

Human Resources Policy

Parental Leave

1. What is the purpose of this document?

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

BHP (or the “Company”) is committed to supporting employees in being able to take time off to care of their child through a new birth or recent adoption.

The intent of the Parental Leave Policy (the “Policy”) is to provide employees paid time off to spend away from job-related responsibilities to take care of their new child.

2. Who is eligible for this Policy?

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

Employees employed on a fixed term contract or casual basis are not eligible for paid parental leave, unless stated in local legislation or Policy Schedules. Depending on the circumstances, these employees may be eligible for unpaid parental leave.

*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 Parental Leave Entitlement?

Parental leave benefits available to eligible BHP employees may involve a mix of paid and unpaid leave, depending on local practices and legislation.

Specific entitlements may vary across regions aligned to local legislations. Refer to country Policy Schedules detailed in the table in Section 4 for specific entitlements or local legislations.

Parental leave benefits cannot be cashed out.

3.1 Entitlements

- Primary caregiver parental leave benefits may be split between parents if they are both employed by BHP, subject to local legislation.
- Minimum of 18 weeks paid leave will be provided to the primary caregiver. Primary caregiver’s line leader will implement the required support to support the primary care giver’s transition back to work
- Ability to take parental leave at half pay, subject to local legislation.
- Minimum of one week’s paid leave will be provided to the secondary caregiver.
- Ability to take concurrent leave, subject to local legislation.

3.2 Requirements (not applicable to Chile)

- Minimum notice period for parental leave is 10 weeks
- Provide statutory declaration and birth certificate for confirmation of adoption. Leaders may use discretion for other parental leave

3.3 Impact on benefits

Participants in Shareplus may continue to participate in the plan, by payroll deduction, as long as they are in receipt of pay from BHP during that period. Participation is not possible during periods of unpaid leave.

During periods of paid and unpaid parental leave, employer contributions to retirement savings plans (i.e. known in different jurisdictions as pension plans, superannuation plans, etc.) will be maintained, unless such contributions are in contravention of a collective agreement, local legal and/or regulatory requirements.

Employee contributions, where made, will be maintained for periods of paid parental leave only. Membership and benefit coverage under insurance plans will be maintained during paid employment periods. Coverage for fixed periods of unpaid leave is possible but will vary by insurance plan.

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.005.002.009	<u>Parental Leave – Policy Schedule – Australia</u>
Policy Schedule	LEAVE.005.002.015	<u>Parental Leave – Policy Schedule – India</u>
Policy Schedule	LEAVE.005.002.018	<u>Parental Leave – Policy Schedule – Malaysia</u>
Policy Schedule	LEAVE.005.002.021	<u>Parental Leave – Policy Schedule – Philippines</u>
Policy Schedule	LEAVE.005.002.022	<u>Parental Leave – Policy Schedule – Singapore</u>

Policy Schedule	LEAVE.005.002.025	<u>Parental Leave – Policy Schedule – UK</u>
Policy Schedule	LEAVE.013.002.025	<u>Shared Parental Leave – Policy Schedule – UK</u>
Policy	LEAVE.002.001.001	<u>Personal Leave - Policy</u>
Policy	LEAVE.001.001.001	<u>Annual Leave – Policy</u>
Process	LEAVE.005.006.001	<u>Parental 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: Parental Leave Policy	Document Code: LEAVE.005.001.001
Policy Owner: Head of Reward	Policy Approver: Chief People Officer
Last Reviewed by: Manager Reward Global Functions, Policy & Recognition	
Date last reviewed: 19 June 2023	Date of next review: 31 October 2025
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.