



# UN Global Compact Communication on Progress 2016



*Employee and contractor safety remains a key priority for Pakistan Petroleum Limited*



**Pakistan Petroleum Limited**



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Our reference: CC/UNGC/2016

Your reference:

Date: April 13, 2016

***United Nations Global Compact  
Communication on Progress 2016***

**Message from Managing Director & Chief Executive Officer**

As Pakistan Petroleum Limited (PPL) completes a decade of its association with United Nations Global Compact (UNGC) this year, since becoming a signatory in 2006, I am pleased to reiterate our commitment and share continuous progress on UNGC's 10 principles in our ongoing efforts to further strengthen our corporate governance, human resource development, quality, health, safety and environment (QHSE) and corporate social responsibility programmes.

During the last decade, we have remained committed to uphold the dignity of basic human rights for not only our employees but also the communities residing around our operational areas through consistent efforts to improve the quality of their lives. In recognition of the community service and being the largest corporate giver in volume terms, PPL received the prestigious Corporate Philanthropy Award for the 11<sup>th</sup> consecutive year.

We have made substantial progress on strengthening QHSE processes with a renewed focus on ensuring health and safety of our employees and contractors and minimizing environmental impact of our operations. For this, Process Safety Management has been adopted with senior management undertaking audits of fields and facilities to reinforce compliance. An independent external Safety Excellence benchmarking study was recently concluded to identify gaps in implementation. As a result, PPL's Loss Time Injury Frequency Rate remained 0.3 for 2015-2016.

Capacity building of employees gained further momentum, especially during the last year, with development of skilled-based matrix for each job group leading to individual training plans, including mandatory exposure to QHSE skills. We have set-up our own training centre to provide top-notch training programmes to all employees, especially through bringing in internationally renowned trainers which has not only benefitted our staff but that of other Exploration and Production sector organizations who are also invited to attend.

We have made considerable efforts to deliver on all UNGC principles during the year under review as illustrated through the enclosed Communication on Progress 2016.

**SYED WAMIQ BOKHARI  
MANAGING DIRECTOR & CHIEF EXECUTIVE OFFICER**

# Principle 1



Business should support and respect the protection of internationally proclaimed human rights.



## Commitment

Pakistan Petroleum Limited (PPL) respects the dignity and rights of its human resource. Through our Corporate Social Responsibility (CSR) Programme, we also support the right to education, healthcare and basic civic amenities for communities.







## 1 Strategic System for Organizational and Human Development

### ACTIONS

#### Organizational Surveys

##### Performance

**PPL conducts and participates regularly in organizational surveys, enabling the company management to review and adopt best practices from benchmark companies. This proactive approach helps in continuous improvement of systems and procedures.**

- ▶ The company participates in various countrywide Human Resource (HR) benchmarking surveys to assess prevailing and emergent trends. The findings enable PPL to align its HR system with leading companies and consolidate best practices already followed by the company.
- ▶ An Employee Engagement Survey was conducted by PPL in December 2015 through a third party consulting firm to determine the level of employee engagement and commitment with the organization and identify areas needing improvement. The survey results were shared with the board and management, following which an action plan is being developed to address the identified gaps.

#### Capacity Building

##### Performance

**Staff capacity building has been given renewed focus during the last year with development of skills-based matrix according to employee's job requirement that guides an annual individual training plan to fill-in the gaps. As such, the company regularly organizes training workshops on technical and soft skills to fill-in the skills gap and equip employees with current business trends. Besides, informal learning through staff rotation is also streamlined.**

- ▶ A company-wide skill and training matrix was developed for all disciplines during 2015 to strengthen PPL's capacity building programme. The purpose was to enable staff and line managers to review competencies necessary for specific position/ job group and identify gaps to provide focused training in line with key performance objectives.
- ▶ Based on the matrix, specific training needs according to the job requirement were also identified by employees and supervisors in addition to the pre-identified training sessions on soft skills and quality, health, safety and environment (QHSE) to devise individual annual staff capacity building plans.
- ▶ In order to implement comprehensive need-based individual training plans, a purpose-built in-house training facility, PPL Training Centre, was established in November 2015 at West Wharf, Karachi. The centre has enabled the company to offer a

series of training in both soft and technical areas. Besides, specialized programmes through bringing in expert trainers from abroad has not only benefitted a number of employees but also staff of partner E&P companies. The centre's venue was extended recently to accommodate maximum staff through parallel training sessions.

- ▶ To augment company's capacity building efforts, especially for technical skills, e-LEARN, PPL's e-learning portal, was launched in December 2015 in collaboration with International Human Resources Development Corporation (IHRDC). IHRDC offers more than 1000 online courses for oil and gas industry professional. Through this collaboration, PPL staff has been provided access to IHRDC's comprehensive e-learning modules.
- ▶ Knowledge Base Management System was introduced in November 2015 to help employees capture and share knowledge with colleagues to benefit from the group's intelligence and learn from each other's successes and lessons learned.
- ▶ The company regularly sends its head office staff on field visits to seek their opinion and suggestions for work-related improvements. Posting of staff between fields and head office, on a rolling-basis, has been streamlined. Also, regular lateral staff rotation within head office has assisted employees in diversifying their learning and helping the company to benefit from their experiences.
- ▶ The Extended Internship Programme (EIP) which was started in November 2014 in collaboration with NED University of Engineering and Technology, Karachi (NED) for capacity building of local young

professionals from a cross section of society with special consideration for marginalized communities, including those living around PPL-and partner-operated assets was successfully completed in November 2015. Over 60 internees completed the EIP programme which included professional academic training at NED as well as hands-on-experience while working at PPL.

- ▶ Four PPL scholars are pursuing their master's degree from renowned international universities under PPL's Foreign Scholarship Programme.
- ▶ Over 80 graduates have been selected for a Two-year On-job Training Programme as Associates which commenced in March 2016. The programme is geared towards development of talent pipeline, maintaining a continuous supply of talent and skill set aligned with operational requirements for supporting the company's accelerated exploration programme.
- ▶ A Special Two-year On-job Training Opportunity was announced in February 2016 for capacity building of young professional engineers and diploma holders belonging to company's producing fields.
- ▶ PPL has a dedicated Exploration Library that subscribes to leading industry journals to keep staff updated with the latest trends and use of technology in the Exploration and Production sector.
- ▶ Current reading material, including newspapers, magazines and periodicals are provided to keep staff updated on latest trends and information.
- ▶ The company's monthly newsletter *Progress*, now in its 60<sup>th</sup> year of publication regularly reports on company activities and industry related news. The Urdu version of *Progress* was initiated in January 2011 to increase reach and update staff and stakeholders who were otherwise not able to get first-hand information due to language barrier.

## 2 Industrial Relations and Employees

### ACTIONS

#### Fair Investigation Procedures

##### Performance

**PPL protects employee rights, ensuring equitable treatment and opportunity for all to voice their views.**

- ▶ The company has an effective policy for redressal of staff grievances, if any.
- ▶ Based on laws relevant to its various locations, PPL follows the Standing (Orders) Ordinance 1968 for official reprimand of staff.
- ▶ The company regularly organizes town hall meetings for staff to share new developments, concern and issues in an open communication with the senior management.

#### Benefits

##### Performance

**PPL provides its staff with competitive remuneration packages as well as strives to facilitate enabling working environment with ample capacity development and career progression opportunities.**

- ▶ In line with the Companies Profits (Worker's Participation) Act 1968, PPL contributes five percent of its net profit to the Workers Participation Fund.
- ▶ PPL follows the Employees Old Age Benefits (EOB) Act 1976, contributing five percent of minimum basic salary to EOB institutions with employees' participation of 1 percent.
- ▶ The company pays Statutory Bonus under Section 10-C of the West Pakistan Industrial and



Commercial Employment (Standing Order) Ordinance 1968 as well as Annual Settlement Bonus to non-management staff.

- ▶ Annual Leave Fare Assistance is given to non-management staff in addition to monthly remuneration.
- ▶ PPL also extends loans to staff for house construction/ renovation and purchase of vehicle.
- ▶ The company offers 13 annual scholarships to children of permanent non-management staff, with four scholarships for post-intermediate and professional and 9 for post-matriculation education.
- ▶ Free bachelor accommodation along with necessary utilities is given to field-stationed staff.
- ▶ Gratis Hajj and Umrah facilities are provided to workers.
- ▶ PPL provides pick-and-drop transport facility to women staff.
- ▶ The company provides a nutritious and balanced lunch facility for management staff and women employees at the head office.

## Employee Recognition

### Performance

**PPL follows fair and transparent policies and procedures to recognize and reward high standards of performance and enhance staff motivation.**

- ▶ Performance Awards are given on an annual basis to employees together with departments, which were included as a new category from 2015, in recognition of their outstanding achievements. The company recognizes and rewards individual and department's efforts for extraordinary performance, innovation, creativity, cost savings, productivity gains and complexity reduction, waste elimination and implementation of best QHSE practices. Besides employee's notable social contributions are also rewarded. The scheme also sets out to establish role models within the organization that other employees can emulate.
- ▶ PPL considers human capital its premium asset and acknowledges longevity of service, ranging from 15 to 40 years, through annual long service awards.
- ▶ The company arranges farewells for retiring staff in appreciation of their services.

## Healthy Entertainment for Employees

### Performance

**PPL attaches great importance to providing sports facilities and entertainment for staff.**

- ▶ PPL encourages sports among head office and field employees such as Annual Inter-location Cricket Tournaments. Besides, the company has teams for various sports such as cricket and table tennis that participate in contests/ matches with other organizations.
- ▶ The company maintains a fully-equipped health and fitness

facility to keep its employees mentally and physically fit. Head Office Sports Club remains available for staff recreation during lunch break and after working hours. The club at Sui Gas Field (SGF) also has a jogging track, badminton, tennis and squash courts and a swimming pool for staff use. Besides, the company has proper indoor games/ recreation facilities at all field locations. PPL also organizes indoor games competition among head office and field employees.

- ▶ PPL organizes musical and other cultural programmes for employees.
- ▶ Company management and staff celebrate religious and cultural festivals as well as national days.

## Preventing Forcible Displacement of Individuals

### Performance

**Due to its strict adherence to prescribed laws, PPL has never had a case of forcible displacement of employees.**

## Employment Policy for Handicapped and Disabled People

- ▶ PPL follows the Disabled Persons (Employment and Rehabilitation) Ordinance 1981 and ensures employment of handicapped personnel.
- ▶ In line with the Workmen Compensation Act in matters related to disability, alternate job assignments are given to disabled staff.



## 3 Employee Safety and Security

### ACTIONS

#### Safe Working Conditions

##### Performance

**Employee safety and security is one of PPL's top priorities. The company's senior management is strongly committed in recognising QHSE as a core value for sustainable business growth and profitability. The company has dedicated Security and QHSE departments to ensure hazard-free working conditions and taken the following initiatives to help protect its employees from risky situations and conditions:**

- ▶ To ensure safe plant operations and proactively avoid incidental environmental releases, Process Safety Management (PSM) based on OSHA (Occupational Safety and Health Administration Series) 3132 principles has been initiated. To this end, implementation of relevant procedures is in progress. Moreover, PSM Evaluation study is being carried out, engaging a reputed international consulting firm DuPont Sustainable Solutions. As part of the study, a Safety Perception Survey was conducted with all employees while on-site surveys at fields and corporate assessments are being conducted.
- ▶ To ensure that project activities carried out through contractors meet or exceed PPL's QHSE Management System's requirements, a comprehensive Contractors' Safety Review is being conducted, involving brainstorming sessions with internal and external stakeholders to ascertain clarity on expectations and roles. Besides various pre-emptive measures have been undertaken to ensure contractor safety, including pre-mobilisation workshops, pre-spud meetings, audits and placement of additional QHSE human resource on seismic and drilling sites.
- ▶ In order to monitor progress on health and safety measure, especially at fields and facilities, senior management regularly undertakes Safety Observation & Feedback Tour Audit of assets / locations beyond the set target.
- ▶ Various regular measures, including provision of personal protective equipment (PPE) and clothing according to the nature of their job, are undertaken to ensure staff safety at work.
- ▶ Safety alerts and travel advisories are regularly sent to employees.
- ▶ Security passes are compulsory for PPL employees at the head office and field locations.
- ▶ Safety and fire drills are regularly conducted as per Health, Safety and Environment (HSE) requirements at head office and all field locations.
- ▶ HSE awareness and training sessions are regularly held. To further focus on increased understanding and improvement in

the use of safety procedures, a specialized mandatory training campaign for all staff has also been initiated to build capacity in fulfilling basic QHSE protocols, including firefighting, incident investigation and reporting, defensive driving, firefighting and first aid, over the period of four years.

- ▶ 'Hazard Identification, Risk Assessment and Management' processes are shared with staff for compliance. Field-based QHSE representatives provide training for conducting risk assessment of routine and project activities. Moreover, automation of incident investigation and risk assessment processes have been initiated to ensure integrated risk reduction and improved performance.
- ▶ Head Count System in the form of T-Card is implemented at all PPL fields, drilling sites and regional office in Islamabad as a quick and accurate estimation of personnel's location at various sites,
- ▶ Lost Time Injury Frequency (LTIF) has been on a decline over the years due to PPL's commitment to PSM and implementation of QHSE procedures. LTIF of the company remained zero 0.3 during the reporting period.

#### Employee Travel Safety

##### Performance

**PPL regularly arranges training programmes on defensive and evasive driving and road sense and safety for company staff.**

- ▶ Any unsafe driving practices, travel route issues, vehicle or employee complaints regarding transport are reported to the Administration Department for necessary countermeasures.
- ▶ All company vehicles are regularly inspected for fitness/ tuning/ service at designated workshops/ garages.



- ▶ Wearing seat belts is mandatory for company transport drivers and employees using company vehicles. A policy is in place to bind staff to wear seat belts.
- ▶ All PPL employees are insured while travelling locally, domestically or internationally.
- ▶ Use of mobile phones is prohibited while driving company vehicles.
- ▶ First aid boxes and fire extinguishers are placed in all company vehicles.

## 4 Health

### ACTIONS

#### Healthy Environment for Employees

##### Performance

**PPL supports a safe and healthy workplace by enhancing staff health and well-being.**

- ▶ Periodic check-ups at all field locations are carried out for fire extinguishers, fire alarms and sprinklers.
- ▶ The company has developed an Occupational Health Surveillance Programme (OHSP) to ensure healthy environment for employees by keeping a check on work-related illness/ diseases. OHSP was reviewed to bring it par with International Association of Oil & Gas Producers' Guidelines on Health Management. Meanwhile, midterm strategic plan is in place for conducting gap analysis across the fields against the revised procedure.

#### Basic Health Facilities

##### Performance

**PPL extends a comprehensive health plan and medical policy to employees and their families. The company has qualified doctors for providing medical consultation and treatment in the head office and field locations.**

- ▶ The company provides medical assistance to all employees, including their immediate family, and pensioners as per medical policy.
- ▶ PPL maintains a city clinic in Karachi, providing services throughout the day and on weekends, to ensure easy access for employees and their families. Besides, PPL has a full-fledged hospital located within the premises of the SGF. At other company fields and locations, Kandhkot, Adhi, Mazarani, Adam and Gambat South, proper arrangements for emergency medical care are in place.
- ▶ PPL follows the Factories Act – 1934, Mines Act – 1923 and Oil and Gas (Safety in Drilling and Production) Regulations –1974, which include employee personal hygiene, environment, emergency medical assistance and periodic medical check-ups.
- ▶ Health awareness sessions are regularly conducted by company doctors and guest consultants for informing and updating staff on preventive measures and treatment of common diseases and outbreaks.
- ▶ Ex-gratia payments are made to staff in case of prolonged sickness.
- ▶ Clean drinking water is provided to staff at all locations.





## 5 Corporate Social Responsibility

PPL stands committed to community development through provision of education, healthcare, infrastructure, livelihood generation and post-disaster rehabilitation support and has allocated minimum 1.5 percent of its pre-tax profit for CSR activities.

The company spent around Rs. 750 million for CSR initiatives during March 2015 to February 2016, which is over and above its minimum commitment.

### ACTIONS

#### Education

##### Performance

**As its key CSR priority, PPL promotes educational facilities for rural communities, especially around the company's operational areas, to improve their quality of life.**

- ▶ The company has been providing quality education to children of company employees and local communities at Sui Model School (SMS) since 1957. SMS was upgraded to girls' college in 2009. Currently, the college offers education to 64 girls and the school caters to nearly 3050 students both boys and girls.
- ▶ The company constructed and later operationalized Computer Training Centre and Library (CTCL) at Sui in 2010 for general public and engaged Kalsoft, an Information Technology company, to operate the centre. So far, nearly 780 locals have been trained through three-month basic computer courses, offered initially, and, replaced with, six-month Certificate in Information Technology since January 2011. Besides, over 700 residents have been registered as regular library visitors.
- ▶ The company provides free-of-cost transport facility to students of Taaleem Foundation Grammar School (TFGS) and Federal Government Public School (FGPS), Sui. Besides, PPL has extends infrastructure and in-kind support to both schools since inception.
- ▶ PPL regularly provides the following scholarships for local students residing around its operational fields to enable them to acquire quality education at renowned institutions:
  - Higher Professional Education Scholarship (HPES) scheme was initiated in 2005 to support both boys and girls in District Dera Bugti to pursue education in renowned universities/ colleges across the country. The scheme was extended to include students living around PPL-operated remaining producing assets during 2009. To date, HPES has benefited more than 151 students in District Dera

Bugti, among these 91 have completed studies. For remaining areas, total beneficiaries remained 87, among these 34 have completed their degree programmes.

- Four-year scholarship programme now offers 40 annual scholarships for students of grade IX to XII from Balochistan to study at reputed educational institutions across the country. Starting 2011-2012, nearly 170 students have so far benefitted from the scheme.
- In line with a MoU signed between PPL and Lahore University of Management Sciences, the company has created an endowment fund for its National Outreach Programme to finance two deserving students from its operational areas each year for a period of four years. Three students from Balochistan have so far benefited from the scheme, among these one has completed the degree programme. The scholarship covers admission and tuition fee, accommodation and messing facility with an annual cost of Rs. 1.85 million per scholar.
- PPL is sponsoring 6 students belonging to Balochistan and Khyber Pukhtunkhwa through a scholarship scheme to study at Institute of Business Administration, Karachi under its National Talent Hunt Programme.
- ▶ The company regularly covers operational expenses of its two adopted schools in District Kambar Shahdadkot.
- ▶ PPL constructed and operationalized three primary schools in Kandhkot near its operational field in partnership with The Citizen's Foundation (TCF) in 2011. An endowment fund of about Rs. 83 million was created for establishment and



operationalization of these schools over a period of 10 years. To date, over 600 students, both girls and boys, are enrolled at these schools which has now got a new secondary campus for grade VI students. The company also established PPL-TCF Tando Mohammad Khan campus on the same lines in March 2014 which currently enrolls over 150 students from kindergarten to grade IV. PPL provided Rs. 12 million for construction and furnishing and Rs. 4.5 million for operational expenses for three years.

- In line with its effort to strengthen academia-industry linkages and promote research and development (R&D) in relevant disciplines, PPL has established chairs at prominent universities, including Bahria University Karachi (BUK). The

company regularly supports R&D initiatives under PPL Geophysics Chair at BUK with recent addition of a digital laboratory equipped with latest technology at a cost of Rs. 15 million.

To further its efforts in promoting education, especially in remote areas, PPL has made contribution/donations and provided support to the following institutions, including:

Institutions/ Initiatives	Spending during April 2015- March 2016 (Rs. in millions)
The Centre of Excellence in Marine Biology, University of Karachi for a seminar on World Ocean Day	0.030
NED University to cover air travel for two students to attend a conference at Kulalampur	0.130
NED University for Annual Project Conference & Dinner 2015	0.150
NED University for International Conference on Advance Material & Process	0.300
Habib University for a fundraiser event	1.000
<b>Academic Blocks</b>	
Government Girls Elementary School, Adhi, District Rawalpindi	1.500
Government Girls High School, Mohra Noori, District Rawalpindi	2.340
Government Girls Primary School, Chechi Noor, District Rawalpindi	2.320
Government Girls Primary School, Dumali, District Rawalpindi	3.000
Government Girls Elementary School, District Washuk	7.000
Government Girls High School, Jhamat, District Attock	1.000
Six government schools, five in District Rawalpindi and one in District Sanghar for provision of furniture	1.500
Examination hall at Government Boys High School, Naban Janjua, District Rawalpindi	5.350
Shaheen Karachi Grammar School as annual donation	0.025
Government Girls Elementary School, Adhi and Government Primary School Mouza Karsal for provision of sanitary facilities	0.98



WE SUPPORT

## Healthcare Initiatives

### Performance

**The company has provided extensive medical facilities in some of the remotest regions of Pakistan through building and assisting hospitals, rural health/ mother and childcare centres, mobile dispensaries and medical camps.**

- ▶ PPL runs a fully equipped Sui Field Hospital (SFH) at SGF since the early 1960s. The hospital provides free-of-cost medical facilities to a large number of local patients in addition to PPL field staff. SFH is equipped with latest medical facilities and a 24-hour emergency ward to cater to trauma and accident patients.
- ▶ Fully-equipped mobile medical dispensary (MMD) regularly visit more than 15 villages/ locations around SGF, Kandhkot and Mazarani fields on a weekly/ bimonthly basis to provide free healthcare facility to locals residents. Approximately 100 to 150 patients are reached on a daily basis through each MMD. The dispensary refers cases for further investigation and treatment to SFH in Sui and relevant taulka hospitals in Kandhkot and Mazarani.
- ▶ PPL constructed, furnished and equipped a 50-bed PPL Public Welfare Hospital (PPL PWH) in Sui Town at a cost of over Rs. 350 million on land provided by Government of Balochistan, which was initially running the facility until it was made autonomous with an independent board. The hospital has necessary facilities, including gynaecology and obstetrics, emergency and operation theatres. The out-patient faculty of PPL PWH commenced operations in December 2013 and caters to over 250 patients on a daily basis.
- ▶ The company holds bi-annual free-of-cost surgical eye camps around its operational fields for treatment of ophthalmic diseases in partnership with Al-Shifa Trust Eye Hospital (ASTEH). Each camp benefits about 1400 patients for identification, testing and provision of glasses with nearly 150 patients undergoing onsite cataract surgery. The company also donated a portal phacoemulsification machine and other equipment to ASTEH to assist in carrying out cataract surgeries in line with the latest technique.
- ▶ PPL has adopted Marie Adelaide Leprosy Centre's Triple Merger Centres at Turbat and Panjgur in Balochistan and Kandhkot in Sindh since 2005. The company provides annual operational expenses of these centres at a cost of Rs. 3 million. The centres extend free-of cost diagnosis and treatment for leprosy, blindness and tuberculosis to local communities.
- ▶ Surgical and other related equipment and fixtures were provided

to Tehsil Headquarter Hospital, Karor, District Layyah at a cost of Rs 6.5 million.

- ▶ PPL funded construction and furnishing of a 25-bed ward at Koochi Goth Hospital located in Landhi, Karachi at a cost of nearly Rs. 5 million. The hospital provides free-of-cost obstetrics and gynaecology services to disadvantaged women, mostly from Sindh and Balochistan.
- ▶ The company sponsored establishment of fully-equipped state-of-the-art Intensive Care Unit and Tuberculosis Ward for Women at Jinnah Postgraduate Medical Centre with an input of about Rs. 29 million to provide free-of-cost treatment.
- ▶ A lady doctor has been deputed by PPL at Medical Dispensary, Mastala near Adhi Field to provide free-of-cost treatment to local woman. Moreover, the company annually provides medicines worth Rs. 0.2 million for the dispensary. Earlier, PPL sponsored construction and furnishing of the dispensary in 2007.
- ▶ The company contributed Rs. 5 million for purchase of psychotropic medicines for Karwan-e-Hayat Psychiatric Care & Rehabilitation Centre, Karachi throughout the year.
- ▶ The company provided gynaecological, paediatrics, surgical, emergency equipment and fixture worth Rs. 8 million to District Headquarter Hospital, Karor, District Layyah.

To support viable community healthcare projects and services, PPL has provided donations/ sponsorships to various institutions/ initiatives, including the following:

Institutions/ Initiatives	Spending during April 2015- March 2016 (Rs. in millions)
Ali Hasan Mangi Memorial Trust for their operations	0.300
Association of Children with Emotional & Learning Problems for various activities	0.300
Karwan-e-Hayat for Fundraiser Event 2016	0.200
Poor Patients Aid Society, Civil Hospital, Karachi as donation	0.200



WE SUPPORT

## Enhancing Livelihood Opportunities

### Performance

**PPL realizes that creating livelihood generation options on a sustainable basis assist marginalized communities to raise the quality of their lives. The company has substantially invested in engaging people, both men and women, in earning livelihoods through sustained income sources.**

- ▶ The company set-up a Women Welfare Centre in Sui within the premises of FGPS during 2006 to provide skill learning opportunities for local women. The centre trained over 400 local women until 2015 when it was shifted to a company sponsored purpose-built facility. Developed at a cost of over Rs. 32 million within the TFGS premises, the new facility, Vocational Training Institute, with a wider scope to provide vocational training to both women and men with access to market, is being run by Taaleem Foundation, a renowned civil society organization working in Balochistan.
- ▶ PPL is extending infrastructure and maintenance support for Technical Training Centre, Sui since the 1990s. Starting 2009, the company also provides annual scholarships to top 15 graduating students to pursue diploma level studies in recognized polytechnics across the country. To date, 53 students have benefitted from the scheme.
- ▶ Women Vocational Training Centre (WVTC) in Mastala near company's Adhi Field was established in 2011 to facilitate local women in increasing their income potential. The centre is run by Behbud Association of Pakistan, a non-governmental organization. PPL regularly provides resource material and operational expenses with a dedicated budget of Rs. 7 million that included construction and furnishing. WVTC trains women in embroidery, tailoring and basic literacy skills. To date, over 500 women from surrounding communities have benefitted.
- ▶ Women Vocational and Skills Development Centre, Kotri, District Jamshoro was constructed by PPL at a cost of Rs. 8.5 million to enable local women from Kotri town to increase their livelihood generation options. The centre will soon be made operational.

Institutions/ Initiatives	Spending during April 2015-March 2016 (Rs. in millions)
Pakistan Society of Training and Development (PSTD) for Annual Learning Conference 2015	0.100
Pakistan Association of Petroleum Geoscientists for Annual Technical Conference 2015	1.875
Institute of Chartered Accountant of Pakistan for SAFA Conference 2016	0.400
Petroleum Institute of Pakistan for Oil & Gas Conference 2016	2.500
Excellent Events & Entertainment (Private) Limited for 1 <sup>st</sup> International Media conference 2015	0.300

## Infrastructure Development

### Performance

**Provision of meaningful, durable infrastructure is a key to development and sustained economic growth, especially in the far-flung areas of Pakistan. The company has focused on developing infrastructure and civic amenities not only for its own use but also for local communities.**

- ▶ PPL has constructed and renovated of 8.5 km long road from Indus Highway to Punhal Khan Golo village, District Kashmore at a cost of Rs. 60 million.
- ▶ Two water supply schemes, surrounding company-operated Kotri North Block, for Budhapur and Manjhand towns in District Jamshoro are near completion with an investment of Rs. 6 million.
- ▶ Five water supply schemes are being developed in remote villages of District Washuk, Balochistan to address water shortage issue at a cost of over Rs. 6 million.
- ▶ PPL provides free-of-cost gas and water supplies to over 50000 residents of Sui town and villages around SGF. An average of 4 to 5 MMscfd free gas and more than two million gallons of drinking water is pumped daily to Sui town at an annual cost of about Rs. 240 million and Rs. 105 million, respectively.
- ▶ A new water supply system for Sui town is near completion in partnership with GoB to address line losses and pilferages on the existing PPL water supply line. PPL contributed Rs. 135 million to construct trunk lines, overhead and storage tanks and pump houses and provided pumping machinery with independent electrification system.
- ▶ PCC road from village Mastala to Adhi, at tehsil Gujjar Khan,



District Rawalpindi was constructed at a cost of Rs. 4.15 million.

- ▶ PPL constructed water supply scheme for village Dhoong, tehsil Gujjar Khan, District Rawalpindi with an input of Rs. 3.45 million.
- ▶ A water reservoir at Kala Jabal, Jungshahi, District Thatta was developed at a cost of Rs.4 million.
- ▶ A 4 km road from village Maroof Dahri to Mehrab Shah and 2.5 km road from Shahdadpur Road to Dargah Fakir, taluka Shahdadpur, District Sanghar was rehabilitated with an input of over Rs. 15 million.
- ▶ PPL constructed three RCC culverts and cause way and a gravel road in Kanyal Bajrana, District Rawalpindi with a cost of Rs. 2.9 million.
- ▶ To provide free-of-cost potable water to over 3000 resident of Ghaibi Dero (GD) town and its surrounding villages near Mazarani Gas Field, PPL runs a water supply scheme using a bowzer facility since 2010 at an annual cost of about Rs. 4 million. Potable water is brought from a safe source and stored in two storage tanks at GD from where it is collected by communities.

## Post-disaster Relief

### Performance

**In times of national emergencies, PPL has always provided support to victims of disaster-hit areas through substantial donations in cash and kind. Moreover, the company also invests in long-term rehabilitation of affected communities.**

- ▶ PPL established and operationalized a Rehabilitation Centre in Bagh in 2006 for the victims of October 8, 2005 Earthquake, needing prostheses and orthoses treatment. The centre is managed by Chal Foundation and extends physiotherapy and counselling services for physical and psychological management of the disability besides provision of limbs to affectees. PPL has created an endowment fund worth Rs. 24 million to support the centre's operational cost since 2010.
- ▶ The company sent a relief consignment, comprising over 600 tents, for affectees in Khyber Pakhtunkhwa (KPK), following the tragic earthquake of 7.5 magnitude, which devastated major cities in KPK and the Punjab on October 26, 2015.



## Social Welfare

### Performance

The company has a diverse, need-based social welfare policy. With a minimum pre-tax profit of 1.5 percent, PPL's CSR initiatives go well beyond obligatory requirements to support the disadvantage communities. To ensure optimum on-ground implementation and impact, PPL works through government, local civil society organizations and local communities.

- ▶ The company won the Pakistan Corporate Philanthropy Award instituted by the Pakistan Centre for Philanthropy for 11 consecutive years from 2004 to 2014.
- ▶ To support organizations providing welfare services, enabling neglected societal segments to prosper and promoting environmental and cultural values, PPL has given generous donations to the following:

Institutions/ Initiatives	Spending during April 2015-March 2016 (Rs. in millions)
World Wide Fund for Nature (WWF), Pakistan for Earth Hour (EH) 2016	0.200
Hisaar Foundation for International Water Conference	0.100
TCF for Golf Tournament 2015	0.125
Distinguished Secretaries Society of Pakistan for 44 <sup>th</sup> Annual Gala 2015	0.010
Islamabad Cricket Club of the Blind for T20 Cricket Tournament 2015	0.100
PSTD for Women in Business and Leadership Conference 2016	0.100
District Football Association Kashmore for Football Tournament 2016	0.300
Employers Federation of Pakistan for a seminar on Occupational Health, Safety and Environment & relevant Awards	0.020
PSTD for 3 <sup>rd</sup> National HSE and Sustainable Development Summit	0.185
St. Patrick's College for fund raising event	0.010
Commissioner Sibi Division for Sibi Mela 2016	0.500

# Principle 2



Business should ensure that they are not complicit in human rights abuses.



## COMMITMENT

PPL is highly committed to conducting its business in accordance with the highest ethical and legal standards.



## 1 ETHICS

### ACTIONS

#### Adherence to Highest Corporate Values

##### Performance

**PPL's vision, mission and values are testament to the importance the company places on corporate ethics. As such, the company expects its employees to adhere to the following core values:**

- ▶ Promote leadership, empowerment and accountability
- ▶ Pursue highest standards of integrity
- ▶ Value people as the most important resource
- ▶ Promote innovation and value creation
- ▶ Ensure excellence in all spheres of performance
- ▶ Advocate teamwork aligned with business objectives
- ▶ Conserve environment by minimizing carbon footprint

#### Code of Conduct

##### Performance

**Ethical commitments and values remain the centre piece of PPL's Code of Conduct, compliance to which is mandatory for all employees.**

- ▶ The Code of Conduct for directors and employees were revisited by the Board of Directors in line with the changes in the Code of Corporate Governance of Securities and Exchange Commission of Pakistan. The revised Code of Conduct, which was disseminated across PPL for compliance, further stresses on professionalism from directors and employees.
- ▶ All incoming employees and trainees sign and submit an undertaking to ensure clear understanding and acceptance and uphold the company's Code of Conduct.
- ▶ PPL requires its employees to maintain an environment free from prejudice, harassment and disruptive activities.

- ▶ In compliance with Oil & Gas Regulatory Authority's directives to implement 'Protection Against Harassment of Women at Workplace (PAHWW) Act 2010', the company took the following measures:
  - Circulated brochures on salient features of the Act, including instructions on compliance, to all employees.
  - Company's harassment policy was prominently placed on the PPL website and portal.
  - A three-member committee, including a women staff, was constituted to address staff grievances.
- ▶ Awareness sessions for staff were organized on PAHWW Act 2010 and PPL's harassment policy. Since January 2016, a fresh series of awareness raising sessions on PPL's harassment policy are being held with a mandatory requirement for each staff to participate
- ▶ Any suspected violations or actions that create hostile or offensive work environment such as sexual harassment or insensitive comments concerning gender, religion, race, disability or age are promptly reported to management that ensures appropriate actions in line with Standard Operating Procedures.
- ▶ Violations of the Code of Conduct are viewed seriously and have often resulted in disciplinary actions and, in some cases, led to termination of service.



# Principle 3



Business should uphold the freedom of association and the effective recognition of the right to collective bargaining.



## COMMITMENT

We acknowledge and respect rights to freedom of association and collective bargaining. We are committed to addressing issues, problems and grievances proactively to regulate the company's operations with dignity of labour, minimization of animosity and fostering a relationship of trust between management and workers.



## 1 Industrial Relations

### ACTIONS

#### Freedom of Association

##### Performance

**The company believes in the freedom of opinion and expression of all stakeholders and seeks to ensure a congenial and equitable working environment as per law.**

- ▶ The company complies with the Industrial Relations Act, wherein employees are free to join any trade union of their choice.
- ▶ PPL has a registered trade union, Pakistan Petroleum Workers Union, of which most workers are members.

#### Collective Bargaining

##### Performance

**The company management and Collective Bargaining Agent (CBA) work towards creating a cordial working environment for workers at all field locations.**

- ▶ The CBA together with stewards and union members, coordinates with management to improve working conditions and redress job-related issues.
- ▶ Negotiations of the Charter of Demands are always settled amicably with CBA representatives.
- ▶ Initiatives for change are undertaken by incorporating the union's suggestions to ensure hassle-free implementation.

- ▶ The office bearers of the trade union enjoy freedom to discharge their legal responsibilities without any interference from management.
- ▶ All terms and conditions of employment of workers are reviewed bi-annually and discussed in a friendly environment with CBA. After bilateral negotiations, a handsome increase in wages and other allowances are paid through settlement.
- ▶ Policies on salaries and allowances as well as other benefits such as medical, leave and travel are duly discussed and finalized with the CBA every two years.
- ▶ The company has not witnessed any strike, legal or illegal, or lockout during the last five years.
- ▶ No cases of unfair labour practices have been filed by the union.
- ▶ The company provides special leave to CBA union/employees for appearance in court cases, if it is party to disputes.





## Principle 4

Business should support the elimination of all forms of forced and compulsory labour.



## Principle 5

Business should support the effective abolition of child labour.



## COMMITMENT

PPL supports abolition of child labour and elimination of all forms of forced and compulsory labour in its areas of operations or by any of its business partners and contractors.





## 1 Employees

### ACTIONS

#### Procedure for Preventing Under-age Employment

##### Performance

**The company strictly forbids child labour and actively prevents hiring under-age workers.**

- ▶ All PPL permanent workers are in the adult person (18 years and above) category, in accordance with the law.
- ▶ To prevent under-age hiring, the ages of all workers are confirmed through national identity cards, birth certificates, educational certificates or Form 'B' issued by the National Database and Registration Authority.

#### Procedure for Preventing Forced Labour

##### Performance

**The company follows strict procedures to prevent forced labour.**

- ▶ Employment agreement clearly states terms and conditions of service, voluntary nature of employment, freedom to leave and any conditions associated with departure or cessation of work.
- ▶ Employment agreements do not violate any human rights or labour laws.

- ▶ Either party can terminate employment contracts within the notice period.
- ▶ Exit notice period for workers is 30 days and for management, professional and technical staff is 90 days.
- ▶ Exit interviews are taken to solicit feedback and institute corrective measures, if necessary.

#### Record of Checking Minimum Wage Rate Against Regulated Amount

##### Performance

**The company keeps its wage policy in line with governmental directives to ensure fair corporate governance.**

- ▶ All workers in the company (both permanent and contract) are employed above the minimum wage rate as specified by the government and paid competitively in accordance with market norms.



# Principle 6



Business should support the elimination of discrimination in respect of employment and occupation.



## COMMITMENT

PPL is committed to providing equal opportunities for employment as well as growth without any discrimination on the basis of race, gender, religion, language, social origin, birth or other status.





## 1 Recruitment

### ACTION

#### Equal Employment Opportunity

##### Performance

**PPL's employment policy provides equal opportunities for employment and discourages all forms of employee discrimination.**

- ▶ PPL is an equal opportunity employer and provides equal opportunity to women employees.
- ▶ Women employees are placed at various levels in the organization, ranging from non-management to senior management positions.
- ▶ The company employs men and women employees under standard screening processes based on merit and job suitability.
- ▶ There are equitable career paths and opportunities for women employees.
- ▶ To further emphasize equitable participation of working women and address their issues at workplace, the company celebrates International Women's Day and Working Women's Day. Dedicated sessions are organized for women employees to increase awareness about their role and responsibilities and address their issues.

## 2 Employees

### ACTIONS

#### Enabling working conditions for diversified workforce

##### Performance

**As a leading employer and responsible corporate citizen, PPL provides an enabling environment for professional growth, with equity, security and human dignity, irrespective of gender or religion.**

- ▶ PPL has a diversified workforce and does not discriminate on the basis of race, colour, gender, religion, disability or family status in recruitment, training or advancement of its employees.
- ▶ Minorities are given special holidays in accordance with their religious festivals to ensure an open and moderate culture and environment across the company.

#### Career Plan: No Discrimination in Staff Promotions

##### Performance

- ▶ Hiring and promotions are done on merit, professional performance and qualification.

# Principle 7



Business should support a precautionary approach to environmental challenges



## COMMITMENT

PPL is committed to environmental conservation by complying with National Environmental Quality Standards (NEQS).



## 1 Environmental Management

### ACTIONS

#### Health, Safety and Environment

##### Performance

- ▶ The company's QHSE policy is in place to ensure quality in all company operations with emphasis on 'embedding green practices, proactive risk management, complying with relevant laws and maintaining communication with stakeholders to promote sustainability. The policy is displayed at prominent locations at head, regional and field offices and can be accessed through the company's website: <http://www.ppl.com.pk/content/policies>
- ▶ PPL has a well-defined HSE Management System developed in line with internationally recognized ISO 14001 EMS and OHSAS 18001. The system provides continuous assessment and monitoring against standard parameters to ensure the highest level of safety and minimal damage to surrounding natural environment.
- ▶ PPL is an active member of Pakistan Petroleum Exploration and Production Companies Association and participates in its HSE committee meetings. These meetings provide a forum to discuss latest industry practices, use of technology and benchmarking in HSE management system.

#### Environmental Studies

##### Performance

- ▶ Initial Environment Examination (IEE) and Environment Impact Assessment (EIA) studies are consistently undertaken for all development initiatives, including drilling, seismic operations and projects, in compliance with Pakistan Environmental Protection Act, 1997. IEE/ EIA aim to identify potential environmental impacts at development sites and advise mitigation measures accordingly. The studies are submitted to relevant provincial Environmental Protection Agencies (EPA) for approval. Once approved, IEE/ EIA provide a benchmark for regular internal and external monitoring against suggested mitigation measures.
- ▶ Independent Environmental Monitoring is carried out for seismic and drilling operations in environmentally sensitive areas through reputed specialized consultants to ensure compliance with recommended methodologies, legal requirements and company's HSE standards to address environmental issues while meeting stakeholders' expectations.
- ▶ All PPL-operated fields are registered with Federal EPA under Self Monitoring and Reporting Programme for monthly testing through external laboratory and reporting against emission parameters prescribed by NEQS.

#### Precautionary Measures

##### Performance

- ▶ Noise monitoring and abatement is ensured for safe working environment in high noise areas. For this, enclosures, sound barriers and PPE are provided, as appropriate.
- ▶ To control accidental leakage, adequate control arrangements such as barriers and spill control kits are available at all operational areas. Besides, designated trained contingency teams are available to handle incidental spills.



# Principle 8



Business should undertake initiatives to promote greater environmental responsibility



## COMMITMENT

PPL ensures proactive acceptance of its responsibility and accountability for environmental imperatives.

The company recognizes that operational excellence cannot be achieved without embedding HSE considerations in business decision making processes. PPL remains committed to raising environmental awareness among staff, suppliers and dealers for encouraging eco-friendly practices.



## 1 Awareness Raising

### ACTION

#### Enhancing Environmental Awareness

##### Performance

- ▶ Awareness raising sessions and training, focusing on environment and sustainability, are regularly held to apprise staff on emerging issues. QHSE safety talk, alerts and bulletin boards are effectively utilized to promote conservation. Besides, QHSE weeks and international days such as World Environment Day are regularly celebrated through special sessions and activities to foster conservation efforts, green practices and safe working culture.
- ▶ 'Sustainable Energy Management' was introduced in 2011 to promote energy conservation at all fields. Initially, baseline data for consumption pattern at each field was collected. Since then, significant improvement has been achieved against each year's bench mark in conserving electricity, gas, fuel and water as well as waste generation, especially at field location.
- ▶ PPL offices and fields have been declared 'No Smoking Zone' and separate smoking areas are designated for smokers. The non-smoking policy is displayed in all departments and locations.
- ▶ PPL is a corporate member of the Pakistan Chapter of World Business Council for Sustainable Development.
- ▶ PPL is a corporate member of leading environmental organizations, including WWF, and participates in relevant events and campaigns. The company observes as well as sponsors EH since its inception in Pakistan in 2010. PPL is an associate of Karachi Water Partnership and supports similar initiatives led by key civil society organizations, including Hissar Foundation.
- ▶ The company is currently sponsoring an afforestation drive over 400-acre forest area in District Kashmore with 300000 sapling to be planted during two years, starting 2014.

## 2 Environmental Responsibility

### ACTIONS

#### Eco-friendly practices

##### Performance

**PPL is adopting eco-friendly practices to minimize damage to natural resources through its operations in line with its commitment towards sustainability. The following green practices are adopted by PPL:**

- ▶ Light-Emitting Diode (LED) technology is used in several existing projects and promoted for all new projects and expansion activities. LEDs has many advantages over traditional incandescent light sources, including lower energy consumption, longer lifetime, improved physical robustness, smaller size and faster switching.
- ▶ Tree cutting is avoided during seismic activities and site restoration is simultaneously carried out for even minor removal of flora/ vegetation through green teams.
- ▶ Tree plantation campaigns are undertaken at company-operated fields and exploration assets to off-set emissions and improve ambience.
- ▶ Water-based mud, which is known for compatibility with natural soil, is preferred over oil-based mud that requires special treatment for disposal for all drilling operations.
- ▶ Biodegradable explosives are used during seismic surveys.
- ▶ Electronic communication together with duplex printing is promoted to reduce paper usage.





## Evaluation of HSE Performance

### Performance

- ▶ Integrated QHSE audits aligned with ISO 14001 EMS, ISO 9001 Quality Management System (QMS) and OHSAS 18001 have been successfully launched in 2015 to optimize cost and operational synergies. Earlier separate audits were conducted for each focus area, creating burden on end user and requiring additional administrative modalities, incurring cost and indirect environmental impact.
- ▶ Internal and external audits/ monitoring of departments/ fields are carried out to assess compliance of standardized procedures at site and implementation of QHSE Management System and performance. Inspections, spot checks and suggestion forms are used during the process with staff participation.
- ▶ 11 fields and facilities, including Adhi, Kandhkot and Hala/ Gambat South /Mazarani assets, Sui Purification Plant, Sui Production, Sui Field Gas Compressor Station, Sui Field Hospital and Drilling and Well Engineering, QHSE and Construction departments have been certified for ISO 14001 EMS and OHSAS 18001.
- ▶ Performance monitoring for environmental sustainability data, including emission of Green House Gases, energy consumption and generation of hazardous waste in line with United Nation's Global Reporting Initiative criteria conducted at field locations. Reduction targets set for year 2015 based on inventories reported in year 2014.
- ▶ QHSE Audit Module in SAP made functional with work in progress to automate processes, including incident investigation, monthly performance monitoring and sustainability reporting.

# Principle 9



Business should encourage the development and diffusion of environmentally friendly technologies.



## COMMITMENT

PPL believes in the use of emerging environment-friendly technologies, especially for new projects, to reduce its carbon footprint.



## 1 Environment-friendly Technologies

### ACTION

#### Waste management and emission control

##### Performance

**The company seeks to minimize adverse environmental impact of its operations through the use of innovative technology. Besides, PPL is focussing on adopting/ embedding environment-friendly technology in all new project designs.**

- ▶ PPL has a well-defined waste disposal and management procedure, which is effectively implemented across the company. This includes minimization, segregation at source, recycling and reuse, safe handling and disposal of hazardous waste as per standard environment-friendly procedures.
- ▶ Effective arrangements such as landfill and incinerators are employed for safe disposal of waste, besides acquiring services of specialized contractors for disposal of hazardous waste and oily sludge recovered from operations. Moreover, composting of food waste is also carried out.
- ▶ Corporate procedure on waste management are being reviewed to include technological advancements and end user feedback for adopting more effective and environmentally safe processes.
- ▶ Emissions from all equipment at company facilities are controlled through in-house maintenance programmes and end of pipeline solutions. Going beyond minimum legal compliance, PPL has initiated ambient air monitoring in and

around its fields/ sites since 2015 to proactively control air pollution. Further, advanced analytical software tools have been applied on stack emissions to conduct dispersion modelling of significant pollutants such as H<sub>2</sub>S from hot flares and cold stacks to safeguard surrounding community, flora & fauna from its detrimental effects.

- ▶ Process water is contained in ponds lined with pit line for evaporation. Alternatively, wastewater evaporator and forced draft evaporation systems are also utilized for treating effluent water in order to eliminate soil and ground-water contamination.
- ▶ Constructed Wetland, PPL's pioneering initiative, has been recognized at international forum. A paper on PPL's Wetland Pilot Project for Treatment of Produced Water at Mazarani Gas Field was well-received at a Conference on Pollutant Dynamics and Control at UK. The technology saves significant amount of carbon dioxide emission as compared to effluent deep disposal well, hence qualifying under UN's Clean Development Mechanism to generate saleable carbon credits.



# Principle 10



Businesses should work against all forms of corruption, including extortion and bribery.



## COMMITMENT

PPL is committed to eliminating corruption through implementation of ethical codes and policies that govern business operations and relationships with external stakeholders.





## 1 Employees

### ACTIONS

#### Code of Conduct

##### Performance

**The company has zero-tolerance for all forms of corruption, including bribery and extortion.**

- ▶ All employees are required to sign the Code of Conduct at the time of joining.
- ▶ All employees are forbidden to give or receive any bribes or other payments intended to influence business decision or compromise fair judgment.
- ▶ No employee can give money to obtain business for the company or receive money for giving company business to an external agency.
- ▶ All employees are forbidden to accept gifts from suppliers, contractors, dealers or competitors, who have or wish to have a business relationship with the company.
- ▶ Rumour mongering and gossiping is strictly prohibited.
- ▶ All employees are required to declare their assets on a yearly basis.

#### Corporate Governance

##### Performance

- ▶ PPL promotes fair business practices and ensures compliance with regulatory and legal requirements.
- ▶ The company uses internationally acceptable accounting standards to maintain transparency.
- ▶ All funds, assets, receipts and disbursements are properly recorded in the books of the company.
- ▶ The company complies with regulations of the Security and Exchange Commission of Pakistan.
- ▶ Signed statement of compliance is included in the company's annual reports.
- ▶ No incident of corruption has been reported in the company.
- ▶ All business units are analyzed for risks related to corruption.
- ▶ Regular checks by Internal Audit Department are carried out for all departments to ensure compliance with company procedures and ensure course correction, if required.

## 2 External Interface

### ACTION

#### Credible Disclosure of Information to Investors and Stakeholders

##### Performance

- ▶ PPL ensures transparency in business transactions and rejects any business practice, which may deem improper.
- ▶ All financial reports are properly audited by external auditors.
- ▶ Quarterly briefing on financial statements is given to management.
- ▶ Meeting of PPL's Board of Directors is held on a quarterly basis.
- ▶ Media/ press briefings and interviews are given on demand.
- ▶ Consultative meetings with CSR partners are held for social development initiatives.
- ▶ The company ensures timely payment of taxes.
- ▶ Checks such as annual declaration of assets, notifying the company in case of receipt of gifts above a certain value, hospitality and potential conflicts of interest are in-built into the system to preempt corruption.
- ▶ Similar checks and balances are built into organizational processes, governing procurement, materials and personnel in accordance with the Manual on Delegation of Authority and Public Procurement Regulatory Authority, a public sector entity to monitor procurement in a transparent manner.





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