

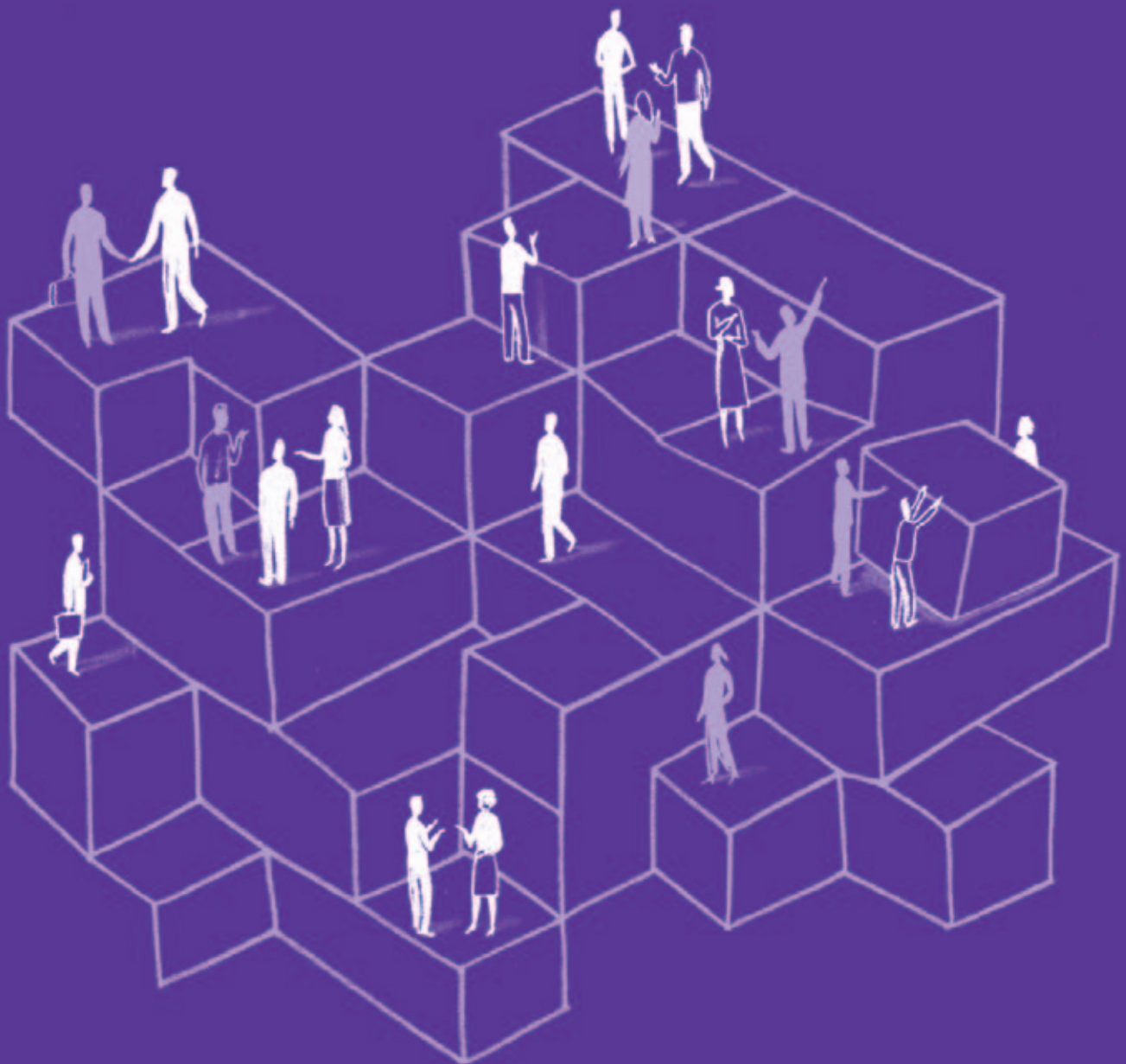
Employees

At BP we seek to build a workplace that is safe, professional, and supportive of teamwork and trust. Everyone who works for BP contributes to our success and to creating a great company. Working together, drawing from our diverse talents and perspectives, we will stimulate new and creative opportunities for our business.

We are committed to creating a work environment of mutual trust – in which diversity and inclusion are valued – and where everyone who works for BP is treated with dignity and respect. Employees will be recruited, selected, developed and advanced on merit, irrespective of race, colour, religion, gender, age, national origin, sexual orientation, gender identity, marital status or disability. They will be entitled to feel included as part of a meritocratic organization of people from diverse backgrounds.

We will seek to work in good faith with trades unions and other bodies that our employees collectively choose to represent them within the appropriate legal framework.

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Fair treatment and equal employment opportunity

BP is a global company with approximately 100,000 employees operating in over 100 countries. Our strength is the diversity of our people. Each employee is recognized as an important member of our worldwide team. We respect the rights and dignity of all employees.

BP aspires to create a work environment of mutual trust and respect, in which diversity and inclusion are valued, and where everyone who works for BP:

- Knows what is expected of them in their job.
- Has open, constructive performance conversations.
- Is helped to develop their capabilities.
- Is recognized and competitively rewarded for their performance based on merit.
- Is listened to and is involved in improving team performance.
- Is fairly treated, with respect and dignity, without discrimination.
- Feels supported in the management of their personal priorities.

Basic rules you must follow

In support of these aspirations, as a BP manager you must:

- Make sure your own decisions regarding recruitment, selection, development and advancement of employees are based on merit – qualifications, demonstrated skills and achievements. Do not allow factors such as race, colour, religion, gender, age, national origin, sexual orientation, gender identity, marital status or disability to influence your judgement.
- Always seek to influence other parties with whom we work (contractors, agents, JVs) to do the same – particularly where we are the JV operator or hold a majority interest.
- Follow all applicable labour and employment laws wherever we operate. In some areas where we operate, legal requirements are stringent. Familiarize yourself with any applicable additional local requirements with which you must comply.



As a BP employee you must:

- Report any breaches of which you become aware and seek advice if you have a concern in this area – whether it concerns yourself, direct reports or others.

Child and forced labour

BP is committed to:

- The elimination of all forms of forced and compulsory labour.
- The effective abolition of child labour.

Each BP employee is expected to be aware of and to abide by these commitments in their job:

- Never personally hire child or forced labour.
- Be alert to any evidence of child labour or forced labour abuses in operations linked to our businesses – and report them.

i BP's equal opportunity and child labour policies are described in more detail at:
<http://hr.bpweb.bp.com/home.asp>
If you have further questions on equal employment and diversity, contact your local or regional HR representative.

If you believe that a conflict arises between the code and the laws, customs and practices of the place where you work, please contact HR or BP legal. You can also call **OpenTalk**.

Q In the country where I work, women are not allowed to apply for the jobs we offer. If we put their names forward as candidates for approval by the state JV partner, we know that they will be rejected. Should we therefore just exclude them from the list?

A No. Doing so would make it appear that we, as a company, agree with discrimination. Even though you may be certain of rejection, continue to put the best candidates forward based on merit. This is leading by example, and might in time be an influence for change.

Q I believe I have no prejudices in this area, but I feel sure the job coming open in my department requires too much travel time for a single parent. I only agreed as a courtesy to interview such candidates.

A If you made such an assumption, you would be violating company policy and in some areas possibly breaking the law. At BP, equal opportunity means just that – a fair chance for everyone.

Respectful, harassment-free workplace

At BP, we believe every employee is entitled to fair treatment, courtesy and respect.

BP will not tolerate any form of abuse or harassment, in any company workplace, toward employees, contractors, suppliers, customers or others.

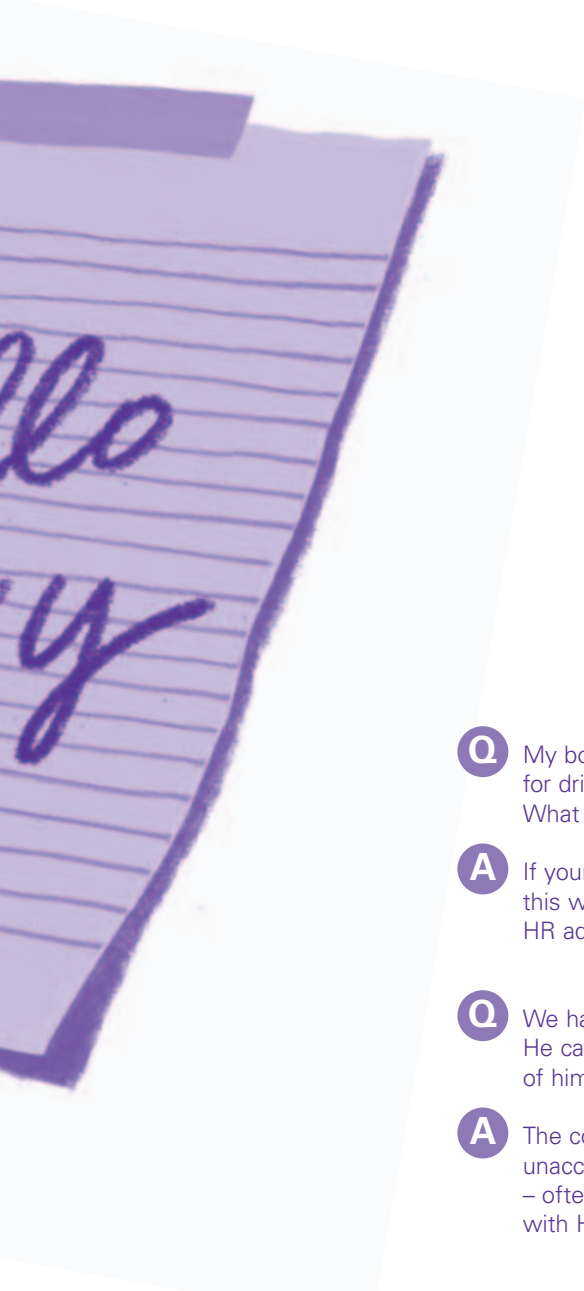
Basic rules you must follow

Never

- Engage in behaviour that could be characterized as offensive, intimidating, malicious or insulting.
- Engage in sexual harassment – i.e. unwelcome sexual advances, requests for sexual favours, physical contact or repeated sexual suggestions.
- Engage in any form of harassment with the intent or effect of:
 - Creating a hostile or intimidating work environment, including one in which employees may be driven to engage in inappropriate work practices in order to 'fit in'.
 - Unreasonably interfering with an individual's work performance.
 - Affecting an individual's employment opportunity.
- Humiliate, denigrate or injure another person.
- Make racial, ethnic, religious, age-related, or sexual jokes or insults.
- Distribute or display offensive material, including inappropriate pictures or cartoons.
- Misuse personal information.
- Spread malicious rumours or use voicemail, e-mail or other electronic devices to transmit derogatory or discriminatory information.



These are just examples. Whatever the form of abuse or harassment, BP takes it very seriously. It simply has no place in the BP group.



i Where to go for more information

BP's non-harassment policies are described in more detail at <http://hr.bpweb.bp.com/home.asp>; more detailed information for your locality may be found on your local HR website.

See also the *Health, safety and security* section of this code regarding violence at work.

If you observe or experience any form of abuse or harassment, report it to your line manager, human resources, or call **OpenTalk**. BP strictly prohibits any form of retaliation against anyone making such a good-faith report.

Your prompt reporting will enable early management intervention to take place.

- Q** My boss occasionally acts in a way that makes me feel uncomfortable – asking me out for drinks, or striking up conversations when nobody else is around about having affairs. What should I do?

A If your boss's behaviour is unwelcome to you and you don't feel comfortable discussing this with him or her directly, you can raise the issue and seek practical support from your HR adviser – in confidence. You can also use **OpenTalk**.
- Q** We have someone on our team who is hearing impaired. He is a great worker. He can speak but he sounds very different from everyone else. Some people make fun of him behind his back. I find it embarrassing and bad for teamwork. What should I do?

A The conduct you describe is obviously creating an unhealthy work environment. It is unacceptable at BP. You have several options. You could try talking to the people involved – often peer pressure can successfully solve these issues. You could raise your concerns with HR – who are trained to deal with such problems; and **OpenTalk** is always available.

Privacy and employee confidentiality

BP is committed to respecting the confidentiality of our employees' personal information. It is BP policy to acquire and retain only employee personal data that is required for the effective operation of BP, or that is required by law in the places where we operate.

Basic rules you must follow

- Access to personal data is strictly limited to company personnel who have appropriate authorization and a clear business need for that information. If you do not have authorization or a valid business reason, do not seek access to this information.
- Those with access to personal employee data must only use it for the purpose for which it was collected and adhere to the highest standards of confidentiality in using it.
- Never provide personal employee data to anyone inside or outside of BP without proper authorization.
- Personal data must not be held longer than necessary to meet the legal or business reason for which authorization was given.
- There may be legal restrictions on moving personal data outside the country of origin – you must always seek advice from your local privacy and data protection co-ordinator (see information – right) before doing so.

Personal data, information or electronic communications created or stored on company computers or other electronic media such as hand-held devices are not private. Records of your electronic communications may be made and used for a variety of reasons, and may be subject to monitoring or auditing at any time and without notice. Keep this in mind and exercise care when you use company electronic media.

Consistent with its respect for employee privacy, BP does not normally take an interest in personal conduct outside of work – unless such conduct impairs the employee's work performance or affects the reputation or legitimate business interests of BP. See also the *Conflicts of interest* and *Political activity* sections of this code.



For additional information, consult the BP *Privacy and data protection* policy and the *Eight data protection principles*, both of which can be found via: <http://digitalsecurity.bp.com> or contact your local privacy and data protection co-ordinator (who can be found via the website).

For further guidance on the personal use of digital systems, see the *Digital systems use and security* section of this code.

For further guidance on data retention periods, see the *Accurate and complete data, records, reporting and accounting* section of this code.

Q I was working late last night at the office. When I went to use the photocopier I found a small stack of personnel records in the sorter. I noticed that the copies contained payroll information for our department. There is a lot of personal information on these forms. I don't want to get anybody in trouble, but I don't think it is right that this kind of information is left for all to see. What should I do?

A You should return the papers to payroll immediately and by confidential means. You should also report your discovery and your actions to your local privacy and data protection co-ordinator. Protecting confidentiality and privacy is the personal responsibility of each BP employee. You are doing the right thing by being alert to the issue and acting accordingly. Hopefully whoever left the papers in the copier will be counselled on their duty to protect the confidentiality of employee (and customer) data at BP.

