZ medical Supplies- Dr Ahmad Ikhwan Shah OHD no: 34680.</p> <p><u>LTTT Estate</u> All workers involved with pesticides were carried out the medical surveillance, they were sent to Klinik Syed Badaruddin and checked by OHD Dr. Syed Badaruddin Syed Ali #HQ/08/DOC/00/07 on 05/04/2021 for 18 workers. From the result, all workers fit to handle chemical.</p> <p><u>Bebar Estate</u> All workers involved with pesticides were carried out the medical surveillance, they were sent to IFZ Oshmed Supplies Sdn. Bhd. and checked by OHD Dr. Ahmad Ikhwan Akhtar Ali #HQ/12/DOC/00/258 on 14/09/2021 for 25 workers. From the result, all workers fit to handle chemical.</p> <p><u>Sg. Jernih Estate</u> All workers involved with pesticides were carried out the medical surveillance, they were sent to IFZ Oshmed Supplies Sdn. Bhd. and checked by OHD Dr. Ahmad Ikhwan Akhtar Ali #HQ/12/DOC/00/258 on 05/04/2021 for 25 workers and 06/10/2022 for 7 ODP workers. From the result, all workers fit to handle chemical.</p> <p>Status: Closed</p>

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MAR 01 2020 (6.3.2)	Minor	<p>Finding: Meeting between units of certification with workers representative does not include certain workers representatives.</p> <p>Objective evidence: Latest minute of meeting between the units of certification with workers representative does not include representative from Bangladeshi (Bebar Estate) and Indonesian (Sungai Jernih Estate).</p>	<p>Bebar Estate The estate has changed immediately list of representatives as highlighted. The latest Workers Representative meeting held on 24th July 2020 included representatives from both Bangladeshi and Indonesian as well as Orang Asli workers.</p> <p>Sungai Jernih Estate Sg. Jernih Estate has rearranged meeting between estate management with trade union and workers representative the Indonesian workers. The meeting was conducted on 2nd September 2020.</p>	<p>Interviews and review of the minutes of the meetings reviewed during this audit confirmed that the meetings were attended by worker representatives from Malaysia, Bangladesh and Indonesia. Sampled were minutes of meetings held as follows:</p> <ul style="list-style-type: none"> - NUPW 7 AMESU meeting for Sg Jernih Estate and Sg Jernih Mill dated 6.04.2021 - Meeting between management and worker representatives of LTTT dated 19.01.2022 and 12.04.2021. - Meeting between management and worker representatives of Bebar Estate dated 24.12.2021 <p>Status: Closed</p>
MAR 02 2020 (6.2.2)	Major	<p>Finding: Employment contracts and pay slip between unit of certification and employees does not detailing the 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.</p> <p>Objective evidence: Based on sample (employment contracts and payslip) at following estates, there were sighted that both documentation does not detail the conditions of employment:</p> <ol style="list-style-type: none"> 1.LTT Estate – 18 workers (employment contracts) 2.Bebar Estate – 2 workers (payslip Jun 2020) 3.Sungai Jernih Estate – 9 workers (employment contracts and payslip Oct 2019, Nov 2019, Apr 2020, May 2020 and Jun 2020) 	<p>LTT Terengganu Estate Established the contract agreement and ensure that the contract agreement between contractor and their workers are fair contract.</p> <p>Bebar Estate The estate has made an amendment immediately on the pay slip with effect from July pay slip salary to comply with the requirement.</p> <p>Sg. Jernih Estate The management has updated the payslip and employment contract for each worker based on national legal requirements including detailing the condition of employment with the regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, the period of notice, etc.</p>	<p>Applicable labour laws and MAPA/NUPW Agreement are available to the workers. The employment contracts and pay slips contain conditions of employment and records of wage payments and are also given to the workers. Employment contract of foreign worker clearly stated the working hours, employee provident fund (for local only), annual leave, medical benefits and sick leave, insurance scheme, retirement, and etc. The agreements also state that detailed entitlement for workers are as per MAPA agreement such as holiday entitlement, sickness, termination clause and overtime. Although these documents were prepared in English, explanations were given to the workers in the language workers understand. This was confirmed by the workers during audit interview. Interviews conducted with the workers confirmed their understanding of the terms of the employment contract and their monthly pay slips.</p> <p>Status: Closed</p>

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<p>MZK 01 2020 (7.12.4)</p>	<p>Major</p>	<p>Finding: HCV management plan have been not developed with participation of affected stakeholders Objective evidence: it was found that the HCV integrated management plan at Sungai Jernih CU is not developed in consultation with relevant stakeholder, even though in the stakeholder meeting dated 22/1/20 the stakeholder affected was invited.</p>	<p>Internal & External Stakeholder Consultation Meeting was held in September and discussed the HCV Plan. All attended stakeholders agreed with the plan presented by all estate management.</p>	<p>All Estate already follow the recommendation given by the consultant, Sighted the management plan dated 15/12/2021 for LTT Estate, 15/12/2021 for Bebar Estate and 31/12/2021 for Sungai Jernih. it was found that the HCV integrated management plan was developed in consultation with relevant stakeholder, during the stakeholder meeting dated 08/04/2021 and consultation with Jabtan Perhilitan on 18/10/2020 (LTT Estate), stakeholder meeting date 23/03/221 at Bebar Estate, with participatory Perhilitan Muadzam, Pejabat Perhutanan Muadzam, JAKOA Muadzam Shah, etc, Sg jernih Estate At Sungai Jernih Estate HCV and monitoring plan is implemented, reviewed and updated regularly in a participatory way through stakeholder meeting last stakeholder meeting has been carried out on 08/04/2021. Sighted minute meeting and issues has been recorded in "Minit mesyuarat organisasi dan individu berkepentingan (stakeholder meeting) Bersama Ladang Sg. Jernih dan Kilang Sawit Sg. Jernih". Meeting the discussion related environment, HCV, boundary with reserve forest, etc. have been discussed during the stakeholder meeting. All the issues have been highlighted and was noted and discusses with participatory way</p> <p>Status: Closed</p>
<p>MZK 02 2020 (7.12.7)</p>	<p>Minor</p>	<p>Finding: Outcomes of HCV monitoring at Sungai Jernih CU are not fed back into the management plan. Objective evidence: It was found that the HCV management plan at Sungai Jernih CU is not developed based on</p>	<p>Outcomes of HCV monitoring from discussion with 'Perhilitan' during stakeholder meetings in July & Aug 2020 were included in HCV management plan.</p>	<p>Sg Jernih CU is committed to discourage any illegal or inappropriate hunting or collecting activities. Evidence was seen during the site review that signage to prohibit hunting was erected at Riparian Zone and border. The estates have also hired guards to patrol and check for illegal hunting and to prevent elephant going into estate and also controlling</p>

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		outcomes of HCV Monitoring.		<p>the illegal activities. The estates also monitoring the illegal hunting by recording the incident in the 'Hunting incident Record'/High Conservation Value (HCV) Record for the year 2021/22. Sighted monitoring has been done in LTT on 21/01/2022, 18/01/2022, 11/01/2022, 11/12/2021, 01/12/2021, 14/11/2021. The outcome from HCV assessment & HCV monitoring plan has been developed through consultation with relevant stakeholder such as during stakeholder meeting dated 08/04/2021 and consultation with Jabatan Perhilitan on 18/10/2020 (LTT Estate).</p> <p>For Bebar Estate monitoring has been done every day, sighted monitoring records on 25/01/2022, 24/01/2022, 23/01/2022. The main focusing on monitoring was related to monitoring encroachment from elephant at field 08G boundary with Bukit Ibam Forest reserved. The outcome from HCV assessment & HCV monitoring plan has been developed through consultation with relevant stakeholder such as during stakeholder meeting dated 23/03/2021 with consultation with Jabatan Perhilitan Pahang, Jabatan Perhutanan Muadzam Shah, nearby villagers, etc. action has been taken to tackle to encroachment of elephant through using electricity fencing at block 08G.</p> <p>For Sungai Jernih Estate, the Monitoring Records was done on 23/12/2021, 16/12/2021, 11/12/2021, 02/12/2021, 25/11/2021, 20/11/2021, etc., results outcome from monitoring and consultation with Jabatan Perhutanan, Perhilitan and nearby villagers has been carried out during stakeholder meeting and feedback from them was noted and included in the HCV action plan.</p> <p>Status: Closed</p>
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RAR 01 2020 (3.8.7)	Major	Finding: The mill was not informed the CB about overproduction of certified volume. Objective evidence:			Sg. Jernih POM has established "Mass Balance Record for CPO and CSPK" for the period July 2020 to June 2021. This volume balance record was monitored by the weighbridge clerk. In the future, Mill will immediately request for more CPO and CSPK volume if deemed necessary.	There was no overproduction of certified FFBs, CPO and PK during the period under review (July 2020 – December 2021). Status: Closed
		Items	Projection certified volume May 2019 to June 2020	Actual certified volume May 2019 to June 2020		
		CSPK	4,603.60mt	4,640.84		

ATTACHMENT 6 – Timebound Plan

Boustead Plantations Berhad Time Bound Plan on RSPO Certification.

No	PMU	Loc	Main Assessment	Certification Status	Status	Updated Information for Partial Certification, Clause 4.5.3 RSPO Time-bound Plan & 4.5.4 Requirements for uncertified management units
1.	Sg. Jernih CU	Pahang	11 Sep 2011	Stage 2	Certification completed	nil
			11 Sep 2016	Re-certification	Recertification completed	nil
2.	Nak CU	Sabah	16 May 2015	Stage 2	Certification completed	nil
			May 2017	Include LTTS	Certification completed	nil
3.	Trong CU	Perak	20 July 2017	Stage 2	Certification completed	nil

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4.	Segaria CU	Sabah	Dec 2017	Stage 2	Certification completed	nil
5.	Segamaha CU	Sabah	Oct 2018	Stage 2	Certification completed	nil
6.	Telok Sengat CU	Johor	August 2019	Stage 2	Certification completed	Nil
7.	Lepan Kabu Bekoh Eldred	Kelantan Johor Johor	2021	-	CB appointment process Deferred to 2021 (initially 2020) (Delayed due to Pandemic Covid-19)	Lepan Kabu Mill ceased operation in May 2018. In July 2019, LKE undergo MSPO Audit. Lepan Kabu, Bekoh, and Eldred (All estates without own mill-loose estates).
8.	Rimba Nilai (Sugut) CU	Sabah	2021	-	CB appointed Deferred to 2021 (initially 2020) (Delayed due to Pandemic Covid-19)	External audit that scheduled by BSI tentatively on 7th-11th November 2020 has been postponed until further notice due to restrictions entering Sabah state.
9.	Loagan Bunut CU	Sarawak	2023	-	Deferred to 2023 (initially 2022) To allow Pertama & Tawai BU first	The Loagan Bunut CU has been proposed for land acquisition and still in negotiation process. All decision is pending for the Board of Directors discretion and direction.
10.	Pertama CU	Sabah	2022	-	Deferred to 2022 (initially 2021) (Delayed due to Pandemic Covid-19)	New Acquisition in 2018 from Duta Plantations Berhad. As per RSPO Certification System Nov. 2020; new acquisitions shall be certified within a three-year timeframe.
11.	Kanowit CU	Sarawak	2023	-	Deferred to 2023 (initially 2022) To allow Pertama & Tawai BU first	The Kanowit CU has been proposed for disposal and still in negotiation process. All decision is pending for the Board of Directors discretion and direction.
12.	Tawai CU	Sabah	2022	-	To combine audit with Pertama BU in 2022 due to same area of location	New Acquisition in 2019 from Sit Seng & Sons Realty Sdn Bhd as per RSPO Certification System Nov. 2020; new acquisitions shall be certified within a three-year timeframe.