



POLICY MEMORANDUM NO: HOEC / HR / 2023

DATE OF ISSUE:

01 - 12 - 2023

VALID TILL:

01 - 12 - 2026

PROPOSED BY:

HR Manager

Managing Director, HOEC

APPROVED BY:

ALL EMPLOYEES

DISTRIBUTION

## HUMAN RIGHTS POLICY

**Purpose:** Hindustan Oil Exploration Company Limited is conscious of and respects the human rights and recognizes its positive impacts. We firmly believe that business can only flourish in societies where human rights are protected and respected. HOEC is committed to respecting and promoting human rights in all aspects of its operations. This policy document provides a broad framework to ensure that all employees, contractors and stakeholders associated with our business are treated with respect and dignity and are committed to a common set of principles that apply to our business practices to ensure that we do not condone human rights violations or abuses.

**Human Rights:** We respect the rights of workers, including the right to freedom of association and collective bargaining. We do not tolerate any form of forced labor, child labor, or exploitation of workers. We committed to provide a safe and healthy workplace an integral part of the right to work and comply with applicable safety and health laws and regulations, as well as continue to improve.

**Grievance Mechanism:** We maintain an accessible grievance mechanism that allows employees and external parties to report any violations of human rights policies or concerns related to human rights practices. Reports will be investigated promptly and appropriate action will be taken.

**Review and Revision:** HOEC would continually evaluate and review how best to strengthen its approach to promote human rights, including labour rights and expects all its employees, contractors and Stakeholders to be aligned in upholding this Human Rights Policy. This human rights policy will be reviewed periodically and revised as necessary to ensure its continued effectiveness and alignment with applicable human rights standards.

**Hindustan Oil Exploration Company Limited is dedicated to upholding and promoting human rights within our organization and the communities in which we operate.**