



CONFIDENTIAL

BHP Internal

Personal Leave Policy  
(printed copies are uncontrolled)  
Version 0.2 (19062023)

# Human Resources Policy

# Personal Leave

## 1. What is the purpose of this document?

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

BHP (or the “Company”) is committed to providing a safe, inclusive and supportive workplace for all employees.

The intent of the Personal Leave Policy (the “Policy”) is to provide employees with support for their health, wellbeing and independence.

## 2. Who is eligible for this Policy?

The Personal 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 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 Personal Leave Entitlement?

Entitlements for Personal Leave vary by country and are underpinned by local legislation. Examples of personal leave include, but are not limited to:

- Carers Leave
- Compassionate Leave
- Cultural Leave
- Sick Leave
- Family and Medical Leave

Policy Schedules detail the entitlement, specifics about taking leave and other local requirements for each employee group and country.

### 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	Document
Policy Schedule	<a href="#">Personal Leave – Policy – Australia</a>
Policy Schedule	<a href="#">Cultural Leave – Policy – Australia</a>
Policy Schedule	<a href="#">Personal Leave – Policy – India</a>
Policy Schedule	<a href="#">Personal Leave – Policy – Malaysia</a>
Policy Schedule	<a href="#">Personal Leave – Policy – Philippines</a>
Policy Schedule	<a href="#">Personal Leave – Policy – Singapore</a>
Policy Schedule	<a href="#">Personal Leave - Policy Schedule - Canada</a>
Policy Schedule	<a href="#">Cultural Leave – Policy – Singapore</a>
Policy Schedule	<a href="#">Personal Leave – Policy – UK</a>
Policy	<a href="#">Annual Leave – Policy</a>
Process	<a href="#">Apply for Leave – Process</a>
Process	<a href="#">Check Your Leave Balance – Process</a>

### 5. What is the governance for this Policy?

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

<b>Policy Name: Personal Leave</b>	<b>Document Code: LEAVE.002.001.001</b>
Policy Owner: Head of Reward	Policy Approver: Chief People Officer
Last Reviewed by: Head of Reward	
Date last reviewed: 30 May 2023	Date of next review: 29 March 2026
This Policy must be reviewed at minimum every 3 years and will be updated with legislation changes.	

## 6. What are exceptions to this Policy?

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