

Norwegian Transparency Act Statement

Air BP Norway AS
Financial Year 2023

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1. Introduction

1.1 Introduction

Air BP Norway AS (hereafter Air BP Norway) is a subsidiary of the global group BP p.l.c. (Hereafter Bp) and is within the scope of the Norwegian Transparency Act (NTA). The NTA has three main requirements:

1. Conduct a human rights and decent working conditions due diligence.
2. Publish a report/account of the due diligence assessment on the company's website, which includes:
 - a. A general description of the company's structure, production, routines and guidelines in regard to human rights and the due diligence assessment.
 - b. Information on identified actual and potential negative impacts on human rights and decent working conditions in their own operations and value chain.
 - c. Information on the measures implemented to handle the identified risks.
3. Any person has the right to information about the company's due diligence assessments related either to the company as a whole, or to a specific product.

This report will give an account of how Air BP Norway has conducted and manages its due diligence assessments, the actual and potential negative impacts on human rights in Air BP Norway's own operations and in their value chain, as well as the measure implemented to manage these risks for the 2023 financial year.

2. Our Values

Bp is a global energy company with operations in Europe, Asia, North and South America, Australia, and Africa. We currently operate in 62 countries, employ approximately 67,000 people and have about 39,000 suppliers.

Our people are at the heart of our operations, and for us "Safety comes first". This is why we strive to ensure the protection of human rights and decent working conditions in all of our operations and in our value chain.

Read more about our values and sustainability goals in Bp's global [2023 sustainability report](#).

3. Who we are

3.1 Our products and services

Air BP provides aviation fuel to a global market, providing 6.6 billion gallons of aviation fuel a year, fuelling 6,00 flights a day in more than 55 countries. They provide fuel to commercial airlines, aircraft and helicopter operators, business jet operators, private pilots, the military, as well as aviation authorities, into plane operators, general aviation airfield, FBOs and national oil companies and many others.

Air BP Norway's main business operations are to provide aviation fuels to airlines and airports all across Norway, including importing the fuel and transporting across to the various airports in Norway. We are present at most airports in Norway and provide services primarily to commercial airlines and general aviation. Our services consist of providing jet fuel as well as leasing, maintain fuel depots, refuelling equipment and vehicles for the relevant contract. In addition we have service agreements with third parties that conduct the actual pumping and fuelling of aeroplanes. In some instances, we also provide bulk deliveries of jet fuel.

The Norwegian market is small in a global context, as a result Air BP Norway is the only supplier of aviation fuel at several Norwegian airports. We also work closely with the Swedish, Danish and Finnish offices, who supply jet fuel to their respective markets.

You can find more information about our global services on our [website](#).

3.2 Governance

Air BP Norway is a subsidiary of BP Global Investments Ltd which is a part of the global Bp group. Air BP Norway has its own Norwegian team which works closely with and receives support from their respective global teams. This includes a logistics team and customer and suppliers' management team. Our Norwegian team is also a part of a Nordic operations team that works closely with BPs global procurement team. When purchasing oil and fuel the Norwegian team works directly with a global team that trades and negotiates on our behalf.

Air BP Norway has its headquarters in Oslo, Norway, and has operations and employees at several other locations in Norway.

3.3 Roles and responsibilities

Bp globally has a specialist due diligence team and a sustainability team which are responsible for conducting due diligence of suppliers and their value chains and implementing measures to mitigate risks of negative impact on human rights and decent working conditions at a global level.

Locally, at Air BP Norway, all employees are responsible for ensuring compliance with human rights and decent working conditions, along with following up on the measures implemented by the global teams to manage and mitigate such risks.

The responsibility to follow up and report in accordance with the requirements in the Norwegian Transparency Act also lies with the local Norwegian team.

3.4 Our policies and procedures on human rights and decent working conditions

The vast majority of Air BP Norway's policies and procedures are managed and implemented by the global due diligence team and other global specialist teams. The policies are applicable to the entirety of Bps operations. Information about the policies and procedures are included as a part of Air BP Norway's annual training and practised at a country level.

The most relevant policies, procedures and routines for human rights and decent working conditions are:

- **Code of conduct:** The code of conduct is based on Bp's values and principles and helps bp employees and business partners to make safe and ethical decisions, act responsibly, comply with applicable laws and deliver within Bp's sustainability framework. It communicates Bp's expectations of its employees, contractors, suppliers, and joint ventures as its code of conduct, which covers various topics related to ethics and compliance, health, safety and environment, sustainability, human rights and modern slavery, non-discrimination and harassment. The code of conduct also provides an overview of Bp's management process, which includes multiple speak up channels, and a confidential global helpline, OpenTalk.
- **Business and Human Rights policy:** Bp's policy aligns with the UN Guiding Principles on Business and Human Rights and the International Labour Organization's Core Conventions on Rights at Work. The policy sets out Bp's responsibility to respect human rights and avoid complicity in human rights abuses, as well as to provide or cooperate in remediation where Bp causes or contributes to adverse impacts.

- **Labour rights and modern slavery principles:** These principles express Bp's expectations for its own operations and business partners in regard to topics such as contract terms, legal status, protection of young workers, fees, passports and papers, free movement, pay, working time and rest, grievance, working conditions and accommodation, discrimination and harassment, and freedom of association.
- **Sustainable purchasing position:** This explains Bp's approach and strategy in regard to sustainable purchasing. Highlighting respect for human rights and labour rights in the supply chain as an important part of their approach to sustainable purchasing.
- **Expectations of its business partners:** This document summarises and highlights the most important parts of Bp's code of conduct and its expectations of its Business Partners. This includes information on ethics and compliance, health and safety, human rights and modern slavery, as well as explaining where they can go to get more information or notify of violations.
- **Voluntary Principles on Security and Human Rights:** These principles pertain specifically to conflicts risks and ensuring the protection of human rights by security forces employed by or working on behalf of Bp. These principles correspond to the Voluntary Principles Reporting Guidelines and the report explains more in depth on the management and training for these types of risks.
- **Internal due diligence procedures, routines, and guidelines:** These procedures outline how to register and onboard new suppliers, as well as specific measures and processes that need to be taken when a supplier is identified as a medium or high-risk supplier. The local and global teams work continuously together to identify and manage risks in their supply chain.

Bp also reports on its progress and performance in implementing its policies and documents related to human rights and labour rights, as well as its challenges and opportunities, in various reports and disclosures, such as its [sustainability report](#), its [modern slavery and human trafficking statements](#).

4. Due diligence process

4.1 Bp's global due diligence process

Bp's global due diligence team has the overarching task to conduct a due diligence of their suppliers and to manage the risks of violations of human rights and other labour rights. They

conduct a due diligence process that involves risk assessments, supplier evaluation, on-site assessments, remediation and grievance mechanisms, training and capability building, and stakeholder engagement.

For this assessment the global due diligence team uses external data sources, such as Maplecroft risk indices, to generate risk heatmaps for the countries in which it operates and sources goods and services. It also considers the scope of work, workforce composition, and number of supply chain tiers to identify high-risk suppliers and activities. Bp also conducts on-site assessments of selected suppliers, involving document reviews, worker interviews and site walkovers, to verify their performance and identify any gaps or issues.

Read more about their global due diligence work on page 7 of their [Modern Slavery and Human trafficking statement](#).

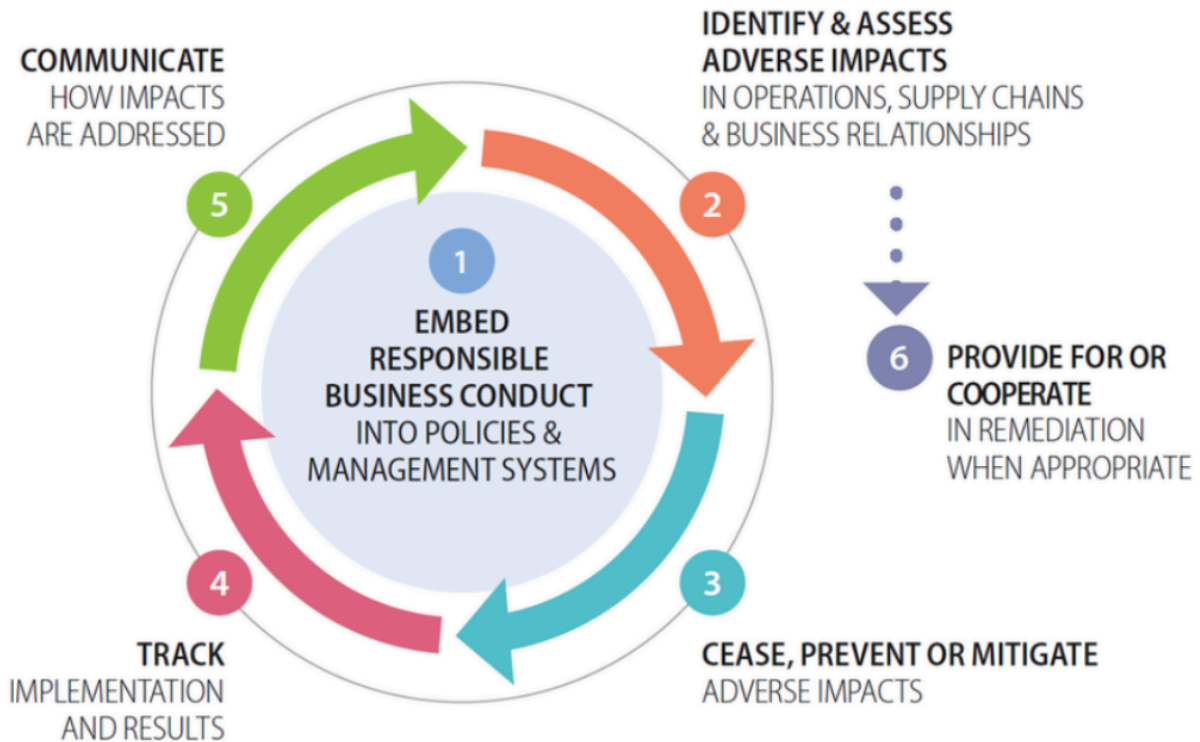
4.2 The Norwegian Transparency Act and OECD guidelines for multinational enterprises

The Norwegian Transparency Act goes further than many other regulations of a similar nature. Not only do affected companies have to assess both human rights and decent working conditions, their due diligence must include their entire upstream value chain. Further, anyone can contact Air BP Norway and ask about their specific due diligence assessment and the actual and potential negative impacts identified, both at a company level but also for an individual product. This necessitates a detailed and in-depth due diligence assessment of the suppliers for the Air BP Norway company.

Air BP Norway has completed 5 workshops in accordance with the OECD Guidelines for Multinational Enterprises and the requirements of the Norwegian Transparency Act.

- Step 1 - Gap-analysis, anchoring of governing documents
- Step 2 - Identification of the value chain and analysis of business relationships
- Step 3 - Risk classification of third parties
- Step 4 - Risk based measures and follow up actions
- Step 5 - Structuring and reporting

The OECD guidelines are visualized in the figure below which describes the process of identifying and reducing risk, as well as the importance of monitoring and communicating the results of the due diligence assessment.



<https://www.oecdguidelines.nl/oecd-guidelines/due-diligence>

4.3 The process for mapping our own operations, suppliers, and business partners

Air BP Norway started by created an overview of the company's own operations and supply chain. This was done using the vendor list from our billing system and gathering the necessary information about the individual supplier, such as country they operate in and what products and services, they deliver to Air BP Norway. These suppliers were then categorized into sectors based on the NACE code the supplier is registered with.

Due to the extensive number of vendors, there was set a cut off threshold that excluded smaller one-time purchases. This was done to allow Air BP Norway to focus and prioritise working on suppliers where they have the most potential influence.

All Business relationships were then either categorized as a supplier or as a business partner. In this assessment we differentiated between whether the vendor provided an input to the final products and services the Air BP Norway sells. When the business relationship is identified as a supplier Air BP Norway is required to conduct a risk assessment not only of the supplier itself, but it's entire supply chain. All others are considered business partners, and the risk assessment is limited to the business partner itself.

4.4 How do we assess risk?

When the mapping and categorization of the suppliers is complete the process goes over to evaluating the actual and potential violations of human rights and decent working conditions, also called the risk assessment. Within their own operations Air BP Norway has a clear overview of the actual and potential risks.

To get an overview of the risks in the supply chain Air BP Norway has considered a number of factors. When conducting the risk assessment Air BP Norway has assessed risk using different perspectives, including sector, country, product, raw materials and complexity in the value chain. The sources for the risk assessment have been the [DFØ High risk list](#), Corruption Perceptions Index, Global Rights Index, Labour Rights Index and more.

Air BP Norway has a long-term perspective on its compliance with the Norwegian Transparency Act and will continue to work on its system and methodology for risk assessments alongside Bps' global due diligence group.

5. Significant risks of adverse impacts

Air BP is committed to respecting human rights and workers' rights in its operations and supply chain, as stated in its code of conduct, human rights policy, labour rights and modern slavery principles, and sustainability frame.

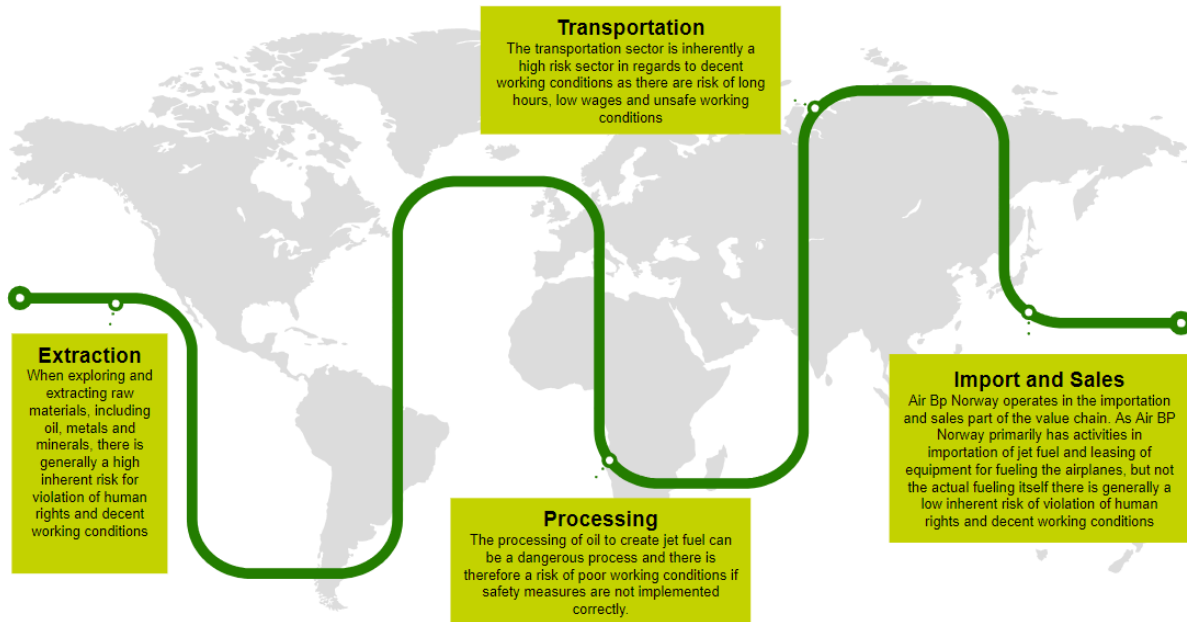
5.1 Own operations

Air BP Norway's own operations mainly consist of the managing of purchasing and transport of jet fuel to Norwegian airports as well as the construction, maintenance and operation of airfield fuelling installations, commonly known as fuel-farms or depots. For their own operations the main focus is HSSE and potentially the working conditions for the cleaners and canteen staff at their offices. The due diligence output concludes that the primary risk for adverse impact on human rights and workers conditions, lies within the supply chain, and not within Air BP Norway's own operations. Air Norway's own operations are, however, nevertheless a part of the continuously work to secure human rights and workers' rights within the BP Group operations as a whole.

5.2 Supply Chain

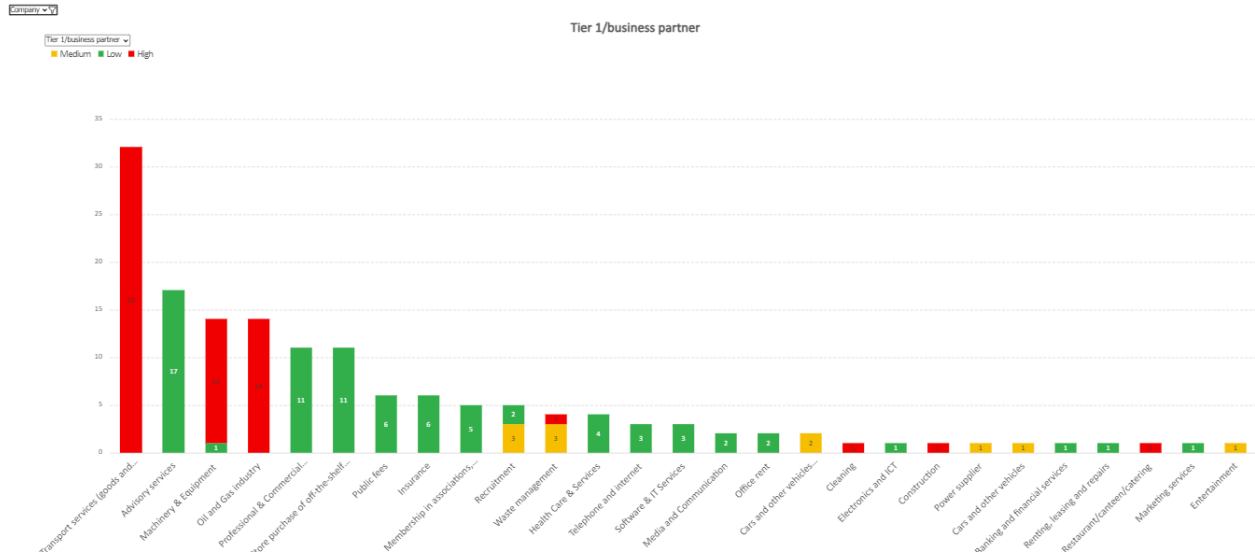
The Norwegian Transparency Act requires companies to not only assess the risk of negative impacts to human rights and decent workings conditions in their own operations but also in their supply chain.

Air BP Norway is placed at the importation and sales end of their supply chain, meaning that their supply chain consists of extraction, processing and transportation of raw materials which will eventually become the jet fuel they sell.



As described above, we have conducted a mapping of our suppliers to identify what services they provide, the country they are based, and the inherent risks connected to the type of sector to which they belong. After the suppliers were mapped into different sector categories, we then conducted a risk assessment of our business relationships. This has been carried out based on the inherent risks linked to the suppliers' activities and operations, with focus on the type of business relations, country of operations, product or services, and their inherent industry risk. On that basis, Air BP Norway has identified three stand-out sectors in their supply chain with an increased inherent risk of negative impact on human rights and workers' rights, namely:

- Transport services
- Machinery and equipment
- Oil and Gas Industry



Transport services

Air BP Norway's main activity is to provide a safe and efficient re-fuelling service for aviation customers on all mid to major airports in Norway. The service is primarily provided to commercial airlines and general aviation. As a means of transport of the fuel to the designated airport, BP enters into service agreements with specialist suppliers that provide the transport of fuel by tank trucks e.g., from origin to destination.

The transport industry has an increased risk of extensive use of unlicensed sub-contractors, inadequate rest periods, excessive working hours, unfair wages, unskilled drivers, and vehicles in poor conditions. Further, local communities and workers in the supply chain are exposed to risks due to sourcing and processing of raw materials (such as minerals and metal) used in the production of transport vehicles and fuel, especially in countries where labour laws and standards are weak or poorly enforced. Transportation is an important part of Air BP Norway's supply chain. The risks associated with this industry are therefore relevant for Air BP Norway.

Machinery and equipment

Air BP Norway maintains service agreements with suppliers for the provision of installation and service on machinery and equipment such as fuel pumps and connected equipment, and also for actual pumping and fuelling of the customer aeroplanes, and thereby in use in Air BP Norway's operations.

Air BP Norway is aware that there is an increased inherent risk for workers safety (e.g., heavy lifting and transportation) connected to the production and handling of machinery and equipment.

Further, machines and equipment may consist of metals and electronics that have an increased inherent risk of violation of human rights and decent working conditions in its supply chain. This includes the risk of low wages, child labour, forced labour illegal use of land, financing of armed conflicts as well as a lack of right to organize connected to the production of the products.

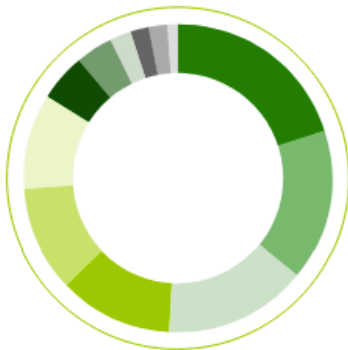
Oil and Gas Industry

Air BP Norway mainly purchases jet fuel via the global procurement team, who generally purchase and trade oil on the global oil market. The Oil and Gas industry in general has an increased inherent risk of both violation of decent working conditions and violation of human rights depending on the country of the suppliers' operations and which part of the industry they are a part of. Generally, there are extensive health and safety risks, as well as other risks for violations of decent working conditions and fundamental human rights in the industry. As oil is traded on international marketplaces, it is hard to trace its origin and therefore hard to distinguish where the concrete and actual risk lies.

6. Actual adverse impacts

Through Bp's global due diligence process we have identified various actual adverse impacts during on-site assessments. This is further explained in BPs [2022 Modern Slavery and Human Trafficking Statement](#) on page 8.

Issues identified in on-site assessments



Pay	20%	Discrimination and harassment	4%
Working time and rest	16%	Freedom of association	2%
Grievance	15%	Passports and papers, legal status	2%
Terms	12%	Protection of young persons	2%
Controls	11%	Free movement	1%
Working conditions and accommodations	10%		
Fees	5%		

Issues identified in contractor workforces	Example of remedy provided by contractors
Non-payment, late payment and partial payment of wages, overtime pay and holiday pay.	<ul style="list-style-type: none"> Workers repaid. Improvements made in record-keeping systems and processes, including payslips.
Extended working hours and rotations.	<ul style="list-style-type: none"> Training on fatigue management policies. Implemented oversight process to check that limits were maintained.

Whether these impacts are connected to Air BP Norway's suppliers is not entirely clear, however there is a potential risk that they are. Air BP Norway together with the global due

diligence team are continuously working on improving our risk routines so that we to an even greater extent can detect and implement measures against possible violations of basic human rights and decent working conditions.

Outside of these impacts there has not been identified, to Air BP Norway's knowledge, any other actual adverse impact on human rights or working conditions in Air BP Norway's operations or supply chain in the fiscal year 2023.

7. Our responsible path into the future

7.1 Whistleblowing channels

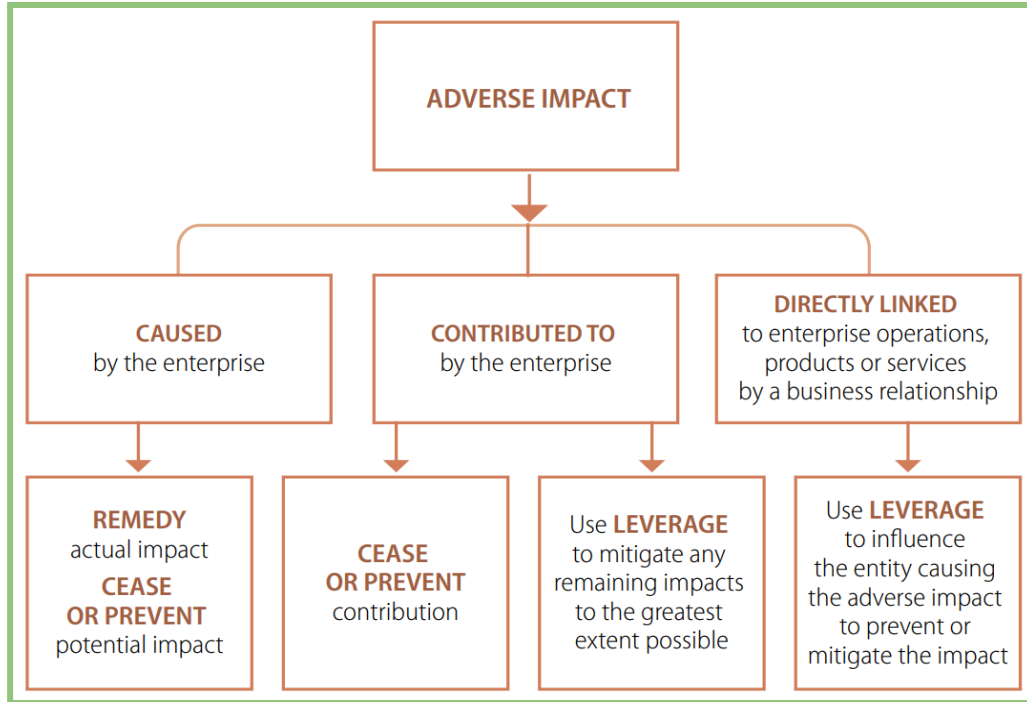
OpenTalk is BP's Global Helpline that allows internal and external parties to report concerns or get answers to questions about Bp's code of conduct. The channel is administered externally by an independent company. More information about Open talk can be found in their [code of conduct](#).

7.2 Implemented measures

As described, the NTA requires that businesses conduct a human rights and decent working conditions due diligence in accordance with the OECD guidelines for multinational enterprises. This includes not only identifying actual and potential negative impacts, but also implementing measures to manage and mitigate these impacts.

The size and scope of the measures implemented should be proportionate with the company's size, meaning that the bigger the company the more they are expected to implement to manage their impacts.

The legislation and preparatory works encourage companies to use their leverage to create change rather than to sever ties with the supplier. This is exemplified in the table below:



Air BP Norway as part of the BP Group as a whole, work continuously to comply with the frameworks and standards, by implementing and maintaining the following measures:

- **Conducting human rights due diligence and risk assessments**, using internal and external tools and sources, to identify and address potential issues such as labour rights violations, security risks, community impacts and indigenous peoples' rights.
- **Providing** training and awareness-raising activities for its employees, contractors, suppliers and security providers on topics such as the Voluntary Principles on Security and Human Rights, the Labour Rights and Modern Slavery Principles, the Code of Conduct and the Human Rights Policy.
- **Engaging** with stakeholders, including workers, communities, governments, NGOs, industry peers and investors, to consult, collaborate and communicate on human rights and sustainability issues, and to advocate for policies that support a just transition to a low carbon economy.
- **Establishing** and promoting grievance mechanisms, such as OpenTalk, community complaints systems and workforce grievance mechanisms, to enable workers and affected parties to raise concerns and seek remedy without fear of retaliation.
- **Seeking** to influence and monitor the performance of its business partners, including joint ventures, contractors and suppliers, to ensure that they respect human rights and meet BP's

expectations and contractual obligations. This may involve conducting on-site assessments, requesting information and metrics, developing corrective action plans, terminating contracts or providing support and guidance.

7.3 Handling of information access requests

The NTA sets out that anyone, upon written request, has the right to information from an enterprise regarding how the enterprise addresses actual and potential adverse impacts pursuant to NTA Section 4. This includes both general information and information relating to a specific product or service offered by the enterprise.

Air BP Norway will handle information access requests connected to the right of information set out in NTA in accordance with the law requirements.

7.4 Contact us regarding the Norwegian Transparency Act

If you have any further questions regarding our work with the Norwegian Transparency Act, please contact us at TransparencyBPNorway@bp.com

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