



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

File Ref. : ED04270001

RSPO PUBLIC SUMMARY REPORT

CLIENT : DARA LAM SOON CERTIFICATION UNIT

PARENT COMPANY : LAM SOON CANNERY PRIVATE LIMITED

RSPO MEMBERSHIP No.: 2-0909-18-000-00

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	
DARA LAM SOON	Dara Lam Soon Palm Oil Mill	03° 09.421' N	103° 09.818' E	92 km off Kuantan - Segamat Highway, 26700 Muadzam Shah, Pahang, Malaysia.
	Dara Lam Soon Estate	03° 09.406' N	103° 09.696' E	

MAP : See Attachment 1

AUDIT DATE : 22 – 24 Mac 2022

DURATION : 12 auditor days

TYPE OF AUDIT : ☒ Annual Surveillance Audit No.4

☐ Recertification Audit

STANDARD : MYNI 2019 FOR RSPO PRINCIPLE & CRITERIA 2018

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

VALIDITY OF RSPO CERTIFICATE : 18/05/2018 – 17/05/2023

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 : **MOHD AB RAOUF BIN ASIS**

Name : **HONG CHAT CHAI**

Signature :

Signature :

DARA LAM SOON PALM OIL MILL

Date : **29/06/2022**

Date :

29.06.22 Manager / Engineer

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SUMMARY OF AUDITS

Stage 2 audit / Recertification audit				
On-site audit date :	16-18 January 2018		No. of auditor days :	11
Audit team :	Rozaimee Bin Ab Rahman, Mohd Zulfakar Kamaruzaman, Mohd Raouf Bin Asis			
No. of major NCR :	9	Indicator: 5.2.1, 6.1.1, 6.1.2, 6.1.3, 2.1.1, 3.1.1, 4.1.1, 4.7.2, 5.1.1		Closing date: 16/4/2018
No. of minor NCR :	4	Indicator : 2.2.2, 4.3.3, 4.5.2, 4.4.1		
Indicate the stakeholders interviewed during the on-site audit :	Employees	Settlers	Villagers	Suppliers
	√		√	√
	Contract workers	NGOs	Govt. agency	Independent growers
	Indigenous people	Contractor	Others (Please specify)	
	√	√		
Supply base sampled :	Lam Soon estate			
Report approved by :	Radziah Mohd Daud		Approval date : 07/05/2018	

Annual Surveillance Audit 1				
On-site audit date :	26 February – 1 March 2019		No. of auditor days :	11 Auditor days
Audit team :	Mohd Zulfakar Kamaruzaman (LA), Rozaimee Ab Rahman, Amir Bahari			
No. of major NCR :	6	Indicator : 4.7.3, 5.3.2, 6.5.2, 6.2.1 , 5.13.1 (SCCS), D 4.2 (SCCS)		Closing date : 30/05/2019
No. of minor NCR :	Nil	Indicator : -		
Indicate by ticking the stakeholders interviewed during the on-site audit :	Employees	Settlers	Villagers / Local communities	Suppliers
	√		√	√
	Contract workers	NGOs	Govt. agency	Independent growers
	√		√	
	Indigenous people	Contractor	Others (Please specify)	
	√	√		
Supply base sampled :	Dara Lam Soon Estate			
Changes since the last audit :	Nil			
Justification of audit planning :	Total allocation of auditor days for Dara Lam Soon CU were: <ul style="list-style-type: none"> • Mill = 6 days (6 days for safety and health, environment, mill best practices, GHG verification and for supply chain certification systems) • Estate = 6 days for verification of safety and health, environment, good agriculture best practices, GHG verification. 			
Report approved by :	Radziah Mohd Daud		Approval date : 04/06/2019	

Annual Surveillance Audit 2				
On-site audit date :	17 – 21 February 2020		No. of auditor days :	11 auditor days
Audit team :	Dzulfiqar Azmi (TLA), Mohd Zulfakar Kamaruzaman (LA), Rozaimee Ab Rahman and Mohd Raouf Bin Asis			
No. of major NCR :	6	Indicator: 2.1.1, 4.2.1, 6.2.2, 6.7.3, 7.12.4, 5.5.2 (SCCS)		Closing date: 30/04/2020
No. of minor NCR :	6	Indicator: 2.2.2, 2.2.3, 6.4.1, 6.7.2, 7.3.3, 7.11.3		
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	Contractor	Others (Please specify)	
	√	√		
Supply base sampled :	Dara Lam Soon Estate			

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Changes since the last audit	:	Reduction of 10 ha in planted area due to declaration of buffer zone area/conservation area. With this, the conservation area also changes with additional 10 ha.
Justification of audit planning	:	Total allocation of auditor days for Dara Lam Soon CU were: <ul style="list-style-type: none"> • Mill = 5.5 days for social issues, safety and health, environment, mill best practices, GHG verification and for supply chain certification systems) • Estate = 5.5 days for verification of social issues, safety and health, environment, good agriculture best practices, GHG verification.
Report approved by	:	Kamini Sooriammoorthy Approval date : 7/05/2020

Annual Surveillance Audit 3				
On-site audit date	:	9-11/03/2021	No. of auditor days:	11 days
Audit team	:	Rozaimie Ab Rahman (LA), Dzulfikar Azmi, Mohd Zulfakar Kamaruzaman , and Mohd Raouf Bin Asis		
No. of major NCR	:	11	Indicator: 7.12.4, 3.6.1, 6.7.3, 7.8.2, 3.7.1, 3.4.3, 6.2.2, 6.2.3, 6.2.1, 6.6.1, 1.1.4	Closing date: 9/6/2021
No. of minor NCR	:	8	Indicator : 1.1.5, 5.2.1, 5.2.2, 4.2.3, 7.3.1, 6.2.6, 6.3.3, 6.5.4	
Indicate by ticking the stakeholders interviewed during the on-site audit	:	Employees / Workers organizations	Settlers	Villagers / Local communities
	:	x		x
	:	Contract workers	Local & National NGOs	Govt. agency / Statutory bodies
	:	x		
	:	Indigenous people	Contractor	Others (Please specify)
	:	x	x	
Supply base sampled	:	DLS estate & mill		
Changes since the last audit	:	Not applicable		
Justification of audit planning	:	Total allocation of auditor days for Dara Lam Soon CU were: <ul style="list-style-type: none"> • Mill = 5.5 days for social issues, safety and health, environment, mill best practices, GHG verification and for supply chain certification systems) • Estate = 5.5 days for verification of social issues, safety and health, environment, good agriculture best practices, GHG verification. 		
Report approved by	:	Kamini Sooriammoorthy	Approval date : 11/06/2021	

Annual Surveillance Audit 4				
On-site audit date	:	22-24 Mac 2022	No. of auditor days :	12 days
Audit team	:	Mohd Ab Raouf bin Asis (LA), Rozaimie bin Ab Rahman, Ismail Adnan bin Abdul Malek, Mohd Norddin in Abd Jalil		
No. of major NCR	:	2	Indicator: 3.3.1, 7.2.7	Closing date : 22/06/2022
No. of minor NCR	:	1	Indicator : 3.7.2	
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	:	Dara Lam Soon Estate		
Changes since the last audit	:	No changes		
Justification of audit planning	:	Total allocation of auditor days for Dara Lam Soon CU were: <ul style="list-style-type: none"> • Mill = 4.0 days for social issues, safety and health, environment, mill best practices, GHG verification and for supply chain certification systems. • Estate = 8.0 days for verification of social issues, safety and health, environment, good agriculture best practices, GHG verification. 		
Name of peer reviewer	:	NA		
Report approved by	:	Kamini Sooriammoorthy	Approval date : 29/06/2022	

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SUMMARY OF INFORMATION

TABLE 1

	STAGE 2 / RA	ASA 1	ASA 2	ASA 3	ASA 4
*Projection Period / Reporting Period	Jan 2018-Dec 2018	March 2019-Feb 2020	Mar 2020 – Feb 2021	March 2021 – Feb 2022	Mar 2022 – Feb 2023
Certified FFB Processed (MT)	110,645	116,090	112,685	118,000	118,000
Production of Certified CPO (MT)	24,342	24,960	24,227	25,370	25,370
Production of Certified PK (MT)	5,532	6,385	6,198	6,490	6,490
Certified Areas (Ha)	4,220	4,220	4,220	4,220	4,220
Planted Areas (Ha)	4,109	4,109	*4,099	4,099	4,099
Production Areas (Ha)	4,096	4,109	4,099	4,099	4,099
HCV Areas / Conservation Areas (Ha)	11	11	*21	21	21
REMARKS	*Reduction of 10 ha in planted area due to declaration of buffer zone area/conservation area. Thus, conservation area also changes with additional 10 ha.				

TABLE 2

	PO	PK
**Last years certified volume (MT)	25,370.00	6,490.00
Last years actual certified sold (MT)	17,735.32	4,854.35
Last years actual sold under other schemes (MT)	-	-
Last years sold conventional (MT)	2,524.27	817.94
Last year actual sold CSPO credits (where applicable)	-	-
New year certified volume (MT)	25,370.00	6,490.00

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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
Mohd Ab Raouf bin Asis	Lead Auditor, Social (Employees), TBP	Holds a B.Sc. in Manufacturing (Production and Operation). He had more than 7 years of working experience in the oil palm operation. He has experience in auditing since 2016. He was successfully attended Quality Management System (ISO 9001:2015) and OHS 18001:2007 lead assessor course in 2016. Currently he qualified for RSPO P&C Lead Auditor and MSPO Lead Auditor.
Rozaimie bin Ab Rahman	Auditor, Supply Chain, Safety (Mill), Environment	Holds a B. Sc. of Agriculture. He had 7 years of working experience in the oil palm operation. He is a qualified Lead Auditor for RSPO and MSPO.
Ismail Adnan bin Abd Malek	Auditor, Social (External), HCV	Holds a Master of Forestry, University of British Columbia, Canada. Experienced forester. Senior Lecturer at the Forestry Faculty, Universiti Putra Malaysia and currently as Auditor at the Food, Agriculture and Forestry, SIRIM QAS International Sdn Bhd, since 2016.
Mohd Norddin bin Abd Jalil	Auditor, Safety (Estate), GAP	Holds a B.Sc.in Agriculture from Universiti Pertanian Malaysia. He has over 35 years working experience in the oil palm plantation operation. He is qualified auditor for RSPO P&C.

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1.3 Audit methodology

The audit covered the Dara Lam Soon palm oil mill and Dara Lam Soon Estate. The sampling methodology applies for supply base with higher than four estates. The sampling shall be conducted in conformance with the requirement specified in the RSPO Certification Systems Document, Nov 2020. The 1 supply base covered during the audit is Dara Lam Soon Estate. 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

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 (local / foreign / Orang Asli workers / male & female)	<p>The following were confirmed during the conduct of audit as there was justify through evidence to prove otherwise:</p> <ul style="list-style-type: none"> ▪ Workers work 6 days a week with one rest day (Sunday). They work 8 hours with a minimum of 30 minutes' break in between. ▪ All workers confirmed that they receive a minimum of RM1100 per month. They receive their salaries before 7th of every month. As of the date of this audit, all workers sampled aware on the new Minimum Wages (Amendment 2020). ▪ Any overtime work is mutually agreed between workers and management, and that there is no element of forcing. ▪ Foreign workers are not subjected to the recruitment fee. This was evidenced through interview. ▪ Workers state that they have been attended to by the Visiting Medical Officer during any of his visits. ▪ Foreign workers are not subjected to any recruitment fee. Foreign workers who choose to keep their passports at the office have done so with their written consent. ▪ Workers are generally satisfied with the way complaints lodged are acted upon. Delays in house repairs, if any, are usually due to the need to order repair parts. ▪ Workers, including foreign workers get to appoint their own representatives. There is no interference of influence exerted by the employer. ▪ For newly-arrived foreign workers who do understand Bahasa or English, translations are provided during briefings.
2) Settlers	Not applicable
3) Villagers / Local communities (including women representatives, displaced communities)	The audit team has also interviewed relevant stakeholders including Saadon Mohd Said (Chairman Jawatankuasa Kemajuan & Keselamatan Kampung Kota Perdana), Han a/l Kereseng, (Batin Kg Padang), Azmi a/l Khalid (representative of Kampung Terubin) and Patung a/l Nyang (representative of Kampung

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	Padang) and from the interviews, it can be concluded that there was no evidence of any land dispute between Dara Lam Soon CU and above affected parties. Communication records verified also showed no land dispute between DLS CU and neighbouring private oil palm companies such as Boustead Ladang Bebar, Ldg PSK Bukit Sumoh, Prosper Juasa Estate.
4) Suppliers	Sri Muadzam Sdn Bhd (Supplier), Muadzam Auto & Engineering Supply (Supplier), and Agromate Sdn Bhd (supplier). No issues raised.
5) Contract workers (local / foreign / Orang Asli workers / male & female)	Boeran Trading (plantation contractor), Han a/l Kereseng, (Batin Kg Padang), Azmi a/l Khalid (representative of Kampung Terubin) and Patung a/l Nyang (representative of Kampung Padang) and from the interviews, it can be concluded that there was no evidence of forced labor as the details can be refer to the Principle 6.
6) Local & national NGOs	Not available
7) Government agencies / Statutory bodies	Not available
8) Independent growers / Smallholders	Communication records verified also showed no land dispute between DLS CU and neighbouring private oil palm companies such as Boustead Ladang Bebar, Ldg PSK Bukit Sumoh, Prosper Juasa Estate. Interviewed via phone call has been arranged.
9) Indigenous people <i>* If applicable, refer to AUDITORS' GUIDE IN REPORTING ORANG ASLI MATTERS at the end of the checklist (in Attachment 3 of this report) for more information about the indigenous people in this CU.</i>	Indigenous peoples from Kg Terubing, Kg Padang and Kg Dungun were interviewed. Details in Attachment 3 of indicator on Indigenous People.
10) Contractor	Boeran Trading (plantation contractor), Han a/l Kereseng, (Batin Kg Padang), Azmi a/l Khalid (representative of Kampung Terubin) and Patung a/l Nyang (representative of Kampung Padang) and from the interviews, it can be concluded that there was no evidence of forced labor as the details can be refer to the Principle 6.
11) Previous land owner (if any)	Not available.
12) Others (please specify)	Not available.

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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 Dara Lam Soon Sdn Bhd. is one of the subsidiaries under the Lam Soon (M) Berhad and incorporated in 1975 under the name of Dara Lam Soon Sdn. Bhd. The core business for Dara Lam Soon Sdn Bhd is Palm Oil plantation. The Dara Lam Soon Certification Unit (hereafter referred to as Dara Lam Soon CU) is the certification unit (CU) which had been undergo to RSPO P&C MYNI 2014 and RSPO Supply Chain certification and become RSPO Member on 3 June 2016. Dara Lam Soon CU consists of 1 mill and 1 estate only which are Dara Lam Soon POM (DLSPOM) and Dara Lam Soon Estate.

The palm oil mill commenced operations in 1980 with a processing capacity of 30 metric tons of fresh fruit bunches (FFB) per hour. All the estate within the CU have been fully developed before the year of 2005.

The Dara Lam Soon CU have other management system (MSPO) certification beside of RSPO P&C and Supply Chain. During this reporting period, Dara Lam Soon CU was suspended between 12 March 2021 and 6 May 2021, due to repeating NCRs and a collection of five nonconformities in the principle 6.

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

The FFB sourced from company owned estate (Dara Lam Soon Estate) that are certified. Details of the FFB contribution from each source to the Dara Lam Soon POM are shown in the following tables

Table 1: Actual FFB production by the supply base for the period (March 2021-February 2022)

Estates	FFB Production	
	Tonnes	Percentage (%)
Dara Lam Soon	100,908.46	100
Total	100,908.46	100

Table 2: Projected FFB production by supply base for the next reporting period (March 2022 – February 2023)

CU own estates	FFB Contribution	
	Tonnes	Percentage (%)
Dara Lam Soon	118,000.00	100
Total		
Other Supply Bases		
Third parties (non-certified)	Nil	Nil
Grand Total	118,000.00	100

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**Table 3: Actual FFB received and CPO & PK dispatch by the Mill for the last reporting period
(Mac 2021 – February 2022)**

	Total (MT)
FFB Received	100,908.46
FFB Processed	100,908.46
CPO Production	20,994.47
PK Production	5,985.41
CPO delivered as IP	17,735.32
CPO delivered as non-RSPO certified	2,524.27
PK delivered as IP	4,854.35
PK delivered as non-RSPO certified	817.94
Product sold under Book & Claim	Nil

*Notes : The actual table applied is different, depending on the type of Supply Chain Model. Refer to admin.

**Table 4: Projected FFB received and CPO & PK dispatch by the Mill of the next reporting period
(Mac 2022 – Feb 2023)**

	Total (MT)
FFB Received	118,000.00
FFB Processed	118,000.00
CPO Production	25,370.00
PK Production	6,490.00

*Notes : The actual table applied is different, depending on the type of Supply Chain Model. Refer to admin.

Table 5 Planted and certified area of the CU

Estate	Planted (ha)	Certified (ha)
Dara Lam Soon Estate	4,099.00	4,220.00
Total	4,099.00	4,220.00

Table 6 Planting profile for Dara Lam Soon CU

<u>Estate</u>	<u>Year of planting</u>	<u>Planting Cycle</u>	<u>Mature >xx years (Ha)</u>	<u>Immature < xx years(Ha)</u>	<u>Planted area</u>	<u>% of planted area mature</u>	<u>% of planted area immature</u>
Dara Lam Soon Estate	1997	2 nd	18.00		18.00	0.44	
	1999	2 nd	219.00		219.00	5.34	
	2000	2 nd	5.00		5.00	0.12	
	2001	2 nd	461.00		461.00	11.25	
	2002	2 nd	525.00		525.00	12.81	
	2003	2 nd	198.00		198.00	4.83	
	2004	2 nd	709.00		709.00	17.30	
	2005	2 nd	788.00		788.00	19.22	
	2006	2 nd	9.00		9.00	0.22	
	2007	2 nd	550.10		550.10	13.42	
	2009	2 nd	604.00		604.00	14.73	
	2015	2 nd	13.00		13.00	0.32	
Total			4,099.00		4,099.00	100	

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2.3 Organizational Information/Contact Person(s)

The details of the contact person are as below:

Name	:	HONG CHAT CHAI / YAP FABIAN
Position	:	MILL MANAGER / ESTATE MANAGER
Address	:	92KM OFF KUANTAN-SEGAMAT HIHWAY,26700 MUADZAM SHAH, PAHANG MALAYSIA
Phone no.	:	09-4525086/ 09-4525093
Fax no.	:	09-4525087/09-4525092
Email	:	dispom2013@gmail.com / yapfabian@gmail.com

3.0 AUDIT FINDINGS

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

No changes to the production

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 :

- 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?

- 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

- 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.)

No changes

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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)

No complaint received from stakeholder

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 : 1 (3.7.2)

Total no. of major NCR(s)
(details refer to Attachment 3) List : 2 (3.3.1, 7.2.7)

4.2 For SC (Details checklist refer to Attachment 5) :

Total no. of minor NCR(s)
(details refer to Attachment 3) List : Nil

Total no. of major NCR(s)
(details refer to Attachment 3) List : Nil

5.0 AUDIT CONCLUSION

The audit team concludes that the organization has / ☒* 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 : MOHD AB RAOUF BIN ASIS

(Name)



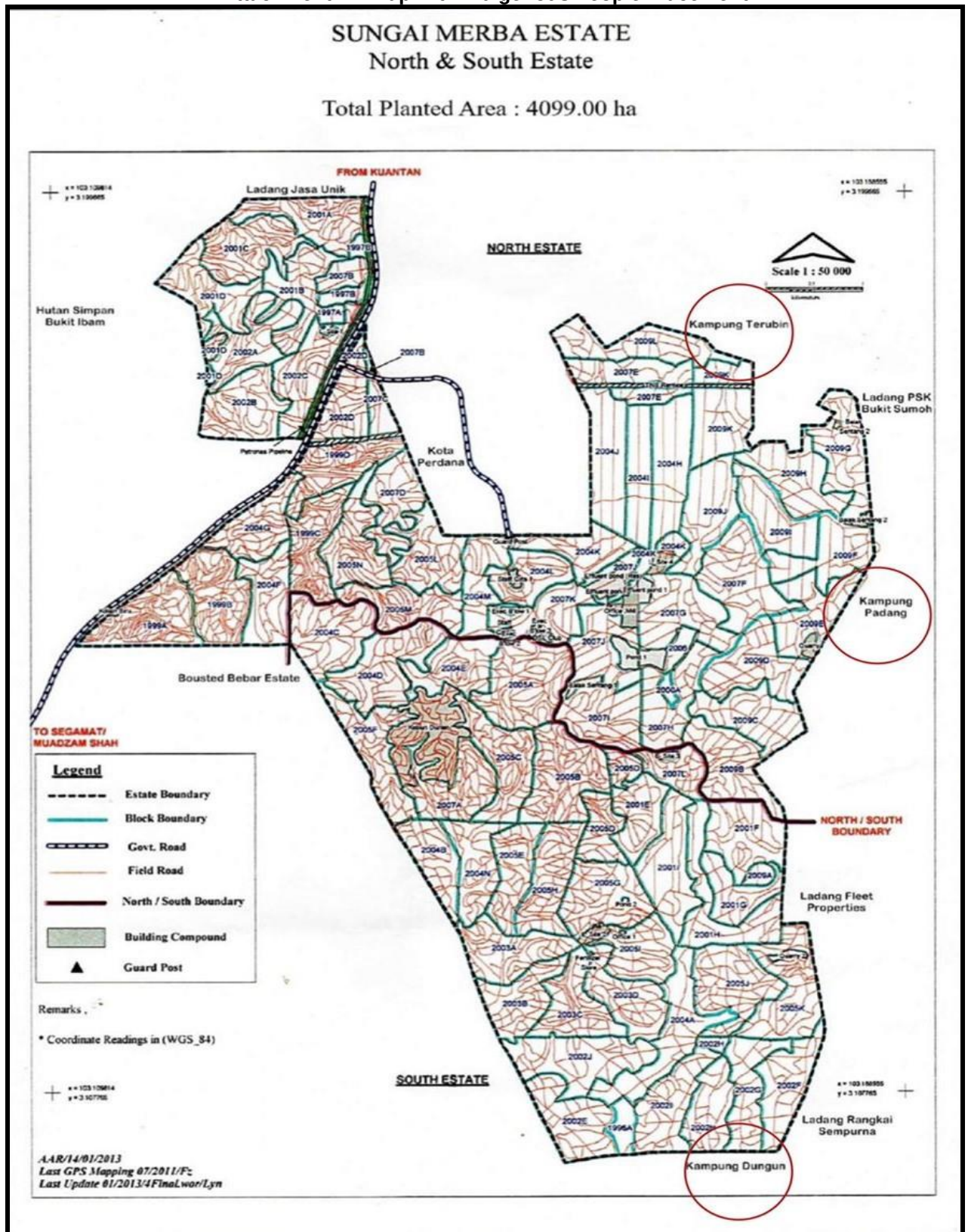
(Signature)

22/6/2022

(Date)

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Attachment 1 – Map with Indigenous People Placement



SURVEILLANCE AUDIT PLAN

1. Objectives

The objectives of the audit are as follows:

- (i) To determine Certification Unit conformance against RSPO Principles & Criteria Malaysian National Interpretation (MYNI)
- (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 : 22nd March to 25th March 2022

3. Site of assessment : Dara Lam Soon Certification Unit

- Dara Lam Soon Palm Oil Mill
- Dara Lam Soon Estate

4. Reference Standard :

- a. MYNI 2019 of RSPO P&C 2018
- b. RSPO Certification System Documents, Nov 2020
- c. Company's audit criteria including Company's Manual/Procedures

5. Assessment Team

- (i) Audit Team Leader: **Mohd Ab Raouf bin Asis (MAR)** - Social (Internal & External Stakeholder Mill), GAP, TBP
 - (ii) Auditor : **Rozaimie bin Ab Rahman (RAR)** - SCCS, Safety & Environment, GHG, Metrics Template
Ismail Adnan (IA) - Social (Internal & External Stakeholder Estate), HCV
Mohd Norddin bin Abd Jalil (MN) – GAP, Safety Estate
 - (iii) Witnessed : N/A
 - (iv) Technical expert : N/A
- If there is any objection to the proposed audit team, the organization is required to inform the Lead Auditor/RSPO Section Manager.*

7. 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.

8. 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): **Jan 2021 to Dec 2021**, and
 - ii. 12 month period counting up to two 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 Dec 2021**
 - ii. For smallholders and outgrowers: **Jan 2021 to Dec 2021**
- c) Reporting time frame for all other social and environmental data:
 - i. **Jan 2021 to Dec 2021**

The updated Metrics Template (as attached, the version 2.0) will be enforced from 1 August 2021. For audits conducted during the transition period from 1 June to 31 July 2021, members are encouraged to use the

updated version but are also allowed to use the previous version (version 1.0). All audits conducted from 1 August 2021 onwards must use the updated Metrics Template (version 2.0).

9. 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. Recurring major non-conformities on the same indicator in successive surveillance audits shall result in the immediate suspension of the RSPO P & C certification shall be recommended.

10. 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.

11. Working Language : English and Bahasa Malaysia

12. 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. |

13. 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

14. Assessment Programme Details : As below

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Date / Time	Coverage of assessment / Activity / Site	MAR	RAR	IA	MN
Day 0-21/3/2022 (Monday)	All auditor travelling to the accommodation site	/		/	
Day 1-22/3/22 (Tuesday) 9.00am – 9.30am	Opening Meeting – Venue: To be advised <ul style="list-style-type: none"> Audit team Leader - Briefing on assessment objectives, scope, methodology, confidentiality clarification, audit criteria and programmes Organization Representative - Briefing RSPO implementation, significant change on organization activity, structure, certified areas, machinery, FFB supply bases, Time bound plan, actions taken to address previous audit findings. MN travelling to accommodation site 	/	/	/	
9.30am – 1.00pm	Site observation to DLS POM & DLS Estate MAR,RAR go to DLS POM IA go to DLS Estate P1, P2, P3,P4,P5, P6, P7 <ul style="list-style-type: none"> Assessment on Supply Chain Social aspects -SIA, management plan & implementation, workers' quarters, Stakeholder consultation with affected communities surrounding the estate including Orang Asli if applicable Interview with gender committee, safety committee, worker representative, contractors, supplier, etc. Occupational safety & health aspects, chemical management Good Milling Practice / Good agricultural practices Legal & Other requirement Environmental management, waste & chemical management GHG Calculation 	/	/	/	
1.00pm – 2.00pm	Lunch Break				
1.30pm – 5.00pm	Continue assessment at respective sites	/	/	/	
Date / Time	Coverage of assessment / Activity / Site	MAR	RAR	IA	MN
Day 2 – 23/3/22 (Wednesday) 9.00am – 1.00pm	Site observation to DLS POM & DLS Estate MAR,RAR go to DLS POM IA & MN go to DLS Estate P1, P2, P3,P4,P5, P6, P7 <ul style="list-style-type: none"> Verification of basic information estate/Metric templates Confirmation of time bound plan & review of partial certification Inspection of protected sites with HCV attributes, forested area, plantation boundary, adjacent and neighbouring land use, riparian zone Occupational safety & health aspects , chemical management 	/	/	/	/

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	<ul style="list-style-type: none"> Interview with workers, contractors etc. Environmental management, waste & chemical management Social aspects -SIA, management plan & implementation, workers' quarters, Stakeholder consultation with affected communities surrounding the estate Interview with gender committee, safety committee, worker representative/Union, contractors, supplier, etc. Land titles user rights Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, POME application, IPM, Peat Management, Buffer Zones, BMP for Buffer Zones. GHG Calculation New planting 				
1.00pm – 2.00pm	Lunch Break	/	/	/	
1.30pm – 5.00pm	Continue assessment at respective site	/	/	/	
Date / Time	Coverage of assessment / Activity / Site	MAR	RAR	IA	MN
Day 3 – 24/3/22 (Thursday) 9.00am – 1.00pm	Site observation to DLS Estate P1, P2, P3, P4, P5, P6, P7 <ul style="list-style-type: none"> Supply Chain Verification of basic information mill/Metric templates Confirmation of time bound plan & review of partial certification Inspection of protected sites with HCV attributes, forested area, plantation boundary, adjacent and neighbouring land use, riparian zone Occupational safety & health aspects , chemical management Interview with workers, contractors etc. Environmental management, waste & chemical management Social aspects -SIA, management plan & implementation, workers' quarters, Stakeholder consultation with affected communities surrounding the estate Interview with gender committee, safety committee, worker representative/Union, contractors, supplier, etc. Land titles user rights Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, POME application, IPM, Peat Management, Buffer Zones, BMP for Buffer Zones. GHG Calculation New planting 	/	/	/	/
1.00pm – 2.00pm	Lunch Break	/	/	/	/
2.00pm – 5.00pm	Continue assessment at respective site	/	/	/	/

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Date / Time	Coverage of assessment / Activity / Site	MAR	RAR	IA	MN
Day 4 – 25/3/22 (Friday) 9.00am – 1.00pm	Site observation to DLS Estate P1, P2, P3, P4, P5, P6, P7 <ul style="list-style-type: none"> • Verification of basic information estate/Metric templates • Confirmation of time bound plan & review of partial certification • Inspection of protected sites with HCV attributes, forested area, plantation boundary, adjacent and neighbouring land use, riparian zone • Occupational safety & health aspects , chemical management • Interview with workers, contractors etc. • Environmental management, waste & chemical management • Social aspects -SIA, management plan & implementation, workers' quarters, • Stakeholder consultation with affected communities surrounding the estate • Interview with gender committee, safety committee, worker representative/Union, contractors, supplier, etc. • Land titles user rights • Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, POME application, IPM, Peat Management, Buffer Zones, BMP for Buffer Zones. • GHG Calculation • New planting 	/	/	/	/
1.00pm – 2.30pm	Lunch Break / Friday prayer	/	/	/	/
2.30pm – 4.00pm	Audit team discussion	/	/	/	/
4.00pm – 5.00 pm	Closing meeting	/	/	/	/

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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	The Dara Lam Soon (DLS) CU has implemented procedure for responding to any communication as outlined in their Estate/Mill Quality Management System documents. The records of communication were identified and maintained in different files depending on the stakeholder. Among the records reviewed were correspondences with the authorities and employees. Dara Lam Soon CU recognize efforts to nurture long-term sustainability and commitment to the environment is reflected in very practices and policies which entails best practices, care for the environment and managing the social aspects. The CU continued to use their website for disseminating public information. Information relating to land titles, policies, environmental, social and/or legal, complaints and grievances are available at http://lamsoonplantations.com.my
	1.1.2 Information is provided in appropriate languages and accessible to relevant stakeholders.	Yes	Information, available in appropriate language, relating to land titles, policies, environmental, social and/or legal, complaints and grievances are available at http://lamsoonplantations.com.my
	1.1.3 (C) Records of requests for information and responses are maintained.	Yes	The Dara Lam Soon Estate and Dara Lam Soon Oil Mill continued to maintain the records of requests for information and responses are maintained which included the government agencies, schools, local communities, etc. below are some of the information requested and responses.
	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 procedures used by the DLS CU in handling internal and external communications is identified in SOP named Consultation and Grievances Communication Procedure Internal/External' which was prepared by the RSPO Unit of Dara Lam Soon.
	1.1.5 There is a current list of contact and details of stakeholders and their nominated representatives.	Yes	Dara Lam Soon CU had maintained a documented list of stakeholders which was sighted by the auditor.
1.2 The unit of certification commits	1.2.1 A policy for ethical conduct is in place and implemented in all business	Yes	The documented policy committing to a code of ethical conduct and integrity of the company maintained available in the 'HR Policies and Procedures Code of Conduct' effective dated in Apr 2012.

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Clause	Indicators	Comply Yes/No	Findings
to ethical conduct in all business operations and transactions.	operations and transactions, including recruitment and contracts.		
	1.2.2 A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.	Yes	In addition, Dara Lam Soon also has a COBC which has been developed to outline the standards of behaviour required by DLS vendors which includes expectation to uphold human rights. The COBC applies to all its suppliers, consultants, agents, contractors' /service providers who have direct dealings with the Lam Soon Group. All vendors will be required to declare their compliance to the COBC through the COBC declaration which includes a declaration to eradicate all forms of exploitation, including but not limited to modern day slavery and human trafficking.

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	In general, the CU complied with the applicable legal requirements.
	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.	Yes	The CU continued to implement and maintain the established documented system for identifying, accessing, tracking and monitoring of compliance with the legal requirements that were applicable to them. The estates and mill maintained had the respective Legal and Other Requirements Register (LORR) and were being evaluated individually annually for compliance. The legal registers were updated by the person in-charge and approved by the respective Managers. The Sustainability Unit are responsible to track changes and the information was disseminated to all its plantations and Mill department.
	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 along the perimeter between DLS estate and adjacent forest reserve, villagers, and Private Oil Palm companies are available and maintained.
2.2 All contractors providing operational	2.2.1 A list of contracted parties is maintained.	Yes	A list of contracted parties is maintained.

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Clause	Indicators	Comply Yes/No	Findings
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.	Yes	There is evidence that agreements with third parties contain clauses on meeting applicable requirements.
	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 a clause on compliance with employment laws, which would include laws related to employment of children and young persons.
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 • One or more supporting documents for claims • Valid MPOB license 	Yes	Fresh Fruit Bunches are supplied from Lam Soon (M) Berhad owned estates which are certified to RSPO. There is no third-party FFB sent to the mil.
	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 Lam Soon (M) Berhad owned estates which are certified to RSPO. There is no third-party FFB sent to the mil.

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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	<p>The Dara Lam Soon CU have a business plan prepared annually in the form of year budget and the projection for 5 years prepared as a guidance towards sustainable business for future planning.</p> <p>The components of the business plan are presented in a budget format comprising of the following.</p> <ul style="list-style-type: none"> a) Crop yielding area b) Yield statement oil palm c) Total upkeep & cultivation d) Labour statement/Allocation of wages/Labour benefit summary e) Summary of vehicle and running schedule/Job allocation for vehicles f) Summary of workshop running schedule g) Summary of general charges h) Summary cost/ha & cost/mt FFB i) CAPEX <p>The business plan and budget were available and kept in soft copy. The documents were categorised as confidential. Information in the documents were sighted and briefed by the Estates/Mill Managers. Generally, the estates and mill business plan were towards sustainable business and prepared in a 3 to 5-year horizon. The budget provisions covered activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure, RSPO compliance etc.</p>
	3.1.2 An annual replanting programme projected for a minimum of five years with yearly review, is available.	Yes	<p>The long-range replanting program (LRRP) until 2026 were sighted for both division Estates of the Dara Lam Soon CU. This program was reviewed once a year and was incorporated in their annual financial budget. The program for the current year and the next 5 years in Hectares.</p>
	3.1.3 The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertaken.	Yes	<p>The management review meeting of Dara Lam Soon CU which were held in March 2022, attended by all the manager's estate/mill and sustainability team. It was chaired by Plantation Director. Among the management review discussed were:</p> <ol style="list-style-type: none"> 1. Results of internal audits 2. Customer (internal/external) feedback 3. Process performance and product conformity 4. Status of preventive and corrective actions 5. Follow-up actions from management reviews 6. Changes that could affect the management system 7. Recommendations for improvement

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Clause	Indicators	Comply Yes/No	Findings
			The management was transparent to address 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	DLS POM and Estate has continued to show its commitment towards continuous improvement through a number of implementation. This has been established in the Continuous Improvement Plan 2022 updated on January 2022. This compilation was made with subject to the consideration of the main social and environmental impacts. These include to continue engagement with relevant stakeholders (workers, surrounding communities, government agencies, agencies, suppliers and contractors). Management documents related to environmental plans and impact assessments maintained available.
	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 together with palm trace renewal. This requirement refers to a small set of strategic outcome-based metrics, which are of value to growers, relates directly to the P&C, and aligns with the RSPO Theory of Change ¹ and RSPO organizational Key Performance Indicators.
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.	No	<p>The estates in Dara Lam Soon CU adopted the following manuals and documents as their standard operating procedures:</p> <ul style="list-style-type: none"> a) Oil Palm Agricultural Policy dated January 2017. b) Safety Operating Procedure issued commencing May 2016 with updated revision. <p>The estate operations/activities among others covered in the procedures are</p> <ul style="list-style-type: none"> a) Harvesting/Pruning b) Oil palm nursery/land clearing and preparation, c) planting technique, cover crop, d) fertilizer application, foliar sampling e) weeding, pest and disease, f) road maintenance/road bridges and culverts g) integrated palm management h) workshop. <p>However, Standard Operating Procedures on clinic operation was not adequate to cover on certain procedures. Based on documentation review, the SOP on clinic operation was not adequate to cover on the procedures to get the treatment at clinic and medical certificate flow. Therefore, major NCR was raised as MAR 01 2022.</p>
	3.3.2 A mechanism to check consistent implementation of procedures is in place.	Yes	Dara Lam Soon CU continued to implement the mechanism to ensure consistent implementation of operation as per SOPs. The mechanisms to check the implementation of procedures were carried out through RSPO internal audit report on visits made in May 2021. Safety and health meeting and routine inspection (workplace inspection) by

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Clause	Indicators	Comply Yes/No	Findings
			assistant manager, staff and hospital assistant.
	3.3.3 Records of monitoring and any actions taken are maintained and available.	Yes	Records of monitoring and the actions taken by the Dara Lam Soon CU continued to be maintained. This is to ensure that the established procedures were consistently implemented.
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	<p>Dara Lam Soon CU has established "Environmental Impact Assessment (EIA), Management Action Plans and Continuous Improvement Plans (July 2017 to July 2022)" to associated with their activities. For Dara Lam Soon Oil Mill, latest environment impact assessment was reviewed in Jan 2020 covering biogas plant activities. The environmental impact covers the upstream activities such as FFB reception until the downstream processes. At the mill, the identification and evaluation of environmental impact was done for all activities and processes related to the mill operation. Among the significant environmental receptors are the air emission from the boiler stack, the generation of the palm oil mill effluent (POME) and land contamination which related to the management of scheduled wastes and domestic waste. For Dara Lam Soon Estate, latest environment impact assessment was reviewed in Jan 2021 covering all activities. For the estate operation, all activities from harvesting, pest and disease, upkeep activities until delivery to mill has been identified. Among the significant environmental aspects are the chemical (herbicide/fertilizer) which is associated with spillage and leakage due to mishandling of chemical (water pollution and land contamination) which related to the management of chemical. So far, no issues related to environmental has been highlighted during stakeholders meeting.</p> <p>A Social Impact Assessment (SIA) covering Dara Lam Soon POM and Dara Lam Soon Estate was carried out by the Social Liaison Officer at Dara Lam Soon CU. The Report was done in September 2017 with the participation of internal and external stakeholders, namely workers, union, contractors, suppliers, local community, local government and private entities. Records of meetings with the relevant stakeholders were duly documented and sighted. And Amendment meeting regarding SIA has been conducted in April 2018 to highlight the issue regarding Housing in front of the estate, regarding boundary marking, gate open and etc. Records of meetings, attendance list with the relevant stakeholders were available, documented and sighted during this Audit.</p>
	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	There was documented evidence in the form of meeting attendances where workers, union, contractors, suppliers, local community, local government and private were present during the stakeholder consultations. Based on the records available, there is evidence that the assessment was done with participation of all affected parties/stakeholders. whose attendance was documented and sighted during the audit. Auditor has read the SIA report and found that all comment from stakeholder has been included in the report, and also the Environmental Impact and Aspect Assessment & Pollution Prevention Plans 2022.

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Clause	Indicators	Comply Yes/No	Findings
	3.4.3 (C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.	Yes	Stakeholder meeting was unable to be conducted face to face due to COVID 19, however management has been sent the feedback letter to the related stakeholder such as Pengurus Ladang Bebar, Pegawai Perhilitan Bera, Ketua Balai Polis Paloh Hinai and Chairman JKKK Kampung Kota Perdana. The feedbacks were recorded appropriately.
3.5 A system for managing human resources is in place.	3.5.1 Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives where applicable.	Yes	Employment procedures for recruitment, selection, hiring, are documented. For locals, the procedures are in SOP on Hiring of Local workers. The procedure details out the process of hiring (application form, screening, interview, requisition approval from HR Manager, medical check-up and issuance of letter of offer). This procedure was confirmed by a recruited worker at the Dara Lam Soon Estate verified through the worker's personal file. For foreign worker, the employment procedures are contained in Standard Operating Process & Procedures dated in Dec 2017. 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	Employment procedures were implemented and records were maintained. Audit team has verified all new recruitment workers from Indonesia and India through personal file by employment no./ name of employee, employment contract, offer letter, passport consent form. etc.
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 estates had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Dara Lam Soon CU had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. HIRARC is subject for a review in event of the following; a) Change in work process b) Revision/changes in legislative requirement c) Occurrence of accidents Risk assessment on activities such as trunk injection, loose fruit collection, harvesting, spraying, manuring, fertilizer store, crèche, shop house, general & chemical store, workshop, clinic, worker's quarters etc. have been reviewed in Jan 2022 and control measures determined.
	3.6.2 (C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.	Yes	The effectiveness of the Dara Lam Soon Health and Safety Plan is made through the following mechanism. a) Occupational Safety Health (OSH) Committee established. b) Findings during the quarterly meetings c) The OSH committee organisation chart d) ESH program and activities

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Clause	Indicators	Comply Yes/No	Findings
			e) Accident report (Monthly Accident statistics) f) Workplace inspection g) Training activities
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 for 2021 that covered aspects of the RSPO Principles and Criteria, with regular assessments of training needs were available for all the audited sites. Training Plan was for each operating unit were established. A training need has been established with target dates for the training identified.
	3.7.2 Records of training are maintained, where appropriate on an individual basis.	No	Records for certain training was not maintained i.e., the procedures to get the treatment at clinic and medical certificate flow. Therefore, minor NCR was raised as MAR 02 2022.
	3.7.3 Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.	Yes	Appropriate training (supply chain) was provided to personal who carried out the critical task of supply chain such as to manager, assistant, chief clerk, lab supervisor, security guard, grader, etc. the training has been carried out in Jan 2022.

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	Yes	Dara Lam Soon POM received only certified FFB from Dara Lam Soon Estate. Thus, Dara Lam Soon POM has qualified for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products. Refer to Table 3 of this report for relevant production data.

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	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.		
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 since Dara Lam Soon POM is IP Mill.
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 was available as per below and was reported in the Table 4 of this report for relevant production data.
3.8.4	The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing	Yes	The mill observed to have met registration and reporting requirements for supply chain through the RSPO Palm Trace. The registration information was: <u>License Information</u> Commodity: Palm Oil RSPO Membership Number: 2-0909-18-000-00

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	organization (RSPO IT platform).		Type of Business: Oil mill License Status: Active Supply Chain Model: Identity Preserved Copy of Shipping Announcement was provided during the audit as evident of compliance to reporting requirement as listed by the standard. There was no evidence on over selling or trading by auditor.

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
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 	Yes	<p>DLSPOM had demonstrated the correct use of supply chain model; They continue to apply the IP model and their suppliers are of own supply base namely Dara Lam Soon Estate. They decided to maintain the IP model for their supply chain system. Therefore, they are being audited against the general chain of custody requirement for the supply chain as well as Module D of the RSPO Supply Chain Standard.</p> <p>The Supply Chain Procedure was revised in documented procedure title '<i>RSPO/ MSPO Supply Chain</i>'. The procedure described the following:</p> <ul style="list-style-type: none"> • 2.0 Scope • 3.0 Responsibilities • 4.0 Reception • 5.0 Processing & Storage • 6.0 Despatch (Good Out) • 7.0 Record and Retention • 8.0 Training • 9.0 Claims • 10.0 Overproduction • 11.0 Internal audit • 12.0 Management review • 13.0 Nonconformity product <p>The Mill Assistant Manager i.e., traceability officer and supply chain officer has been appointed as the supply chain person in charge having the overall responsibility and authority over the implementation of the supply chain requirements. Based on interview with supply chain PIC, it was noted that he understands the standard requirement as well as their internal RSPO Supply Chain system within the organization. DLSPOM had continued to implement the procedures it had on receiving and processing of RSPO certified and non-certified FFBs. It described how DLSPOM manages the FFB from certified source. It was confirmed that no non-certified FFB was received by DLSPOM.</p>

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	<p>awareness of the organisation's procedures for the implementation of this standard.</p> <ul style="list-style-type: none"> • The site shall have documented procedures for receiving and processing certified and non-certified FFBs. 		

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
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 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. 	Yes	<p>The Internal Audit Procedure has been developed namely Sustainability Internal Audit Procedure. Internal Audit has been conducted on 10/05/2021-12/06/2021 by Internal Auditor. No finding has been raised for SCCS during Internal Audit. Audit Attendance sheet, audit plan, audit notes, was sighted by auditor. The audit was conducted against the RSPO Supply Chain Certification Standard Revision 2021 requirements. Documented procedure has defined management review will be conducted once a year</p>

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
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>Dara Lam Soon POM received certified FFB from own Estate Which is Dara Lam Soon estate. Approved Sustainable Supplier List (ASSL) for DLSPOM - Lam Soon Plantation Sdn Bhd (own certified plantation)</p> <p>Through the Dara Lam Soon – FFB Receipt Summary & Mill Report, DLSPOM verify that the incoming FFB are of certified source with the correct tonnage for their traceability purpose.</p> <p>There is no overproduction at mill, it was verified through accounting systems (summary IP, MB, Normal CPO& PK) and production for the month report (daily monitoring).</p> <p>- DLSPOM had continued to implement the procedures it had on receiving and processing of RSPO certified and non- certified FFBs. (Refer para. Production and Storage – Plant & Storage Tanks (Critical Control Point)) it has described how DLSPOM manages the FFB from certified source.</p>

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
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 verified by the auditor.</p>

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
3.8.9	<p>Outsourcing Activities</p> <p>(i) The mill shall not outsource its milling activities. In cases where the mill outsourced activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO SC Certification.</p> <p>(ii) The mill shall ensure the following:</p> <p>a) The mill has legal ownership of all input material to be included in outsourced processes</p> <p>b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that CB has access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>d) The mill shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to the respective operations, systems, and all information, when this is announced in advance.</p>	Yes	<p>DLSPOM has outsource the transportation of certified CPO and certified PK. An agreement covering the outsources activity were sighted. The RSPO Supply Chain procedure has described on outsource activity and training related to supply chain procedure was carried out to contractor in Nov 2021.</p>

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
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	List of contact person for both transporters were made available and up-to-date in the stakeholder list.
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	Sighted CPO and PK delivery note, weighbridge ticket, production data, internal audit and management review records were found up-to-date.
	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	Relevant record was maintained for more than 10 years as per Standard operating procedure for Supply Chain, dated 22 May 2019.
	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	Dara Lam Soon POM has maintained the continuous accounting system to record RSPO certified FFB and deliveries of RSPO certified CPO and PK. The data was the summary from their daily template as mentioned above.

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	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. 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.)	Yes	Not Applicable since this mill is IP Mill
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	Dara Lam Soon POM 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 Statement 2020-2022) to ensure their accuracy as well as monitoring of their ongoing performance.

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
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	Sales activities usually handled by Lam Soon Marketing Department (HQ) on behalf of Dara Lam Soon POM. The dispatch of the RSPO certified CPO/ PK to buyer by Dara Lam Soon POM were made based on a specific contract. The receiving pit, pipelines and tanks in Dara Lam Soon POM were thoroughly cleaned, swept and flushed before RSPO certified CPO was pumped in to avoid contamination. Dedicated tanks were used to store RSPO certified CPO produced. For traceability of a specific batch of RSPO certified CPO back to the supplying POM, Dara Lam Soon POM kept the relevant documents such as the weighbridge ticket, CPO dispatch note, Dispatch oil quality ticket, Authorization from transporter, Borang MPOB L3, CPO dispatch authorization issued by their site.
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 registration of transaction being carried out by Lam Soon Plantations accordingly.
3.8.17	Claims The mill shall only make claims regarding the production of	Yes	Relevant information on product claim (including applicable Supply Chain model and certificate number) being correctly indicated in the relevant outgoing paperwork. DLS POM has not use RSPO corporate logo as well as trademark logo.

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.		

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	Dara Lam Soon had established a policy to respect human rights. The policy was communicated to all levels of the workforce and operations at the CU.
	4.1.2 The unit of certification does not instigate violence or use any form of harassment in their operations.	Yes	As at time of audit, it was confirmed that the unit of certification does not instigate violence or use any form of harassment, including the use of mercenaries in their operations.
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	The dispute and grievance procedure does prohibit retaliation against Human Rights Defenders, community spokespersons and whistleblowers where requested.

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Clause	Indicators	Comply Yes/No	Findings
	4.2.2 Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.	Yes	Dara Lam Soon estate and mill have created a complaints "Grievances Book" form/books where complainant can fill up and submit to the office. Most of the complaints were resolved within 2 to 7 days, depending on the complexity of the complaints. Sighted the books and the complaint is mainly regarding housing, roads and grass cutting complaint at POM, at Estate the book is used for employees to lodge complaint pertaining to their houses and the issues will solved within a week. Lam Soon maintained affirms that its dispute system is open to any affected parties including whistle-blower. A flowchart titled 'Grievances Process' was observed maintained available for sighted. Anonymity of complainants and whistle-blowers will not be revealed to third parties. There also stated in the Dara Lam Soon Human Right Policy. So far, there was no evidence that disputes happened at the audited sites. It can be concluded that the system that open to all affected parties were in place and shall be able to resolves disputes, when there were any.
	4.2.3 The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.	Yes	There is evidence that parties to a grievance are kept informed of the progress of the complaints. In the complaints and grievances book or forms, they were kept informed the stakeholders on the progress.
	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	Consultation and communication procedures used by the DLS CU in handling internal and external communications is identified in SOP named Consultation and Grievances Communication Procedure Internal/External' which was prepared by the RSPO Unit of Dara Lam Soon. The conflict resolution mechanism includes options to access independent legal and technical advice. This was stated in their complaints and grievance procedure.
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 CU continued to contribute to local communities (CSR) as a result of stakeholder consultation and relevant action taken. Among the action included provision of school bus, donation, approval of use of estate road, temple repairs/renovation, job to local people (villagers and Orang Asli) and others. As of February 2022, approximately 80% of local villagers works in the Estate and Mill at DLS. DLS Estate has also provided casual employment to more than 100 Orang Asli villagers. Most recent CSR contribution, Dara Lam Soon CU has provided scheduled water supply and a 10,000 liter water tank for the Orang Asli village.

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Clause	Indicators	Comply Yes/No	Findings
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	A review of the document provided, verified that the land titles for DLS CU were previously owned by Teras Dara Konsortium. The land has been sold to Dara Lam Soon Sdn Bhd (aka Dara Lam Soon CU) in 1975. The Land title also specified that the purpose of the planting is either for oil palm or agricultural crops for economic value. It is confirmed that Dara Lam Soon CU maintained and complied with the terms of the land title. There are no customary land in DLS CU or any land authorised by customary landowners through the process of Free, Prior and Informed Consent (FPIC) since all lands are legitimately owned by Dara Lam Soon since 1975. As reported in 4.4.1 above, it had been verified that the land is now legitimately owned by Dara Lam Soon since 1975. The audit team had confirmed through communication records that there were no land issues related to previous owners.
	4.4.2 Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	Yes	
	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 and accepted by affected	Yes	

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Clause	Indicators	Comply Yes/No	Findings
	communities, including the implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land.		
	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	There was no map showing the legal, customary, or user right of other users since 1975. All the related documentation regarding the land acquisition was kept in Dara Lam Soon HQ Office, Shah Alam and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighbouring estates.
	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 is not applicable to Dara Lam Soon 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 is not applicable to Dara Lam Soon 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 is not applicable to Dara Lam Soon CU.
4.5 No new plantings are established on local peoples' land	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 Dara Lam Soon and land titles, no new plantings had been established on local peoples' and customary land. It was verified that the land in DLS CU is legitimately owned by the CU since 1975.

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Clause	Indicators	Comply Yes/No	Findings
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.	4.5.2 (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 checklists, it has been verified that the land is now legitimately owned by Dara Lam Soon since 1975. The issue of FPIC for palm development at DLS CU is irrelevant.
	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	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Dara Lam Soon since 1975. The audit team has also interviewed relevant and from the interviews, it can be concluded that there was no evidence of any land dispute between Dara Lam Soon CU and local communities
	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	Yes	The audit team has interviewed relevant stakeholders and from the interviews, it can be concluded that there was no evidence of any land dispute between Dara Lam Soon CU and local communities.

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Clause	Indicators	Comply Yes/No	Findings
	allocation process.		
	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	The audit team has interviewed relevant stakeholders including and from the interviews, it can be concluded that there was no evidence of any land dispute between Dara Lam Soon CU and local communities.
	4.5.6 Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator.	Yes	The audit team has interviewed relevant stakeholders and from the interviews, it can be concluded that there was no evidence of any land dispute between Dara Lam Soon CU and above affected parties.
	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	Based on planting profile and land title, there was no new lands acquired for plantations after 15 November 2018.
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	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	Dara Lam Soon CU has standard procedures for identifying social related issues called "Land Dispute Compensation and Calculation Procedure" and "Procedure For Calculating & Distribution Fair Compensation". The procedures defined details process of how compensation for any issues/disputes related to land, ownership and access to land, and ensures negotiations concerning compensation are dealt with. The procedure ensure that any negotiations concerning compensation for loss of legal, customary or user rights are dealt with fairly through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.
	4.6.2 (C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and	Yes	The two (2) procedures i.e. "Land Dispute Compensation and Calculation Procedure" and "Procedure For Calculating & Distribution Fair Compensation" detailed out the steps for calculating and distributing compensation in a participatory and fair manner. These procedures specify that it would take into account ethnic group, gender differences, etc. Flowchart of the processes in both procedures were also sighted. A meeting was held in March 2021 between DLS CU and Smallholders, where the Procedures' were explained together with recording of any smallholders'

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Clause	Indicators	Comply Yes/No	Findings
through their own representative institutions.	implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.		grievance/issue.
	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	The requirement of this indicator was not applicable as there is no scheme for smallholding at Dara Lam Soon CU.
	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	As mentioned in 4.6.2 above, there were no existing/known issues related to this indicator, hence it was not applied to Dara Lam Soon CU.
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	Dara Lam Soon CU has standard procedures for identifying social related issues called "Land Dispute Compensation and Calculation Procedure" and "Procedure For Calculating & Distribution Fair Compensation". The procedures detail the processes of how compensation for any issues/disputes related to land, ownership and access to land, and ensures negotiations concerning compensation are dealt with. The procedure ensures that any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.
	4.7.2 (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 neighbouring estate. Interview with relevant stakeholders found no evidence of any land dispute at Dara Lam Soon CU with local communities. There was no new planting at DLS plantation.
	4.7.3 Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.	Yes	No communities that have lost access and rights to land from plantation expansion at DLS CU. This requirement in this indicator was not applicable for Dara Lam Soon CU.
4.8 The right to use the land is	4.8.1 Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually	Yes	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Dara Lam Soon since 1975. The audit team had confirmed that there were no land issues related to local communities.

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Clause	Indicators	Comply Yes/No	Findings
demonstrated and is not legitimately contested by local people who can demonstrate that they have legal, customary, or user rights.	agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.		
	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 unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.	Yes	Land conflict is not present in the area of DLS CU.
	4.8.3 Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4).	Yes	This requirement in this indicator was not applicable for Dara Lam Soon 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	This requirement in this indicator was not applicable for Dara Lam Soon CU.

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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	Fresh Fruit Bunches were supplied from Lam Soon (M) Berhad owned estates (Dara Lam Soon Estate) which are certified to RSPO. There was no third-party FFBs sent to the mill. Thus, no contract involved with smallholder.
	5.1.2 (C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders.	Yes	
	5.1.3 (C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented.	Yes	
	5.1.4 (C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable.	Yes	
	5.1.5 Contracts are fair, legal and transparent and have an agreed timeframe.	Yes	Interviews conducted with suppliers had confirmed their understanding of their rights and obligations under the contract. Both contractors confirmed the fairness of the terms of their contract, and payments are usually received within 7 to 10 days of invoice issuance.
	5.1.6 (C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.	Yes	These contractors interviewed confirmed that payments are made in a timely manner, namely within 7 to 10 days of invoice.
	5.1.7 Weighing equipment is verified by an independent third party on a regular basis (this can be government).	Yes	Weighing Equipment in DLS POM has been calibrated by yearly basis using accredited weighing company Metrology Corporation Malaysia Sdn Bhd.
	5.1.8 The unit of certification supports Independent Smallholders with	Yes	Dara Lam Soon supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who

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Clause	Indicators	Comply Yes/No	Findings
	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.		runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material. However, in Dara Lam Soon, Fresh Fruit Bunches are supplied from Dara Lam Soon owned estates (Dara Lam Soon Estate) which are certified to RSPO. There is no third-party FFB sent to the mill. Noted that Dara Lam Soon has invited nearby smallholders to attend the Stakeholder meeting to promote on RSPO certification.
	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	Not applicable, as above.
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	Dara Lam Soon 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. However, in Dara Lam Soon, Fresh Fruit Bunches are supplied from Dara Lam Soon owned estates (Dara Lam Soon Estate) which are certified to RSPO. There is no third-party FFB sent to the mill. Noted that Dara Lam Soon has invited nearby smallholders to attend the Stakeholder meeting to promote RSPO certification.
	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	Not applicable, as above.
	5.2.3 Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.	Yes	Not applicable, as above.
	5.2.4 (C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.	Yes	Fresh Fruit Bunches were supplied from Dara Lam Soon owned estates (Dara Lam Soon Estate) which are certified to RSPO. There was no third-party FFBs sent to the mill.
	5.2.5 The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.	Yes	Not applicable, as above.

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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	The CU has also developed an Equal Opportunity Policy dated 10 October 2017, signed by its Plantation Director Mr Lim Chan Khoon. Based on interviews conducted, workers confirmed that there is no element of discrimination within Lam Soon CU.. Among other things, the policy specifies that management would ensure that all parties directly or indirectly involved with the estate/mill would be accorded fair treatment, and that the estate/mill would not be involved in, nor support any oppression based on race, caste, nationality, religion, disability, age, sexual orientation, union membership or political leanings. Interviews conducted with the staff and workers (including foreign contract workers) confirm that there was no discrimination of any form at the Estate and Mill.
	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	Terms of agreement and payslips was elaborated further by auditor in indicator 6.2.1, 6.2.2 and 6.2.3. Interviews conducted with workers (male, female, local and migrant) as well as local communities also confirmed that this is so.
	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	Based on interviews with the estate and mill management including documentation review (interview assessment and medical report), recruitment selection, hiring and promotion are based on suitable job vacancies, experience, qualification/skill and medical fitness appropriate for the job. Interview of candidates will be done by Manager and the Assistant Managers where an evaluation form is filled up to determine the suitability of the candidate. These documents are contained in the workers' personal files.
	6.1.4 Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.	Yes	As of the date of the audit, there is no pregnant worker at Dara Lam Soon Estate and POM. As confirmed by the worker during interview, there is no evidence that pregnancy testing was carried out in a discriminatory manner. Pregnancy test was done on her own free will. During interview it was confirmed that if they require contact with chemicals, they will allocate to other light works.
	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	Chairman of Gender Committee called 'Persatuan Wanita' at each site responsible in handling and channeling issue to management, if any. Management has directed chairman of gender committee to respects and protects anonymity and complainants where requested. Complainants can submit in their complaint either in writing or verbally. Workers interviewed know that they can either complaint to their immediate supervisor, or if they wish, to the estate management. Sighted latest meetings with Gender committee (Jawatankuasa Hal Ehwal Wanita DLS (JHEWDLS)) in Oct 2021 and with Workers representative in June 2021.

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Clause	Indicators	Comply Yes/No	Findings
	6.1.6 There is evidence of equal pay for the same work scope.		The equal opportunities policy is contained within the Dara Lam Soon Policy dated January 2015, which states that all employees shall be treated fairly in terms of recruitment, progression, terms and conditions of work regardless of race, caste, nationality, gender, physique, sexual orientation, union membership, political view, religion and age. The Social Policy was displayed on notice boards in both Bahasa Malaysia and English.
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	Dara Lam Soon Estate documentation of pay is in the form of monthly pay slips. Conditions of pay are contained in the workers' respective employment contracts. Samples of the monthly pay slips and employment contracts were made available and reviewed during the audit. Labour laws, union and/or other collective agreements detailing payments and other conditions, was made available in the languages understood by the workers and explained to them by a management during induction. Applicable agreements and documentation of pay and conditions are not available to the contractor workers.
	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	Contracts and conditions of employment are contained in employment contracts signed between the Mill and respective estates on one hand, and their workers on the other. The employment contracts sampled were prepared in either Bahasa Indonesia or in dual-language, namely English and the language commonly used in the worker's country of origin. Among others, the contracts defined the period of employment, wage rate, work benefits, overtime, annual leave, public holidays, contract termination, etc. Details on monthly salary and deductions for every worker and staff are reflected in their pay slips which are issued to the workers during pay day. For the local workers, there is evidence that the payment of statutory contributions such as EPF, SOCSO and Employment Insurance Scheme are being made in accordance with the relevant legal provisions. Employment contracts does have detailing payments and conditions of employment (e.g regular working hours, overtime, sick leave, holiday entitlement and reasons for dismissal, in compliance with Employment Act 1955). All the contract has established in Bahasa Malaysia, English, India, Bangladesh.
	6.2.3 (C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.	Yes	Regular working hours as determined by the Employment Act 1955 and stipulated in employment contracts were being implemented by DLS POM and DLS Estate. Any work in excess of 8 hours were compensated as overtime. This is based on punch cards, check roll books, pay slips reviewed by onsite audit to the DLS POM and DLS Estate. Workers who have been certified ill are given paid medical leave. Salary deductions are made for EPF, SOCSO, EIS (local workers) and there are no deductions for foreign workers except for travel documents. The Dara Lam Soon has complied with legal requirements on regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements as in Employment Act 1955.

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Clause	Indicators	Comply Yes/No	Findings
	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	Evidence is available that DLS CU provides adequate housing and facilities in accordance with the requirements of the Workers' Minimum Standard of Housing and Amenities Act 1990. All workers are provided with free accommodation as stated in their employment contracts, and free electricity and water supplies. With the exception mentioned below, the houses are generally in good state of repair. It can be concluded that adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446). All staff and workers are staying at the same area within Dara Lam Soon Estate. Based on visits conducted, the houses provided were adequate, and in reasonably good conditions and comfortable. Interviews with the workers reveal that they were satisfied with the response to requests for any repair works.
	6.2.5 The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.	Yes	There are 2 sundry shops and 1 canteen at the workers quarters in the CU. The contracts were administered by DARA Lam Soon Estate and POM. All the shop owners require to list and submit their price to Dara Lam Soon Estate and POM for review prior signing into new contract and whenever there is price change
	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 implementation plan, committing to payment of a "decent living wage" is in place. The implementation plan with specific targets, and a phased implementation process will be in place, including the following: <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 	Yes	Based on pay slips sighted, all sampled workers who complete the number of days offered in a month receive at least minimum wages applicable, which is RM1,100 per month, or more. Dara Lam Soon CU also has carried out the calculation of prevailing wages and in-kind benefits as evidenced from the calculation of prevailing wages. The calculation took into account housing, electricity, water, education, childcare and healthcare. Based on the breakdown given, the calculation of prevailing wages including in-kind benefits is in accordance with RSPO Guidance on Calculating Prevailing Wages.

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Clause	Indicators	Comply Yes/No	Findings
	<p>implementation of living wages</p> <ul style="list-style-type: none"> 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	Estates and mill employ full-time employees. Foreign workers are full-time employees but have a contractual duration which is stipulated in their employment contracts which is 2 years for Indonesians and 3 years for other nationalities. This contract duration can be mutually extended subject to the annual work permit from the Malaysian Immigration Department.
6.3 The unit of certification respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective	6.3.1 (C) A published statement recognising freedom of association and right to collective bargaining in national languages (English and/or Bahasa Malaysia) is available and is explained to all workers, in language that they understand, and is demonstrably implemented.	Yes	Dara Lam Soon Sdn Bhd has published a policy titled ‘The Rights of Freedom of Association of Employee’. The policy is available in Bahasa Malaysia and English. The policy was displayed at the estate’s and mill’s notice boards.
	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	Yes	Currently local union representative Dara Lam Soon workers has been dispersed. New union which is The National Union Plantation Workers (NUPW) is the union that current represents workers of Dara Lam Soon but they still pending documentation and application to materialize collective agreement between Dara Lam Soon and NUPW. Union membership is open to both local and foreign workers and the worker’s

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Clause	Indicators	Comply Yes/No	Findings
bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.	available upon request.		representative elected by the NUPW/MAPA itself which is independent party.
	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	Currently local union representative Dara Lam Soon workers has been dispersing and new union which is The National Union Plantation Workers (NUPW) is the union that current represents workers of Dara Lam Soon but they still pending documentation and application to materialize collective agreement between Dara Lam Soon and NUPW There were freely elected representatives for all workers including local, migrant and contract workers which has been done in Feb 2022.
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	Dara Lam Soon has specified in the Labour Policy that they will not employing or exploiting children for labour. The list of workers which contains worker's detail, including their dates of birth was reviewed for both the estate and mill. Observations were also made during field visits and during interviews with workers confirm that no one below 18 was employed in the estate and the mill. It was evident that the CU only hired workers with age more than 18 years old.
	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	There was no evidence that the estates and the mill at Dara Lam Soon has employed anyone below the age of 18 years. Auditor also verified through the contractors in the Dara Lam Soon and confirmed there was no person under 18 years old was employed. This was verified by examining the master lists, personal file, contracts and payslip of each operating unit where details of the workers' IC numbers and dates of birth are available. Interviews with workers and staff, as well as observations made during field visits confirm that only those above 18 are employed.
	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 in any of the units at Dara Lam Soon as evidenced from documentation review, field observations and interviews.
	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	Based on the documents sighted, communication about its no child labour Policy was communicated to all levels of employees as evidenced from training records at the Dara Lam Soon Estate.
6.5 There is no harassment or abuse in the workplace, and	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.	Yes	The estate and mill have established a Sexual Harassment Policy ("Workplace Harassment Policy"). The policy defines what constitutes sexual harassment, and states that it would comply with the relevant laws and increase awareness with regards to sexual harassment. The policy is written in the English and Bahasa Malaysia and displayed on the notice boards. No evidence or acts that contradict this policy were observed. Dara

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Clause	Indicators	Comply Yes/No	Findings
reproductive rights are protected.			Lam Soon CU. The policy had been communicated to all staffs and workers during morning muster and training sessions.
	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	The company has established a 'Workplace Harassment Policy' to protect the reproductive rights. Dara Lam Soon POM and Dara Lam Soon Estate. The policy had been communicated to all staffs and workers during morning muster and training sessions. Generally, the female employees were also aware of their maternity rights, and that the workers were aware that they are to cease any spraying and fertilizing works once they get pregnant.
	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	In the Dara Lam Soon, Gender Committee have been established at the Mill and Estate levels to help disseminate awareness on issues relating to reproductive rights and need of new mothers. Awareness on reproductive rights need of new mothers are also briefed during muster and Gender Committee meetings held at each Mill and Estates. During visit at the estate and mill, there was none new mothers.
	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.	Yes	A grievance mechanism available at the Mill and Estate which is related to complaints against sexual harassment is available known as 'Sexual Harassment Procedure'. It also contains a 'Sexual Harassment Reporting Flowchart' which explains the process of grievance handling for both external and internal parties. At DLS Palm Oil Mill and DLS Estate, the flowchart is exhibited prominently near the entrance to the main estate/mill office. According to the procedures, complainants can submit their complaint either in writing or verbally. Workers interviewed know that they can either complaint to their immediate supervisor, Gender Committee or if they wish, to the estate management. Latest awareness training for all employees was done in Feb 2022.
6.6 No forms of forced or trafficked labour are used.	6.6.1 (C) All workers have entered into employment voluntarily, and the following are prohibited: <ul style="list-style-type: none"> • Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes) • Charging the workers for recruitment fees • Contract substitution • Involuntary overtime • Lack of freedom of workers to resign • Penalty to the workers for termination of 	Yes	Collective evidence is available that all sampled workers have entered into employment voluntarily. This is based on the following: <ol style="list-style-type: none"> a. review of sampled employment contracts which contain mutually agreed termination clause; b. review of documents where workers signed consenting for their passports to be kept at the office; c. interview with foreign workers who confirmed they could have access to the passports at any time; d. records of punch cards and workers confirmation that overtime work is mutually agreeable and not forced on them; e. confirmation from the foreign workers that they received accurate briefing in their home country on the job they would be doing in Malaysia; f. and confirmation from the workers that there is no debt bondage or withholding of wages.

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Clause	Indicators	Comply Yes/No	Findings
	employment <ul style="list-style-type: none"> • Debt bondage • Withholding of wages 		
	6.6.2 (C) Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.	Yes	Dara Lam Soon CU adopts the Labour Policy which states that "All employees shall be treated fairly in terms of recruitment, progression, terms and conditions of work and representation race, caste, nationality". There is also a procedure entitled "Sourcing Process for Foreign Workers". Special labour policy for employment of foreign workers has been addressed in the 'Polisi Khas Pekerja'. The policy stated that foreign employees should be treated fairly in terms of recruitment, terms and conditions of work, provide decent living, no contract substitution and post arrival program. Based on observations and interviews of foreign workers (harvesters, sprayers, mill workers), there is no evidence of contract substitution and no discriminatory practices against foreign workers.
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 responsible person appointed for H&S at Dara Lam Soon CU was the Estate Manager and Safety and Health Committee Organization Chart 2021 was available. The Estate Manager is the chairman and the Assistant Manager is the secretary. OSH Committee meetings were held once in three months. Review of the minutes of the meeting were available. OSH Committee meetings confirmed that among the agenda discussed, included the following: <ul style="list-style-type: none"> ▪ Passing of previous minutes and arising matters. ▪ Accident report (Monthly Data of Mill/Estate Safety Performance) ▪ Workplace inspection ▪ Safety report and programme
	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. Records of all accidents are kept and periodically reviewed.	Yes	Emergency Response Plan (ERP) was established since 2017 and updated in Jan 2022. 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 given during the audit. It was sighted Emergency Response Plan was available at Boiler Plant, Press Plant, Chemical Store, Workshop and Lubricant Store. 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 Government Clinic were also included. Accident statistics were being maintained in a satisfactory manner and periodically reviewed. Accident/injury record were recorded using Lost Time Accident (LTA) metrics. Quarterly review on accident cases had been carried out during quarterly OSH committee meeting.
	6.7.3 (C) Workers use appropriate personal protective equipment (PPE), which is	Yes	Training and briefing on the operations were provided for workers to educate them on safe working practices. This is also made to ensure that the applicable precautions are

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Clause	Indicators	Comply Yes/No	Findings
	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.		adhered. Training for employees are conducted from time to time based on needs through various method such as on the job training, briefings, meetings, etc. The staff and workers such as the storekeepers, Mill workers, harvesters, pruners, field workers, sprayers, fertilizer and rat bait workers were trained and they had understood the hazards involved and how the chemicals should be used in a safe manner.
	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	DLS CU provides medical care to Group Estate and mill workers with Klinik Ladang established within the premises. In addition all workers are covered by SOCSO, verified through 'Jadual Caruman Bulanan', for Mill & Estates. The 'Health Care' is managed by DLS Estate which is within 100m away from the DLSPOM.
	6.7.5 Occupational injuries are recorded using Lost Time Accident (LTA) metrics.	Yes	Accident statistics are being maintained and periodically reviewed (quarterly basis) during 'Health and Safety' committee meeting – minutes reviewed.

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 invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.	7.1.1 (C) IPM plans are implemented and monitored to ensure effective pest control.	Yes	Dara Lam Soon CU Estates practiced IPM as per Oil Palm Agricultural Policy for Pest and Disease. In order to reduce the quantity of chemical pesticides entering the environment, the IPM policy was based on preventive measures, monitoring crop damages, assessing the pest damages and choosing appropriate actions such as: <ul style="list-style-type: none"> • Cultural controls – deprive pests' comfortable habitat through legume cover crop (LCC) planting, removal of infected plant materials, sanitation equipment and application of EFB in single layer to prevent Rhinoceros Beetle breeding area. • Biological controls- attract a natural predators using a beneficial plant such as <i>Cassia cobanensis</i>, <i>Antigonon leptopus</i> and <i>Turnera subulata</i>. • To treat Ganoderma i.e mounding • To do census and install pheromone trap at replanting areas. • To maintain 267 Barn Owl Boxes.
	7.1.2 Species referenced in the Global Invasive Species Database and CABI.org	Yes	Species referenced in the Global Invasive Species Database and CABI.org. were not used in managed areas of the Dara Lam Soon CU estates.

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Clause	Indicators	Comply Yes/No	Findings
	are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented.		
	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	Dara Lam Soon CU estates continued to use the Oil Palm Agricultural Policy for Pest and Disease January 2017 No 5 Section 6.0 of no open burning. As advocated, the estates practised Zero burning thus no use of fire for pest control. In the replants visited during the audit in the estates, it was evident that all palms were felled, shredded, windrowed and left to decompose. For pest and disease attack, census has been carried out to monitor the threshold level of attacks before applying the chemicals such as rat baits and pheromone traps.
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 all pesticides used had been demonstrated. Dara Lam Soon CU continued to use agrochemicals based on the Lam Soon Plantation Agriculture Manual & Standard Operating Procedure for Oil Palm 2017 for various fields operations. The use of selective products that are specific to the target pest, weed or disease had been demonstrated in: <ul style="list-style-type: none"> i. Agriculture Manual & Standard Operating Procedure for Oil Palm 2017. ii. Agriculture Manual – Chapter 6 -upkeep and maintenance of oil palm. iii. Agriculture Manual - Chapter 8: Plant Protection-Pest and Disease Management The manual has included a chemical register list which indicates the purpose of usage (intended target), hazards signage, trade and generic names as well as the specific targets and the correct dosage of agrochemicals to be used. All chemicals usage was based on the “need to do basis” to enhance field operations. The procedures also covered the use of PPE when handling the chemicals.
	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	The Estate had records to show the types of pesticides used with active ingredients and their LD50 and where these pesticides had been used, the total quantity, number of applications and Ai/Ha. Pesticides are used only when justified and areas used are recorded in bin cards, program sheets, chemical register, field cost books and in progress reports. Dara Lam Soon CU estate had documented programs for spraying pesticides and for rat baiting.
	7.2.3 (C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.	Yes	As part of the IPM plans, the quantity of pesticides required for various field conditions are documented and justified in Dara Lam Soon Plantation Agriculture Manual & Standard Operating Procedure for Oil Palm 2017. The implementation in the field were consistent with the SOP and the estates also established growth of beneficial plants (<i>Cassia cobanensis</i> , <i>Antigonon leptopus</i> and <i>Tunera subulata</i>) to attract natural predators and reduce use of insecticides.
	7.2.4 There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.	Yes	There was no evidence of prophylactic use of pesticides in Dara Lam Soon CU except in immature and young fields, where prophylactic spraying using diluted cypermethrin are still practised for the Pest and Diseases management such as control of Rhinoceros Beetle as per SOP. Dara Lam Soon CU only used pesticides that were officially registered under the

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Clause	Indicators	Comply Yes/No	Findings
			Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations 2000. From the review of the chemical register, it was noted that all pesticides used are of Class II, III & class IV. The use of paraquat had been banned in all Dara Lam Soon CU estates since Apr 2018.
	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	<p>The estate confined usage of pesticides which are were officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A) and in accordance with USECHH Regulations 2000.</p> <p>a) The review of the chemical register concluded that all pesticides used are of class II, III & class IV. The use of <i>paraquat</i> had ceased effective 10/04/2018.</p> <p>b) A Class III Acephate is used for the trunk injection for the bagworms treatment.</p> <p>c) Sighted from records and interviews with workers, staff and estate assistants, concluded that trainings were held with all precautions being taken and all legal requirements met.</p> <p>Dara Lam Soon CU Estate only used pesticides that were officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations 2000. From the review of the chemical register, it was noted that all pesticides used are of class II, III & IV. The use of paraquat had been banned in Lam Soon estate since 10/04/2018.. There was no evidence of pesticides that are categorized as World Health Organization Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions were used. Methamidophos was last used in 2017 for trunk injection to treat bagworm attack. Since 2019, Lam Soon had replaced the usage of Methamidophos to Acephate a Class III chemical. From records and interviews with workers, staff and estate assistants, found that they were trained, all precautions taken, and all legal requirements met. Signboards indicated 'AWAS Dilarang Masuk', block, dates of operation, type of operation and chemical were used.</p>
	7.2.5a Judgment of the threat and verify why this is a major threat.	Yes	As mentioned above in 7.2.5 of this check list and based on audit findings, there was no evidence of pesticides that are categorized as World Health Organization Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions and paraquat had not been used. Hence, the need for a judgment of the threat assessment does not apply on the Dara Lam Soon CU.
	7.2.5b Why there is no other alternative which can be used.		
	7.2.5c Which process was applied to verify why there is no other less hazardous alternative.		
	7.2.5d What is the process to limit the negative impacts of the application.		
	7.2.5e Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.		
	7.2.6 (C) Pesticides are only handled, used	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.

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Clause	Indicators	Comply Yes/No	Findings
	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.		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 estate and mill had a SOP for handling of chemical/pesticide. The employees involved in the chemical handling such as the storekeepers, sprayers, fertilizer and rat bait workers were trained in chemical handling. The trade and generic names of the chemicals were made known to them through the SDS training.
	7.2.7 (C) Storage of all pesticides is in accordance with recognised best practices.	No	<p>The storage of pesticides at Dara Lam Soon CU was in compliance with the Occupational Safety and Health Act 1994 (Act 514) as well as in the Pesticides Act 1974 (Act 149) and Regulations.</p> <p>a) The chemical and fertiliser stores (with cemented floors and roofing) are locked & handled only by authorised personnel i.e. storekeeper. The stores in the estates were equipped with exhaust fans. All the chemicals were arranged/segreated according to the type. The fertilizers were well stacked.</p> <p>b) A proper premixing area with eye wash facilities and bathing area is available at the estates. 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 contamination of chemicals onto the ground.</p> <p>c) Triple rinsing activities continued to be implemented for empty pesticide containers. The activities were carried out at a concrete pond of 3 levels. The detailed procedure is available in document no. SOP-EST-02 dated 23/02/2011.</p> <p>a) 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. The disposal instructions on manufacturer's labels were available for guidance.</p> <p>b) During the site visit to stores at Dara Lam Soon Estates i.e. chemical and fertilizer store, sighted relevant SDS were displayed. Adequate safety signage has been placed at both internal and external of the building. However, due to the inadequate ventilation, smell of the chemical is very prevalent even after 5 minutes the exhaust fans were open. Therefore a major NCR MNAJ 01/2022 was raised.</p>
	7.2.8 All pesticide containers are properly disposed of and/or handled responsibly if used for other purposes.	Yes	In Dara Lam Soon CU, all empty pesticides containers were triple-rinsed at washing station prior to storage and the scheduled wastes were stored not more than 180 days. This was evident from the inventory and disposal of scheduled wastes, which were carried out through the electronic system (eswiss). Disposal to DOE's license contractor, was carried out accordingly.
	7.2.9 (C) Aerial spraying of pesticides is	Yes	There was no aerial spraying has been practiced in the Dara Lam Soon CU Estate.

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	prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying.		
	7.2.10 (C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	Yes	<p>Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is therefore demonstrated by Dara Lam Soon CU. 8 workers involved in handlings pesticides had been examined under the medical surveillance programme and send to DOSH registered clinic in Dec 2021. From the results, all workers fit to handle chemical.</p> <p>Chemical Hazard Risk Assessment (CHRA) has been carried out for work units which use chemicals namely fertilizer spreaders, sprayers, nursery area operators, workshop area technicians, and chemical storekeeper. The recommendations made by assessor were:</p> <ul style="list-style-type: none"> • No further CEM monitoring shall be conducted for pesticides (6 month basis) • Baseline CEM for workshop operator by hygiene technician for welding fumes. • Medical surveillance needs to be conducted for sprayer operators.
	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	<p>The Dara Lam Soon CU estate and mill complied with procedure and guidelines provided in the Standard Operating Procedure adopted by the Organisation whereby no work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women. <i>Tidak dibenarkan pekerja wanita yang MENGANDUNG / MENYUSUKAN anak membuat kerja-kerja penyemburan</i>) with the policy LSPSB/POLICY/06/ dated 22/07/2017. During site visits there was no breastfeeding women and underage of 18 workers involved in chemical applications.</p> <p>All estates maintained the list of sprayers. Identification of pregnancy status is made by the respective appointed Medical Assistant during the monthly check-up. Field interviews with the lady workers confirmed that such a regulation is a standard practice in the estate and mill and in compliance.</p>
7.3 Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.	7.3.1 A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.	Yes	<p>The Estates and Mill had established the waste and pollution management plan 2021/22 as shown below. The PIC and time frame was also shown in the management plan. The most significant environmental receptors for the estates and mill operations were:</p> <ul style="list-style-type: none"> • Air – sources from boiler stack (smoke and particulate), vehicle & generator (smoke and gases), anaerobic processes (ETP, EFB dumping – biogas emission) – GHG. • Water – cleaning water/run-off/process station waters (hydro-cyclone /sterilizer condensate/clarification waste) & boiler quenching water and blowdown.

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			<ul style="list-style-type: none"> Land – scheduled waste, clinical waste, Industrial waste, domestic waste and industrial/process waste. <p>The emergency shower has been relocated inside the water treatment plant area and bund has been installed to prevent water waste to monsoon drain and established the sump to collect all the water from emergency and eyewash. Auditor also sighted that emergency shower located at chemical store near the laboratory has been constructed with bund and both areas has been installed with NIOSH's certified equipment and established the sump to collect all the water from emergency and eyewash.</p>
	7.3.2 Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.	Yes	Proper wastes disposal in place.
	7.3.3 The unit of certification does not use open fire for waste disposal.	Yes	During site visit at DLS CU, there were no evidence on waste material has been disposed using fire. All the waste material (domestic & scheduled waste) has been disposed accordingly.
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	<p>The Dara Lam Soon CU continued to provide evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), were followed to manage soil fertility to a level that ensures optimal and sustained yield estate. The estates continued to practice the maintenance of long-term soil fertility by annual application of fertilisers based on periodic foliar and soil analysis, biomass retention (pruned fronds left to decompose in the fields) and EFB in replants and application in mature areas.</p> <p>The process of the fertilizer application follows the flow chart of Fertilizer application, which was of utmost importance for maintenance of soil, commencing from an agronomist visit for a leaf sampling to determine the level of nutrient therein. Thereafter the calculation will be made for an input of fertilizer to maintain/improve the nutrient at the desired level. Estate will use this input for the entire requirement in the field identified.</p>
	7.4.2 Periodic tissue and soil sampling is carried out to monitor and manage changes in soil fertility and plant health.	Yes	Evidence of periodic tissue foliar and soil analysis to monitor the changes in nutrient status was available and presented in the report by Applied Agriculture Resources Sdn Bhd visit dated in Nov 2021. The results of the analysis were used by the agronomist for their recommendation for fertilizers applications programs year 2022. The soil sampling nutrient status was shown in the report by Param Agricultural Soil Surveys (M) Sdn Bhd dated Feb 2017.
	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	The Dara Lam Soon CU Estate had a nutrient recycling strategy in place which included stacking pruned fronds in the respective fields to decompose, grass cutting harvesters paths and letting the cut mass to decompose in the field, EFB mulching and application of Solid POME. In addition, during replanting, palms were felled, chipped, windrowed and left to decomposed.

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	7.4.4 Records of fertiliser inputs are maintained.	Yes	Fertilizer inputs were based on recommendation by the Applied Agricultural Resources Sdn.Bhd. (AAR). The application programs were monitored using program sheets, bin cards, field cost book and manuring program sheets. Records of programs and applications of fertilizers were available.
7.5 Practices minimise and control erosion and degradation of soils.	7.5.1 (C) Maps identifying marginal and fragile soils, including steep terrain, are available.	Yes	There were no fragile/marginal soils in Lam Soon CU. Soil survey and assessment report was conducted by Param Agriculture Soil Surveys (M) Sdn Bhd in Feb 2017. The purpose of this assessment was to characterize the soils in the estate with a view of grouping the soils into management group for oil palm cultivation and to highlight problem if any.
	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	Dara Lam Soon CU had a management strategy for planting on slopes to minimize and control erosion and degradation of soils. The plantings on slopes between 9 and 25 degrees was guided by: a) Lam Soon Management Services Sdn Bhd-oil palm agricultural policy – New Planting & Replanting Oil Palm (March 2017). Item 6.4.2 of the policy advocated that terracing to be carried out on gentle slope (5° to 8°) onwards. b) It was observed that no replanting of any individual, contiguous area of steep terrain (greater than 25°) larger than 25 Ha within the CU. c) It was also 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. d) Cover crop were planted in the replants and in some mature areas. The cover crop <i>Mucuna bracteata</i> had been planted along most slopes by the management. Large areas with <i>Nephrolepis biserrata</i> in the inter rows were sighted during the visit.
	7.5.3 There is no new planting of oil palm on steep terrain.	Yes	Dara Lam Soon CU had a management strategy for planting on slopes to minimise and control erosion and degradation of soils. It was observed that there is no new planting of oil palm on steep terrain.
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	There were no marginal and fragile soils, this was evidence during site visits and report from soil survey <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017. Only 2% from the total area was a steep terrain. There were no marginal and fragile soils, this was evidence during site visits and report from soil survey <i>Param Agricultural Soil Surveys (M) Sdn Bhd</i> dated Feb 2017. For steep terrain all the old palms have been left and there was no activities has been carried out.
	7.6.2 Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices.	Yes	Based on document review and site visits, there is no new extensive planting on marginal and fragile soils in Dara Lam Soon CU.
	7.6.3 Soil surveys and topographic information guide the planning of drainage	Yes	Soil survey and assessment report was conducted by Param Agriculture Soil Surveys (M) Sdn Bhd in Feb 2017. Topographic maps also were established during the soil survey

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Clause	Indicators	Comply Yes/No	Findings
	and irrigation systems, roads and other infrastructure.		assessment. The topographic information was provided and reviewed by the auditors.
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	It has been confirmed that Dara Lam Soon CU did not have peat land. It is consistent with the new soils map provided by Param Agriculture Soil Surveys (M) Sdn Bhd. Hence, this requirement is not applicable.
	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 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).	Yes	It has been confirmed that Dara Lam Soon CU did not have peat land. It is consistent with the new soils map provided by Param Agriculture Soil Surveys (M) Sdn Bhd. Hence, this requirement is not applicable.
	7.7.3 (C) Subsidence of peat is monitored, documented and minimised.	Yes	It has been confirmed that Dara Lam Soon CU did not have peat land. It is consistent with the new soils map provided by Param Agriculture Soil Surveys (M) Sdn Bhd. Hence, this requirement is not applicable.
	7.7.4 (C) A documented water and ground cover management programme is in place.	Yes	It has been confirmed that Dara Lam Soon CU did not have peat land. It is consistent with the new soils map provided by Param Agriculture Soil Surveys (M) Sdn Bhd. Hence, this requirement is not applicable.
	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	Yes	It has been confirmed that Dara Lam Soon CU did not have peat land. It is consistent with the new soils map provided by Param Agriculture Soil Surveys (M) Sdn Bhd. Hence, this requirement is not applicable.

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	with natural vegetation. This is subject to transitional (5 years: 2019 to 2025) arrangement stated in the Drainability Assessment Procedure. Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.		
	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	It has been confirmed that Dara Lam Soon CU did not have peat land. It is consistent with the new soils map provided by Param Agriculture Soil Surveys (M) Sdn Bhd. Hence, this requirement is not applicable.
	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	It has been confirmed that Dara Lam Soon CU did not have peat land. It is consistent with the new soils map provided by Param Agriculture Soil Surveys (M) Sdn Bhd. Hence, this requirement is not applicable.
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 the following:	Yes	Mill /estates had established its Water Management Plan 2022 which was developed to maintain the quality and availability of natural water resources. This is made by practicing efficient water consumption through various methods such as; a) Implementation of rain water harvest, b) Daily monitoring of pipe / scheduled maintenance, c) Establishment of <i>mucuna bracteata</i> to prevent erosion, d) Side drain at field road to control water, frond stacking, e) Enhancement of ground vegetation at bare ground area.
	7.8.1a The unit of certification does not	Yes	Based on stakeholder consultation with local communities and field visit, there was evidence that the CU does not restrict access to clean water or contribute to pollution of

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	restrict access to clean water or contribute to pollution of water used by communities.		water used by communities. DLS also supplied treated water to nearby orang asli from Kampung Terubin by construct 10,000 liter water tank and also supplied at each house water tank.
	7.8.1b Workers have adequate access to clean water.	Yes	As verified at Dara Lam Soon CU facilities for workers and through interview with workers, all workers have obtained adequate access to clean/treated water via Water Treatment Plant and complied with Workers Minimum Standard of Housing and Amenities Act 1990. Treated water has been supplied by water treatment plant located at the POM. Sighted latest analysis treated water has been carried out in Jan 2022 by 3 rd party lab, and results from the assessment were indicated total E-Coli absent/ not detected.
	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 management and rehabilitation of riparian reserves' (April 2017).	Yes	Management has established training programme for year 2021 and 2022 to include all the relevant training such as spraying training, environmental training, buffer zones training, etc for continuous awareness and understanding to the employees.
	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	Treated effluent is allowed to be discharge as water discharge (currently channel to biogas plant). Analysis of the final discharge was carried out on monthly basis by accredited laboratory and the latest results indicated that all parameters were within the regulatory limit.
	7.8.4 Mill water use per tonne of FFB is monitored and recorded.	Yes	Mill water used per tonne FFB was monitored by daily basis and has been reported in document " water processing usage for year 2021" by monthly basis.
7.9 Efficiency of fossil fuel use and the use of renewable energy is optimised.	7.9.1 A plan for efficiency of the use of fossil fuels and to optimise renewable energy is in place, monitored and documented.	Yes	There is no opportunity for the estates to capitalize the utilisation of fibre/shell produced from the mill as part of their energy production in replacement of fossil fuel with the current technology limitation. A plan for improving the efficiency of the use of fossil fuels is in place incorporated into the Environmental Aspect and Impact activities report for 2022 identified in the following: i) Environmental Aspect Identification reviewed accordingly. ii) Environmental management plan.
7.10 Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed,	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	The CU had used RSPO Palm GHG version 4.0 Calculator as a tool to calculate the GHG emissions. Sighted report sends to RSPO with acknowledgement of Auditor. The input data was verified, and the following were determined:

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implemented and monitored and new developments are designed to minimise GHG emissions.			Description		tCO ₂ e/tProduct	Description	tCO ₂ e/tProduct
			CPO		0.21	PK	0.21
			Land Use		Ha		
			OP Planted Area		4099.00		
			OP Planted on Peat		0.00		
			Conservation (forested)		0.00		
			Conservation (non-forested)		21.00		
			Mill Emission				
			Own Crop				
			Emission source		tCO ₂ e	tCO ₂ e/tFFB	
			POME		0	0	
			Fuel consumption		215.54	0.00	
			Grid electricity utilisation		0	0	
			Credits				
			Export of excess electricity to housing & grid		0	0.00	
Sale of PKS		-6418.08	-0.06				
Sale of EFB		0.00	0.00				
Total		-6202.54	-0.06				
Plantation / field emission							
Own Crop							
Emission sources		tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/FFB			
Land Conversion		40484.30	9.88	0.41			
*CO ₂ Emissions from Fertiliser		4768.05	1.16	0.06			
**N ₂ O Emissions from fertilizer		3876.37	0.95	0.04			
Fuel Consumption		798.52	0.19	0.01			
Peat Oxidation		0.00	0.00	0.00			
Sinks							
Crop Sequestration		-38373.73	-9.36	-0.39			
Conservation Sequestration		0.00	0.00	0.00			
Total		11544.41	2.82	0.12			
7.10.2 (C) Starting 2014, the carbon stock	Yes	Auditor has verified through checking the www.globalforestwatch.com , Google Maps, Estate Maps and also through site visit to the sampled estates areas.					

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	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).		Based on the observation during the audit, it is confirmed that there were no new planting or new development of areas at Dara Lam Soon CU. Hence, RSPO GHG Assessment Procedure for New Development was not applicable.
	7.10.3 (C) Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.	Yes	The Environmental Impact and Aspect Assessment and Pollution Prevention Plan was used to identify the GHG emissions. Some of the Greenhouse Gas emissions are through Land Conversation, Crop Sequestration, Fertiliser, N ₂ O from fertiliser, Fuel Consumption, Peat Oxidation. Plans to reduce or minimise them are in place. Dara Lam Soon CU also plan to reduce GHG by construct Biogas plant to capture Methane gas generated from the Effluent Treatment Plant to generate biogas engine to produce electricity for mill and domestic use. The Biogas Plant starts its operation on Jan 2019.
7.11 Fire is not used for preparing land and is prevented in the managed area.	7.11.1 (C) Land for new planting or replanting is not prepared by burning.	Yes	There was no evidence that fire had been used to prepare land for replanting in all estates. a) No fire was used for waste disposal in Dara Lam soon CU and it continued to use the Oil Palm Agricultural Policy for Pest and Disease January 2017 of no open burning. As advocated, the estates practiced Zero burning. b) In the replants visited during the audit in the estates, it was evident that all palms were felled, shredded, 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	Dara Lam Soon CU had established the fire prevention and control measures for the areas under its direct management. Accident and emergency procedures were available in adherence to the policy on <i>Emergency Response' Plan 2022</i> . Each estate and mill had a standard procedure for emergencies situation. There was formation of ERP Team & ERP for all the identified incidences. The organization chart for the ERP team was established and displayed for information to the employees. The important telephone contact numbers were also provided therein. Among the equipments available for fire prevention were water pump, water tank lorry, and fire extinguisher.
	7.11.3 The unit of certification engages with adjacent stakeholders on fire prevention and control measures.	Yes	Dara Lam Soon CU had also established the fire prevention and control measures with adjacent stakeholders through feedback forms which were distributed in Feb 2022 to 10 stakeholders as to comply with MCO restriction. The information among others includes the compliance to RSPO requirement including zero burning engagement.
7.12 Land clearing does not cause deforestation or damage any area required to protect or	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.	Yes	No new land clearing since Nov 2005 available at Dara Lam Soon, thus this Indicator was not applicable.

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Clause	Indicators	Comply Yes/No	Findings
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.	A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.		
	7.12.2 (C) HCVs, HCS forests and other conservation areas are identified as follows:	Yes	The report HCV / Biodiversity Assessment of the estates - Dara Lam Soon Plantations is available. The report was conducted internally with collaboration with Wildlife Department and Forestry Department in Sept 2017 and the report was completed on May 2018. The study had covered all the HCV / Biodiversity within and adjacent to the 1 estate under Dara Lam Soon CU. The HCV assessment had identified no HCV/Biodiversity found directly within the boundaries of any of the sites of Dara Lam Soon CU, this is because considering the Dara Lam Soon Plantations CU are surrounded by other oil palm plantations. However, the management has decided to maintain the River Buffer Zones as HCV for conservation i.e., 21 ha.
	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 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.	Yes	
	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	Yes	The HCV Assessment report indicated that there is no threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations. There is only common bird and animal sighted. But Dara Lam Soon CU continued to monitor the HCV (buffer zones) and their boundary. The appropriate measures that are expected to maintain and/or enhance them were implemented through an action plan dated Jan 2021 and made available in Dara Lam Soon Estate. The HCV Implementation Monitoring Plan also included measures to avoid damage to and deterioration of HCV habitats, by ensuring that HCV areas are connected, corridors are conserved and marked. Field verification of the HCV at DLS during the audit confirmed HCV boundaries were marked/painted and clearly maintained.

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	landscape level considerations (where these are identified).		
	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 these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.	Yes	HCV Assessment has been done on 5-25 Sept 2017, but no rights of local communities have been identified in HCV areas. Thus this indicator was not applicable.
	7.12.6 All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.	Yes	Although there was no RTE species found in the CU, Dara Lam Soon still established their own disciplinary measures if any of their staff or workers found to capture, harm, collect or kill the RTE species. If found any activities to capture, harm, collect or kill RTE species, the estates will make a report to the Wildlife Department immediately. The Estate also made a statement in which disciplinary action is to be taken against those who are found to capture, harm, collect or kill RTE species according to the law "Enakmen Pemeliharaan Hidupan Liar 1997". An Annual RTE Training Plan 2021 for year 2022 were available and HCV training has been planned to be held at least once yearly.
	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	HCV Implementation Monitoring Plan for year 2021 and 2022 were made available at the Dara Lam Soon Estate. The outcomes of monitoring were included in the HCV monitoring reports also sighted. Noted that DLS had continued to implement planned actions on awareness to the staffs and public on biodiversity enhancement through posting of relevant information in the Dara Lam Soon webpage and installation of signage at strategically located sites.. The outcomes of monitoring shall be input into the next year HCV Implementation Monitoring action plan.
	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 Nov 2018, the Remediation and Compensation Procedure (RaCP) applies.	Yes	Not applicable since there is no new land clearing.

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Clause	Indicators		Comply Yes/No	Findings
<p>5.5.2 Time-bound plan</p> <p>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.</p>	(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	All estates and mills within Lam Soon Private Cannery Limited have been certified as per the attachment 6 of time bound plan.
	(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	As mentioned above, all estates and mills within Lam Soon Private Cannery Limited has been certified as per the attachment 6 of time bound plan.
	(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	No changes to the timebound plan.

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	(d)	Where there are isolated lapses in implementation of a time-bound plan, a minor non-compliance shall be raised. Where there is evidence of fundamental failure to proceed with implementation of the plan, a major non-compliance shall be raised.	Yes	No changes to the timebound 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 7.12. 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	There were no uncertified management units at this CU, hence no replacement of the primary forest or any HCV area or no new planting development was sighted.
	(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	There were no uncertified management units at this CU, hence no land conflicts issue arises.
	(c)	Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2;	Yes	There were no uncertified management units at this CU, hence no labor conflicts issue arises.
	(d)	Legal non-compliance, if any, is being addressed through measures consistent with the requirements of RSPO P&C criterion 2.1;	Yes	There were no uncertified management units at this CU, hence no legal non-compliance issue arises.

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	(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	No uncertified management units at this CU, hence no legal compliance issue arises.
		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; 		
		<ul style="list-style-type: none"> Targeted stakeholder consultation, including consultation with the relevant NGO's will be carried out by the audit team. 		
		<ul style="list-style-type: none"> Desktop study e.g. web check on relevant complaints 		
		<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. 		
	(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		

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		cannot proceed to a successful conclusion unless it is actively addressed. Evidence of active engagement with RSPO in resolving the non-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.		

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<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>As mentioned in 4.4.1 of this checklist, it has been verified that the land were previously owned by company; Teras Dara Konsortium. The land was sold to Dara Lam Soon Sdn Bhd (aka Dara Lam Soon CU) in 1975. It has been specified that the Land purpose was for planting, either for oil palm or agricultural crops for economic value. It can be confirmed that Dara Lam Soon CU maintained and complied with the terms of the land title. With this, it can be concluded that the land was neither subjected to any customary rights of local communities nor any indigenous peoples.</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
3.3.1	Major	<p>Requirement: (3.3.1) Standard Operating Procedures (SOPs) for the unit of certification are in place.</p> <p>Finding: Standard Operating Procedures on clinic operation was not adequate to cover on certain procedures.</p> <p>Objective evidence: Based on documentation review, the SOP on clinic operation was not adequate to cover on the procedures to get the treatment at clinic and medical certificate flow.</p>	<p>Root cause: Early guidance of clinic management did not take into consideration the details of the worker to have proper procedure on getting treatment and medical sick leave issuance.</p> <p>Corrective Action: management decide to develop new SOP on clinic operation to cover on the procedures to get the treatment at clinic and medical certificate flow.</p>	<p>Auditor has verified the SOP revised date 1/4/2022 on the procedures to get the treatment at clinic and medical certificate flow.</p> <p>Status: CLOSED</p>
3.7.2	Minor	<p>Requirement: (3.7.2) Records of training are maintained, where appropriate on an individual basis.</p> <p>Finding: Records for certain training was not maintained.</p> <p>Objective evidence: Records for certain training was not maintained i.e the procedures to get the treatment at clinic and medical certificate flow.</p>	<p>Root cause: Following to the NCR on indicator 3.3.1, the related training has not been conducted.</p> <p>Corrective Action: Management will conduct the related training tentatively on Jun 2022.</p>	<p>Corrective action plan accepted. The effectiveness of the corrective action plan will verify during next audit.</p> <p>Status: OPEN</p>
7.2.7	Major	<p>Requirement: .7.2.7 (C) Storage of all pesticides is in accordance with recognised best practices.</p> <p>Finding: Storage of all pesticides was not in accordance with recognised best practices.</p> <p>Objective evidence: During site visit to the chemical stores of the Dara Lam Soon Estate, smell of the chemical is very prevalent even after 5 minutes the exhaust fans was open due to the inadequate ventilation. This contravene with Dara Lam Soon Estate SOP "Prosedur Kerja Selamat (SOP), Menyimpan dan Mengendalikan Bahan Kimia Di Dalam Stor, sebelum memasuki stor" dated 1/1/2022.</p>	<p>Root cause: Inadequate ventilation and exhaust fan installed in the chemical store</p> <p>Corrective Action: Immediate modification by installing more exhaust fan</p>	<p>Auditor has verified copy of the quotation dated 4/4/2022 for the works of installing exhaust fan.</p> <p>Status: CLOSED</p>

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ATTACHMENT 5

STATUS OF NON-CONFORMITIES PREVIOUSLY IDENTIFIED

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Verification by Assessor
3.7.1 RAR 01 2021	Major	<p>Finding: There was no training record for contractor workers, first aider and confined space and there was no evidence that the training was effectively implement.</p> <p>Objective evidence: During site visit at manuring operation and mill, it was found that contractor workers was not aware and understand related to applicable aspects of RSPO P&C, first aider and staff dealing with first aid box equipment's and code of practices in confined space 2010 had limited understanding about the subject matter.</p>	<p>Sighted the annual training programme prepared by DLS estate & mill by internal & external trainer (NIOSH).</p> <p>At DLS Estate The auditor has sighted trainings related to RSPO such as training policy, safety & health, environment and RSPO/MSPO awareness by sustainability officer and senior assistant manager on 18-19/03/2021, 05/05/2021 and 22/06/2021.</p> <p>During interview with contractor and check roll Workers and mandore (harvesting and manuring) was understand the training and can demonstrated especially related to first aid boxes, safety and environmental issues.</p> <p>At DLSPOM the training for first aider using the first aid box equipment and monitoring of first aid equipment on 17/03/2021, 15/06/2021 by the medical assistants and sustainability officer. Meanwhile, training for confined space has been conducted at NIOSH Kuantan for 9 employees on 17/03/2021. During interview with 3 workshop operator, boiler operator and 1 from process operator confirmed that the employees can understand the training and can demonstrated especially related to first aid boxes, and safety related to confined space areas. Management also sends all of them to conduct medical examination on 12/04/2021. The main objective of the medical check-up was to assess the health risk effects of the workers involved with hazardous confined space work. The medical was successfully conducted by IFZ Oshmed Supplies. Results from the medical examination indicated all the employees were physically & mentally fit to work in the confined space areas.</p> <p>From the formal training conducted in the year 2021 and 2022 it was verified that contractor workers were aware and understood the applicable aspects of RSPO P&C, first aider and staff dealing with first aid box equipment's. Thus, the major NCR RAR 03 2021 was satisfactorily closed.</p> <p>Status: CLOSED</p>

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7.3.1 RAR 02 2021	Minor	<p>Finding: Waste management plan was not implemented accordingly.</p> <p>Objective evidence:</p> <ul style="list-style-type: none"> During site visit to the line sites (mill & estate), sighted recycle materials such as tin and bottles not disposed according to waste management plan. At DLS POM, emergency shower water at WTP and laboratory chemical lab store was channel to the monsoon drain. Location and condition were not in safe and good condition. 	<p>Recycle materials i.e tin and bottles was disposed according to the waste management plan. The emergency shower has been relocated inside the water treatment plant area and bund has been installed to prevent water waste to monsoon drain and established the sump to collect all the water from emergency and eyewash. Auditor also sighted that emergency shower located at chemical store near the laboratory has been constructed with bund and both areas has been installed with NIOSH's certified equipment and established the sump to collect all the water from emergency and eyewash. Thus, previous NCR was satisfactory closed.</p> <p>Status: CLOSED</p>
7.8.2 RAR 03 2021	Major	<p>Finding: Water courses was not protected as per RSPO Manual on BMPs for the management and rehabilitation of riparian reserves.</p> <p>Objective evidence: Sighted chemical activity at buffer zones areas (mill Pond & Block 01D (water sampling area)).</p>	<p>Management also established checklist for monitoring buffer zones area called "borang pemantauan / pemeriksaan Kawasan buffer zone" the checklist will be used during manuring and spraying at the buffer zones areas. Sighted checklist has been used and recorded at Block 01D, 97A, 99D, 01D, 07J & 07G on date 02/04/2021, 15/03/2021, and 28/09/2021. Field Supervisor of spraying gangs was a person in charge for monitored it and will be checked back by assistant manager.</p> <p>Among of items has been checked in the checklist form such as:</p> <ul style="list-style-type: none"> Provide briefing related to buffer zone to the employees before start of work PPE condition Condition buffer zones Condition buffer zones after spraying activity <p>Site visit has been done to the buffer zone area and found no spraying or any activities done at related area. Thus, previous NCR was satisfactory closed.</p> <p>Status: CLOSED</p>
3.6.1 DA 01 2021	Major	<p>Finding: Certain operation has not been risk assessed to identify H&S issues.</p> <p>Objective evidence: Certain work operation/activities have not been risk assessed at Dara Lam Soon Estate:</p> <ol style="list-style-type: none"> Loose fruit collection 	<p>Auditor has verified the evidence submitted to demonstrate the new revision of DLS CU HIRARC dated 18/03/2021 for Loose Fruit Collection and Trunk Injunction. Besides that, several trainings were conducted to all estates management:</p> <ol style="list-style-type: none"> RSPO/MSPO, HIRARC & SOP Training @ 12/03/2021, Training and briefing for preparation of HIRARC for Loose Fruit Collection activities @ 16/03/2021, Safety Work Procedure (SWP) for Loose Fruit Collection and Trunk

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		2) Trunk injunction – Bagworm treatment	<p>Injunction @ 17/03/2021. Last but not least, sighted the letter of appointment for Mr. A. Pentaya as Safety and Health Officer dated 12/03/2021.</p> <p>Auditor has verified the evidence submitted to demonstrate the new revision of DLS CU HIRARC dated 18/03/2021 for Loose Fruit Collection and Trunk Injunction. Besides that, several trainings were conducted to all estate's management:</p> <ul style="list-style-type: none"> i. RSPO/MSPO, HIRARC & SOP Training @ 12/03/2021, ii. Training and briefing for preparation of HIRARC for Loose Fruit Collection activities @ 16/03/2021, iii. Safety Work Procedure (SWP) for Loose Fruit Collection and Trunk Injunction @ 17/03/2021. <p>sighted the letter of appointment for Mr. A. Pentaya (Hospital Assistant) as Safety and Health Officer dated 12/03/2021.</p> <p>During on site verification audit was sighted HIRARC and Safe working operation procedure for new estate operation such as Infield collection (grabber) & road maintenance (road grading & compact) has been established and reviewed on September 2021 by safety officer and OSH committee.</p> <p>Risk assessment on activities such as trunk injection, loose fruit collection, harvesting, spraying, manuring, fertilizer store, crèche, shop house, general & chemical store, workshop, clinic, worker's quarters etc. have been reviewed on 01/01/2022 and control measures determined. Thus, previous Major NCR DA 01 2021 was satisfactorily closed.</p> <p>Status: CLOSED</p>
6.7.3 DA 02 2021	Major (recurrence)	<p>Finding:</p> <p>1) Personal protective equipment was not provided free of charge to workers at the place of work to cover all potentially hazardous operations.</p> <p>2) Workers did not wear appropriate personal protective equipment to cover all potentially hazardous operations.</p> <p>Objective evidence:</p> <p>1) During interview with sampled workers at harvesting operation (South Division) and manuring operation (North</p>	<p>During the interviews with sampled Boeran contract workers at harvesting operation in Field 09C (North Division), harvesters in Field 01E and harvesters in Field 04D, it was verified that the personal protective equipment (PPE) were provided free of charge to all harvesters i.e., Safety helmet, Sickle cover, Boots, and Safety glasses. Similarly the sprayers in Field 09H, the personal protective equipment (PPE) were provided free of charge to the workers i.e. Respirator N95, Nitrile glove, Safety glasses, Boots and Apron.</p> <p>Status: CLOSED</p>

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		<p>Division):</p> <p>a. There is no free of charge provided for personal protective equipment (PPE) to harvesters (fronds stacker) i.e. wellington boot and cotton glove.</p> <p>b. There is no free of charge provided for personal protective equipment (PPE) to manuring workers i.e. wellington boot, and it is only available free for the first time user.</p> <p>2)During site visit at loose fruit operation (North Division) and manuring operation (North Division):</p> <p>a. Sighted 7 loose fruit workers did not wear appropriate personal protective equipment (PPE) i.e. wellington boot, safety helmet as per Safe Operation Procedure.</p> <p>b. Sighted 4 manuring workers did not wear appropriate personal protective equipment (PPE) i.e. protective eye goggle, N95 mask as per CHRA Recommendation.</p>	
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1.1.5 MZK 01 2021	Minor	<p>Finding: There is no current list of contact and details of stakeholders and their nominated representatives.</p> <p>Objective evidence: Current list of stakeholders was not updated to include:</p> <ol style="list-style-type: none"> 1. Representative from Kampung Terubin 2. Representative from Kampung Padang 3. Contractor Boeran Trading (Harvesting) 	<p>Dara Lam Soon CU had maintained a documented list of stakeholders (updated 10/2/2022) which was sighted by the auditor. Among of stakeholders identified were surrounding communities, Orang Asli tenants, suppliers, contractors, government agencies (e.g. school, hospital. etc.). The list also contained the relevant name of person, address and phone number. The current list of stakeholders had included:</p> <ol style="list-style-type: none"> 1. Representative from Kampung Terubin 2. Representative from Kampung Padang 3. Contractor Boeran Trading (Harvesting) <p>Thus, the Minor NCR (MZK 01 2021) that was against this indicator is satisfactorily, closed.</p> <p>Status: CLOSED</p>
5.2.1 MZK 02 2021	Minor	<p>Finding: Dara Lam Soon CU did not consult the smallholders regarding their interest in RSPO Certification.</p> <p>Objective evidence : There is no record/evidence Dara Lam Soon CU had consulting with smallholders regarding their interest in RSPO Certification.</p>	<p>A meeting was held between DLS CU with smallholders regarding their interest in RSPO Certification on 26/3/2021 and on 18/12/2021 and 28/2/2022, evidence showed that smallholders had been consulted though mailed questionnaires for their feedback, hence, the Minor NCR (MZK 02 2021) raised against this Indicator in the previous audit is therefore, closed.</p> <p>Status: CLOSED</p>
5.2.2 MZK 03 2021	Minor	<p>Finding: Dara Lam Soon CU did not 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).</p> <p>Objective evidence : There is no record/evidence Dara Lam Soon CU had initiate 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).</p>	<p>Dara Lam Soon supports Independent Smallholders 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). Noted that Dara Lam Soon has held a meeting between DLS CU with smallholders regarding their interest in RSPO Certification on 26/3/2021 and on 18/12/2021 and 28/2/2022, evidence showed that smallholders had been consulted though mailed questionnaires for their feedback. Dara Lam Soon CU had established a smallholder support program for implementation 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), Thus, the Minor NCR MZK 03 2021 raised against this indicator in the previous audit is therefore, closed.</p> <p>Status: CLOSED</p>
4.2.3 MZK 04 2021	MINOR	<p>Finding: Dara Lam Soon CU did not keep parties to a grievance informed of its progress, including against agreed timeframe</p>	<p>There is evidence that parties to a grievance are kept informed of the progress of the complaints. In the complaints and grievances book or forms, they were keep informed the stakeholders on the progress.</p>

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		<p>and communicated to relevant stakeholders.</p> <p>Objective evidence : During interview with Orang Asli from Kampung Terubing regarding the issues on water supply, it was noted that the progress of the grievance were not conveyed back to the Orang Asli.</p>	<p>During interview with the Head of the Orang Asli from Kampung Terubin regarding clean water supply to his community, he acknowledged the result of their grievance including its progress against the timeframe had been communicated to them. In fact, the issue of insufficient supply of clean water to the village had been resolved when a 10,000 litres water tank and scheduled deliveries of clean water to the community was provided by DLS CU.</p> <p>Review of the Grievance Book/form showed house repairs requested by workers had been implemented, hence, the repairs acknowledged by requester (worker) in the book. Thus, the Minor NCR MZK 04 2021 raised in the previous audit is closed.</p> <p>Status: CLOSED</p>
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<p>7.12.4 MZK 05 2021</p>	<p>MAJOR (recurrence)</p>	<p>Finding: The integrated management plan did not consider any relevant wider landscape level considerations (where these are identified).</p> <p>Objective evidence : HCV plan was not highlighted :</p> <ul style="list-style-type: none"> • Protecting and/or enhancing forest connectivity important for biodiversity, ecosystem services. e.g at Bukit Ibam Forest Reserve site there are too much biodiversity / totally protected there, but no updates on summary of the monitoring report to highlight the important of Biodiversity and ecosystem services there, no map of Biodiversity and ecosystem. • Avoiding damage to and deterioration of HCV habitats, for example by ensuring that HCV areas are connected, corridors are conserved and marked e.g at all HCV site visited at North Estate there are no proper signage sighted. 	<p>During the audit, an updated HCV Implementation Monitoring Plan for 2022 was presented and reviewed. The Plan had highlighted Protection and/or enhancement of forest connectivity important for biodiversity, ecosystem services. e.g. at Bukit Ibam Forest Reserve where rich in biodiversity, Monitoring schedule and records of implemented HCV monitoring in 2021 and 2022 were also presented for verification (dated 28/2/2022 and 5/1/2022 for North estate and 14/2/2022 and 20/11/2021 for South estate) to highlight the importance of Biodiversity and ecosystem services there. A map showing HCV/biodiversity and of ecosystem at/surrounding DLS CU was also available. Thus, previous NCR was satisfactorily closed.</p> <p>Status: CLOSED</p>
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<p>3.4.3 MAR 01 2021</p>	<p>MAJOR</p>	<p>Finding : Social management and monitoring plan is not reviewed and updated regularly in a participatory way. Objective evidence : Based on documentation review, the social management and monitoring plan does not include several issues such as:</p> <ul style="list-style-type: none"> i. Overtime issues among mill workers. This was evidence from interviewed with mill workers. They claimed that the overtime was not properly distributed fairly among workers in production area. ii. Drainage repair at workers quarters for both mill and estate. This was evidence from site visit at workers quarters area, found that some monsoon drain was broken resulted stagnant water, they included in CAPEX but not included in the social action plan. iii. Managing foreign workers especially from India on the recruitment agencies. There was found no agreement between Dara Lam Soon and the recruitment agencies on the recruitment of new workers. iv. Representative from Kg Terubing on land issues. 	<p>Auditor has verified the overtime issues through minute meeting discussed in a meeting dated 18/3/2021. Quotation to replace the drain was attached. DLS has agreed and appointed the agency to handle the process of the recruitment. Further visit to the site will confirm the status of the drain repairs. Meeting dated 22/3/2021 on Kg Terubing land issues. SIA action plan updated on 26/3/2021 covering all the 4 issues.</p> <p>SIA action plan dated 26 Mac 2021 has been verified. It was covering all 4 issues stated.</p> <p>For issues no 1 the corrective action was added competent person for each station involved so that the overtime properly distributed.</p> <p>Issues no 2, the repairing of drainage at workers quarters is in progressed.</p> <p>Issue no 3, auditor has verified agreement between Dara Lam Soon with Mass Global Resources Sdn Bhd (India and Bangladesh) and PT Kijang Lombok Raya (Indonesia).</p> <p>Issue no 4 has been put in the action plan such as meeting with asli Kg Terubin and to get official confirmation from chairman of JKKK kg Simpai (main village) actual legitimacy of the Kg Terubin areas.</p> <p>Status: CLOSED</p>
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<p>6.2.2 MAR 02 2021</p>	<p>MAJOR (Recurrence)</p>	<p>Finding : Employment contracts did not detail out the payments and conditions of employment (e.g regular working hours, overtime, sick leave, holiday entitlement and reasons for dismissal, in compliance with Employment Act 1955).</p> <p>Objective evidence : 1. Based on documentation review on Indian workers agreement (6 workers), there was no detailing payments and conditions of employment (e.g regular working hours, overtime, sick leave, holiday entitlement and reasons for dismissal, in compliance with Employment Act 1955). 2. Based on interview with contractor employees, they did not understand the content of the agreement provided by the contractor.</p>	<p>Auditor has verified the revised employment contract has been done with consultation with Jabatan Tenaga Kerja (JTK). Appointment of translator was evident. Training on policy and human rights was done on 24/3/2021 and evaluation of the training has been conducted.</p> <p>Documentation review has been made. Contract of employment has been verified and detailing of payments and conditions of employment i.e</p> <ol style="list-style-type: none"> 1. Duration contract of employment 2. Wages 3. Working hours 4. Rest day 5. Public holiday 6. Annual leave 7. Sick leave 8. Levy, temporary employment visit pass, visa and processing 9. Accommodation 10. Health examination and medical treatment 11. Work equipment and personal protective equipment 12. Insurance 13. Worker's travel expenses 14. Termination of contract of employment 15. Discipline and code of conduct 16. Managing death of worker 17. Safekeeping of the worker's passport <p>Interview has been made with the Indian workers and contractor employees and they acknowledge that they had been signed and informed on the agreement. All the contract has established in Bahasa Malaysia, English, India, Bangladesh.</p> <p>Status: CLOSED</p>
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<p>6.2.3 MAR 03 2021</p>	<p>MAJOR</p>	<p>Finding :</p> <ol style="list-style-type: none"> 1. There was evidence of non-compliance for working hours and overtime at Dara Lam Soon POM as per Employment Act 1955 Section 60a. (2) a-f and "HAD KERJA LEBIH MASA DI BAWAH SEKSYEN 60A (4) (a) AKTA KERJA 1955" dated 2 Nov 2012 from Labour Department. 2. There was evidence of non-compliance for Employment Act 1955 Section 60 e. "and if he has not completed twelve months of continuous service with the same employer during the year in which his contract of service terminates, his entitlement to paid annual leave shall be in direct proportion to the number of completed months of service". <p>Objective evidence :</p> <p>Based on documentation review on checkroll and interviewed, there was non-compliance on working hours and overtime exceeded 12 hours without justification for the following:</p> <ol style="list-style-type: none"> i) Worker No 3549 : Month of July 2020 dated 1,18 and 19. Month of Aug 2020 dated 2,3,4,5,6, 15-17. Month of Sep 2020 dated 12,26 and 29. ii) Worker No 2840 : Month of Aug 2020 dated 2-6 and 17th. Month of Sep 2020 dated 1, 26-30th. iii) Based on agreement and payslip for the month of Nov 2020, Dec 2020 and January 2021, it was no evidence of balance annual leave has been paid to the Boeran Trading employees. 	<p>Training has been done on 29 Mac 2021 for the crane, oil room, and sterilizer.</p> <p>Vacation leave pay has been verified in invoice no 30976 (amount RM 10,662.12) and 31015 (RM 10,577.50) to the contractors. 18 workers were involved on the vacation leave pay.</p> <p>Status: CLOSED</p>
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6.2.1 MAR 04 2021	MAJOR	<p>Finding : Applicable agreements and documentation of pay and conditions are not available to the contractor workers.</p> <p>Objective evidence : Based on interview and documentation review, there was no evidence on applicable agreements to the contractor workers i.e contractor Azmi and Han. Agreement to the contractor available but based on interview with contractor Azmi and Han, they did not sign any agreement with Dara Lam Soon Estate. For the contractor Boeran employees, they did not know on the content of the agreement.</p>	<p>Auditor has verified training on 25/3/2021 with contractors. Interview was done, all of them understand with the content of the agreement.</p> <p>Status: CLOSED</p>
6.2.6 MAR 05 2021	MINOR	<p>Finding : Decent Living Wages was not calculated based on RSPO Guidance on Calculating Prevailing Wages.</p> <p>Objective evidence : Based on interview and documentation review, decent living wages was not calculated based on RSPO Guidance on Calculating Prevailing Wages.</p>	<p>Based on pay slips sighted, all sampled workers who complete the number of days offered in a month receive at least minimum wages applicable, which is RM1,100 per month, or more.</p> <p>Dara Lam Soon CU also has carried out the calculation of prevailing wages and in-kind benefits as evidenced from the calculation of prevailing wages. The calculation took into account housing, electricity, water, education, childcare and healthcare. Based on the breakdown given, the calculation of prevailing wages including in-kind benefits is in accordance with RSPO Guidance on Calculating Prevailing Wages.</p> <p>Therefore, previous NCR, MAR 05 2021 was satisfactorily closed.</p> <p>Status: CLOSED</p>
6.3.3 MAR 06 2021	MINOR	<p>Finding: There were no freely elected representatives for all workers including local, migrant and contract workers.</p> <p>Objective evidence: There was no evidence that Dara Lam Soon Mill and Dara</p>	<p>Currently local union representative Dara Lam Soon workers has been dispersing and new union which is The National Union Plantation Workers (NUPW) is the union that current represents workers of Dara Lam Soon but they still pending documentation and application to materialize collective agreement between Dara Lam Soon and NUPW</p>

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		Lam Soon Estate facilitate for representatives elected internally, or labour organizations including contractor employees.	<p>There were freely elected representatives for all workers including local, migrant and contract workers which has been done on 2/2/2022. Therefore, previous NCR, MAR 06 2021 was satisfactorily closed.</p> <p>Status: CLOSED</p>
6.5.4 MAR 07 2021	MINOR	<p>Finding: A grievance mechanism, which respects anonymity and protects complainants where requested, is not communicated to all levels of the workforce.</p> <p>Objective evidence: Based on interview at Dara Lam Soon POM, a female worker doing work at loading ramp does not aware on a grievance mechanism on harassment or abuse in the workplace, and reproductive rights.</p>	<p>A grievance mechanism has been sighted at the estate and the mill titled 'Sexual Harassment Procedure'. It involves a flowchart 'Sexual Harassment Reporting Flowchart' which explains the process of grievance handling for both external and internal parties. At Dara Lam Soon Palm Oil Mill and Dara Lam Soon Estate, the flowchart is exhibited prominently near the entrance to the main estate/mill office.</p> <p>A grievance mechanism, which respects anonymity and protects complainants where requested, has been communicated to all levels of the workforce</p> <p>Based on interview at Dara Lam Soon POM, a female worker doing work at loading ramp has been aware on a grievance mechanism on harassment or abuse in the workplace, and reproductive rights. Therefore, previous NCR, MAR 07 2021 has been satisfactorily closed.</p> <p>Status: CLOSED</p>

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<p>6.6.1 MAR 08 2021</p>	<p>MAJOR</p>	<p>Finding: Workers have entered the employment not voluntarily, and the following not prohibited i.e. retention of identity documents or passports and charging the workers for recruitment fees.</p> <p>Objective evidence : 1. Based on interview with sampled workers from India, there was be informed that they were charging fees with various amounts from the origin country agent. The workers also claimed that they are being informed by the agent that they will be offered fruit plucking, but when arrived at the estate they offered with different job. 2. Based on interview with contractor Boeran Trading and 6 of their workers at Mill and estate confirmed that Dara Lam Soon has keep identity documents or passports of contractor (Boeran Trading) workers without consent.</p>	<p>Reviewed and confirmed that the current procedure of Human Resources for additions on charging and storage passport has been revised. Appointment letter has been verified. Pictures and acknowledgement of the workers receiving their own passport were provided. It was also noted that the Pigeonhole was located at the AP post for easy-access. Training and evaluation records verified.</p> <p>Auditor has verified agreement between Dara Lam Soon and Mass Global Resources Sdn Bhd. The agreement dated 6/2/2020. Para 6 state that employer shall be responsible to pay for the mandatory fees. The employer shall be responsible for the fees as follows:</p> <ol style="list-style-type: none"> 1. Fight ticket 1. Logistic 2. Lodging 3. Meals 4. Documents process in source country 5. Source country Labour Department fee 6. Passport 7. Visa stamping fee 8. VLN & OSC 9. ISC Registration 10. Insurance 11. Government tax 12. Biometric & medical registration 13. Overseas agency fee <p>“Standard Operating Procedure, PERMOHONAN KUOTA DAN PENGAMBILAN PEKERJA ASING” not stated on:</p> <ul style="list-style-type: none"> • Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes) • Charging the workers for recruitment fees • Contract substitution • Involuntary overtime • Lack of freedom of workers to resign • Penalty to the workers for termination of employment • Debt bondage • Withholding of wages in the Para 3. <p>Status: CLOSED</p>
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<p>1.1.4 MAR 09 2021</p>	<p>MAJOR</p>	<p>Finding : Consultation and communication procedures not explained to the employees by nominated representative.</p> <p>Objective evidence : Based on interview at Dara Lam Soon POM and Dara Lam Soon Estate, some employees did not have proper channel to express their grievances to their representatives as they are not aware of the procedures.</p>	<p>Auditor has verified selection of representative from all nationality dated 25/3/2021.</p> <p>Memo dated 12 Mac 2021 on selection of worker's representative has been verified. Selection has been done on 15 Mac 2021. The result of the ballot done on 17 Mac 2021. Worker's representative has divided into three (5) categories i.e., locals, Indonesia, Bangladesh and India.</p> <p><u>Dara Lam Soon POM</u> 1st meeting on the worker's representative since the selection was done on 18 Mac 2021. The meeting discussing on roles and responsibilities of the worker's representative and to give the appointment letter to every worker's representatives.</p> <p><u>Dara Lam Soon Estate</u> 1st meeting on the worker's representative since the selection was done on 18 Mac 2021. The meeting discussing on roles and responsibilities of the worker's representative and to give the appointment letter to every worker's representatives.</p> <p>Status: CLOSED</p>
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ATTACHMENT 6 – Timebound Plan

Lam Soon Cannery Private Limited Time Bound Plan on RSPO Certification (As at March 2022)

Name of the Unit of Certification (UoC)	Country	Name of the Mills and Supply Bases	Location Address	GPS Coordinates (in decimal degree)		Total Managed Area (Ha)	Certification Status	Certification date
				Latitude	Longitude			
Dara Lam Soon Sdn Bhd	Malaysia	Dara Lam Soon Palm Oil Mill	92 km off Kuantan - Segamat Highway, 26700 Muadzam Shah, Pahang Malaysia.	03° 09.421'N	103° 09.818'E		Certified	18/05/2018
Dara Lam Soon Sdn Bhd	Malaysia	Dara Lam Soon Estate		03° 09.406'N	103° 09.696'E	4,220	Certified	18/05/2018
Lam Soon Plantations Sdn Bhd	Malaysia	Lam Soon Palm Oil Mill	28 km off Lahad Datu - Sandakan Highway , 91109 Lahad Datu Sabah Malaysia	5.254373N	118.174882 E		Certified	25/08/2017
Lam Soon Plantations Sdn Bhd	Malaysia	Lam Soon Plantations Sdn.Bhd		5.244980 N	118.167033 E	5,885	Certified	25/08/2017