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1. Introduction

At Bharat Petroleum Corporation Limited (herein referred to as 'The Company' or 'BPCL' or 'We'), our vision is to lead the global integrated energy business with sustainable growth, knowledge excellence, and exemplary governance practices. As a proud founding member of the Global Compact Network, India (GCNI), we have embraced the Universally Accepted Principles of the United Nations Global Compact (UNGC) across the domains of Human Rights, Labour, Environment, and Anticorruption.

The Constitution of India enshrines fundamental human rights, which are inspired by the Universal Declaration on Human Rights (UDHR) of 1948. BPCL, as a Government of India enterprise, reaffirms its commitment to upholding these rights.

2. Statement of Commitment

At BPCL, we are steadfast in our commitment to responsible and sustainable energy production. Our mission is rooted in prioritizing social well-being and environmental stewardship while conducting business with unwavering integrity. In line with international and national frameworks, principles, and best practices, we embrace practices that champion human rights across every facet of our operations. Our commitment extends wholeheartedly to our employees, the communities we serve, our valued suppliers and contractors. Our values are a testament to our dedication to human rights. We hold dear the principles of dignity, equality, and fairness. We consider it our solemn duty to protect and champion the human rights of our employees, suppliers, contractors and advocate all individuals who may be affected by our operations (our Stakeholders). This policy serves as our guiding light, directing us to recognize and respect human rights in every action we undertake. We are resolute in our pursuit of actions that reflect an unwavering respect for the dignity, diversity, and equality of all individuals, and we pledge to uphold human rights as the cornerstone of our operations.

3. Human Rights Guiding Instruments

This policy is guided by international human rights standards, including the United Nations Guiding Principles (UNGP) on Business and Human Rights and the core conventions of International Labor Organization (ILO).

4. Scope and Applicability

Our Human Rights Policy extends its reach across all operations of BPCL, encompassing employees. This policy serves as an advisory for suppliers and contractors associated with BPCL, guiding them to embrace the principles enshrined within. We hold the expectation that our suppliers and contractors will treat their employees and interact with communities in a manner that respects human rights and aligns with the spirit and intent of this policy. Furthermore, our suppliers and contractors are required to abide by all domestic laws and adhere to the United Nations Guiding Principles (UNGP) on Business and Human Rights and core conventions of International Labor Organization (ILO).

5. Key Human Rights Areas

a. Equal Opportunity, Non-Discrimination, Diversity, and Inclusion

The Company encourages an inclusive work environment, wherein diversity is valued, and equal opportunities are available to all the employees and stakeholders. The Company follows applicable laws and regulations in the matter of deciding wages/salaries, hours of work and welfare measures. The Company endeavours that the work environment across its operations remain free from discrimination in any form in the matter of compensation, training, opportunities, and employee benefits based on caste, creed, religion, language, ethnicity, disability, age, gender, sexual orientation, race, colour, marital status or union organization or any other status protected by appropriate laws.

b. Harassment Free Workplace

The Company is committed to treat its employees and stakeholders with dignity and provide a work environment free from all forms of harassment, whether physical, verbal, or psychological. The Company has 'zero tolerance' towards and prohibits sexual harassment and/or any conduct that may foster an offensive or hostile work environment, including unwelcome or unsolicited sexual advances.

c. Freedom of Association

The Company recognises and respects the right of its employees to exercise freedom of association and collective bargaining in matters related to their employment, as per policies and procedures of the Company, and as permitted by applicable laws, regulations, and guidelines. We believe in fostering an environment where employees can exercise these rights freely and without any apprehension.

In situations where, due to legal restrictions, freedom of association is limited or prohibited by law, we remain steadfast in our commitment to employees' representation and engagement. In such cases, we actively explore and support alternative means that empower our employees to voice their concerns, participate in decision-making processes, and engage in constructive dialogue.

d. Labour Standards

The Company ensures competitive remuneration in accordance with local laws, industry norms and collective bargaining agreements. We comply with the laws on working conditions, including the basic workday, overtime, rest breaks, leaves, vacations, etc. The comprehensive social support system of BPCL cares for employees and their families. Upholding commitment, dedication, integrity, and sincerity, we extend these principles to our contracts. These agreements bind all suppliers to respect workers' rights, including provisions for minimum wages and working hours. Contractors must provide labour records during the contract and violation of rights can lead to immediate termination. The Suppliers and Contractors are required to engage with us based on our labour laws guidelines of Sustainability principles, which are part of General Conditions of Contract (GCC) guidelines and Integrity Pact.

These guidelines require them to comply with the following:

- Promoting the rights and welfare of workers
- No labour below the age of eighteen years shall be employed
- The contractor shall pay to their workers as per the Minimum Wages Act
- The Contractor will comply with the provisions of Employee's Provident Fund (EPF) Act, and other labour laws as applicable.

e. Health Workplace Safety and Environment

The Company is committed to provide and maintain a safe, healthy workplace by addressing the risks of accident, injuries, and hazards on a continuous basis. The Company is focused on inculcating a culture of awareness, monitoring and participation surrounding health and safety directly or through agency or contractor as applicable. Company is committed for compensation in case of incapacity or loss of life, to the victim or dependent directly or through agency or contractor, as per applicable policy, regulation or laws.

Company is also committed to maintain a workplace that is protected and secured from violence, intimidation, harassment, or any other form of disruptive conditions due to internal or external threat. Employees are encouraged to highlight concerns and suggestions related to occupational health and safety hazards to the Company for redressal.

Company envisions a better future by enhancing global sustainability practices. To make this vision a reality, Company has developed its ESG road map following sustainability guidelines on:

- Environment
- Social
- Governance

The company also has a 'Health, Safety, and Environmental (HSE) Policy' in place, which makes a commitment to resource conservation, pollution prevention, compliance with all statutory regulations, and the abolition of workplace accidents, diseases, and injuries.

f. Children's Rights Protection and Child Safeguarding, Prohibition of Child Labour, and Forced Labour

At BPCL, we are unwavering in our commitment to protect children's rights, prevent child labour and forced labour, and ensuring their well-being. The Company has zero tolerance towards and prohibits engagement of Child Labour, Forced Labour, and any form of human trafficking. The Company is committed to ensure that no instance of Child or Forced Labour occurs in any of its operations and establishments. The Company also prohibits associated vendors, contractors, and suppliers from engaging child and/or forced labour.

g. Right to Privacy

At BPCL, we are deeply committed to safeguarding the fundamental right to privacy of our employees and stakeholders. We hold privacy as an utmost priority and pledge to uphold it in accordance with both international standards and local laws. We unequivocally refrain from disclosing personal information or data to third parties without the explicit consent of our stakeholders, except when legally required by local laws or statutory authorities. Our commitment to privacy protection is reinforced through our dedicated 'Privacy Policy', which sets forth comprehensive guidelines and principles for the responsible handling of personal information.

h. Anti-Corruption and Bribery

The Company has zero tolerance towards malpractices of bribery or corruption in any form, in its business directly or indirectly. The Company operates and expects its associates to operate, conforming to the highest moral, ethical standards, and fostering a culture of integrity and transparency. The Company has adopted a 'Whistle Blower Policy' and mechanism for reporting concerns about unethical conduct, actual or suspected fraud. The Company has formulated 'Code of Conduct for Directors and Senior Management Personnel' that covers issues related to ethics, prevention of corruption and bribery. These policies cover all stakeholders of the Company.

i. Local Community

The Company respects cultures, traditions, customs, and values of the people in the communities in which it operates. The Company engages with local communities on human rights matters that are important to them such as surface rights, access to clean water, health, and sanitation. The Company engages with people in these communities, including vulnerable and disadvantaged groups.

The Company endeavors, within the scope of its capabilities, to promote the fulfilment of human rights through improving the economic, environmental, and social conditions, and further serve as a positive influence at places where it operates for sustainable development of the community at large.

j. Right to Development

To comprehensively pursue the Right to Development, the company provides scope to enhance talent management for professional pursuits including health and safety. The Company provides opportunity for various learning and development programs towards overall development of its workforce. The programs pertain to domain specific areas as well as employee's wellness such as stress management, emotional intelligence, mindfulness, work life balance, right to information and healthy lifestyle etc.

k. Workplace Security

We are committed to maintaining a workplace that is free from violence, harassment, intimidation and other unsafe or disruptive conditions due to internal and external threats. Security safeguards for employees, suppliers and contractors are provided, as needed, and are maintained with respect to privacy and dignity. BPCL has a 'Security Policy' in place that commits to maintaining a vigilant and responsible stance, actively preventing instances of theft, misuse, loss, damage, pilferage, and sabotage that could potentially disrupt our business interests and continuity.

6. Implementation, Review and Supervision

a. Implementation

Implementation involves embedding human rights principles and practices into the day-to-day operations and decision-making processes of the organization. The Human Resource Department along with the responsible business units/ entities shall adopt the necessary measures for the dissemination of this policy within BPCL and compliance herewith, assigning the means required for the implementation.

b. Review Mechanism by Board

The Human Rights Policy of the Company's shall be reviewed by the Board of Directors (BoD) in the interest of organization once in five years or as when it is required like change in the law of land , regulations, guidelines etc.

7. Due diligence

BPCL recognizes and manages the impacts, risks, and opportunities related to human rights that enable us consistently to improve our workplace policies, practices, and programs. Thus, we continuously seek to uphold our commitment and establish frameworks to guide us in implementing human rights policy into practice. We carry out human rights due diligence to identify our impact and risk management procedures and better grievance management. By doing this, we strive to facilitate our company to identify potential impacts on the human rights.

8. Training and Capacity Building

a. Training Programs

In addition to developing this policy, BPCL is dedicated to regularly communicating, training, and supporting its employees, suppliers, and contractors in adopting it.

We recognize the pivotal role of education in promoting human rights principles and practices. we conduct regular training programs designed to reach our employees, suppliers, and contractors. These programs serve as a vital platform to foster awareness, understanding, and the capacity to effectively implement this policy. Moreover, we tailor the content of these training programs to specific roles and responsibilities within our organization, ensuring relevance and effectiveness.

b. Employee Engagement

We place a strong emphasis on the active involvement and feedback of our employees concerning human rights practices. Our employee engagement programs are instrumental in nurturing a culture deeply rooted in respect for human rights and inclusion. We encourage open dialogue and the sharing of insights from our workforce, as it is through their participation that we can continuously improve and refine our approach to upholding human rights.

9. Supply Chain and Third-Party Management

Vendor and Contractor Compliance:

At BPCL, we hold our vendors and contractors to the similar high standards as articulated in our Human Rights Policy and in compliance with all relevant laws and regulations. Collaboration is at the core of our approach; human rights requirements is a pivotal part of our all-business agreements and contracts. We work in consonance with our suppliers and .contractors to evaluate and enhance their performance in the realm of human rights. By fostering a collaborative relationship, we collectively aim for a supply chain that aligns with our commitment to human rights.

10. Stakeholder Engagement and Grievance Redressal

a. Stakeholder Engagement

Our commitment to human rights extends to actively engaging with stakeholders, including communities, civil society organizations, and non-governmental organizations. Through dialogue and consultation, we seek to understand and address their concerns related to human rights. This engagement serves as a valuable platform for us to gather input and perspectives from diverse stakeholders.

b. Grievance Redressal Mechanism

Appropriate systems and mechanisms with time bound process for redressal, such as Grievance Management System, Safety Committees, Internal Committee (POSH), Whistle-blower Policy etc. are in place to allow for resolution of the issues raised as per Key Human Rights Areas as mentioned above. This helps in grievance redressal, maintaining high standards, monitoring, and learning for continuous development and incorporation of new policies and practice, to properly anticipate, respond, and synchronize with changing environment.

BPCL has a structured Grievance Redressal Mechanism in place to record and resolve human rights grievances. The grievance can be registered with the line Manager or embedded HR or directly to independent Employee Satisfaction Enhancement Department. Unresolved critical issues are escalated to the Senior Management including Directors. The employee is informed/counselled prior to closing the case.

Grievance mechanism can be accessed online as given in Chapter 14 of Citizen Charter through weblink: <https://www.bharatpetroleum.in/images/files/BPCL-Citizen's-Charter-Jan-2023.pdf>

11. Reporting and Transparency

At BPCL, transparency is a cornerstone of our commitment to human rights. We publish an annual Sustainability Report (SR) and Business Responsibility and Sustainability Report (BRSR) that offers our stakeholders insight into our endeavors to uphold human rights. By sharing this information, we maintain transparency and accountability in our commitment to human rights.

We publish our Sustainability Report in accordance with the Global Reporting Initiative (GRI), to enhance disclosure and accountability regarding our human rights practices and to provide stakeholders with transparent and reliable information about our efforts to uphold human rights principles and standards.