

Document Name	Supplier Code of Conduct
Company	Oil India Limited
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1. Overview and Purpose of the Policy

Oil India Limited (OIL) the nation's oldest producer of oil and natural gas, is committed to maintaining the highest standards of health, safety, security, and environmental sustainability. This dedication is firmly grounded in its core values of integrity, fairness, and ethical business practices, extending consistently across its value chain.

While OIL acknowledges that its suppliers operate independently, it recognizes the potential impact of their business practices on the company's reputation. OIL encourages its suppliers to uphold social, ethical, and environmental standards of conduct, adopting practices that align with preferred benchmarks. The company actively collaborates with its suppliers to foster sustainability throughout the value chain.

This Code reflects OIL's unwavering commitment to internationally recognized standards, as well as other established norms concerning environmental responsibility, human rights, labor practices, and ethical business conduct.

2. Applicability

This code applies to all "Suppliers" of OIL, including but not limited to suppliers, service providers, traders, agents, consultants, contractors, joint venture partners, and third parties. It also extends to their employees, agents, and representatives who maintain a business relationship with OIL and are involved in providing, selling, or seeking to sell any goods or services to the company.

3. Policy Commitment

As part of the Supplier Code of Conduct, suppliers are expected to:

a. Labour and Human Rights

- Adhere to all applicable national and state laws concerning human rights.
- Comply with OIL's Human Rights policy.
- Ensure all employees are hired voluntarily, and operations remain free from forced, bonded, compulsory labor, or child labor.
- Provide equal employment opportunities and foster a growth-oriented environment free from discrimination and harassment.
- Comply with laws and regulations on minimum working hours and wages.
- Take necessary measures to ensure business operations are free from slavery and human trafficking within internal operations, supply chains, and external partnerships.

- vii. Ensure employees are not charged fees or costs for recruitment, directly or indirectly.
- viii. Not confiscate or withhold worker identity documents or other valuable items including work permits and travel documentation of any of its workers/employees

b. Environment

- i. Submit environmental data to OIL in accordance with evolving regulatory requirements for value chain disclosures.
- ii. Comply with all applicable laws, regulations, notifications, and by-laws related to environmental protection issued by regulatory authorities.
- iii. Ensure a safe and healthy workplace for employees and take reasonable steps to safeguard the environment, preventing harm or nuisance to individuals or property due to pollution, noise, or other operational impacts.
- iv. Actively contribute to reducing carbon emissions, enhancing energy efficiency, and lowering greenhouse gas (GHG) emissions by utilizing energy-efficient, durable, and reusable products wherever feasible, without compromising the intended use of goods or services.
- v. Align practices to deliver products or services that minimize emissions, pollutant discharges, and waste generation. Implement waste management measures at its own premises and at OIL sites where contracts are being executed.
- vi. Obtain and maintain all necessary environmental permits, approvals, and registrations.

c. Health & Safety

- i. Prioritize occupational health and safety of the personnel employed
- ii. Undertake all health and safety precautions to prevent potential accidents and minimize risks to ensure the safety of individuals and property.
- iii. Establish appropriate organizational structures and procedures for effective management of health and safety risks.
- iv. Comply with relevant provisions of applicable laws pertaining to the health and safety. In case of any discrepancy between the statutory requirement and OIL's health and safety policy/ rules in the contract, the latter shall be binding to the Contractor unless the statutory provision are more stringent.
- v. Ensure that all workers are aware of these risks and appropriately trained on the implementation of the control measures

d. Business Integrity and Ethics

- i. Avoid all forms of integrity violations, including corrupt, fraudulent, collusive, coercive, anti-competitive, or obstructive practices.
- ii. Disclose to OIL any potential conflicts of interest related to activities as an OIL supplier, including any interests an OIL employee may hold in the supplier's business.
- iii. Respect the intellectual property rights of others, including those of OIL.
- iv. Safeguard all confidential information provided by OIL and its business partners.
- v. Refrain from engaging in anti-competitive practices and comply with all relevant laws.
- vi. Follow all applicable international trade and export control regulations.
- vii. Avoid involvement in money laundering activities and fully comply with related laws and regulations.

e. Procurement

- i. Adhere to the procurement guidelines and policies set by the Ministry of Petroleum and Natural Gas, Government of India, as well as any applicable regulations established by relevant authorities for overseas suppliers and operations.
- ii. Wherever applicable, align with the Government of India's Make in India initiative by supporting the vision to enhance local content in goods and services for oil and gas projects in India.
- iii. Wherever applicable, collaborate with local producers and service providers, incorporating local procurement requirements when awarding contracts, in line with the Make in India initiative.
- iv. Wherever applicable, regularly track and report local content procurement through sustainability reports and other declarations to the government.

4. Grievance Redressal Mechanism

For any questions or concerns regarding this Code of Conduct, please contact the designated Nodal Officers based on the location. Their contact details can be found at:

www.oil-india.com/complaint-handling-system

5. Compliance and Assurance

- Suppliers must maintain records of all relevant documentation to ensure compliance with OIL's Supplier Code of Conduct and provide them to OIL upon request.
- OIL reserves the right to audit and inspect suppliers' operations, facilities, or sites at its own expense and with reasonable notice, either independently or with the support of a third party.
- If an audit or inspection reveals non-compliance with the Code, OIL will require the supplier to implement necessary corrective measures promptly.
- Failure to comply with the Code may result in OIL taking action against the supplier, including suspension or termination of the supplier's activities with OIL.

6. Capacity building

Suppliers shall participate in regular trainings and awareness workshops conducted by OIL on implementation and monitoring of the Supplier Code of Conduct.

