

NOTE FROM THE MANAGING DIRECTOR

Dear all,

Thanks for all your teamwork and good efforts at constant improvement, that we end 2021 on a high note.

The last 2 years have been very challenging, not only for Sapulut but also for the entire industry, for Sabah, and the world due to the effects of the pandemic on our personal, family and organizational relationships. We can see the pandemic is being managed better, but disruptions remain. Let me remind ourselves of the things we should be grateful for, but remain humble and thankful for our blessings as we begin 2022.

1. I thank the **Covid Committee** for making us and Sapulut safer. And all those who supported the committee with the necessary supplies to enable them to perform—PPE, test kits, access controls, vaccination drive, testing, quarantine, etc. This is the teamwork at its best. However even with the a supposedly milder Omicron Variant, please remain vigilant and maintain your efforts;
2. I also wish to thank the **Purchasing Department**, who adapted and improvised when the supply chain broke down. They managed to keep our supply lines running, going above and beyond, to support the camp. Our sincere appreciation for helping us function and continue to work, and keeping us safe;
3. The **nursery and R&D team**, who managed to complete and operationalize the nursery during these trying times. They are constantly improving, practicing “I see, I think, I do” - the results speaks for itself as we can see the nursery performing, seedlings and their health being monitored, cared for and scaled up. Thank you all;
4. The **DBR team**, for working and refining the DBR System so that we can schedule, communicate and coordinate our workflow. This has resulted in Sapulut scaling up our planting, and that is our future;
5. The **MEVD and RBRM team**, whose work is not obvious until there is an emergency. Please adopt a culture of preventive maintenance and prepare the roads and machinery ahead of needs. The management of time and scheduling is just as important, if not more important, than operational skills;
6. **TH (THSS) and Marketing team**, for bringing in the needed cashflow to support our operations and planting. Your monitoring of throughput, aged logs, regulating the flow, has been exemplary in the last two years. We have increased our throughput and controlled our expenses. As we continue to improve, the new challenges are the logging residues and MQ logs in blocks. We have to elevate these to a policy level in the Forestry Department to find a solution;
7. Our **mapping and survey teams**, to give us the “big picture” to manage Sapulut. Our operations cannot function without good maps as they are needed for planning, monitoring and reporting.
8. Our **social and community teams**, for communicating and improving our relationships with the surrounding communities. Our presence is a big impact on the local community and economy, and we must be a good and helpful neighbor;
9. Our **MIS and Finance and Administration**, for providing the needed information for us to do our work better. The dealing with government departments for assistance and incentives has really helped the company financially. And in collaboration with **HR**, we were able to obtain fundings, which helped us to mitigate much of our expenses during the lockdown. We are pleased that we did not retrench anyone but continue to grow our business;
10. Our **Training and HR departments**, for constantly renewing our skills and manpower, and help us to develop better managers and leaders;
11. Our **forest liaison team**, for helping us to keep up with the latest updates and improve our communication and relationship with the Forestry Department;
12. Our **HQ support and management team**, for keeping all these together so that Sapulut can function and perform as a team, and not as individuals. Our success is our teamwork, and it takes a team to win.

Thank you all. Keep safe, keep well. A better 2022. (Norman Wong, 31 December 2021)

VISION SUMMARY OF SAPULUT

CORE VALUES	PURPOSE	BRAND PROMISE
<ul style="list-style-type: none"> • Do the right thing, even though no one is watching; • Love and respect for self, fellow man and nature; • Recognise and promote teamwork, and never let your team members down; • Continuous improvement of self and Sapulut through training and learning and practice “I see, I think and I do”; • Discipline- discipline of self, disciplined thoughts and disciplined action; • Do ordinary things extraordinarily well; • Know the rules, and know how to break them properly. • Ideas are easy. Execution is everything. It takes a team to win. 	<ul style="list-style-type: none"> • Bringing back the natural forest and managing it sustainably. • Sustainability of the natural forests depend on availability of alternate supply from forest plantation timber. • Availability of supply from forest plantation timber depends on the development of forest plantation timber. 	<p>Consistent, Predictable and Sustainable Supply of Natural Forest and Forest Plantation Timbers</p>

Dipping In The Internal Audit

Jill Megan Chua Mei Chen is a Sapulut's intern who have reported at camp on the 19 October 2021 for 24 weeks up to 24 April 2022. She is a final year student from Universiti Putra Malaysia and majoring in Agricultural Science. At this time, she is currently undergoing the internship at KK HQ Office.

It was such a privilege to have the opportunity to experience how an internal audit field is conducted. The experience gained through this time was nothing but fruitful. I would personally say that having the experience of conducting an internal audit was one of the fastest ways to learn some of the company's' operations in a short period of time.

Through my experience, it not only challenged me physically but also mentally as the whole week was filled with tasks. Physically because the destination was quite a distance away which took some time to reach by trekking, as well as mentally as auditors need to be alert whether the systems and procedures met the standard targets set by the management or whether they complied with the Occupational Safety and Health (OSH) and Forest Protection (FP) statutory requirements.



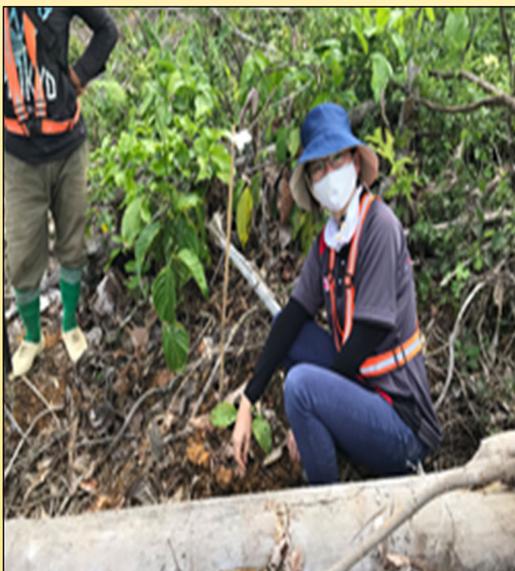
One of the experiences that I gained was in two of the Natural Forest Management (NFM) areas, compartment 160 and 159, where I was under the supervision of Mr. Edward Lee. I learnt that there are requirements such as only certain types of species can be harvested, under the agreed Diameter Bole Height (DBH) and also the locations of these harvested timber has to be recorded in the system.

Besides that, I was blessed enough to trek through one of the High Conservation Areas (HCV) located within the Sapulut area, salt lick compartment 218 under the supervision of Ms. Adrianna Jaudi, Mr. Ezron (Forest Protection Department) and the ranger team. The journey was a bit of a cardio workout but it was worth it as it was unbelievably breathtaking. The team was patient and showed good core values such as teamwork where they took turns in clearing the path. In this part of the auditing activities, we monitored for any signs of encroachment, trespassing, presence of animals as well as the condition of the salt lick whether it is still serving its purpose.

Another experience was in one of the Industrial Tree Planting (ITP) where Mr. Edward and Mrs. Renny Jinoleh assessed the herbicides are used, got feedback from the field workers and I was also shown how the spraying activities was conducted in field, as well as thought process behind the planting of the seedlings in the field where I planted my own white laran in the field.

Lastly, all the findings during the auditing was presented to the manager, HODs and staffs to ensure that they acknowledged what needed to be improved and implement the core value of "I see, I think and I do". All in all, the staff have shown discipline, teamwork and dedication to their work required in order for Sapulut to continue to grow.

Jill Megan, 199392, Intern 21/22



Visit to the Sandakan Forest Research Center (FRC)

"I see, I think, and I do", that was the goal for travelling 8 hours or 471 kilometers from the Forestry Complex all the way to the Forest Research Center in Sandakan in hopes to improve our methods of white laran seed handling and management through learning and firsthand experience. Flerrencius, Bradley and I were welcomed by the FRC research assistants under their seeds section, and they showed us to the laboratory where they conduct all fruit processing, seed extractions and testing.



They first showed us the lab dryer where the laran fruits are dried after being cut and reduced to florets that contain thousands of fine seeds. They usually dry the seeds under direct sunlight but on rainy and humid days such as during this trip, they will resort to using the dryer by turning up the temperature to 40°C and desiccating the florets for 6 hours per day.

Once the florets become very brittle from drying, they are crushed inside a thick clear plastic bag with a wooden rod over a hard surface to release the seeds. One of the staff members then demonstrated how the seeds are separated from the larger residue via filtering through 0.5mm sieves.

After this, another staff then demonstrated how to use the seed blower machine where the remaining unwanted residue along small unviable seeds can be separated to leave only the pure seeds behind to be collected in a small compartment or chamber inside the machine. These seeds will then be subjected to a germination and moisture content test before they are stored inside sealed plastic bags and then another aluminum bag. These bags will then be kept in either three types of storage methods; dry box, fridge, and cold incubator which are conditionally adjusted to ensure the viability of the seeds are preserved well.



Aside from the seed laboratory, we also visited the FRC nursery to meet the nursery manager and inquire about their germination bed practices. We were shown into their green house where they used heat sterilized topsoil as germination media. The nursery manager shared how they achieved a transplantable laran size after two months with minimal chemical usage to control pests and disease. She also noted that damping off was a major issue that they are still trying to curb in their nursery.

The FRC staff members were absolutely open to kindly answer all the questions we asked, and we were very grateful to be given the chance to visit, observe and learn from FRC's very experienced staff in person at their facilities, which has become a rare opportunity amidst this current health crisis. We will use the insight and knowledge we gained from this visit as guidance for us to make enhancements on how we handle and manage our own collected white laran seeds towards better preserving their quality.

By: *Anastasha Arlene Junigo*



Impactful Workforce Transformation—Online Training by: Deckna Mosinoh



In November & December 2021, Edward Lee and I attended 2 days of lectures/training which emphasized on the 6 Pillars of Workforce Transformation via Zoom app and a study group. The trainer is an executive and performance coach, talent acquisition advisor and mind wellness therapist who has more than 20 years of experience.

The program consists of Talent Planning, Job Architecture, Talent Acquisition, Reward Management, Performance Management and Career Management. Below is the summary of what we have gained from the training:-

PILLAR	DETAILS
Talent Planning	<ol style="list-style-type: none"> 1) To know the business direction and strategy for the next 3 years. 2) To find out what are the external and internal factors that might affected the business planning. 3) Talent prospect 4) Identify current HR conditions 5) To conduct HR SWOT analysis for present and future situation 6) To determine future talent profile 7) To identify the gap analysis
Job Architecture	Identify company-specific framework for the alignment of people with specific job-based requirements, competencies and responsibilities, function-based job families & levels, job analysis, job description and job reviews annually.
Talent Acquisition	Employer branding, the process of hiring and tools, pre-boarding and on-boarding session for new recruits
Reward Management	Define reward and recognition strategy, to know how to define pay grade structure align with the market benchmark, total reward approach, equity, flexible benefit, compensation and benefit according to company's budget
Performance Management	<ol style="list-style-type: none"> 1) Defining the Performance Management matrix, establishing the periodic goal setting process and to develop clear reward and recognition strategy linked to performance 2) Performance appraisal of the past performance and future career goals 3) Develop an appraisal guideline 4) SMARTER KPI
Career Management	Create career development framework – technical and management path, identify high potentials, succession planning, training and development plans.

With the knowledge and experience we have gained in this training; we will be conducting exercise and training based on the 6 Pillars aligned with the Company's objectives and needs. A proper structuring of orientation or we called it on-boarding and re-boarding for new recruits, interns and for the existing staff is also one of the planning for 2022. The current on-boarding program which covers the documentations and operation of our FMU14 will be enhanced and emphasizing on the rules and regulations related to our operations e.g SFMLA, Forestry Enactment, etc. This is one of the ways to ensure the staff and interns are aware of the rules and regulations as a main guideline.



WE MADE IT
Welcome
To
2022!

We cordially greets all, hoping that next year may have many successes and achievements.
Our best wishes to each one of you.
Happy New Year 2022.

HERE'S TO ANOTHER CHANCE
AT MAKING IT GREAT.

from Newsletter Team