

## **HUMAN RIGHTS POLICY OF ONGC AND OVL**

### **1. Introduction**

Our vision is to be global leader in integrated energy business through sustainable growth, knowledge excellence and exemplary governance practices. As the founding member of GCNI (Global Compact Network, India), Oil and Natural Gas Corporation Limited (ONGC) has voluntarily embraced the Ten Universally Accepted Principles of UNGC in the areas of Human Rights, Labour, Environment and Anti–corruption.

The Constitution of India which was adopted by the Constituent Assembly on 26th November, 1949 and came into force on 26th January, 1950 guarantees certain basic human rights in the form of fundamental rights. The six fundamental rights include the Right to Equality, Right to freedom, Right against exploitation, Right to freedom of Religion, Cultural and Educational Rights and Right to constitutional Remedies. . These fundamental rights inter alia, draw their inspiration from the principles of Universal Declaration on Human Rights, 1948 (UDHR), also.

Constitution of India under Article 12 provides that these fundamental rights are justiciable (i.e., enforceable through judiciary ) against the State meaning thereby the Government of India and the Legislature of each of the States and all local or other authorities within the territory of India or under the control of the Government of India. Therefore, ONGC (a Govt. of India enterprise), is also covered by definition of State.

The Company is committed to respecting the human rights of its workforce, communities and those affected by its operations, wherever it does its business, including our business partners and contractors. Therefore, in the management of its businesses and operations, the Company strives to uphold the spirit of human rights, as enshrined in the Constitution of India, existing international standards such as the United Nations Global Compact Convention, the Universal Declaration of Human Rights, the International Labour Organization’s Declaration on Fundamental Principles and Rights at Work, the Rio Declaration on Environment and Development, United Nations Guiding Principles on Business and Human Rights and the Voluntary Principles on Security and Human Rights.

This policy is intended to express the Company’s commitment to carry out the business with ethical values and embrace practices that support human rights in every geography, where it operates. The Company follows processes that seek ways to honour the principles of International Human Rights. The Company wholeheartedly encourages business partners, to respect human rights, adhere to applicable international principles and respect the spirit and intent of this policy.

## **2. Applicability**

This policy applies to ONGC and OVL (herein collectively referred to as “Company”). This policy shall act as an advisory for the independent contractors and business partners, who are associated with the ‘Company’, to uphold and adopt the principles enshrined in this policy. The Company expects its business partners and contractors to treat their employees, and to interact with communities in ways that respect human rights and adheres to the spirit and intent of our Human Rights Policy. The Company requires our business partners and contractors to adhere to all domestic laws and expects them to adhere to the International Labour Organization’s (ILO) core principles.

## **3. Principles**

### **3.1 Equal Opportunity, Non-Discrimination, Diversity and Inclusion.**

The Company encourages an inclusive work environment, wherein diversity is valued and equal opportunities are available to all the employees and stakeholders. The Company follows applicable laws and regulations in the matter of deciding wages/salaries, hours of work and welfare measures.

The Company endeavours that the work environment across its operations remain free from discrimination in any form. The Company prohibits discrimination in the matter of compensation, training, opportunities and employee benefits on the basis of caste, creed, religion, language, ethnicity, disability, age, gender, sexual orientation, race, colour, marital status or union organization or any other status protected by appropriate laws.

### **3.2 Prevention of Harassment**

The Company is committed to treat its employees with dignity and provide a work environment free from all forms of harassment, whether physical, verbal or psychological. The Company has ‘zero tolerance’ towards and prohibits sexual harassment and/or any conduct that may foster an offensive or hostile work environment, including unwelcome or unsolicited sexual advances.

### **3.3 Freedom of Association**

The Company recognizes and respects the right of its employees to exercise freedom of association in matters related to their employment, as per policies and procedures of the Company, without them having any apprehension. The Company is committed and respects the right of collective bargaining of its employees, as per applicable laws/guidelines/regulations.

### **3.4 Labour Standards**

The Company offers with all fairness competitive remuneration package relative to the industry, and as per collective bargaining settlements signed with recognised unions. The Company ensures compliance with applicable laws related to wages, work hours, leaves, leave with wages, and benefits, to both regular employees of the company as well as workers deployed by contractors. As a model employer, we provide a generous social support system which not only takes care of the employees, but also their families. Our Company values commitment, dedication, integrity and sincerity. Freedom to work and respect for individual's concern, opinion for good industry practices are the mantras that dominate day-to-day working of the Company.

### **3.5 Safe and healthy workplace**

The Company is committed to provide and maintain a safe, healthy workplace by addressing the risks of accident, injuries and hazards on a continuous basis. The Company is focused on inculcating a culture of awareness, monitoring and participation surrounding health and safety directly or through agency or contractor as applicable. Company is committed for compensation in case of incapacity or loss of life, to the victim or dependent as the case may be directly or through agency or contractor, as per applicable policy or regulation or laws qua deserving laws.

The Company is also committed to maintain a workplace that is protected and secured from violence, intimidation, harassment or any other form of disruptive conditions due to internal or external threat. Employees are encouraged to highlight concerns and suggestions related to occupational health and safety hazards to the Company for redressal.

### **3.6 Prohibition of Child Labour and Forced Labour**

The Company has zero tolerance towards and prohibits engagement of Child Labour, Forced Labour and any form of human trafficking. The Company is committed to ensuring that no instance of Child or Forced Labour occurs in any of its operations and establishments. The Company prohibits associated vendors, contractors and suppliers from engaging child and/or forced labour.

### **3.7 Right to Privacy**

The Company is committed to protect the right to privacy of its employees and other stake holders. The Company does not disclose personal information/data to third parties, without consent of its stakeholders, unless required by law/Statutory Authorities etc., to do so.

### **3.8 Anti-Corruption**

The Company has zero tolerance towards malpractices of bribery or corruption in any form, in its business directly or indirectly. The Company operates and expects its associates to operate, conforming to the highest moral, ethical standards, and fostering a culture of integrity and transparency. The Company has adopted a Whistle-blower policy and mechanism for reporting concerns about unethical conduct, actual or suspected fraud.

### **3.9 Local Community / Stakeholder engagement**

The Company respects cultures, traditions, customs and values of the people in the communities in which it operates. The Company engages with local communities on human rights matters that are important to them such as surface rights, access to clean water, health and sanitation. The Company engages with people in these communities, including indigenous peoples as well as vulnerable and disadvantaged groups. The Company aims to ensure through dialogue that it is listening to, learning from and considering their views on surrounding ecosystem, as it conducts its business.

The Company endeavours, within the scope of its capabilities, to promote the fulfilment of human rights through improving the economic, environmental and social conditions, and further serve as a positive influence at places where it operates for sustainable development of the community at large.

### **3.10 Right to Development**

To comprehensively pursue Declaration on the Right to Development, as adopted by General Assembly resolution 41/128 of 4 December 1986 of United Nations, and also in furtherance to its own talent management for professional pursuits including health and safety, the Company provides opportunity for various learning and development programs towards overall development of its workforce. The programs pertain to domain specific areas as well as employee's wellness such as stress management, emotional intelligence, mindfulness, work life balance, right to information and healthy lifestyle etc.

### **4. Grievance Redressal**

Appropriate systems and mechanisms with time bound process for redressal, such as Grievance Management System, Safety Committees, Internal Complaints Committee, Whistle-blower Policy etc. are in place to allow for resolution of the issues raised under this policy. This helps in grievance redressal, maintaining high standards, monitoring and learning for continuous development and in incorporation of new policies and practice, to properly anticipate, respond and sync with changing environment.