

Human Resources Policy

Public Service Leave

1. What is the purpose of this document?

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

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

The intent of the Public Service Leave Policy (the “Policy”) is to provide employees with support to engage in public service activities, both mandatory and voluntary.

2. Who is eligible for this Policy?

The Public Service 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 Public Service Leave Entitlement?

Entitlements for Public Service Leave vary by country and are underpinned by local legislation, examples of personal leave include, but are not limited to:

- Jury Duty
- Military / Defence / Reservist Duties
- Community Services (i.e. volunteer services)

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	Code	Document
Policy Schedule	LEAVE.006.002.009	<u>Public Service Leave – Policy Schedule – Australia</u>
Policy Schedule	LEAVE.006.002.022	<u>Public Service Leave – Policy Schedule – Singapore</u>
Policy	LEAVE.001.001.001	<u>Annual Leave – Policy</u>
Processes	LEAVE.008.006.001	<u>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: Public Service Leave Policy	Document Code: LEAVE.006.001.001
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 exceptions to this Policy?

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