

# IOI CORPORATION BERHAD

RSPO Membership No: 2-0002-04-000-00

PLANTATION MANAGEMENT UNIT  
**Mayvin Incorporated Sdn Bhd**  
**- Mayvin POM & Estates Grouping**  
Sandakan, Sabah, Malaysia



Valued Quality. Delivered.

## Assessment Report

*"This report (including any enclosures and attachments) has been prepared for the exclusive use and benefit of the addressee(s) and solely for the purpose for which it is provided. Unless we provide express prior written consent, no part of this report should be reproduced, distributed or communicated to any third party. We do not accept any liability if this report is used for an alternative purpose from which it is intended, nor do we owe any duty of care to any third party in respect of this report."*

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 2 of 99

**ANNUAL SURVEILLANCE ASSESSMENT REPORT**  
**ON RSPO CERTIFICATION**

**PUBLIC SUMMARY REPORT**

**IOI CORPORATION BERHAD**

RSPO Membership No: 2-0002-04-000-00

**PLANTATION MANAGEMENT UNIT**  
**Mayvin Incorporated Sdn Bhd**  
**Mayvin POM & Estates Grouping**  
Sandakan, Sabah, Malaysia

**Certificate No:**

Original Start date:

Expiry date:

**RSPO 926888**

22 Dec 2010

21 Dec 2020

**Assessment Type**

Re-Certification

Annual Surveillance Assessment (ASA-01)

Annual Surveillance Assessment (ASA-02)

Annual Surveillance Assessment (ASA-03)

Annual Surveillance Assessment (ASA-04)

ASA-04 On-site Verification

Re-Certification

**Assessment Dates**

26 - 30 Oct 2015

17 - 20 Oct 2016

09 - 12 Oct 2017

08 - 12 Oct 2018

16 (HQ), 19 - 23 Aug 2019 (Sites)

14 -15 Nov 2019

**Intertek Certification International Sdn Bhd**

D-28-3, Level 28, Menara Suezcap 1, No. 2, Jalan Kerinchi, Gerbang Kerinchi Lestari, 59200 Kuala Lumpur, Malaysia.

Tel: +00 (603) 7931 0032 Fax: +00 (603) 7931 0419 Email: ia.mysbaenquiry@intertek.com

Website: www.intertek.com

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 3 of 99

**TABLE OF CONTENTS**

<b>Section</b>	<b>Content</b>	<b>Page No</b>
<b>1.0</b>	<b>SCOPE OF ASSESSMENT</b>	4
1.1	Introduction	4
1.2	Location (address, GPS and map) mill, estates and hectarage	4
1.3	Description of supply base (fruit sources)	4
1.4	Year of plantings and cycle	5
1.5	Summary of Land Use – Conservation and HCV Areas	6
1.6	Other certifications held and Use of RSPO Trademarks	6
1.7	Organizational information/contact person	7
1.8	Tonnages Verified for Certification	8-9
1.9	Time Bound Plan – Evaluation on Multiple Management Units	10-14
1.10	Abbreviations Used	15
<b>2.0</b>	<b>ASSESSMENT PROCESS</b>	16
2.1	Assessment Methodology, Plan & Site Visits	16
2.2	Date of next scheduled visit	16
2.3	Qualifications of the Lead Assessor and Assessment Team	16
2.4	Certification Body	16
2.5	Process of Stakeholder consultation	17-18
<b>3.0</b>	<b>ASSESSMENT FINDINGS</b>	19
3.1	Summary of findings	19-65
3.2	Status of Identified Noncompliance and Corrective Actions, Observations and Identified Positive Elements	66-77
3.3	Summary of Feedback Received from Stakeholders and Findings	77-79
<b>4.0</b>	<b>ASSESSMENT CONCLUSION AND RECOMMENDATION</b>	
4.1	Acknowledgement of Internal Responsibility and Confirmation of Assessment Findings	80
4.2	Intertek RSPO Certification Details for Mayvin Grouping	81-82
<b>APPENDICES</b>		
Appendix A	Qualifications of the Lead Assessor and Assessment Team	83
Appendix B	Assessment Plan & On-Site Verification (prior closure of Major NCs)	84-87
Appendix C	Maps of location – Mill and Estates	88-93
Appendix D	Time Bound Plan - Updated and Evaluated	94-99

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 4 of 99

**1.0 SCOPE OF ASSESSMENT**

**1.1 Introduction**

This Surveillance Assessment was conducted on **Mayvin Incorporated Sdn Bhd - Mayvin POM & Estates Grouping** of IOI Corporation Berhad (hereafter abbreviated as IOI), from **16 - 23 August 2019**, to assess the organization's operations of the mill and its supply bases are in compliance against the RSPO Principles and Criteria (Apr 2013), Malaysian National Local Indicators (MYNI 2014) and the RSPO Supply Chain Certification Standard (Jun 2017) for Palm Oil Mill.

The plantation management unit (PMU) or management unit is equivalent to a certification unit as defined in the RSPO Certification Systems Document. Each PMU consists of one mill and its supply bases which are made up of estates owned by IOI Corporation Berhad (IOI).

**1.2 Location (address, GPS and map) of palm oil mill and estates**

The Mayvin Grouping consists of one (1) palm oil mill, namely Mayvin Palm Oil Mill and five (5) estates as indicated in Table 1 below, which includes the addresses and GPS locations of the mill and estates. The 5 estates are all IOI owned estates. The location maps are provided in **Appendix C**.

**Table 1: Address of Palm Oil Mill, Estates and GPS Location**

	Name (as per Legal Registration / MPOB Licence)	Address	GPS Reference	
			Latitude	Longitude
	Mayvin Incorporated Sdn Bhd Mayvin Palm Oil Mill Capacity: 60MT/hr	Mayvin Incorporated Sdn Bhd, Mile 75, Sandakan/ Telupid Road, WDT No. 164, 90009, Sandakan, Sabah, Malaysia.	N 05°33'19.08"	E 117°13'35.18"
1	Sri Mayvin Incorporated Sdn Bhd Mayvin 1 Estate	Sri Mayvin Plantation Sdn Bhd, Mile 75, Sandakan/ Telupid Road, WDT No. 164, 90009, Sandakan, Sabah, Malaysia.	N 05°35'03.12"	E 117°13'52.10"
2	Sri Mayvin Incorporated Sdn Bhd Mayvin 2 Estate	Sri Mayvin Plantation Sdn Bhd, Mile 75, Sandakan/ Telupid Road, WDT No. 164, 90009, Sandakan, Sabah, Malaysia.	N 05°32'40.31"	E 117°13'30.79"
3	Palmco Plantation (Sabah) Sdn Bhd Tangkalap Estate	Palmco Plantations (Sabah) Sdn Bhd, Mile 75, Sandakan/ Telupid Road, WDT No. 164, 90009, Sandakan, Sabah, Malaysia.	N 05°29'33.32"	E 117°15'52.63"
4	Gamore Corporation Sdn Bhd Mayvin 5 Estate	Gamore Corporation Sdn Bhd, Mile 75, Sandakan/ Telupid Road, WDT No. 164, 90009, Sandakan, Sabah, Malaysia.	N 05°28'22.37"	E 117°20'12.01"
5	Gamore Corporation Sdn Bhd Mayvin 6 Estate	Gamore Corporation Sdn Bhd, Mile 75, Sandakan/ Telupid Road, WDT No. 164, 90009, Sandakan, Sabah, Malaysia.	N 05°29'1.57"	E 117°22'22.30"

**Table 1-1: Listing of MPOB Licenses and Validity**

Name of Operating Unit (as per MPOB License Name)	MPOB License No.	Validity Period
--	------------------	-----------------

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 5 of 99

Mayvin Incorporated Sdn Bhd Mayvin Palm Oil Mill Capacity: 60MT/hr		500271304000	01.11.2019 – 31.10.2020
1	Sri Mayvin Incorporated Sdn Bhd Mayvin 1 Estate	508801402000	01.07.2019 – 30.06.2020
2	Sri Mayvin Incorporated Sdn Bhd Mayvin 2 Estate	508801402000	01.07.2019 – 30.06.2020
3	Palmco Plantation (Sabah) Sdn Bhd Tangkulap Estate	502653102000	01.06.2019 – 31.05.2020
4	Gamore Corporation Sdn Bhd Mayvin 5 Estate	502715502000	01.08.2019 – 31.07.2020
5	Gamore Corporation Sdn Bhd Mayvin 6 Estate	502715502000	01.08.2019 – 31.07.2020

### 1.3 Description of supply base (fruit sources)

The supply base i.e. FFB sources to the POM at Mayvin Grouping PMU are from the abovementioned 5 estates. For year 2018/2019, there was no FFB diverted from other certified estates under IOI Corporation Berhad. Verification done on site during the assessment confirmed that there were no outgrowers / independent suppliers / smallholders involved in the supply of FFB to the said PMU.

Details of the planted hectareage for the FFB supply for Mayvin Grouping are as shown in Table 2 below.

**Table 2: Estate Area Summary**

Name of Estate		Area Summary (ha) – Previous Year 2018		Area Summary (ha) – Current Year 2019	
		Certified (Titled) Area	Total Planted Area	Certified (Titled) Area	Total Planted Area
1	Sri Mayvin Incorporated Sdn Bhd Mayvin 1 Estate	1610.00	1489	1610.00	1487
2	Sri Mayvin Incorporated Sdn Bhd Mayvin 2 Estate	1812.81	1608	1812.81	1608
3	Palmco Plantation (Sabah) Sdn Bhd Tangkulap Estate	2277.45	2060	2277.45	2060
4	Gamore Corporation Sdn Bhd Mayvin 5 Estate	1765.18	1586	1765.18	1586
5	Gamore Corporation Sdn Bhd Mayvin 6 Estate	1836.82	1683	1836.82	1683
<b>Total:</b>		<b>9,302.26</b>	<b>8,426</b>	<b>9,302.26</b>	<b>8,424</b>

Notes:

1. This Assessment covered the overall land use for oil palm plantation areas and the identified Conservation areas including HCV areas marked out at the selected estates.
2. The estates sampled for this Assessment have been selected based on their potential risks on social, environmental and biodiversity issues such as their proximity to forest reserves, hill sides, riparian zones and high conservation value areas.
3. Slight reduction in planted areas (2 ha) due to ongoing replanting and re-survey of land at Mayvin 1 estates (i.e. land allocated to road access and infrastructures buildings etc.)

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 6 of 99

**1.4 Summary of plantings and cycle**

The 5 estates are currently in the 1<sup>st</sup> and 2<sup>nd</sup> cycle of planting for the oil palms and the age profile is as shown in Table 3.

**Table 3: Age Profile of Planted Oil Palm (Current Year: 2019)**

	<b>Estate Name</b>	<b>Year of Planting</b>	<b>Cycle of Planting</b>	<b>Mature OP (ha) – Above 3 years</b>	<b>Immature OP (ha) – 3 years &amp; below</b>	<b>Total (ha) - Planted</b>
1	Mayvin 1 Estate	1994, 1995	1 <sup>st</sup>	528	0	528
		2014, 2015, 2016, 2018, 2019	2 <sup>nd</sup>	477	482	959
	S-total			1,005	482	1,487
2	Mayvin 2 Estate	1994, 1995, 1996	1 <sup>st</sup>	450	0	450
		2015, 2016, 2017, 2018	2 <sup>nd</sup>	831	327	-
	S-total			1,281	327	1,608
3	Tangkulap Estate	1994	1 <sup>st</sup>	239	0	239
		2013, 2014, 2015, 2017	2 <sup>nd</sup>	1616	205	-
	S-total			1,855	205	2,060
4	Mayvin 5 Estate	1996, 1997	1 <sup>st</sup>	1,586	0	1,586
		S-total			1,586	0
5	Mayvin 6 Estate	1997, 1998	1 <sup>st</sup>	1,683	0	1,683
		S-total			1,683	0
<b>G-Total</b>				<b>7,410</b>	<b>1,014</b>	<b>8,424</b>

**1.5 Summary of Land Use, Conservation and HCV Areas**

The summary of Conservation and HCV Areas as identified in Mayvin Grouping during this assessment is as shown in Table 4 below:

**Table 4: Statement of Land Use (including Conservation and HCV Areas)**

<b>#</b>	<b>Statement of Land Use (Ha)</b>	<b>Hectarage – Ha (Current year: 2019)</b>
1	<b>Oil Palm - Planted Area (ha)</b>	8,424
	- OP Mature (Production)	7,410
	- OP Immature (Non-Production)	1,014
	- OP Planted on Peat	0
	- Other crop such as Rubber etc.	0
2	<b>Conservation Area (ha)</b>	486.95

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 7 of 99

	- Conservation (forested)	0
	- Conservation (non-forested)	486.95
<b>3</b>	<b>HCV Area (ha)</b>	
	Areas which have HCV 1 to 6 as defined under HCV RN 2013	0

**1.6 Other certifications held and Use of RSPO Trademarks**

Currently, the other certification held by IOI Mayvin Grouping PMU is the ISCC certification which is valid. The RSPO's trademarks and logo are not used by the PMU audited. Instructions for use were provided and acknowledged by the PMU through a signed Memorandum of commitment agreeing to adhere to the latest "RSPO Rules on Communications & Claims" during the assessment.

**1.7 Organizational information / Contact Person**

At Head Office:

Mr. NB Sudhakaran  
Plantation Director  
IOI Plantation Services Sdn Bhd  
IOI City Tower Two, Persiaran IRC 2,  
IOI Resort City, 62502, Putrajaya, Malaysia  
Tel: 603-89478888  
Fax: 603-89478988  
Email: nb.sudha@ioigroup.com

At Mayvin Grouping:

Mr. Leang Hon Wai  
General Manager,  
IOI Plantation Services Sdn Bhd,  
Sandakan Regional Office,  
Mile 45, Jalan Sandakan/Telupid,  
W.D.T.No 164, 90009 Sandakan, Sabah, Malaysia  
Tel: 089 509101/102  
Fax: 089 509100  
Email: hwleang@ioigroup.com

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 8 of 99

**1.8 Tonnages Verified for Certification**

**1.8.1** The breakdown of all the suppliers and their tonnages of FFB supplied to the POM at Mayvin Grouping based on the actual tonnages is as in Table 5 below:

**Table 5: Tonnages Verified during Assessment**  
**(Actual: Oct 18 – Dec 18 & Jan 19 – July 19)**

#	Estate /Supplier	FFB Processed (MT)		Main Receiving Mill	Certified By
		Oct 18-Dec 18	Jan 19 – July 19		
1	Mayvin 1 Estate	7,026.32	14,877.75	Mayvin Palm Oil Mill	Intertek
2	Mayvin 2 Estate	5,897.47	12,788.23	Mayvin Palm Oil Mill	Intertek
3	Mayvin 5 Estate	13,355.49	24,884.59	Mayvin Palm Oil Mill	Intertek
4	Mayvin 6 Estate	15,507.93	24,952.54	Mayvin Palm Oil Mill	Intertek
5	Tangkalap Estate	12,514.23	21,728.70	Mayvin Palm Oil Mill	Intertek
	Total (under PMU):	<b>54,301.44</b>	<b>99,231.81</b>		
	Other Suppliers:	1,211.34	720.78		
	<b>Grand total</b>	<b>55,512.78</b>	<b>99,952.59</b>		

Note:

Other suppliers: FFB diversion from Meliau, Nangoh and Rungus Estate (under Pamol Sabah POM Grouping)



**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 9 of 99

**1.8.2** Total annual volumes / tonnages of FFB supplied from the supply base to Mayvin Grouping POM during the previous, current and projected period are as follows:

**Table 6: Annual Tonnages of FFB**

Estate / Supplier	Estimated FFB Processed (Jan 19 – Dec 19)		Actual FFB Processed				Projected FFB for processing (Jan 20 – Dec 20)	
			Oct 18-Dec 18		Jan 19 – July 19			
	MT	%	MT	%	MT	%	MT	%
Grouping estates: <b>(under certification)</b>	185,517	100 %	54,301.44	97.82 %	99,231.81	99.28 %	170,000	100 %
B. External Suppliers: <b>(certified)</b>	0	0%	1,211.34	2.18 %	720.78	0.72%	0	%
C. External Suppliers: <b>(non-certified)</b>	0	0%	0	0%	0		0	%
<b>Total</b>	<b>185,517</b>	<b>100.0 %</b>	<b>55,512.78</b>	<b>100 %</b>	<b>99,952.59</b>	<b>100 %</b>	<b>170,000</b>	<b>100.0%</b>
<b>SCCS Model for POM</b>	IP		IP		IP		IP	

**1.8.3** The annual certified tonnages of FFB, CPO and PK production by the PMU Grouping assessed during this current assessment and projected for next year are detailed as follows:

**Table 7: Annual Certified Tonnages – FFB, CPO & PK**

POM	Estimated (Oct 18 – Sept 19)		Actual				Projected (Oct 19 – Sept 20)	
			Oct 18-Dec 18		Jan 19 – July 19			
<b>Total Certified FFB Processed (MT)</b>	185,517	-	55,512.78	-	99,952.59	-	<b>170,000</b>	-
<b>Total Certified CPO Production (MT)</b>	40,812	OER: 22.00%	12,116.83	OER: 21.83%	21,964.08	OER: 22.18%	<b>37,400</b>	<b>OER: 22.00%</b>
<b>Total Certified PK Production (MT)</b>	9,740	KER: 5.25%	2,890.52	KER: 5.21%	4,908.82	KER: 4.11%	<b>8,500</b>	<b>KER: 5.00%</b>

Note:

Current Palm Trace License Validity period (2018 /2019): 15 Mar 2019 till 21 Dec 2019  
New Palm Trace License validity period (2019 /2020): 22 Dec 2019 – 21 Dec 2020

The POM has established and maintained procedures for the book keeping and monitoring requirements for the CPO at the mill. It is verified the POM has procedures for the '**Identity Preserved – IP**' model in accordance with the RSPO Supply Chain Certification Standards (SCCS) requirements. Verified activities and checked items for the **SCCS of the POM are reported in section 3.1.1.**

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 10 of 99

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

The IOI Plantations Group is a member of RSPO since 2004 and has been taking an active role in support of the RSPO certification.

Todate IOI Group manages a total of 19 Units of Certification which comprise 15 palm oil mills and over 90 oil palm estates throughout Malaysia and Indonesia. Currently, 14 of its Units have been certified with another 5 managed units still 'un-certified'.

IOI Group had reviewed their Time Bound Plan (TBP) from time to time with progressive declarations on new acquisitions of land for oil palm plantations since 2009 and recent years which have encountered operational issues at Sarawak, Malaysia and Kalimantan, Indonesia as stated under the updated Time Bound Plan.

Details of the updated Time Bound Plan as submitted by IOI and reviewed by Intertek are shown in **Appendix D**.

On overall, IOI Group had progressively implemented their TBP and its commitment to complete RSPO certifications on all its 'non-certified' units, targeted by 2023.

**Verification of requirements for Uncertified Management Units:**

<b>RSPO CS (2017) Clause 4.5.4</b>		
<b>(a) No replacement of primary forest or any area required to maintain or enhance HCVs in accordance with RSPO P&amp;C criterion 7.3. Any new plantings since January 1st, 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;</b>		
<b>Requirements</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<p>(a)</p> <ul style="list-style-type: none"> <li>Is there any replacement of primary forest or any area required to maintain or enhance HCVs in accordance with RSPO P&amp;C criterion 7.3</li> </ul>	<p>Updates on the RSPO CP Complaints case tracking was referred to on issues related to this on IOI's uncertified units prior to and during the audit.</p> <p>Verified that incidences of HCV clearance that were reported at the IOI's 3 uncertified units at Kalimantan, Indonesia namely PT BSS, PT SKS and PT BNS since year 2010 is being resolved as per the RSPO NPP and RSPO CP Complaints processes.</p> <p>Another 1 unit namely PT KPAM at Kalimantan, had undergone the NPP public consultation and HCSA was approved in April 2018. Currently, the plantation is under development and pending issuance of Local Government HGU.</p> <p>Reports on the NPP progress made to resolve the issues at the said units were checked and monitored till latest update made available on: Refer to Weblink: <a href="https://askrspo.force.com/Complaint/s/case/50090000028Erz8AAC/detail">https://askrspo.force.com/Complaint/s/case/50090000028Erz8AAC/detail</a></p> <p>Monitoring details and updates are verified. Refer to: <b>Appendix D</b>.</p> <p>As at this current assessment, there has been no other incidences of any replacement of primary forest at any other area under the IOI group.</p>	Complied
<ul style="list-style-type: none"> <li>Is there any new plantings since January 1st 2010 and did the</li> </ul>	<p>The new plantings since 1 Jan 2010 at were reported as per the IOI submitted TBP (updated in Mar 2019).</p>	

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 11 of 99

<p>new plantings comply with the RSPO New Planting Procedure (NPP)</p>	<p>Refer to: <b>Appendix D.</b></p> <p>Based on sources of publicly available at RSPO and IOI websites, and feedback from stakeholder consultations, it is verified that the 4 uncertified units identified (where new plantings occurred) have been making progress to comply with the RSPO NPP (2015).</p> <p>Verified that progress on actions taken include the following:</p> <p>In July 2018, IOI had introduced new Peatland Protection and Management Policy which detailed their effort towards protection, conservation and management of peatlands.</p> <p>In August 2018, IOI and NGO-Aidenvironment, had finalised the design of the South Ketapang Landscape Initiative. The initiative addresses the most common and critical challenges facing the South Ketapang landscape such as peatland management and rehabilitation, biodiversity conservation, flood and fire prevention, and community livelihood development.</p> <p><b>Sustainability Progress Update:</b> <a href="https://www.ioigroup.com/">https://www.ioigroup.com/</a></p> <p><a href="https://www.ioigroup.com/Content/MEDIA/NewsroomDetails?intNewsID=936">https://www.ioigroup.com/Content/MEDIA/NewsroomDetails?intNewsID=936</a></p> <p><a href="https://www.ioigroup.com/Content/S/pdf/QSU%202018%20Q4.pdf">https://www.ioigroup.com/Content/S/pdf/QSU%202018%20Q4.pdf</a></p> <p>As at this current assessment, there has been no recent new or additional new plantings by the IOI group.</p>	<p>Complied</p>
<ul style="list-style-type: none"> <li>Was the new planting development verified by an RSPO accredited CB;</li> </ul>	<p>At the 4 uncertified units at Kalimantan undergoing the NPP process, the status of appointment are as follows: At PT SKS, PT BNS and PT BSS the accredited CB-BSI, Indonesia was appointed by IOI group.</p> <p>The progress of the NPP process for said units were closely monitored by the RSPO Complaints Panel (CP). It is noted that IOI had engaged HCV experts and NGOs such as from Proforest, Aidenvironment and Global Environmental Centre for the field verifications of action plans made.</p> <p>Recommendations by the RSPO CP via letter of 12 July 2018 supports the IOI's Group commitment and efforts to move towards full certification of the said units.</p> <p>As at 26 Sept 2018, further progress on above is transferred from RSPO CP to the RSPO Investigation and Monitoring unit (IMU).</p> <p>The RSPO Complaints Panel (CP) officially closed the complaint case on IOI's plantation subsidiary companies (PT SNA Group) in Ketapang, Indonesia on 12 October 2018.</p> <p>Verified in the 2<sup>nd</sup> quarterly update (Mar 2019), action plans on PT. SKS, PT. BNS and PT. BSS was submitted to RSPO Investigate and Monitoring Unit in Feb 2019.</p> <p>Updated progress on said issue was accessed via link below;</p>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 12 of 99

	<p>(a) <u>RSPO Ketapang Complaint for PT BSS, PT SKS &amp; PT BNS</u></p> <p>(b) <u>RSPO Case Tracker – PT BSS, PT SKS &amp; PT. BNS Status of Complaints</u></p> <p>As part of the RSPO audit preparation, CB-BSI was engaged to conduct the gap assessment in Sept 2018. A report on the gap assessment was made available in Jan 2019.</p> <p>Refer to: <b>Appendix D.</b></p>	
<p>(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&amp;C criteria 2.2, 6.4, 7.5 and 7.6;</p>		
<p>(b)</p> <ul style="list-style-type: none"> <li>Are there any existing Land conflicts and is it being resolved through a mutually agreed process, such as the RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&amp;C criteria 2.2, 6.4, 7.5 and 7.6;</li> </ul>	<p>Updates on the RSPO CP Complaints case tracking was referred to on issues related to this on IOI's uncertified units prior to and during the audit.</p> <p>Verified that incidence the Land conflict reported at the IOI's uncertified unit i.e. IOI Pelita Plantations Sdn Bhd at Miri, Sarawak, East Malaysia (complainant: Long Teran Kanan community) since year 2010 has been progressively undergoing the RSPO Dispute Settlement process.</p> <p>Verified that progress made todate includes: On 12 September 2018, IOI published an update on facilitation and capacity building for the benefit of community leaders which was attended by local NGOs and the Lead Facilitator, Dr. Ramy Bulan.</p> <p>As of 31 Dec 2018, 8 of 9 communities have given their consent for the Resolution process to move forward. The remaining 1 community had requested for more time to seek advice from their leaders prior to their endorsement on the draft Resolution Plan.</p> <p>As at 7 Mar 2019, IOI had received consent from the last community, Long Teran Batu. Subsequently, the company proceeded with the Stage I of the Resolution Plan, Community Capacity Building. Noted that on 19 Mar 2019, a workshop was conducted by CICOM (coalition of local NGOs called CICOM) with the community leaders with visits made to the community longhouses CICOM on 27-31 Mar 2019.</p> <p>Updated progress of above was access through the link below;</p> <p>(a) <u>IOI Pelita Land Dispute</u></p> <p>(b) <u>IOI Pelita Land Dispute Resolution Process</u></p> <p>(c) <u>RSPO Case Tracker – IOI Pelita Status of Complaints</u></p> <p>(d) <u>IOI Pelita Land Dispute Chronology</u></p> <p>Verified that the Stakeholder engagements done with the said communities and NGOs involved are showing positive progress towards a final resolution.</p>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 13 of 99

(c) Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3;			
(c)	<ul style="list-style-type: none"> <li>Are there any existing Labour disputes and is it being resolved through a mutually agreed process, in accordance with RSPO P&amp;C criterion 6.3;</li> </ul>	<p>As at this current assessment, under the IOI group, there has been no further known or existing Labour disputes at the uncertified units which are not being resolved in a mutually agreed process in accordance with RSPO P&amp;C criterion 6.3.</p>	Complied
(d) Legal non-compliance, if any, is being addressed through measures consistent with the requirements of RSPO P&C criterion 2.1;			
(d)	<ul style="list-style-type: none"> <li>Are there any Legal non-compliance and is it being addressed through measures consistent with the requirements of RSPO P&amp;C criterion 2.1;</li> </ul>	<p>It is noted that IOI group is aware of the Legal compliances needed at the uncertified units and actions has been active taken in stages to address and fully comply with requirements of the related laws and regulations at the uncertified units at Kalimantan, Indonesia. The progress made on above will be further evaluated in the next audit.</p>	Complied
	<ul style="list-style-type: none"> <li>Has the organisation conducted an Internal Audit on the above (a) to (d)?</li> <li>Has the evidence been submitted for verification?</li> </ul>	<p>Internal audit progress report till latest in 2019, had covered the requirements, conducted by the HQ-Sustainable Palm Oil (SPO) Dept. The report was available and submitted for verification.</p> <p>Verified that IOI Sustainability reports were available as further evidence for verification.</p> <p>This was verified via:</p> <ol style="list-style-type: none"> <li>IOI Sustainability Implementation Plan (i2019) and</li> <li>Sustainability Progress report as made available at IOI web site for Apr- Oct 2019: <a href="https://www.ioigroup.com/">https://www.ioigroup.com/</a></li> </ol>	Complied
	<ul style="list-style-type: none"> <li>Has a positive assurance statement been produced based on the internal audit and other supporting assessments results?</li> </ul>	<p>Overall positive assurance statement is made at the conclusion of the Internal audit and Management reviews held at IOI HQ at Putrajaya and verified during Auditor site visit at the IOI HQ prior on-site audit at PMU.</p> <p>This was also verified via:</p> <ol style="list-style-type: none"> <li>IOI Sustainability Implementation Plans</li> <li>Sustainability Progress reports made available</li> </ol> <p>Intertek had also verified via the RSPO RACP Case tracker, updated till Apr- Sept 2019, there are no units under IOI Group with RACP issues.</p>	Complied
(e)	Are the evidences provided in 4.5.4 (a)-(d) adequate?	<p>Verified that supporting evidences were adequately provided. Refer to findings on (a) to (d) above.</p>	Complied
(f)	Are the evidences provided in support of the Positive Assurance statement adequate?	<p>Verified that evidences were adequately provided in support of the positive assurance statement made by the IOI Group were available at the HQ and as per IOI website – Public announcements.</p>	Complied
(g)	Has the targeted stakeholder consultation, including consultation with the relevant NGO's carried out revealed any negative feedback?	<p>Targeted stakeholder consultations done via emails conducted has not revealed any new negative feedback.</p>	Complied

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 14 of 99

(h) Has desktop study e.g. web check done revealed complaints which were not addressed?	Desktop study conducted did not reveal any new negative feedback. Progress on past complaints validated by RSPO CP is being progressively resolved. Refer to Appendix D.	Complied
(i) Is further stakeholder consultation or field inspection, assessing the risk of any non-compliance with the requirements at the uncertified units, needed to done?	Further stakeholder consultation was done on the uncertified units with IOI HQ and responses to NGOs/Complainants were available and evaluated.  The progress of monitoring done and information publicly available on the existing issues on the said units are verified to be adequate.  Based on above evaluations made under part (a) to (h), no further stakeholder consultation or field inspection is considered necessary at the said uncertified units at present.	Complied
(j) • Is there any non-compliance against a major indicator in the non-certified management unit identified?  • Is the identified major NC being actively addressed?  • Can the current assessment proceed to a successful conclusion?	Based on above findings made under part (a) to (j), at the said uncertified units, the existing issues were noted to be actively addressed with progress reports available.  Thus, it is verified that the current assessment at this PMU can be proceeded and certification can be successfully concluded after effective closure of findings at the PMU.	Complied
(k) Is there failure to address any outstanding non-compliances within uncertified unit(s) regarding 4.5.4 (a) – (d) which may lead to certificate suspension(s) to the certified unit(s)?	As at the time of the current assessment at this PMU, There is no evidence to suggest such failure at the uncertified units which may affect the certification of this PMU unit. Justification as received and evaluated were as follows: 1) RSPO - Dispute Settlement Facility (DSF) consultation and process for handling dispute has been adhered. 2) Active engagement with Stakeholders has been carried out Progress is monitored and reported 3) NPP and concession land legality issues are being actively resolved as per RSPO NPP process. 4) Under the RSPO RACP Case tracker, updated till Apr-Sept 2019, there are no units under IOI Group with RACP issues.	Complied

Based on the evaluation done, the IOI Group was able to demonstrate commitment and provide positive assurance statements on its commitment to continued compliance with the RSPO P&C Certifications Systems (Jun 2017) Clause 4.5 (Minimum requirements for multiple management units) for all its certified and non-certified units.

Intertek had also referred to the RSPO's Complaints website for the tracking of issues and the latest updates available on cases of legitimate complaints which may be filed against the IOI Group. IOI's statements of response and actions currently being undertaken to comply with their Sustainability commitments are indicated in **Appendix D**.

The publicly available updates of announcements on the progress of formal complaints as documented by RSPO and responses made by IOI Group are continually reviewed by Intertek to ensure that all issues as formally lodged and recorded against the IOI Group units has adhered to the RSPO dispute resolution processes. Updates of progress made have been duly considered, evaluated and risk assessed by Intertek, prior to conducting the continued certification assessment IOI units including this current unit.

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 15 of 99

**1.10 Abbreviations Used**

CB	Certification Body	IUCN	International Union for Conservation of Nature
CHRA	Chemical Health & Risk Assessment	KER	Kernel Extraction Rate
CPO	Crude Palm Oil	LTA	Lost Time Accidents
CSDS	Chemical Safety Data Sheets	MSDS	Material Safety Data Sheets
CSPO	Certified Sustainable Palm Oil	MTCS	Malaysia Timber Certification Scheme
CSPK	Certified Sustainable Palm Kernel	NCR	Non-Conformance Report
EFB	Empty Fruit Bunch	NGO	Non-Government Organization
EHS	Environmental Health & Safety	OER	Oil Extraction Rate
EIA	Environmental Impact Assessment	OHS	Occupational Health & Safety
ETP	Effluent Treatment Plant	PEFC	Programme for the Endorsement of Forest Certification
FFB	Fresh Fruit Bunch	PK	Palm Kernel
GAP	Good Agriculture Practice	PMU	Plantation Management Unit
HCV	High Conservation Values	POM	Palm Oil Mill
Intertek	Intertek Certification International Sdn Bhd	POME	Palm Oil Mill Effluent
IOI	IOI Corporation Berhad	PPE	Personal Protective Equipment
IPM	Integrated Pest Management	SCCS	Supply Chain Certification Standard
ISCC	International Sustainability & Carbon Certification	SOP	Standard Operating Procedure

## **2.0 ASSESSMENT PROCESS**

### **2.1 Assessment Methodology, Plan and Site Visits**

Since **03 July 2019**, Intertek has initiated public communications and notifications and invited the relevant stakeholders before the assessment to provide feedback and comments on their concern (if any) on the Mayvin Grouping regarding the environmental, biodiversity, community development and other relevant issues.

From **19 – 22 Aug 2019**, the Assessment team of Intertek conducted the Assessment in which **4 out of the 5 estates of Mayvin Grouping, namely Mayvin 1, Mayvin 2, Mayvin 5 and Mayvin 6 Estates** including the Palm Oil Mill were assessed for compliance against the RSPO requirements.

The number of estates sampled was based on the Sampling methodology provided under the RSPO Certifications Systems for Principles & Criteria (Jun 2017) i.e. minimum sample of X estates =  $(0.8\sqrt{Y}) \times Z$ , where Y is the number of estates and Z is the multiplier as defined by the risk assessment. The Z multiplier value was determined as High risk for this PMU considering the geographical location and distance of the estates, complexity of the labour force, landscape setting and presence of HCV or peat, complexity of supply sheds, number of communities and known conflicts, legality etc. Additionally the estates selection was made based on their potential risks on environmental and biodiversity issues such as their proximity to forest reserves, hill sides, riparian zones and HCV areas

During the on-site assessment, relevant documents and records, including Standard Operating Procedures (SOP), management plans, hectareage development, FFB, CPO and PK production, oil palm age profile, operational controls and measures, operational data and records, training records, etc. were reviewed and verified for compliance. The Assessment team covered the palm oil mill and estate operations, agricultural practices, pest management, pesticide and fertilizer application, occupational health and safety, social accountability, environment and other requirements. Stakeholders' interviews were conducted during the assessment and feedback obtained as part of information and evidence gathering. (See section 2.5 Process of stakeholder consultation).

Mayvin Grouping POM was also assessed against the requirements for the Identity Preserved (IP) Module as specified in RSPO Supply Chain Certification Standard for CPO mill. This part of the assessment covered the verification of implementation of documented procedures and availability of records to demonstrate compliance against all the elements for IP Module requirements. These include documented procedure, purchasing and goods in, record keeping, sales and goods out, processing, monitoring and traceability of the CSPO and CSPK quantities, training for staff and claims.

The details of the Assessment Plan (actual on-site) are provided in **Appendix B**.

After completion of the on-site field assessment, Intertek also performed the evaluation of conformity against the RSPO Certification System requirements for CB. The assessment report, findings and associated documents were evaluated through an independent review by the Intertek Internal Technical Reviewer/Panel (and an External Peer Review in the case of an Initial Assessment or Re-certification Assessment) prior to the approval of this report and decision on continued certification by Intertek.

### **2.2 Date of next scheduled visit**

The next scheduled visit will be the next Annual Surveillance Assessment which will be carried out within a 12-month period of the certificate anniversary date.

### **2.3 Qualifications of the Lead Assessor and Assessment Team**

Competency details of the Lead Assessor and Assessment Team are given in **Appendix A**.

### **2.4 Certification Body**

Intertek Certification International Sdn Bhd is part of the Intertek Group, which is a worldwide technical services organization dedicated to reducing clients' risks by providing technical inspection services, management system certification in quality, environmental, occupational safety & health and product certification, RSPO SCC, ISCC, Marine Sustainability Chain-of-Custody, MTCS and PEFC Chain-of Custody certification in applicable industry sectors including the agricultural and forestry sectors. Intertek operates globally providing clients with a wide-ranging technical inspection expertise and access to thousands of skilled specialists worldwide. Intertek Group's certification business is ranked in the top 10 worldwide and is globally offering certification across a wide range of industries.



**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 17 of 99

**2.5 Process of stakeholder consultation**

Stakeholder consultations began with notification of the upcoming assessment through the websites of RSPO, IOI and Intertek. E-mails were sent to applicable stakeholders including government agencies, NGOs and local communities. E-mails and telephone enquiries were made prior to the actual assessment and stakeholder's response and feedback received were followed up accordingly.

During the assessment, stakeholders were interviewed, and their feedbacks were recorded. Among the stakeholders consulted were workers, trade union leaders, women representatives; local community leaders, representatives of government departments / agencies and NGOs, fertilizer suppliers and contractors.

Details on stakeholders' feedback, PMU response and Intertek verification / comments are provided **in section 3.3**.

Among the list of key stakeholders consulted was the following:

Government Agencies (by emails)

1. Department of Lands And Mines (Kuala Lumpur)
2. Department of Environment (Kuala Lumpur)
3. Department of Forestry Peninsular Malaysia (Kuala Lumpur)
4. Department of Immigration (Kuala Lumpur)
5. Department of Irrigation & Drainage (Kuala Lumpur)
6. Department of Labour (Kuala Lumpur)
7. Department of Occupational Safety & Health (Kuala Lumpur)
8. Department of Orang Asli Affairs (Kuala Lumpur)
9. Department of Wildlife & National Parks (Kuala Lumpur)
10. Environment Protection Department Sabah
11. Department of Forestry Sabah
12. Department of Immigration Sabah
13. Department of Irrigation & Drainage Sabah
14. Department of Labour Sabah
15. Department of Occupational Safety & Health Sabah
16. Department of Wildlife Sabah
17. Land and Mines Office Sabah
18. Department of Environment Sabah

Statutory Bodies (by emails)

19. Malaysian Palm Oil Board (MPOB) - HQ
20. Malaysian Palm Oil Board (MPOB) - Northern Region
21. Malaysian Palm Oil Board (MPOB) - Central Region
22. Malaysian Palm Oil Board (MPOB) - Southern Region
23. Malaysian Palm Oil Board (MPOB) - Eastern Region
24. Malaysian Palm Oil Board (MPOB) - Sarawak Region
25. Malaysian Palm Oil Board (MPOB) - Sabah Region
26. Malaysia Palm Oil Association Kuala Lumpur (MPOA)
27. Malaysia Palm Oil Association Sabah (MPOA)
28. National Union of Plantation Workers (NUPW)
29. UNION – AMESU

NGOs and others (by emails)

30. All Women's Action Society (AWAM)
31. BCSDM - Business Council for Sustainable Development in Malaysia
32. Borneo Child Aid Society (Humana)
33. Borneo Resources Institute Malaysia (BRIMAS)
34. Borneo Rhino Alliance (BORA)
35. Center for Orang Asli Concerns COAC
36. Centre for Environment, Technology and Development, Malaysia – CETDEM
37. EcoKnights
38. ENO Asia Environment
39. Environmental Protection Society Malaysia (EPSM)
40. Friends of the Earth, Malaysia
41. Global Environment Centre
42. HUTAN - Kinabatangan Orang-utan Conservation Programme
43. JUST - International Movement for a Just World
44. Malaysian CropLife & Public Health Association (MCPA)

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 18 of 99

45. Malaysian Environmental NGOs – MENGO
46. Malaysian National Animal Welfare Foundation – MNAWF
47. Malaysian Plant Protection Society (MAPPS)
48. National Council of Welfare & Social Development Malaysia – NCWSDM
49. Partners of Community Organisations (PACOS)
50. Pesticide Action Network Asia and the Pacific (PAN AP)
51. Proforest - South East Asia Regional Office
52. Sabah Wetlands Conservation Society (SWCS)
53. SEPA – Sabah Environmental Protection Association
54. SUARAM – Suara Rakyat Malaysia
55. SUHAKAM – National Human rights Society – Persatuan Kebangsaan Hak Asasi Manusia
56. Tenaganita Sdn Bhd
57. TRAFFIC – the wildlife trade monitoring network
58. Transparency International – Malaysian Chapter
59. Treat Every Environment Special Sdn Bhd
60. United Nations Development Programme – UNDP Malaysia
61. Wetlands International (Malaysia)
62. Wild Asia Sdn Bhd
63. World Wide Fund (WWF) - HQ
64. World Wide Fund (WWF) - Sabah

Local community (On-site interviews)

65. Consultative Committee & Gender representatives
66. Workers & Workers representatives
67. Village Heads & representatives
68. Suppliers & Contractors representatives

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 19 of 99

**3.0 ASSESSMENT FINDINGS**

**3.1 Summary of findings**

**Principle 1: Commitment to transparency**

<p><b>Criterion 1.1</b> Growers and millers provide 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.</p>		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<p><b>1.1.1</b> There shall be evidence that growers and millers provide adequate information upon request for information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. <b>Minor Compliance</b></p>	<p>The PMU has established and implemented documented procedures (Stakeholder Request – Corporate Level, Stakeholder Request – POM Level, Stakeholder Request – Estate Level) for providing adequate information on environmental, social and legal issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p> <p>The IOI Group had provided the necessary updates on all publicly known issues related to environmental, social and legal issues on a regular basis for all stakeholders, complainants and interested parties on its Sustainability Policies and Implementation Plans via its website: <a href="https://www.ioigroup.com/">https://www.ioigroup.com/</a></p> <p>The relevant information was evaluated under Section 1.9: Timebound Plan updates on IOI MMUs both certified and non-certified.</p> <p>Date of public notification of this assessment of the PMU was made on 03 July 2019.</p> <p>As at the period of assessment, there were no additional requests for information from stakeholders for this PMU.</p>	Complied
<p><b>1.1.2</b> Records of requests for information and responses shall be maintained. <b>Major Compliance</b></p>	<p>The PMU had established and maintained an updated site-specific list of internal stakeholders, external stakeholders, government departments/agencies, consultants, contractors, suppliers, transporters, etc.</p> <p>The POM and estates conducted a joint external stakeholders' consultation on 4 July 2019.</p> <p>The POM and estates had also conducted their respective internal stakeholders' consultations in Mar 2019.</p> <p>Records of participants and feedback given were maintained and appropriate actions taken.</p>	Complied
<p><b>Criterion 1.2</b> Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<p><b>1.2.1</b> Management documents that are made available to the public shall include, but are not necessarily limited to: <b>Major Compliance</b></p>	<p>Management documents relating to environmental, social and legal issues were verified to be maintained and available to the public (notices and websites) and updated by IOI, HQ. Refer to website: <a href="https://www.ioigroup.com/">https://www.ioigroup.com/</a></p> <p>Previous reported information: On 8 Aug 2016, IOI Corporation Berhad had published a revised Group Sustainable Palm Oil Policy (SPOP) alongside a detailed Sustainability Implementation Plan (SIP) in</p>	Complied

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 20 of 99

	<p>consultation with a wide range of their stakeholders, both customers and civil society. IOI Corp. Bhd. further revised its Sustainable Palm Oil Policy (SPOP) and this was uploaded in the company website on 12 Jun 2017. <a href="http://www.ioigroup.com/Content/News/NewsroomDetails?intNewsID=845">http://www.ioigroup.com/Content/News/NewsroomDetails?intNewsID=845</a>.</p> <p>During this current assessment at the PMU, it was found that this revised policy had been communicated through briefing sessions to all levels of the workforce at POM and estates. The following types of mandatory documents are available to the public upon request:</p> <ul style="list-style-type: none"> <li>• land titles/user rights,</li> <li>• occupational health and safety plan,</li> <li>• plans and impact assessments relating to environment and social impacts,</li> <li>• pollution prevention plans,</li> <li>• details of complaints &amp; grievances,</li> <li>• negotiation procedures,</li> <li>• continuous improvement plan,</li> <li>• Public summary of certification assessment report,</li> <li>• Human Rights Policy.</li> </ul> <p>These publicly available documents include key indicators of performance like waste management and disposal plans for the mill and estates. Continual Improvement Action Plans had included targets for waste reduction, pollution prevention and GHG emission reduction as set for year 2019.</p>	
<ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> </ul>	<p>Copies of all land titles were available and have been maintained at the POM and Estates. HQ kept the original copies. These were reviewed and evaluated prior the audit. It is confirmed that there were no user rights disputes at this CH unit since the start of its Oil Palm planting in the 1990s.</p>	<p>Complied</p>
<ul style="list-style-type: none"> <li>• Occupational health and safety plans (Criterion 4.7);</li> </ul>	<p>Safety Policy and HIRARC documented were reviewed for the POM and estates. Occupational Safety and Health Plans have been established and documented for the POM and estates. Annual review was conducted by the Group Safety &amp; Environmental Manager (Sabah region) together with the respective Safety Officers for POM and estates. The OSH Programme 2018/2019 include the following:</p> <ul style="list-style-type: none"> <li>• Safety &amp; Health Committee meetings 4x/year,</li> <li>• Annual medical surveillance,</li> <li>• Accident Reporting &amp; Investigation,</li> <li>• Workplace inspection,</li> <li>• CHRA assessment,</li> <li>• Air compressors annual inspection,</li> <li>• Warning signs,</li> <li>• Chemical Register,</li> <li>• SOP for safe work,</li> <li>• PPE usage,</li> <li>• MSDS/CSDS,</li> </ul>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 21 of 99

	<ul style="list-style-type: none"> <li>• JKPP 8 reporting of accidents annually,</li> <li>• Emergency Response Plan (ERP),</li> <li>• Emergency drills,</li> <li>• Inspections (line site, fire extinguisher, first aid box, chemical store, ELCB, PPE checklist, Vehicle daily inspection, gen set maintenance, ramp inspection, bridge and tanks inspection),</li> <li>• Monthly KPI Report on HSE performance,</li> <li>• Monthly Safety inspection &amp; audit by Safety Officer,</li> </ul> <p>The CHRA for the POM and estates were conducted in 2014-2015 with validity till 2019-2020. Programmes for protecting workers' health and safety were satisfactorily implemented.</p>	
<ul style="list-style-type: none"> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> </ul>	<p>Environmental Impact Assessment for the POM and estates were conducted and reviewed for year in Feb 2019.</p> <p>Management Plan and Continual Improvement Plan documented and implemented.</p> <p>SIA for the POM and estates were conducted and reviewed for year in Feb 2019.</p> <p>Positive and negative impacts identified. Action plans were documented and implemented.</p>	Complied
<ul style="list-style-type: none"> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> </ul>	<p>The Internal "HCV and Conservation Areas" Assessment for the POM and estates were reviewed in Feb 2019.</p> <p>Management plans for HCV and Conservation areas were updated. The Management Action Plans were monitored and progressively implemented at the respective estates.</p>	Complied
<ul style="list-style-type: none"> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> </ul>	<p>Pollution Prevention Management Plans were reviewed in Feb 2019.</p> <p>Action items include mitigation measures for pollution control (smoke emission, POME / effluent discharge), pesticides reduction, scheduled wastes (chemicals, hydraulic oil, filters) and domestic wastes disposal, reuse and recycling (scrap iron, paper, plastic and glass).</p>	Complied
<ul style="list-style-type: none"> <li>• Details of complaints and grievances (Criterion 6.3);</li> </ul>	<p>The mill and respective estates had maintained the Complaints and Grievances Logbook. Logbook entries were examined and found to be in order.</p> <p>Employees Consultative Council (ECC) representatives interviewed had confirmed that there were no serious issues.</p> <p>As for the IOI Group of MMUs, the overview and updates of progress made on complaints and issues are available and evaluated in the submitted Timebound Plan for all units.</p> <p>Refer to details in <b>Section 1.9: Time Bound Plan and Appendix D.</b></p>	Complied
<ul style="list-style-type: none"> <li>• Negotiation procedures (Criterion 6.4);</li> </ul>	<p>Presently, there is no new conflict/dispute requiring negotiation on compensation at this PMU. Negotiation procedure and flowchart was available and maintained.</p> <p>The status on the ongoing negotiations on land issues against IOI Group plantations in Sarawak and Kalimantan are accessible via website link: <a href="http://www.rspo.org/members/status-of-complaints">http://www.rspo.org/members/status-of-complaints</a></p> <p>Refer to details in <b>Section 1.9: Time Bound Plan and Appendix D.</b></p>	Complied
<ul style="list-style-type: none"> <li>• Continual improvement plans (Criterion 8.1);</li> </ul>	<p>Continual Improvements Plans in key operations for the mill and estates have been identified, documented and implemented. The plans include the Integrated Pest Management (IPM) program for pest control and reduction in the consumption of chemical pesticides, the use of direct bio-control methods such as the cultivation of beneficial plants, environmental and social programs such as recycling and</p>	Complied

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 22 of 99

	providing new housing quarters for the workers, assistance in the HUMANA schools for children of foreign workers and better medical facilities and benefits for all employees.	
• Public summary of certification assessment report;	Public summary of certification assessment reports are available from the company upon request.	Complied
• Human Rights Policy (Criterion 6.13).	The Human Rights Policy was documented and incorporated as part of the Sustainability Palm Oil Policy which was revised on several occasions with the latest maintained in Oct 2017 - refer to: 2017: IOI Group Revised Policies on Human Rights at Workplace. <a href="http://www.ioigroup.com/Content/NEWS/NewsroomDetails?intNewsID=856">http://www.ioigroup.com/Content/NEWS/NewsroomDetails?intNewsID=856</a> Copies of the policy found to be displayed at prominent locations in the POM and estates. Briefing and communication to all levels of the workforce, both administrative and operations departments were provided.	Complied
<b>Criterion 1.3</b> Growers and millers commit to ethical conduct in all business operations and transactions.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<b>1.3.1</b> There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. <b>Minor Compliance</b>	IOI Group has a documented policy “Code of Business Conduct and Ethics” signed by the CEO and Head of Sustainability (Malaysia/Indonesia) on 11 May 2015. The following are included: - Diversity and Respect in the workplace, - Equal Opportunity Employment, - Protecting the Environment, - Safety, Health and Security at Work, - Managing Documents, - Intellectual Property and Information, - Management and Security in our Computing Environment, - Data Privacy - Employee Privacy in the Communication and Computing Environment - Gifts, Benefits or Entertainment, - Bribes and Kickbacks, - Employment of Family Members and Relatives. Verified that copies of the policy were found to be displayed at prominent locations in the POM and estates and easily viewed by the workers. Briefing and communication to all levels of the workforce, both administrative and operations departments were provided and verified to be recorded and understanding by personnel was confirmed via interviews done at POM & estates during current assessment.	Complied

**Principle 2: Compliance with applicable laws and regulations**

<b>Criterion 2.1</b> There is compliance with all applicable local, national and ratified international laws and regulations.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 23 of 99

<p><b>2.1.1</b> Evidence of compliance with relevant legal requirements shall be available. <b>Major Compliance</b></p>	<p>The Legal Register covering the applicable local and international laws and regulations is available at the mill and estates and was verified to be reviewed for any relevant updates.</p> <p>The relevant legislations identified and listed were among others regarding safety and health, environmental management, pollution management, chemical handling, usage &amp; storage, schedule waste management, labour laws, Unions, EPF, SOCSO, Housing and Amenities.</p> <p>Licenses and permits (License for Trading, License for Employment of Foreign Workers, Workers' Wages Deduction Permit, Domestic and Consumer Permit for Keeping Diesel, Petrol &amp; Fertilizer, MPOB license, DOSH (Department of Occupational Safety and Health) Certificates, DOE (Department of Environment Permit, etc.) were renewed and evidenced to be valid.</p> <p>Environmental Quality Act 1974 and Environmental Quality (Scheduled Wastes) Regulations 2005: Scheduled wastes such as hydraulic and used motor oils, rags, empty chemical and lubricants containers collected at six monthly intervals by DOE licensed contractor.</p> <p>Weight and Measures Act 1972, regulations 16, 28A, 45): Weighbridges were duly calibrated.</p> <p>Factory and Machinery Act 1967, Regulations 1970: Steam engineers (Grade 1 and 2), boilermen and electricians were noted to be with valid certificates from relevant authorities (DOSH and Energy Commission). The POM has maintained a boiler register that indicate the date of commission, cleaned, inspected, tested or repaired. Valid certificates of fitness for boilers, sterilizers, air receivers, thermal deaerator, steam separator, vacuum oil dryer, etc. issued by DOSH.</p> <p>Valid license for diesel generators issued by Energy Commission ("Suruhanjaya Tenaga").</p> <p>Valid licenses for authorized gas tester, authorized entrant and standby by person for confined space activities in POM.</p> <p>Occupational Health and Safety Act 1994 – safety and health meetings to be conducted at quarterly intervals. Noise Monitoring Report is available.</p> <p>Legal documents (work permits, passports) of foreign workers in the estates. Insurance coverage is available for foreign workers in the estates.</p> <p>Based on the site observations, interviews and records checked, there was evidence of compliance with the relevant laws, regulations, local and international laws at the POM and estates. There were no cases of any violation or actions imposed by relevant authorities. Statutory returns to relevant authorities found to be complying.</p>	<p>Complied</p>
<p><b>2.1.2</b> A documented system, which includes written information on legal requirements, shall be maintained. <b>Minor Compliance</b></p>	<p>The listing of all the relevant laws applicable included the international laws and conventions ratified by the Malaysian government are documented in the Legal register.</p> <p>The documented system for identifying, determining, reviewing and updating applicable legal and other requirements has been satisfactorily implemented.</p> <p>Laws and regulations monitored for changes included the Sabah Labour Ordinance (Chapter 67), regulations and circulars received from bodies such as DOE (Department of Environment) and DOSH (Department of Occupational Safety</p>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 24 of 99

	and Health), DID (Dept. of Irrigation and Drainage), Forestry Dept. and Wildlife Dept. were maintained.	
<p><b>2.1.3</b> A mechanism for ensuring compliance shall be implemented.</p> <p><b>Minor Compliance</b></p>	<p>The mechanism for ensuring compliance involved updating (when necessary) and an annual review with the compliance status indicated in the Legal Register (Flowchart on mechanism of tracking) was implemented.</p> <p>Annual internal audit was conducted on 6-10 July 2019 using the RSPO Generic Checklist for determining compliance of its operations with legal requirements and records were maintained. Observations were raised and closed by SPO team. Outcome of Internal Audit was reviewed in the Management review conducted on 12 Aug 2019 and minuted.</p>	Complied
<p><b>2.1.4</b> A system for tracking any changes in the law shall be implemented.</p> <p><b>Minor Compliance</b></p>	<p>Tracking of changes in the relevant laws are communicated and received from the IOI Group HQ. The PMU subsequently ensured that the changes were adequately updated.</p> <p>Based on the site observations, interviews and records updated, the system used is appropriate to the operations at the PMU.</p>	Complied
<p><b>Criterion 2.2</b></p> <p>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.</p>		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<p><b>2.2.1</b> Documents showing legal ownership or lease, history of land tenure (confirmation from community leaders based on history of customary land tenure, recognised Native Customary Right (NCR) land) and the actual legal use of the land shall be available.</p> <p><b>Major Compliance</b></p>	<p>Copies of the land titles of all estates were maintained and noted to be legally owned by the IOI Group.</p> <p>The original copies are maintained by the Corporate Head office in Putrajaya. The legal use of the land was confirmed to be for cultivation of oil palms and agricultural use as sighted on the land title documents issued by the Land Office in year 1987-1990. The land titles had indicated legal transfer from the previous owners back in 1987-1990 and land lease tenure of 99 years given by Sabah Land Office.</p> <p>Confirmation from community leaders was received during feedback sessions with stakeholders that the current land use by IOI estates over the past 30 years is legal and not disputed. There were no recorded or known disputes over the ownership of the land since 1987 as checked prior to and during the audit.</p> <p>Verified that there are has been no changes to the land ownership or new land acquisition since the last assessment.</p> <p>This was also confirmed with the Land Office Dept.</p> <p>The land dispute issues at the IOI uncertified units were followed up and the progress of resolving the issues were verified. See details under <b>Section 1.9 and Appendix D.</b></p>	Complied
<p><b>2.2.2</b> There is evidence that physical markers are located and visibly maintained along the legal boundaries particularly adjacent to state land, NCR land and reserves.</p> <p><b>Minor Compliance</b></p>	<p>It was verified that there has been no change to the stated land titles and designated use for cultivation of oil palm and agricultural crop of economic value.</p> <p>Locations of several boundary stones and markers were visited and verified to be within the perimeters of the estates.</p> <p>On-site verification confirmed that there has been no planting beyond the legal demarcated boundary areas of the mill and estates.</p>	Complied
<p><b>2.2.3</b> Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall</p>	<p>There has been no dispute on the land rights in this PMU. As such, the process of fair compensation and FPIC is not applicable at this PMU.</p>	Complied



**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 25 of 99

<p>be available, and that these have been accepted with free, prior and informed consent (FPIC).</p> <p><b>Minor Compliance</b></p>	<p>The land dispute issues at the IOI uncertified units were followed up and the progress of resolving the issues were verified. See details under <b>Section 1.9 and Appendix D.</b></p>	
<p><b>2.2.4</b> There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p> <p><b>Major Compliance</b></p>	<p>There were no reported instances of any land conflicts in this PMU.</p> <p>The land dispute issues at the IOI uncertified units were followed up and the progress of resolving the issues were verified. See details under <b>Section 1.9 and Appendix D.</b></p>	<p>Complied</p>
<p><b>2.2.5</b> For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities and relevant authorities where applicable).</p> <p><b>Minor Compliance</b></p>	<p>There was no land disputes in this PMU. As such the process of participatory mapping is not applicable for this PMU.</p> <p>The land dispute issues at the IOI uncertified units were followed up and the progress of resolving the issues were verified. See details under <b>Section 1.9 and Appendix D.</b></p>	<p>Complied</p>
<p><b>2.2.6</b> To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations.</p> <p><b>Major Compliance</b></p>	<p>There was no evidence to suggest that the palm oil operations have instigated violence in maintaining peace and order in their current and planned operations.</p>	<p>Complied</p>
<p><b>Criterion 2.3</b> Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.</p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p><b>2.3.1</b> Maps of an appropriate scale showing the extent of recognised legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).</p> <p><b>Major Compliance</b></p>	<p>Maps showing the extent of the legal boundary of the Estates were available.</p> <p>The lands at the PMU are legally owned by IOI Plantation Group and it is verified that there were no other users or affected parties in the land areas.</p> <p>There is no dispute on the land rights in the PMU. See also 2.2.1</p> <p>The lands are not encumbered by any customary lands or user rights and therefore the process of participatory mapping was not required at this PMU</p> <p>The land dispute issues at the IOI uncertified units were followed up and the progress of resolving the issues were verified. See details under <b>Section 1.9 and Appendix D.</b></p>	<p>Complied</p>
<p><b>2.3.2</b> Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</p>	<p>The lands were acquired in 1980's from private plantation owners. Records are available to show that the land acquisition comply with legal requirements.</p> <p>There was no evidence of any infringement on any legal rights that require free, prior and informed consent (FPIC).</p> <p>The land dispute issues at the IOI uncertified units were followed up and the progress of resolving the issues were verified. See details under <b>Section 1.9 and Appendix D.</b></p>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 26 of 99

<p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.</p> <p><b>Minor Compliance</b></p>		
<p><b>2.3.3</b> All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p><b>Minor Compliance</b></p>	<p>Verified during consultations that there are no incidence of any land claims in this PMU. The land dispute issues at the IOI uncertified units were followed up and the progress of resolving the issues were verified. See details under <b>Section 1.9 and Appendix D.</b></p>	<p>Complied</p>
<p><b>2.3.4</b> Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p><b>Major Compliance</b></p>	<p>Verified during consultations that there is no incidence of any land claims in this PMU. The land dispute issues at the IOI uncertified units were followed up and the progress of resolving the issues were verified. See details under <b>Section 1.9 and Appendix D.</b></p>	<p>Complied</p>

**Principle 3: Commitment to long-term Economic & Financial Viability**

<p><b>Criterion 3.1</b> There is an implemented management plan that aims to achieve long-term economic and financial viability.</p>		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<p><b>3.1.1</b> A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p><b>Major Compliance</b></p>	<p>The 5-year Business Management Plan (for FY 2018/2019 to FY 2023/2024) for the PMU was documented and reviewed. The said Business Plans were annually reviewed and revised. For year 2018/ 2019, the PMU reviews were done between 2 and 14 Apr 2019 at the POM &amp; respective estates. The Annual Budget for each year includes the following: (1) Staff and Labour requirements; (2) Crop projection; FFB yield/ha trends; (3) Mill extraction rates; OER trends; (4) Cost of Production; Cost/mt FFB trends; (5) Cost of Production; Cost/MT CPO trends; (6) Financial indicators covering cost of labour, supervision, maintenance, depreciation, etc.). (7) Budget for Environmental, Social, Safety &amp; Health, Training and Promotions. The Mill and Estate Managers have monitored the operational performance against Key Performance Indications and targets (costs, FFB yields, quality, productivity, pesticides usage, fertilizers usage, etc.). Records of monitoring of costs against budget to achieve specified targets were verified to be available. Performances are discussed in the monthly meetings held at the PMU and issues and actions needed are recorded for follow up in the next monthly meeting. The records of these meetings were available and verified during the audit. Monthly, quarterly, half-yearly and yearly reports are submitted to the Regional GM.</p>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 27 of 99

<p><b>3.1.2</b> An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.</p> <p><b>Minor Compliance</b></p>	<p>Annual replanting program had been prepared up to 2024/2025 for the audited estates as follows:</p> <p>Mayvin 1: Ongoing replanting till 2021 about 150-200 ha per year.</p> <p>Mayvin 2: Ongoing replanting till 2022 about 200 ha per year</p> <p>Mayvin 5: Replanting to commence in 2020-2026 about 200 ha per year</p> <p>Mayvin 6: Replanting to commence in 2020-2026 about 200 ha per year</p> <p>Tangkalap: Ongoing replanting to complete in 2020 for balance of 239 ha.</p> <p>The replanting programs were reviewed annually by the respective Estate Managers together with the GM.</p> <p>A replanting cycle of 25 years has been adopted by the group.</p>	<p>Complied</p>
---	--	-----------------

**Principle 4: Use of appropriate best practices by growers and millers**

<p><b>Criteria 4.1</b> Operating procedures are appropriately documented, consistently implemented and monitored.</p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p><b>4.1.1</b> Standard Operating Procedures (SOPs) for estates and mills shall be documented.</p> <p><b>Major Compliance</b></p>	<p>IOI Plantations Group - Standard Operating Procedures (SOPs) for the POM and Estate operations were available and verified to be maintained.</p> <p>Latest revised SOPs for POM dated 01/07/2017 (Issue No. 2). Verified samples of SOP for the POM operations which include: FFB Reception, FFB Handling, Sterilizer, Threshing, Digestion &amp; Pressing, Depericarperzation, Nut &amp; Kernel Plant, Oil Room, Boiler Station, Engine Room Station, Laboratory, Water Treatment Plant, Effluent Treatment Plant and Workshop &amp; Shovel.</p> <p>The SOP for Planting of Beneficial Plant and SOP for Management and Monitoring of Existing Cultivation of Oil Palm on Peat have been revised in December 2016.</p> <p>Verified samples of SOP for the Estate operations which include: Oil Palm DxP Seed Production, Pre-Nursery Seedlings, Pre-Large Polybag Nursery, Land Clearing, Land Preparation for new planting and replanting, Oil Palm Planting Density, Tidal Gates, Planting Technique, Foliar sampling, Leguminous cover plant, Manuring, Weeding, Harvesting, Road maintenance, Pest and disease control.</p> <p>Copies of the SOP are available on-site and based on interview with workers, it was confirmed that they understood the procedures and its implementation.</p> <p>Relevant Key Performance Indicators (KPIs) specified for quality, environment, safety and cost control.</p>	<p>Complied</p>
<p><b>4.1.2</b> A mechanism to check consistent implementation of procedures shall be in place.</p> <p><b>Minor Compliance</b></p>	<p>Records had been kept by the staff concerned for each operation to monitor the implementation of procedure and progress of work. The records were checked by the Assistant, Agronomist, Plantation Adviser, and Mill Adviser regularly. Monthly visits carried out by the visiting Agronomist in the estates and Engineer in the mill. Monitoring of implementation of SOPs through monthly reports which are submitted to HQ.</p>	<p>Complied</p>
<p><b>4.1.3</b> Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p> <p><b>Minor Compliance</b></p>	<p>Estate and mill carry out daily monitoring through field inspection records and mill inspection records. It is a routine that the estate and mill management prepare monthly reports and send to the HQ for monitoring purpose as well. All field inspection results are recorded in the Monthly Report.</p> <p>The records of monitoring and the actions taken over the past 12 months had been maintained at the mill and estates.</p>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 28 of 99

<p><b>4.1.4</b> The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). <b>Major Compliance</b></p>	<p>As at current assessment, the mill did not source for FFB from any third party. The entire crop was supplied by the estates within the IOI Group of PMUs in the region.</p>	<p>Complied</p>
<p><b>Criteria 4.2</b> Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p><b>4.2.1</b> There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. <b>Minor Compliance</b></p>	<p>The estates has SOPs for Good Agricultural Practice (GAP). GAP for minimization of soil erosion and maintenance of soil fertility were implemented via the frond stacking and fertilizer application as per the recommendations provided by the Agronomist of IOI Research Centre, Sabah.</p> <p>Records for fertilizer application verified against the "Fertilizer Recommendations &amp; Requirements for Jan – Dec 2019.</p> <p>Soil sampling and leaf sampling records provided guide for the fertilizer application and all recommendations had been properly followed at estate levels.</p>	<p>Complied</p>
<p><b>4.2.2</b> Records of fertiliser inputs shall be maintained. <b>Minor Compliance</b></p>	<p>Records of fertilizer application at the estates were maintained and had been verified to be satisfactory.</p>	<p>Complied</p>
<p><b>4.2.3</b> There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. <b>Minor Compliance</b></p>	<p>Leaf sampling and analysis had been carried out annually and soil sampling and analysis on a 5-year cycle to determine the nutrient levels.</p> <p>Fertilizer recommendations by the Agronomist for identified estate blocks to sustain the long-term soil fertility and nutrient efficiency were available.</p> <p>The fertilizer recommendations for Jan – Dec 2019 by the Agronomist were based on the analysis.</p>	<p>Complied</p>
<p><b>4.2.4</b> A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues. <b>Minor Compliance</b></p>	<p>Geotubes used to filter the solid from the POME and the solid would be used by the estates for field application as organic fertilizer.</p> <p>All the EFB from the POM are delivered to the estates as evidenced by the "Daily/Monthly Summary Report of EFB" maintained by the POM.</p> <p>EFB Mulching Application Programme and field maps indicate the amounts and locations of EFB application in the estates.</p> <p>EFB mulching had been carried out in mature area along the inter-row, and around the circle in the immature palms.</p> <p>Land application of POME through gravitation flow into the field in Mayvin 2 estate, which is near to the POM.</p>	<p>Complied</p>
<p><b>Criteria 4.3</b> Practices minimise and control erosion and degradation of soils.</p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p><b>4.3.1</b> Maps of any fragile/marginal soils shall be available. <b>Major Compliance</b></p>	<p>Estate soils show no fragile or marginal soil existence. Soil types as indicated in soil maps are as follows: Mayvin 1 Estate: binalik, kepayan, sook, dalit, lokan, bidu bidu. Mayvin 2 Estate: binalik, kepayan, sook, dalit, lokan, Mayvin 5 Estate: dalit, lokan, sook, kepayan. Mayvin 6 Estate: dalit, lokan, sook, kepayan. Tangkulap Estate: binalik, kepayan, sook, dalit, lokan, bidu bidu. Based on the soil maps available, there was no fragile soil on the estates.</p>	<p>Complied</p>
<p><b>4.3.2</b> A management strategy shall be in place for plantings on slopes between 9 and 25 degrees unless</p>	<p>Planting terraces constructed on land with slope more than 6° as indicated in the Terrace Map.</p>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 29 of 99

specified otherwise by the company's SOP. <b>Minor Compliance</b>	No planting at slope > 25° Best Management Practices were followed to control and minimize soil erosion and degradation during replanting or any activities involving earth disturbance. Replanted areas were verified during field inspections to be satisfactory. Steps taken for erosion control included soil stabilization, run-off control and sediment trapping to mitigate the disturbed earth entering waterways. There was no soil erosion noted during the field visit. Leguminous cover crop, <i>macuna bracteata</i> was well established.	
<b>4.3.3</b> A road maintenance programme shall be in place. <b>Minor Compliance</b>	Estate roads were maintained in good and satisfactory condition. Annual road maintenance programme for 2018/2019 had been verified to be progressively done and satisfactorily implemented. <b>2019: Observation AL-01 (see details in report section 3.2.2)</b> Patrolling on road condition and bridges could be more vigilant.	<b>2019: OBS: AL-01</b>
<b>4.3.4</b> Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. <b>Major Compliance</b>	It was confirmed during assessment on site that there is no peat soil in the estates.	Not Applicable
<b>4.3.5</b> Drainability assessments where necessary will be conducted prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. <b>Minor Compliance</b>	There was no peat soil on the PMU estates as confirmed by auditor's on-site assessment	Not Applicable
<b>4.3.6</b> A management strategy shall be in place for other fragile and problem soils (e.g. podzols and acid sulphate soils). <b>Minor Compliance</b>	Based on the estate soil maps and visit to the estates, there were no other fragile and problematic soils on the estates.	Not Applicable
<b>Criteria 4.4</b> Practices maintain the quality and availability of surface and ground water.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<b>4.4.1</b> An implemented water management plan shall be in place. <b>Minor Compliance</b>	Documented Water Management Plan for the PMU verified to be in place for the palm oil mill and estates and was reviewed in July 2019. The Water Management Plan includes: - Water Abstraction of water for FFB process. - Identification for water source in mill and estates. - Water treatment plant. - Water storage and use for FFB and domestic purposes. - Monitoring water discharge management in POM. - Buffer zone on streams and rivers. - Water for domestic use. - Sewage and septic tank. - Oil trap. - Rainfall data monitoring. There are water ponds in the POM and estates. Water samples were collected, and analyses were carried out at least twice a year. The water for domestic use met all the required parameter (colour, turbidity, Al, Ammoniacal Nitrogen, As, Cl, Cr, Cu, cyanide, Fl, FE, Pb, Mn, Hg, nitrates, Na, sulphates, Total Dissolved Solids, Total Hardness, Zn, E. Coli, Coliform count) for Drinking Water Quality Standard. In addition, there was precautionary measure such as signages instructing 'boiling water before consumption' being displayed at the estate offices and housing areas.	Complied

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 30 of 99

	Rain water is also harvested for washing and cleaning. Water Treatment Plant at the Estates: Currently it is verified that the water treatment plants at all the estates has displayed a Bahasa Malaysia version of the SDS on water treatment chemicals used which is basically understood by the assigned workers maintaining the water treatment plants. Thus, previous observation (2018) CBK-01 was addressed and satisfactorily implemented.	
<b>4.4.2</b> Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. <b>Major Compliance</b>	There was no construction of bunds/ weirs/dams across the waterways passing through the estates.  Riparian zones to be maintained on both sides of streams in the estates and no spraying around palms marked as boundary for the riparian zones.	Complied
<b>4.4.3</b> Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, shall be in compliance with national regulations (Criteria 2.1 and 5.6). <b>Minor Compliance</b>	Water samples were taken at monthly interval at the final discharge point of the palm oil mill effluent pond and at upstream and downstream of waterways. Tests conducted for pH, BOD, COD, Total Solids, Suspended Solids, Oil & Grease, Ammoniacal Nitrogen and Total Nitrogen. Analysis results meet the DOE requirements. BOD levels had been in the range of 6.5 to 35.8 ppm for the period Jul 2018 to Jun 2019. The current allowable upper limit specified by D.O.E. Sabah for Mayvin POM is 50 ppm (max). Analysis results were found to have met with the DOE limits specified for the water: <ul style="list-style-type: none"> <li>• BOD &lt; 50 mg/l,</li> <li>• Total Suspended Solids &lt; 200 mg/l,</li> <li>• Oil &amp; Grease &lt; 20 mg/l,</li> <li>• Ammoniacal Nitrogen &lt; 150 mg/l,</li> <li>• Total Nitrogen &lt; 200 mg/l,</li> <li>• pH = 5 to 9,</li> <li>• Temperature &lt; 45°C</li> </ul>	Complied
<b>4.4.4</b> Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. <b>Minor Compliance</b>	Water usage in the mill from Jul 2018 to Jun 2019 ranged from 0.77 to 1.15 m <sup>3</sup> /tonne FFB with an average of 0.97 m <sup>3</sup> /tonne FFB which is within the industrial norm of 1.2 m <sup>3</sup> to 1.5 m <sup>3</sup> /tonne FFB.	Complied
<b>Criteria 4.5</b> Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<b>4.5.1</b> Implementation of Integrated Pest Management (IPM) plans shall be monitored. <b>Major Compliance</b>	IPM Plan includes the planting of beneficial plants and control of damage by rodents.  Records on planting of beneficial plants had been verified on the estates. These records included "as to date planted area".  Pest infestation was noted to be minimal at the estates.  No reported infestation by other pests (bagworms, rats and rhinoceros beetle). Pest infestation was minimal on the estates. There is no barn owl in the PMU estates.	Complied
<b>4.5.2</b> Training of those involved in IPM implementation shall be demonstrated. <b>Minor Compliance</b>	IPM training conducted for all those involved in IPM implementation. Training records for staff and workers on IPM implementation were available and was verified on-site to be satisfactory during field assessment.	Complied
<b>Criteria 4.6</b> Pesticides are used in ways that do not endanger health or the environment.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 31 of 99

<p><b>4.6.1</b> Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. <b>Major Compliance</b></p>	<p>Written justification in Standard Operating Procedures of all agrochemicals use had been reviewed and found acceptable. The PMU has an Approved List of Pesticides registered under the Pesticide Board of Malaysia. The types of chemicals used are as follows: (1) Glyphosate isopropyl amine (41% a.i.) (2) Metsulfuron methyl (20% a.i.) (3) Tricopyr butoxy ethyl ester (32.1% a.i.) (4) 2,4 Dimethylamine (60% a.i.) (5) Glufosinate ammonium (13.5% a.i.) Specific pesticides had been used to deal with the respective target pest, weed, or disease.</p>	<p>Complied</p>
<p><b>4.6.2</b> Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. <b>Major Compliance</b></p>	<p>Records of pesticides and their active ingredients used, LD50, area treated, amount of a.i applied per ha, and number of applications had been maintained and kept for a minimum of 5 years. Verified that records of monitoring were satisfactorily.</p>	<p>Complied</p>
<p><b>4.6.3</b> Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in industry's Best Practice. <b>Major Compliance</b></p>	<p>It had been the policy of the estates to minimize the use of pesticides in accordance with IPM plan. The pesticide reduction program is monitored on usage per hectare basis. Overall, the usage of pesticides were maintained at consistent levels. No prophylactic use of pesticides had been carried out at the estates for the period concerned.</p>	<p>Complied</p>
<p><b>4.6.4</b> 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, except in specific situations identified in industry's Best Practice. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. Pesticides selected for use are those officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations (2000). <b>Minor Compliance</b></p>	<p>Use of paraquat had been eliminated since 31 Dec 2011 in the IOI Group Estates. Alternatives such as Round up (Glyphosate Isopropylamine) had been used to replace paraquat. First Aid Kits found to be available during pesticides spraying in the fields (4<sup>th</sup> Schedule). Portable signboard noted to be displayed at areas of spraying activity (5<sup>th</sup> Schedule).</p>	<p>Complied</p>
<p><b>4.6.5</b> Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). <b>Major Compliance</b></p>	<p>All pesticide operators have attended training on the safe handling and application of pesticides in compliance with Regulation 22 of the Pesticides Act 1974. Appropriate safety and application equipment (safety boots, safety helmets, rubber boots, cartridge masks, safety goggles, gloves, overalls) have been provided and used by the pesticides operators. All precautions attached to the pesticides (MSDS) have been observed, applied and understood by the workers. Programme and training records verified to be satisfactory. The training includes spraying technique, precautions and symptoms of symptoms of toxic reactions such as skin disorders, rashes, mouth and throat pain, breathing difficulties or nail problems.</p>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 32 of 99

	<p>The emergency shower and eye wash were verified to be available and in proper working order at the pesticide mixing area.</p> <p>The PMU has adequate facilities for mixing of pesticides and cleaning up after work. There are suitable storage areas for PPE.</p>	
<p><b>4.6.6</b> Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). Pesticides shall be stored in accordance to the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders, Pesticides Act 1974 (Act 149) and Regulations. <b>Major Compliance</b></p>	<p>Storage of pesticides found to be kept under lock and key and its use were in accordance with the Occupational Safety and Health Laws and Regulation 9 of the Pesticides Act 1974.</p> <p>Emergency shower and eye wash were available near the pesticides store in case of accidents.</p> <p>The estates have a pesticides store and pesticide containers washing &amp; bathing places for thepesticide workers. The pesticides store was found to be a permanent building with good ventilation and a cement floor equipped with a "spillage trap".</p> <p>Emergency shower and eye wash verified to be in good working condition. First aid box, PPE and fire extinguisher were provided at the pesticide warehouse.</p> <p>Material Safety Data Sheets (MSDS) are available in the store. The MSDS are in English and Bahasa Malaysia (understood by the workers).</p> <p>Used pesticide containers were either reused as containers for spraying solution or disposed. For disposal, empty pesticide containers were triple rinsed and pierced at the bottom and disposed of by a contractor approved by the Department of Agriculture.</p>	Complied
<p><b>4.6.7</b> Application of pesticides shall be by proven methods that minimise risk and impacts. <b>Minor Compliance</b></p>	<p>Pesticides had been applied using the Best Management Practices that minimize risk and impacts. The pesticide operators found to understand the use of the right nozzle, spray drift, spray quality and run-off. Warning notice displayed in the area being sprayed with pesticides.</p> <p>Programme and training records verified to be satisfactory.</p>	Complied
<p><b>4.6.8</b> Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. <b>Major Compliance</b></p>	<p>It is the policy of the company not to carry out aerial application of pesticides. This policy has been followed by the PMU.</p>	Complied
<p><b>4.6.9</b> Evidence of continual training to enhance knowledge and skills of employees and associated smallholders on pesticide handling shall be demonstrated or made available. (see Criterion 4.8). <b>Minor Compliance</b></p>	<p>The Annual Training Programme includes training on pesticides handling. All new pesticides operators were trained before being assigned to work with pesticides. In addition, based upon training needs, the existing pesticide operators attended continual training to enhance their knowledge and skills on pesticides handling.</p> <p>Information and safety precautions on the pesticides displayed on the notice board and next to the pesticides in the store.</p>	Complied
<p><b>4.6.10</b> Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). <b>Minor Compliance</b></p>	<p>Scheduled waste of palm oil mill had been disposed of through a DOE licensed scheduled waste contractor.</p> <p>The scheduled wastes from the estates are sent to the POM for disposal.</p> <p>Empty pesticide containers are triple rinsed and pierced at the bottom and disposed of by a contractor approved by the Department of Agriculture.</p> <p>Records of scheduled waste collection at the mill and collection of pesticide containers were verified to be satisfactory.</p>	Complied
<p><b>4.6.11</b> Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. <b>Major Compliance</b></p>	<p>Annual medical surveillance for all pesticide operators had been implemented in accordance with OSHA USECHH 2000 requirements Schedule 1 and 2. It was verified that the CHRA recommendations have been satisfactorily followed.</p>	Complied



**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 33 of 99

	<p>Latest medical surveillance for pesticide operators in March and July 2019 for Mayvin 1, Mayvin 2 Estate (including Nursery workers), Mayvin 5 &amp; 6 Estates and Tangkulap Estate. Medical surveillance reports of individual sprayers were checked, and no abnormality was reported by the Medical Doctor. The medical reports showed that there was no case of low blood cholinesterase levels.</p> <p>The medical surveillance results of all the pesticide operators stated as "fit for work with pesticide".</p> <p>Pesticides operators were interviewed during field visits and feedback received that they do not have any symptoms of toxic reactions such as skin disorders, rashes, mouth and throat pain, breathing difficulties or nail problems.</p> <p>Besides the annual medical surveillance, monthly clinical tests (to check lungs, gastro intestinal, urinary system, pregnancy, nails, skin, etc.) also carried out by the Health Assistant on sprayers and records maintained indicate no cases of toxic reactions.</p> <p>Workers found with some health conditions would be re-designated to perform other suitable work.</p> <p>Verified that at Mayvin 2 estate, the medical report had indicated that 3 workers (2 sprayers and 1 workshop personnel) was found unfit for their designated work and was recommended for medical removal. They were subsequently re-designated to other General work. This was informed to them and checked that workers were retained and given work which met the minimum monthly wages.</p>	
<p><b>4.6.12</b> No work with pesticides shall be undertaken by pregnant or breast-feeding women. <b>Major Compliance</b></p>	<p>Verified from records, field inspections and interviews that no pregnant or breast-feeding woman had been offered work as pesticide operator. Monthly clinical checks for pregnancy carried out.</p> <p><b>2019: OBS JMD-01 (see details in report section 3.2.2)</b></p> <p>The medical check-up form used by the EHA to evaluate fitness to work for new or transferred female workers could be improved.</p>	<p><b>2019: OBS: JMD-01</b></p>
<p><b>Criteria 4.7</b> An occupational health and safety plan is documented, effectively communicated and implemented.</p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p>The occupational health and safety plan shall cover the following:</p> <p><b>4.7.1</b> An occupational health and safety policy shall be in place. An occupational health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. <b>Major Compliance</b></p>	<p>Occupational Safety and Health (OSH) plan in compliance with OSH Act and Factory Machinery Act 1994 was documented and implemented.</p> <p>OSH Policy found to be clearly displayed at POM and in the estates office. Adequate posters, regulations, newsletters were prominently displayed on notice boards. Interviewed workers demonstrated awareness towards occupational safety and health.</p> <p>The Safety &amp; Health Officer is in charge of safety and health planning, operation &amp; coordination. Mill/Assistant Mill Managers and Estate Managers / Assistant Estate Managers are also directly involved.</p>	<p>Complied</p>
<p><b>4.7.2</b> All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. <b>Major Compliance</b></p>	<p>Risk assessment carried out on operations where health and safety is an issue in order to determine the significant hazards. Significant hazards determined and documented include noise exposure, pesticides/chemicals exposure, accident, fire. Procedures and actions implemented to mitigate the hazards.</p> <p>There was a re-assessment of noise levels in the POM in Sept 2017 as seen in the Consultant Report (DABOH Sdn Bhd). Work areas identified with high noise levels are the boiler station, engine room, kernel and nut plant, press station and sterilization unit where noise level exceeded 85 db.</p> <p>Mill management have taken steps to reduce the noise levels by more frequent lubrication of machinery, reducing the exposure</p>	

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 34 of 99

	<p>time to high noise and mandatory use of ear plugs and ear mufflers.</p> <p>Annual audiometric tests were conducted on 7 Aug 2019 for the mill staff and workers exposed to high noise levels.</p> <p>The audiometric reports of 9 workers indicated as having mild to moderate hearing impairment and recommended to wear hearing protector. No worker has severe hearing impairment (permanent threshold shift). One worker was found to have his hearing affected and a re-test was required. The mill management had begun arrangement for the re-test with the medical doctor to be done in Nov 2019.</p> <p>Baseline audiogram and occupational and medical history records of workers maintained.</p> <p>Employees exposed to high noise levels were interviewed and there was no complaint raised. The workers are aware of the danger of hearing loss due to prolonged exposure to high noise. The workers knew about the complaints process and mechanism available.</p> <p>“Permit to work” system applied at the POM. Staff and workers have been trained and certified by NIOSH for gas entrant and stand-by involving work in confined space.</p> <p>Appropriate PPE (safety boots, safety helmets, rubber boots, cartridge masks, safety goggles, gloves, overalls, ear plugs, ear mufflers) verified to be provided to and being used by the workers. Associated training provided to address safety and health issues.</p> <p>Warning signs sighted at high noise areas and ear plugs and ear mufflers to be worn. There are also warning signs to use other PPE such as helmet and safety boots.</p> <p>An audit for determining compliance with the minimum standards had been conducted on all types of PPE used.</p> <p>Adequate fire extinguishers and hose reels found to be located at strategic locations, operational and maintained in good conditions. Location map of fire extinguishers is available.</p> <p>First Aid equipment was available at POM, estates and at worksites. Samples of First Aid box was checked, and contents found to be complete and in usable order during field visit. Training for workers in First Aid was carried out in the mill and estates and records maintained.</p> <p>The POM and estates have established their accident reporting KPI and incident monitoring implemented.</p> <p>Yearly reporting of JKPP8 regulations was submitted to JKPP on time, i.e. in January of each year.</p> <p>The Safety &amp; Health Officer maintains records on the rate of accidents to workmen, trends in rate of accidents, fatalities and non-fatalities captured to prevent mishaps.</p> <p>Previous observation (2018) CBK-02 was addressed and adequately implemented.</p>	
<p><b>4.7.3</b> All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p><b>Major Compliance</b></p>	<p>Training programme planned and carried out for year 2018 includes training for all categories of workers.</p> <p>Appropriate trainings on safe working practices are planned and conducted for:</p> <ul style="list-style-type: none"> <li>- workers exposed to machinery and high noise levels,</li> <li>- workers working in confined space,</li> <li>- harvesters</li> <li>- pesticides operators</li> <li>- manurers</li> </ul> <p>The training programme included the various types of training such as fire-fighting and fire drill, exposure to high noise levels</p>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 35 of 99

	and control measures for protection of hearing and audiometric tests, understanding MSDS/CSDS and first aid training. Trainings records were available. Evaluation carried out on each of the trainings to determine its effectiveness.	
<b>4.7.4</b> The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. <b>Major Compliance</b>	The Sandakan Region area responsible for the overall safety and health of the Grouping was headed by the Safety & Health Manager. The Mill and the Estates had set up Safety and Health Committees which were chaired by the Managers of the operating units with the Assistant Managers as Secretary of the committees. The committee members comprise representatives from the management and the employees. The safety & health committees had held quarterly meetings to discuss issues relating to safety & health of all the employees. Records of regular meetings between the responsible person and workers were maintained. <b>2019: Observation MNM-01 (see details in section 3.2.2) - Improvement needed</b> In the Safety & Health meetings.	<b>2019 OBS: MNM-01</b>
<b>4.7.5</b> Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed. <b>Minor Compliance</b>	Accident and emergency procedures had been written in English and Bahasa Malaysia and briefed to staff, workers, contractors and visitors. Workers trained in First Aid were present in the mill and field operations. First Aid Kits were available at worksites. Records on all accidents had been verified to be maintained satisfactorily. Quarterly review on accident cases had been carried out during quarterly safety & health committee meetings. Verified that analysis and reviews were done during Safety Committee meetings held in Mar and June 2019. <b>2019: Observation MAS-01 (see details in section 3.2.2) - Improvement needed</b> In the Warning and SOP signages	<b>2019 OBS: MAS-01</b>
<b>4.7.6</b> All workers shall be provided with medical care, and covered by accident insurance. <b>Minor Compliance</b>	Medical care had been provided to all the workers. Local workers are covered by SOCSO, whereas foreign workers are covered by Foreign Workers Compensation Scheme with MSIG Insurance with valid cover till Sept 2019.	Complied
<b>4.7.7</b> Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. <b>Minor Compliance</b>	Records on Lost Time Accident (LTA) metrics had been verified to be satisfactory.	Complied
<b>Criteria 4.8</b> All staff, workers, smallholders and contract workers are appropriately trained.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<b>4.8.1</b> A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. <b>Major Compliance</b>	A formal training programme on all aspects of RSPO Principles and Criteria and the Supply Chain Certification System have been established and implemented. Training for various categories of operators, including all field and office staff, with regards to their duties and training needs had been reviewed and found acceptable. <b>2019: Observation MAS-02 (see details in section 3.2.2) - Improvement needed</b> In the Training Needs analysis.	<b>2019 OBS: MAS-02</b>
<b>4.8.2</b> Records of training for each employee shall be maintained. <b>Minor Compliance</b>	Records of training for each employee, including new employees were maintained.	Complied

**Principle 5: Environmental responsibility and conservation of natural resources and biodiversity**

**Criteria 5.1**

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 36 of 99

Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.

Indicators	Findings and Objective Evidence	Compliance
<p><b>5.1.1</b> An environmental impact assessment (EIA) shall be documented. <b>Major Compliance</b></p>	<p>The PMU had submitted the Environmental Aspect and Impacts Assessment (EIA) in Aug 2013 in accordance with the DOE and EPD requirement (EIA Order 2005, 2<sup>nd</sup> Schedule of Environmental Protection Enactment) for Proposed Replanting Programme for all the estates under the grouping. The submitted report by an approved EIA consultant (i.e. Kiwi Heng Environment Consultant Sdn Bhd with the Agreed Environmental Conditions – (Surat Aku Janji) stipulated was reviewed by the POM and estates on annual basis. The annual review of the EIA was done on 1 Aug 2019.</p> <p>As per the EIA, the Environmental Compliance monitoring were done on 4 monthly basis per year (i.e. in April, August and Dec). ECR reports of Dec 2018 &amp; April 2019 were sighted during audit in which non-compliance findings were adequately followed up and addressed by the PMU.</p> <p>POM &amp; Estates internal EAIA were reviewed and updated (where necessary) for site specific issues in Aug and Sept 2019.</p> <p>The EAIA 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 SPO team with external stakeholders such as from Govt. agencies, neighbouring estates, local villagers, suppliers and contractors.</p>	<p>Complied</p>
<p><b>5.1.2</b> Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive action plan. The action plan shall identify the responsible person/persons. <b>Minor Compliance</b></p>	<p>The EIA assessments had included the identification of aspects and impacts from resulting from the POM and Estate operations.</p> <p>At the POM, specific impacts identified include smoke emissions, noise levels, POME and EFB management. Data were collected and analysed for compliance with relevant regulations and further actions needed were documented and implemented.</p> <p>At the Estates, field activities that includes fertilizing, spraying, transportation of FFB, garbage disposal, landfill management, road maintenance, wildlife and land conservation activities.</p> <p>Implementation activities recorded includes the weekly patrolling as per the Patrolling programmes to monitor both environmental and safety issues. Noted that reports were submitted to the Wildlife Dept. on 2 monthly basis as part of responsive action by the Estate Managers who were trained and qualified as Honorary Wildlife Wardens.</p> <p>Fronk stackings were adequate pegged to prevent being washed down to streams during occasional heavy downpour and flash floods. Monitoring and erosion control done was found effective. Previous NC (2018) AL-01 was adequately addressed and implemented</p>	
<p><b>5.1.3</b> This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. <b>Minor Compliance</b></p>	<p>Implementation and monitoring of the documented environmental improvement plans were reviewed on an annual basis. For the current audit period, it was reviewed in July 2019.</p> <p>The plans had taken into consideration the mitigation of negative impacts and promotion of positive ones such as the proper demarcation of buffer zone, clearing of overgrown natural vegetation and debris along the streams.</p> <p>Verified during on-site visit to fields that appropriate actions were also taken on findings stated in the ECR reports.</p>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 37 of 99

<b>Criteria 5.2</b>		
The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<p>5.2.1 Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p><b>Major Compliance</b></p>	<p>The HCV and Conservation assessments conducted by the IOI Sustainability Team (Sandakan region) were documented and reviewed for the POM and all the estates in July 2019.</p> <p>Verified that the review had considered all aspects of environmentally sensitive areas such as riparian areas, buffer zones near Forest reserves, water catchments near hills, natural watercourses such as streams, potential wildlife and the perimeter boundaries of the PMU.</p> <p>HCV and other environmentally sensitive areas were documented and inspected on site.</p> <p>Site visits to the estates confirmed that Mayvin 1 estate is surrounded by palm oil estates along its borders. River tributaries of Sg. Tawai and Sg. Ruku-Ruku passes through the estate, Mayvin 2 estates has borders with the Tawai Forest Reserve on the western part, Mayvin 5 and Tangkulap estates have borders with the Tangkulap Forest Reserves on southern part. Boundaries bordering the forest reserves were well demarcated and electric fencing installed along the forest borders with the Forest Reserves to deter wild elephants from coming into the estates.</p> <p>Conservation areas/environmentally sensitive areas i.e. buffer zones along the stretches of streams which pass through the estates as identified were being monitored.</p>	Complied
<p>5.2.2 Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through an action plan.</p> <p><b>Major Compliance</b></p>	<p>Regular patrols within the POM and estates were being carried out and findings recorded by the respective Estate executives to monitor the Conservation / buffer zone areas.</p> <p>The Estate managers who were qualified as Honorary Wildlife Wardens had assisted the Wildlife Department to monitor wildlife that exists within the boundaries of their respective estates.</p> <p>Monitoring and control of any illegal hunting, fishing or collecting activities was also carried out by the patrolling activities conducted and the patrolling and 2 monthly reports to the Wildlife Dept. were available and maintained.</p> <p>Signages that prohibit hunting, fishing and water polluting activities were verified on-site at all estates visited and found to have been satisfactorily maintained.</p>	Complied
<p>5.2.3 There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be 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.</p> <p><b>Minor Compliance</b></p>	<p>IOI Group had sent 29 personnel i.e. Estate managers and assistants (which included personnel from Mayvin PMU) for the Honorary Wildlife Warden training held in 2016 and these personnel were qualified and authorised as listed in the Sabah Government Gazette (Warta Kerajaan, Sabah) of 9 Feb 2017.</p> <p>It is noted that the renewal and re-qualification of appointment as Honorary Wildlife Wardens is valid for a 3-year period and the re-qualification and training by the Sabah Wildlife Department is planned for IOI personnel in Nov / Dec 2019.</p> <p>Training programme and briefings on HCV and RTE were organised and attended by personnel across the organisation. These trainings conducted at the Estates of Mayvin 1, 2, 5 and 6 were spread over a period between Jan and July 2019. It is noted in the attendance records that the attendees included the supervisors, mandores, sprayers, manurers and general field workers.</p>	Complied

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 38 of 99

<p><b>5.2.4</b> Where an action plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> <li>• The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>• Outcomes of monitoring shall be fed back into the action plan.</li> </ul> <p><b>Minor Compliance</b></p>	<p>Management plans were established, and monitoring outcomes were reviewed by the estate managers. Feedbacks from consultations with the Forestry Dept. and Wildlife Dept. were incorporated.</p> <p>Verification were also made during on-site assessment and found to be satisfactory implemented at Mayvin 1, 2, 5, 6 and Tangkulap Estates.</p> <p>The overall management plan on the status of HCV/RTE of the Mayvin PMU is collated and reviewed by the Sustainability team (Sandakan region) and monitored by the Sustainability Dept. at HQ. The action plans were adequately updated.</p>	<p>Complied</p>
<p><b>5.2.5</b> Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p><b>Minor Compliance</b></p>	<p>It was verified that there has been no instance of HCV set-aside that conflicts with the rights of local communities at the estates visited. Thus, negotiated agreement of such nature is not applicable.</p>	<p>Not applicable</p>
<p><b>Criteria 5.3</b> Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p><b>5.3.1</b> All waste products and sources of pollution shall be identified and documented.</p> <p><b>Major Compliance</b></p>	<p>Visits made to POM and estates showed that all waste products and sources of pollution were identified and documented.</p> <p>The documentation and identification of all the waste products such as scheduled waste, domestic waste, clinical waste and recyclable waste such as metal, plastic, mill waste and polluting materials, e.g. EFB, POME.</p> <p>Scheduled Waste identified included: waste lead acid batteries (SW 102), waste containing mercury - electric bulbs (SW 109), electrical and electronic waste (SW 110), spent hydraulic oil (SW 305), spent lubricant oil (SW 306), used chemical containers/drums (SW 409), used filters (SW 410), clinical waste (SW 404) and used batteries (SW 102). Discarded chemicals (SW 429).</p> <p>Records on the inventory as per 2<sup>nd</sup> and 5<sup>th</sup> Schedules, and disposal were properly recorded and documented.</p> <p>Segregation of wastes, i.e. general wastes and scheduled wastes was verified to be satisfactory carried out in the POM and estates. Proper storage areas were identified for the storage of the recyclable wastes at the mill and estates including at the workshops.</p>	<p>Complied</p>
<p><b>5.3.2</b> All chemicals and their containers shall be disposed of responsibly.</p> <p><b>Major Compliance</b></p>	<p>The POM and estates have proper designated stores for the storage of all types of chemicals to ensure proper segregation and disposal.</p> <p>Listing of Schedule waste items are reviewed and updated as per Schedule 2 (Regulation 3) EQA. 1974, and inventory records were maintained as per Schedule 5 (Regulation 11).</p> <p>For the POM and estates, scheduled waste disposal was done using a DOE approved scheduled waste disposal contractor (Lagenda Bumimas Sdn Bhd). Noted last disposal done on 15 July 2019 as per e-Consignment Notes records.</p> <p>Used pesticides containers were noted to be triple rinsed at the chemical pre-mixing areas and contents collected at the collection sumps for re-use in the field applications. Puncture of plastic containers were done before disposal via a plastic recycling contractor.</p> <p>Inventories on the schedule waste items and chemical containers were satisfactorily maintained.</p>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 39 of 99

	<p>Clinical waste (SW 404) was collected from POM and estates clinics and were transferred on a monthly basis via ambulance to Clinic Luangmanis (at Ladang Sabah, Sandakan) for proper disposal. Last consignment notes issued by KKM clinical waste contractor (Seda Fiat Sdn Bhd) was noted on 15 July 2019.</p> <p>Records on inventory and disposal for the clinical waste were also maintained.</p> <p>Recordings of Clinical Scheduled waste were found to be satisfactorily monitored</p> <p>Previous Obs (2018) AL-01 was adequate addressed and implemented.</p>	
<p><b>5.3.3</b> A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. <b>Minor Compliance</b></p>	<p>The Waste management and disposal plans were documented both the POM and estates. The plans were implemented as per the plans and were carried out responsibly.</p> <p>The Waste management plans had also identified wastes control at the linesites/ housing areas such as sewage discharge, non-biodegradable domestic wastes, chicken litter and other recyclable waste. Pollution control measures implemented included the use and maintenance of septic tanks, sedimentation ponds, landfill sites and collection bins for recyclable waste.</p> <p>Recycling bins of three different colour codes for specific recycle waste were available in both POM and estates and were used for solid waste segregation and recycling.</p> <p>Solid waste management and disposal plan using landfills was available at Mayvin 1, 2, 5, 6 Estates. Landfill management was found to be satisfactory implemented with fencing and signages maintained. Location sites of landfills were noted far away (5 km) from housing sites and water sources.</p> <p>The waste management and disposal implemented adhered to the EQA Management of Solid Waste Act 672, Reg 2007 and EQA Reg 24 (Control of pollution from solid wastes Transfer Station and Landfill) Reg 2009 and was found to have been satisfactorily implemented at the mill and estates.</p> <p>The recycling of crop residues / biomass, i.e. EFB and POME had been implemented. Management on EFB application plans and progress reports were verified to be satisfactory.</p>	Complied
<p><b>Criteria 5.4</b> Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<p><b>5.4.1</b> A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. <b>Minor Compliance</b></p>	<p>Monthly records on energy consumption for both renewable and non-renewable sources were maintained and monitored to optimise use of renewable energy and improvement plans</p> <p>At the POM, apart from use of diesel for generating electricity, palm fiber was also used to generate electricity through steam turbine and boiler.</p> <p>The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO. Electricity generation was through steam turbine and boiler where palm fiber and PK shells were used as renewable energy/fuel on a 70:30 ratio basis.</p> <p>Annual consumption data for year on year were reviewed and analysed for efficiency improvements needed.</p>	Complied
<p><b>Criteria 5.5</b> Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 40 of 99

<p><b>5.5.1</b> There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. <b>Major Compliance</b></p>	<p>IOI Group had observed the policy of 'Zero open burning' for replanting, if any, at the estates. Field inspections made at Mayvin 1, 2, 5 and 6 estates did not show any evidences of open burning at the fields.</p>	<p>Complied</p>
<p><b>5.5.2</b> Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. <b>Minor Compliance</b></p>	<p>The PMU had observed the policy of 'Zero open burning' for ongoing replanting at the estates. Verified that there was no evidence of any burning of domestic waste at the housing line sites and at the sanitary landfills of the estates during on-site field assessment.</p>	<p>Complied</p>
<p><b>Criteria 5.6</b> Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p><b>5.6.1</b> An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). <b>Major Compliance</b></p>	<p>Monitoring of mill gas emissions is being done online using the Continuous Emissions Monitoring System (CEMS) and supported by the Ringelmann Smoke Chart. Report showed evidence that the emission is within the permissible limits of DOE as verified by documents made available during the on-site visit to the mill. POME treatment, monitoring and land application is monitored, maintained and adhered to DOE regulations. Stack emissions and Boiler ashes were maintained and monitored at the POM. Regular reporting of twice yearly was carried out and report made available during the audit.</p>	<p>Complied</p>
<p><b>5.6.2</b> Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. <b>Major Compliance</b></p>	<p>Identification of significant pollutants and greenhouse gas (GHG) emissions has been done, e.g. POME, diesel / fuel and fertilizer. Their usage has been recorded and documented at both the POM and estates. The GHG emissions calculation has been compiled for FY 2018/2019 using the Palm GHG calculator v3.01. The GHG calculation report has also been submitted to RSPO Secretariat on July 2019. Plans for the reduction of GHG emissions has included the construction of the Biogas plant which has been approved and expected to complete by end 2019.</p>	<p>Complied</p>
<p><b>5.6.3</b> A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. <b>Minor Compliance</b></p>	<p>Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. The monthly water quality analysis reports at the final discharge points performed by Permalab Sdn Bhd (Sandakan) were available and maintained. Sighted for Jan- July 2019. Verified that the results had met the permissible limits set by DOE for the PMU (i.e. BOD levels &lt; 50 ppm). Verified that land irrigation done for final discharge water to Mayvin 2 estate fields (nearest to POM) as per DOE requirement.</p>	<p>Complied</p>

**Principle 6: Responsible consideration of employees, and of individuals and communities affected by growers and mills.**



<b>Criterion 6.1</b>		
Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<p>6.1.1 A social impact assessment (SIA) including records of meetings shall be documented.</p> <p><b>Major Compliance</b></p>	<p>The Mill and Estates had conducted the Social Impact Assessment (SIA) in consultation with the external and internal stakeholders.</p> <p>The SIA had included a description of the assessment methodology and a review of the aspects of demography, laws &amp; regulations, work &amp; contracts, grievances, facilities &amp; amenities, environmental issues, safety &amp; health issues etc.</p> <p>Management Action Plans &amp; Continuous Improvement Plan had been developed, implemented and monitored.</p> <p>Records included attendance lists, minutes of meeting, summary on status of communication, grievances, complaints and requests were available.</p>	Complied
<p>6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties.</p> <p><b>Major Compliance</b></p>	<p>The SIA was conducted with the participation of affected stakeholders through consultations with workers, suppliers, contractors, transporters, service providers, school teachers, government departments and non-government organisations.</p> <p>Consultations with external stakeholders was carried out jointly by the mill and estates on 24 July 2018.</p> <p>The POM, Mayvin 1, 2, 5 and 6 Estates including Tangkulap Estate held their consultations with their internal stakeholders as recorded in Employee Consultative Community Meeting conducted once in every 2 months.</p>	Complied
<p>6.1.3 Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.</p> <p><b>Major Compliance</b></p>	<p>The action plans for avoidance or mitigation of negative impacts and promotion of the positive ones were documented, implemented and monitored by the Social Liaison Officers and the Managers. A schedule of activities and responsibilities with time frame was seen in the implementation plans.</p>	Complied
<p>6.1.4 The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices.</p> <p>There shall be evidence that the review includes the participation of affected parties.</p> <p><b>Minor Compliance</b></p>	<p>The latest revision of SIA plans had been carried out as follows:</p> <p>At POM reviewed on 2 August 2019</p> <p>Mayvin 1 &amp; 2 Estates reviewed on 15 &amp; 16 July 2019</p> <p>Mayvin 5, 6 &amp; Tangkulap Estate reviewed on 12 Aug 2019.</p> <p>The revision had taken into consideration of the updates and issues raised by the stakeholders during the consultations.</p> <p>Records included minutes of meeting, summary &amp; status of external stakeholder, communication, grievance/complaint and request. Attendance lists showed participation of suppliers, transporters, service providers, workers, sundry shop owners etc.</p> <p>SIA reviewed has adequately considered additional inputs such as:</p> <ol style="list-style-type: none"> <li>1) Provision of children playground &amp; activities</li> <li>2) Management of dog population at the linesites</li> <li>3) Refurbishment for local sundry shop building</li> </ol>	Complied

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 42 of 99

	4) Immunisation needed for case of child born by foreign worker. Thus 2018: Minor NC# MNM-01, was found to be adequately implemented and accepted for closure.	
6.1.5 Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). <b>Minor Compliance</b>	There are no smallholders at the PMU. Thus, this is not applicable.	Not applicable
<b>Criterion 6.2</b>		
There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
6.2.1 Consultation and communication procedures shall be documented. <b>Major Compliance</b>	IOI's Group consultation and communication procedures are available via website link: <a href="http://www.ioigroup.com/Corporateresponsibility/environment_t_plantation.cfm">http://www.ioigroup.com/Corporateresponsibility/environment_t_plantation.cfm</a> The PMU has adopted an open and transparent method of communication and consultation when dealing with relevant parties, e.g. its workers, government agencies, contractors, neighbouring plantations by personal invitation to attend the internal and external stakeholders' consultation meetings. In addition, procedures relating to the following, were established and remain unchanged: - Grievance Procedure - Sexual Harassment Procedure - Stakeholder Request Procedure - Grievance Procedure for Land Owner Issues These procedures, which were available at the Mill and the Estates, described the mechanism to be taken should any stakeholders wished to communicate with the Mill and the Estates on any issue concerning their interests.	Complied
6.2.2 A management official responsible for these issues shall be nominated. <b>Minor Compliance</b>	The Mill and Estates had appointed the respective Social Liaison Officers as the persons responsible for handling all social matters and issues. The responsibilities of the Social Liaison Officers were clearly defined in their appointment letters. (i.e. Mill Asst Manager (Mr. Faizal Bin Asmat), Mr Norbert John for Mayvin 2 Estate, Mr Jeffy Lajim for Mayvin 5 Estate, Mr. Mohd Shah Rizan B Mohamad Jerry (Asst Manager) for Mayvin 1)	Complied
6.2.3 A list of stakeholders, records of all communication, including confirmation of receipt and that effort are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. <b>Minor Compliance</b>	The Mill and Estates had maintained their lists of stakeholders respectively. The stakeholders consisted of representatives from Government Departments & agencies, non-government organisations, workers, management staff and executives, contractors, transporters, suppliers, schools, hospitals, service providers, mill & estates communities, neighbouring estates etc. Records of communication with stakeholders via meeting, briefing, letters, emails, social media, telephone and actions taken were maintained and available.	Complied
<b>Criterion 6.3</b>		

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 43 of 99

There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
6.3.1 The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. <b>Major Compliance</b>	All estates in the PMU have established complaints and grievances procedures and they were all well implemented. Complaints and Grievances logbooks were sighted in all audited estates and actively used by workers.  Timelines for response to complaints and grievances are either indicated in the logbook or ECC representatives are appropriately established and implemented. Generally, respond time for minor requests will be within 2-3 days.  Complaints and Grievances Logbooks are for complaints which are not private and confidential in nature. For reports which are related to private matters such as sexual harassment reports separate logbooks are prepared and always kept under lock and key locations. Complainants are given the option whether the make the report personally or through nominated workers' representatives.  It is verified during on-site interviews that there were no incidents of dispute or grievance of a serious nature.	Complied
6.3.2 Documentation of both the process by which a dispute was resolved and the outcome shall be available. <b>Major Compliance</b>	The system for handling compensation claims in an effective, timely and appropriate manner is found to be satisfactorily maintained. So far there has not been any dispute raised. This was verified during current on-site interviews with the workers.	Complied
<b>Criterion 6.4</b> Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
6.4.1 A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. <b>Major Compliance</b>	IOI as a group has a generic procedure and process Flow chart for identifying legal, customary and user rights and for identifying people entitled for compensation which was available for verification.  Verified that there were no borders at estates in Mayvin grouping which were adjacent to any villages or native land.  The land dispute issues at the IOI uncertified units were followed up and the progress of resolving the issues were verified. See details under <b>Section 1.9 and Appendix D.</b>	Complied
6.4.2 A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. <b>Minor Compliance</b>	The IOI Group has a procedure for calculating and distributing compensation which is available. To the date, there has been no dispute by any parties reported at the PMU.	Complied

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 44 of 99

<p>6.4.3 The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.</p> <p><b>Major Compliance</b></p>	<p>Verified during consultations that there has been no dispute by any parties reported at this PMU. Therefore, the process and outcome of compensation could not be observed.</p> <p>The land dispute issues at the IOI uncertified units were followed up and the progress of resolving the issues were verified. See details under <b>Section 1.9 and Appendix D.</b></p>	<p>Complied</p>
<p><b>Criterion 6.5</b> Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p>6.5.1 Documentation of pay and conditions shall be available.</p> <p><b>Major Compliance</b></p>	<p>Offer letters and work contracts for local staff and foreign workers are verified. The contracts met the industry minimum standards including extra pays under the statutory fringe benefits.</p> <p>All employees entered with a contract of employment. Official appointment letters specified rates of pay, employment terms and conditions, duration of employment, increment &amp; bonus, holiday pay, sick leave, medical benefits, termination notice, transfers, and mandatory deduction such as EPF and SOCSO.</p> <p>In addition, the appointment letters were in Bahasa Malaysia, a language which was also understood by the foreign workers. Interview with the Indonesian workers during field audit confirmed that the management had explained to them and understood the terms and conditions of employment and approved deductions.</p> <p>Payslips clearly showed the wages earned, overtime pay, holiday pay and the approved deduction items. Based on the payslips sampled, the workers earned at least the minimum daily wage of RM42.30 in accordance with Minimum Wage Order 2018.</p> <p>The Mill and Estates management has absorbed the cost of foreign workers passport renewal. Verified that there were no deductions made in the salary slips of said workers.</p>	<p>Complied</p>
<p>6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p><b>Major Compliance</b></p>	<p>Documented pay and condition of employment were clearly defined within the employment contract.</p> <p>Among the items specified were job description, working hours, work location, responsibility, wage calculation, overtime, public holidays, paid annual leave, housing, transportation, medical treatment at estate clinic and insurance.</p> <p>The contract had been written in Bahasa Malaysia which were understood by the workers.</p> <p>Interview with the workers during field visit verified that the pay and condition of employment were explained to them and that they understood it.</p> <p>The mill and estates had a mechanism to determine those employees who were eligible or not eligible for holiday pay and annual leave pay. Through these mechanisms, lists of eligible and ineligible employees were prepared.</p> <p><b>2019: Noncompliance finding</b> <b>At Mayvin 5 Estate:</b> <b>A Supervising field staff had apparently recorded</b></p>	<p>2019: See NC below</p> <p><b>2019: Major NC: JMD-01</b></p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 45 of 99

	<b>incorrect attendance codes for workers MV52814, MV54365 and MV53217, for the month of April and May 2019, which possibly will lead to the incorrect calculation of wages and payments for the said workers.</b>	
<p>6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p><b>Minor Compliance</b></p>	<p>The Mill and Estates has provided adequate housing with supply of electricity and treated water free of charge.</p> <p>The power supply to the worker's living in estates quarters was provided from 3.00 am to 6.00 am and from 5.30 pm to 10.30 pm</p> <p>For Mayvin 2 Estate, there was a nominal fee of RM5.00 per month imposed on the workers whose living quarters which were supplied with 24 hours of electricity. Treated water was supplied free of charge.</p> <p>The accommodation provided for foreign workers are single storey linked units. The housing units have been approved by the Sabah Labour Department.</p> <p>The clinics situated at the Mill &amp; Estate housing areas were manned by a health assistant providing free basic medical treatment. For more serious cases, the workers would be sent to the nearest hospital with transportation provided free-of-charge.</p> <p>Domestic waste was collected three times a week and disposed of at the landfill.</p> <p>Education at primary and secondary level were supported by the PMU for children from the estates as well as the surrounding areas.</p> <p>Pre-school children of foreign workers were cared for at the crèche near the housing areas while older school-going children attended the HUMANA School managed by a non-government organisation.</p> <p>The mill and estates provided transportation to send and pick up the school children from the schools.</p> <p>Social, cultural and recreational activities and places of worship were supported. Physical amenities such as surau, community halls, badminton courts and football fields are provided.</p> <p><b>2019: Noncompliance finding</b> <b>Linesite inspection inadequately cover certain safety and health aspects.</b> <b>See NC: MNM-01 details (report section 3.2.1)</b></p>	<p>See NC below</p> <p><b>2019: Minor NC: MNM-01</b></p>
<p>6.5.4 Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p> <p><b>Minor Compliance</b></p>	<p>The PMU monitored the local sundry shops to ensure that the workers have access to adequate, sufficient and affordable food within their compounds.</p> <p>The PMU also arranged for traders from outside to sell food, clothes and sundry items in the PMU at early of the month, i.e. after pay day.</p>	<p>Complied</p>
<p><b>Criterion 6.6</b> The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 46 of 99

<p>6.6.1 A published statement in local languages recognising freedom of association shall be available.</p> <p><b>Major Compliance</b></p>	<p>“Polisi Hak Sama Rata &amp; Kebebasan Berpersatuan Pekerja” (Equal Opportunity Employment &amp; Freedom of Association Policies) has been established and approved by Group Plantation Director dated dated October 2017. The policies were available in the Mill and Estates offices and displayed at the notice boards.</p> <p>Interview with managers, executives and workers verified that they were given the liberty to form or join and to participate in union activities of their own choice.</p> <p>The Mill and Estate employees had established their respective Employees Consultative Committee (ECC). The organisation chart of the ECC showed that the committee members consisted of workers of the mill and the estates.</p>	<p>Complied</p>
<p>6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p><b>Minor Compliance</b></p>	<p>The PMU has published a statement (in local languages) recognizing freedom of association at the POM office.</p> <p>The representation from the different levels of workers is through the Employees Consultative Council (ECC). These representatives are elected by the workers.</p> <p>Meetings minutes of ECC, list of attendance and photos of the sessions were kept in file showing evidence of participation of affected parties. Inputs and request raised during ECC meetings were verified to be included in the continual improvement plans of the mill and estates.</p> <p>ECC Meeting for POM and all estates were conducted once in every 2 months. Latest meeting for POM was recorded on Jun 2019. ECC Meeting at Estate sighted for Apr &amp; Jun 2019. JCC meetings was conducted after the ECC meeting with latest meeting was conducted on 12 Jun 2019.</p>	<p>Complied</p>
<p><b>Criterion 6.7</b> Children are not employed or exploited.</p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p>6.7.1 There shall be documentary evidence that minimum age requirements are met.</p> <p><b>Major Compliance</b></p>	<p>The Mill and Estates had established the Policy Statement For No Child Labour, approved by Group Plantation Director</p> <p>The Policy Statement indicated that only workers above 18 years old are employed by the Mill and Estates.</p> <p>The employment records and lists of employees maintained by the mill and estates showed there was no worker who is below 18 years old. Interviews with workers in the estates and at the Mill confirmed implementation of the stated policy.</p> <p>Minimum age for foreign workers were monitored as per “Foreign Workers Statement”, latest check done in July 2019.</p>	<p>Complied</p>
<p><b>Criterion 6.8</b> Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p>6.8.1 A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.</p>	<p>The Equal Opportunity Employment &amp; Freedom Of Association Policies were publicly available. It stated that everyone will receive equal treatment regardless of race, caste, nationality, origin, disability, gender, sexual orientation, union membership, political affiliation, or age.</p>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 47 of 99

<b>Major Compliance</b>	Interviews with workers indicated their satisfaction with the PMU for job opportunities and were treated equally on these aspects.	
6.8.2 Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. <b>Major Compliance</b>	The list of employees showed both male and females employed.  Interviews with field workers verified that employees were not discriminated against races, nationality, gender as well as social groups.  There was no complaint or issue regarding discrimination in any form.	Complied
6.8.3 It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. <b>Minor Compliance</b>	The mill and estates kept and maintained records of their workers (experience, qualification, skills) and medical history.  The recruitment, selection and hiring of workers are based on skills, competency, capabilities and medical fitness according to job scope. The positions held by workers commensurate with their skills and experience and no evidence of discrimination on promotion.  There was evidence of several field workers at the estates had been promoted to 'Mandore' / Group Leaders / Driver. The basis for their promotion and changes in their role and responsibilities and wages can be more clearly documented and retained.  Previous 2018 Observation (OBS: MNM-01) was addressed and closed.	Complied
<b>Criterion 6.9</b> There is no harassment or abuse in the work place, and reproductive rights are protected.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
6.9.1 A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. <b>Major Compliance</b>	The mill and estates had established the Policy on Harassment at Workplace, approved by Group Plantation Director dated July 2018. The policy was also written in the Malay language and displayed on the notice boards at the offices and clinics.  The "Buku Aduan Gangguan Seksual" (Sexual Harassment Complaints Book) was available specifically to record complaints related to sexual harassment.  The Gender Committee meetings that were conducted had discussed matters relating to sexual harassment.  Based on records, the Gender Committees had organised training sessions on sexual harassment and procedure of lodging complaints. There had not been any case of sexual harassment for the past year.	Complied
6.9.2 A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. <b>Major Compliance</b>	The mill and estates adopted the <b>Sustainable Palm Oil Policy</b> , latest revised on March 2018.  During interview with the workers at POM and estates visited, the awareness level of the workers regarding the policy was good. In addition, the policy was displayed at notice boards at the office and clinic.  It was verified that there were no pregnant or breastfeeding woman worker among the agrochemical handlers. Medical check-up was conducted on monthly basis and recorded in	Complied

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 48 of 99

	“Medical Routine Checkup”. No pregnant or breastfeeding workers handling chemicals were noted at current audit.	
6.9.3 A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. <b>Minor Compliance</b>	<p>The flow chart entitled “Sexual Harassment Grievance Procedure” described the mechanism for which complaints could be lodged with respect to anonymity and confidentiality.</p> <p>It is available in both Bahasa Malaysia and English languages.</p> <p>The mechanism consisted of a Gender Representative appointed for the mill and each estate, whose duties included:</p> <ul style="list-style-type: none"> <li>• To receive report or complaint from victim of sexual harassment</li> <li>• To prepare detailed report relating to sexual harassment</li> <li>• To discuss with the advisor of the committee on the required action to be taken to the offender after the investigation is executed.</li> <li>• To prepare the detailed report for investigation and action to be taken.</li> <li>• To ensure that all information pertaining to all report received be treated confidential.</li> </ul> <p>Briefing on Reporting of Sexual Harassment and Grievance Procedure was briefed during Muster Call on monthly basis.</p>	Complied
<b>Criterion 6.10</b>		
Growers and millers deal fairly and transparently with smallholders and other local businesses.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
6.10.1 Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. <b>Minor Compliance</b>	<p>The PMU does not have any dealings with smallholders and outgrowers.</p> <p>There was also no evidence to suggest of any unfair business practices with the local businesses.</p>	Not applicable
6.10.2 Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). <b>Major Compliance</b>	<p>The PMU maintained records on current and past prices paid for FFB. Monthly prices are displayed at the POM office and FFB price data are available to the public upon request.</p> <p>The PMU does not have any dealings with smallholders and outgrowers.</p>	Not applicable
6.10.3 Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. <b>Minor Compliance</b>	<p>Interviews with parties concerned confirmed that business practices with local businesses are conducted in a fair and transparent manner. Work tenders are open to appropriate parties and reviewed by Tender Committee before approval.</p> <p>Requirement for FFB transporter to provide netting/canvas to cover the FFB delivered from estates to Mill were documented in the contract/agreements. Noted to be adhered during current audit.</p>	Complied
6.10.4 Agreed payments shall be made in a timely manner. <b>Minor Compliance</b>	<p>The PMU has a policy to ensure agreed payments were made in a timely manner as per the contracts of agreement made. Payments most of the time are made on according to common practice of 60-day grace period.</p> <p>Interviews with employees and contractors confirmed that payments are received in a timely manner.</p>	Complied



<b>Criterion 6.11</b>		
Growers and millers contribute to local sustainable development where appropriate.		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<p>6.11.1 Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.</p> <p><b>Minor Compliance</b></p>	<p>The mill and estates made contributions and donations for various occasions and events such as religious celebrations, social events, upkeep and maintenance of schools and access roads to local villages, family day, sports, estate facilities, security support, bereavement etc. Following developments / facilities were noted:</p> <ol style="list-style-type: none"> <li>1. New housing quarters provided to the security personnel at Mayvin 2 Estate</li> <li>2. Upgraded surau with air-conditioning units installed</li> <li>3. New housing units for workers under construction at Mayvin 2 Estate</li> <li>4. Bigger shop unit provided to sundries shop operator at Mayvin 2 and Mayvin 5 Estate.</li> <li>5. Transport provided for school activities</li> <li>6. New Humana and CLC School at Mayvin 5</li> <li>7. Completed Futsal Court at Mayvin 5 Estate</li> <li>8. New housing quarters (1 block X 6 units) at Mayvin 6 Estate</li> </ol>	Complied
<p>6.11.2 Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity</p> <p><b>Minor Compliance</b></p>	The estates had no scheme smallholders.	Not applicable
<b>Criterion 6.12</b>		
No forms of forced or trafficked labour are used.		
<p>6.12.1 There shall be evidence that no forms of forced or trafficked labour are used.</p> <p><b>Major Compliance</b></p>	<p>The mill and estates adopted the <b>Sustainable Palm Oil Policy</b>, latest revised on March 2018.</p> <p>Verified during field audit that the workers were informed of the plantation work, pay and the terms and conditions of employment. Confirmed that there was no evidence of forced or trafficked labour.</p> <p>The workers had the option to allow the mill and estates to keep their passports on their behalf. Most of the workers interviewed verified that they had voluntarily signed an agreement with the mill and estates for the safe-keeping of their passports. The agreement also stated that the workers were free to request for their passport to be handed back to them whenever needed for whatever purposes.</p> <p>In addition, the workers also confirmed that the company did not impose any restriction for them to take their passport at any time for whatever purposes.</p> <p><b>2019: Noncompliance finding</b></p> <ol style="list-style-type: none"> <li>1. <b>Inadequate follow up on prolonged work permit renewal for workers.</b></li> <li>2. <b>Linesite census conducted of workers and dependents found to be incomplete.</b></li> </ol> <p><b>See NC: JMD-02 details (report section 3.2.1)</b></p>	<p><b>2019: Major NC: JMD-02</b></p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 50 of 99

<p>6.12.2 Where applicable, it shall be demonstrated that no contract substitution has occurred.</p> <p><b>Minor Compliance</b></p>	<p>There was no evidence of contract substitution and this was confirmed from interviews with workers and relevant stakeholders.</p> <p>Based on records, the workers had only signed one single contract that was established as per in the Section 18 Sabah Labour Ordinance (Chapter 67) Amendment 2005.</p>	<p>Complied</p>
<p>6.12.3 Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.</p> <p><b>Major Compliance</b></p>	<p>No temporary workers were employed to date.</p> <p>The Policy on Foreign Workers is available at the Mill and Estates.</p> <p>Foreign workers recruitment Guideline &amp; Procedure in Malaysia. Requirements addressed such as FOMEMA health screening, passport handling free to kept themselves, grievance, unfit workers, contract renewal maximum 10 years, renewal of work permit, revised on July 2018 is sighted.</p>	<p>Complied</p>
<p><b>Criterion 6.13</b> Growers and millers respect human rights.</p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p>6.13.1 A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1).</p> <p><b>Major Compliance</b></p>	<p>New policy adopted by IOI is the "IOI Group Sustainable Palm Oil Policy" (revised on June 2017) covers human rights issues, including ILO core conventions, freedom of association, force and/or child labour, retention of passports, equal opportunity, sexual harassment-free working environment, etc.</p> <p>The policy was also written in the Bahasa Malaysia and displayed on the notice boards.</p> <p>The policy had been duly communicated to the workers / Stakeholders during the Stakeholder consultation, ECC Meeting as well as Gender Committee Meeting held at each of the respective estates and mill.</p> <p><b>2019: Noncompliance finding</b> <b>In Mayvin 6:</b> <b>Based on linesite visit and interview conducted, it was discovered that one male worker confirmed that his wife had gave birth at the workers' quarters about 6 months ago (Noted that the wife is not a worker in Mayvin grouping). However, this couple have still not registered the birth with the relevant authority.</b></p>	<p><b>2019: Major NC: JMD-03</b></p>
<p>6.13.2 As long as children of plantation workers of Sabah and Sarawak are not secured a right to go to government school, the plantation companies should engage in a process to secure the children of the plantation workers access to education as a moral obligation.</p> <p><b>Minor Compliance</b></p>	<p>The mill and estates had contributed towards the setting up of the HUMANA School for children of Indonesian workers for their primary and secondary level educations. The schools are managed by a non-government organisation.</p>	<p>Complied</p>

**Principle 7: Responsible development of new plantings**

To date, the PMU has not carried any new plantings after Nov 2005 which may be applicable under requirements of the RSPO New Planting Procedure. The requirements of Principle 7 were verified to be 'Not applicable' to this PMU during this assessment.

## INTERTEK CERTIFICATION INTERNATIONAL SDN BHD

(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad  
Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 51 of 99

It was verified during current on-site assessment that the PMU has declared and submitted its Land Use Change details for analysis for its plantings since Nov 2005 as per the calculations specified in the RSPO PalmGHG v 3.0.1. The GHG Calculation Report was submitted to the RSPO Secretariat on July 2019.

Based on the details provided in the records of submission and checks made on the ACOP and RSPO RaCP Case Tracker, it is verified that there is no potential liability under the RSPO Remediation and Compensation Procedure (RaCP) at this PMU.

### **SUMMARY OF NET GHG EMISSIONS**

All information and data below as per the latest summary report generated through **PalmGHG Calculator Version 3.0.1**.

**GHG Table 1: Summary of Net GHG Emissions (actual past 12 months: July 2018- Jun 2019)**

Emissions per Product	tCO <sub>2</sub> e/tProduct
CPO	1.9
PK	1.9

Production	t/year
FFB processed	180,823.9
CPO Produced	39,632.91

Extraction	%
OER	21.92
KER	5

**GHG Table 2: Summary of Land Use**

Land use	ha
OP planted area	8,424
OP planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0
<b>Total</b>	8,424

**GHG Table 3: Summary of Field Emissions and Sinks**

	Own Crop		Group		3rd Party		Total	
	tCO <sub>2</sub> e	tCO <sub>2</sub> e/ha	tCO <sub>2</sub> e	tCO <sub>2</sub> e/ha	tCO <sub>2</sub> e	tCO <sub>2</sub> e/ha	tCO <sub>2</sub> e	tCO <sub>2</sub> e/ha
<b>Emissions</b>								
Land Conversion	78,670.15	9.88	75,125.78	9.54	0	0	153,795.93	19.42
CO <sub>2</sub> Emissions from Fertiliser	10,399.82	1.3	8,327.48	1.04	0	0	18,727.3	2.34
N <sub>2</sub> O Emissions	7,466.21	0.92	5,452.94	0.7	0	0	12,919.15	1.62
Fuel Consumption	2,483.19	0.31	3,040.12	0.37	0	0	5,523.31	0.68

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 52 of 99

Peat Oxidation	0	0	0	0	0	0	0	0
<b>Sinks</b>								
Crop Sequestration	-74,568.86	-9.36	-72,364.49	-9.14	0	0	-146,933.35	-18.5
Conservation Sequestration	0	0	-456.21	-0.04	0	0	-456.21	-0.04
<b>Total</b>	24,450.51	3.04	19,125.62	2.48	0	0	43,576.13	5.52

**GHG Table 4a: Summary of Mill Emissions and Credits**

	tCO <sub>2</sub> e	tCo <sub>2</sub> e/tFFB
<b>Emissions</b>		
POME	47,389.05	0.26
Fuel Consumption	1,488.28	0.01
Grid Electricity Utilisation	0	0
<b>Credits</b>		
Export of Excess Electricity to Grid and Housing	0	0
Sales of PKS	0	0
Sales of EFB	0	0
<b>Total</b>	48,877.33	0.27

**GHG Table 4b: Palm Oil Mill Effluent (POME) Treatment**

Divert to compost	0 %
Divert to anaerobic digestion	100 %

**GHG Table 4c: POME Diverted to Anaerobic Digestion**

Divert to anaerobic pond	100 %
Divert to methane capture (flaring)	0 %
Divert to methane capture (electricity generation)	0 %

## INTERTEK CERTIFICATION INTERNATIONAL SDN BHD

(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad  
Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 53 of 99

### Principle 8: Commitment to continuous improvement in key areas of activity

Criterion 8.1		
Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continual improvement in key operations.		
Indicators	Findings and Objective Evidence	Compliance
<p><b>8.1.1</b> The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides (Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Encourage optimising the yield of the supply base.</li> </ul> <p><b>Major Compliance</b></p>	<p>The PMU had planned and progressively implemented continual improvement activities in the POM and estates:</p> <p><u>Continual improvements for the POM:</u></p> <ol style="list-style-type: none"> <li>1. Construction of Biogas plant to completed by mid-2019</li> <li>2. Installation of storage tank temperature control regulators for better monitoring and maintaining CPO quality.</li> </ol> <p><u>Continual improvements for Estates:</u></p> <ol style="list-style-type: none"> <li>1. Increase planting of beneficial plants (<i>Turnera subulata</i>, <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i>) along the roads.</li> <li>2. Additional passenger trailers – Mayvin 5 &amp; 6.</li> <li>3. Construction of new SW stores - Mayvin 1, 5 and 6</li> <li>4. New pump houses and water treatment at Mayvin 1.</li> <li>5. Additional shower facilities for field workers</li> <li>6. New Security guard post and housing</li> <li>7. Additional units for staff and worker quarters</li> <li>8. Additional crèche - Division B at Mayvin 1</li> <li>9. New Sundry shop – Mayvin 1</li> <li>10. New Workshop being constructed by year end.</li> </ol> <p>Evidence of the progress of results was available for the above continuous improvement actions.</p>	Complied

### 3.1.1 Supply Chain Certification Standards Findings - on CPO Mill

The Supply Chain model applied at IOI Mayvin POM during this assessment is:

**Module D – CPO Mills: Identity Preserved (IP).**

Details of findings are as follows:

#### General Chain of Custody Requirements for the supply chain:

5.1 Applicability of the general chain of custody requirements for the supply chain		
Indicators	Findings and Objective Evidence	Compliance
<p>5.1.1.</p> <p>The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors.</p> <p>After the end product manufacturer, there is no further requirement for certification.</p>	<p><b>The CPO Mill – Mayvin POM of Mayvin Incorporated Sdn Bhd</b> (under IOI Group) takes legal ownership and physically handles the certified FFB, CPO and PK.</p> <p>Verified as at todate, no outsourced facility is used in the processing and production of the CPO and PK.</p>	Complied

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 54 of 99

<p>5.1.2. Traders and distributors require a license obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor must pass on the certification number of the product manufacturer and the applicable supply chain model.</p>	<p>The CPO Mill does not perform direct trading of the certified CPO &amp; PK. All the quantities produced are sold solely to refinery - IOI Edible Oils Sdn Bhd (another IOI subsidiary).</p>	<p>Complied</p>
<p>5.1.3. Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.</p>	<p>RSPO membership is registered under the parent company: IOI Corporation Berhad (RSPO membership No. 2-0002-04-000-00) and Mayvin Incorporated Sdn Bhd - Mayvin Palm Oil Mill Member ID: RSPO_PO1000000122 License ID: CB80847 Above unit was registered in the RSPO PalmTrace.</p>	<p>Complied</p>
<p>5.1.4. Processing aids do not need to be included within an organization's scope of certification.</p>	<p>No processing aid used as this facility is a CPO Mill.</p>	<p>Complied</p>
<p><b>5.2 Supply chain model</b></p>		
<p>5.2.1 The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -&gt; Segregated -&gt; Mass Balance.</p>	<p>Verified that this facility is a CPO Mill which applies Module D: Identity Preserved (IP)</p>	<p>Complied</p>
<p>5.2.2. The site can use one (1) or a combination of supply chain models as audited and certified by the CB.</p>	<p>Verified that this facility is a CPO Mill which applies Module D: Identity Preserved (IP)</p>	<p>Complied</p>
<p><b>5.3 Documented procedures</b></p>		
<p>5.3.1. The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> <li>• Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</li> <li>• Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> <li>• 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</li> </ul>	<p>Documented procedure for CPO Mill for Palm Products. SOP updated on 1/08/2019 (RSPOSC/SOP/IP/4 - Module D is verified on site.</p> <p>The 'IP module' implementation is verified to be in compliance with the RSPO SCCS requirement. Production records are maintained and updated on a daily basis and monthly, 3-monthly and annually reports are compiled and for reporting to the IOI Group, HQ.</p> <p>The responsible person identified is the Mill Manager as per the SOP and Organizational chart. Interview done with the Mill Manager – Wilfred M. confirmed that he and his assistants are aware and able to demonstrate the implementation of the RSPO supply chain requirements.</p>	<p>Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 55 of 99

<p>shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard.</p>		
<p>5.3.2. The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i. conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p> <p>ii. effectively implements and maintains the standard requirements within its organization.</p> <p>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 nonconformities shall be subject to management review at least annually. The organization must be able to maintain the internal audit records and reports.</p>	<p>Documented procedure for CPO Mill for Palm Products. SOP updated on 1/08/2019 (RSPOSC/SOP/IP/4 covered the implementation of all elements of Supply chain modules, is verified on-site. Stated in para 4.1.10 that its Internal Control System ensure that all users of the RSPO trademark and claims are in accordance with RSPO Rules on Market Communications and Claims requirements.</p> <p>The SOP had covered the Market Communications and Claims requirements including:</p> <ol style="list-style-type: none"> <li>1) General corporate communications</li> <li>2) Business to business communications</li> <li>3) Business to consumer communication</li> <li>4) Stamp CSPO/IP or CSPK/IP</li> <li>5) IP general &amp; Module D: IP for CPO Mill</li> <li>6) Labelling and trademark</li> <li>7) Messaging</li> </ol> <p>Last Internal audit on RSPO SCC was done on 6 July 2019 (5 - IA team) using the checklist as per the RSPO SCC Standard 2017 which included the RSPO Market communication and claims requirements.</p> <p>The last internal audit indicated no findings raised. The Internal audit findings were reviewed during the management review conducted on 8 Aug 2019 (which covered the RSPO SCC &amp; RSPO P&amp;C).</p> <p>Management review on RSPO SCC is attended by 17 personnel (included POM Asst Managers, Clerks, Lab and Supervisor Engineering personnel.</p> <p>The management review minutes was attended by Management representatives from IOI HQ, SPO Regional and key Site personnel from the PMU.</p> <p>Records of Internal audits and Management Review reports of past 2 years were maintained.</p>	<p align="center">Complied</p>
<p><b>5.4 Purchasing and goods in</b></p>		
<p>5.4.1. The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> <li>• The name and address of the buyer;</li> <li>• The name and address of the seller;</li> <li>• The loading or shipment / delivery date;</li> <li>• The date on which the documents were issued;</li> <li>• A description of the product, including the applicable supply chain model</li> </ul>	<p>The Daily Production Report showed traceable figures of certified products from certified raw material sources. All incoming certified raw material is recorded by daily, monthly and annual basis.</p> <p>Incoming raw material indicating: name and address of the product origin, name and address of the receiver; ticket number, delivery order no.; contract no.; date; quantity; transporter; type of product; Supply Chain model used - IP and RSPO certificate number.</p> <p>Incoming FFB from supply base are entirely from owned estates only</p> <p>Samples taken:</p>	<p align="center">Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 56 of 99

<p>(Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</p> <ul style="list-style-type: none"> <li>• The quantity of the products delivered;</li> <li>• Any related transport documentation;</li> <li>• Supply Chain certificate number of the seller;</li> <li>• A unique identification number</li> <li>• Information must be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</li> <li>• The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping announcements/ Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance.</li> <li>• A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (<a href="http://www.rspo.org">www.rspo.org</a>) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements.</li> <li>• The validity of license for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements/announcements.</li> </ul>	<p>Dates: 1 July 2018 – 30 June 2019 Origin: Mayvin 1 - 6, Tangkulap estates Address: Sandakan, Sabah Country of origin: Sandakan, Sabah, Malaysia Receiver: Mayvin POM Address: Sandakan, Sabah Product: FFB – RSPO / IP Certified RSPO Cert no: RSPO 926888 Note: Validity period: 15 Mar 2019 till 21 Dec 2019</p> <p>Between 1 July 2018 – 30 June 2019 Delivery Notes: M1 - M6 and Tangkulap estates checked WB: 446916 – 446921 Gross Wt.: 9240 – 28970 kg Gate pass:20150-20171</p> <p>Eg POM Gate pass: 207166 FFB Despatch no-1678637 – Mayvin 1 WB: 446916 (30 June 2019) Gross: 9240kg (Net: 4040kg) RSPO Cert no: RSPO 926888</p>	
<p>5.4.2. The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.</p>	<p>As per the SOP available at the POM for the IP based incoming FFB and documentations such as Estates Delivery Notes and Weighbridge tickets at POM, the control mechanism noted to be in order. So far, there was no evidence of any occurrence of non-conforming products or related documents.</p>	<p align="center">Complied</p>
<p><b>5.5 Outsourcing activities</b></p>		
<p>5.5.1. In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill</p>	<p>Verified that there are no outsourced processing activities to Independent third parties. Transport of FFB, CPO and PK as arranged by the Estates and POM Management are controlled via contracts with transporters and inspection of the transportation vehicles used prior to and upon completion of loading and off-loading. This are evidenced in the Delivery chits and weighbridge</p>	<p align="center">Complied</p>



**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 57 of 99

<p>and independent mill cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	<p>tickets which indicate the Transport vehicle no, weight and driver involved.</p>	
<p>5.5.2.</p> <p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <ul style="list-style-type: none"> <li>a) The site has legal ownership of all input material to be included in outsourced processes;</li> <li>b) The site 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 site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.</li> <li>c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</li> <li>d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.</li> </ul>	<p>No outsourcing of processing activities noted at the POM.</p>	<p>Not applicable</p>
<p>5.5.3.</p> <p>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.</p>	<p>Transport contractor for the transportation of the CSPO &amp; CSPK are monitored and valid contracts are available and verified at the POM.</p>	<p>Complied</p>
<p>5.5.4.</p> <p>The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.</p>	<p>No outsourcing of processing activities noted at the POM</p>	<p>Not applicable</p>
<p><b>5.6 Sales and goods out</b></p>		

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 58 of 99

<p>5.6.1. The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form: The name and address of the buyer;</p> <ul style="list-style-type: none"> <li>• The name and address of the seller;</li> <li>• The loading or shipment / delivery date;</li> <li>• The date on which the documents were issued;</li> <li>• A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations);</li> <li>• The quantity of the products delivered;</li> <li>• Any related transport documentation;</li> <li>• Supply chain certificate number of the seller;</li> <li>• A unique identification number.</li> <li>• Information must be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</li> <li>• For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance.</li> </ul>	<p><b>CPO Mill: Mayvin Incorporated Sdn Bhd.</b> POM sales and delivery documents information included:</p> <ul style="list-style-type: none"> <li>- Name and address of production unit.</li> <li>- Name and address of buyer</li> <li>- WB Ticket number</li> <li>- Date of delivery</li> <li>- Transporter Company / ID</li> <li>- Type of product / Supply chain model</li> <li>- Quantity:</li> <li>- RSPO certificate no.</li> </ul> <p><b>Sample - Outgoing product - CSPO:</b> Eg:</p> <ul style="list-style-type: none"> <li>- <b>Origin: Mayvin POM</b></li> <li>- Country of origin: Malaysia</li> <li>- Recipient: IOI Edible Oil Sdn Bhd</li> <li>- Address: PO. BOX 3423, 90738, Sandakan, Sabah, Malaysia</li> <li>- IOI EO to Supplier: IOI Commodity SB</li> <li>- <b>Product: CSPO / IP</b></li> </ul> <table border="1"> <tr> <td>1 Aug 2018</td> <td>27 June 2019</td> </tr> <tr> <td>POM WB: 91402</td> <td>POM WB:92442</td> </tr> <tr> <td>IOIEO WB: 067109</td> <td>IOIEO WB: 090634</td> </tr> <tr> <td>Gross-54350kg Net; 36840kg</td> <td>Gross:55540kg Net: 36,760kg</td> </tr> <tr> <td>Transporter: SPPJ (SAA8190F)</td> <td>Transporter: SPPJ (SAA1621W)</td> </tr> <tr> <td>SPPJ DO: 3211</td> <td>SPPJ DO: 4182</td> </tr> <tr> <td>Product: CSPO / IP</td> <td>Product: CSPO / IP</td> </tr> <tr> <td>RSPO cert.no: 926888</td> <td>RSPO cert.no: 926888</td> </tr> </table> <p><b>Outgoing product - CSPK:</b> Eg:</p> <ul style="list-style-type: none"> <li>- <b>Origin: Mayvin POM</b></li> <li>- Country of origin: Malaysia</li> <li>- Recipient: IOI Edible Oil Sdn Bhd</li> <li>- Address: PO. BOX 3423, 90738, Sandakan, Sabah, Malaysia</li> <li>- IOI EO to Supplier: IOI Commodity SB</li> <li>- <b>Product: CSPK / IP</b></li> </ul> <table border="1"> <tr> <td>26 July 2018</td> <td>27 June 2019</td> </tr> <tr> <td>POM WB: 42799</td> <td>POM WB:</td> </tr> <tr> <td>IOIEO WB: 066818</td> <td>IOIEO WB: 090603</td> </tr> <tr> <td>Gross- 50530kg Net; 29390kg</td> <td>Gross: 43560kg Net: 27010kg</td> </tr> <tr> <td>Transporter: SPPJ (SAA8190F)</td> <td>Transporter: SPPJ (SS8927V)</td> </tr> <tr> <td>SPPJ DO: 1409</td> <td>SPPJ DO: 2274</td> </tr> <tr> <td>Product: CSPK / IP</td> <td>Product: CSPK / IP</td> </tr> <tr> <td>RSPO cert.no: 926888</td> <td>RSPO cert.no: 926888</td> </tr> </table>	1 Aug 2018	27 June 2019	POM WB: 91402	POM WB:92442	IOIEO WB: 067109	IOIEO WB: 090634	Gross-54350kg Net; 36840kg	Gross:55540kg Net: 36,760kg	Transporter: SPPJ (SAA8190F)	Transporter: SPPJ (SAA1621W)	SPPJ DO: 3211	SPPJ DO: 4182	Product: CSPO / IP	Product: CSPO / IP	RSPO cert.no: 926888	RSPO cert.no: 926888	26 July 2018	27 June 2019	POM WB: 42799	POM WB:	IOIEO WB: 066818	IOIEO WB: 090603	Gross- 50530kg Net; 29390kg	Gross: 43560kg Net: 27010kg	Transporter: SPPJ (SAA8190F)	Transporter: SPPJ (SS8927V)	SPPJ DO: 1409	SPPJ DO: 2274	Product: CSPK / IP	Product: CSPK / IP	RSPO cert.no: 926888	RSPO cert.no: 926888	<p align="center">Complied</p>
1 Aug 2018	27 June 2019																																	
POM WB: 91402	POM WB:92442																																	
IOIEO WB: 067109	IOIEO WB: 090634																																	
Gross-54350kg Net; 36840kg	Gross:55540kg Net: 36,760kg																																	
Transporter: SPPJ (SAA8190F)	Transporter: SPPJ (SAA1621W)																																	
SPPJ DO: 3211	SPPJ DO: 4182																																	
Product: CSPO / IP	Product: CSPO / IP																																	
RSPO cert.no: 926888	RSPO cert.no: 926888																																	
26 July 2018	27 June 2019																																	
POM WB: 42799	POM WB:																																	
IOIEO WB: 066818	IOIEO WB: 090603																																	
Gross- 50530kg Net; 29390kg	Gross: 43560kg Net: 27010kg																																	
Transporter: SPPJ (SAA8190F)	Transporter: SPPJ (SS8927V)																																	
SPPJ DO: 1409	SPPJ DO: 2274																																	
Product: CSPK / IP	Product: CSPK / IP																																	
RSPO cert.no: 926888	RSPO cert.no: 926888																																	
<p><b>5.7 Registration of transactions</b></p>																																		
<p>5.7.1. Supply chain actors who:</p> <ul style="list-style-type: none"> <li>• are mills, traders, crushers and refineries; and</li> <li>• take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, refer Annex 1) shall</li> </ul>	<p>Legal ownership and physically handling of the RSPO CSPO &amp; CSPK is confirmed for the past 12 months. Records for the transactions made from the POM as sold to the next owner (IOI Edible Oils Sdn Bhd) are confirmed to be appropriately maintained.</p> <p>Mayvin Incorporated Sdn Bhd - Mayvin Palm Oil Mill Member ID: RSPO_PO100000122</p>	<p align="center">Complied</p>																																

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 59 of 99

<p>register their transaction in the RSPO IT platform and confirm upon receipt where applicable.</p>	<p>License ID: CB80847 Above is identified during certified products trading.</p>	
<p>5.7.2. The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p> <ul style="list-style-type: none"> <li>• Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures.</li> <li>• Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually.</li> <li>• Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.</li> <li>• Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.</li> </ul>	<p>The company has registered their transactions as per the Palm trace.</p> <p>Checked information: Transaction ID: stated Seller: Mayvin Incorporated Sdn Bhd (POM) Buyer: IOI Edible Oil Sdn Bhd (Refinery) Product: CSPO Supply chain model: IP Quantity: stated Transaction type: Shipping Status: Confirmed Period: July 2018 – June 2019</p> <p>Transaction ID: stated Seller: Mayvin Incorporated Sdn Bhd (POM) Buyer: IOI Edible Oil Sdn Bhd (Refinery) Product: CSPK Supply chain model: IP Quantity: stated Transaction type: Shipping Status: Confirmed Period: July 2018 – June 2019</p>	<p align="center">Complied</p>
<p>5.8.1. The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.</p>	<p>The POM has an annual Training 2018 /2019, which included refresher training on the RSPO SCCS. Training records are updated for personnel which includes attendance list and photograph as evidence are verified and available.</p>	<p align="center">Complied</p>
<p>5.8.2. Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.</p>	<p>The last training was done on 28 Jun 2019, attended by 18 nos. which included the Mill Manager, Executives, Assistants, Weighbridge clerks, Lab, Security personnel who are involved in implementation of the RSPO SCCS. Understanding by personnel was confirmed during audit at the POM.</p> <p>Additionally, another training was done on 18 July 2019, attended by 5 nos - CPO &amp; PK Transporter contractor representatives, who are involved in implementation of the RSPO SCCS. Understanding by personnel was confirmed during audit at the POM.</p>	<p align="center">Complied</p>
<p><b>5.9 Record keeping</b></p>		
<p>5.9.1. The organization shall maintain accurate, complete, up-to-date and accessible records</p>	<p>The company has procedure to maintain and update all documents and records of RSPO supply</p>	<p align="center">Complied</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 60 of 99

and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	chain system as required by the RSPO supply chain. The company has maintained, updated report & record which covering all aspects of RSPO SCCS requirements, such as: daily report, monthly report, 3-months mass balance report, delivery note, balancing stock report, complaint record, non-conforming product report, etc.	
5.9.2. Retention times for all records and reports shall be a minimum of two (2) years and must comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	As per the RSPO SCC SOP, the minimum retention time of record for 2 years was stated. The retention of accounting related records including contracts, invoices etc. had complied with the minimum 7 years as per the Annual Accounting report and Stock Inventory done by the Accounting Dept. Based on sampling done for RSPO transactions, the related records were noted to be retained and available at site.	Complied
5.9.3. The organization must be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	The PMU has updated the record keeping of the volumes of FFB purchased, processed and claimed as RSPO certified oil palm products. The Monthly, 3- Monthly, and Annual data over past 12 months was available.	Complied
<b>5.10 Conversion factors</b>		
5.10.1 Where applicable a conversion rate must be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which must be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	Not applicable, as the scope of certification for this unit covers until the CPO Mill only.	Not applicable
5.10.2 Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	Not applicable, as the scope of certification for this unit covers until the CPO Mill only.	Not applicable
<b>5.11 Claim</b>		
5.11.1. The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	As at to-date, there has been no evidence of any no incorrect or inappropriate claims made at this unit.	Complied

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 61 of 99

<b>RSPO Rules on Market Communications and Claims:</b>		
<b>General Corporate communications</b>		
4.1 Highlights RSPO membership and/or commitment to RSPO Principles	The RSPO membership number is stated under the parent company of IOI Corporation Berhad as indicated in the RSPO website and CH certificate.	Complied
4.2 a) displays RSPO membership number b) displays RSPO web address (www.rspo.org.) c) states support for RSPO work	Noted done via the ACOP submitted on annual basis e.g. for year 2017 and 2018.	Complied
4.3 No misleading claim on RSPO membership on sale of certified RSPO products	There has been no evidence of any misleading claim as at the time of audit on the sale of the CSPO & CSPK for past 12 months (Jan-Dec 2018)	Complied
4.4 No misleading claim to consumers and stakeholders.	As above.	Complied
4.5 Use of RSPO logo	No evidence of inappropriate use of the RSPO logo.	Complied
<b>Business to Business communications</b>		
5.1 Appropriate communications for B to B	Transactions and communications is presently internal i.e. between the IOI POM (seller) and IOI Edible Oils Sdn Bhd – Refinery (buyer)	Complied
5.2 Communication of claims of SCC Model and Certificates	Verified that claims using the IP model / status as issued in the CH certificate was correctly stated.	Complied
5.3 Distributor or wholesaler License use	Not applicable as the POM is not a distributor / wholesaler.	Not applicable
5.4 Declarations of certified palm oil are as per RSPO rules.	Verified that claims made on CSPO & CSPK are as per RSPO Rules.	Complied
<b>Business to Consumer communications</b>		
6.1 Any business to consumer claims made?	Not applicable as the POM does not make any communications with consumers.	Not applicable
6.2 Are the RSPO Marks and logos appropriately used and communicated.	Not applicable.	Complied
6.3 On-pack label and claim use	Not applicable.	Not applicable
6.4 Any disclosure of supplier membership status	Not applicable.	Not applicable
6.5 Appropriate and accurate claims made on certified products	Verified that transaction and claims on certified CSPO & CSPK are appropriate and accurate over past 12 months.	Complied
6.6 Use of RSPO Marks and logos	Verified that there was no inappropriate use of RSPO Marks & Logos.	Complied
6.7 Retailer or Food Services company use of RSPO Marks and logos	Not applicable.	Not applicable
6.8 Appropriate and accurate claims made on certified products under 6.7	As above	Not applicable
<b>5.12 Complaints</b>		
5.12.1.	Documented procedure for CPO Mill for Palm Products. SOP updated on 1/08/2019	

## INTERTEK CERTIFICATION INTERNATIONAL SDN BHD

(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad  
Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 62 of 99

The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	(RSPO SC/SOP/IP/4 is verified on site, included the collecting and resolving of stakeholder complaints and any quality issues. There has been no complaint received since previous audit.	Complied
<b>5.13 Management review</b>		
5.13.1. The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken	Management review is planned on an annual basis. The last management review was done on 7 Aug 2019, attended by 17 personnel. Minutes meeting of management review had covered the review of internal audit findings.	Complied
5.13.2. The input to management review shall include information on: <ul style="list-style-type: none"> <li>• Results of internal audits covering RSPO Supply Chain Certification Standard.</li> <li>• Customer feedback.</li> <li>• Status of preventive and corrective actions.</li> <li>• Follow-up actions from management reviews.</li> <li>• Changes that could affect the management system.</li> <li>• Recommendations for improvement.</li> </ul>	Minutes meeting of management review has included all the required inputs. Review of inputs had covered the both the internal audit results on 5 internal audit findings and the NC findings from external audits (from CB and other parties). Review of corrective and preventive actions and the follow up actions from customer feedbacks, previous management review and changes that could affect the management system were minuted.	Complied
5.13.3. The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> <li>• Improvement of the effectiveness of the management system and its processes.</li> <li>• Resource needs.</li> </ul>	Outputs of management review has included recommendations for improvement such as the progressive planning for changeover to an SAP system and training planned for personnel on the SAP data entry and over the next 12 months.	Complied

### RSPO Supply chain requirements – Module D (IP) for CPO Mill

<b>D.1 Definition</b>		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.	The POM only processed FFB from its own supply base (see <b>Section 1.3</b> ).  It was also verified that there were no sources of FFB from any outgrowers or independent suppliers / smallholders.  Therefore, the CPO Mill continues to apply the Identity Preserved (IP) module as was in the previous year.	Complied

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 63 of 99

<b>D.2 Explanation</b>		
<b>Indicators</b>	<b>Findings and Objective Evidence</b>	<b>Compliance</b>
<p>D.2.1</p> <p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&amp;C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the POM is recorded and submitted by the POM. The data is verified during the current assessment.</p> <p>This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill can deliver in a year i.e. projected for next 12 months from 1 July 2019 to 30 June 2020</p> <p>The actual tonnage produced has been recorded in each annual surveillance report (see <b>Section 1.8.2 Table 6 and Section 1.8.3 Table 7</b>).</p>	Complied
<p>D.2.2</p> <p>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The POM meets all registration and reporting requirements for the appropriate supply chain through the RSPO Supply Chain managing organization (RSPO IT platform or book and claim).</p>	Complied
<b>D.3 Documented procedures</b>		
<p>D.3.1</p> <p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p>	<p>Documented procedure for CPO Mill for Palm Products. SOP updated on '1/08/2018 (RSPOSC/SOP/IP/4 is verified on site. The 'IP module' implementation is verified.</p>	Complied
<p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements</p>	<p>The documented procedure and its implementation confirmed to have complied with all the specified requirements of Identity Preserved (IP) Module D. The implementation includes controlling of FFB receipt, processing, sales, CPO and PK dispatch, and records keeping.</p>	Complied
<p>b) 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 site's procedures for the implementation of this standard.</p>	<p>The Mill Manager, Mr. Wilfred M has the overall responsibility and authority for implementation and compliance with the documented procedure. He and other relevant staff (e.g. Asst. Mill Manager, Mr. Faizal Asmat) under his charge demonstrated competence, skill and knowledge of the RSPO Supply Chain Certification Standard Module D requirements and its implementation. Interviews of the relevant staff confirmed their knowledge of the RSPO Supply Chain Certification requirements for the respective areas of operations.</p> <p>The Palm Oil Mill Organization Chart and job responsibilities of employees (Mill Manager, Assistant Manager, Engineers, Assistant Engineers, Technical Executive, Supervisor, Weighbridge Operators Laboratory Chemist and clerks) have been suitably defined in the IOI Management System Manual.</p>	Complied

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 64 of 99

<p>D.3.2 The facility shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>From 1 July 2018 to 30 June 2019, the POM only received and processed FFB which are certified. Certified FFB are entirely from the PMU group estates. Verified that there is no evidence of any non-certified FFB from other sources or suppliers. All supplies of FFB were subjected to verification of documents and quality checks by weighbridge personnel. The identification and documentation needed for supply and processing from the other sources or suppliers are adequately addressed under the procedure. The POM has 4 CPO storage tanks that stored the IP quantities.</p>	<p>Complied</p>
<p><b>D.4 Purchasing and goods in</b></p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p>D.4.1 The facility shall verify and document the tonnages and sources of certified and non-certified FFBs received.</p>	<p>The Mill had maintained record of tonnages and supply source of FFB from the respective estates at the weighbridge station, in the dispatch chit and weighbridge ticket and these are reported daily to the Regional Office and weekly to the Head Office at Putrajaya.</p>	<p>Complied</p>
<p>D.4.2 The facility shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p>	<p>The Mill monitors FFB reception, CPO and PK production. IOI HQ and POM has an internal monitoring and reporting mechanism for advising the CB of production variations such as projected overproduction situation, when such issue arises. So far, there is no projected overproduction.</p>	<p>Complied</p>
<p><b>D.5 Record keeping</b></p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p>D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p>	<p>The records and reports are available from the computerized system. Also, hard copies of records and reports are properly filed and readily accessible. Inspection of records and reports at the Mill confirmed these were accurate, complete and updated daily. The 3-monthly summary of incoming FFB and outgoing CPO &amp; PK are available and checked to be accurately recorded.</p>	<p>Complied</p>
<p><b>D.6 Processing</b></p>		
<p><b>Indicators</b></p>	<p><b>Findings and Objective Evidence</b></p>	<p><b>Compliance</b></p>
<p>D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage.</p>	<p>Verified that the POM only received and processed certified FFB as maintained in the production records. The processing facility has established and implemented a clear procedure and mechanism for the IP module. Review and on-site verification confirmed that the mechanism was implemented and in compliance with the module requirements at the mill, including transport and storage. Transaction documents and bookkeeping of FFB, CPO and PK are done daily, and monthly summary submitted to Head Office. The POM does not have a Kernel Crushing facility.</p>	<p>Complied</p>



## INTERTEK CERTIFICATION INTERNATIONAL SDN BHD

(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad  
Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 65 of 99

	All CPO and PK are sold to IOI Edible Oil Sdn Bhd (Refinery at Sandakan, Sabah).	
D.6.2 The objective is for 100 % segregated material to be reached.	Documents and records provided documented evidence that the FFB receipt and processed, and CPO and PK produced are traceable to 100% certified material. The product type and supply chain module was indicated as CSPO/IP and CSPK/IP on relevant documents.	Complied

### 3.1.2 Status on Supply Chain on POM:

Based on the documents and records presented during the on-site verifications made, it is concluded that the POM has been able to comply with the requirements of the RSPO SCCS under the 'IP' module and is thus eligible for 'IP' trading for its palm products for year 2019/2020

### 3.1.3 Summary of Certified Product Volumes (Produced and Traded):

The Production data and traded volumes of certified products which was verified for current and next year's projection is detailed as per Table 8 below:

**Table 8: Summary of Trading (RSPO PalmTrace)**

Details as per RSPO Certification System Document		
	CPO (mt)	PK (mt)
<b>Last year's (Projected) Certified volume (RSPO Certified)</b>	<b>40,812</b>	<b>9,740</b>
a) Last year's Actual sold volume <b>(RSPO Certified)</b>	26,963.25	7,421.06
b) Last year's Actual sold volume * <b>(Other Schemes Certified)</b>	-	-
c) Last Year's Actual sold volume ** <b>Conventional</b>	78.00	-
<b>Total of (a) + (b) + (c)</b>	<b>27,041.25</b>	<b>7,421.06</b>
<b>New (Projected) Certified Volume (RSPO Certified) Period: Jan 2020 – Dec 2020</b>	<b>37,400</b>	<b>8,500</b>

Notes:

- Verified that the total Actual sold (for last year) has not exceeded the Projected (for last year)
- \* There were no volumes traded under 'Other Schemes certified'.
- \*\* Remaining volumes traded are under credit and traded as 'Conventional' volume.
- The Actual volume figure in table was from 2 period (Oct 18 – Dec 18 and Jan 19 – July 19)
- Actual sold volume (RSPO Certified-CPO) for the period Oct 18 – Dec 18 was 6,576.41 mt while for the period Jan 19 – July 19 was 20,386.84 mt
- Actual sold volume (RSPO Certified-PK) for the period Oct 18 – Dec 18 was 2,645.39 mt while for the period Jan 19 – July 19 was 4,775.67 mt
- Actual sold volume (Conventional) for the period Oct 18 – Dec 18 was 0 mt while for the period Jan 19 – Sept 19 was 78.00 mt

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 66 of 99

**3.2 Status of Identified Noncompliance and Corrective Actions, Observations and Positive Elements.**

The status of the Noncompliances (NC) and Observations (OBS) identified against the MYNI Compliance Indicators is as per the details below:

Assessment Type	Year	Noncompliance (NC)	Observations (OBS)	Follow up status
Re-Certification Assessment	2015	1 Major	4	Actions taken on the NC and OBS verified to be effective during ASA-01.
Annual Surveillance-01	2016	2 Minor	1	Actions taken on the NC and OBS verified to be effective during ASA-02 except for the Minor NC# SH-01 (5.1.3), which is upgraded to Major NC because of recurrence at ASA-02.
Annual Surveillance-02	2017	3 Major & 3 Minor	3	Actions taken on the NC and OBS verified to be effective during ASA-03.
Annual Surveillance-03	2018	2 Minor	5	Actions taken on the NC and OBS verified to be effective during ASA-04.
Annual Surveillance-04	2019	4 Major & 1 Minor	5	On-site Verification: 14-15 Nov 2019 Major NCs close out date: 15 Nov 2019 Minor NCs: Next annual assessment.

**3.2.1 Year 2019 (ASA-04): 4 Major & 1 Minor NCs**

NC#	MYNI Indicator	Details of Non-Conformance (NC) -1
<b>Major JMD-01</b>	<b>6.5.2</b>	<b>Date issued: 22/08/2019</b>
		<b>Requirement:</b>
		Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.
		<b>Statement of Nonconformance:</b>
		Incorrect recording by field supervising personnel which may affect wage calculations of workers.
		<b>Evidence of Nonconformance:</b>
		<b>At Mayvin 5 Estate:</b> <b>A Supervising field staff had apparently recorded incorrect attendance codes for workers MV52814, MV54365 and MV53217, for the month of April and May 2019, which possibly will lead to the incorrect calculation of wages and payments for the said workers.</b>
		<b>Root Cause Analysis, Correction(s) and Corrective Action(s) by Auditee Representative</b>
<b>Root Cause Analysis (RCA):</b> The incorrect attendance codes was only observed written on the summary attendance record. The details record however is correct. There is no incorrect payment made as the key clerk did		

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 67 of 99

	<p>key in record to system in accordance to the details of the record instead using the summary attendance record.</p> <p><b>Correction(s):</b></p> <ol style="list-style-type: none"> <li>1. Amendment of record to ensure both summary record and its details are tally.</li> <li>2. Reminder letter to be issued for the staff in-charge for not observing the task assigned well.</li> </ol> <p><b>Corrective Action(s):</b></p> <ol style="list-style-type: none"> <li>1. Training for the office staff related to administration task will be carried out.</li> <li>2. Internal audit by the sustainability team will be conducted to verify no other similar issues recur.</li> </ol> <p><b>CA Implementation timeline:</b> By November 2019</p>		
	<b>Verification on Corrective Action(s): by Lead Auditor / Auditor</b>		
	<p><b>MAJOR NC:</b></p> <p>On-site Verification: 14 – 15 Nov 2019          Corrective actions taken: As stated by Auditee in their RC &amp; CA          Supportive evidences: Verified and evaluated for completeness.          Evidences as submitted via emails was reviewed and implementation checked till on-site audit in Nov 2019.          Corrected records were verified, and Training conducted for the relevant staff performing the data entry and checks were verified. Supplementary internal audits records performed on the said area and process had confirmed understanding of the issues by the personnel involved. This was verified during interviews the sampled staff during the on-site verification.</p>		
	<p><b>Conclusion:</b></p> <p>The actions taken and implementation needed were found to have satisfactorily addressed the issue and accepted for closure.</p>		
	<table border="1"> <tr> <td>NC status closed by auditor: JMD</td> <td>Date closed: 15 Nov 2019</td> </tr> </table>	NC status closed by auditor: JMD	Date closed: 15 Nov 2019
NC status closed by auditor: JMD	Date closed: 15 Nov 2019		
	Verification of effectiveness: Next audit		
	<table border="1"> <tr> <td>NC status verified by auditor:</td> <td>Date verified:</td> </tr> </table>	NC status verified by auditor:	Date verified:
NC status verified by auditor:	Date verified:		

NC#	MYNI Indicator	Details of Non-Conformance (NC) - 2
Major JMD-02	6.12.1	<b>Date issued: 22/08/2019</b>
		<b>Requirement:</b>
		There shall be evidence that no forms of forced or trafficked labour are used.
		<b>Statement of Nonconformance:</b>
		<ol style="list-style-type: none"> <li>3. Inadequate follow up on prolonged work permit renewal for workers.</li> <li>4. Linesite census conducted of workers and dependents found to be incomplete.</li> </ol>
		<b>Evidence of Nonconformance:</b>
		<p><b>1a. In Mayvin 5, the dates of workers handing over their passports for work permit renewal processing were not adequately recorded. From the list submitted to the Sandakan Regional Office (SRO) for work permit renewal purposes in April 2019, the estate office had only recorded two dates of passports hand over by the workers.</b></p> <p><b>1b. In Mayvin 6, the processing period for the renewal of work permits purposes are unreasonably long. For example, passports of workers - AT986150 and AS63828, were said to be still under the possession of the Recruitment agency or Immigration Dept since 2018. It is noted that the said work permits are due for further renewal in 13 June and 29 July 2019 respectively.</b></p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 68 of 99

		<p><b>2a. In Mayvin 5 and Mayvin 6, the list of dependents/census of the Foreign workers, presented during audit, were found to be incomplete. Audit check at site, revealed that two (2) infants and one (1) teenager- who was not attending school, had not been recorded.</b></p> <p><b>2b. In Mayvin 2, the list of dependents/census of the foreign workers, had only recorded the number of children attending the crèche and HUMANA. Other types of dependents such as children attending CLC, spouses, parents or other relatives of the workers are not listed.</b></p>
<p align="center"><b>Root Cause Analysis, Correction(s) and Corrective Action(s) by Auditee Representative</b></p>		
<p><b>Root Cause Analysis (RCA):</b></p> <p>1a. The worker's passport wasn't submitted directly to the person handling the responsibility at office instead submission was made to the field staff with no acknowledgement receipt in writing recorded.</p> <p>1b. The management did not have adequate mechanism in monitoring the status of the application submitted to the regional office. Presently, monitoring mostly carried out verbally.</p> <p>2a. The person mentioned was only temporarily visiting the families living inside the quarters. By the time of census conducted in 6 monthly basis period, they were not present.</p> <p>2b. The general clerk has poor understanding on the dependent term.</p> <p><b>Correction(s):</b></p> <p>1a. Briefing will be carried out for all staff in regard to passport handling to ease administration purposes.</p> <p>1b. A monitoring mechanism will be established as a form to ensure each follow up action is recorded.</p> <p>2a. The housing census had been previously conducted and updated accordingly to whomever living in the linesite.</p> <p>2b. Correction of record will be carried out to include all dependent category.</p> <p><b>Corrective Action(s):</b></p> <p>1a. A mechanism of tracking passport movement will be established as a minimum for monitoring purposes. Internal audit shall be carried out to verify on the effectiveness of the tracking passport movement mechanism.</p> <p>1b. Internal audit shall be carried out to verify on the effectiveness of the monitoring mechanism established.</p> <p>2a. The frequency period of housing census monitoring will be shortened from 6 monthly basis to 3 monthly basis.</p> <p>2b. Training will be carried out to clarify the terminology and concept of dependent.</p> <p><b>CA Implementation timeline:</b> By November 2019</p>		
<p align="center"><b>Verification on Corrective Action(s): by Lead Auditor / Auditor</b></p>		
<p><b>MAJOR NC:</b> On-site Verification: 14 – 15 Nov 2019</p>		

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 69 of 99

		<p>Corrective actions taken: As stated by Auditee in their RC &amp; CA</p> <p>Supportive evidences: Verified and evaluated for completeness.</p> <p>Evidences as submitted via emails was reviewed and implementation checked till on-site audit in Nov 2019.</p> <p>The records of updated census of the workers and dependents staying at the housing sites were cross-checked during on-site verification for completeness and accuracy. The data were found to be satisfactorily updated and accurate.</p> <p>Related records of training conducted for the relevant staff and personnel performing the tasks were verified. Interviews of the sampled staff during the on-site verification confirm their understanding of the work process and information needed.</p>		
		<p><b>Conclusion:</b></p> <p>The actions taken and implementation needed were found to have satisfactorily addressed the issue and accepted for closure.</p>		
		<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">NC status closed by auditor: JMD</td> <td>Date closed: 15 Nov 2019</td> </tr> </table>	NC status closed by auditor: JMD	Date closed: 15 Nov 2019
NC status closed by auditor: JMD	Date closed: 15 Nov 2019			
		<p>Verification of effectiveness: Next audit</p>		
		<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">NC status verified by auditor:</td> <td>Date verified:</td> </tr> </table>	NC status verified by auditor:	Date verified:
NC status verified by auditor:	Date verified:			

NC#	MYNI Indicator	Details of Non-Conformance (NC) -3
<b>Major JMD-03</b>	<b>6.13.1</b>	<b>Date issued: 22/08/2019</b>
		<b>Requirement:</b>
		A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations
		<b>Statement of Nonconformance:</b>
		The company has a specific policy to protect reproductive rights of the workers, however a specific policy or procedures to do adequately document the infants born within the estate area and to prevent potential issue of stateless children.
		<b>Evidence of Nonconformance:</b>
		<b>In Mayvin 6:</b>
		<b>Based on linesite visit and interview conducted, it was discovered that one male worker confirmed that his wife had gave birth at the workers' quarters about 6 months ago (Noted that the wife is not a worker in Mayvin grouping). However, this couple have still not registered the birth with the relevant authority.</b>
		<b>Root Cause Analysis, Correction(s) and Corrective Action(s) by Auditee Representative</b>
		<p><b>Root Cause Analysis (RCA):</b></p> <p>The worker did not attend the muster call during the information on legalization / birth registration programme was announced by the management. In addition, the management also did not receive any application request from the mentioned worker to enrol in the birth registration of his child.</p> <p><b>Correction(s):</b></p> <p>Estate will provide the applicant name (as a waiting list) to be submitted to HR Department for future legalization / birth registration programme.</p> <p><b>Corrective Action(s):</b></p> <p>A monitoring mechanism will be established as a minimum to observe on the dependent legality status. The record will act as a basis reference to be cross check with the legalization / birth registration applicant list.</p> <p><b>CA Implementation timeline:</b></p> <p>By November 2019</p>
		<b>Verification on Corrective Action(s): by Lead Auditor / Auditor</b>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 70 of 99

		<p><b><u>MAJOR NC:</u></b> On-site Verification: 14 – 15 Nov 2019 Corrective actions taken: As stated by Auditee in their RC &amp; CA Supportive evidences: Verified and evaluated for completeness. Evidences as submitted via emails was reviewed and implementation checked till on-site audit in Nov 2019. Actions taken for this NC is related to NC: JMD-02. whereby records of updated census of the workers and dependents staying at the housing sites as presented were cross-checked during on-site verification for completeness and accuracy. The data were found to be satisfactorily updated and accurate. Related records of training conducted for the relevant staff and personnel performing the tasks both at the Estates and HR Depts (regional level) were verified. Interviews of the sampled staff during the on-site verification confirm their understanding of the work process and information needed. It is also noted that the Company has taken a proactive role in trying to ensure that all children born and residing at their estates are monitored to have proper registration documents.</p>	
		<p><b>Conclusion:</b> The actions taken and implementation needed were found to have satisfactorily addressed the issue and accepted for closure.</p>	
		NC status closed by auditor: JMD	Date closed: 15 Nov 2019
		Verification of effectiveness: Next audit	
		NC status verified by auditor:	Date verified:

NC#	MYNI Indicator	Details of Non-Conformance (NC) - 4	
Minor MNM-01	6.5.3	<b>Date issued: 22/08/2019</b>	
		<b>Requirement:</b>	
		Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446) or above, where no such public facilities are available or accessible (not applicable to smallholders).	
		<b>Statement of Nonconformance:</b>	
		Linesite inspection inadequately cover certain safety and health aspects.	
		<b>Evidence of Nonconformance:</b>	
		<ol style="list-style-type: none"> <li><b>In Mayvin 6, linesite inspection conducted by the Estate Health Assistant (EHA) did not adequately comment on the integrity of house extension structures constructed by the workers.</b></li> <li><b>In Mayvin 6, no evidence of the linesite inspection reports were reviewed by the Estate management since Jan 2019.</b></li> <li><b>In Mayvin 2, wooden housing units which has been marked with hazard signage and off-limits to entry. However, during audit line-site inspection, it was observed that there were some people entering and possibly occupying 2 of the wooden housing units.</b></li> </ol>	
		<b>Root Cause Analysis, Correction(s) and Corrective Action(s) by Auditee Representative</b>	
<p><b>Root Cause Analysis (RCA):</b></p> <ol style="list-style-type: none"> <li>The current linesite inspection report is limited to hygienic condition at the exterior building and did not adequately comment on the integrity of the extended structure made.</li> <li>It is the EHA's negligence of duty as the linesite inspection reports were not submitted in timely manner for management to acknowledge.</li> </ol>			

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 71 of 99

		<p>3. The wooden housing units currently were not meant for any occupant to live and were purposely left unattended installed with hazard signage and off limits for entry as prohibition notice to all. The people entering sighted during audit were not acknowledged by the management as allocation of housing facilities is adequate.</p> <p><b>Correction(s):</b></p> <ol style="list-style-type: none"> <li>1. Linesite report will be improved accordingly to adequately include the comment on the integrity of the extended structure.</li> <li>2. Reminder letter to be issued for the EHA for not observing the task assigned well.</li> <li>3. Briefing on prohibition activity at the unattended building will be conducted.</li> </ol> <p><b>Corrective Action(s):</b></p> <ol style="list-style-type: none"> <li>1. Training to EHA will be carried out in regard to their task and responsibilities.</li> <li>2. Internal audit will be carried out to verify whether improvement measure has been taken off to ensure no repetition on negligence of duty.</li> <li>3. The wooden housing units' structure will be demolished.</li> </ol> <p><b>CA Implementation timeline:</b> Training for linesite inspection will be done in September 2019. Revised checklists on Line site to start in Sept 2019 onward. The demolition of structure will be done in stages and is expected to be fully completed by March 2020.</p>
<b>Verification on Corrective Action(s): by Lead Auditor / Auditor</b>		
<b>Minor NC:</b> On-site Verification: 14 – 15 Nov 2019 Corrective actions taken: As stated by Auditee in their RC & CA Supportive evidences: Verified and evaluated for completeness. Evidences as submitted via emails was reviewed and implementation checked till on-site audit in Nov 2019. It is verified that the revised Linesite checklist has identified and included the needed additional check items. Training records were available for the related personnel conducting the inspections and confirmed in the sampled personnel interviews their understanding of the tasks. The abandoned wooden housing units were sighted to be partly removed and cordoned off with proper safety signages. Verification of complete removal of these units to be followed up in the next audit.		
<b>Conclusion:</b> The actions taken and implementation needed were found to have satisfactorily addressed the issue and accepted for closure.		
NC status closed by auditor: By MAS (for MNM)		Date closed: 15 Nov 2019
Verification of effectiveness: Next audit		
NC status verified by auditor:		Date verified:

**3.2.2 Year 2019 (ASA-04): 5 Observations**

Ref No:	MYNI Indicator	Details of Observation	Status		
			Opened date	Closed date	Remark, if any

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 72 of 99

<b>Obs # AL-01</b>	<b>4.3.3</b>	<b>Location: Mayvin 5 Estate</b> Patrolling on road condition and bridges should be more vigilant particularly after occurrence of flash floods as it was observed that a side edges of the bridge near Water Sampling point 2 had a long gap.	22 Aug 2019		Follow up in next audit
<b>Obs # JMD-01</b>	<b>4.6.12</b>	<b>Location: Mayvin 1 Estate, Mayvin 5 Estate</b> The EHAs are aware that breastfeeding female workers are not allowed to handle chemicals. Monthly medical check-up form for sprayers and manurers specifically stated this question. However, the medical check-up form used by the EHA to evaluate fitness to work for new or transferred female workers did not include specific questions on breastfeeding and gender.	22 Aug 2019		Follow up in next audit
<b>Obs # MNM-01</b>	<b>4.7.4</b>	<b>Location: All operating units</b> Safety and Health Committee Members should conduct workplace inspection before conduct meeting and review the results of inspection in the meeting. Safety and Health Committee Members who's absent the meeting for three (3) consecutive times should be replaced. Safety and Health Committee meeting should review workplace accidents and any occupational disease reported in the medical surveillance.	22 Aug 2019		Follow up in next audit
<b>Obs # MAS-01</b>	<b>4.7.5</b>	<b>Location: POM, Mayvin 1 &amp; Mayvin 2 Estates</b> Some of the warning and SOP signages are faded and need better maintenance such as at landfills, workshops and chemical stores.	22 Aug 2019		Follow up in next audit
<b>Obs # MAS-02</b>	<b>4.8.1</b>	<b>Location: All operating units</b> Training Needs Analysis can be further improved to cover significant aspects of the RSPO Principles and Criteria in more detail such as social, environmental and productivity.	22 Aug 2019		Follow up in next audit

**3.2.3 Year 2018 (ASA-03): 2 Minor NCs**

<b>NC#</b>	<b>MYNI Indicator</b>	<b>Details of Non-Conformance (NC)</b>
<b>AL-01:</b>	<b>5.1.2</b>	Date issued: 12 Oct 2018



**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 73 of 99

<b>Minor</b>	<b>Requirement:</b>
	5.1.2 Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive action plan. The action plan shall identify the responsible person/persons.
	<b>Statement of Nonconformance:</b>
	The action plan developed is not adequately reviewed for the changes needed to further mitigate the negative environmental impacts that are currently occurring.
	<b>Evidence of Nonconformance:</b>
	Location: Mayvin 5 estate It was noted that occasional flash floods and seasonal flooding has continued to cause soil erosion and wash down of materials (such as palm fronds and some tyres used for planted beneficial plants) into the streams.  FronD stacking made was too close to the buffer areas to streams and also without adequate pegging to prevent being washed down to the streams (such as Field Block 96C & 97B at Water Sampling points). The monitoring done presently was considered to be not effective.
	<b>Root Cause and Corrective Action(s): by Auditee representative</b>
	<b>Root cause:</b> The Environmental Impact Assessment which had been latest revised on 01 <sup>st</sup> August 2018 was misinterpreted by the Environmental Liaison Officer as updated version prior audit and new revision did not made prior audit in October 2018 causing some of the recent negative environmental impact was not adequately being addressed.  <b>Corrective Actions:</b> 1. Refresher training on the Environmental Impact Assessment and field patrolling to specify the mitigation plan to address the negative environmental impacts will be carried out to the affected parties.  <u>Status as of 11.02.2019:</u> Refresher training on the Environmental Impact Assessment (EIA) document has been carried out at Mayvin Palm Oil Mill in the morning on 11.02.2019 by the SPO Executive of Sandakan Regional Office with the participatory of Mayvin Grouping HODs including the Sr. Manager of Plantation in-charge of Mayvin Group, Assistant Managers, and SPO Clerks. The training covers on the environmental guideline basis on how to identify the aspect and impact in regards to the environmental related issues which operating unit need to be aware and make mitigation measure where appropriate. Examples were also given on some of the aspect and how they are assessed and mitigated. Expected completion: By end Feb 2019  2. Refresher training on StOP for pruning specifically on the placement of fronds will be carried out to field staff, harvesting mandore and harvesters.  <u>Status as of 11.02.2019:</u> Refresher training on StOP for Pruning was carried out in two (2) batches. One was in December 2018 and recently in early February 2019 focusing on the participatory group of harvesters, the harvesting mandore and field staff. The objective of the training which was delivered by the Assistant Managers is to communicate the procedure on the placement of fronds after pruning task is completed with additional awareness on not to place the stacked fronds too close to the riparian area. Expected completion: By end Feb 2019
	<b>Verification on Corrective Action(s): by Lead Auditor / Auditor</b>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 74 of 99

	<p>Off-site verification carried out confirmed the following response on action plan and/or evidences submitted:</p> <p>(1) Refresher training plan on the Environmental Impact Assessment for relevant personnel and parties at the PMU estates are acceptable for addressing the issue. CH Expected completion date by end Feb 2019 is acceptable.</p> <p>(2) Refresher training on StOP for pruning issues for relevant personnel being conducted in batches at the PMU estates are acceptable for addressing the issue. CH Expected completion date by end Feb 2019 is acceptable.</p>		
	<p>Conclusion: Corrective action plans and corrections taken as submitted as evidences at the audited sites are adequate to address the issues and accepted for closure.</p>		
	<table border="1"> <tr> <td>NC status verified by auditor: Closed by AL</td> <td>Date closed: 12 Feb 2019</td> </tr> </table>	NC status verified by auditor: Closed by AL	Date closed: 12 Feb 2019
NC status verified by auditor: Closed by AL	Date closed: 12 Feb 2019		
	<p>Verification of effectiveness: During the 2019 audit it is verified that the implementation of Corrective Actions was found to be satisfactorily effective for closure.</p>		
	<table border="1"> <tr> <td>NC status verified by auditor: AL</td> <td>Date verified: 22 Aug 2019</td> </tr> </table>	NC status verified by auditor: AL	Date verified: 22 Aug 2019
NC status verified by auditor: AL	Date verified: 22 Aug 2019		

NC#	MYNI Indicator	Details of Non-Conformance (NC)
<b>MNM-01:</b> <b>Minor</b>	<b>6.1.4</b>	Date issued: 12 Oct 2018
		Requirement:
		6.1.4 The plans (SIA) shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.
		Statement of Nonconformance:
		The reviewed Social Impact Assessment has not included the changes needed to address the current practices and situations of the affected parties.
		Evidence of Nonconformance:
		Location: POM and all estates audited SIA reviewed has not adequately considered the following: 1. Humana school – children playground & activities 2. Children of age above 5 who are not at Humana school but found at crèche. 3. The presence of too many dogs in which has cause some of the children to become fearful of playing outdoors 4. Impact to the sundries shop when workers is more interested to buy household items at the nearest town after pay day. 5. The charge / deduction of RM5 per month to workers for electricity use (Mayvin 2) 6. HA has not followed up on immunisation needed for case of child born by foreign worker. 7. Delay by the Immigration Departments for the renewal of work permit.
		Root Cause and Corrective Action(s): by Auditee representative

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 75 of 99

	<p>Root cause: The existing template for the Social Impact Assessment had not sufficiently covered the present issues and was not adequately reviewed by Management personnel in addressing the current situations faced by the affected parties.</p> <p>Corrective Actions:</p> <ol style="list-style-type: none"> <li>The template of the social impact assessment management plan document will be revised to add on the relevant social aspect input before the final endorsed document be released as reference to the parties involved.</li> </ol> <p><u>Status as of 11.02.2019:</u> The existing Social Impact Assessment Management Plan Document has was initially revised by the Sustainability team of Sandakan Region to add on the social aspect that were not taken into account previously. The newly revised document is now accessible by each operating unit at Mayvin Group and expected to be used after training on the revised content is completed. Expected completion: By end Feb 2019</p> <ol style="list-style-type: none"> <li>Training on the newly revised template document will be carried out for the attention of respective parties involved.</li> </ol> <p><u>Status as of 11.02.2019:</u> Training on the newly revised Social Impact Assessment (SIA) document has been carried out at Mayvin Palm Oil Mill in the morning on 11.02.2019 by the SPO Executive of Sandakan Regional Office with the participatory of Mayvin Grouping HODs including the Sr. Manager of Plantation in-charge of Mayvin Group, Assistant Managers, and SPO Clerks. The training which was conducted after the EIA session refresher training mainly covers on the newly revised information added related to social aspect with impact identification and proposal of mitigation measure to address the impacts. The revision made were explained with example for awareness and better understanding. Expected completion: By end Feb 2019  </p>
	Verification on Corrective Action(s): by Lead Auditor / Auditor
	Off-site verification carried out confirmed the following response on action plan and /or evidences submitted:
	(1) Revised SIA plans being proposed for addressing the current issues faced for further improvement endorsed by the Senior Management and monitoring mechanisms for the social issues highlighted are acceptable for closure CH Expected completion date by end Feb 2019 is acceptable.
	(2) Training plan being prepared for progressive training and monitoring of the SIA issues are acceptable for closure. CH Expected completion date by end Feb 2019 is acceptable.
	Conclusion: Corrective action plans and corrections taken as submitted as evidences at the audited sites are adequate to address the issues and accepted for closure.
	NC status verified by auditor: Closed by AL
	Date closed: 12 Feb 2019
	Verification of effectiveness: During the 2019 audit it is verified that the implementation of Corrective Actions was found to be satisfactorily effective for closure.
	NC status verified by auditor: MNM
	Date verified: 22 Aug 2019

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

Report No.: R2019/10-11 IOI Corporation Berhad  
Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019

Page 76 of 99

**3.2.4 Year 2018 (ASA-03): 5 Observations**

Ref No:	MYNI Indicator	Details of Observation	Status		
			Opened date	Closed date	Remark, if any
<b>OBS CBK-01</b>	<b>4.4.1</b>	Location: Water Treatment Plant, Mayvin 5 Estate A Bahasa Malaysia version of the SDS on water treatment chemicals can be made available at the water treatment plant.	12 Oct 2018	22 Aug 2019	Addressed and closed
<b>OBS CBK-02</b>	<b>4.7.2</b>	Location: Mayvin 2 Estate Label for the water container for use by the pesticide workers can be marked more clearly.  Location: Tangkulap Estate The steps of the passenger trailer need to be maintained so as not to be dislodged.	12 Oct 2018	22 Aug 2019	Addressed and closed
<b>OBS CBK-03</b>	<b>4.7.4</b>	Location: Mayvin 2 The composition of worker representatives for the Safety Committee need to be equal in numbers from the Management and Workers. Presently it is shown to be short of 1 person on the worker's representation.	12 Oct 2018	22 Aug 2019	Addressed and closed
<b>OBS: AL-01</b>	<b>5.3.2</b>	Location: Mayvin 5 and Tangkulap The recording of Clinical Scheduled waste needs to be better checked for accuracy. <u>Mayvin 5:</u> Summary of inventory in Schedule 5 (Jadual 5) Regulation 11 (Peraturan 11), EQA (SW) 2005 for SW 404 for Aug and Sept 2018 was incorrectly recorded – typo on the decimal place. <u>Tangkulap:</u> The SW 404 – Jadual 2 (Peraturan 3) for July 2018, states 0.009 mt sent out to Luangmanis Clinic was incorrect. Actual: 1.06 kg sent to Luangmanis Clinic on 13 July 2018.	12 Oct 2018	22 Aug 2019	Addressed and closed
<b>OBS: MNM-02</b>	<b>6.8.3</b>	Location: POM, M2, M5, M1 & Tangkulap Estate  There was evidence of several field workers had been promoted to 'Mandore' / Group Leaders / Driver. The basis for their promotion and changes in their role and responsibilities and wages can be more clearly documented and retained.	12 Oct 2018	22 Aug 2019	Addressed and closed

**3.2.5 Identified Positive Elements**

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 77 of 99

- 1) The PMU has contributed towards the education of children of estate migrant workers. IOI Corporation has provided has education assistance for more than 2000 children under the HUMANA programme.
- 2) The PMU has contributed towards the local economy and provided proper infrastructure such as roads, housing and sport facilities.
- 3) The PMU has participated in the IOI Sabah region wide stakeholder consultations and meetings held with the Local authorities and communities as part of commitment to CSR activities for the region.

**3.3 Feedback Raised by Stakeholders and Findings**

Prior to and during the Assessment, written and verbal feedback communicated from the stakeholders on the environmental and social performance of **IOI Mayvin PMU** operations were sourced. All pertinent feedback issues were reviewed and followed up for verification and these had been accordingly incorporated into the report findings. See table below:

**3.3.1 Feedback Raised by Stakeholders: Year 2019**

Communication done via **email on 3 July 2019** to various categories of stakeholders (see list under **para 2.5**):

<b>Stakeholders' Feedback</b>	<b>PMU Response</b>	<b>CB verification / comments</b>	<b>Follow up comments (if any)</b>
<b>Government Agencies:</b> No written feedback received from the Govt. Agencies.	Ongoing consultations will be maintained. No response needed.	Verified during on-site assessment that no response needed.	Nil
<b>Non-Governmental Organizations:</b> No written feedback received.	Ongoing consultations will be maintained. No response needed.	Verified during on-site assessment that no response needed.	Nil
<p><b>Local Communities - Stakeholders' Consultation:</b> Selected stakeholders representing the complete range of various stakeholder categories were invited for the Stakeholders' Consultation on 22 Aug 2019.</p> <p>A total of 11 stakeholders were present at the group consultation: 2 government agencies, 2 transporter, 5 suppliers, 1 neighbouring estate, 1 shop operator.</p> <p>They were interviewed by the auditors without the presence of any of the PMU staff. Concerns and suggestions received during interviews and stakeholder consultations were generic such as: Road access maintenance to be improved, upgrade for facilities at the Humana &amp; CLC schools and road safety to be more tightly monitored for all users.</p> <p>Positive feedbacks mentioned:</p>	The PMU Management will continue consultations to ensure that concerns and improvements proposed are followed up and appropriate measures are taken.	It was verified during on-site audit that there were evidences of measures are in place which on overall have addressed the concerns raised at the time of audit.	

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 78 of 99

<p>1. Mill &amp; Estates staff have been more cooperative to day to day issues/complaints.</p> <p>2. PPE were seen to be worn by workers at the mill and estates.</p> <p>3. Signages for safety and speed limits were improved and well maintained.</p>		<p>Further monitoring will be followed up during the next Assessment.</p>	
<p><b>Workers and Local Communities - Interviewed:</b> Interviews of sampled staff and workers were also conducted by the auditors during field visits on ASA-04 (2019) at the PMU:</p> <p>Staff/Workers sampled and interviewed were as follows:</p> <p>POM = 7 male, 6 female Estate Offices = 12 male, 14 female Field/sites visit = 18 male, 27 female</p> <p>No significant negative issues raised by the sampled staff and workers.</p>	<p>No response needed.</p>	<p>No response needed.</p>	<p>Nil</p>
<p><b>Other Interested parties:</b> No feedback received.</p>	<p>No response needed.</p>	<p>No response needed.</p>	<p>Nil</p>

**3.3.2 Feedback Raised by Stakeholders: Year 2018**

Communication done via **email on 7 Sept 2018** to various categories of stakeholders (see list under **para 2.5**):

Stakeholders' Feedback	PMU Response	CB verification / comments	Follow up comments (if any)
<p><b>Government Agencies:</b> No written feedback received from the Govt. Agencies.</p>	<p>Ongoing consultations will be maintained. No response needed.</p>	<p>Verified during on-site assessment that no response needed.</p>	<p>Nil</p>
<p><b>Non-Governmental Organizations:</b> No written feedback received.</p>	<p>Ongoing consultations will be maintained. No response needed.</p>	<p>Verified during on-site assessment that no response needed.</p>	<p>Nil</p>
<p><b>Local Communities - Stakeholders' Consultation:</b> Selected stakeholders representing the complete range of various stakeholder categories were invited for the Stakeholders' Consultation on 12 Oct 2018. A total of 13 stakeholders (2 government agencies, 2 transporter, 7 suppliers, 1 neighbouring estate, 1 shop operator) were present at the consultation.</p>			

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 79 of 99

<p>They were interviewed by the auditors without the presence of any of the PMU staff. Concerns and suggestions received during interviews and stakeholder consultations:</p> <ol style="list-style-type: none"> <li>1. Police Dept. representative: Enforcement for workers on motorbikes to always wear safety helmets at the estate roads as some occasionally seen not wear it.</li> <li>2. Checks needed on overloading of the FFB trucks as some appear to have high stacking on their vehicles.</li> <li>3. To have annual Emergency response training conducted by the Bomba personnel to ensure the ERT team is better prepared in any emergency situations.</li> </ol> <p>Positive feedbacks mentioned:</p> <ol style="list-style-type: none"> <li>4. Road conditions to Mill &amp; Estates are generally well maintained.</li> <li>5. PPE are seen to be worn by workers at the mill and estates.</li> </ol>	<p>The PMU will further communicate and to address the concerns as follows:</p> <ol style="list-style-type: none"> <li>1) Management to review and consider the appropriate actions needed to ensure wearing of helmets by bikers.</li> <li>2) Mill management will continue monitoring to ensure no overloading of FFB by transporters.</li> <li>3) Management will try to engage of the services of Bomba personnel in future ERT exercises.</li> </ol>	<p>It was verified during on-site audit that there were evidences of measures are in place which on overall have addressed the concerns raised at the time of audit.</p> <p>Further monitoring will be followed up during the next Assessment.</p>	<p>Verified that improvement actions were taken during current assessment.</p>
<p><b>Workers and Local Communities - Interviewed:</b> Interviews of sampled staff and workers were also conducted by the auditors during field visits on ASA-03 (2018) at the PMU:</p> <p>Staff/Workers sampling: POM = 9 male, 8 female Estate Offices = 16 male, 12 female Field/sites visit = 20 male, 31 female</p> <p>No issues raised by the sampled staff and workers.</p>	<p>No response needed.</p>	<p>No response needed.</p>	<p>Nil</p>
<p><b>Other Interested parties:</b> No feedback received.</p>	<p>No response needed.</p>	<p>No response needed.</p>	<p>Nil</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

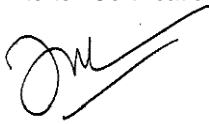
Page 80 of 99

**4.0 ASSESSMENT CONCLUSION AND RECOMMENDATION**

Based on the findings above, IOI Mayvin Grouping had been able to demonstrate its compliance with the RSPO Principles and Criteria (Apr 2013), Malaysian National Interpretation (MY-NI 2014) and the RSPO Supply Chain Certification Standard (Jun 2017) for Palm Oil Mill.

Therefore, it is recommended that the certification of IOI Mayvin Grouping be approved and continued.

Signed for and on behalf of  
Intertek Certification International Sdn Bhd



Augustine Loh  
Lead Assessor  
Date: 21 Nov 2019

**4.1 Acknowledgement of Internal Responsibility and Confirmation of Assessment Findings**

This is to acknowledge and confirm the assessment visits described in this report and the acceptance of the contents and findings in this assessment report.

Signed for and on behalf of  
IOI Plantation Services Sdn Bhd



Mr. Leang Hon Wai  
General Manager (Sandakan Region)  
Date: 22 Nov 2019



**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 81 of 99

**4.2 INTERTEK- RSPO P&C Certificate details for Mayvin Grouping**

Certificate No:	<b>RSPO 926888</b>
Original Start / Issue date:	22 Dec 2010
Cert Expiry date:	21 Dec 2020
New PalmTrace License Start date:	22 Dec 2019
PalmTrace License End date:	21 Dec 2020
Organization (Parent):	IOI Corporation Berhad
Address of Head Office:	Level 28, IOI City Tower 2, Lebuhr IRC, IOI Resort City, 62502, Putrajaya, Malaysia
RSPO Membership No:	2-0002-04-000-00
Plantation Management Unit:	Mayvin Incorporated Sdn Bhd (IOI Mayvin Grouping)
Address of POM:	Mayvin Palm Oil Mill, Telupid, 16km Off Sandakan / Telupid Road at 110 km, WDT No 164, 90009 Sandakan, Sabah, Malaysia
Standards:	RSPO Principles and Criteria (Apr 2013); Malaysian National Interpretation (MY-NI 2014); RSPO Supply Chain Certification Standards (Jun 2017) for the Palm Oil Mill.
Certification scope:	Production of Crude Palm Oil and Palm Kernel
Supply Chain model for POM	Identity Preserved (IP)

Details of the Mill and Supply bases covered by this certificate and the tonnage approved are:

Name	Address	GPS Reference		Mature OP/ Production - ha	Certified / Titled area - ha
		Latitude	Longitude		
Mayvin Incorporated Sdn Bhd Mayvin Palm Oil Mill Capacity: 60MT/hr	Mayvin Incorporated Sdn Bhd, Mile 75, Sandakan/ Telupid Road, WDT No. 164, 90009, Sandakan, Sabah, Malaysia.	N 05°33'19.08"	E 117°13'35.18"	-	-
1 Sri Mayvin Incorporated Sdn Bhd Mayvin 1 Estate	Sri Mayvin Plantation Sdn Bhd, Mile 75, Sandakan/ Telupid Road, WDT No. 164, 90009, Sandakan, Sabah, Malaysia.	N 05°35'3.12"	E 117°13'52.10"	1,005	1610.00
2 Sri Mayvin Incorporated Sdn Bhd Mayvin 2 Estate	Sri Mayvin Plantation Sdn Bhd, Mile 75, Sandakan/ Telupid Road, WDT No. 164, 90009, Sandakan, Sabah, Malaysia.	N 05°32'40.31"	E 117°13'30.79"	1,281	1812.81
3 Palmco Plantation (Sabah) Sdn Bhd Tangkulap Estate	Palmco Plantations (Sabah) Sdn Bhd, Mile 75, Sandakan/ Telupid Road, WDT No. 164, 90009, Sandakan, Sabah, Malaysia.	N 05°29'33.32"	E 117°15'52.63"	1,855	2277.45
4 Gamore Corporation Sdn Bhd Mayvin 5 Estate	Gamore Corporation Sdn Bhd, Mile 75, Sandakan/ Telupid Road, WDT No. 164, 90009, Sandakan, Sabah, Malaysia.	N 05°28'22.37"	E 117°20'12.01"	1,586	1765.18
5 Gamore Corporation Sdn Bhd Mayvin 6 Estate	Gamore Corporation Sdn Bhd, Mile 75, Sandakan/ Telupid Road, WDT No. 164, 90009, Sandakan, Sabah, Malaysia.	N 05°29'1.57"	E 117°22'22.30"	1,683	1836.82

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 82 of 99

The annual certified tonnages / volumes at the Management Unit are detailed as follows:

<b>Mayvin POM</b>	<b>Annual Tonnages (MT)</b>
Certified FFB	<b>170,000</b>
Certified CPO	<b>37,400</b>
Certified PK	<b>8,500</b>
Supply Chain module	Identity Preserved (IP)

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 83 of 99

**Appendix A:****Qualifications of Lead Assessor and Assessment Team****Mr. Augustine Loh (AL) – Lead Assessor / Technical Expert**

(Palm Oil Mill, Environment, Social, Conservation & HCV area, GAP, IPM, Land Use and Supply Chain)  
– Master in Business Administration (US) and Diploma in Maritime Studies (Singapore)

Mr. Augustine Loh is an IRCA Third Party Assessment (TPA) Lead Auditor and IRCA Lead Tutor for IRCA ISO 9001 and OHSAS 18001 Lead Auditor Courses as well as Tutor for RSPO Certification Programs and Integrated Management System in Intertek, Malaysia. He has over 25 years of fieldwork and experience in Palm based product survey, supply chain monitoring, inspection and testing. He has successfully completed the IRCA accredited Lead Auditor course in ISO 9001, ISO 14001, OHSAS 18001, ISO 22001, ISO 27001, RSPO Principles and Criteria Lead Assessor Course, RSPO Supply Chain Certification and the International Sustainable Carbon Certification (ISCC) Lead Auditor courses. He has also completed the RSPO training on RSPO P&C, RSPO Palm GHG tool, RSPO RED and RSPO NEXT requirements. He has conducted assessments of organizations in Malaysia, Singapore, Indonesia, Brunei, Thailand, Cambodia and Australia. He is currently the RSPO Regional Program Manager of Intertek Certification International, Malaysia and has performed over 800 auditing days on quality, environmental and safety & health assessments in various sectors including oil palm plantations. He was the RSPO CB Assessment Team Leader / Member which audited several RSPO certified Plantation Management Units since 2009. He was the CB Team Leader in the stakeholder consultation and development of the RSPO Cambodian Local Indicators. He is a member of the CB Internal Review Panel for RSPO Assessment reports since 2010. He is also the Lead Auditor in the Malaysian Sustainable Palm Oil (MSPO) certification.

**Mr. Mohd Nazib Marwan (MNM) – Assessor / Technical Expert**

(Occupational Health & Safety and Social)  
– Diploma in Mechanical Engineering

Mr Mohd Nazib Marwan has over 15 years work experience in occupational safety and health sector (since 2003). He has 5 years working experience as Factories and Machinery Inspector with Department of Occupational Safety & Health Malaysia (DOSH) and earlier he has been certified with Certificate for Safety and Health Officer from National Institute of Occupational Safety and Health (NIOSH). He has successfully completed the IRCA accredited Lead Auditor Course in ISO 9001:2008, OHSAS 18001: 2007. He is also an ISO 9001 Lead Auditor and OHSAS 18001 Lead auditor with Intertek, Malaysia and has performed over 400 auditing days on quality, safety and health in various sectors including palm oil industries since 2012. He has successfully completed training in the RSPO P&C, MYNI Lead Assessor course. He is a member of the RSPO Assessment team which audited several RSPO certified Plantation Management Units since 2014. He is also an Auditor in the Malaysian Sustainable Palm Oil (MSPO) certification.

**Mr. Jumat Majid (JMD) – Assessor / Technical Expert**

(Social Responsibility, Workers Welfare and GAP)  
– BSc (Social Science)

Mr. Jumat Majid has over 15 years work experience in the agriculture sector. He has successfully completed the IRCA accredited Lead Auditor course in ISO 9001:2008 and RSPO P&C MY-NI Assessor course. He has also successfully completed training programs in Organic Agriculture Development and had performed organic agriculture inspections and assessments for more than 6 years. He has successfully completed training in the RSPO P&C, MYNI Lead Assessor course. He has been involved in NGO work in the areas of social impact assessments within the South East Asia region. He is a member of the RSPO Assessment team which audited several RSPO certified Plantation Management Units since 2010. He is also an Auditor in the Malaysian Sustainable Palm Oil (MSPO) certification.

**Mr. Mohamad Amirul Saifullah Mohamad Senan (MAS) – Assessor / Technical Expert**

(Good Agriculture Practice, Integrated Pest Management, Safety and Health)  
– Bachelor of Agricultural Science (UPM)

Mr. Mohamad Amirul has more than 6 years working experience in the oil palm plantation operations, agriculture, safety and health related field. He was attached to a large publicly listed plantation organisation since 2012. His job responsibilities include supervision and monitoring to ensure that all estate operations are complying to the RSPO, ISCC and MSPO requirements and regulations, Good Agricultural Practice and other standard operation procedures. He was involved in the Internal Audits of plantation operations for compliance with the RSPO, ISCC and MSPO requirements. He has successfully completed RSPO Principles & Criteria Lead Auditor course and the RSPO Supply Chain Certification Lead assessor course in Jan 2019 and the MSPO Lead Auditor course in 2018. He has good on-field knowledge in the Palm Oil sector such as industry fundamentals on good agricultural practices (GAP), best management practices (BMP), sustainability, social and OHS issues (e.g. worker welfare issues and social matters such as employment terms, gender issues, worker welfare etc.) environmental matters (e.g. pollution control, conservation of resources). He is also an Auditor in the Malaysian Sustainable Palm Oil (MSPO) certification

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 84 of 99

**Appendix B-1:**  
**Audit Plan (actual)**

**At HQ site: 16 August 2019**

Date	Time	Assessors and Assessment Activity	
		Assessment Team ( Lead Assessor: AL)	
12 July 2019	9.00 am – 1.00 pm	<b>Opening Meeting and Briefing at HQ Office</b> (attended by representatives from the HQ Management)	
		<ul style="list-style-type: none"> <li>Review of documentation changes (incl. Organization, Policies, SOPs, and Laws etc.)</li> <li>Evaluation of the Pre-Verification Data</li> <li>Review of Time Bound Plan (TBP)</li> <li>Verification on compliance with Minimum requirements for Multiple Management Units (MMU)</li> <li>Verification of implementation effectiveness for corrective actions on previous NCs</li> </ul>	
	1.00 pm - 2.00 pm	Lunch Break	
	2.00 pm – 4.30 pm	Continue site assessment at HQ	
	4.30 pm – 5.30 pm	Briefing of findings on areas/ issues related to HQ	

**At PMU site: 19 – 23 August 2019**

Date	Time	Assessors and Assessment Activity			
		Assessment Team			
19 August 2019  (Day 1)	7.00 am – 1.00 pm	Travel to Mayvin (POM) Office			
	1.00 pm - 2.00 pm	Lunch Break			
	2.00 pm – 2.30 pm	<b>Opening Meeting and Briefing at Mayvin - POM Office</b> (attended by representatives from the Estates as well)			
	2.30 pm – 5.30 pm	Document Review and Assessment by all Assessors on respective RSPO P&C:1 to 8 at POM			
		<b>AL</b>	<b>MAS</b>	<b>JMD</b>	<b>MNM</b>
		<b>Site assessment at Palm Oil Mill</b> <ul style="list-style-type: none"> <li>P1 Transparency</li> <li>P2 Laws &amp; regulations</li> <li>P3 Economic &amp; Financial Viability</li> <li>P5 Environmental, Conservation, HCV &amp; GHG</li> <li>P8 Continual Improvement</li> <li>SCC for POM</li> </ul>	<b>Site assessment at Palm Oil Mill</b> <ul style="list-style-type: none"> <li>P2 Laws &amp; regulations</li> <li>P4 Best Practices at Mil</li> <li>P5 Environmental, Conservation, HCV &amp; GHG</li> <li>P8 Continual Improvement</li> </ul>	<b>Site assessment at Palm Oil Mill</b> <ul style="list-style-type: none"> <li>P2 Laws &amp; regulations</li> <li>P6 Employees, Individuals &amp; Communities incl. Gender Issues</li> <li>P8 Continual Improvement</li> </ul>	<b>Site assessment at Palm Oil Mill</b> <ul style="list-style-type: none"> <li>P2 Laws &amp; regulations</li> <li>P6 Employees, Individuals &amp; Communities incl. Gender Issues</li> <li>P8 Continual Improvement</li> </ul>
	<ul style="list-style-type: none"> <li>Review of changes for compliance to revised <b>RSPO P&amp;C, MYNI</b> and <b>RSPO SCC</b></li> <li>Verification of effectiveness of corrective actions for non-conformances</li> <li>Review of Time Bound Plan</li> <li><b>Verification on compliance with Minimum requirements for Multiple Management Units (MMU)</b></li> </ul>				
5.30 pm – 6.30 pm	Travel to Hotel & Break				

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 85 of 99

	6.30 pm – 7.30 pm	Team Meeting and Discussion
--	-------------------	-----------------------------

Date	Time	Assessors and Assessment Activity			
		AL	MAS	JMD	MNM
20 August 2019  (Day 2)	8.30 am – 12.30pm	<b>Site assessment at Estate 1</b> <ul style="list-style-type: none"> <li>• P1 Transparency</li> <li>• P2 Laws &amp; regulations</li> <li>• P3 Economic &amp; Financial Viability</li> <li>• P5 Environmental, Conservation, HCV &amp; GHG</li> <li>• P8 Continual Improvement</li> </ul>	<b>Site assessment at Estate 1</b> <ul style="list-style-type: none"> <li>• P2 Laws &amp; regulations</li> <li>• P4 Best Practices at Estate</li> <li>• P5 Environmental, Conservation, HCV &amp; GHG</li> <li>• P7 New Plantings</li> <li>• P8 Continual Improvement</li> </ul>	<b>Site assessment at Estate 1</b> <ul style="list-style-type: none"> <li>• P2 Laws &amp; regulations</li> <li>• P6 Employees, Individuals &amp; Communities incl. Gender Issues</li> <li>• P8 Continual Improvement</li> </ul>	<b>Site assessment at Estate 1</b> <ul style="list-style-type: none"> <li>• P2 Laws &amp; regulations</li> <li>• P6 Employees, Individuals &amp; Communities incl. Gender Issues</li> <li>• P8 Continual Improvement</li> </ul>
	12.30 pm – 1.30 pm	Lunch Break			
	1.30 am – 5.30pm	<b>Site assessment at Estate 2</b> <ul style="list-style-type: none"> <li>• P1 Transparency</li> <li>• P2 Laws &amp; regulations</li> <li>• P3 Economic &amp; Financial Viability</li> <li>• P5 Environmental, Conservation, HCV &amp; GHG</li> <li>• P8 Continual Improvement</li> </ul>	<b>Site assessment at Estate 2</b> <ul style="list-style-type: none"> <li>• P2 Laws &amp; regulations</li> <li>• P4 Best Practices at Estate</li> <li>• P5 Environmental, Conservation, HCV &amp; GHG</li> <li>• P7 New Plantings</li> <li>• P8 Continual Improvement</li> </ul>	<b>Site assessment at Estate 2</b> <ul style="list-style-type: none"> <li>• P2 Laws &amp; regulations</li> <li>• P6 Employees, Individuals &amp; Communities incl. Gender Issues</li> <li>• P8 Continual Improvement</li> </ul>	<b>Site assessment at Estate 2</b> <ul style="list-style-type: none"> <li>• P2 Laws &amp; regulations</li> <li>• P6 Employees, Individuals &amp; Communities incl. Gender Issues</li> <li>• P8 Continual Improvement</li> </ul>
	5.30 pm – 6.30 pm	Travel to Hotel & Break			
	6.30 pm – 7.30 pm	Team Meeting and Discussion			

Date	Time	Assessors and Assessment Activity			
		AL	MAS	JMD	MNM
21 August 2019  (Day 3)	8.30 am – 12.30pm	<b>Site assessment at Estate 3</b> <ul style="list-style-type: none"> <li>• P1 Transparency</li> <li>• P2 Laws &amp; regulations</li> <li>• P3 Economic &amp; Financial Viability</li> <li>• P5 Environmental, Conservation, HCV &amp; GHG</li> <li>• P8 Continual Improvement</li> </ul>	<b>Site assessment at Estate 3</b> <ul style="list-style-type: none"> <li>• P2 Laws &amp; regulations</li> <li>• P4 Best Practices at Estate</li> <li>• P5 Environmental, Conservation, HCV &amp; GHG</li> <li>• P7 New Plantings</li> <li>• P8 Continual Improvement</li> </ul>	<b>Site assessment at Estate 3</b> <ul style="list-style-type: none"> <li>• P2 Laws &amp; regulations</li> <li>• P6 Employees, Individuals &amp; Communities incl. Gender Issues</li> <li>• P8 Continual Improvement</li> </ul>	<b>Site assessment at Estate 3</b> <ul style="list-style-type: none"> <li>• P2 Laws &amp; regulations</li> <li>• P6 Employees, Individuals &amp; Communities incl. Gender Issues</li> <li>• P8 Continual Improvement</li> </ul>
	12.30 pm – 1.30 pm	Lunch Break			
	1.30 am – 5.30pm	<b>Site assessment at Estate 4</b> <ul style="list-style-type: none"> <li>• P1 Transparency</li> <li>• P2 Laws &amp; regulations</li> </ul>	<b>Site assessment at Estate 4</b> <ul style="list-style-type: none"> <li>• P2 Laws &amp; regulations</li> </ul>	<b>Site assessment at Estate 4</b> <ul style="list-style-type: none"> <li>• P2 Laws &amp; regulations</li> </ul>	<b>Site assessment at Estate 4</b> <ul style="list-style-type: none"> <li>• P2 Laws &amp; regulations</li> </ul>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 86 of 99

		<ul style="list-style-type: none"> <li>• P3 Economic &amp; Financial Viability</li> <li>• P5 Environmental, Conservation, HCV &amp; GHG</li> <li>• P8 Continual Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• P4 Best Practices at Estate</li> <li>• P5 Environmental, Conservation, HCV &amp; GHG</li> <li>• P7 New Plantings</li> <li>• P8 Continual Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• P6 Employees, Individuals &amp; Communities incl. Gender Issues</li> <li>• P8 Continual Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• P6 Employees, Individuals &amp; Communities incl. Gender Issues</li> <li>• P8 Continual Improvement</li> </ul>
	5.30 pm – 6.30 pm	Travel to Hotel & Break			
	6.30 pm – 7.30 pm	Team Meeting and Discussion			

Date	Time	Assessors and Assessment Activity			
		AL	MAS	JMD	MNM
22 August 2019 (Day 4)	8.30 am – 10.30 am	<b>Site assessment at Palm Oil Mill</b> <ul style="list-style-type: none"> <li>• P1 Transparency</li> <li>• P2 Laws &amp; regulations</li> <li>• P3 Economic &amp; Financial Viability</li> <li>• P5 Environmental, Conservation, HCV &amp; GHG</li> <li>• P8 Continual Improvement</li> <li>• SCC for POM</li> </ul>	<b>Stakeholders' Consultation on the following categories (see Notes 1 and 2 below):</b> <ul style="list-style-type: none"> <li>• Contractors</li> <li>• Suppliers</li> <li>• Transporters</li> <li>• NGOs</li> <li>• Government Department / Agencies</li> <li>• Local Community</li> <li>• Settlers, in the case of independent and organized smallholders.</li> </ul> <b>Notes</b> 1. It is mandatory for the PMU to inform Intertek and provide the information (as a minimum the no. of stakeholders in each applicable category and contact number) on the stakeholders <u>prior</u> to the assessment. 2. This will facilitate the random and impartial selection of stakeholders (including independent and organized smallholders, where applicable) and to meet the sample size requirement		
	10.30 am – 12.30 pm	Site assessment at POM or estates to follow up on any specific criteria/areas			
	12.30 pm – 1.30 pm	Lunch Break			
	1.30 pm – 3.00 pm	Preparation for Closing Meeting			
	3.00 pm – 4.30 pm	Team Meeting and Discussions with Mayvin Management Representative			
	4.30 pm – 5.30 pm	<b>Closing Meeting &amp; Briefing at Palm Oil Mill Office</b>			
	5.30 pm onwards	Travel to Hotel (at Sandakan)			

Date	Time	Assessors and Assessment Activity			
		AL	MAS	JMD	MNM
23 August 2019 Friday (Day 5)	8.30 am onwards	Flight back to KL			

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 87 of 99

**Appendix B-2:**

**On-site Verification at CH site: 14 - 15 Nov 2019**

Date	Time (Note 3)	Assessors and Assessment Activity		
		Assessment Team		
14 Nov 2019  (Day 1)	8.00 am – 8.30 pm	Travel to Mayvin (POM) Office		
	8.30 am – 9.00 am	<b>Opening Meeting and Briefing at Mayvin - POM Office</b> (to be attended by representatives from the Estates as well)		
	9.00 am – 12.30 pm	<ul style="list-style-type: none"> <li>Documentation Review by Assessors on latest supporting documents submitted as Root Cause, Corrective Actions and Preventive Measures (Risk Based) for NCs detected and issued during previous and latest assessments.</li> <li>Overview and arrangement of specific on-site inspection at locations and areas of Major (Critical) issues for verification of implementation.</li> <li>Site specific issues on Major NCs as implemented by the POM and throughout all the Estates in grouping.</li> </ul>		
		<b>AL</b>	<b>JMD</b>	<b>MAS</b>
		<b>Site Verification &amp; Documentations Review at Palm Oil Mill</b> - Implementations on: • P2 • P5	<b>Site Verification &amp; Documentations Review at Palm Oil Mill</b> - Implementations on: • P2 • P6	<b>Site Verification &amp; Documentations Review at Palm Oil Mill</b> - Implementations on: • P4 • P6
	12.30 pm – 1.30 pm	Lunch Break		
	1.30 pm – 5.00 pm	<b>AL</b>	<b>JMD</b>	<b>MAS</b>
		<b>Site Verification at Selected Estates</b> -Implementations on: • P2 • P5	<b>Site Verification at Selected Estates</b> -Implementations on: • P2 • P6	<b>Site Verification at Selected Estates</b> -Implementations on: • P4 • P6
5.00 pm – 6.00 pm	Travel to Guest House & Break			
6.00 pm – 7.00 pm	Team Meeting and Discussion			

Date	Time	Assessors and Assessment Activity		
15 Nov 2019  (Day 2)	8.30 am – 12.30pm	<b>AL</b>	<b>JMD</b>	<b>MAS</b>
		<b>Site Verification at Selected Estates</b> -Implementations on: • P2 • P5	<b>Site Verification at Selected Estates</b> -Implementations on: • P2 • P6	<b>Site Verification at Selected Estates</b> -Implementations on: • P4 • P6
	12.30 pm – 1.30 pm	Lunch Break		
	1.30 am – 2.30pm	<b>AL</b>	<b>JMD</b>	<b>MAS</b>
		Preparation for Closing Meeting		
2.30 pm – 3.30 pm	<b>Closing Meeting &amp; Briefing at Palm Oil Mill Office</b>			
3.30 pm onward	Travel to Airport Sandakan & return flight to KLIA			

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

**Appendix C-1:**

**Location Map of IOI Mayvin Grouping, Sandakan, Sabah**  
**Scale 1: 200 km**



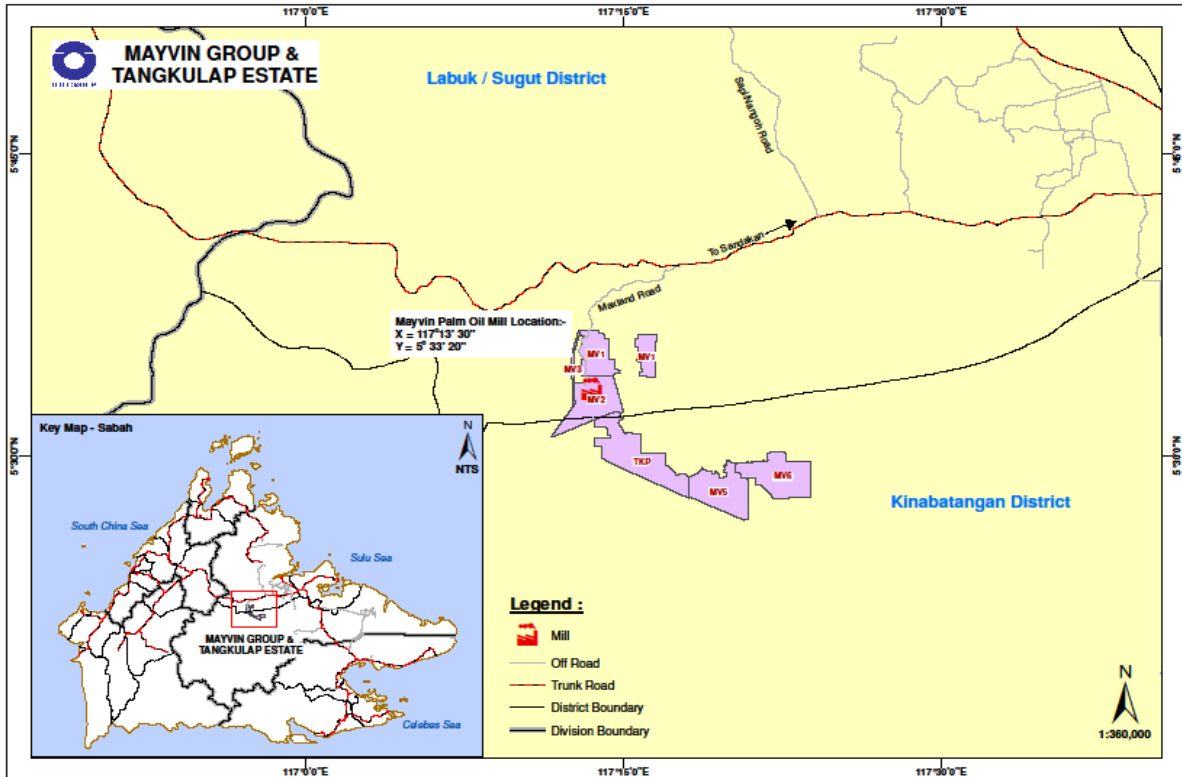


**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

Report No.: R2019/10-11 IOI Corporation Berhad  
Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019

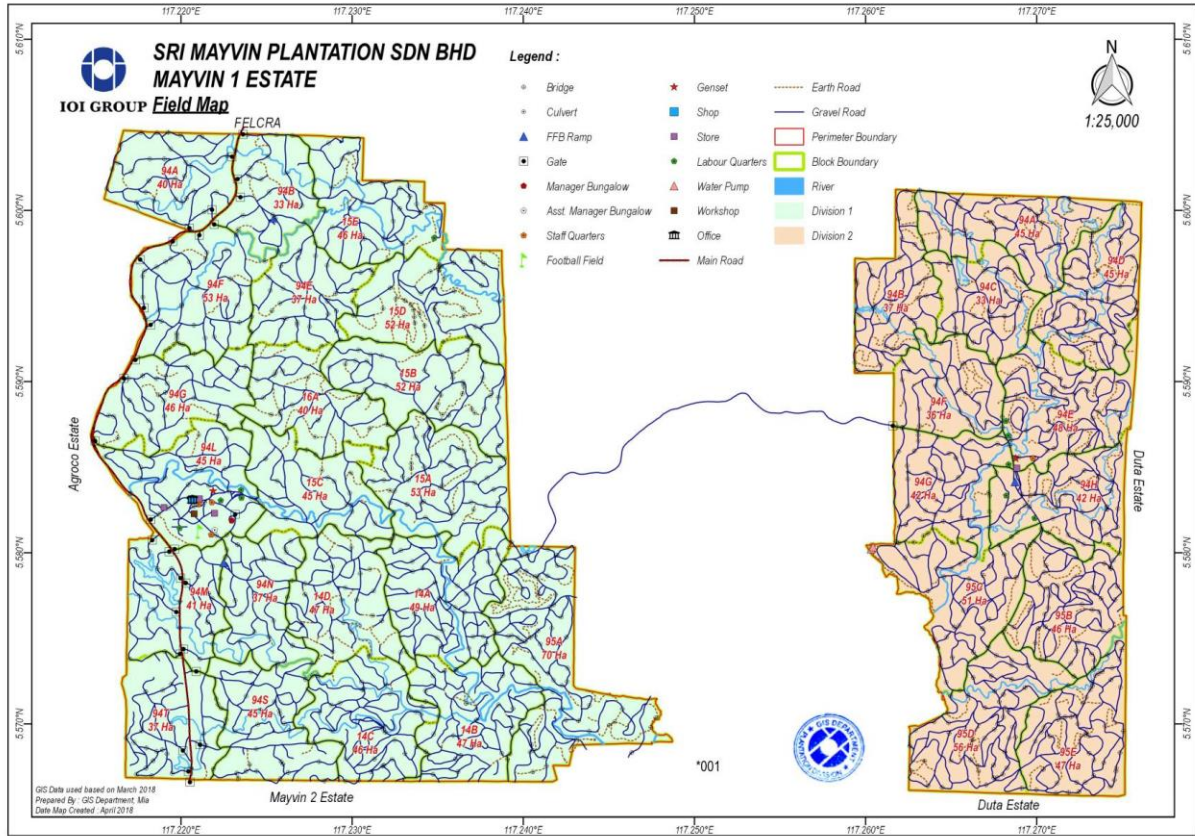
**Appendix C-2:**

**Location Map of IOI Mayvin Grouping, Sandakan, Sabah, Malaysia**



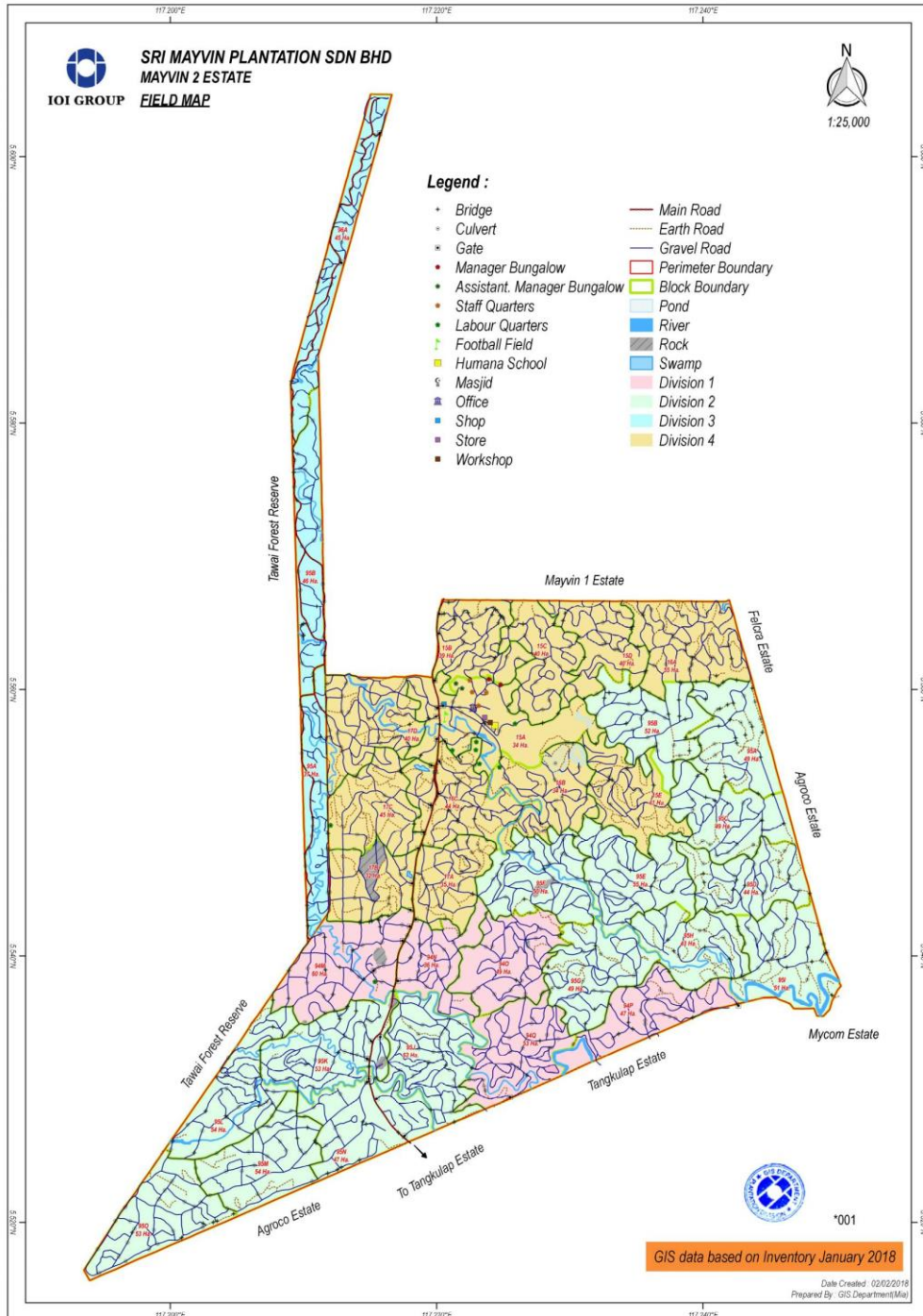
**Appendix C-2-1:**

**Mayvin 1 Estate**



**Appendix C-2-2:**

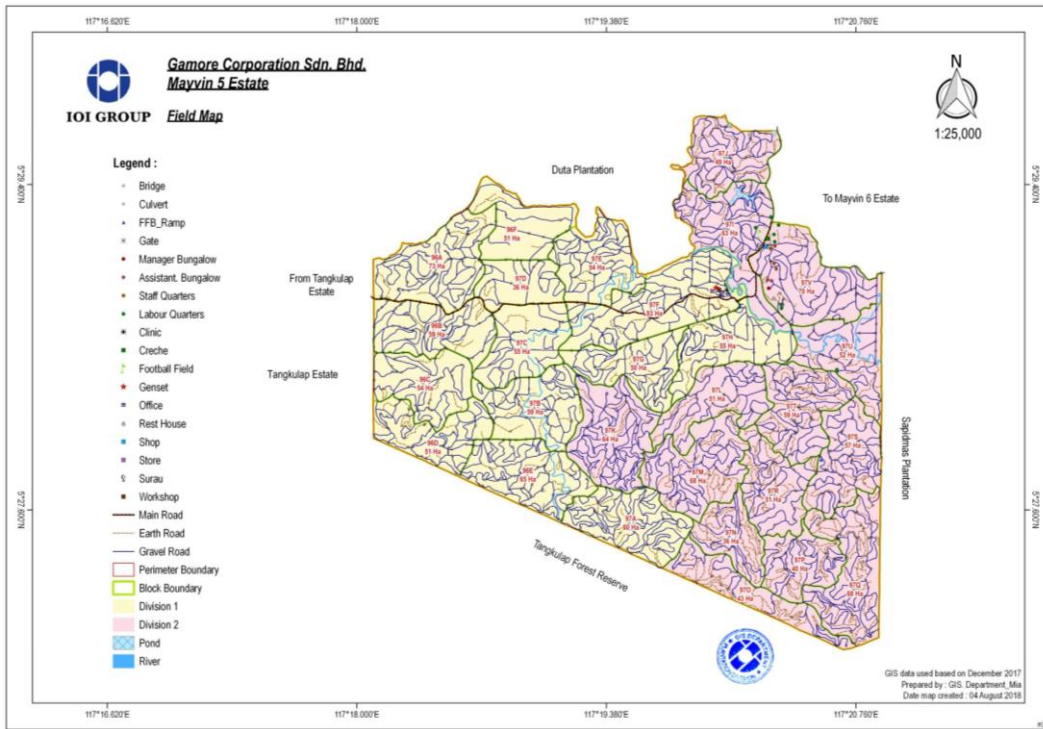
**Mayvin 2 Estate**



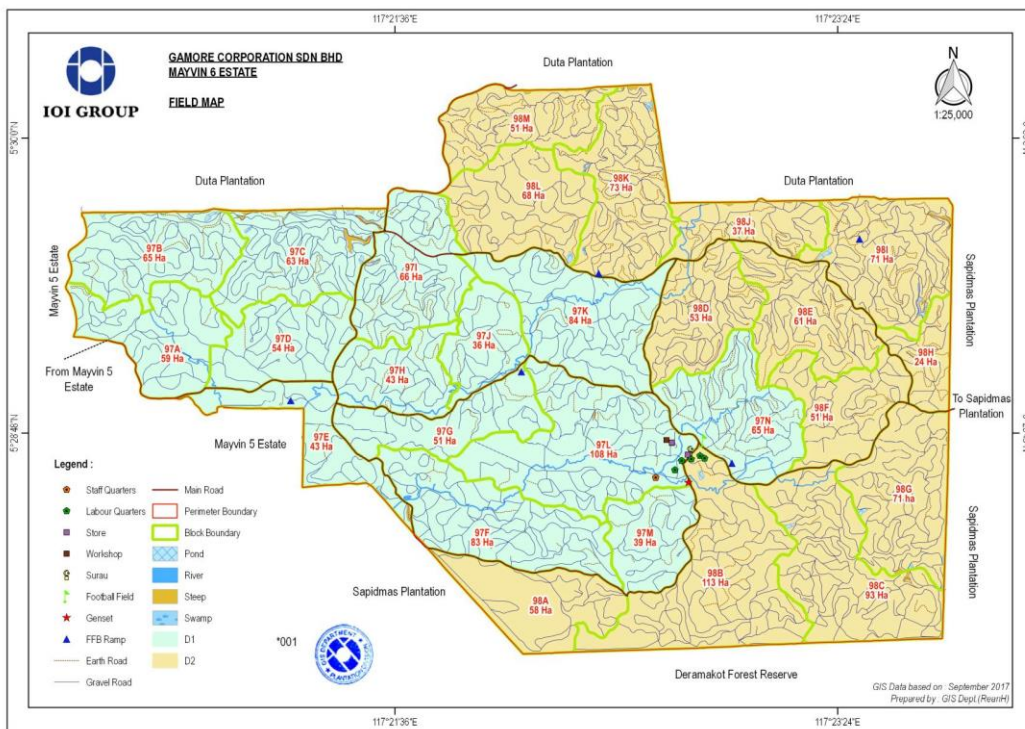
**Appendix C-2-3:**  
**Mayvin 5 Estate**

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

Report No.: R2019/10-11 IOI Corporation Berhad  
Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019



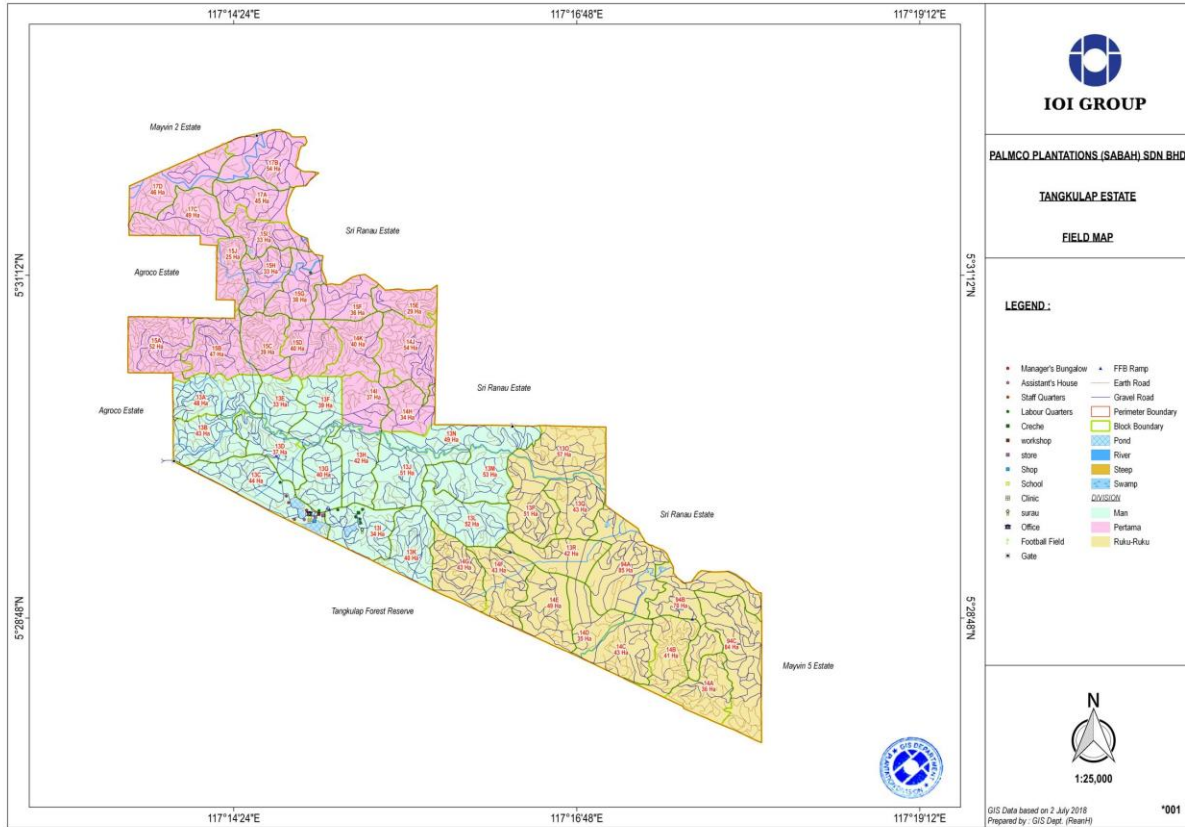
**Appendix C-2-4:**  
**Mayvin 6 Estate**



**Appendix C-2-5:**  
**Tangkulap Estate**

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**



**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad**  
**Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 94 of 99

**Appendix D:**

**Time Bound Plan**

**Details of Time Bound Plan as submitted by IOI Plantation Services Sdn Bhd (Oct 2019)**

No	PMU	Supply Bases (Estate Name)	Main Assessment	Certification Status	Status	Updated Information on Minimum Requirements for Multiple Management Units, Clause 4.5.1, 4.5.3 & 4.5.4 RSPO Certification Systems for Principles & Criteria
1.	Pamol (Sabah) POM, Sabah	Meliau, Nangoh, Rungus, Tindakon, Ulu, Sugut & Bayok	May 2008	Re-Certified in November 2016	ASA-02 completed in September 2018	No outstanding issues
2.	Sakilan POM	Sakilan, Linbar 1 and Linbar 2	Nov 2008	Re-Certified in Mar 2015	ASA-04 completed in December 2018.	No outstanding issues
3.	Pamol Kluang POM	Pamol Timur, Pamol Barat, Mamor, Unijaya, Kahang and Swee Lam	Mar 2009	Re-Certified in Mar 2015	ASA-04 completed in Dec 2018	No outstanding issues
4.	Gomali POM	Gomali, Paya Lang, Bahau, Bertam, Bukit Dinding, Kuala Jelai, Tambang, Regent, Sagil, Jasin Lalang and Sembilan Tani (Associated Outgrower)	Aug 2009	Re-Certified in Aug 2015	ASA-04 completed in May 2019	No outstanding issues
5.	Baturong POM	Baturong 1, Baturong 2, Baturong 3 and Cantawan	Sept 2009	Re-Certified in Oct 2015	ASA-03 completed in July 2019.	No outstanding issues
6.	Bukit Leelau POM	Bukit Leelau, Detas, Merchong, Mekassar, Leepang A and Laukin A	Apr 2010	Re-Certified in Nov 2015	ASA-03 completed in September 2018	No outstanding issues
7.	Mayvin POM	Mayvin 1, Mayvin 2, Mayvin 5, Mayvin 6 and Tangkulap	Aug 2010	Re-Certified in Dec 2015	ASA-04 completed in Aug 2019	In progress of closing noncompliances.
8.	Pukin POM, Pahang	Pukin, Shahzan 1, Shahzan 2, Segamat and Bukit Serampang	Dec 2010	Re-certified in June 2016	ASA-03 completed in March 2019	No outstanding issues
9.	Leepang (Sabah) POM	Morisem 5, Leepang 1, Leepang 5, Permodalan 1, Permodalan 2, Permodalan 3, and Permodalan 4	Aug 2012	Re-certified in Nov 2019	ASA-01 audit completed in Sept 2019.	No outstanding issues.
10.	Syarimo POM	Syarimo 1, Syarimo 2, Syarimo 3, Syarimo 4,	Sept 2012	Re-certified in Mar 2018	ASA-01 audit completed in January 2019.	No outstanding issues

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

**Report No.: R2019/10-11 IOI Corporation Berhad  
Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019**

Page 95 of 99

No	PMU	Supply Bases (Estate Name)	Main Assessment	Certification Status	Status	Updated Information on Minimum Requirements for Multiple Management Units, Clause 4.5.1, 4.5.3 & 4.5.4 RSPO Certification Systems for Principles & Criteria
		Syarimo 5, Syarimo 6, Syarimo 7, Syarimo 8 and Syarimo 9				
11.	Ladang Sabah POM	Moynod, Luangmanis, Terusan Baru, Sungai Sapi, Laukin, Labuk, Bimbingan 1, and Bimbingan 2	Oct 2012	Re-certified in July 2018	ASA-01 audit completed in January 2019.	No outstanding issues
12.	Morisem POM, Sabah	Morisem 1, Morisem 2, Morisem 3, Morisem 4, Leepang 2, Leepang 3, and Leepang 4	Sept 2013	Re-Certified in Dec 2018	ASA-01 audit completed in Sept 2019.	No outstanding issues
13.	Unico POM-1, Sabah	Unico 6, Ladang Asas (Tas & Halusah), 31 outgrowers	Planned - 2018	Certified in July 2018	ASA-01 audit completed in April 2019.	No outstanding issues  Outgrowers are not part of the certified area
14.	Unico Desa POM-2, Sabah	Unico 1, Unico 2, Unico 3, Unico 4, Unico 5 and 16 outgrowers	Dec 2017	Certified in May 2018	ASA-01 audit completed in February 2019.	No outstanding issues  Outgrowers are not part of the certified area
15.	<b>IOI – Pelita, Sarawak</b>	Sejap and Tegai	<b>Planned – TBC as it is in the resolution process</b>	<b>Uncertified Unit</b>	New certification for IOI – Pelita (Sarawak) is in the resolution process	On 18 January 2019, IOI retained the services of the Community's Information and Communication Centre (CICOM), a local NGO, to conduct Community Capacity Building program, which is the main component of Stage I of the Resolution Plan.  In mid-March 2019, IOI and CICOM launched the Community Capacity Building program, the purpose of which was to do the following:  <ul style="list-style-type: none"> <li>• Double check whether the communities have good understanding of a) RSPO Principles &amp; Criteria on conflict resolution, b) Free, Prior and Informed Consent process, and c) Resolution Plan itself;</li> <li>• Provide affected communities with any needed advice and technical expertise;</li> <li>• Gather community grievances, on the basis of which the</li> </ul>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

Report No.: R2019/10-11 IOI Corporation Berhad  
Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019

Page 96 of 99

No	PMU	Supply Bases (Estate Name)	Main Assessment	Certification Status	Status	Updated Information on Minimum Requirements for Multiple Management Units, Clause 4.5.1, 4.5.3 & 4.5.4 RSPO Certification Systems for Principles & Criteria
						<p>Community Participatory Mapping would be designed.</p> <p>CICOM completed the Capacity Building Program at the end of June 2019.</p> <p>Currently, with input from all stakeholders, including the State of Sarawak Government, IOI is evaluating options in regards to the surveyors to be involved in the Community Participatory Mapping.</p> <p>Further and updated progress of this issue could be access through the link below;</p> <ul style="list-style-type: none"> <li>(a) <a href="#">IOI Pelita Land Dispute Resolution Plan</a></li> <li>(b) <a href="#">Current progress on IOI Pelita Land Dispute Resolution Process</a></li> <li>(c) <a href="https://www.ioigroup.com/Content/MEDIA/Media?Category=7">https://www.ioigroup.com/Content/MEDIA/Media?Category=7</a></li> <li>(d) <a href="#">RSPO Case Tracker – IOI Pelita Status of Complaints</a></li> </ul>
16.	PT SKS, Indonesia	SKS 1, SKS 2, and SKS 3	Planned - 2019	Uncertified Unit	In progress of RSPO audit preparation. RSPO Stage 1 is planned to be conducted in September 2019	<p>RSPO Complaints Panel (CP) has officially closed the complaint case on 12 October 2018. IOI will continue to work with the RSPO Investigate and Monitoring Unit on the implementation of its Action Plans to ensure continuous sustainable development. First and Second quarterly update for the action plan on PT. SKS, PT. BNS and PT. BSS was submitted to RSPO Investigate and Monitoring Unit in December 2018 and February 2019 respectively.</p> <p>On 15<sup>th</sup> April 2019, RSPO's official announced "that the monitoring of the implementation of the Complaints Panel directives for "PT Sukses Karya Sawit (SKS), PT Berkat Nabati Sawit (PT BNS), PT Bumi Sawit Sejahtera (PT BSS) - Subsidiary of PT Sawit Nabati Agro (PT SNA), IOI GROUP (a subsidiary of IOI Corporation Berhad) - Case No:</p>



**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

Report No.: R2019/10-11 IOI Corporation Berhad  
Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019

Page 97 of 99

No	PMU	Supply Bases (Estate Name)	Main Assessment	Certification Status	Status	Updated Information on Minimum Requirements for Multiple Management Units, Clause 4.5.1, 4.5.3 & 4.5.4 RSPO Certification Systems for Principles & Criteria
						<p>GR-000882 " is now officially closed."</p> <p>IOI received an email from RSPO that "the Investigation &amp; Monitoring Unit (IMU) of the RSPO Secretariat had finalized the internal review of the action plan and progress reports submitted by IOI against the Complaints Panel's directives and the IMU concluded that IOI has successfully met all the requirements set by the Complaints Panel."</p> <p>Further and updated progress of this issue could be access through the link below;</p> <p>(a) <a href="#">RSPO Ketapang Complaint for PT BSS, PT SKS &amp; PT BNS</a></p> <p>(b) <a href="#">RSPO Case Tracker – PT BSS, PT SKS &amp; PT. BNS Status of Complaints</a></p> <p>The RSPO P&amp;C audit is expected to be conducted in August 2019.</p> <p>Pending issuance of HGU.</p>
17.	PT BNS, Indonesia	BNS 1, BNS 2, BNS 3 and BNS 4	Planned - 2019	Uncertified Unit	In progress of RSPO audit preparation. RSPO Stage 1 is planned to be conducted in September 2019	<p>RSPO Complaints Panel (CP) has officially closed the complaint case on 12 October 2018. IOI will continue to work with the RSPO Investigate and Monitoring Unit on the implementation of its Action Plans to ensure continuous sustainable development. First and Second quarterly update for the action plan on PT. SKS, PT. BNS and PT. BSS was submitted to RSPO Investigate and Monitoring Unit in December 2018 and February 2019 respectively.</p> <p>On 15<sup>th</sup> April 2019, RSPO's official announced "that the monitoring of the implementation of the Complaints Panel directives for "PT Sukses Karya Sawit (SKS), PT Berkat Nabati Sawit (PT BNS), PT Bumi Sawit Sejahtera (PT BSS) - Subsidiary of PT Sawit Nabati Agro (PT SNA), IOI GROUP (a subsidiary of IOI Corporation Berhad) - Case No: GR-000882 " is now officially closed."</p> <p>IOI received an email from RSPO that "the Investigation &amp; Monitoring Unit (IMU) of the RSPO Secretariat had finalized the internal review of the action plan</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

Report No.: R2019/10-11 IOI Corporation Berhad  
Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019

Page 98 of 99

No	PMU	Supply Bases (Estate Name)	Main Assessment	Certification Status	Status	Updated Information on Minimum Requirements for Multiple Management Units, Clause 4.5.1, 4.5.3 & 4.5.4 RSPO Certification Systems for Principles & Criteria
						<p>and progress reports submitted by IOI against the Complaints Panel's directives and the IMU concluded that IOI has successfully met all the requirements set by the Complaints Panel."</p> <p>Further and updated progress of this issue could be access through the link below;</p> <p>(a) <a href="#">RSPO Ketapang Complaint for PT BSS, PT SKS &amp; PT BNS</a></p> <p>(b) <a href="#">RSPO Case Tracker – PT BSS, PT SKS &amp; PT. BNS Status of Complaints</a></p> <p>The RSPO P&amp;C pre-audit to be conducted in September 2019.</p> <p>Pending issuance of HGU.</p>
18.	PT BSS, Indonesia	BSS 1, BSS 2, BSS 3 and BSS 4	Planned - 2019	Uncertified Unit	In progress of RSPO audit preparation. RSPO Stage 1 is planned to be conducted in September 2019	<p>RSPO Complaints Panel (CP) has officially closed the complaint case on 12 October 2018. IOI will continue to work with the RSPO Investigate and Monitoring Unit on the implementation of its Action Plans to ensure continuous sustainable development. First and Second quarterly update for the action plan on PT. SKS, PT. BNS and PT. BSS was submitted to RSPO Investigate and Monitoring Unit in December 2018 and February 2019 respectively.</p> <p>On 15<sup>th</sup> April 2019, RSPO's official announced "that the monitoring of the implementation of the Complaints Panel directives for "PT Sukses Karya Sawit (SKS), PT Berkat Nabati Sawit (PT BNS), PT Bumi Sawit Sejahtera (PT BSS) - Subsidiary of PT Sawit Nabati Agro (PT SNA), IOI GROUP (a subsidiary of IOI Corporation Berhad) - Case No: GR-000882 " is now officially closed."</p> <p>IOI received an email from RSPO that "the Investigation &amp; Monitoring Unit (IMU) of the RSPO Secretariat had finalized the internal review of the action plan and progress reports submitted by IOI against the Complaints Panel's directives and the IMU concluded that IOI has successfully met all the requirements set by the Complaints Panel."</p>

**INTERTEK CERTIFICATION INTERNATIONAL SDN BHD**  
(188296-W)

Report No.: R2019/10-11 IOI Corporation Berhad  
Mayvin Incorporated Sdn Bhd: ASA-04 (2<sup>nd</sup> Cycle) - 2019

Page 99 of 99

No	PMU	Supply Bases (Estate Name)	Main Assessment	Certification Status	Status	Updated Information on Minimum Requirements for Multiple Management Units, Clause 4.5.1, 4.5.3 & 4.5.4 RSPO Certification Systems for Principles & Criteria
						<p>Further and updated progress of this issue could be access through the link below;</p> <p>(a) <a href="#">RSPO Ketapang Complaint for PT BSS, PT SKS &amp; PT BNS</a></p> <p>(b) <a href="#">RSPO Case Tracker – PT BSS, PT SKS &amp; PT. BNS Status of Complaints</a></p> <p>The RSPO P&amp;C pre-audit to be conducted in September 2019.</p> <p>Pending issuance of HGU.</p>
19.	PT KPAM, Indonesia	Under Development	Planned - 2023	Uncertified Unit	<p>NPP and HCSA was approved in April 2018.</p> <p>Currently under development.</p>	<p>RSPO has approved PT. KPAM NPP Summary Report and was published in RSPO website for public notification on 13 April 2018. The NPP public notification could be assessed through the link below:</p> <p><a href="https://rspo.org/certification/new-planting-procedures/public-consultations/ioi-group-pt-kalimantan-prima-agro-mandiri">https://rspo.org/certification/new-planting-procedures/public-consultations/ioi-group-pt-kalimantan-prima-agro-mandiri</a></p> <p>HCSA Peer Review Assessment completed on 14 May 2018. The HCSA Peer Review Report and Summary Report could be assessed through the link below:</p> <p><a href="http://highcarbonstock.org/register-ed-hcs-assessments/">http://highcarbonstock.org/register-ed-hcs-assessments/</a></p>

**CB Evaluation and verification:**

Based on the evaluation done, the IOI Group was able to demonstrate commitment and provide positive assurance statements on its commitment to continued compliance with the RSPO P&C Certifications Systems (Jun 2017) Clause 4.5 (Minimum requirements for multiple management units) for all its certified and non-certified units. Monitoring done of the Timebound Plan and details of progress provided by IOI Group units were evaluated and actions taken found to be appropriate and satisfactory in complying with the RSPO requirements.

- End of Report -