As the world grapples to break the spread of the COVID-19 virus, the oil palm industry has the responsibility of ensuring food security through the continued supply of the essential commodity for our people during this challenging time.

While it is pertinent that the industry continues to remain productive, Sime Darby Plantation’s (SDP) utmost priority is to ensure the health and safety of workers throughout our global operations.

Since the outbreak of the pandemic, we have been abiding by the respective national regulations and local health advisory in our countries of operations to contain the spread of COVID-19 whilst actively educating our employees on the virus and recommended prevention methods.

Below are some of the key risk-minimising measures that we are implementing as standard operating procedures in all our upstream and downstream operations:

**Additional daily operating procedures**

- Daily temperature checks before commencing tasks for the day. Those with symptoms will be denied entry to worksites, and are required to undergo health checks at a nearby clinic or will be placed under quarantine (if clinics are not within reach)
- Daily reminder to workers on hygiene practices. Provision of disposable face masks, gloves and hand-sanitisers for the workers to prevent the risk of infection (hand sanitizers provided at all strategic locations within the workplace)
- Workers are required to observe social distancing of at least 1m during morning musters and to refrain from unnecessary interactions between teams.
- Morning musters are conducted in stages or at several different locations for different teams to reduce the number of workers gathering in a place at one time.
- Transportation to worksites have been increased to ferry smaller groups of workers per trip; workers are also required to observe social distancing during transportation
- Daily disinfection of tools and vehicles after each use
- Workers are encouraged to shower at their workplace before returning home or washing up before entering their respective houses
- We maintain only a minimal headcount for employees in the respective offices at our operations to ensure that necessary office work can continue to be done.
- Voluntary overtime (within nationally regulated hours) will only be available for critical functions such as clinic and security staff
Closure or limiting the use of common facilities whilst prohibiting mass gathering

- Closure of SDP’s schools and childcare centres. In households where both parents are working, the parents are advised to alternate between work and caring for their children.
- Canteens where available shall provide for take-aways only.
- Purchase of grocery/essential items are allowed, however they must practice social distancing.
- All guest houses and mess within the compound of our operations are closed until further notice.
- We maintain frequent disinfection of priority areas (eg; canteen, clinics, office)
- Social activities in large groups are strictly prohibited

Controlling access in and out of estate boundaries

- All other entrances to our estates and operational areas have been closed until further notice except for the main entrance.
- Staff’s access in and out of the estates are only allowed for essential activities and must obtain prior approval from the estate management
- Visitors may be allowed access into our operations areas but only on the basis of necessities or emergency situations
- To temporarily suspend delivery of non-essential items to the estates
- To enter our operations areas, suppliers delivering essential items and visitors must be equipped with PPE (minimum face mask), undergo thermometer checks and are not allowed to engage in any physical interaction with staff (i.e. no handshakes)

Food security

- All our on-site grocery stores or marts are well equipped and we will continue supplying rice to workers where required.
- On-site stores will also provide RM200 store credit in countries with restricted movement orders where cash withdrawals from ATM may be difficult. Affected estates will also provide cash salaries in such circumstances.
- Regular price checks are also conducted to ensure essential items are sold at reasonable prices.
- Our marts have also implemented social distancing and only allow one transaction at a time at the service counter.

Dedicated healthcare centres within estates

- SDP’s estates are equipped with our own healthcare centres as well as qualified doctors and medical assistants.
- All healthcare centres have implemented SOP’s on managing the spread of the virus and fully support national healthcare facilities where required.
- We also ensure that our clinics have sufficient medication and supplement stock as well as designated areas to isolate patients with symptoms.

Compulsory home quarantine for employees returning from overseas travel

- All employees are required to declare their international travels and will be subjected to 14 days home quarantine upon return from their trip.
- Once the 14 days home quarantine is over, the employee is required to undergo a health check

SDP’s estates are equipped with our own healthcare centres as well as qualified doctors and medical assistants.

A visitor undergoing temperature check at one of our estates

Our medical team on-ground educating and promoting the use of hand sanitisers

A worker sanitising a house designated as a quarantine area.

Sufficient availability of food stock in the estates

Food security

A worker sanitising a house designated as a quarantine area.
We provide daily communications on the standard operating procedures as well as COVID-19 updates during morning musters, e-mails as well as social media platforms including Whatsapp and Instagram.

All workers are also reminded to practice personal hygiene including washing their hands regularly and to shower before returning home.

Workers are also advised daily to refrain from handshakes and practice social distancing during morning musters, between working teams and in the offices amongst others.

We are also committed to the labour rights of our workforce, and will adhere to the following:

- All our operations shall continue to comply with their respective countries’ and provinces’ advisory measures
- Minimum wage will be guaranteed with no wage deductions
- Clinics and medical staffs in our operations shall continue to operate for workers and their families, and shall adhere to any new procedures implemented by health authorities
- All foreign workers in Malaysia are still employed and those who wish to return to their respective countries will be able to do so upon the lift of travel restrictions. We shall follow national guidelines on overseas travels.

SDP would like to reaffirm our commitment to uphold the rights of our workers and will continue to uphold strict safety and health standards for their wellbeing. We will continue to monitor the progress of the pandemic and keep abreast of any development in all our countries of operations to ensure that we continue to adhere to all relevant laws and guidelines related to workers in our operations.