

bp's Expectations of its Suppliers

Our Code of Conduct -

<http://code.bp.com> -

underpins our expectations of our suppliers, including contractors/sub-contractors, their employees and suppliers.

BP's expectations of its suppliers

Compliance with laws

Health, safety and the environment

Bribery and corruption, money laundering, conflicts of interests and anti-competitive conduct

International trade law

Human rights and modern slavery

Protecting confidential information

Non-discrimination, grievance processes and freedom of association

Ethics and compliance

Speak up

bp's Expectations of its Suppliers

BP's Code of Conduct (the "**code**") underpins our expectations of our suppliers, including contractors, vendors, service providers and contingent labour ("**suppliers**"), their employees and suppliers. These expectations are not replacements or substitutes for the code itself or applicable laws, nor do they amend contracted obligations.

We want our suppliers to strive for sustainability in their supply chain, and innovation and excellence in their delivery. As a BP supplier, we also expect you to commit to, and act in accordance with our code.

We ask that you communicate these expectations to your employees, suppliers and business partners who may provide goods or services to BP, and that you:

Compliance with laws

1. Comply with all laws and regulations applicable to the goods and services being provided.

Health, safety and the environment ("HSE")

2. Conduct business in a way that supports BP's HSE goals of no accidents, no harm to people and no damage to the environment by taking a systematic approach to managing operating activities and HSE risks, complying with applicable HSE laws and regulations, and seeking to continuously improve health, safety and environmental performance. Encourage your workforce and suppliers to report any accident, injury, illness, or unsafe condition immediately, and stop work that could be unsafe, so that appropriate action can be taken.

Bribery and corruption, money laundering, conflicts of interests and anti-competitive conduct

3. Promote transparency and accountability in the conduct and administration of business, including having in place effective processes and procedures to proactively prevent:
 - a) Bribery and corruption, including expressly prohibiting the direct or indirect giving, paying, promising or accepting of anything of value to obtain, retain or direct business, to secure an improper advantage or to influence someone including government officials to improperly perform their duties.
 - b) Money laundering, including the act of hiding illegal funds (especially those with possible links to terrorism or criminal activity) or giving such funds apparent legitimacy.
 - c) Actual or apparent conflicts of interest between personal and business interests, including using BP information and resources for improper gains.

- d) Anti-competitive conduct, including any form of agreement or understanding with competitors to fix prices, rig bids, allocate customers or restrict supply.
- e) Inappropriate provision of gifts, entertainment, or meals to BP personnel or third parties representing BP. When legitimately required in rare cases, they should be of modest value and appropriately timed.

International trade law

4. Comply with applicable international trade laws. Classify in advance, with appropriate labelling, documentation, licenses and approvals completed, all products intended for import or export, including the transfer or sharing of restricted software, technical data, or technology.

Human rights and modern slavery

5. Respect the human rights and dignity of all people and meet the responsibilities of business set out in the UN Guiding Principles on Business and Human Rights including:
 - a) Ensuring no use of forced or compulsory labour, human trafficking, child labour, slavery or servitude and that all work is conducted voluntarily, without threat of penalty or sanction and not based on deception. These and other expectations are outlined in BP's Labour Rights and Modern Slavery Principles appended to this document.
 - b) Identifying, avoiding, minimizing or mitigating and remedying any human rights impacts on communities.

Protecting confidential information

6. Have effective protocols in place for securing and protecting BP information including:
 - a) Respecting the proprietary and intellectual property rights of BP.
 - b) Having information classification protocols and adopting industry best practices, on sharing, protecting and securing information.
 - c) Observing all data privacy legal requirements on the collection, processing and transfer of BP personal data
 - d) Reporting any suspected or actual information security incidents that impact BP information or systems to BP as soon as practically possible.

Non-discrimination, grievance processes and freedom of association

7. Provide a workplace which:
 - a) Is free from harassment, intimidation, inhumane treatment and discrimination based on race, ethnicity, religion, national origin, disability, age, sexual orientation, gender or marital status.
 - b) Has mechanisms to allow workers to speak up or raise grievances without fear of retaliation.
 - c) Respects individual choices on trade union or works council membership within the appropriate national legal framework.

Ethics and compliance

8. Have a programme in place to promote awareness and embed ethical business practices and compliance with laws in your business.

Speak up

9. Promote a "speak-up" culture that does not tolerate retaliation. Provide a means for your employees, your suppliers and your business partners to speak up if they see something that is unsafe, unethical or potentially harmful involving BP's businesses or activities. They may inform a member of BP's management, or use BP's confidential OpenTalk help line.

References:

For further information please refer to the following:

- BP Code of Conduct <http://code.bp.com>
- UN Guiding Principles on Business and Human Rights http://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf
- OpenTalk: You can reach OpenTalk through the following:
 - +44 (0) 800 917 3604 in the UK
 - +1 800 225 6141 in the US
 - +1 704 540 2242 a 'collect call' number which will accept your call without any charge to you.
 - You can find a full list of local numbers and also submit a report at opentalkweb.com.

<https://www.bp.com/en/global/corporate/who-we-are/supplier-expectations.html>

**How familiar are
you with bp's
three key safety
objectives?**



bp's supplier expectations – our safety strategy

SLPs, LSRs and PSFs

Safety Leadership Principles



Life Saving Rules



Process Safety Fundamentals



...a different way to talk about how we already work

Delivery at the front line

Purpose

Increased risk awareness & control rigour at the front line to prevent fatalities, life-changing injuries and process safety events.

Content

Safety Leadership Principles (*Behaviors*)
Life Saving Rules (*Hazards*)
Process Safety Fundamentals (*Controls*)

Delivery by

Front Line Leaders

Pulse Surveys consistently show that individuals receive information from their immediate line manager best

Delivery routes (existing in the business)



Safety meetings



Tool Box Talks



Task Risk Assessment



Self Verification



Observations & walkabouts



Ad-hoc discussions

Other: Inductions, Computer-based training, Yammer

Delivery resources (provided by central HSE&C)



One-pagers



Presentations



Videos



Resource Cards



Websites



Posters

Other: Badge references, plasma signage



HSE & C Contractual Requirements

Risk Management

Do You have a Risk Assessment process identifying your major risks and mitigation controls

Training & Competence

Do you have well defined training requirements for each role and a system of competency assessment & assurance

Incident Investigation & Learning

Do you have a process to investigate incidents, identify root causes and mitigation actions and a process to communicate and embed learnings

Management of Change

Do you have a system to authorize permanent or temporary changes to people, process and procedures.

Emergency Response

Do you have Emergency Response guides for credible risk scenarios as well as resources to execute the ER plans.

Self Verification and Audit

Do you have a system of self verification of activities aligned to major risks as well as a system of Audit to ensure compliance to procedures

Health Management

Do you have a system of assessing Fitness for Task/Duty, Substance Abuse, Fatigue

Subcontractor Management

Do you have a system for selection of subcontractors as well as monitoring the performance of your subcontractors

Equipment Maintenance

Do you have a system to ensure all Equipment (Safety critical or otherwise) is adequately maintained as per industry and OEM standards.

**Cyber security is
one of bp's
highest priority
risks**



bp's supplier expectations on cyber security

Cyber Security

bp's Expectations of its Suppliers



Why cyber security is important?

Cyber security is **one of bp's highest priority risks**, with breaches presenting a risk to the security of our information, digital systems and operations.

If you suspect a cyber breach or threat to bp, report it?

bp suppliers must report it without delay to our Security Operations Centre at SOC@bp.com & your bp point of contact.

If you are **not a contracted bp supplier**, and you need to contact us for supply chain cyber security concerns, please contact us at DS_SupplierSecurityC@uk.bp.com

Contracts with suppliers

Information security requirements are included in supplier contracts. The level of cyber security risk determines the complexity of contractual requirements and the security contract compliance required

Requests for proposal / requests for information

When a supplier responds to a request for proposal or information, questions may be asked regarding cyber security controls

**We are committed
to respecting
human rights at
work & we expect
our suppliers to do
the same**



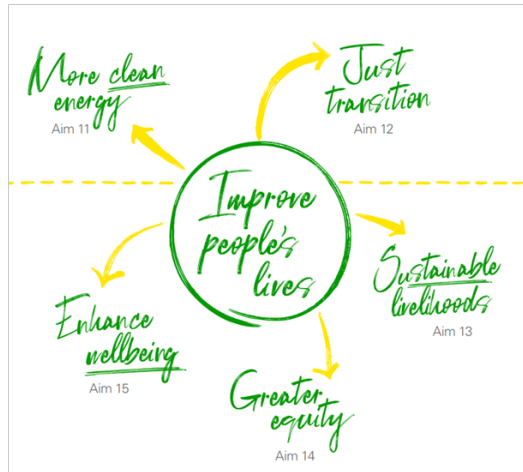
bp's supplier expectations on labour rights &
modern slavery

Labour Rights & Modern Slavery (LRMS)

bp's Expectations of its Suppliers



Improving people's lives: a just transition



Objectives

2025 targets

3. Decent work

100% of high risk tier 1 suppliers evaluated in line with our labour rights and modern slavery (LRMS) principles and priority findings raised with suppliers to be remedied.

We are incorporating
UN Global Principles on
Business and Human Rights

We respect international standards and principles
International Bill of Human Rights
ILO Core Conventions on Rights at Work
Voluntary Principles on Security and Human Rights

Our human rights focus areas

Labour rights

Health and safety
Forced labour and human trafficking
Fair working and living conditions
Non-discrimination

Security and human rights

Respectful interaction between public/private security forces, communities and workers
Respect for civic freedoms and the rights of human rights defenders

Rights of people in communities

Livelihoods and local employment
Indigenous people's rights
Land, water and resource rights
Socio-economic, health and environmental impacts

Underpinned by

Civic dialogue and engagement, Respecting vulnerable individuals and groups
Effective grievance mechanisms, Advancing a Just Transition

Our commitments

Human rights policy
Code of conduct
Our values

Our requirements and guidance

Operating management system
Labour rights and modern slavery principles
Expectations of suppliers

Labour Rights & Modern Slavery (LRMS)

bp's Expectations of its Suppliers



What is LRMS?

Labour Rights

Internationally recognised rights that apply to workers operating in the workplace.

- Protect workers from exploitation & abuse
- Promote safe, fair, free & ethical working environment & employment conditions

Modern Slavery

Umbrella term covering range of exploitative practices including forced or compulsory labour, human trafficking and servitude

Fundamentally means workers can and feel they freely chose their jobs/employers and can come and go without real or perceived penalty

'Modern' used to highlight what this looks like now - coercion and threats used as a means of control

BP Labour Rights and Modern Slavery Principles covers:

- Clear employment **terms**
- **Legal status** to work
- **Protection of Young Persons** (no child labour)
- Freedom from forced labour
 - *No recruitment fees*
 - Possession of/access to their **passports/papers**
 - **Freedom of movement**
- Receiving **pay**: promptly and in full
- Free from onerous **hours & overtime**
- Worker **grievance** process in place
- **Working** (and living) in a healthy and safe **environment**
- Freedom from **discrimination & harassment**
- **Freedom of association** & right to collective bargaining
- **Controls**: bp, contractors, suppliers and NOJVs have systems to implement the above

**We work with
suppliers who
strive for
sustainability and
efficiency**



bp's supplier expectations on CI and innovation

CI and Innovation

bp's Expectations of its Suppliers



We work with suppliers who strive for sustainability in their supply chain, and innovation and excellence in their delivery



*Sustainable
livelihoods*