

Corporate Social Responsibility Requirements

ZERO TOLERANCE requirements

These requirements address material Corporate Social Responsibility risks identified by BHP Billiton Petroleum

Category	Requirements
Child labour	Children must not be hired to work before completing their compulsory education (as determined by applicable local laws). Notwithstanding local requirements, the minimum age for entry into employment must not be younger than 15 years of age.
Forced or compulsory labour	The supplier must ensure there is no forced, bonded or involuntary labour.
Inhumane treatment of employees	The supplier must create and maintain an environment that treats all employees with dignity and respect and must not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse.
Living wage	<ul style="list-style-type: none"> ▪ Wages and benefits paid for a standard working week must satisfy, at a minimum, national legal standards or local industry benchmarks, whichever is higher. ▪ In nation states where no minimum wage legislation exists, the supplier must seek to establish a living wage that ensures an adequate standard of living for all its employees and their dependants.
Workplace health and safety	<p>The supplier must ensure:</p> <ul style="list-style-type: none"> ▪ the provision of safe and healthy working facilities and appropriate precautionary measures to protect employees from work-related hazards and anticipated dangers in the workplace. ▪ workers receive regular and recorded health and safety training. ▪ accommodation, where provided, is clean, safe, and meet the basic needs of the workers. <p>The supplier must:</p> <ul style="list-style-type: none"> ▪ follow all relevant legislation, regulations and directives in the countries in which the contract activities are undertaken to ensure a safe and healthy workplace; ▪ ensure, at a minimum, systems implemented for the prevention of occupational injury and illness including, at a minimum, standards for fire safety; emergency preparedness and response; industrial hygiene; lighting and ventilation; machinery safeguarding; reporting and investigation of occupational injuries and illness; reasonable access to potable water; ▪ assign responsibility for health and safety to a management representative ▪ comply with Group HSEC Group Level Documents relevant to work completed as part of the supply contract with BHP Billiton.
Freedom of association	<p>The supplier must:</p> <ul style="list-style-type: none"> ▪ adopt an open attitude towards the legitimate activities of trade unions. Workers representatives must be allowed to carry out their legitimate representative functions in the workplace and must not be discriminated against.
World Heritage sites and IUCN Protected Areas	Materials must not be sourced from World Heritage listed sites or International Union for Conservation of Nature Protected Areas.

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Biofuels	Biofuels must only be sourced from global companies that have policies or standards for the sustainable sourcing of biofuel components.
Corruption, bribery and extortion	<p>BHP Billiton prohibits bribery and corruption in all of BHP Billiton's business dealings in every country. This prohibition applies equally as well to consultants and other third parties who deal with others on behalf of BHP Billiton including any suppliers who answer that description. Specifically, our policy prohibits the offer, promise, gift or authorisation of the giving of a payment or anything else of value, directly or through an intermediary, to:</p> <ul style="list-style-type: none"> ▪ a government official in an effort to influence official action; or ▪ anyone else in order to induce that person to perform his or her job function improperly to the business advantage of BHP Billiton. <p>Under no circumstances are kick-backs, facilitation payments, secret commissions or similar payments permitted. Payments that are prohibited generally include cash payments and can include other things such as gifts, hospitality, travel, favours, business opportunities and charitable donations, depending on the circumstances.</p> <p>A government official is a broad term which includes any officer or employee of a government at any level, government-owned or controlled entity or enterprise, or public international organisation.</p> <p>All contract related transactions and payments, including those in connection with gifts and hospitality and other expenditures, must be accurately recorded in reasonable detail in the books and records of any supplier who works on behalf of BHP Billiton.</p>
Compliance with laws	The supplier must comply with the letter and, where it is clear, the intent of all laws and regulations relating to their business conduct. This includes understanding laws and regulations relevant to their work and complying with legal requirements of the country they are working.
Non-discrimination	<p>The supplier must:</p> <ul style="list-style-type: none"> ▪ provide a work environment in which everyone is treated fairly and with respect. ▪ ensure employment is offered on the basis of merit. ▪ ensure decisions regarding employment are not based on attributes unrelated to job performance (including but not limited to, race, colour, gender, religion, personal associations, national origin, age, disability, political beliefs, marital status, sexual orientation and family responsibilities). <p>Decisions relating to suppliers, customers, contractors and other stakeholders must also be based on merit.</p>

Local interpretation requirements

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Examples of categories

- **Indigenous Rights:** The supplier must maintain policies that respect basic human rights and dignity, without distinction on any basis, including rights to life, liberty, security of person, freedom from slavery equal protection under relevant laws and constitutions and a process to ensure compliance. Supplier must comply with legal obligations that are designed to redress historical issues of inequality and employment imbalance.
- **Protection of the Environment:** The supplier must operate in a manner that is protective of the environment and comply with all applicable environmental laws, regulations and standards, environmental permitting and reporting.