



Susan W. Dio

Chairman and President

Date: January 1, 2019

To: BP America Employees

Re: **Equal Employment Opportunity and Affirmative Action Policy**

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### **BP AMERICA EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY**

It is the policy of BP and its subsidiaries to employ qualified persons without discrimination against any employee or applicant for employment because of race, color, gender, religion, national origin, disability, veteran status, military status, age, marital status, gender identity, sexual orientation, genetic information or any other protected group status and further, to take affirmative action to employ and advance in employment qualified minorities, women, individuals with disabilities, disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. As Chairman and President of BP America, I wish to reaffirm and reemphasize that this policy applies throughout BP and each of its subsidiaries.

To implement this policy, BP has established Affirmative Action Programs by which we undertake that:

- (1) We will recruit, hire, train and promote persons in all job titles, and ensure that all other personnel actions are administered, without regard to race, color, gender, religion, national origin, disability, veteran status, military status, age, marital status, gender identity, sexual orientation, genetic information or any other protected group status;
- (2) We will base decisions on employment so as to further the principle of equal employment opportunity;
- (3) We will ensure that employment decisions are in accord with principles of equal employment opportunity by imposing only valid job requirements;
- (4) We will ensure that all personnel actions such as compensation, benefits, transfers, promotions, layoffs, return from layoff, BP sponsored training, education, tuition assistance, and social and recreational programs, will be administered without regard to race, color, gender, religion, national origin, disability, veteran status, military status, age, marital status, gender identity, sexual orientation, genetic information or any other protected group status.

Overall responsibility for the implementation of this policy is delegated to the HR Compliance Manager, who is hereby designated as the Equal Employment Coordinator. One of the Equal Employment


Coordinator's duties is to establish and maintain an internal audit and reporting system to allow for effective measurement of BP's programs.

Employees and applicants for employment shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing, or have otherwise sought to obtain their legal rights under, or opposed any act or practice made unlawful under any Federal, State or local EEO law.

Further, BP will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

More information regarding BP's Equal Employment Opportunity policies can be found on the BP Lifebenefits website under Policies and Programs. [www.bp.com/lifebenefits](http://www.bp.com/lifebenefits).

While certain people are designated to administer the company's Equal Employment Opportunity and Affirmative Action Programs, every person in the organization shares a responsibility for making it work and ensuring that we achieve the full intent of the company policy and diversity and inclusion objectives.

A handwritten signature in black ink, appearing to read "Susan W. Dio", is written over a horizontal line.

**Susan W. Dio**  
**Chairman and President, BP America**