



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

File Ref. : EB05000001

RSPO PUBLIC SUMMARY REPORT

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

PARENT COMPANY : BOUSTEAD PLANTATIONS BERHAD

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

LOCATION OF THE CERTIFICATION UNIT (MILL AND THE SUPPLY BASE):
(In the case of multisite certification, list additional sites in attachments) :

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

MAP : See Attachment 1

AUDIT DATE : 25-29 JULY 2022

DURATION : 17 auditor days

TYPE OF AUDIT : ☒ Annual Surveillance Audit No.1

☐ Recertification Audit

STANDARD: MYNI 2019 FOR RSPO PRINCIPLE & CRITERIA 2018

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

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

The following attachments form part of this report:

Non-conformity Report(s) ☒

List of additional site(s) ☐

Report by Audit Team Leader

Acknowledgement by Client's Representative

Name : **ROZAIMEE AB RAHMAN**

Name : **MITAH LIMPU**

Signature :

Signature :

Date : **2/11/2022**

Date : **07/11/2022**

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SUMMARY OF AUDITS

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

Annual Surveillance Audit 1				
On-site audit date	:	25-29 JULY 2022	No. of auditor days :	17
Audit team	:	Rozaimee Ab Rahman, Dzulfiqar Azmi, Mohd Ab Raof Asis, Ismail Adnan		
No. of major NCR	:	2	Indicator: 6.2.4, 6.7.1	Closing date: 28/10/2022
No. of minor NCR	:	-	Indicator : -	
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	Contractors	Others (Please specify)
		x	x	
Supply base sampled	:	Sungai Jernih Estate, Bebar Estate, Tabung Tentera Terengganu Estate		
Changes since the last audit	:	Planted area – construction of harvesting path		
Justification of audit planning	:	17 days for verification onsite of implantations social, RSPO metric template safety and health, environment, good agriculture best practices, mill best practice GHG verification and for supply chain certification systems).		
Report approved by	:	Kamini Sooriamoorthy	Approval date :	2/11/2022

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SUMMARY OF INFORMATION

TABLE 1

	RA	ASA 1	ASA 2	ASA 3	ASA 4
Projection Period	*January 2022 to Dec 2022	July 2022 to June 2023			
Certified FFB Processed (MT)	128,600.00	123,700.00			
Production of Certified CPO (MT)	29,578.00	26,754.23			
Production of Certified PK (MT)	4,758.00	4,420.26			
Certified Areas (Ha)	6,847.00	6,847.00			
Planted Areas (Ha)	**6,491.10	6,491.10			
Production Areas (Ha)	6,435.70	6,435.70			
HCV Areas / Conservation Areas (Ha)	51.82	51.82			
REMARKS	*Actual period covered for this reporting period is from Jan to June 2022. **Construction of harvesting path.				

**There shall be no gap in the projection period/reporting period.*

TABLE 2

	CPO	PK
Last years certified volume (MT)	29,578.00	4,758.00
Last year's actual certified sold (MT)	10,307.64	1,723.35
Last year's actual sold under other schemes (MT)	0.00	0.00
Last year's sold conventional (MT)	0.00	0.00
Last year actual sold CSPO credits (where applicable)	0.00	0.00
New year certified volume (MT)	26,754.23	4,420.26

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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
Rozaimiee Ab. Rahman	Auditor / GAP, Mill, Metric Template, TBP, GHG	Holds a B. Sc. of Agriculture from UPM. He had 7 years of working experience in the oil palm operation. He is a qualified Lead Auditor for RSPO P&C and MSPO.
Mohd Ab Raouf Asis	Auditor / Social	Obtained qualification in B.Sc. (Hons) Management Technology Majoring Production and Operation from UTHM in 2007. He has been in the plantation industry for 7 years assisting Estate Manager managing palm oil estates. He has been trained as RSPO as well as MSPO auditor.
Ismail Adnan Bin Abdul Malek	Auditor / Social & HCV	Has more than 10 years' experience in forestry industries with 25 years' experience as a lecturer in Forestry Department. Universiti Putra Malaysia. He is qualified auditor for RSPO P&C and Forest Management System.
Dzulfiqar Azmi	Auditor / Safety / Environment	Holds a B. Sc. in Agriculture from University Teknologi Malaysia (UiTM). He had more than 5 years of working experience in the oil palm operation. He has experience in auditing since 2018. He is trained as an RSPO Lead Auditor.

1.3 Audit methodology

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

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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 (including migrant workers)	<p>Interviewed check roll workers at the estates (locals and foreigners) and mill (locals only as the Mill employs no foreign workers). Employees confirmed that they are being paid at least the minimum wages, receive their wages before the 7th of the month, receive overtime pay and shift allowance as per the MAPA/NUPW agreement. All workers are offered housing facilities, but some local workers prefer to live in their own houses. The parole workers employed in collaboration with the Prison Department also confirmed that they receive minimum wages or more monthly and given housing at the estate line site. The houses are comfortable with electricity and potable water. Contracts were signed prior to employment and the contents were explained to them. They confirmed that there is no discrimination, and they are given equal opportunities irrespective of nationality and gender. Other benefits received include medical facilities for them and their dependants. The harvesters and loaders mentioned that they preferred if undergrowth in the field they work in are maintained regularly. However, they also understood that there is currently a shortage of workers. Foreign workers prefer to keep their passports at the estate offices for safety reasons. Safety and social awareness briefings are given regularly, and they are aware of the complaint's procedure, calculation of wages, safety protocols, etc.</p> <p>Also interviewed were union representatives and gender committee members.</p> <p>NUPW representatives interviewed confirmed that there is no management interference in NUPW affairs and that they are free to attend NUPW meetings in Temerloh (Pahang Branch HQ). So far there has been no issues of concern. Estate Health Assistants from Sg Jernih Estate and LTTT were also interviewed. They confirmed that there are no female workers involved in spraying or manuring. Pregnancy tests are not mandatory and is only medical surveillance were conducted for female storekeeper at LTTT and Sg Jernih Estate.</p> <p>The following were the workers interviewed during the audit as refer to the indicator 6.2.1.</p>
2) Settlers	NA
3) Villagers / Local communities (including women representatives, displaced communities)	Interviewed relevant stakeholders such as villager representatives from Kg. Jenang Baru (Ladang Tabung Tentera) and Orang Asli Jakun from Kg Dungun, Kg Runchang (Sg. Jernih Estate & Sg. Jernih POM). No negative feedback.
4) Suppliers	Suppliers i.e. Goh Tiam Hock Enterprise, Perusahaan Seri Jaya, AHL Electrical & Engineering and KMTTK Enterprise, were interviewed and they confirmed that payments are received within one month of invoice. They are also aware of the complaint channel. There are no issues with the estates and mill. They receive invitations to attend stakeholder meetings but sometimes cannot attend.
5) Contract workers	Interviewed contract workers i.e., those employed by contractors to provide harvesting and loading works. They confirmed that they have signed employment contracts with their contractor, receive more than minimum wages, wages are paid before the 7 th of every month, provided accommodation with basic facilities such as water, electricity, free medical facilities. They did not raise any complaints or grievances during the audit.
6) Local & national NGOs	NA
7) Government agencies / Statutory bodies	NA

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8) Independent growers / Smallholders	NA
9) Indigenous people	Interviewed relevant stakeholders such as village representatives from Kg. Jenang Baru (Ladang Tabung Tentera), Orang Asli Jakun from Kg Dungun, Kg Runchang (Sg. Jernih Estate & Sg. Jernih POM). No negative feedback.
10) Contractor	Spoke to Sri Renik Enterprise, Indah Bumi Contractor, Greenwin Enterprise, Manna Enterprise and Abu Bakar Syed Alyallatas and these contractors provide harvesting and loading services to all the estates. The contractors confirmed that they are aware of their obligations under the contract (ensuring workers have valid passports and work permits, payment of wages by the 7 th of every month, SOCSO protection for workers, etc). Contractors also confirmed that there are no adverse issues with the estates. They are invited to attend online stakeholder meeting and are briefed of the company policies and procedures. Payments are received within agreed timeframe.
11) Previous land owner (if any)	NA
12) Others (please specify)	Sundry shop operator at Bebar Estate is already aware of the need to obtain permit to sell LPG. It is not allowed to sell LPG without authorization/permit from KPDNHEP. Canteen operators at Bebar Estate and Sg Jernih Estate had acquired business license, attend food handling training and get vaccinated and medically examined by a registered medical practitioner.

1.5 Audit plan : Refer to Attachment 2

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

2.0 SCOPE OF CERTIFICATION AUDIT

2.1 Description of the certification unit

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

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

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

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

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

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

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Table 1: Actual FFB production by the supply base for the reporting period (January 2022 to June 2022)

CU own estates	FFB Production		Certifying CB
	Tonnes	Percentage (%)	
Sg Jernih Estate	20,222.19	44.04	SIRIM QAS
Bebar Estate	18,829.96	41.00	SIRIM QAS
LTT Estate	6,870.61	14.96	SIRIM QAS
Total	45,922.76	100	

Table 2: Projected FFB production by supply base for the reporting period (July 2022 to June 2023)

CU own estates	FFB Production		Certifying CB
	Total (MT)	Percentage (%)	
Sg. Jernih Estate	48,000.00	38.8	SIRIM QAS
Bebar Estate	51,000.00	41.2	SIRIM QAS
LTTT Estate	24,700.00	20.0	SIRIM QAS
Total	123,700.00	100	

Table 3: Actual FFB received and CPO & PK dispatch by Mill for the last reporting period (January 2022 to June 2022)

RSPO Supply Chain Model: IP	Total (MT)
FFB Received	45,922.76
FFB Processed	45,922.76
CPO Production	10,313.00
PK Production	1,783.00
CPO delivered as RSPO certified	10,307.64
CPO delivered under other schemes (MT) - ISCC	0
PK delivered as RSPO certified	1,723.35
PK delivered under other schemes (MT)	0
PK delivered as non-RSPO certified	0
Credits traded thru Book & Claim	0

Table 4: Projected FFB received and CPO & PK dispatch by the Mill of the next reporting period (July 2022 to June 2023)

RSPO Supply Chain Model: IP	Total (MT)
FFB Received	123,700.00
FFB Processed	123,700.00
CPO Production	26,754.23
PK Production	4,420.26

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Table 5 Planted and certified area of the CU

Estate	Planted (ha)	Certified (ha)
Sg. Jernih Estate	2,571.60	2,695.70
Bebar Estate	2,271.20	2,340.60
Tabung Tentera, Terengganu Estate	1,648.30	1,810.70
Total	6,491.10	6,847.00

Table 6 Planting profile for Sg Jernih CU

<u>Estate</u>	<u>Year of planting</u>	<u>Planting Cycle</u>	<u>Mature >3 years (Ha)</u>	<u>Immature < 3 years(Ha)</u>	<u>Planted area</u>	<u>% of planted area mature</u>	<u>% of planted area immature</u>
Sg Jernih Estate	2007	2 nd	214.50	-	214.50	8.00	-
	2008	2 nd	377.80	-	377.80	15.00	-
	2009	2 nd	387.70	-	387.70	15.00	-
	2010	2 nd	398.20	-	398.20	15.00	-
	2011	2 nd	401.70	-	401.70	16.00	-
	2012	2 nd	400.70	-	400.70	16.00	-
	2013	2 nd	391.00	-	391.00	15.00	-
Total			2,571.60	-	2,571.60	100.00	-
Bebar Estate	2005	2 nd	260.80	-	260.80	11.4	-
	2006	2 nd	246.00	-	246.00	10.8	-
	2007	2 nd	252.90	-	252.90	11.1	-
	2008	2 nd	341.30	-	341.30	15.0	-
	2009	2 nd	365.50	-	365.50	16.0	-
	2010	2 nd	293.70	-	293.70	12.9	-
	2011	2 nd	293.40	-	293.40	12.9	-
	2012	2 nd	149.10	-	149.10	6.5	-
	2014	2 nd	38.40	-	38.40	1.7	-
	2018	2 nd	30.10	-	30.10	1.3	-
	2020	2 nd	-	9.30	9.30	-	0.4
Total			2,271.20	9.30	2,280.50	99.6	0.4
LTT Terengganu Estate	2001	2 nd	404.60	-	404.60	24.55	-
	2002	2 nd	389.30	-	389.30	23.62	-
	2003	2 nd	375.70	-	375.70	22.79	-
	2004	2 nd	146.80	-	146.80	8.91	-
	2008	2 nd	148.30	-	148.30	9.00	-
	2009	2 nd	128.20	-	128.20	7.78	-
	2019	2 nd	-	55.40	55.40	-	3.36
Total			1,592.90	55.40	1,648.30	96.64	3.36
Grand Total			6,435.70	64.70	6,491.10	96.24	3.76

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2.3 Organizational Information/Contact Person(s)

The details of the contact person are as below:

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

3.0 AUDIT FINDINGS

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

No.

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

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

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

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

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

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

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

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

If no, please state reasons Not applicable.

There is no associated smallholders supplying FFB to the CU.

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

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

Changes of Head Business Unit.

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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)

NA

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 : NA

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

List : 2 6.2.4 (DA 01 2022), 6.7.1 (DA 02 2022)

5.0 AUDIT CONCLUSION

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

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.

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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 : ROZAIMEE BIN AB RAHMAN



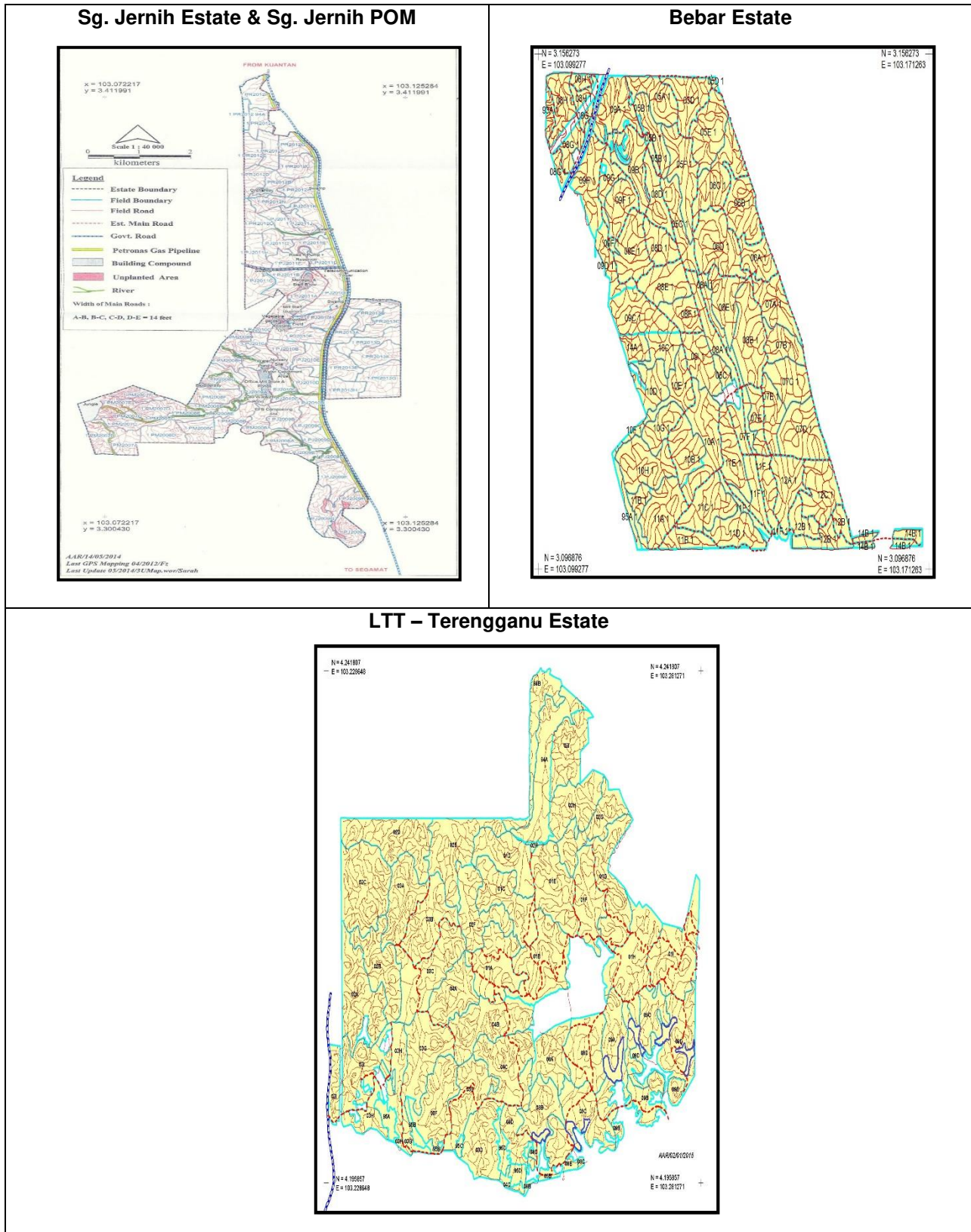
28/10/2022

(Name)

(Signature)

(Date)

Map of Sg. Jernih CU



**ANNUAL SURVEILLANCE 1
RSPO AUDIT PLAN**

1. Objectives

The objectives of the audit are as follows:

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

2. Date of assessment : 25-29 JULY 2022

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

4. Reference Standard:

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

5. Assessment Team

Lead Auditor : ROZAIMEE BIN AB RAHMAN (RAR) – GAP, TBP, GHG, Metric template

Auditor :

- DZULFIQAR AZMI (DA) – Safety & Environment
- ISMAIL ADNAN (IA) - social (external & HCV)
- MOHD AB RAOF ASIS (MAR) – Social (internal)

Observer : N.A.

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

6. Audit Method

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

7. Audit Findings

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

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

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

8. Confidentiality Requirements

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

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

9. **Working Language** : English and Bahasa Malaysia
10. **Reporting**
- a) Language : English
 - b) Format : Verbal and written
 - c) Expected date of issue : 2 weeks after the closure of the Major NC / or if only minor NC, 30 days from the last day of this audit.
11. **Facilities Required**
- a. Room for discussion
 - b. Relevant document and record
 - c. Personnel protective equipment if required
 - d. Photocopy facilities
 - e. A guide for each group
12. **RSPO 2018 Principles and Criteria (P&C) Metrics Template**
 The RSPO 2018 Principles and Criteria (P&C) Metrics Template outlines a set of strategic outcome-based metrics relating directly to the RSPO P&C and is aligned with the RSPO Theory of Change. This Metrics Template comes into effect on 1 June 2021 and all audits against the 2018 P&C or the relevant National Interpretation conducted from 1 June 2021 onwards shall prepare and submit this Metrics Template for the audit team to review during audit.
 Please submit the Metrics Template to Lead Auditor according to this period:
- a) Reporting time frames for economic data are:
 - i. Calendar year (January to December): January 2021 to December 2021, and
 - ii. 12-month period counting up to one months before audit month: **Jul. 2021 to June. 2022**
 - b) Reporting time frames for demographic data:
 - i. For mill and estate workers: as of 31 December 2021
 - ii. For smallholders and outgrowers: January 2021 to December 2021
 - c) Reporting time frame for all other social and environmental data:
 - i. January 2021 to December 2021
- The updated Metrics Template (as attached, the version 2.0) will be enforced from 1 August 2021. All audits conducted from 1 August 2021 onwards must use the updated Metrics Template (version 2.0).
13. **Assessment program details:** As below

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Day one: Monday (25/7/2022)

time	Activities / areas to be visited				Auditee
9.00am	Opening Meeting – Audit team introduction and briefing on assessment objectives, scope, methodology, criteria and programmes by SIRIM QAS Audit Team Leader.				
9.30am	Briefing on the organization background and implementation of RSPO at CU (including actions taken to address previous audit findings) by company Management Representative. Logistics discussion to the sites to be visited.				Management Representative
9.40am	To assign each audit team members – site (LTT Terengganu) and the P&C requirements				
	RAR <ul style="list-style-type: none"> • Good agriculture practices • IPM implementation, training and safe use of agro-chemicals. • Occupational safety & health practice – witness activities at site • Interview with workers, safety committee and contractors • GHG verification • Legal compliance Interview with gender committee, worker representative, contractors, supplier, etc 	DA <ul style="list-style-type: none"> • IPM implementation, training and safe use of agro-chemicals. • Occupational safety & health practice – witness activities at site • Interview with workers, safety committee and contractors • Buffer zone • SW management • Environmental related 	MAR <ul style="list-style-type: none"> • Social aspects - SIA, management plan & implementation, workers' quarters. • Interview with gender committee, worker representative, contractors, supplier, etc • Linesite inspection • Complaints and grievances • Legal compliance Interview with gender committee, worker representative, contractors, supplier, etc 	IA <ul style="list-style-type: none"> • To conduct stakeholder consultation at CU • to verified HCV assessment & HCV monitoring & HCV plan • Consultation with relevant government / NGO / agencies • Interview with workers related to HCV awareness 	All
13.00pm	LUNCH BREAK				All
14.00pm	Continue assessment				Guide(s) for each auditor
17.00 - 18.00pm	Audit team discussion / End of Day 1 audit				All

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Day two: Tuesday (26/7/2022)

time	Activities / areas to be visited				Auditee
9.00am	Overview of current activities at Supply base sites. To assign each audit team members – site and the P&C requirements				
9.30am	Briefing on the organization background and implementation of RSPO at CU (including actions taken to address previous audit findings) by company Management Representative. Logistics discussion to the sites to be visited.				Management Representative
9.40am	To assign each audit team members – site (Bebar Estate) and the P&C requirements				
	RAR <ul style="list-style-type: none"> • Good agriculture practices • IPM implementation, training and safe use of agro-chemicals. • Occupational safety & health practice – witness activities at site • Interview with workers, safety committee and contractors • GHG verification • Legal compliance Interview with gender committee, worker representative, contractors, supplier, etc 	DA <ul style="list-style-type: none"> • IPM implementation, training and safe use of agro-chemicals. • Occupational safety & health practice – witness activities at site • Interview with workers, safety committee and contractors • Buffer zone • SW management • Environmental related 	MAR <ul style="list-style-type: none"> • Social aspects - SIA, management plan & implementation, workers' quarters. • Interview with gender committee, worker representative, contractors, supplier, etc • Linesite inspection • Complaints and grievances • Legal compliance Interview with gender committee, worker representative, contractors, supplier, etc 	IA <ul style="list-style-type: none"> • To conduct stakeholder consultation at CU • to verified HCV assessment & HCV monitoring & HCV plan • Consultation with relevant government /NGO / agencies • Interview with workers related to HCV awareness 	All
13.00pm	LUNCH BREAK				All
14.00pm	Continue assessment				Guide(s) for each auditor
17.00 - 18.00pm	Audit team discussion / End of Day 2 audit				All

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Day three: Wednesday (27/7/2022)

time	Activities / areas to be visited				Auditee
9.00am	Overview of current activities at Supply base sites. To assign each audit team members – site and the P&C requirements				
9.30am	Briefing on the organization background and implementation of RSPO at CU (including actions taken to address previous audit findings) by company Management Representative. Logistics discussion to the sites to be visited.				Management Representative
9.40am	To assign each audit team members – site (Sg Jernih Estate) and the P&C requirements				
	RAR <ul style="list-style-type: none"> • Good agriculture practices • IPM implementation, training and safe use of agro-chemicals. • Occupational safety & health practice – witness activities at site • Interview with workers, safety committee and contractors • GHG verification • Legal compliance Interview with gender committee, worker representative, contractors, supplier, etc 	DA <ul style="list-style-type: none"> • IPM implementation, training and safe use of agro-chemicals. • Occupational safety & health practice – witness activities at site • Interview with workers, safety committee and contractors • Buffer zone • SW management • Environmental related 	MAR <ul style="list-style-type: none"> • Social aspects - SIA, management plan & implementation, workers' quarters. • Interview with gender committee, worker representative, contractors, supplier, etc • Linesite inspection • Complaints and grievances • Legal compliance Interview with gender committee, worker representative, contractors, supplier, etc 	IA <ul style="list-style-type: none"> • To conduct stakeholder consultation at CU • to verified HCV assessment & HCV monitoring & HCV plan • Consultation with relevant government /NGO / agencies • Interview with workers related to HCV awareness 	All
13.00pm	LUNCH BREAK				All
14.00pm	Continue assessment				Guide(s) for each auditor
17.00 - 18.00pm	Audit team discussion / End of Day 3 audit				All

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Day four: Thursday (28/7/2022)

time	Activities / areas to be visited				Auditee
9.00am	Overview of current activities at Supply base sites. To assign each audit team members – site and the P&C requirements				
9.30am	Briefing on the organization background and implementation of RSPO at CU (including actions taken to address previous audit findings) by company Management Representative. Logistics discussion to the sites to be visited.				Management Representative
9.40am	To assign each audit team members – site (Sg Jernih POM) and the P&C requirements				
	RAR	DA	MAR	IA	
	<ul style="list-style-type: none"> • Good agriculture practices • IPM implementation, training and safe use of agro-chemicals. • Occupational safety & health practice – witness activities at site • Interview with workers, safety committee and contractors • GHG verification • Legal compliance Interview with gender committee, worker representative, contractors, supplier, etc 	<ul style="list-style-type: none"> • IPM implementation, training and safe use of agro-chemicals. • Occupational safety & health practice – witness activities at site • Interview with workers, safety committee and contractors • Buffer zone • SW management • Environmental related 	<ul style="list-style-type: none"> • Social aspects - SIA, management plan & implementation, workers' quarters. • Interview with gender committee, worker representative, contractors, supplier, etc • Linesite inspection • Complaints and grievances • Legal compliance Interview with gender committee, worker representative, contractors, supplier, etc 	<ul style="list-style-type: none"> • To conduct stakeholder consultation at CU • to verified HCV assessment & HCV monitoring & HCV plan • Consultation with relevant government /NGO / agencies • Interview with workers related to HCV awareness 	All
13.00pm	LUNCH BREAK				All
14.00pm	Continue assessment				Guide(s) for each auditor
17.00 - 18.00pm	Audit team discussion / End of Day 4 audit				All

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Day five: Friday (29/7/2022)

time	Activities / areas to be visited				Auditee
9.00am	Overview of current activities at Supply base sites. To assign each audit team members – site and the P&C requirements				
9.30am	Briefing on the organization background and implementation of RSPO at CU (including actions taken to address previous audit findings) by company Management Representative. Logistics discussion to the sites to be visited.				Management Representative
9.40am	To Continue unfinished assessment at POM/Estate – each auditor will brief which estate or mill will sample during the audit				
	RAR <ul style="list-style-type: none"> • Good agriculture practices • IPM implementation, training and safe use of agro-chemicals. • Occupational safety & health practice – witness activities at site • Interview with workers, safety committee and contractors • GHG verification • Legal compliance Interview with gender committee, worker representative, contractors, supplier, etc 	DA <ul style="list-style-type: none"> • IPM implementation, training and safe use of agro-chemicals. • Occupational safety & health practice – witness activities at site • Interview with workers, safety committee and contractors • Buffer zone • SW management • Environmental related 	MAR <ul style="list-style-type: none"> • Social aspects - SIA, management plan & implementation, workers' quarters. • Interview with gender committee, worker representative, contractors, supplier, etc • Linesite inspection • Complaints and grievances • Legal compliance Interview with gender committee, worker representative, contractors, supplier, etc 	IA <ul style="list-style-type: none"> • To conduct stakeholder consultation at CU • to verified HCV assessment & HCV monitoring & HCV plan • Consultation with relevant government /NGO / agencies • Interview with workers related to HCV awareness 	All
13.00pm	LUNCH BREAK				All
14.00pm	Verification on outstanding issues for CU Auditor to inform auditee on the required document / records Continue Audit Team discussion and preparation of assessment findings.				Guide(s) for each auditor
17.00 - 18.00pm	Discussion and acceptance on assessment findings with Management Representative and visited site Plantation Closing meeting at CU / End of audit				All

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Attachment 3

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

Principle 1: Behave ethically and transparently

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

Clause	Indicators	Comply Yes/No	Findings
1.1 The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	1.1.1 (C) Documents that are specified in the RSPO P&C are made available to the public.	YES	Sg. Jernih CU continued to implement the procedure for responding to any communication as outlined in their Estates/Mill quality management system documents. The records of communication were identified and maintained in different files depending on the stakeholder. Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making. The CU continued to use internet for disseminating public information. Information relating to land titles, safety and health plans, pollution prevention plans and the procedure for complaints and grievances are available through Boustead Plantation website at http://www.bousteadplantations.com.my/home.html . The Sg. Jernih CU continued to maintain stakeholders for contractors, vendors/suppliers, government agencies, schools, local communities, etc. It was noted that Boustead has revised their website, http://www.bousteadplantations.com.my/home.html to include all management documents relating to the unit's environmental, social and legal issues demonstrating commitment towards compliance to RSPO criteria. Consultation and Communication Procedure is available and documented. It is applicable for both internal and external communications. This is also available in a flow-chart format known as <i>Carta Aliran Aduan/Pendapat, Prosedur untuk Berkommunikasi</i> for internal communication, and for external communication the procedure is known as 'Flowchart and Procedure on Handling Social Issue, Grievance Procedure, Fair Compensation Procedure'. These procedures were explained to stakeholders, including the Orang Asli during stakeholder meetings and briefings were given by each estate's nominated representatives. The current stakeholder lists for all units within Sg Jernih CU were made available to the auditor during audit. Each stakeholder list contains all relevant stakeholders and details of their nominated representatives.
	1.1.2 Information is provided in appropriate languages and accessible to relevant stakeholders.	YES	
	1.1.3 (C) Records of requests for information and responses are maintained.	YES	
	1.1.4 (C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative.	YES	
	1.1.5 There is a current list of contact and details of stakeholders and their nominated representatives.	YES	
1.2 The unit of	1.2.1 A policy for ethical conduct is in place and implemented in all business	YES	A Policy for ethical conduct is available known as 'Code of Ethics & Conduct'. Based on interviews with sampled contractors including manpower service providers, evidence is

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

Principle 2: Operate legally and respect rights

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

Clause	Indicators	Comply Yes/No	Findings
2.1 There is compliance with all applicable local, national and ratified international laws and regulations.	2.1.1 (C) The unit of certification complies with applicable legal requirements.	YES	Generally, the CU is complying to applicable legal requirement.
	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	Sustainability Department Executive who is based in Kuala Lumpur is responsible to track any changes to the Acts and Regulations. This was done through communicating with the publisher of the documents. This mechanism was outlined in its procedure. The updating of the legal register was carried out on a periodical basis. Any change in the legal register is communicated to the respective CUs.
	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	It was evident that the boundary markers clearly visible & demarcated by using drainage and pegging.
2.2 All contractors providing operational services and supplying labour and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.	2.2.1 A list of contracted parties is maintained.	YES	A list of contracted parties is maintained in the stakeholder list of each operating unit within Sg Jernih CU.
	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. Each contract has clauses related to compliance with the laws related to labour laws, child labour, anti-trafficking, smuggling of migrants and OSHA requirements. Based on interviews with sampled workers, field observations and documents reviewed (e.g. workers' passports, work permit, employment contract, pay slips), evidence was available that these can be demonstrated by third parties.

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Clause	Indicators	Comply Yes/No	Findings
	2.2.3 All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.	YES	All contracts signed with contractors contain an addendum on compliance with all legal requirements related to employment laws, which would include laws related to employment of children and young persons, trafficked and forced labour. The contracts sampled were as per Indicator 2.2.2 above. Among the contractual terms include requirements for contractors to ensure workers are legalised, have valid passports and work permits, insurance coverage, no recruitment of child labour, no forced labour and no human trafficking.
2.3 All FFB supplies from outside the unit of certification are from legal sources.	2.3.1 (C) For all directly sourced FFB, the mill requires: <ul style="list-style-type: none"> Information on geo-location of FFB origins. Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder One or more supporting documents for claims Valid MPOB license 	YES	Fresh Fruit Bunches are supplied from Boustead Plantation Berhad owned estates which are certified to RSPO. Sungai Jernih POM also is an Identity Preserved Mill. All Information on geo-location of FFB origins, evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder, One or more supporting documents for claims, Valid MPOB license, can be found in all indicator below.
	2.3.2 For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator 2.3.1.	YES	Fresh Fruit Bunches are supplied from Boustead Plantation Berhad owned estates which are certified to RSPO. Sungai Jernih POM also is an Identity Preserved Mill. Thus there is no indirectly Sourced FFB used.

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

Implement plans, procedures and systems for continuous improvement.

Clause	Indicators	Comply Yes/No	Findings
3.1 There is an implemented management plan for the unit of certification that aims to achieve long-term	3.1.1 (C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.	YES	Sg. Jernih CU have established and implemented its commitment towards long term sustainability and improvements through a "4 YEARS PLANNING HORIZON". The 4 Years Planning Horizon shows a business plan for the year 2022 to 2025 where the throughput (FFB, CPO), Area statement & Yield, Cost and Capital Expenditure is projected. The business plan shows the commitments of estates and POM towards better management of resources to increase productivity while reducing the cost of expenditure. The Sg. Jernih CU have a yearly budget prepared by the management and approved by top management that indicates the business plan on an annual basis. This annual budget specifies into the details of the expenditures through better and more sustainable management.

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Clause	Indicators	Comply Yes/No	Findings
economic and financial viability.	3.1.2 An annual replanting programme projected for a minimum of five years with yearly review, is available.	YES	Sg. Jernih CU had a Long Range Replanting Program up to 2027. The program was reviewed annually. Data seen during audit.
	3.1.3 The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertaken.	YES	Management review has been planned to conduct yearly basis. Sighted latest management review meeting has been conducted in June 2022 (combine RSPO, RSPO SCCS and MSPO) to discuss issues related to audit findings, estate and mill operations.
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	Plan and progress to control pollution 2022 Environmental Management Programme (EMP) were reviewed. Each unit within Sg Jernih CU has its own continuous improvement plan. These were made based on social needs. At Bebar Estate, the continuous improvement plan included upgrading and repainting of 25 units of houses and building of passport lockers with CCTV and grill for safety purposes to be carried out in September 2022, and laying out new water pipes at LTTE in 2022.
	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	RSPO metric has been submitted to auditor and was accurate as per implementation made by CU.
3.3 Operating procedures are appropriately documented, consistently implemented and monitored.	3.3.1 (C) Standard Operating Procedures (SOPs) for the unit of certification are in place.	YES	Sg. Jernih BU has developed several manuals for its use. Among them were: Standard Operating Procedure (SOP) that provide guidelines to staff members in respect of certain major aspects of Estate and Mill operations, Mill Operation Manual, Common HSE Manual, and OSHA Manual, Occupational Safety and Health Guidelines 23.
	3.3.2 A mechanism to check consistent implementation of procedures is in place.	YES	Head of Business Unit, Plantation Advisory Department, Performance Monitoring Unit and Safety & Sustainability Department inspect and report to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements. Operating units visited maintain all records of monitoring and available for review. Checklists were available and being used by the estates and mill for operations, health and safety monitoring, workers' welfare and environmental issues. Among the mechanism to check consistent implementation of procedures include conducting of internal audits by the Sustainability Team of Boustead Plantation Berhad.
	3.3.3 Records of monitoring and any actions taken are maintained and available.	YES	Operating units visited maintain all records of monitoring and available for review. checklists were available and being used by the estates and mill for operations, health and safety monitoring, workers' welfare and environmental issues.

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Clause	Indicators	Comply Yes/No	Findings
3.4 A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.	3.4.1 (C) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/outgrower scheme, is documented.	YES	There was no new planting in Sg. Jernih CU. Environmental Aspect and Impact (EAI) and Social Impact Assessment (SIA) was conducted internally considering activities associated to estate and mill operations. Thus, this indicator not applicable.
	3.4.2 For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.	YES	For Sg. Jernih CU, the SIA and EAI reports separated. Environmental Aspect Impact Assessment (EAI), which covers form upstream activities such as FFB reception until downstream processes was sighted during assessment. The EAI was reviewed in Mar 2022 for Identification and evaluation of environmental impact was done for all activities and processes related to the estate and mill operation. For all estates, the assessment was to evaluate and analyse the operations impact on soil, water, and air associated with the organization activities. The EAI review process had included stakeholders' consultation with regards to environmental aspects, impacts, and pollution control, and ERT, HCV and land usage issues. The reviews done had involved respective Managers, Assistants and Sustainability Team with external stakeholders such as from Govt. agencies, neighboring estates, local villagers, suppliers and contractors. So far, no issues related to environmental has been highlighted during stakeholders meeting.
	3.4.3 (C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.	YES	Environmental management plan was implemented from EAI. Those activities evaluated as significant were then monitored using the management control and mitigation measure established for each activity where the significant impacts occurred. The EAI assessments had included the identification of aspects and impacts from resulting from the POM and Estate operations. A timetable with responsibilities for mitigation and monitoring was reviewed and updated as necessary. The CU had appointed specific person in charge (PIC) responsible for taking actions on each of the mitigation measures with specific time intervals. Auditor has verified the latest external stakeholder's consultation meeting in June 2022 at Sg. Jernih Estate and POM. The meetings have been conducted with participation of affected parties such as relevant parties such as government agencies, local communities, local police department, FFB suppliers, contractors, suppliers, neighboring estate/plantations, Forestry Department, Wildlife Department, Immigration Department, management representative, etc. Evidence of the above stakeholder consultation conducted are available and the stakeholder feedback were recorded in the EAI plan. So far, no negative impact issues related to environment that have been highlighted during stakeholders meeting. The monitoring plans are being reviewed and updated on an annual basis. Evidence was available that the monitoring plans are devised based upon consultations conducted with relevant stakeholders.
3.5 A system for managing human resources is in	3.5.1 Employment procedures for recruitment, selection, hiring, promotion, retirement and	YES	Employment procedures for recruitment, selection, hiring, are documented. For locals, the procedures are in SOP on Hiring of Local workers/Carta Alir Proses Pengambilan Pekerja Kilang Sawit Sungai Jernih. The procedure details out the process of hiring (application form, screening, interview, requisition approval from HR Manager/Estate Manager, medical check-up and issuance of letter of offer). This procedure was

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Clause	Indicators	Comply Yes/No	Findings
place.	termination are documented and made available to the workers and their representatives where applicable.		confirmed by a Mill Manager at the Sungai Jernih BU verified through the worker's personal file. For foreign workers, the employment procedures are contained in Boustead Plantation Foreign Workers Procedure. Employment procedures for retirement and termination are available in the local workers' employment contracts. Similarly, foreign workers' contracts also contain provision for mutual termination. Retirement procedure is not applicable to foreign workers.
	3.5.2 Employment procedures are implemented, and records are maintained.	YES	Based on the review of workers' personal files and interviews conducted, evidence was available that employment records were maintained, and employment procedures implemented. These documents included application form, interview records, medical test results, copies of identification document (passport, IC), employment contracts and letters of offer.
3.6 An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.	3.6.1 (C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented.	YES	The hazard identification, risk assessment and risk control (HIRARC) procedure has been established. Sg. Jernih CU have conducted the risk assessment on all its operation as well as determining their control measures. The HIRARC was reviewed at minimum once a year, if accident occur or changes in operations.
	3.6.2 (C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.	YES	At Sg. Jernih CU on the OHS management plan has established for 2022 to addressed issues related to hazards and risks, legal register and its requirements for compliance, OSH awareness and training program, accident and emergency procedures, treatment of illness/injury during the job, use of PPE, OSH Committee meetings, noise risk assessment, LEV inspection, vehicle and machineries programme inspection, etc. Generally, the OSH plans were acceptable.
3.7 All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.	3.7.1 (C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and outgrowers, taking into account gender-specific needs, and which covers applicable aspects of the RSPO P&C, in a form they understand, and which includes assessments of training.	YES	Formal training programmes for 2021/22 that covered aspects of the RSPO Principles and Criteria, with regular assessments of training needs were available for all the audited sites. 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.	YES	Records of training are maintained and revied during audit.
	3.7.3 Appropriate training is carrying out the tasks critical to the effective implementation of	YES	RSPO and RSPO (SCCS) training was provided to all personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS) at the Sg Jernih POM in June 2022.

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Clause	Indicators	Comply Yes/No	Findings
	the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.		

SUPPLY CHAIN REQUIREMENTS FOR MILLS

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
3.8.1	Identity Preserved Module A mill is deemed to be IP is the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO P&C, or against a Group Certification Scheme Certification for the CPO mills is necessary to verify the volumes and sourced of certified FFB entering the mill, the implementation of any processing control as and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, the inly MB Module is applicable.	YES	Sg Jernih POM received only certified FFB from Sg Jernih Estate, LTT Terengganu Estate, and Bebar Estate. Thus, Sg Jernih 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.
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 Sg Jernih 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	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 organization (RSPO IT platform).	YES	Member Name <ul style="list-style-type: none"> Member Name: BOUSTEAD Rimba Nilai Sdn Bhd - Sungai Jernih Business unit Website: www.boustead.com.my Holding Name: Boustead Estates Agency Sdn. Bhd GPS Coordinates (Latitude, Longitude) : 3.337, 103.099972

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
			<p>License Information</p> <ul style="list-style-type: none"> Commodity: Palm Oil RSPO Membership Number: 1-0012-04-000-00 Type of Business: Oil mill Supply Chain Model: Identity Preserved
3.8.5	<p>The site shall have written procedures and/or work instructions to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organisation's procedures for the implementation of this standard. The site shall have documented procedures for receiving and processing certified and non-certified FFBs. 	YES	<p>The Supply Chain and traceability Procedure dated Jan 2022, was sighted, and found all elements of the RSPO Supply Chain standard were covered. The Mill Manager has the overall responsibility and authority over the implementation of the supply chain requirements in the Sg Jernih POM. Sg Jernih POM has implemented Clause 7.0 – traceability procedures for receiving and processing certified and non-certified FFBs. Sg Jernih POM has received certified FFB from owned plantations such as LTT Terengganu Estate, Bebar Estate, Sg Jernih Estate.</p>
3.8.6	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organisation;</p> <ul style="list-style-type: none"> Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. Effectively implements and maintains the standard requirements within its organisation. Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non- conformities shall be subject to management review at least annually. The 	YES	<p>As describe under para The Supply Chain and traceability Procedure, Internal Audit Procedure, which is follow the RSPO Supply Chain Certification Standard and requirements. Audit report has also been established. The audit was conducted against the RSPO Supply Chain Certification Standard requirements and cover mass balance module requirements. RSPO supply chain internal audit was conducted in June /2022. There are 0 finding were raised by auditor. Audit Attendance sheet, audit plan, audit notes, and NC was sighted by auditor.</p> <p>Management review meeting conducted in June 2022 (combine RSPO SC and RSPO MYNI 2019, MSPO and MSPO SCCS)</p>

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	organisation shall be able to maintain the internal audit records and reports.		
3.8.7	The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received. The site shall inform the CB immediately if there is a projected overproduction of certified tonnage. The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	YES	The Weighbridge Clerk checked and verified the consignment notes issued by the supplying estates for the in-coming RSPO and non-RSPO FFBs. SJPOM still kept copies of the FFB Consignment Notes or FFB Delivery Notes issued by the certified supplying estates. Randomly selected FFB delivery notes/dispatch tickets for RSPO-certified FFBs issued by the supplying estates on the in-coming FFBs were verified. It was found that all delivery notes/dispatch tickets had indicated the estate's RSPO Certificate number, the name of the supplying estate and the quantity (weight in Kg) of the FFBs. Auditor has verified that there was no overproduction for period between January 2022 – June 2022.
3.8.8	Sales and Goods Out The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single-documents or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documentation and specification documentation): 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	Documented procedures related to sales and goods out were sighted and found adequate.
3.8.9	Outsourcing Activities (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	YES	SJPOM outsource transportation of certified product (CPO & CPK) to end buyer. There is contract document between SJPOM and the transporters stated that the contractor agrees that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary. The RSPO Supply Chain procedure has described on Outsource Contractor

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	<p>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>		and briefed to the contractor during engagement meeting in July 2022. An agreement covering the outsources activity were sighted. It has been noted that the meeting highlighted the information on the implementation of RSPO standard. Inspection was carried out as additional effort to ensure no contamination sighted book at AP Post.
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 contractors specifically the transporter which involve in the physical handling of certified materials had been well maintained through the stakeholder listing dated July 2022. Among the details maintained are name, contact no. as well as address of the contractor.
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. Nonetheless, the PIC was aware on the need to inform CB on those new contractors prior to next audit.
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	SJPOM found to have maintained an accurate, complete, up-to-date and accessible records and reports pertaining to their traceability/ supply chain system implementation. Among those sighted are as per listed in para 3.8.5 of this report.
	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	
	iii) For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.	YES	SJPOM found to have maintained an accurate, complete, up-to-date and accessible records and reports pertaining to their traceability/ supply chain system implementation. Among those sighted are as per listed in para 3.8.5 of this report.

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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 POM used IP model
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	Sg Jernih 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 Report – Physical Movement) to ensure their accuracy as well as monitoring of their ongoing performance.
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	Marketing Department personnel updated the RSPO IT platform system upon confirmed contract, normally completed via the system within 3-month period after shipment or within the duration agreed by Mill's respective customer/ buyer. They have updated the system based on input provided by SJPOM (e.g. of input Projected & Actual FFB Processed template, Mass Balancing Records for Oil Mills (continuous accounting system), daily production summary report, monthly production summary report etc.).
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	Marketing Department personnel updated the RSPO IT platform system upon confirmed contract, normally completed via the system within 3-month period after shipment or within the duration agreed by Mill's respective customer/ buyer. They shall update the system based on input provided by SJPOM (e.g. of input Projected & Actual FFB Processed template, Mass Balancing Records for Oil Mills (continuous), daily production summary report, monthly production summary report etc.)

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Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
3.8.17	Claims The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.	YES	Relevant information on product claim (including applicable Supply Chain model and certificate number) being correctly indicated in the relevant outgoing paperwork. SJPOM has not use RSPO corporate logo as well as trademark logo.

Principle 4: Respect community and human rights and deliver benefits

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

Clause	Indicators	Comply Yes/No	Findings
4.1 The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders.	4.1.1 (C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders, is documented and communicated to all levels of the workforce, operations, FFB suppliers and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.	YES	Boustead Plantations Berhad had established a Human Rights Policy, and this Policy respects not just human rights, but also states that the Company would not be complicit in human rights infringement and prohibits retaliation against Human Rights Defenders. This Policy is documented and displayed at the main notice boards and disseminated to workers during muster briefings. Additionally, based on minutes of external stakeholder meetings held June 2022, and the Policy was also briefed to the external stakeholders including Orang Asli communities at the Sg Jernih Estate.
	4.1.2 The unit of certification does not instigate violence or use any form of harassment in their operations.	YES	There is no evidence of any use of violence or the instigation of violence within Sg Jernih CU. This was further verified during interviews held with the workers and external stakeholders such as contractors, suppliers, local communities and Orang Asli villagers.
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	Boustead has its 'Policy and Procedure - Grievance Procedure' for implementation. Nevertheless, each Estate and Mill within the Sg Jernih Certification Unit has its own complaints and grievance procedure known as <i>Prosedur Aduan ke Pihak Atasan</i> signed by each Estate Manager. This procedure is disclosed during internal and external stakeholder meetings held at each unit and displayed at the main notice boards. The procedure is applicable to all workers for all types of complaints and grievances including sexual harassment. The procedure is accompanied by a flowchart which shows the flow of complaints received and the days (timeframe) within which action should be taken. Based on the procedure, evidence is available that the system allows for effective and timely resolution of grievances. The procedure also assures that all complainants and Human Rights Defenders, whistleblowers and spokespersons would not be intimidated or face any risk of reprisals.

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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	The procedure is displayed at all main notice boards and explained during muster briefings to workers and to external stakeholders during external stakeholder meetings. For illiterate parties, the procedure was explained verbally and if necessary, with the help of a translator. Interviews conducted with workers confirmed their understanding of the complaints and grievance procedure.
	4.2.3 The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.	YES	Complainants are kept aware of the status of action taken following each complaint.
	4.2.4 The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.	YES	It was verified during the audit that the conflict resolution mechanism for Boustead Plantation Berhad does contain options for aggrieved parties to access independent legal and technical advice. It also provides for the option for aggrieved parties to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.
4.3 The unit of certification contributes to local sustainable development as agreed by local communities.	4.3.1 Contributions to community development that are based on the results of consultation with local communities are demonstrated.	YES	The contribution to community development for all units within Sg Jernih CU is the employment of prisoners on parole in preparation for their assimilation into the community upon prison release. These prisoners on parole receive the same benefits and wages as others doing the same work. Additionally, the CU also employ and offer job opportunities for local communities including the indigenous communities (Orang Asli) from the nearby settlements.
4.4 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.	4.4.1 (C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents related to the history of land tenure and/or the actual legal or customary use of the land are available.	YES	It has been verified that Boustead Sungai Jernih has bought the land of Sungai Jernih and Bebar estate from LKPP on 16 April 1994, as Country Lease (<i>Pajakan Negeri</i>). It was previously owned by Pahang state Government, and it was given to LKPP as one of Government Link Companies. Boustead has bought the land from LKPP. Interviews with Orang Asli from Kg Jenang Baru, Kg Dungun, Kg Runchang and Kg Wah Wah confirmed that they do not have any issue on that. The land titles were for planting either oil palm or agricultural crops for economic value. For LTT Terengganu, the Land was owned by Terengganu Government and bought by <i>Persatuan Bekas Perajurit Malaysia (PERWIRA)</i> in 1990. After that PERWIRA has changed their name to <i>Tabung Angkatan Tentera Terengganu</i> and then merged with Boustead in 1991 and the Estate has been managed by Boustead until now. Interviews with Villagers from Kg Jenang Baru and Felda Seberang Tayor, confirmed that, there is no issue regarding Land title at LTT Terengganu Estate. It has been confirmed that Boustead has the right to use the land which is legitimately owned by their company.

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Clause	Indicators	Comply Yes/No	Findings
			Evidence of legal ownership of the land including history of land tenure was verified during this audit. Each estate was provided with legal use of the land through a Country Lease signed by the Director of Lands and Surveys of Pahang and Terengganu following the payment of premium. This document was made available by all the individual estates.
	4.4.2 Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	YES	As reported in 4.4.1 of this checklists, it has been verified that the land is now legitimately owned by Sungai Jernih CU since 1990-1994. The audit team had confirmed that there were no land issues related to previous owners.
	4.4.2a Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making.	YES	
	4.4.2b Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken.	YES	
	4.4.2c Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land.	YES	

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

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Clause	Indicators	Comply Yes/No	Findings
that enables these and other stakeholders to express their views through their own representative institutions.	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.		
	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 Boustead Sungai Jernih since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office, Kuala Lumpur and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighbouring estate.
	4.5.4 To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Boustead Sungai Jernih since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office, Kuala Lumpur and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate.
	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	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Boustead Sungai Jernih since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office, Kuala Lumpur and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate.

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Clause	Indicators	Comply Yes/No	Findings
	of the proposed operations on their lands.		
	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	As reported in 4.4.1 of this checklist, it has been verified that the land is now legitimately owned by Boustead Sungai Jernih since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office, Kuala Lumpur and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighbouring estate.
	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	No new lands were acquired for plantation and mills after 15/11/2018 at Boustead Sungai Jernih CU as verified during this Audit. The current operation area including mill and estates was as per stated in the land title
4.6 Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with thru a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	4.6.1 (C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.	YES	The procedure for identifying legal, customary or user rights, and compensation process is incorporated in the Prosedur Penentuan Hak Pemilikan Tanah / Procedure in resolving land conflict'. The CU had also developed a SOP - Fair Compensation in order to handle any issues related with compensation. In accordance with the 'Prosedur Penentuan Hak Pemilikan Tanah' and SOP - Fair Compensation, the procedure for calculating and distributing fair compensation falls within the purview of the Land Management Department of at the Boustead Head Office. The procedure which was sighted stipulates the involvement of the respective estate management, Land Office, NGOs and the affected parties in the negotiation procedures.
	4.6.2 (C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.	YES	In accordance with the 'Prosedur Penentuan Hak Pemilikan Tanah' and SOP - Fair Compensation, the procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established. Nevertheless, there was no issue/case related to compensation (this indicator) as verified by audit team during consultation with staff and workers at mill and visited estates. There was also no compensation issue with local communities and Indigenous people.
	4.6.3 Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings.	YES	There were no scheme small holdings at Sungai Jernih CU. The Fresh Fruit Bunches are supplied from Boustead owned estates which are certified to RSPO.

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Clause	Indicators	Comply Yes/No	Findings
	4.6.4 The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them.	YES	There was no process and outcomes of any negotiated agreements, compensation and payments to any affected parties.
4.7 For new planting, where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.	4.7.1 (C) A mutually agreed procedure for identifying people entitled to compensation is in place.	YES	The procedure for identifying legal, customary or user rights, and compensation process is incorporated in the ' <i>Prosedur Penentuan Hak Pemilikan Tanah</i> ' and SOP - Fair Compensation. In accordance with the ' <i>Prosedur Penentuan Hak Pemilikan Tanah</i> ' and SOP - Fair Compensation, the procedure for calculating and distributing fair compensation falls within the purview of the Land Management Department of at the Boustead Head Office. The procedure stipulates the involvement of the respective estate management, Land Office, NGOs and the affected parties in the negotiation procedures.
	4.7.2 (C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.	YES	There was no issue regarding compensation (monetary or otherwise) with villagers, local community and neighboring estate.
	4.7.3 Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.	YES	It has been verified that the land is legitimately owned by Boustead Sungai Jernih since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office, Kuala Lumpur and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate.
4.8 The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrate that they have legal, customary, or user rights.	4.8.1 Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation customary, or user rights at the time provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.	YES	It has been verified that the land is legitimately owned by Boustead Sungai Jernih since 1990-1994. All the related documentation regarding the land acquisition was kept in Boustead HQ Office, Kuala Lumpur and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate.
	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	YES	Land conflict is not present in the area of the Sg Jernih certification unit. The audit team has also interviewed relevant stakeholders such as the villager representatives from Kg. Jenang Baru (Ladang Tabung Tentera), Orang Asli Jakun from Kg Dungun, Kg Runchang and Kg Wah Wah (Sg. Jernih Estate & Sg. Jernih POM). From the interviews, it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.

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Clause	Indicators	Comply Yes/No	Findings
	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.		
	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	There was no evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations.
	4.8.4 For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring communities where applicable).	YES	There was no conflict or dispute over the land. It has been further confirmed through villager representatives from Kg. Jenang Baru (Ladang Tabung Tentera), Orang Asli Jakun from Kg Dungun, Kg Runchang and Kg Wah Wah (Sg. Jernih Estate & Sg. Jernih POM). From the interviews, it can be concluded that there was no evidence of any land dispute at Sungai Jernih CU.

Principle 5: Support smallholder inclusion

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

Clause	Indicators	Comply Yes/No	Findings
5.1 The unit of certification deals fairly and transparently with all smallholders	5.1.1 Current and previous period prices paid for FFB are publicly available and accessible by smallholders.	YES	For Sungai Jernih POM, being an Identity Preserved Mill, Sungai Jernih Palm Oil Mill does not purchase FFB from smallholders, and no smallholders are in Sungai Jernih supply base. Therefore, this indicator is not applicable.
	5.1.2 (C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders.	YES	

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Clause	Indicators	Comply Yes/No	Findings
(Independent and Scheme) and other local businesses.	5.1.3 (C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented.	YES	For Sungai Jernih POM, being an Identity Preserved Mill, Sungai Jernih Palm Oil Mill does not purchase FFB from smallholders, and no smallholders are in Sungai Jernih supply base. Therefore, this indicator is not applicable.
	5.1.4 (C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable.	YES	There is no Evidence is available that all parties, including women and independent representative organizations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms due to Fresh Fruit Bunches were supplied from Boustead Plantation Berhad owned estates, which is Sungai Jernih Estate. Bebar Estate and LTT Terengganu Estate. So far, there was no third-party FFBs sent to the mill.
	5.1.5 Contracts are fair, legal and transparent and have an agreed timeframe.	YES	Fresh Fruit Bunches were supplied from Boustead Plantation Berhad owned estates, which is Sungai Jernih Estate. Bebar Estate and LTT Terengganu Estate. So far, there was no third-party FFBs sent to the mill. Thus, no contract involved with smallholder.
	5.1.6 (C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.	YES	Interviews conducted with contractors and suppliers, 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.
	5.1.7 Weighing equipment is verified by an independent third party on a regular basis (this can be government).	YES	Weighing Equipment in SJPOM has been calibrated in yearly basis using Metrology Corporation Malaysia Sdn Bhd. The certificate of calibration for the weigh bridge in 2022 was available and sighted by the Audit team.
	5.1.8 The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material.	YES	Boustead Plantation supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material. However, in Sungai Jernih CU, Fresh Fruit Bunches are supplied from Boustead owned estates (Sungai Jernih, LTT Terengganu and Bebar Estate) which are RSPO - certified. There is no third-party FFB sent to the mill. Noted that Sungai Jernih CU has invited nearby smallholder to promote on RSPO certification. But some smallholders are willing to go for MSPO only.
	5.1.9 (C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner.	YES	A grievance mechanism which respects anonymity and protects complainants is in place at the Sungai Jernih CU as per the Procedure for External Communication, SOP <i>Carta Aliran Pengendalian Isu Sosial and Boustead Policy and Procedure – Grievance Procedure</i> . To date there is no complaint/grievance from stakeholders.
5.2 The unit of	5.2.1 The unit of certification consults with interested smallholders (irrespective of type) including women or	YES	For Sungai Jernih POM, being an Identity Preserved Mill, Sungai Jernih Palm Oil Mill does not purchase FFB from smallholders, and no smallholders are in

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Clause	Indicators	Comply Yes/No	Findings
certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.	other partners in their supply base to assess their needs for support to improve their livelihoods and their interest in RSPO certification.		Sungai Jernih supply base. However, CU has conducted annually programme to supports Smallholders with certification, and sustainability practices such as good agriculture practices, environmental management, safety, etc. Sighted that latest Stakeholder meeting to consults with interested smallholders including women or other partners in their supply base to assess their needs for support to improve their livelihoods and to promote on 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	
	5.2.3 Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.	YES	For Sungai Jernih POM, being an Identity Preserved Mill, Sungai Jernih Palm Oil Mill does not purchase FFB from smallholders, and no smallholders are in Sungai Jernih supply base. Therefore, this indicator is not applicable.
	5.2.4 (C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.	YES	
	5.2.5 The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.	YES	For Sungai Jernih POM, being an Identity Preserved Mill, Sungai Jernih Palm Oil Mill does not purchase FFB from smallholders, and no smallholders are in Sungai Jernih supply base. However, CU has conduct annually programme to supports Smallholders with certification, and sustainability practices such as good agriculture practices, environmental management, safety, etc. Sighted that latest Stakeholder meeting to consults with interested smallholders including women or other partners in their supply base to assess their needs for support to improve their livelihoods and to promote on RSPO certification.

Principle 6: Respect workers' rights and conditions

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

Clause	Indicators	Comply Yes/No	Findings
6.1 Any form of discrimination is prohibited.	6.1.1 (C) A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.	YES	Reviewed during the audit was Boustead's Equal Opportunity Policy which is publicly available at all main notice boards within the Sg Jernih BU. This document reiterates Boustead's policy on equal opportunity in all aspects of its employment including recruitment, training and promotion with no discrimination based on ethnic origin, caste, nationality, religion, age, etc. The Policy identifies under-represented groups who are encouraged to apply for training and employment opportunities with the Company, and that where possible, special training will be provided for such groups to prepare them to compete on equal terms for jobs and promotion.

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Clause	Indicators	Comply Yes/No	Findings
			Based on interviews conducted with the local and foreign workers from Indonesia and Bangladesh, evidence was available that all workers are accorded equal opportunities.
	6.1.2 (C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for migrant workers.	YES	Based on documentation review which included employment contracts, workers' pay slips, interviews with workers and field observations, there was no evidence of any forms of discrimination in any of the operating units within Sg Jernih BU. Employment contracts and payslips revealed that foreign and local workers receive the same rate of pay, housing allocation and are able to enjoy the same benefits such as medical coverage, use of amenities, etc. Foreign workers interviewed also confirmed that there was no payment of any recruitment fees.
	6.1.3 The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.	YES	During the audit, personal files containing workers' particulars including relevant certificates, training records, medical examination results and employment contracts were reviewed. Evidence was available that selection, hiring and access to training were based on skills, experience, capabilities, and medical fitness suitable for the respective jobs. The sampled documents are as per the details in Indicator 6.1.2 above.
	6.1.4 Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.	YES	Interviews held with Estate Health Assistants of confirmed There is no female workers involved in spraying or manuring work. The only female employees are those working as storekeepers at LTTE and Sg Jernih Estate who have confirmed that no mandatory pregnancy test has been conducted, but only medical surveillance.
	6.1.5 (C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.	YES	<u>Sungai Jernih POM and Sungai Jernih Estate</u> SJPOM and SJE currently are side by side. Therefore, gender committee for mill and estate are combined called PEWANIS (Persatuan Wanita Sungai Jernih). Minute meeting was sighted for May 2022. Among the minutes of the meeting such as: <ol style="list-style-type: none"> 1. Explanation on Polisi Gangguan dan Borang Aduan 2. Planning on annual activities 3. Appointment of new committee and therefore, 2 new committee was elected. Each operating unit within Sg Jernih BU has its own gender committee known as Persatuan Wanita. Minutes of meetings reviewed, and interviews were conducted with the gender committee chairpersons, gender committee members, and female workers. Based on the above, evidence was available that awareness has been given on issues of concern for the female workers which included reproductive rights, sexual harassment and how to lodge complaints, women's health, etc.
	6.1.6 There is evidence of equal pay for the same work scope.	YES	All operating units within Sg Jernih BU were able to demonstrate evidence of equal pay for the same work scope. This was verified through reviews of sampled payslips and employment contracts of workers doing similar work which showed that they received equal pay for equal work.

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Clause	Indicators	Comply Yes/No	Findings
6.2 Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).	6.2.1 (C) Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or Bahasa Malaysia) and explained to them in language they understand.	YES	Applicable labour laws and MAPA/NUPW Agreement are available to the workers. The employment contracts and pay slips contain conditions of employment and records of wage payments and are also given to the workers. Employment contract of foreign worker clearly stated the working hours, employee provident fund (for local only), annual leave, medical benefits and sick leave, insurance scheme, retirement, and etc. The agreements also state that detailed entitlement for workers is as per MAPA agreement such as holiday entitlement, sickness, termination clause and overtime. Although these documents were prepared in English, explanations were given to the workers in the language workers understand. This was confirmed by the workers during audit interview. Interviews conducted with the workers confirmed their understanding of the terms of the employment contract and their monthly pay slips.
	6.2.2 (C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.	YES	The employment contracts signed with the workers detail out terms of employment and payment. These include regular working hours, statutory deductions, duration of employment, wages payable, working hours, medical benefits including medical leave entitlement, annual leave entitlement, mutual termination of service, etc. All the contracts sampled were still current. The payroll document (payslips) gives accurate information on compensation for all work performed. It contains the following information: employee name, IC/passport, month of pay, pay description, (basic, price bonus, productivity incentive, allowances, deductions for SOCSO, EIS, KSWP, total income for the month, total deductions, net pay. None of the workers have family members working to help them with their work.
	6.2.3 (C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.	YES	There is evidence that workers observe regular working hours of 8 hours per day, work overtime hours within the legal confines of the Employment Act 1955 and the MAPA/NUPW Agreement. Workers are entitled to paid annual leave, and those with medical certificates are given a paid medical leave. Female employees are entitled to 2 months' paid maternity leave. This was verified from the workers' employment contracts, payslips, punch cards and interviews with the workers themselves. Additional verifications were also carried out on contractors' harvesting workers. Sampled during the audit were contracts between manpower supplier at Bebar Estate, with its own pekerja2 for harvesting. The contract contains the rates of pay, entitlement to paid annual leave, public holiday, medical leave, and mandore incentives. There was no evidence of termination, and so compliance with reasons for dismissal and period of notice could not be verified during this audit. Salary deductions are made for statutory deductions such as SOCSO, EPF and non-statutory deductions.
	6.2.4 (C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and	NO	All operating units within Sg Jernih BU provide adequate housing to all its workers for free. This includes to all workers by third party contractors, as well as workers on parole. Each house has 3 rooms and based on interviews with workers, maximum occupation

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Clause	Indicators	Comply Yes/No	Findings
	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.		<p>during the audit was 3 occupants per house.</p> <p>All houses have its own sanitation facilities, electricity and water supplies. Other welfare amenities available at the workers' housing include playing fields, futsal court, creche, grocery shops and <i>surau</i>, water dispenser, etc. Based on field observations during the audit and interviews conducted with the workers, the houses and basic amenities were being provided in a satisfactory manner and the houses are in a relatively good state of maintenance. Th drains were not clogged, grass maintained, and rubbish regularly collected. Records indicate that the Health Assistants also conduct weekly line site inspections.</p> <p>Estate clinics are also available and workers as well as contractors' workers are able to seek medical treatment there free of charge. The clinics are visited by the Visiting Medical Officer once a fortnight. During these fortnightly visits, the VMO would also review cases at the clinic, and follow the Health Assistants for line site inspections. All the above as per the requirements of the Employees' Minimum Standard of Housing, Accommodations and Amenities Act 1990.</p> <p>It was noted that the CU did not provide adequate housing and sanitation facilities according to National laws, or their absence the ILO Guidance on Workers' Housing Recommendation No. 115.</p> <p>During site inspection at housing area (LTTT Estate and Bebar Estate), observed that:</p> <ol style="list-style-type: none"> 1) All housings were not kept in good state of painted to present a satisfactory appearance. 2) Few housings without mosquito netting due to broken. 3) Few monsoons drain design is not permanent and not concrete floor. 4) Concreate monsoon drain/parameter design was not kept in a good state of repair and clear of refuse or undergrowth to permit free flow of water. <p><i>Therefore, Major NCR DA 01 2022 was raised.</i></p>
	6.2.5 The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.	YES	All operating units within Sg Jernih BU were able to demonstrate that efforts have been made to improve workers' access to adequate, sufficient and affordable food by allowing food canteen sundry shops to operate near the workers' housing or near the Mill. There was also evidence of prices monitoring being done to ensure prices of items sold are not reasonable and not exorbitant.
	6.2.6 A "DLW" is paid to all workers, including those on piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.	YES	All operating units within Sg Jernih BU have calculated the prevailing wages and in-kind benefits for their workers. The calculation included costs of housing, electricity, water, transport to work, sports and recreation facilities, education, childcare and healthcare. The breakdown of the prevailing wages calculation are as follows:
	PROCEDURAL NOTE: A written policy with specific		

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Clause	Indicators	Comply Yes/No	Findings																																																
	<p>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:</p> <ul style="list-style-type: none">• An assessment is conducted to determine prevailing wages and in-kind benefits already being provided to workers.• There is annual progress on the implementation of living wages• Where a minimum wage, based on equivalent basket of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment.• The unit of certification may choose to implement the “living wage” payment in a specific section as a pilot project; the pilot will then be evaluated and adapted before an eventual scale-up of the living wage implementation <p>Until such time where the Malaysian version of “decent living wage” has been endorsed by RSPO and implemented by the unit of certification, the Malaysian minimum wage has to be paid.</p>		<p>LTT Terengganu Estate</p> <table><tr><td></td><td>Local worker (RM)</td><td>Foreign worker (RM)</td></tr><tr><td>Total cost of in-kind benefits per worker</td><td>812.00</td><td>591.00</td></tr><tr><td>Average monthly take-home salary per worker</td><td>1800.00</td><td>1300.00</td></tr><tr><td>Total prevailing wages</td><td>2612.00</td><td>1891.00</td></tr></table> <p>Bebar Estate</p> <table><tr><td></td><td>Local worker (RM)</td><td>Foreign worker (RM)</td></tr><tr><td>Total cost of in-kind benefits per worker</td><td>RM829.00</td><td>RM829.00</td></tr><tr><td>Average monthly take-home salary per worker</td><td>RM1,479.00</td><td>RM1,228.00</td></tr><tr><td>Total prevailing wages</td><td>RM2,308.00</td><td>RM2057.00</td></tr></table> <p>Sungai Jernih Estate</p> <table><tr><td></td><td>Local worker (RM)</td><td>Foreign worker (RM)</td></tr><tr><td>Total cost of in-kind benefits per worker</td><td>RM397.04</td><td>RM263.09</td></tr><tr><td>Average monthly take-home salary per worker</td><td>RM1,536.68</td><td>RM1447.00</td></tr><tr><td>Total prevailing wages</td><td>RM1,933.72</td><td>RM1,710.09</td></tr></table> <p>Sungai Jernih Mill</p> <table><tr><td></td><td>Local worker (RM)</td><td>Foreign worker (RM)</td></tr><tr><td>Total cost of in-kind benefits per worker</td><td>1,529.00</td><td>No foreign worker</td></tr><tr><td>Average monthly take-home salary per worker</td><td>1,900.00</td><td>No foreign worker</td></tr><tr><td>Total prevailing wages</td><td>3,429.00</td><td>No foreign worker</td></tr></table>		Local worker (RM)	Foreign worker (RM)	Total cost of in-kind benefits per worker	812.00	591.00	Average monthly take-home salary per worker	1800.00	1300.00	Total prevailing wages	2612.00	1891.00		Local worker (RM)	Foreign worker (RM)	Total cost of in-kind benefits per worker	RM829.00	RM829.00	Average monthly take-home salary per worker	RM1,479.00	RM1,228.00	Total prevailing wages	RM2,308.00	RM2057.00		Local worker (RM)	Foreign worker (RM)	Total cost of in-kind benefits per worker	RM397.04	RM263.09	Average monthly take-home salary per worker	RM1,536.68	RM1447.00	Total prevailing wages	RM1,933.72	RM1,710.09		Local worker (RM)	Foreign worker (RM)	Total cost of in-kind benefits per worker	1,529.00	No foreign worker	Average monthly take-home salary per worker	1,900.00	No foreign worker	Total prevailing wages	3,429.00	No foreign worker
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	6.2.7 Permanent, full-time employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal.	YES	All the estates and mill employ full-time employees, and based on records reviewed and interviews conducted, there are no casual, temporary and day labour employed within all the certification units.																																																
6.3 The unit of	6.3.1 (C) A published statement recognising freedom of association and	YES	The statement recognizing freedom of association and the right to collective bargaining is available in a policy entitled as “Polisi Kebebasan Berpersatuan” or Policy for Freedom of																																																

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

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Clause	Indicators	Comply Yes/No	Findings
	labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.		
6.5 There is no harassment or abuse in the workplace, and reproductive rights are protected.	6.5.1 (C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.	YES	There were established "Policy and Procedures – Managing Sexual Harassment in the Workplace". There was training conducted on the sexual harassment at workplace dated Mac 2022. The complaints that received from female workers regarding unwanted behavior were resolved as they were changes of works has been made i.e., transferred related person to the other estate.
	6.5.2 (C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.	YES	Reproductive Rights Policy is available and documented under Reproductive Rights Policy signed by the Chief Executive Officer. The Policy is displayed at main notice boards and explained to workers during muster briefings. At Sg Jernih Estate, the briefing was done during muster briefing in June & Aug 2021. Additionally, further briefings were also done during internal stakeholder meetings and policy trainings in Jan-Apr 2022.
	6.5.3 Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified.	YES	There have been no new mothers within the past audit period and so this Indicator could not be verified.
	6.5.4 A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.	YES	There was established "Policy and Procedures – Grievance Procedure". Para 5.8.2 stated that "The company gives full assurance that the complainant will be protected and will not be threatened or disclosure of the complainant's information to the parties involved". There was training conducted in Mac 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 	YES	Based on interviews with the workers, and observations made, the following were found: <ul style="list-style-type: none"> a. Retention of documents: All workers are free to keep their own passports. However, all foreign workers interviewed informed that they prefer to have their passports kept at the estate/mill offices for safety purposes. b. Charging of recruitment fee: Workers are not charged any recruitment fees. Workers employed by the certification unit are directly hired with no recruitment agents as intermediaries. c. Involuntary overtime: Based on interviews conducted with the workers, all overtime work were carried out on a voluntary basis. Workers are free decline any offers for overtime work. d. Lack of freedom to resign: Workers are free to resign as per stated in their employment contracts. e. Debt bondage: There is no evidence of any incidence of debt bondage.

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Clause	Indicators	Comply Yes/No	Findings
	<ul style="list-style-type: none"> • Lack of freedom of workers to resign • Penalty to the workers for termination of employment • Debt bondage • Withholding of wages 		<p>f. Withholding of wages: There is no evidence of withholding of wages.</p> <p>g. Contract substitution: There was no evidence of contract substitution. All workers were directly hired and knew what type of job they would be doing prior to signing their contracts.</p>
	6.6.2 (C) Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.	YES	Sg Jernih Business Unit employs migrant workers from Indonesia and Bangladesh. A Foreign Workers' Policy is in place. The Policy states among others, that the Company would ensure the migrant worker' safety. The policy also states that all employees should be treated fairly in terms of recruitment, terms and conditions of work, provide decent living, no contract substitution and post arrival programmed will be conducted once arrived for three months. Based on interviews with the migrant workers and field observations, Sg. Jernih BU was able to demonstrate the implementation of this Policy.
6.7 The unit of certification ensures that the working environment under its control is safe and without undue risk to health.	6.7.1 (C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.	NO	<p>Estate / Mill Managers were appointed as responsible person(s) for safety and health issues and also chairman for OSH Committee. The Manager subsequently assigned duties of ESH coordinator to the Assistant Manager or Healthcare Assistant for the down line implementation of ESH practices in the estate and mill. All identified committee were officially given a letter for such an appointment. Records of regular meetings between the responsible person and workers to discuss about health and safety had been verified to the satisfactory maintained. OSH Committee meetings were held once in three months. Review of the minutes of the meeting were reviewed.</p> <p>OSH Committee meetings confirmed that among the agenda discussed, included the following:</p> <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 ▪ COVID 19 issues <p>However, Sg. Jernih POM did not complied with Occupational Safety And Health (Safety And Health Committee) Regulations 1996:</p> <p>Regulation 8 Adequate employee representation.</p> <p>Regulation 13 Investigation into any accident, etc. – Subsection 3</p> <p>Sample OSH Committee minutes meeting sighted:</p> <p>1) There is no structure to differentiate between representatives of employer and representatives of employees. Besides that, there is no method to determine absence of the representative. Furthermore, the representatives of employees in a safety and health committee were not able to represent the various sections of a place of work such as sterilization station, threshing station, pressing station, workshop, etc. Based on minutes also sighted, very less participation of employee's representative which</p>

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Clause	Indicators	Comply Yes/No	Findings
			<p>contradict with safety committee appointed.</p> <p>2) There is no investigation report any accident, near-miss accident, dangerous occurrence, occupational poisoning, or occupational disease which has occurred at the place of work were discussed in the minutes meeting.</p> <p><i>As a result, Major NCR DA 02 2022 was raised.</i></p>
	<p>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.</p>	YES	<p>Emergency Response Plan (ERP) was established. Copies of procedures and telephone numbers were sighted on notice boards and muster grounds. Among of procedure of ERP Document, such as:</p> <ul style="list-style-type: none"> • ERP for Spillage Response • ERP for Fire • ERP for Accident occurred at workplace • ERP for Poisoning • ERP for Flooding • ERP for Accident • ERP for COVID 19 <p>During site visit, it was sighted Emergency Response Plan was available at Estate/Mill Office, Boiler Station, Chemical Store, Workshop and Lubricant Store. During interviews with the workers it was noted that all workers understand regarding ERP.</p> <p>The POM and estates continuously provided training to the workers on emergency and first aid. Each operating unit have their own first aider and be trained by competency consultant. The certificate of competency first aided valid for 2 years. Based on records verification, all operating unit certificate still valid and available. Master list of first aid box of all estates which is available at the office was checked and verified. Observed that, first aid box is well provided for all the field mandores whose involved in harvesting, manuring and spraying works. The content of first box which is held by harvesting, manuring and spraying mandore was verified. The content such as bandage, gauze, triangular bandage, cotton wool, plaster, handy plaster, flavin lotion, antiseptic cream, surgical gloves and scissor were well equipped. Site inspection evidence that first aid kit is available at all works place with complete contents. The stock of first aid box is regularly check and refill when necessary by estate Hospital Assistant. 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.</p>
	<p>6.7.3 (C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the</p>	YES	<p>All staff and workers such as the storekeepers, mill workers/operators, harvesters and sprayers/manurers were continuously trained in safe working practices including SSOP for PPE related to their job function. PPE were given to workers based on HIRARC and</p>

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Clause	Indicators	Comply Yes/No	Findings
	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.		SSOP recommendations suitable for the job position or hazardous operation undertaken. During field inspection at Mill Work Station, Harvesting Operation, Manuring Operation, Circle Spraying Operation and OP Nursery Operations, sighted they were seen to wearing PPE such as face masks respirators, goggles, harvesting shoes, rubber boots, nitrile/cotton gloves, apron and safety helmet/straw hat, to cover all potentially hazardous operations. The condition of each PPE item and their validity lifespan were found good. Records of PPE issued and acknowledgement of receipt are maintained individually for all category of workers at mill and estates. In addition to basic PPE, special PPE are also provided for workers assigned to dangerous operation such as work at height and in confined space. All workers were provided with appropriate PPE where the cost are bared by the management. Interviews conducted during the site visit at the mill and all estates showed understanding and approval from the workers that the management bares the cost of all PPEs and the workers are entitled to valid PPE, the importance of using required PPE at all times during work and proper storage and disposal methods of PPE.
	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	Medical care and accident insurance is provided to all employees, both Local and Foreign workers under Employees' Social Security Act 1969 (Act 4). Sighted the last three months' payment (April 2022, May 2022 and June 2022) made to SOCSO on Form 8A for foreign and local workers at the POM and all estates were available for reviewed.
	6.7.5 Occupational injuries are recorded using Lost Time Accident (LTA) metrics.	YES	Occupational injuries are recorded using Lost Time Accident (LTA) metrics via monthly data of estate safety performance. Sighted the Sg. Jernih CU has maintained and updated the LTA Summary by monthly basis. For accidents records 2021, the CU managed to submit the JKPP 8 form to DOSH before 31/01/2022.

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	7.1.1 (C) IPM plans are implemented and monitored to ensure effective pest control.	YES	Sg. Jernih CU continued to monitor the Implementation of Integrated Pest Management (IPM) plans. a) The estates had in place documented the IPM plan which covered monitoring of pest, control of pest population levels at below threshold levels by using cultural, biological, physical/mechanical and use of pesticides. b) In order to minimize use of insecticides on leaf-eating pest, the estates planted beneficial plants such as <i>Tunera subulata</i> , <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i> along the roadsides and designated points in the fields and also within the nursery perimeter. c) The plan also advocated single layer EFB mulching in order to prevent the breeding of rhinoceros beetles. Monthly detection and observation of leaf eating pests, mammalian pests and diseases had

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Clause	Indicators	Comply Yes/No	Findings																																				
Integrated Pest Management (IPM) techniques.			been continued. These monthly detection and observations were carried by staff. All the estates carried census on rat damage and bagworm mainly at Bebar and Sg. Jernih Estate only. Rat baiting was by calendar baiting at 2 campaigns per year where recommended by the PA /Agronomist. Baiting are continued until bait acceptance threshold level. Meanwhile, bagworm treatment carried out by trunk injection.																																				
	7.1.2 Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented.	YES	This is not practiced in the 3 estates visited. None of species were referenced in the Global Invasive Species Database and CABI.org are used in the management of IPM																																				
	7.1.3 There is no use of fire for pest control unless in exceptional circumstances, i.e. where no other effective methods exist, and with prior approval of government authorities.	YES	During site visit at all estates there was no evidence fire has been used for pest & disease control. CU only used beneficial plants as biological control to prevent P&D. CU also established Rat baiting programme to control on rat damage issues																																				
7.2 Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.	7.2.1 (C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritized.	YES	Justification of the use of pesticides had been documented. The use of selective products that are specific to the targeted pest, weed or disease had been defined in the established SOPs. The Manual had included a chemical register list which indicated the purpose of usage (intended target), hazards signage, trade and generic names. All the Estates had maintained chemical registers and were updated periodically. The chemical used in the estates as captured from the chemical register among others as listed below; <table><tr><th></th><th>Chemical name</th><th>Class</th><th></th><th>Chemical name</th><th>Class</th></tr><tr><td>1</td><td>Glyphosate isopropylamine</td><td>III</td><td>6</td><td>Cypermethrin</td><td>III</td></tr><tr><td>2</td><td>Sodium chlorate</td><td>III</td><td>7</td><td>Triclopyr butoxy ester</td><td>III</td></tr><tr><td>3</td><td>Glufosinate ammonium</td><td>III</td><td>8</td><td>Canyon 20G</td><td>IV</td></tr><tr><td>4</td><td>Triclopyr butoxy</td><td>III</td><td>9</td><td>Amine 2.4 D</td><td>II</td></tr><tr><td>5</td><td>Metsulfuron methy 20% w/w</td><td>III</td><td>10</td><td>Bayfolan</td><td>III</td></tr></table>		Chemical name	Class		Chemical name	Class	1	Glyphosate isopropylamine	III	6	Cypermethrin	III	2	Sodium chlorate	III	7	Triclopyr butoxy ester	III	3	Glufosinate ammonium	III	8	Canyon 20G	IV	4	Triclopyr butoxy	III	9	Amine 2.4 D	II	5	Metsulfuron methy 20% w/w	III	10	Bayfolan	III
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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 estates in the CU 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 active ingredients (ai) per 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. Records of pesticides used were available and verified. All pesticides used were those officially registered under the Pesticide Act 1974. The CU had used class IA for trunk injection, class II, class III & class IV pesticides. No illegal agrochemicals (stated by local and international laws) in particular <i>paraquat</i> were used in their estates.																																					
7.2.3 (C) Any use of pesticides is	YES	All the estates on Sg. Jernih CU continued to apply pesticides by proven methods that minimise risk and impacts. Application of pesticides was based on and guided by the following documents:																																					

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Clause	Indicators	Comply Yes/No	Findings
	minimised as part of a plan, eliminated where possible, in accordance with IPM plans.		a) CHRA b) MSDS/SDS supplied by the manufacturer c) OPC Manual d) Safe work procedure Manual
	7.2.4 There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.	YES	Sg. Jernih CU is committed to minimize the usage of agrochemicals by implementing IPM with the increased in the planting of beneficial plants such as <i>Tunera subulata</i> , <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i> . a) Blanket spraying is also not practiced by the CU and soft grasses were maintained in the field. b) It had also been the practice that insecticides and rat baits are used only after a threshold level has been exceeded as per the S.O.P. c) The chemicals used for the nurseries are as provided in the OPC and where necessary by the HBU/GM/Agronomist during the visits.
	7.2.5 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks. The due diligence refers to:	YES	Based on chemical register and site inspection at chemical store, sighted there is chemical categorized as World Health Organisation Class 1B which is <i>Monocrotophos</i> . Nevertheless, there is exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.
	7.2.5a Judgment of the threat and verify why this is a major threat.	YES	
	7.2.5b Why there is no other alternative which can be used.	YES	
	7.2.5c Which process was applied to verify why there is no other less hazardous alternative.	YES	
	7.2.5d What is the process to limit the negative impacts of the application.	YES	
	7.2.5e Estimation of the timescale of the application and	YES	

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Clause	Indicators	Comply Yes/No	Findings
	steps taken to limit application to the specific outbreak.		
	7.2.6 (C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.	YES	The estates and mill had a SOP for use of PPE during working. All workers involved in pesticide application were provided with appropriate PPE and replaced when damaged. PPE issue and replacements records were verified by the auditors. It was also observed that PPE was used by workers working in the fields. The estates and mill had a SOP for handling of chemical/pesticide management. The employees involved in the chemical handling such as the lab operator, storekeepers, sprayers, fertilizer and rat bait workers were trained in chemical handling and they understood the hazards of the chemicals and how the chemicals should be used in a safe manner. The trade and generic names of the chemicals were made known to them through the SDS training. It was also noted that SDS are available at chemical and fertilizers during the audit.
	7.2.7 (C) Storage of all pesticides is in accordance with recognised best practices.	YES	Pesticides selected for use were those officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with OSH USECHH Regulations (2000). At all visited mill and estate the storage of pesticides was in accordance with recognized best practices. They were stored in accordance with the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders and Pesticides Act 1974 (Act 149) and Regulations. All information regarding the chemicals affixed as product label and the accompanying Safety Data Sheet (see OHS CLASS 2013 Regulations) with details of its usage, hazards, trade and generic names were found available in Bahasa Malaysia language understood by workers or explained carefully to them by a plantation management official at operating unit level. A proper premixing area with eye wash facilities and bathing area is available near to the chemical stores. The wastewater from the washing of empty chemical containers and PPE, and chemical mixing was pumped to a storage tank for reuse in chemical mixing. This is to avoid any contamination of chemicals to the ground. Triple rinsing activities continued to be implemented for empty pesticide containers. The detailed procedure for this purpose is available in SOP for Scheduled Wastes Management and SOP for Triple Rinsing. At estate, their chemical stores were inspected, and it was noted that they all comply with the relevant act as well as best practice.
	7.2.8 All pesticide containers are properly disposed of and/or handled responsibly if used for other purposes.	YES	Empty pesticide containers were punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. Inventory and consignment documents verified for confirmation of proper management and disposal. The SW generated at Sg. Jernih CU not more than 180 days @ 20mt.
	7.2.9 (C) Aerial spraying of	YES	Aerial spraying was not practiced by all the visited estates. There was no evidence to show that any had been carried out.

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Clause	Indicators	Comply Yes/No	Findings
	pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government information is provided to affected local communities at least 48 hours prior to application of aerial spraying.		
	7.2.10 (C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	YES	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated. From the results, all workers fit to handle chemical.
	7.2.11 (C) No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.	YES	The Sg. Jernih CU had a policy "handling high toxic pesticide", which stated that no work with pesticides shall be undertaken by pregnant or breast-feeding women. On all 3 estates sampled, identification of pregnancy was done by the HA based on interview with their women workers on the last menstrual period dates. This interview was done during the monthly medical check-up. Pregnancy test was carried on doubtful cases. Monthly medical check-up for women sprayer was also being carried out by VMO. There was no evidence that the work with pesticides was undertaken by pregnant or breast-feeding women. This has also been confirmed through interviewed with workers.
7.3 Waste is reduced, recycled, reused and disposed of in an environmentally 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	Waste management and disposal plan to avoid or reduce pollution had been documented. Procedures and guideline were used to guide the waste disposal activities and to reduce pollution during routine operation. On the monitoring of water and effluent discharge, monthly and quarterly report for final discharge were submitted to DOE timely, as required by the written approval. Effluent quality monitoring was also done on a monthly basis, with samples taken at final discharge point and sent for analysis. Results of laboratory showed that the discharges were within permissible limits. In estates, domestic waste from the housing area is well managed and all domestic wastes are disposed at landfill sited in the estate area. Sighted the there is no practice of open fires within all estates. Monitoring is done weekly in both domestic waste collection areas and in landfill sites.
	7.3.2 Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.	YES	Standard Operating Procedure Scheduled Waste Disposal of empty pesticide containers were carried out as per established procedures. Triple rinsing procedures was continually implemented for empty pesticide containers. The rinsed containers were then pierced and stored prior disposal. Records on usage and disposal were well recorded and documented. Scheduled wastes had been disposed of through a licensed contractor approved. Each house was provided with dustbin. The wastes were removed weekly and disposed via landfill.

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Clause	Indicators	Comply Yes/No	Findings																																																							
	7.3.3 The unit of certification does not use open fire for waste disposal.	YES	During site visit at Sg Jernih CU, there was no evidence of open fire has been used for waste disposal. All domestic wastes (household and food waste only) at Sg Jernih CU have been disposed via landfill.																																																							
7.4 Practices maintain soil fertility at, or where improve soil fertility to, a level that ensures optimal and sustained yield.	7.4.1 Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts.	YES	Sg. Jernih CU continued to implement the good agriculture practices as per Oil Palm Circular Manual (O.P.C.) to ensure optimal and sustained yield and complied with recommendations for the application of the fertilizer.																																																							
	7.4.2 Periodic tissue and soil sampling is carried out to monitor and manage changes in soil fertility and plant health.	YES	The soil sampling was carried out at least once in 5 years period while foliar/tissue sampling carried out based on annual manuring programs. It was evident that the external Agronomist from Advanced Agricultural Research Sdn. Bhd. visited estate to carry out soil sampling prior to the fertilizer recommendation for 2022.																																																							
	7.4.3 A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.	YES	Only Main Estate (Sg. Jernih Estate) continued to have a nutrient recycling strategy in place. Palm fronds were stacked in the fields to decompose and EFB applied.																																																							
	7.4.4 Records of fertiliser inputs are maintained.	YES	All 3 Estates continued to maintain records of fertiliser inputs. Records of programs and applications of fertilisers were made available to auditors. Records showed that the main fertiliser programmed apply in 2021 were BRP, GAC, Fertibor, Kieserite, MOP, OPCom32B, OPCom65B for mature palm and AABN20 for immature palm. The estates continued to monitor their fertilizer inputs as recommended by their agronomist from Applied Agricultural Resources Sdn. Bhd. (AAR). The records of the fertiliser inputs were maintained in the Fertilizer Application Record Books and the Bin Card.																																																							
7.5 Practices minimise and control erosion and degradation of soils.	7.5.1 (C) Maps identifying marginal and fragile soils, including steep terrain, are available.	YES	Description of the soil characteristics such as texture, depth, drainage, parent material and key aspect for management was also available. The soil series in the estates were classified as follows as updated by AAR on 2017 subject to the requirement of the estates:																																																							
			<table><tr><th>No</th><th>Soil Series</th><th>LTTT Estate</th><th>Bebar Estate</th><th>Sg. Jernih Estate</th></tr><tr><td>1</td><td>Batu Anam</td><td>X</td><td></td><td></td></tr><tr><td>2</td><td>Batu Lapan</td><td>X</td><td></td><td></td></tr><tr><td>3</td><td>Changkat Lobak</td><td>X</td><td></td><td></td></tr><tr><td>4</td><td>Durian</td><td>X</td><td></td><td>X</td></tr><tr><td>5</td><td>Kemahang</td><td>X</td><td></td><td></td></tr><tr><td>6</td><td>LA (Clayey)</td><td>X</td><td></td><td></td></tr><tr><td>7</td><td>Padang Besar</td><td>X</td><td></td><td></td></tr><tr><td>8</td><td>Pagi</td><td>X</td><td></td><td></td></tr><tr><td>9</td><td>Pohoi</td><td>X</td><td></td><td></td></tr><tr><td>10</td><td>Serdang – Bungor</td><td>X</td><td>X</td><td>X</td></tr></table>	No	Soil Series	LTTT Estate	Bebar Estate	Sg. Jernih Estate	1	Batu Anam	X			2	Batu Lapan	X			3	Changkat Lobak	X			4	Durian	X		X	5	Kemahang	X			6	LA (Clayey)	X			7	Padang Besar	X			8	Pagi	X			9	Pohoi	X			10	Serdang – Bungor	X	X	X
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	7.5.2 No replanting on steep slopes (above 25 degrees) unless approved by state governments. In case of replanting is permitted, no replanting in contiguous area of steep terrain (greater than 25°) larger than 25 Ha within the Unit of Certification.	YES	The estates visited in Sg. Jernih CU continued to have a management strategy for planting on slopes in order to minimize and control erosion and degradation of soils. The plantings on slopes between 9 and 25 degrees was guided by: Slope & River Protection Policy, Buffer Zone & 25-degree slope, and Land Preparation for terracing in OPC Manual. It was observed that practices to minimize and control erosion and degradation of soils were in place through proper stacking of fronds, EFB application, avoidance of blanket spraying, construction terraces, road maintenance and maintenance of soft vegetation in interlines. Cover crops were planted in the replants and in mature areas. The cover crop <i>Mucuna bracteata</i> had been planted along some slopes by management. Large areas with <i>Neprolepis biserrata</i> in the inter rows were sighted during the visit. The topography maps were provided by AAR with details showing the various terrain and slope categories in the estates.																																																																																
	7.5.3 There is no new planting of oil palm on steep terrain.	YES	This compliance being specified in the following guidelines. “This compliance being addressed in the “Slope and River Protection” signed by the CEO dated Dec 2019 stating the following among others - Slope of >25 degree to be excluded from any new plantation development and replanting program. For slope <25 degree the existing crop all vegetative shall be maintained accordingly”.																																																																																
7.6 Soil surveys and topographic information are used for site planning in the establishment of	7.6.1 (C) To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.	YES	Soil maps and Soil Surveys and steep terrains are taken into account in plan and operation of the estate as the agronomist that plays a major rule in monitoring and recommending the estate on agronomical operations such as fertiliser inputs. Based on the maps, all the soil of the estates was of mineral types. There are no recognized marginal and fragile soils including steep terrains within the area of all estates visited.																																																																																

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Clause	Indicators	Comply Yes/No	Findings
new plantings, and the results are incorporated into plans and operations.	7.6.2 Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in management plan for best practices.	YES	Based on the soil maps provided and field visits there were no fragile and problem soils in all the estates.
	7.6.3 Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.	YES	Sg. Jernih CU had a management strategy in place for plantings on slopes between 9 and 25 degrees. This policy was in the OPC 54a and all the estates had complied with it. In addition, the estate's SOPs included to minimize soil erosion based on local soil and climate conditions were also in place.
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	There was no peat at all estates visited. This is <i>not applicable</i> as there is no peat soil in the entire 3 estates in the CU as supported by the soil maps of respective estates.
	7.7.2 Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat. PROCEDURAL NOTE: Maps and other documentation 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	
	7.7.3 (C) Subsidence of peat is monitored, documented and minimised.	YES	
	7.7.4 (C) A documented water and ground cover management programme is in place.	YES	
	7.7.5 (C) For plantations planted on peat, drainability assessments are conducted	YES	

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Clause	Indicators	Comply Yes/No	Findings
	<p>following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation.</p> <p>This is subject to transitional (5 years: 2019 to 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.</p>		
	7.7.6 (C) All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2018) and associated audit guidance.	YES	This is <i>not applicable</i> as there is no peat soil in the entire 3 estates in the CU during site visit as supported by the soil maps of respective estates.
	7.7.7 (C) All areas of unplanted	YES	This is not applicable as there is no peat soil in the entire 3 estates in the CU during site visit and as supported by the soil maps of respective estates.it. Palms had been felled, chipped, windrowed and left to

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	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.		decompose.
7.8 Practices maintain the quality and availability of surface and groundwater.	7.8.1 A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following:	YES	The CU have implemented water management action plan. The plan was developed to maintain the quality and availability of natural water courses. Generally, the plan was established to focus on minimizing waste and pollution prevention of water sources. Among the action plans are rainwater harvesting, monitoring of pipeline leakage, and establishment of buffer zones at rivers and other water bodies. All operating unit water source supplied from government such as Syarikat Air Terengganu (SATU) and Perbadanan Air Pahang (PAIP).
	7.8.1a The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.	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 water used by communities. In order to continued availability of water sources and contribute to pollution of water used by communities have been concluded and monitored by water sampling by estates management. The frequency water sampling was carried out by annual basis. Water quality have been monitored by external laboratory from FGV Palm Industries Sdn. Bhd. Among the parameters tested were BOD, Chemical Oxygen Demand, Total Solids, Suspended Solids, Oil and Grease, Ammoniacal Nitrogen and Kjeldhal. Based on the result, water quality monitoring is generally within Class IIB of NWQSM at all monitoring points.
	7.8.1b Workers have adequate access to clean water.	YES	As verified at Sg. Jernih CU facilities for workers and through interview with workers, all workers have obtained adequate access to treated clean water. All operating unit water source from government such as Syarikat Air Terengganu (SATU) and Perbadanan Air Pahang (PAIP).
	7.8.2 (C) Water courses and wetlands are protected, including	YES	During site visit at LTT Terengganu Estate (water catchment area) and Sungai Jenang sighted no evidence of spraying has been applied at riverbanks and secondary container and oil trap for diesel

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Clause	Indicators	Comply Yes/No	Findings						
	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).		storage at engine water pump was installed. At Sg. Jernih Estate buffer zones were maintained at Sungai Temiang & Sungai Air Jernih according to BMP & DID regulation and signage and palm marking was established for preventive measure to protect for chemicals activities at buffer zones area.						
	7.8.3 Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.	YES	Mill effluent is treated to be in compliance with national regulations. The license indicated that the mill has a capacity of 30mt/hr. Treated effluent is allowed to be discharge as land irrigation. Analysis of the final discharge was carried out on monthly basis. Review of the results indicated that all parameters were within the regulatory limit.						
	7.8.4 Mill water use per tonne of FFB is monitored and recorded.	YES	Process water is obtained from water catchment near to the mill. The water usage per tonne of fresh fruit bunches (FFB) continued to be monitored on monthly basis.						
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	<p>The plan for efficiency of the use of fossil fuels and to optimise renewable energy is in place, monitored and documented. Record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement. Among the plan for improving fossil fuel are:</p> <ul style="list-style-type: none">▪ Closely monitored operation of tractors▪ Minimise the electricity usage at workers housing▪ Replace light bulb with energy saving bulb▪ To switch off and unplug all the electrical equipment after used▪ Minimise the lubricant oil usage through using small tractor for FFB evacuation <p>There is no genset operator applied at all operating unit. Mostly electricity supplied at operating unit via Tenaga Nasional Berhad (TNB) except for Sg Jernih POM and estate via mill turbine boiler. Sg. Jernih CU, showed evident that they are compiling the data by monthly basis and document it for further action to improve on their efficiency of using the renewable and non-renewable energy.</p>						
7.10 Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments	7.10.1 (C) GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimise them are implemented, monitored through the Palm GHG calculator and publicly reported.	YES	<p>The CU had used RSPO Palm GHG version 4.0 Calculator as a tool to calculate the GHG emissions. For input FY 2021, the report sends to RSPO on 25/07/2022. The input data was verified, and the following were determined:</p> <table><tr><th>Description</th><th>tCO₂e/tProduct</th></tr><tr><td>CPO</td><td>1.18</td></tr><tr><td>PK</td><td>1.18</td></tr></table>	Description	tCO ₂ e/tProduct	CPO	1.18	PK	1.18
Description	tCO ₂ e/tProduct								
CPO	1.18								
PK	1.18								

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Clause	Indicators	Comply Yes/No	Findings				
are designed to minimise GHG emissions.			Production		t/yr		
			FFB Processed		105,527.99		
			CPO Processed		24100.00		
			Land Use		Ha		
			OP Planted on Mineral Soil		6492.60		
			OP Planted on Peat Soil		0.00		
			Total oil palm planted area		6492.60		
			Conservation (forested)		0.00		
			Conservation (non-forested)		51.82		
			Milling extraction rate:				
			OER		22.84		
			KER		3.80		
			Mill Emission				
			Emission source		tCO2e	tCO2e/tFFB	
			POME		16090.09	0.15	
			Fuel consumption		645.87	0.01	
			Grid electricity utilisation		177.77	0.00	
			Credits				
			Export of excess electricity to housing & grid		-320.72	0.00	
			Sale of PKS		0.00	0.00	
			Sale of EFB		0.00	0.00	
			Total		16593.00	0.16	
			Plantation / field emission				
					Own		
			Emission sources		tCO2e	tCO2e/ha	tCO2e/FFB
			Land Conversion		64125.00	9.88	0.61
			CO2 Emissions from Fertiliser		7784.46	1.20	0.07
			N2O Emissions from Peat		0.00	0.00	0.00
			N2O Emissions from Fertiliser		5087.18	0.78	0.05

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Clause	Indicators	Comply Yes/No	Findings																										
			<table><tr><td>Fuel Consumption</td><td>265.12</td><td>0.04</td><td>0.00</td></tr><tr><td>Peat Oxidation</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td colspan="3">Sinks</td></tr><tr><td>Crop Sequestration</td><td>-60779.11</td><td>-9.36</td><td>-0.58</td></tr><tr><td>Conservation Sequestration</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td>Total</td><td>16482.65</td><td>2.54</td><td>0.16</td></tr></table>				Fuel Consumption	265.12	0.04	0.00	Peat Oxidation	0.00	0.00	0.00	Sinks			Crop Sequestration	-60779.11	-9.36	-0.58	Conservation Sequestration	0.00	0.00	0.00	Total	16482.65	2.54	0.16
			Fuel Consumption	265.12	0.04	0.00																							
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			Sinks																										
			Crop Sequestration	-60779.11	-9.36	-0.58																							
			Conservation Sequestration	0.00	0.00	0.00																							
			Total	16482.65	2.54	0.16																							
			Palm Oil Mill Effluent (POME) Treatment																										
			Diverted to compost		0%																								
			Diverted to anaerobic digestion		100%																								
			Diverted to Anaerobic Digestion																										
Diverted to anaerobic pond		100%																											
Diverted to methane capture (flaring)		0%																											
Diverted to methane capture (electricity generation)		0%																											
7.10.2 (C) Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them prepared and implemented (guided by the RSPO GHG Assessment Procedure for New Development).	YES	There was no new development or new planting at Sg Jernih Cu. It was confirmed through site visits and hectarage statements. Auditors also has verified through checking through www.globalforestwatch.com, Google Maps, and Estate Maps to all estates. Based on the audit findings, it was confirmed that no land clearing at Sg. Jernih CU since Nov 2005.																											
7.10.3 (C) Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.	YES	All waste products and sources of pollution identified and documented through “Waste Management Action Plan for the Year 2021/22” that applicable for both mill and estate. The waste management plan has also identified source of pollution, possible waste/pollution, effected environment, prevention, mitigation and enhancement. Other sources of pollutions are also listed in the Waste Management Plan such as workshop, line-site, office, store, canteen, effluent pond, boiler. Sources of pollution and waste have been adequately identified by the mill and estate. Generally, the wastes identified were of general, recyclable and scheduled wastes.																											
7.11 Fire is not used for	7.11.1 (C) Land for new planting	YES	(There was no land preparation in Sg. Jernih CU by burning ever since Boustead Plantations Berhad practice zero burning as per the policy in SOP clearing methods; as follows.																										

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Clause	Indicators	Comply Yes/No	Findings
preparing land and is prevented in the managed area.	or replanting is not prepared by burning.		a) During the field visit the signages “ <i>Dilarang Membakar</i> ” were clearly displayed, and no evidence of open burning observed. b) It was observed that no fire had been used for land clearing in the 2020 and 2021 replants visited during time of audit. Palms had been felled, chipped, windrowed and left to decompose.
	7.11.2 The unit of certification establishes fire prevention and control measures for the areas under its direct management.	YES	There was no land preparation in Sg. Jernih CU by burning ever since Boustead Plantations Berhad practice zero burning as per the policy for SOP Clearing methods
	7.11.3 The unit of certification engages with adjacent stakeholders on fire prevention and control measures.	YES	During site visit was confirmed all the relevant stakeholders were engaging by CU during stakeholder meeting in June 2022 with the estates, and verbal communication with nearby villagers and plantation. It was confirmed through interviewed with Mr Mamat Othman (JKK villagers) from Kg Jenang Baru (LTT Estate), Mr Ludin Bin Teoh (Kg Dungun) – Bebar Estate. Face to face consultation also has been carried out with neighboring estate sighted latest has been carried out by Sg Jernih Estate.
7.12 Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.	7.12.1 (C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests. A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.	YES	Auditors has verified through checking through www.globalforestwatch.com , Google Maps, Estate Maps and also through site visit to all estates. Based on the audit findings, it was confirmed that no land clearing had occurred at Sg. Jernih CU since Nov 2005.
	7.12.2 (C) HCVs, HCS forests and other conservation areas are identified as follows:	YES	The report “A Rapid High Conservation Value Assessment of Sg Jernih Business Unit (Peninsular Malaysia) Identification of High Conservation Values” is available. The study was conducted by Wild Asia (Malaysia) and the report was completed on 4 August 2010. The study had covered all the High Conservation Value (HCV) within and adjacent to the Sg Jernih CU. The HCV assessment had identified the rare, threatened and endangered species (RTEs) for the estates (Sg Jernih, Bebar, and LTT Terengganu) including the HCV management and action plan. In general, Sg Jernih CU had identified 2 potential HCV, Bukit Ibam Forest Reserve, Bukit Musoh Forest and Southeast Pahang Peat Swamp in the Sg Jernih and Bebar Estate for conservation and management and no HCV identified at LTTT estate but there is a forested area present in the estate which is a State land (former ex-mining area/quarry). Verified records stated that HCV area in overall amount is 51.82 Ha for Sg Jernih CU.
	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	YES	

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Clause	Indicators	Comply Yes/No	Findings
	(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.		Auditors has verified through checking through www.globalforestwatch.com , Google Maps, Estate Maps and also through site visit to all estates. Based on the audit findings, it was confirmed that no land clearing occurred at Sg. Jernih CU since Nov 2005.
	7.12.4 (C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).	YES	<p>The identification and assessment of HCV habitats or protected areas was done prior to the main assessment. A Rapid High Conservation Value Assessment of Sg Jernih Business Unit (Peninsular Malaysia) Identification of High Conservation Values” prepared by Wild Asia was available and sighted during the audit. The assessment had identified the HCV landscapes and biodiversity of Sg Jernih Certification Unit for the 3 estates (Sg Jernih, Bebar and LTTT).</p> <p>Based on the assessment conducted, the audit team notes that the consultant has concluded “due to the increase in public certification, increased job opportunities and new road access in and out villages, most of the surrounding forests are deemed as secondary sourced of income, food source and medicine. And another one, aside from farming as a form of sustenance and sourcing wood for sale, villagers also consider the land sacred as there is a burial plot located in their rubber plantation, they wish to keep their land as a heritage to be passed down to future generations”. Nevertheless, the consultant has outlined several recommendations for biodiversity and landscape management by the estate which include the following:</p> <ul style="list-style-type: none"> •To keep record of hunting incidents, including location, identity of hunters, the number of species killed or captured, and action taken. •To implement a simple system for monitoring the health of waterways, before and after establishment of riparian zones. This should include some measure of sedimentation and of overall ecological health. To monitor water quality flowing into and out of the estate. •To document riparian zone establishment programme; keep records of tree species and numbers planted, survival rate, lesson learnt. <p>It was found that the HCV integrated management plan was developed in consultation with relevant stakeholder, during the stakeholder meetings with estates, and consultation with Jabatan PERHILITAN. At Sungai Jernih Estate, the HCV and monitoring plan is implemented, reviewed and updated regularly in a participatory way through stakeholder meeting with last stakeholder meeting. Sighted minute meeting and issues has been recorded in “<i>Minit mesyuarat organisasi dan individu berkepentingan</i> (stakeholder meeting) Bersama Ladang Sg. Jernih dan Kilang Sawit Sg. Jernih”. Discussion related with environment, HCV, boundary with reserve forest, etc. had been discussed during the stakeholder meeting. All relevant issues highlighted were noted and discussed in a participatory way.</p>
	7.12.5 Where rights of local	YES	There were no local communities living nearby with Sg Jernih CU. The nearest community (including

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	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.		Orang Asli village) was located more than 5 km from the CU's boundaries. So, this indicator was not applicable with this CU.
	7.12.6 All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.	YES	A training programme for year 2021/22 was available at All estates, Sighted training "HCV Training" were conducted to workers, mandore and Estate Security for the estates. Awareness training like morning briefing has also been conducted by the Assistant Manager of Sg Jernih. LTT Terengganu Estate and Bebar Estate to all workers (sprayer, manuring, harvester, maintenance). An appropriate disciplinary measure was instituted in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. The policy and procedure have been developed for disciplinary measures titled ' <i>Polisi Aktiviti Pemburuan Hidupan Liar</i> ' and ' <i>Prosedur Pemburuan Hidupan Liar</i> '.
	7.12.7 The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.	YES	Sg Jernih CU is committed to discourage any illegal or inappropriate hunting or collecting activities. Evidence was seen during the site review that signage to prohibit hunting was erected at Riparian Zone and border. The estates have also hired guards to patrol and check for illegal hunting and to prevent elephant going into estate and also controlling the illegal activities. The estates also monitoring the illegal hunting by recording the incident in the 'Hunting incident Record'/High Conservation Value (HCV) Record for the year 2021/22.
	7.12.8 (C) Where there has been	YES	Auditors has verified through checking with www.globalforestwatch.com , Google Maps, Estate Maps and

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	land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.		also through site visit to all estates that no land clearing at Sg. Jernih CU had occurred since Nov 2005
Auditors' Guide In Reporting Orang Asli Matters (If Applicable) – For Non-Compliances, To Raise At Specific Indicators In The Myni Checklist.			
No specific clause – Information related to Orang Asli / Indigenous People:	<p><u>To include details on Orang Asli</u></p> <p><i>1.To report the name of their kampung and placement (penempatan). No. of the residents of Orang Asli.</i></p> <p><i>2.Where they are located (radius within 5km from the CU). Check the estate map and estate boundary on neighboring Orang Asli villages.</i></p> <p><i>3.Verify the stakeholders list on neighboring Orang Asli community with the CU.</i></p> <p><i>4.Read the SIA or SEIA and HCV or HCV-HCSA reports if these assessments had identified potential Orang Asli village(s) that may be affected by the CU operation. If yes, what the issues and recommended mitigation action.</i></p> <p><i>5.Verify if any of estate activities may affected the Orang Asli through consultation with auditor. Get the information from head of village (local & Orang Asli) how they started the village (origin, nomad, or separation from other orang asli village), their daily needs, roaming area, sacred area, grave, food source, supply of clean water, where they work, and education for their children.</i></p>	YES	<p><u>Kampung Jenang Baru (more than 10 households)</u></p> <ol style="list-style-type: none"> Village located more than 5 km from Sg Jernih Estate boundary Originally they are from Sawah Batu but they migrated to stay in their ancestor land. The company already identified them since long time and always updated their representative in the Stakeholder List Stakeholder's consultation with Orang Asli communities has been comprehensively and participatorily conducted on 4/6/2022. Sighted SIA Management Action Plan for 2022 contains social issues that have been participatorily identified by the CU with the Orang Asli. The Plan contain measures for mitigating negative social impacts or enhancing positive social impacts. Social issues affecting stakeholders and neighbouring community, maintenance and monitoring of grievance were included in the Plan. However, no social issue affecting to Kg Jenang Baru was noted. Children basic education is at SK Kota Perdana and secondary education is in Bandar Muadzam There is no FPIC issue found for Sg Jernih CU from Kampung Jenang Baru The CSR to Kampung Included food donation. The CU had provided employment to Orang Asli villagers either direct or indirectly through plantation contractors. Access to the village was facilitated by gate opening, 'guard house' and guard. Medical treatment were provided FOC by Sg Jernih CU's Clinic also as CSR contribution. Villagers can also go to the Mother and Child Clinic at Kota Perdana and Muadzam Hospital for medical treatment. There is no issue related to Perhilitan and Forestry Department with Orang Asli from Kampung Jenang Baru Grave sites were located outside of Sg Jernih CU area Representative of Kampung Terubin interviewed was Mamat bin Othman

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	<p>6.Evidence of FPIC had been implemented by the CU and consent given by the Orang Asli communities.</p> <p>7.What are the CSR from the CU to Orang Asli. Significant CSR for long term development for Orang Asli? Any specific request/needs from Orang Asli from the CU?</p> <p>8.Consult DFO of Forestry Department and PERHILITAN for any issues related to the Orang Asli.</p> <p>9.Provide the specific names of Orang Asli representatives sampled during every audit.</p>		<p><u>Kampung Wah Wah (10 households)</u></p> <ol style="list-style-type: none"> 1. Located about 5 km from the boundary of Sg Jernih Estate 2. Originally from Kampung Sawa Batu 3. Village provided with electricity and treated water by the Government 4. Livelihood of the villagers are sales of cultural handicraft, agriculture, forage of forest products and some working in nearby palm oil plantations nearby estates 5. Stakeholder's consultation with Orang Asli communities has been comprehensively and participatorily conducted on 4/6/2022. Sighted SIA Management Action Plan for 2022 contains social issues that have been participatorily identified by the CU with the Orang Asli. The Plan contain measures for mitigating negative social impacts or enhancing positive social impacts. Social issues affecting stakeholders and neighbouring community, maintenance and monitoring of grievance were included in the Plan. However, no social issue affecting to Kg Wah Wah was noted. 6. The CU had provided employment to Orang Asli villagers either direct or indirectly through plantation contractors. 7. Children basic education is at SK Bandar Dua and secondary education is in Bandar Muadzam 8. There is no FPIC issue found for Sg Jernih CU from Kampung Wah Wah 9. The CSR to Kampung Padang included donation and employment. 10. Medical treatment were provided FOC by Sg Jernih CU Clinic as CSR contribution. They can also go to the Mother and Child Clinic at Kota Perdana and the Muadzam Hospital for medical treatment. 11. There is no issue related to Perhilitan and Forestry Department with Orang Asli at Kampung Wah Wah 11. Grave sites were located outside of Sg Jernih CU area 12. Representative of Kampung Wah Wah interviewed was Sidi a/l Serendah <p><u>Kampung Dungun (20 families)</u></p> <ol style="list-style-type: none"> 1. Located at the boundary of South Estate and surrounded by Ladang PSK, Ladang Juasa and Ladang Boustead Bebar 2. Village under the administration of JKKK Kampung Sawah Batu 3. Originally from Kampung Sawah Batu 4. Livelihood of the villagers are agriculture, forage of forest products, works in the durian plantation outside the village and some are employed by the Oil palm plantations near the village 5. Village not provided with electricity and treated water by the Government 6. Some houses built by compassionate NGO

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Clause	Indicators	Comply Yes/No	Findings
			<p>Stakeholder's consultation with Orang Asli communities has been comprehensively and participatorily conducted on 4/6/2022. Sighted SIA Management Action Plan for 2022 contains social issues that have been participatorily identified by the CU with the Orang Asli. The Plan contain measures for mitigating negative social impacts or enhancing positive social impacts. Social issues affecting stakeholders and neighbouring community, maintenance and monitoring of grievance were included in the Plan. However, no social issue affecting to Kg Dungun was noted.</p> <ol style="list-style-type: none"> 7. There is no FPIC issue found for Sg Jernih CU from Kampung Dungun 8. The CSR to Kampung Dungun included donation and employment for villagers. Access to the Kampung was facilitated by the CU by installing a 'boom gate'. Treated water was also provided by the CU upon request during village's drought crisis. 9. Children basic education is at SK Bandar Dua and secondary education is in Bandar Muadzam 10. The CU had provided employment to Orang Asli villagers either direct or indirectly through plantation contractors. 11. Medical treatment were provided FOC by Sg Jernih CU Clinic as CSR contribution. They can also go to the Mother and Child Clinic at Kota Perdana and the Muadzam Hospital for medical treatment. 12. There is no issue related to Perhilitan and Forestry Department with Orang Asli at Kampung Dungun 13. Grave sites were located outside of Sg Jernih CU area 14. Representative of Kampung Dungun interviewed was Ludin a/l Ti yok <p><u>Kampung Runchang (more than 100 families)</u></p> <ol style="list-style-type: none"> 1. Located more than 10 km from the Sg Jernih Estate boundary and Bebar Estate 2. Village under the administration of JKKK Kampung Runchang 3. Livelihood of the villagers are agriculture, forage of forest products, works in the durian plantation outside the village and some are employed by the Oil palm plantations near the village 4. Village provided with electricity and treated water by the Government 5. Stakeholder's consultation with Orang Asli communities has been comprehensively and participatorily conducted on 4/6/2022. Sighted SIA Management Action Plan for 2022 contains social issues that have been participatorily identified by the CU with the Orang Asli. The Plan contain measures for mitigating negative social impacts or enhancing positive social impacts. Social issues affecting stakeholders and neighbouring community, maintenance and monitoring of grievance were included in the Plan. However, no social issue affecting to Kg Runchang was noted. 6. There is no FPIC issue found for Sg Jernih CU from Kampung Runchang 7. The CSR to Kampung Dungun included donation and employment for villagers. Access to

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Clause	Indicators	Comply Yes/No	Findings
			<p>the Kampung was facilitated by the CU by installing a 'boom gate'.</p> <p>8. The CU had provided employment to Orang Asli villagers either direct or indirectly through plantation contractors.</p> <p>9. Medical treatment were provided FOC by Sg Jernih CU Clinic as CSR contribution. They can also go to the Mother and Child Clinic at Kota Perdana and the Muadzam Hospital for medical treatment.</p> <p>10. There is no issue related to Perhilitan and Forestry Department with Orang Asli at Kampung Runchang</p> <p>11. Children basic education is at SK Bandar Dua and secondary education is in Bandar Muadzam</p> <p>12. Grave sites were located outside of Sg Jernih CU area</p> <p>13. Representative of Kampung Runchang interviewed was Hapizan a/l Hamzah</p>
	<p><u>Common social issues on Orang Asli</u></p> <p>1.Accessibility for Orang Asli from their village to the estate and/or roaming area.</p> <p>2.Protection of cemetery of Orang Asli which located within the estate.</p> <p>3.Opportunity for employment – male & female.</p> <p>4.Do they understand the employment procedures and agreement?</p> <p>5.Are their employment contract complying with the RSPO P&C MYNI 2019?</p> <p>6.Did they receive appropriate trainings & briefings and other necessities (PPE) to work as other local/foreign workers?</p> <p>7.Replanting activity that may affected the Orang Asli community.</p> <p>8.Accessibility for clean water from nearby river or water scarcity.</p> <p>9.Hunting of wild boar/monkey/fish/birds within estate area or at the estate</p>	YES	<p>1. There is no issue of accessibility for Orang Asli from their village to the estate and/or roaming area at Sg Jernih CU. Access to the Kampung Jenang Baru, Kg Runchang, Kg Wah Wah and Kg Dungun was facilitated by Sg Jernih CU through gate opening, 'guard house' and guard. Access to the Kampung Dungun was facilitated by the CU by installing a 'boom gate'. Orang Asli access to the HS Ibam was not through Sg Jernih plantation. Interviewed Orang Asli representatives acknowledged that forest roaming and access for their livelihood are currently of least importance to their livelihood.</p> <p>2. Cemetery for Kampung Jenang Baru, Kg Runchang, Kg Wah Wah and Kg Dungun are sited outside the Sg Jernih CU plantations.</p> <p>3. Sg Jernih CU has appointed Harvesting contractors which in turn provided indirect employment for the Orang Asli from the four (4) villages. Both male and female were employed by the contractors. The CU had also provided direct employment to the Orang Asli (as Driver in the Plantation for example).</p> <p>4. Interviewed Orang Asli workers understood the employment procedures and agreement.</p> <p>5. Reviewed employment contract complied with the RSPO P&C MYNI 2019</p> <p>6. Orang Asli employees of the contractors received appropriate trainings & briefings and other necessities (PPE) to work as other local/foreign workers.</p> <p>7. No replanting currently at Sg Jernih CU Plantations.</p> <p>8. All Orang Asli villages have access to clean water. Kampung Dungun have access to clean water from nearby rivers..</p> <p>9. No hunting was carried out by Orang Asli communities within Sg Jernih CU area or at estate boundary. This is due to scarcity of boar/monkey/fish and birds within the estates. The Orang Asli preferred to hunt in the Ibam Forest Reserve where they have access.</p> <p>10. Primary education for children of the Orang Asli villages are at the SK Bandar Dua and SK Kota Perdana while their secondary education are in Bandar Muadzam.</p>

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Clause	Indicators	Comply Yes/No	Findings
	boundary. 10.Education for the Orang Asli children.		
	<u>What CU needs to do to address the issues</u> 1.FPIC with the affected Orang Asli communities on the estate operation. 2.Annual external stakeholder consultation with Orang Asli representative. 3.Stakeholder consultation with the community had been conducted during initial SIA assessment. 4.Review social action plan with participatory of affected Orang Asli. 5.Brief and circulate grievances/ disputes mechanism/procedure. 6.To offer job opportunity to Orang Asli – male & female. 7.Protection of Orang Asli sacred area or grave. 8.CSR to Orang Asli - grass cutting, LF collection, nursery, road/bridge maintenance, food donation, transport services for Orang Asli children to go to school, etc.	YES	<ol style="list-style-type: none"> 1. No FPIC issues with the Orang Asli communities at Sg Jernih CU. This is confirmed by the representatives of Kampung Jenang Baru, Kg Runchang, Kg Dungun and Kg Wah Wah interviewed during the audit 2. Stakeholder's consultation with Orang Asli communities has been comprehensively and participatorily conducted on 4/6/2022. Sighted SIA Management Action Plan for 2022 at all Estates contains social issues that have been participatorily identified by the CU with the Orang Asli. The Plan contain measures for mitigating negative social impacts or enhancing positive social impacts. Social issues affecting stakeholders and neighbouring community, maintenance and monitoring of grievance were included in the Plan. However, no social issue affecting to Kg Dungun was noted. 3. A stakeholder consultation with Orang Asli community was initially done during initial SIA assessment. 4. The updated Social Action Plan (2022) for all Estates had included participatory feedback from the Orang Asli communities (refer to Orang Asli village requests and resolution during Stakeholder's meeting) 5. The Orang Asli communities had been given briefing on grievance/dispute mechanism through stakeholders' consultation on 4/6/2022 6. Jobs opportunity for both male and female Orang Asli villagers was provided indirectly by Sg Jernih CU through appointment of Orang Asli workers by contractors for loosefruits collection and Harvesting. Also direct employment by the mill and plantation. 7. No Orang Asli villages sacred place and cemeteries located within Sg Jernih CU Plantations 8. Sg Jernih CU had continued to provide CSR to Orang Asli communities as evidenced by donations, road repairs/Maintenance etc

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

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	<p>For the time-bound plan, Boustead Plantations Berhad has committed to ensure all their certification unit (CU) to be certified within 5 years i.e. year 2019 to 2024. Samples TBP as per below:</p> <p><u>Tawai Business Unit -2021-2023</u> New Acquisition in 2018 and 2019, the planning to certified in 2021. However, due to the pandemic Covid-19, the company need to postpone to 2023, apart from that the company plans to certify another 1 business unit consisting of 1 mill and 5 supply base and 3 estate without mill in 2022.</p> <p><u>Kanowit Business Unit-2021-2024</u> The company has put out a Request for Proposal (RFP) for all assets in Sarawak. The process for disposal is in progress and waiting for a potential buyer.</p> <p><u>Loagan Bunut Business Unit 2021-2024</u> The company has put out a Request for Proposal (RFP) for all assets in Sarawak. The process for disposal is in progress and waiting for a potential buyer.</p> <p>Sighted an evidence submission of "RSPO TBP Revision Template to RSPO on 21/04/2022 and was approved by RSPO.</p>
	(b)	Progress towards this plan shall be verified and reported on in subsequent annual surveillance audits by the CB. Where the CB conducting the surveillance audit is different from the CB which first accepted the time-bound plan, the later CB shall accept the appropriateness of the time-bound plan at the moment of first involvement and shall only check continued appropriateness;	YES	There are twelve (12) CU highlighted in the time-bound plan and the certification progress consistent with that in the time-bound plan. The progress details as provided in the TBP in Attachment 7. For another 4 CUs i.e. Lapan Kabu / Sugut / Loagan Bunut / Pertama / Kanowit and Tawai, the Sustainability Section team has conducted the periodic internal audit accordingly.
	(c)	Any revision to the time-bound plan or to the circumstances of the company shall cause the time-bound plan to be reviewed by the CB. Changes to the time-bound plan are permitted only where the organization can demonstrate to the CB that they are justified. The requirements will also apply to any newly acquired subsidiary from the moment that the company is legally registered with the local	YES	There was revision of the time-bound plan being updated on 21/04/2022. Details as per attachment 7. This is due newly acquired properties i.e. Tawai CU in Telupid Sabah in 2019 from Sit Seng & Sons Realty Sdn Bhd. As per RSPO Certification System for P&C June 2017; new acquisitions shall be certified within a three-year timeframe.

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		notary or chamber of commerce (or equivalent);		
	(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	The details of the Time Bound Plan described as per attachment 6. Boustead Plantation Berhad is progressively undergoing the RSPO Certification process towards 100% RSPO certification of estates/mills. Details were provided in the Time Bound Plan described as per attachment/revision in the TBP. As of this audit and Verification of documents and Timebound Plan there are no isolated lapses and fundamental failure to proceed with implementation of the plan in implementation of a time-bound plan.
5.5.3 Requirements for uncertified management units:	(a)	No replacement of primary forest or any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. Any new plantings since 1 st January 2010 shall comply with the RSPO New Planting Procedure (NPP). For each new planting development, compliance with the NPP shall be verified by an RSPO accredited CB;	YES	Verification through www.globalforestwatch.com , GOOGLE maps data, estates maps and through HCV assessment report, and planting profile evidenced that there was no new planting and no new development of area observed.
	(b)	Land conflicts, if any, are being resolved through a mutually agreed process, such as the RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 4.4, 4.5, 4.6, 4.7 and 4.8;	YES	<p>It is confirmed that land conflict was resolved through FPIC processes which facilitates compliance with requirement of RSPO, accordance to:</p> <ul style="list-style-type: none"> • Criteria 4.4 – on adequate participation and negotiated agreements (Sighted PMC minutes of meeting) • Criteria 4.6 – on land acquisition whereby the right to use the land is demonstrated. (Refer Memorandum of Consent (MOC) between NCR Landowners & LCDA (as Managing Agent), (Refer Joint Venture Agreement (JVA) between Boustead Plantation Berhad, BPB and Pelita Holding Sdn Bhd (PHSB) to develop land into oil palm plantation) • Criteria 4.7 – on mutual agreement for identifying people entitled to compensation is in place. • Criteria 4.8 – on the condition of land use as per land title to show evidence that necessary action has been taken to resolve the conflict with relevant parties. <p>These were reviewed - MRRS: Q-021053- 05/2012; Q-02-105405/2012; Q-01-282-06/2012. (Refer www.kehakiman.gov.my/judgment/file/Q-02-1053-052012) and application no. 08(f)-449-09/2014(Q) Appellate Jurisdiction)</p> <p>The management of BPKSB have conforms & respect all parties by adopting FPIC to protects community rights and investors from risks. In addition, those mechanism is part of best practice standards and requirement of RSPO</p> <p>There was also Series of External Audit through MSPO Certification on their uncertified unit being made:</p> <p>a) Teluk Sengat Estate (19-22/11/2021)</p>

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				<ul style="list-style-type: none"> b) Lapan Kabu Estate (21-22/10/2021) c) Rimba Nilai (Sugut) CU (10-15/03/2022) d) Tawai CU (14-18/06/2021) e) Loagan Bunut & Kanowit CU (11-15/11/2021) <p>The audit was conducted against MSPO P&C and MSPO Partial Certification Requirements.</p>
	(c)	Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2;	YES	<p>Series of Internal Audit and External Audit (MSPO Certification) on their uncertified unit was conducted as reported above.</p> <ul style="list-style-type: none"> a) The audit was conducted against RSPO P&C and RSPO Partial Certification Requirements. b) There was no case of labour dispute reported in the internal audit report. <p>The management also has established grievances, compliant, and disputes mechanism which is open to all affected parties and ensures anonymity of complainant. There is "Carta Organisasi Panel Aduan" (Panel of Complaint Committee) to handle complaint or grievance, including related to gender issues.</p> <p>The management had taken prudent action by conduct engagement and recommended action plans to:</p> <ul style="list-style-type: none"> a) Improved communication and engagement (PMC Meeting-With present of LCDA, Land Survey, BPKSB b) Personnel, BEA), MCCM Meeting, Estate Management Meeting) c) Review communication and consultation as well as complaint and grievance procedures. d) Trained staff and create awareness among stakeholder on the Procedures (RSPO UBU Internal Assessment)
	(d)	Legal non-compliance, if any, is being addressed through measures consistent with the requirements of RSPO P&C criterion 2.1;	YES	<p>Series of Internal Audit and External Audit (MSPO Certification) on their uncertified unit was conducted as reported above.</p> <ul style="list-style-type: none"> a) The audit was conducted against RSPO P&C and RSPO Partial Certification Requirements. b) Several issues of legal non-compliance reported in the internal audit report such as lapses in scheduled waste management, and it's being solved progressively. <p>The management also has established a list on "Legal and Other Requirement Register" There are 15 sections of requirements subscribed to the Plantations & Mills operation.</p>

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

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

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ATTACHMENT 4

DETAILS OF NON-CONFORMITIES AND CORRECTIVE ACTIONS TAKEN

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Root Cause & Corrective Action Taken by the CU	Verification Statement by Auditors
DA 01 2022 6.2.4 (C)	Major	<p>Finding: The CU did not provide adequate housing and sanitation facilities according to National laws, or their absence the ILO Guidance on Workers' Housing Recommendation No. 115.</p> <p>Workers' Minimum Standards of Housing and Amenities Act 1990 – Section 6 (1) (c), Section 23 (1) (b)</p> <p>ILO Guidance on Workers' Housing Recommendation No. 115 - Health and safety</p> <p>Objective evidence: During site inspection at housing area (LTTT Estate and Bebar Estate), observed that:</p> <ol style="list-style-type: none"> 5) All housings were not kept in good state of painted to present a satisfactory appearance. 6) Few housings without mosquito netting due to broken. 7) Few monsoons drain design is not permanent and not concrete floor. 8) Concreate monsoon drain/parameter design was not kept in a good state of repair and clear of refuse or undergrowth to permit free flow of water 	<p>The root cause:</p> <p>LTT-T Estate:</p> <ol style="list-style-type: none"> 1. Annual repainting program was carried out by phase with average of 16 units of housing repainted per year. However, during the surveillance audit, the repainting programme for the inspected housing was still in tendering process. 2. Mosquito netting was provided to all workers housing at LTTT Estate. The replacement program being carried out phase by phase with average of 24 units of housing repaired per year. The affected houses were in line for mosquito netting replacement. 3. The construction of monsoon drain is still in progress during the surveillance audit. 4. Concrete and perimeter drain upkeep was carried out by phase in every 3-month interval. However, during the surveillance audit, the works could not be completed due to the workers shortage issues. <p>Bebar Estate:</p> <ol style="list-style-type: none"> 1. Annual repainting programme was carried out by phase with average of 14 units of housing repainted per year. However, during the surveillance audit, the repainting programme for the inspected housing was still in tendering process. 2. Mosquito netting was not provided to all workers housing at Bebar Estate. 3. The construction is still in progress during the surveillance audit. 4. Concrete and perimeter drain upkeep was carried out by phase for every 3-month interval. 	<p>Auditor have verified evidence attached of:</p> <p>Bebar Estate Bebar has established 5-year planning for mosquito netting installation (2023-2027). Currently, as initiative to comply with the legal requirement, Bebar Estate has initiate to carried out the installation of mosquito netting for 10-unit workers quarters. The works estimated to be completed at the end of October 2022. Attached is 5 Years OWA Improvement Plan 2023–2027 and image of work progress CU also has established-year planning for construction of monsoon drain (2023-2027). Currently, as initiative to comply with the legal requirement, Bebar Estate has initiate to carried out the construction of monsoon drain to channel out excess water at workers quarters. The works estimated to be completed in the mid of November 2022. Todate, Bebar Estate still waiting for the delivery of U-Drain from local supplier. However, ground preparation of the construction has begun in October 2022. Attached is 5 Years OWA Improvement Plan 2023 – 2027 and image of corrective action has been made by CU.</p> <p>LTT Estate Only 2 housing was delayed in</p>

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			<p>However, during the surveillance audit, the works could not be completed due to the workers shortage issues.</p> <p>Corrective action LTT-T:</p> <ol style="list-style-type: none"> 1. To complete the current year repainting programme within 3 months. 2. To install mosquito netting to every single unit of workers housing phase by phase according to 5 years OWA improvement Plan. 3. To complete the construction of new concrete monsoon drain within 3 months. 4. To ensure the cleanliness of the monsoon and perimeter drain at workers housing within 3 months. <p>Bebar Estate</p> <ol style="list-style-type: none"> 1. To complete the current year repainting programme within 3 months. 2. To install mosquito netting to every single unit of workers housing phase by phase according to 5 years OWA improvement Plan. 3. To complete the construction of new concrete monsoon drain within 3 months. 4. To ensure the cleanliness of the monsoon and perimeter drain at workers housing within 3 months. 	<p>repainting, change of mosquito net, and drainage maintenance programmed. Sighted picture immediate action has been made by paint all the 2 houses, repair the broken drainage, and change the broken mosquito net.</p> <p>Status: Closed</p>
DA 02 2022 6.7.1 (C)	Major	<p>Finding: Sg. Jernih POM did not complied with Occupational Safety And Health (Safety And Health Committee) Regulations 1996: Regulation 8 Adequate employee representation. Regulation 13 Investigation into any accident, etc. – Subsection 3</p> <p>Objective evidence: Sample OSH Committee minutes meeting at Sg. Jernih POM sighted:</p> <ul style="list-style-type: none"> • There is no structure to differentiate between 	<p>The root cause:</p> <ol style="list-style-type: none"> 1) Current structure is more focus on employer representative. This because for the employee representative, mill has assigned every clerical staff to brings out of any issues or reported cases by their subordinates during the meeting. 2) Existing attendance record only show the name of participants. 3) Investigation on accident were done on separate meeting that does not involve all of the mill OSH Committee members 	<p>Auditor have verified evidence attached of:</p> <ol style="list-style-type: none"> 1) Mill has enhanced further on current OSH Committee with the latest appointment of employee representatives from various work stations. 2) Mill will continuously develop appropriate method to determine the attendance of representative by establishing attendance checklist.

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		<p>representatives of employer and representatives of employees. Besides that, there is no method to determine absence of the representative. Furthermore, the representatives of employees in a safety and health committee were not able to represent the various sections of a place of work such as sterilization station, threshing station, pressing station, workshop, etc. Based on minutes also sighted, very less participation of employee's representative which contradict with safety committee appointed.</p> <ul style="list-style-type: none"> • There is no investigation report any accident, near-miss accident, dangerous occurrence, occupational poisoning, or occupational disease which has occurred at the place of work were discussed in the minutes meeting. 	<p>Corrective action:</p> <ol style="list-style-type: none"> 1) Mill has appointed the employee representative from various work stations. 2) Meeting attendance checklist will be established to determine the participation from all OSH committee member. 3) Investigation report on accident occurrence will be improvised and include in OSH meeting with all committee member 	<ol style="list-style-type: none"> 3) Mill has enhanced on the OSH meeting participation of employees' representative by creating a MEMO on OSH meeting including with the latest chairman, secretary, employer representative and employee representative. 4) CU has discuss with all committee member of any accident happen as per NADOPOD regulation in established format for OSH meeting. Sighted latest meeting on date 11/10/2022 and details the agenda as per below: <ul style="list-style-type: none"> - Ucapan Pengerusi. • Semakan & Pengesahan Minit Mesyuarat 29 Jun 2021. • Pegumuman dan Taklimat Berkenaan Tugas-tugas Wakil Pekerja dan Wakil Majikan. • Kajian Berkenaan Kemalangan di Tempat Kerja. • Laporan Pemeriksaan Tempat Kerja. • Hal-hal Berbangkit. • Penutup
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ATTACHMENT 5

STATUS OF NON-CONFORMITIES PREVIOUSLY IDENTIFIED

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Verification Statement by Auditors	status
RZ 03 of 2022 6.5.1 (C)	Major	Finding: Sg Jernih Business Unit was not able to demonstrate the implementation of the Sexual Harassment Policy dated 2 December 2019. Objective evidence: Complaints were received from female workers regarding unwanted behavior of a sexual nature at the workplace.	There were established "Policy and Procedures – Managing Sexual Harassment in the Workplace, doc no HR/2022/023/002 dated 1 Mac 2022. There was training conducted on the sexual harassment at workplace dated 24 Mac 2022. The complaints that received from female workers regarding unwanted behavior were resolved as they were changes of works has been made i.e transferred related person to the other estate.	closed
RZ 01 of 2022 2.2.2	Minor	Finding: Service providers, namely, sundry shop and canteen operators at Bebar Estate and Sg. Jernih Estate were not able to demonstrate that they have complied with applicable legal requirements Objective evidence: 1) The sundry shop operator at Bebar Estate is selling LPG without license as required under Section 16 Control of Supplies Act 1961. 2) The canteen operator at Bebar Estate is operating the food canteen: a. Without business license as required under Section 5(1) Registration of Businesses Act 1956. b. Employing and allowing food handlers to work at the canteen without attending food handling training, and allowing food handlers to work at the canteen without being medically examined and vaccinated by a registered medical practitioner as required under Regulation 11 of Food Hygiene Regulations 2009. 3) The canteen operator at Sg Jernih Estate is operating the food canteen: a. Without business license as required under Section 5(1) Registration of Businesses Act 1956; b. Allowing food handlers to work at the canteen without attending food handling training as required under Regulation 11 of Food Hygiene Regulations 2009. 4) During interview with 10 contractors' workers at Sg. Jernih Estate was informed they was not entitled to get paid Annual Leave benefits as per Employment	1. Letter from Bebar Estate to Yong Seen (sundry shop operator) prohibiting the latter to sell LPG without authorization from KPDNHEP (dated 15/2/2022). Auditor's visit to the shop had confirmed no sale/storage of LPG cannisters at the premise. 2. Business license as required under Section 5(1) Registration of Businesses Act 1956 were available for all Canteen Operators at Sg Jernih CU. 3. All food handlers working at the canteens at Sg Jernih CU had attended food handling training and had been medically examined and vaccinated by a registered medical practitioner as required under Regulation 11 of Food Hygiene Regulations 2009. Sampled documents for Rosnawati Subhi (canteen operator at Bebar Estate) showed Business License (No: 21353, MD Rompin), attended certificate for 'Course on Food Handling' dated 8/6/20220 and medical examination/vaccinated on 14/7/2022. 4. Review of the Employment contract and interview with 2 contractors' workers at Sg. Jernih Estate found they clause of entitlement to get paid Annual Leave benefits as per Employment Act, 1955 & Collective agreement NUPW/MAPA, agreement 2019– Fringe Benefits- article 18- Annual Leave. Contractor's workers also confirmed they were granted annual leaves as per entitlement.	closed

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		Act, 1955 & Collective agreement NUPW/MAPA, agreement 2019– Fringe Benefits- article 18- Annual Leave.		
RZ 02 of 2022 2.1.2	Minor	<p>Finding: A documented system for ensuring legal compliance was not in place. Condition imposed by the Labour Office for workers' salary deductions (for water and electricity) has not been followed.</p> <p>Objective evidence: Labour Office permit dated 7.07.2017 issued to Bebar Estate for salary deduction for water and electricity (Ref: JTK.PHG.600-2/11/3 Jld 3 (17)) requires that written application be obtained from the workers. Workers' written applications were obtained in 2011 only. Bebar Estate was not able to demonstrate that written applications from workers employed after 2011 have been obtained.</p>	<p>Sustainability Department Executive who is based in Kuala Lumpur is responsible to track any changes to the Acts and Regulations. This was done through communicating with the publisher of the documents. This mechanism was outlined in its procedure. The updating of the legal register was carried out on a periodical basis. Any change in the legal register is communicated to the respective CUs.</p> <p>Sg. Jernih CU followed the Boustead's documented system for identifying, tracking, accessing and updating the legal requirements. It had ensured that all applicable legal requirements pertaining to RSPO had been established, implemented and maintained. Sg. Jernih CU had documented a list of all the applicable laws and regulations relevant to its operations. Document titled "Legal and Other Requirements Register (LORR)" maintained available at Sg. Jernih CU. The document last updated on 01/07/2022 by Sustainability Boustead HQ. Guided by the established procedure, the annual evaluation of compliance was carried out concurrently with the review of legal register by sustainability and HR team. The legal register included the following legal requirements:</p> <ul style="list-style-type: none"> a) Occupational Safety and Health Act 1994 (NADOPOD Regulation 2004, Safety Health Committee Regulation 1996, USECHH Regulation 2004) etc. b) Pesticides Act 1974 and Regulations, c) Environment Quality Act 1974 (Prescribed Premise (CPO) Regulations 1977, Clean Air Regulation 1978 Amend. 2014, Scheduled Waste Regulation 2005 etc. d) MPOB Regulations (Licensing) 2005, e) Industrial Code of Practice for Confined Space 2010, f) Passports Act 1966 g) Minimum Wages Order 2022 h) Immigration Act 1959 i) Workers' Minimum Standard of Housing and Amenities Act 1990 j) Factories and machineries (steam boiler and unfired pressure vessel) regulation 1970 & (amendment) regulation 2017. k) Noise exposure monitoring 2019 l) Prevention and control of infectious disease regulation 2020 m) Employee minimum standards of housing accommodations and amenities act 1990-act 446 as at February 2021 n) ILO guidance on workers housing recommendation no.115 <p>At all estates & POM management has appointed assistant manager as personnel to monitor legal requirements and was trained by the HQ officer. Also</p>	closed

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			was sighted, Worker's salary deduction consent letter regarding salary deduction for water bill has been issued to the workers on 2 February 2022. All employees have agreed and give their consent	
RZ 04 of 2022 6.5.4	Minor	Finding: The available grievance mechanism is not suitable for cases involving sexual harassment Objective evidence: The available grievance mechanism for sexual harassment does not provide complainants with an immediate and direct access to an independent investigative body. The grievance mechanism also does not respect anonymity, nor provide protection to complainants where requested.	There was established "Policy and Procedures – Grievance Procedure" dated 1 Mac 2022. Para 5.8.2 stated that "The company gives full assurance that the complainant will be protected and will not be threatened or disclosure of the complainant's information to the parties involved". There was training conducted on 24 Mac 2022	closed

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ATTACHMENT 6 – Timebound Plan

Boustead Plantations Berhad Time Bound Plan on RSPO Certification (Apr 2022)

No	PMU	Loc	Main Assessment	Certification Status	Status	Updated Information for Partial Certification, Clause 4.5.3 RSPO Time-bound Plan & 4.5.4 Requirements for uncertified management units
1.	Sg. Jernih BU	Pahang			Completed	nil
2.	Nak BU	Sabah			Completed	nil
3.	Trong BU	Perak			Completed	nil
4.	Segaria BU	Sabah			Completed	nil
5.	Segamaha BU	Sabah			Completed	nil
6.	Telok Sengat BU	Johor			Completed	nil
7.	Lepan Kabu Bekoh Eldred	Kelantan Johor Johor	2022	-	CB appointment process Deferred to 2022 (initially 2020) (Delayed due to Pandemic Covid-19 and land liability disclosure)	BPB in progress of RFQ (Request For Quotation) stage to appoint CB and the audit will be conducted by this year.
8.	Rimba Nilai (Sugut) BU	Sabah	2022	-	CB appointed Deferred to 2022 (initially 2020) (Delayed due to Pandemic Covid-19)	
9.	Tawai BU	Sabah	2023	-	New Acquisition in 2018 and 2019, the planning to certified in 2021. However, due to the pandemic Covid-19, the company need to postpone to 2023, apart from that the company plans to certify another 1 business unit consisting of 1 mill and 5 supply base and 3 estates without mill in 2022.	Revised TBP approved by RSPO
10.	Kanowit BU	Sarawak	2024	-	The company has put out a Request for Proposal (RFP) for all assets in Sarawak. The process for disposal is in progress and waiting for a potential buyer.	