



# UN Global Compact Communication on Progress 2017



*Punjgur team, the champion of PPL Balochistan Football Cup 2017, with Minister of State for Petroleum Jam Kamal Khan, MD & CEO Syed Wamiq Bokhari (4<sup>th</sup> and 8<sup>th</sup> left on the stage) and other guests during the final ceremony on April 2 at Ayub Stadium, Quetta*



**Pakistan Petroleum Limited**



**Pakistan Petroleum Limited**

P.I.D.C. House, Dr. Ziauddin Ahmed Road,  
P. O. Box 3942, Karachi-75530, Pakistan  
Tel: 92-21-35681391-95, 35683853-57, 35657730-39  
UAN: 92-21-111-568-568  
Fax: 92-21-35680005 & 35682125  
Website: www.ppl.com.pk

Our reference: CC/UNGC/2017

Your reference:

Date: April 14, 2017

**United Nations Global Compact  
Communication on Progress 2017**

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

We at, Pakistan Petroleum Limited (PPL), reiterate our commitment and share continuous progress on United Nations Global Compact (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 (CSR) programmes.

I am pleased to mention that we have made substantial progress during the year towards widening the scope and outreach of our CSR programme in line with our commitment to uphold the dignity of basic human rights for communities residing around our operational areas as well as in urban settings. We have set-up a dedicated corporate donation programme to support development organizations working for education, healthcare, gender mainstreaming, environmental and cultural conservation and sports for increasing their outreach to underserved population living in large urban areas.

The major highlight under the new set-up was the recently concluded PPL Balochistan Football Cup 2017. As the largest-ever sponsored football tournament in Pakistan, the tournament aimed at engaging local youth in healthy recreation through their favourite sport and providing a platform to identify and nurture talent from the grassroots. The winning team, belonging to the underprivileged district of Balochistan, received wide recognition.

In recognition of its CSR efforts, PPL has been adjudged as one of the largest corporate giver for the 12<sup>th</sup> consecutive year by Pakistan Centre for Philanthropy.

On the QHSE front, PPL's operations remained compliant to the international standards with 12 fields and facilities certified for ISO 9001, ISO 14001 and OHSAS 18001. We have made substantial progress towards implementation of Process Safety Management to ensure safe operations and preventing incidental environmental releases.

The company has significantly invested on staff capacity building with engaging nearly all staff in over 230 sessions — 80 thousand human hours of training — including 40 programmes facilitated by foreign trainers, during the year.

With this, we have made considerable efforts to deliver on all UNGC principles during the year under review as illustrated through the enclosed Communication on Progress 2017.

  
**SYED WAMIQ BOKHARI**  
**MANAGING DIRECTOR & CHIEF EXECUTIVE OFFICER**  
**PAKISTAN PETROLEUM LIMITED**

# 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.
- ▶ Based on the results of Employee Engagement Survey conducted in December 2015, an action plan was developed to address the identified gaps. Several improvement measures were taken, including arrangement of town halls at head office and fields, one-on-one sessions with staff and management and incorporating suggestions for improvement to enhance staff confidence building.

#### Capacity Building

##### Performance

**Staff capacity building remained in line with the skills-based matrix developed last year according to the employee's job requirements as part of key performance objectives. To this end, the company organized nearly 230 training sessions for both technical and soft skills, to fill-in the skills gap and equip employees with current business trends. Besides, informal learning through dedicated mentoring programme and staff rotation is also streamlined.**

- ▶ The company-wide skill and training matrix developed across the disciplines during 2015 was further strengthen and effectively implemented through organized need-based capacity building sessions, including technical training facilitated by foreign trainers.
- ▶ In order to cater to a number of in-house training programmes an additional purpose-built in-house training facility, PPL Training Centre II, was set-up at West Wharf, Karachi. The first training centre was established in November 2015 in the same vicinity. These centre have enabled the company to meet the individual training needs through in-house customized training programmes for all staff.
- ▶ 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 1200 online courses for oil and gas industry professional. Through this collaboration, PPL staff has been provided access to IHRDC's comprehensive e-learning modules for the second year in 2017.

- ▶ 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.
- ▶ One PPL scholar is pursuing master's degree from Norwegian Institute of Science & Technology, Norway under PPL's Foreign Scholarship Programme.
- ▶ Nearly 70 graduates, inducted as Associates, for a two-year on-job training programme in March 2016, have completed the first year with cross-functional rotation as well as exposure to working in fields. The second cycle of Associate programme announced in January 2017, will commence shortly. Selection process for which is in progress. 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.
- ▶ About 40 Special Trainees were inducted for a two-year on-job training programme in October 2016 as part of capacity building of young professional engineers and diploma holders belonging to company's producing fields. The trainees are going through cross-functional rotation and field exposure during the first year.



- ▶ PPL has a dedicated Technical Management Centre 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 61<sup>st</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.
- ▶ Staff is kept updated on company activities through posting photographs of various corporate events on intranet portal. Besides, press clippings on oil and gas and energy sectors from leading newspapers is posted daily on the portal.

## 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 and fields.

## 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 and regularly organizes events such as Annual Inter-location Cricket Tournaments and in-door games to engage staff in healthy recreation. 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 committed to 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. The following initiatives are taken to help protect company 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, benchmarking of company's QHSE system was undertaken for compliance against international best practices. PSM evaluation and Safety Perception Survey (SPS) was conducted through DuPont Sustainable Solutions. Based on the results, a strategy was defined for phased implementation of PSM principles at head office as well as fields through a well-established governance structure.
- ▶ 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 improve quality of risk assessments and proactive precautionary response in mitigating risks, automation of 'Risk Management' and 'Incident Management' processes is near completion with the support of globally renowned QHSE IT Software solution provider.
- ▶ For monitoring progress on health and safety measures, 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 is in place 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, regional office in Islamabad and West Wharf 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 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.
- ▶ Road Transport Safety guidelines are being prepared to further emphasize company's focus on safe road travel.

## 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.
- ▶ Implementation of revised Occupational Health Manual (OHM) is in progress with phased approach at PPL-operated fields. Gap analysis against the OHM has already been initiated at Kandhkot Gas Field. The process will be extended to Adhi and Gambat South in the near future.

#### 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 development, 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 over Rs. 900 million for CSR initiatives during March 2016 to February 2017, which is over and above its minimum commitment.

### ACTIONS

#### Education

##### Performance

**PPL believes that the only sustainable way of improving livelihoods and well-being of underserved communities in the country is by providing them access to quality education.**

- ▶ The company has been providing quality education to children of staff and locals at Sui Model School since 1957. SMS was upgraded to a girls' college in 2009. Currently, the school caters to over 3000 boys and girls students, including 71 at the college.
- ▶ The company established Computer Training Centre and Library at Sui in 2010 for general public. Kalsoft, an Information Technology company, was engaged to operate the centre. So far, nearly 900 locals have been trained through basic and advanced certificate courses. Besides, over 700 residents are registered library users.
- ▶ 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 extended 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 institutions across the country. The scheme was extended to include local students around other operated producing assets during 2009. To date, HPES has benefited nearly 300 students.
  - Four-year scholarship programme 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, over 200 students have so far benefitted from the scheme.
- 6 students from Balochistan and Khyber Pukhtunkhwa have been awarded scholarships, worth Rs. 12 million, to study at Institute of Business Administration, Karachi under National Talent Hunt Programme.
- The company has provided 100 scholarships for students of Balochistan Public School (now FC College Sui). With an annual cost of Rs. 2.3 million, the scholarship will enable 10 deserving girls and boys each from grade 1 up to 10 to study free of cost.
- 30 scholarships were provided to Family Education Services Pakistan for the hearing challenged students from Matiari and Sanghar districts in Sindh at a cost of Rs. 2.5 million. The scholarship will enable these students to study free of cost for a year.
- ▶ The company regularly covers operational expenses of its two adopted schools in District Kambar Shahdadkot.
- ▶ PPL constructed and operationalized three primary schools in Kandhkot in partnership with The Citizen's Foundation in 2011 with an input of Rs. 83 million for which an endowment fund was created. To date, over 600 students, both girls and boys, are enrolled at these schools. One of the schools has been upgraded to a secondary section.
- ▶ PPL donated Rs. 3.24 million towards construction of the Centre of Excellence for Deaf (CED) being established by Pakistan Association of the Deaf. CED aims to provide free-of-cost quality education to the hearing impaired.
- ▶ A donation of Rs. 3.6 million was given to Quaid-e-Azam Rangers Special Children School, Karachi for monthly fee of 10 deserving students over a period of 10 years until they complete their matriculation.



- ▶ In line with the company's effort to strengthen academia-industry linkage and promote research and development in disciplines relevant to the industry, PPL has established chairs at prominent universities. The first Chair in Geophysics was established and operationalized at Bahria University, Karachi Campus. More recently, PPL Chair in Petroleum Engineering was operationalized at NED University of Engineering and Technology, Karachi. PPL has allocated nearly Rs. 50 million for each chair.
- ▶ PPL has established and inaugurated Virtual University (VU), Sui campus with an input of about Rs. 20 million. The VU campus is equipped with an advanced computer lab comprising 32 systems and an 8-MB fiber optic value-added network to provide online

courses leading to a bachelors, masters and doctorate in a host of disciplines. VU will be managed by Taaleem Foundation, a local civil society organization working in the education sector. PPL will also fund operational costs to run the campus.

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 2016- March 2017 (Rs. in millions)
Department of Chemical Engineering, University of Karachi for Annual Function	0.04
Professional Education Foundation for fundraising carnival	0.300
NED University for a conference on Unconventional Resources	0.600
Mehran University of Engineering & Technology for 4 <sup>th</sup> International Conference on HSE and Sustainable Development	0.420
<b>Academic Blocks</b>	
Government Boys High School Raiyan Gorcian in Rawalpindi	2.370
Government Girls Primary School Nata Gujjar Mall in Rawalpindi	2.400
Boundary wall and sanitary facility constructed for Government Girls Primary School Chechi Noor in Rawalpindi	2.000



## Healthcare Initiatives

### Performance

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

- ▶ PPL runs Sui Field Hospital (SFH) since 1964. In addition to PPL staff and those of partners, SFH provides free-of-cost medical facilities to a large number of local patients. SFH is equipped with latest medical facilities, including a 24-hour emergency ward to cater to trauma and accident patients.
- ▶ Fully-equipped mobile medical dispensaries (MMD) regularly visit more than 70 villages/ locations around SGF, Kandhkot and Mazarani fields on a weekly/ bimonthly basis to provide free-of-cost consultation and treatment to resident communities. Approximately 100,000 patients are reached annually through these MMDs. PPL also developed software for e-monitoring of MMDs and trained relevant staff in its use.
- ▶ The 50-bed PPL Public Welfare Hospital (PPL PWH) was constructed, furnished and equipped by PPL at a cost of over Rs. 350 million on land provided by Government of Balochistan in Sui Town. The hospital became autonomous with an independent board. Hiring of chief and deputy chief executives, doctors and nurses nearly completed. The out-patient department commenced operations in December 2013 and caters to 200 patients on a daily basis. PPLPWH has necessary facilities, including gynaecology and obstetrics, emergency, operation theatres, laboratory and pharmacy.
- ▶ PPL organizes bi-annual free-of-cost surgical eye camps around its operational fields in partnership with Al-Shifa Trust Eye Hospital. Each camp benefits about 1400 patients for testing and provision of glasses with nearly 150 patients undergoing onsite cataract surgery.
- ▶ PPL has adopted Marie Adelaide Leprosy Centre's Triple Merger Centres at Turbat in Balochistan and Kandhkot in Sindh since 2005. The company provides annual operational expenses at a cost of Rs. 3 million. The centres extend free-of-

cost treatment for leprosy, blindness and tuberculosis to local communities.

- ▶ PPL provided Rs. 9.3 million to Koochi Goth Hospital for purchase of latest equipment for its new operation theatre. The hospital provides free-of-cost treatment for obstetrics and gynaecology disorders, especially fistula.
- ▶ Medical Dispensary, Mastala, near company's Adhi Field, constructed and furnished by PPL in 2007, provides free-of-cost treatment to locals. A lady doctor has been deputed by PPL to cater to the healthcare needs of local women. PPL annually provides medicines worth Rs. 0.2 million for the dispensary.
- ▶ PPL donated Rs. 12.4 million to Indus Hospital for operationalization of a state-of-the-art Neonatal Intensive Care Unit at its Sheikh Saeed Memorial Campus.
- ▶ The company extended Rs. 10 million to Mayo Hospital, Lahore for purchasing six anaesthesia machines for its emergency surgical ward.
- ▶ PPL constructed Thalassaemia Diagnostic, Prevention and Research Centre in Badin.

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 2016- March 2017 (Rs. in millions)
Pakistan Foundation for Fighting Blindness for Annual Fundraiser	0.100



WE SUPPORT

## Enhancing Livelihood Opportunities

### Performance

**PPL realizes that creating livelihood generation options assist marginalized communities to raise the quality of their lives. To this end, 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 in 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-funded purpose-built facility. Developed at a cost of nearly Rs. 20 million within the TFGS premises, the new set-up as Vocational Training Institute (VIT) provides training to both women and men with access to market. VIT is being run by Taaleem Foundation.
- ▶ 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 – The Hunnar Foundation – recognized by City and Guilds United Kingdom. To date, 84 locals have benefitted from the scheme.
- ▶ Women Vocational Training Centre (WVTC), Mastala near Adhi Field was established in 2011 to facilitate local women in increasing their income potential. PPL regularly provides resource material and operational expenses for the centre which is run by Behbud Association of Pakistan, a non-governmental organization. WVTC trains women in embroidery, tailoring and basic literacy skills. To date, over 500 local women have been trained. These include over 350 local women who are regularly engaged to carryout traditional embroidery on dresses sold at Behbud-run outlets.

Institutions/ Initiatives	Spending during April 2016-March 2017 (Rs. in millions)
Distinguished Secretaries Society of Pakistan for 45 <sup>th</sup> Annual Gala 2016	0.200
Petroleum Institute of Pakistan for ADIPEC 2016	1.230
Pakistan Association of Petroleum Geoscientists for Annual Technical Conference 2016 & PPL stall	0.800

## 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 started construction of 28 water supply schemes in various districts of Balochistan and Sindh, including Lasbela,

Awaran, Kharan, Washuk, Lakki Marwat, Kalat, Dera Ismail Khan and Kashmore.

- ▶ PPL provides free-of-cost gas and water supplies to over 65000 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. 315 million and Rs. 150 million, respectively.
- ▶ A new water supply system for Sui town is completed in partnership with GoB to address line losses and pilferages on the existing PPL water supply line. PPL has contributed Rs. 135 million to construct trunk lines, overhead and storage tanks and pump houses and provided pumping machinery with independent electrification system.
- ▶ To provide free-of-cost potable water to over 3000 residents of Ghaibi Dero town and its surrounding villages near Mazarani Gas Field, PPL runs a water supply scheme using a bowser facility since 2010 at an annual cost of about Rs. 4 million.
- ▶ Reconstruction and widening for dual traffic flow of 2.1 km Shahdadpur bypass road is in progress near PPL Hala and Gambat South blocks in Sindh at a cost of Rs. 53 million.
- ▶ Bidding process for construction of 15 km new road in the rural areas of District Kashmore near Kandhkot Gas Field has been initiated.





## 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 12 consecutive years from 2004 to 2015 as one of the largest corporate giver in terms of volume of donations.
- ▶ The company organized two mega football tournaments in Balochistan titled 'PPL Balochistan Football Cup 2016' and 'PPL Balochistan Football Cup 2017', the latter being the largest-ever sponsored football tournament in the country. The purpose was to engage local youth of Balochistan in healthy recreation and provide them an opportunity to demonstrate their talent.
- ▶ The company also conducted impact analysis of its CSR projects in three producing fields — Adhi, Kandhkot and Sui,
- ▶ 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 2016-March 2017 (Rs. in millions)
TCF for Golf Tournament 2016	0.200
The Institute of Chartered Accountants of Pakistan for Women's Day celebration	0.150
PSTD for Women in Business and Leadership Conference 2016	0.100
PSTD for 4 <sup>th</sup> National HSE and Sustainable Development Summit	0.350
MOSEQAAR through The Medica Foundation for fundraising musical night	0.030

# 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.**

- ▶ PPL believes in carrying out its business with integrity and honesty, adhering to the principles of good corporate governance and best practices. The company's Code of Conduct, approved by the Board of Directors, provide guideline to employees for planning, managing and executing work. The Code is available to all employees through the company's portal and website. Besides, periodic reinforcement is done through notice boards, brochures and on-screen pop-ups on employees' desktops/ laptops.
- ▶ All incoming employees and trainees sign and submit an undertaking to ensure clear understanding and acceptance and uphold the company's Code of Conduct. More recently, employees' acceptance and adherence to the Code of Conduct is further ensured through online undertaking at the time of filling-in the performance appraisals as a mandatory step towards form submission.
- ▶ 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 raising sessions for staff were organized on PAHWW Act 2010 and PPL's harassment policy. Since January 2016, a fresh series of awareness sessions were held which continued in 2017 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 biennially 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

#### Quality, 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.
- ▶ Annual QHSE targets are set and implemented within all business segments/ assets. Monitoring of environmental key performance parameters (KPIs) is embedded in the standardized, regular QHSE reporting framework. Corporate environmental guidelines / procedures, management tools and reporting have enabled the company to improve environmental performance. Besides, QHSE Monthly Performance Report structure has been significantly upgraded to add on KPIs, improvise data gathering structure and facilitate analysis and inferring useful results for continual improvement.
- ▶ 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 all seismic and drilling operations, especially in environmentally sensitive areas, through reputed specialized consultants to ensure compliance with environment management plan that includes recommended methodologies, legal requirements and company's HSE standards to address environmental issues while meeting stakeholders' expectations. Moreover, QHSE monitoring through in-house experts as well as independent consultants has been strengthened to confirm compliance at site in line with the agreed terms of reference (see figure 1). The results are duly shared with project owner departments for timely intervention/ input on HSE concerns.
- ▶ 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. Also, monitoring of vehicular emissions against parameters such as smoke, CO and Noise (dBA) was conducted. Subsequently, emissions, exceeding NEQS / PEQS parameters, have been identified for root cause analysis and rectification.

#### 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.

# MANAGEMENT SYSTEMS

## HSE Monitoring Services at Sites (since December 2015 to-date)

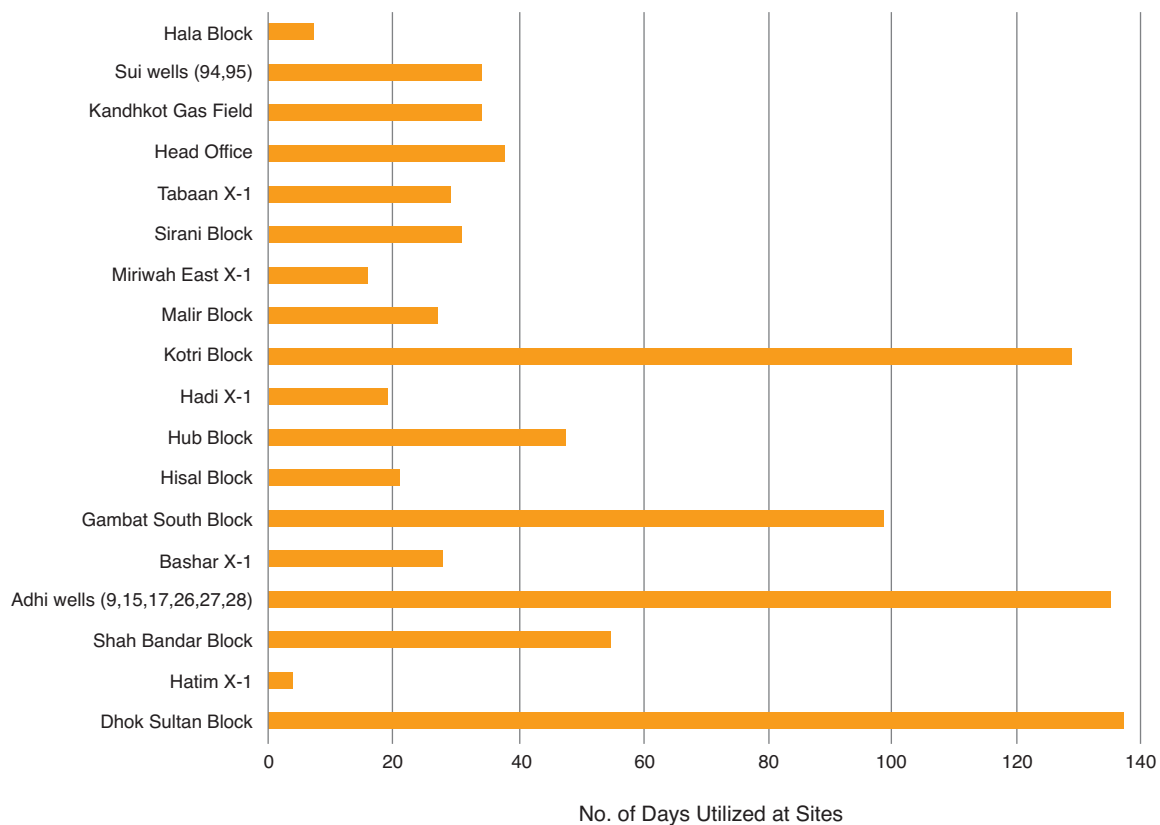


Figure 1: HSE Monitoring at head office, fields and drilling sites



# 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 contractors 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.
- ▶ Comprehensive QHSE guidelines for projects have been developed in line with best international environmental standards and effective risk management planning using the latest environment-friendly technologies.
- ▶ ‘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 benchmark in conserving electricity, gas, fuel and water as well as waste generation, especially at field locations. An overview of energy consumption at various PPL fields is provided in figure 2.

#### Energy Consumption

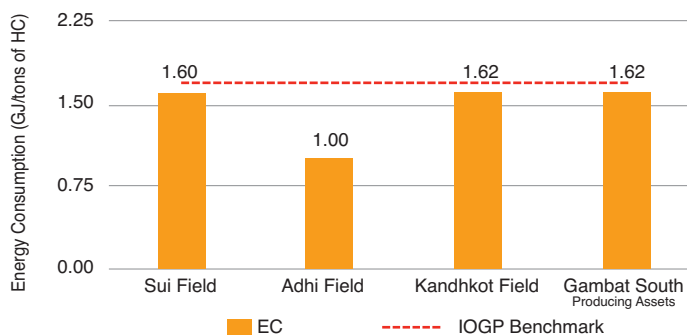


Figure 2: Energy consumption at PPL fields

- ▶ 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 as well as 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 in partnership with Forest Department. More recently, seed broadcast over 250 acres of riverine forest was completed as part of fresh plantation project. .

## 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 all new projects and expansion activities as well as several existing projects, replacing conventional lights. 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. In order to enhance staff competency, trainings and refresher courses on advanced (2015) version of ISO standards have been conducted during 2016.
- ▶ 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.
- ▶ The pool of ISO certified departments, fields and facilities has expanded as per annual plan while sustaining those which are already certified. As a result, 12 fields and facilities, including Adhi, Kandhkot and Hala/ Gambat South /Mazarani assets, Sui Production, Sui Field Gas Compressor Station, Sui Field Hospital, Sui Field Utility and Drilling and Well Engineering, QHSE, Projects, Exploration and Construction departments have been certified for ISO 14001 and OHSAS 18001 as well as ISO 9001. While Sui Purification Plant is ISO 9001 & OHSAS 18001 certified. Moreover, Sui Asset (Head Office), Medical Services and Production Technology are certified for ISO 9001.
- ▶ 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 has been reviewed to include technological advancements and end user feedback for adopting more effective and environmentally safe processes. The procedure has been issued with emphasis on existing waste disposal measures. Moreover, to ensure effective implementation of waste management procedure at contractors' end, PPL staff visits contractors' waste disposal sites to verify the adequacy of disposal protocols as part of its commitment in ensuring environmental sustainability.
- ▶ 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 with focus on observing levels of CO, H<sub>2</sub>S, NO<sub>x</sub>, particulate matter, SO<sub>x</sub>, O<sub>3</sub>, CO<sub>2</sub> which were found to be within the given limits of PEQS.

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 and fauna from its detrimental effects.

- ▶ Metal analysis of stack emissions is introduced at SGF as a proactive voluntary measure for assessing potential environmental impact. Set parameters for various metals, including lead, mercury, cadmium, arsenic, copper, antimony and zinc, were found to be below detectable limits. Similar analysis will be extended to other company-operated fields.
- ▶ 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 the international forum in UK. The technology saves significant amount of carbon dioxide emission as compared to effluent deep disposal well, hence qualifies for UN's Clean Development Mechanism to generate saleable carbon credits. The technology is being replicated at Adhi Field.



# 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.





## **Pakistan Petroleum Limited**

4<sup>th</sup> Floor, PIDC House  
Dr. Ziauddin Ahmed Road  
P. O. Box 3942, Karachi-75530  
UAN: +92-21-111-568-568  
Tel. Nos: +92-21-35651480-89  
Fax Nos: +92-21-35680005 & 35682125  
Email: [info@ppl.com.pk](mailto:info@ppl.com.pk)  
Website: [www.ppl.com.pk](http://www.ppl.com.pk)