



Human Resources Policy

Annual Leave

1. What is the purpose of this document?

The purpose of this document is to establish the rules, provisions and benefits of the BHP Annual Leave Policy.

BHP (or the “Company”) is committed to supporting employees in achieving a balance between work and personal lives.

The intent of the Annual Leave Policy (the “Policy”) is to provide guidelines on annual leave entitlements which enable employees to take time off work while being paid.

Note: Annual Leave is also commonly referred to as Vacation Leave in the US.

2. Who is eligible for this Policy?

The Annual Leave Policy applies to all BHP permanent full-time and part-time and fixed term employees based at locations where we have a related Policy Schedule (listed under [Section 4](#) - related documents). Where there is no associated country or Functions/Asset Policy Schedule, relevant individual or collective agreements, local legislation and currently published Company documents prevail.

*This Policy shall be applied free from discrimination based upon personal attributes unrelated to job performance, such as race, age, ethnicity, nationality, gender identity, sexual orientation, intersex status, physical or mental disability, mental health condition, relationship status, religion, political opinion and industry/union affiliations, pregnancy, breastfeeding or family responsibilities**

*Subject to BHP’s requirement to comply with local laws in jurisdictions in which we operate

3. What is the Annual Leave Entitlement?

BHP is committed to the health and safety of our employees and believes that there are many benefits of taking annual leave. These include maintaining work/life balance, physical health benefits, well-being health benefits and fatigue/stress management.

Entitlements for annual leave vary by country and are underpinned by local legislation. BHP offers annual leave to employees in line with local legislation and requirements.

Policy Schedules detail the entitlements provided in each country, and specific additional entitlements for relevant employee groups (where applicable).

In general, annual leave accrues on a pro-rata basis. In most cases, absences on paid leave qualify as time worked in the calculation of annual leave.

Unpaid parental leave and other forms of unpaid leave generally do not qualify as time worked for the purpose of calculating annual leave.

An employee who has not completed 12 months of continuous service in any calendar year will be entitled to annual leave in proportion to the number of calendar days worked in that year, subject to local legislation and requirements.

3.1 When do you need to use your Annual Leave Entitlement?

Employees are encouraged to take annual leave regularly. Annual leave may be taken at any time during the year subject to authorisation by BHP. When considering an annual leave request, BHP will have regard to the operational requirements of the business, and local legislation.

The taking of annual leave will only be approved at times convenient to the business, and the dates requested must be mutually agreed with your Line Leader.

Additional information and requirements for taking annual leave are detailed in the Schedules noted in the table below.

4. What are the related documents to this Policy?

Policy Schedules and process documents related to this Policy are detailed in the below table.

Type	Code	Document
Policy Schedule	LEAVE.001.002.009	Annual Leave – Policy Schedule – Australia
Policy Schedule	LEAVE.001.002.015	Annual Leave – Policy Schedule – India
Policy Schedule	LEAVE.001.002.018	Annual Leave – Policy Schedule – Malaysia
Policy Schedule	LEAVE.001.002.021	Annual Leave – Policy Schedule – Philippines
Policy Schedule	LEAVE.001.002.022	Annual Leave – Policy Schedule – Singapore
Policy Schedule	LEAVE.001.002.025	Annual Leave – Policy Schedule – UK
Policy Schedule	LEAVE.001.002.011	Annual Leave - Policy Schedule - Canada
Policy	LEAVE.004.001.001	Education & Career Leave - Policy

Policy	LEAVE.003.001.001	<u>Long Service Leave - Policy</u>
Policy	LEAVE.005.001.001	<u>Parental Leave - Policy</u>
Policy	LEAVE.002.001.001	<u>Personal Leave - Policy</u>
Policy	LEAVE.006.001.001	<u>Public Service Leave - Policy</u>
Policy	LEAVE.007.001.001	<u>Unpaid Leave - Policy</u>
Process	LEAVE.012.006.001	<u>Leave - Reporting and Monitoring - Process</u>
Process	LEAVE.011.006.001	<u>Leave - Purchasing Leave - Process</u>
Process	LEAVE.010.006.001	<u>Leave - Check Your Leave Balance - Process</u>
Process	LEAVE.009.006.001	<u>Leave - Cashing Out Leave - Process</u>
Process	LEAVE.008.006.001	<u>Leave - Apply for Leave – Process</u>

5. What is the governance for this Policy?

This section details the ownership, approval and review details of the Policy.

Policy Name: Annual Leave	Document Code: LEAVE.001.001.001
Policy Owner: Head of Reward	Policy Approver: Chief People Officer
Last Reviewed by: Head of Reward	
Date last reviewed: 22 May 2023	Date of next review: 19 October 2026
This Policy must be reviewed at minimum every 3 years and will be updated with legislation changes.	

6. What are the exceptions to this Policy?

Any exceptions to this Policy must be approved by the Chief People Officer.