



HUMAN RIGHTS POLICY

**HPCL-Mittal Energy Limited
& its' Subsidiary**

Version	Modification Date	Section	Amendment / Modification / Deletion	Brief Description of Change
1.0	September 2023			Launch

1. Purpose

At HPCL-Mittal Energy Limited (HMEI), we are committed to the principles of sustainable development which includes protecting human rights, respecting the dignity and well-being of employees, and ensuring equal rights to all people. This policy sets out our common expectations to respect human rights and ensure zero violations in relation to human rights. HMEI is a signatory to the United Nations Global Compact (UNGC).

2. Scope and Applicability

This policy is applicable to all employees of HMEI and its subsidiaries. Additionally, we are committed to respecting the fundamental rights of all people directly or indirectly related to our business across the value chain. This is promoted through our Supplier Code of Conduct which sets out expectations for our value chain and addresses important aspects of sustainable business operations.

3. Principles of the Policy

Gender Pay Equality and Living Wage

We are compliant with all relevant and applicable central and state labour laws, rules and regulations to ensure our employees are fairly and reasonably paid without any discrimination basis race, religion, caste, gender or age. The Company ensures that all employees are paid adequately so that they can maintain a standard of living. We always strive to ensure that our employees are paid in line or higher than the minimum wages as prescribed by law.

Working Conditions

We ensure the right to fair compensation and comply with all applicable laws related to payment of wages, working hours and compensatory off.

Forced and Child Labour

We have zero tolerance for any form of forced or compulsory labour either directly or through business partners. We are against the exploitation of child labour (any person below the age of 18 years) through any form of work which affects them mentally, physically, socially or morally harmful. We respect the right of all workers to enter and leave employment voluntarily and do not engage in compulsory or forced labour.

Community Engagement

We are committed to engaging, preserving, and respecting the culture and heritage of local communities, including socially vulnerable groups which are impacted by our operations and work towards developing a constructive relationship with local communities. We actively take measures to reduce and mitigate the impact we have on communities due to our business operations. We continue to support several livelihood

and sustainable development, skill development, community infrastructure, healthcare, and education development, essentially in communities surrounding our Refinery.

Equal Opportunity and Non-Discrimination

We are an equal opportunity employer and treat all employees with utmost respect and dignity while hiring, imparting training, promotion, compensation, termination, or retirement. We aim to create an inclusive workplace and promote diversity with employees from different backgrounds, perspectives who can contribute freely and equitably. We do not discriminate basis their race, religion, caste, gender, or age. Employees are solely based on their capability to carry out their roles and responsibilities and their performance. HMEL has zero-tolerance towards discrimination, harassment, intimidation and other unsafe or disruptive conditions across our operations and value chain.

Occupational Health and Safety

HMEL is committed to focusing on the holistic wellbeing and safety of our employees with a continuous aim to improve and promote an injury and incident free workplace (IIF). Effective governance mechanisms, processes such as audits, trainings and monitoring and tracking tools are in place to ensure the health and safety of our employees. All incidents are promptly recorded and investigated, employees are trained on workplace-related safety hazards, associated risks, and measures to mitigate these risks.

Harassment Free Workplace

We have zero-tolerance of harassment, intimidation, or humiliation of any kind of the workplace, whether sexual, physical, verbal, or psychological.

4. Grievance Redressal Mechanism

All employees can raise their concerns in a confidential manner using the Whistleblower Policy. All concerns must be factual and not speculative in nature containing as much relevant information as possible to help in assessing and investigating the concern. All complaints will be received and recorded by the Ombudsperson. In line with our Whistleblower Policy, information relating to complaints will be disclosed to employees or third parties on a strict need to know basis for the purpose of this investigation.

In case of any violation to this policy, appropriate disciplinary action will be taken.

Ombudsperson Contact Details:-

Email: wb@hmel.in

Address:

Ombudsperson, HPCL-Mittal Energy Limited,

INOX Towers,
Plot no. 17, Sector 16A,
Noida, 201301 (Uttar Pradesh)
Telephone: +91 120-4634607

5. Governance

HMEL's Human Leadership team shall implement this policy with the oversight of the Sustainability Committee, while business leaders will be responsible for human rights related performance and line managers shall be responsible for the full implementation of the related human rights standards.

6. Review

We will regularly monitor and report on the performance of our human rights related indicators and train employees on good practices throughout the organization. The content and implementation of this policy will be periodically reviewed.



Ashok Kumar
VP - Human Leadership



Prabh Das
MD & CEO

September 30, 2023

