



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Darpan

SUSTAINABILITY REPORT 19-20

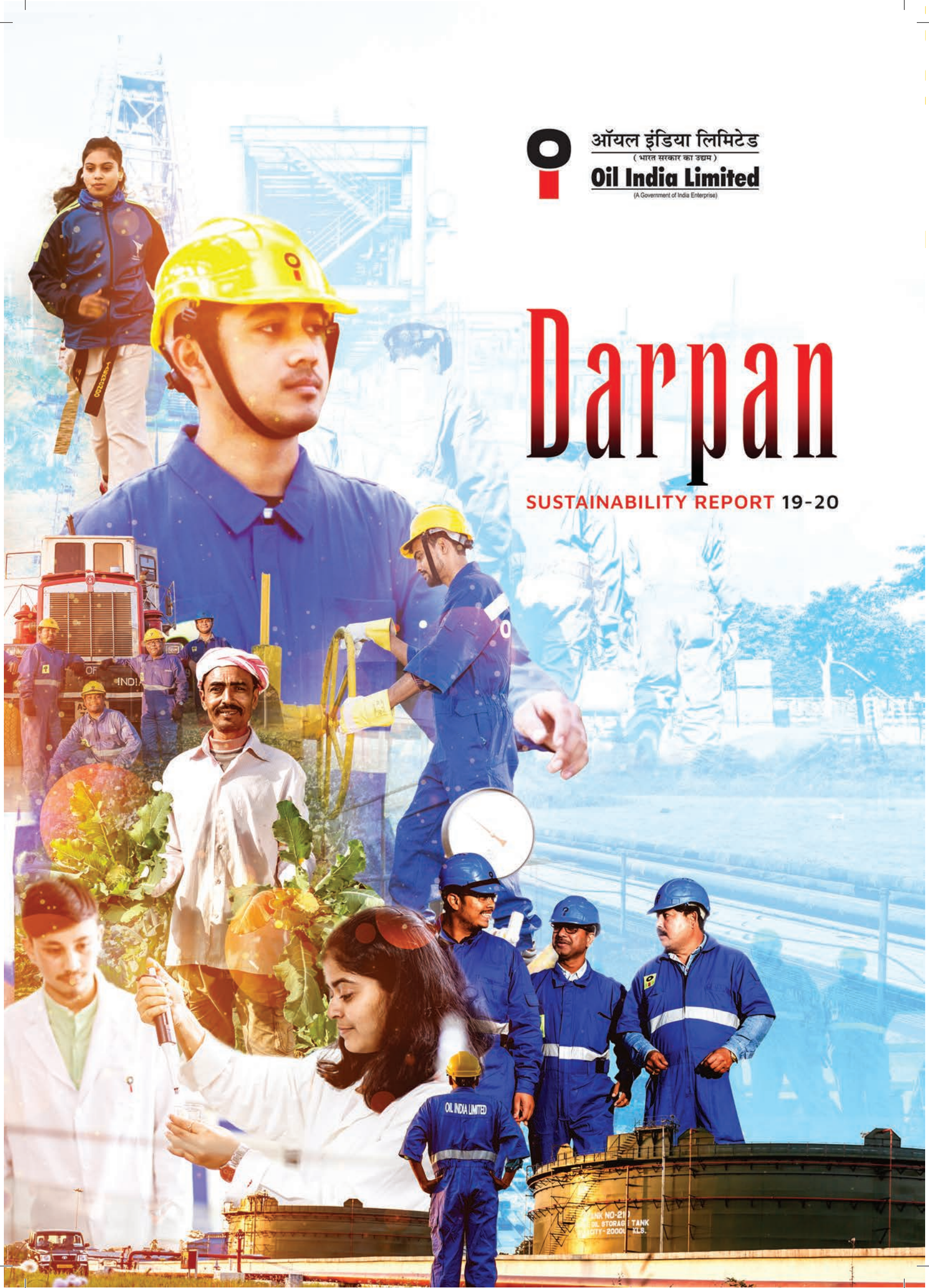




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About the report

Oil India Limited has been disclosing its sustainability performance since 2012 through annual sustainability reports. We focus on our performance across the economic, social and environmental aspects of our businesses, highlighting our approach to embedding sustainability within the organization. We take immense pride in sharing our successes and learnings with our stakeholders, many of whom have participated devotedly in driving the sustainability initiatives.

We report in accordance with the Global Reporting Initiative Standards (GRI): Core option. The report focuses on key material environmental, economic and social topics highlighted through OIL's stakeholders' materiality assessment process.

Reporting Year

This is OIL's 7th sustainability report, showcasing the environmental, economic, and social performance for the financial year 2019-20.

Reporting Cycle

The reporting cycle is aligned with the financial disclosure cycle that is 01st April 2019 to 31st March 2020. The electronic version of the report can be found on our dedicated website for reporting on sustainability. Please visit for more details: www.oil-india.com

Reporting Boundary of OIL

The reporting boundary includes OIL's India operations spanning over different spheres of the company around India. Since there has been no change in the reporting boundaries or the nature of the business in the given financial year, there are no restatements of information as well.



LEADERSHIP SPEAKS

*We envision to become
the fastest-growing energy
company with a global
presence providing value to
stakeholders*



Sushil Chandra Mishra
Chairman &
Managing Director

Messages

From CMD's Desk

Dear Stakeholders,

Our shared experience in recent months combating the COVID-19 pandemic has been remarkable. We are inspired by the selflessness of our people to provide business continuity and bring energy to all possible areas of our reach. Moreover, the commitment of communities, individuals and other institutions to play their part in fighting this global crisis can't be unparalleled.

While we make our contributions to manage the impact of the pandemic on our business and society, I appreciate the effort the OIL team has been making to deliver this impactful seventh Sustainability Report of OIL for the year 2019-20. Last February, we have marked our 61st year of heralding an era full of energy and it is of utmost importance that we convey our journey of creating a positive impact on society and the environment to the public. OIL's Sustainability Report is a compendium of our journey and our efforts to create value for the stakeholders in our value chain. OIL's seventh Sustainability Report, as previously is in accordance with the Global Reporting Initiative (GRI) Standards 'core' reporting requirements. This report provides a transparent overview of our environmental, social and economic performance as defined by the GRI.

Growing responsibly- The OIL way.

As a leading and pioneer public sector enterprise in the Oil and Gas sector in India, we recognize our role in providing sustainable solutions to our people. Major developments in this financial year have had a pivotal impact on the current and future business aspects of OIL.

To stay ahead of the performance curve and to actualize our vision to become a leader in the sector, OIL has been successfully participated in the Open Acreage Licensing Policy (OALP) bid rounds II and III with the award of 12 blocks with an area of 34,230 sq. Km. OIL has become the first Operator to commence its first bid exploration activities as per the Committed Work Programme (CWP) in OALP Blocks and has completed seismic CWP in two of the blocks.

In addition to our domestic portfolio expansion, OIL has attained the final investment decision in the Mozambique LNG project overseas. This will

facilitate the commencement and completion of the project swiftly. The block located in the deep-water Rovuma Basin offshore Mozambique is one of the largest gas discoveries in offshore East Africa with estimated recoverable resources of approximately 75 trillion cubic feet. Along with these two projects, we are demonstrating our goal of becoming a leader in the sector via expanding our global presence.

Unlike any other year, this year, we have witnessed and been part of a few unfortunate events that were beyond the control of our management and our people which have significantly impacted the way we operate. The socio-political unrest during the reporting year in our operational geographies has affected the oil and gas production and other related operations. The impact of the COVID-19 pandemic has led to wide-spread demand destruction, following the downward spiral of the crude prices, which is of enormous concern for all the Indian O&G sector, including OIL. Considering the nature of the impact on our business and the economy, we are preparing for long-term recovery. In addition to this ongoing pandemic, we are saddened by the blow-out in one of the gas wells in the prolific Baghjan oil fields in May 2020. We are indebted to the constant assistance received from all stakeholders who were directly and indirectly involved throughout the situation. I would like to acknowledge the support provided by the team from M/s Alert, CMT personnel from ONGCL, Indian Army, Indian Air Force, Tinsukia District Administration, Assam Police, NDRF, SDRF and all Oilindians, who were involved throughout the control operations.

Among the many challenges heightened by the turbulent time we are trying to navigate, I am proud to mention that OIL's agility and resilience has garnered sound financials during the reporting year. During FY 2019, OIL recorded gross revenue of INR 13,649 crore and INR 2,584 crore Profit After Tax (PAT). In addition to that, our continuous sound performance has enabled us in receiving 'Nil Comments' on its accounts from the Comptroller & Auditor General of India for eighteen consecutive years.

Transforming communities

Meeting our people's expectations and interests involves playing a positive role in communities where we operate and society at large. We continue to work towards that through our impactful OIL's Corporate Responsibility (CSR) initiatives. OIL's CSR initiatives strive to achieve social equity and sustainable development for all the communities we engage with. During FY 2019, OIL spent INR 125.41 crore on CSR initiatives taken up in the identified thrust areas to improve societal well-being. OIL's work in the identified thrust areas is a direct representation of our commitment towards bettering societal aspects that we strongly believe in.

Responding to a changing climate

At OIL, we believe in taking collective action while focusing on environmental-friendly and sustainable business practices as a response to the changing climate and possibly be at the forefront of climate action in the coming years.

Globally, 2019 was the year of 'climate emergency' declarations. As a leading public-sector enterprise in the Oil and Gas sector, we are cognizant of our responsibilities to reduce our footprint on the environment during the carbon-intensive nature of our operations. As an extension of this, we have conducted various energy conservation initiatives including the introduction of alternative energy sources and the installation of smart LED lighting at selected operational sites, organizing of emission checking drive of petroleum consuming equipment etc.

In FY 2019, OIL has successfully invested in 174.10 MW wind energy and 14.0 MW solar energy projects which have generated INR 138 crore revenue from renewable energy projects. Going forward, we will continue to pursue such projects to enhance our renewable energy portfolio and contribute significantly to our nation's energy mix.

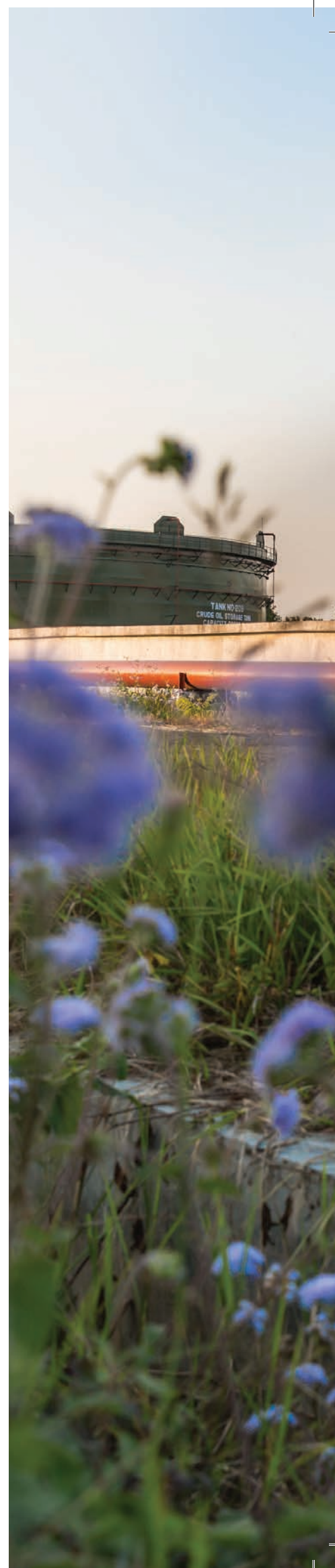
Technological advancements for the future

We believe that with operational excellence we can build a sustainable and resilient business. To achieve that, OIL leverages and support tech-enabled solutions and innovations throughout various initiatives. One of which is OIL's start-up initiatives where OIL provides monetary support to creative entrepreneurs to develop solutions to the challenges faced by the oil and gas upstream sector. During this reporting year, OIL has earmarked a Start-up Development Corpus of INR 50 crore.

In addition to that, we have drastically invested in technological up-gradation and procurement of state-of-the-art equipment to assist our team in developing effective research-based solutions for our day-to-day operations.

Better workplace better efficiency

Health and Safety at OIL are of utmost importance to us. Hence, OIL has made huge strides in recent years to better protect those who serve it. It is an important aspect that we focus on to excel. We have improved health and safety facilities and systems we operate by aligning the regulatory requirement of the Oil Industry Safety Directorate (OISD) and the Directorate General of Mines Safety (DGMS) guidelines/regulations. Being said, our excellence in this aspect has enabled us to achieve the QHSE certificate by DNV GL: a leading global provider of accredited management systems certification. During this year, we have achieved



the lowest ever Lost Time Injury Rate Frequency (LTIFR) rate i.e. 0.156 against the internal target of 0.38.

Our people are the outward face of OIL and they are OIL's greatest assets in achieving operational excellence. That's is exactly why our team is committed to sourcing the best talents in the industry. With the strategic planning of our Learning and Development (L&D) team, we have conducted numerous customized statutory and soft skills training for all employees across all strata of positions. Because we believe that our investment in the professional development of our people will not just enable them to excel at work, they do but enables them to be competent in a rapidly changing world.

Envisioning a sustainable future

Our vision to fuel a sustainable future is powered by the never-ending spirit of our people, strengthened by our strong governance frameworks and our deep commitments towards society. This year's Sustainability Report is carefully crafted by OIL's team by taking into consideration that all aspects of our work is been covered.

We are deeply conscious of the way our operations impact the environment and society. With growing expectations from us to become more sustainable for the generations to come, we are mindfully designing and implementing sustainable practices to achieve operational excellence.

Over the years, we have become a company- that is inclusive and safe for its people, a company that believes in the sustainable development of our communities and a company that challenges itself to become the leader in sustainable growth. This would have been not possible without our valued stakeholders.

At this moment, I would like to express my gratitude to all frontline workers who have been at the forefront of the fight against the COVID-19 pandemic, our value stakeholders for their support in furthering our vision of becoming the fastest growing energy company.

Sushil Chandra Mishra

CMD (Chairman and Managing Director)





Shri. Biswajit Roy
Director
(Human Resources &
Business Development)

Director (Human Resources & Business Development)

We are currently navigating through a turbulent time. Without the 6,680 people joining hands to come together to ease our business continuity, it would have been not possible to achieve our mission. We have built a workforce that represents what OIL believes in and we have invested in culturing a diverse set of minds from all over the nation while providing opportunities to the youth in the communities we operate.

OIL's Sustainability Report is our story of the impact that we have on our people, communities we work with, and the environment. Over these years, we have engaged with local communities through OIL's impactful CSR initiatives and addressed their needs. An Impact Evaluation study of OIL's CSR projects has been carried out to understand the value we created over these years through our CSR initiatives. From 2013 until 2018, we have dedicated over INR 500 crore to OIL's CSR interventions because, as a company, we believe in growing together and emerge stronger to build a resilient nation.

At OIL, we work with communities that have no or little access to healthcare or healthcare facilities. We intend to work towards a future where no-one grapples with inaccessibility to proper healthcare facilities. OIL's CSR initiatives such as Sparsh and Aarogya bridges the gap between healthcare and communities in remote locations of India with poor healthcare facilities. While I present OIL's efforts towards continually promoting sustainable and responsible business practices, I am glad to let our stakeholders know about this year's OIL's business development progress.

I am excited to announce that OIL has performed exemplary in providing learning and development opportunities for our people this year. I am proud that we are constantly evolving and improving at all phases of the talent management cycle to continually upgrade our people management practices.





Pankaj Kumar Goswami
Director
(Operations)

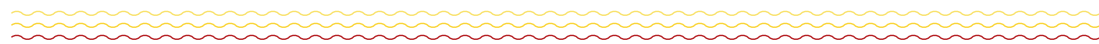
Director (Operations)

Managing the company in a sustainable manner means providing a continuous focus on the efficiency of its operations, taking care to reduce its impacts on our environment and society over time. Given the nature of OIL's business, we are consistent in taking up initiatives that have a positive impact on our environment and the communities we work with.

As an Integrated and diversified oil and gas player in the country, our footprint is prominent, and it is imperative that we strategically reduce our negative impact. To assess OIL's impacts on the environment, we duly conduct environmental audits across our operational sites. In addition to timely audits and observations, OIL adheres to all the regulations and guidelines related to the operation and is compliant with all necessary environmental regulations set out by the Ministry of Environment, Forest and Climate Change (MoEF) and the Pollution Control Board.

At OIL, every day, our team is striving to invest their time and energy to make sure our business practices and systems help us become more sustainable in nature. We have placed the necessary systems and practices to become energy-efficient while doing business operations to further reduce our carbon and GHG footprints. Energy conservation and efficiency are at the forefront of our priority. As a part of that, we have conducted initiatives to bring this mainstream to this matter.

I am sure that this report will provide the readers with an opportunity to understand more about our responsible initiatives.





Dr P. Chandrasekharan
Director
(Exploration & Development)

Director (Exploration & Development)

Over the past years, OIL has established its leadership in the energy sector specifically in the north-eastern part of our country. This year we have ventured new horizons to intensify exploration in Indian sedimentary basins and increased domestic oil and gas production to enhance the Government of India's vision of self-reliance in energy. While we progress tremendously in that aspect, we are cognizant of the fact of our responsibility towards the environment and society cannot be taken lightly and we heed the growing call to action of sustainability.

As an extension to our business development initiatives, this year, OIL has deployed a dedicated team of geologists, geophysicists and other experts to play a leading role in the search of oil and gas while utilizing upgraded technologies and following a multidisciplinary approach. With that, in FY 2019-20, a total of six exploratory/ appraisal/ extension wells were drilled. To minimize our impact, the exploration basin remains committed and has exercised stringent energy conservation measures.

As we ramp-up our existing businesses, we continue to uphold OIL's valuable stakeholders' efforts in helping us achieve our milestones. I appreciate their unstinted support in making our vision possible.





Harish Madhav
Director
(Finance)

Director (Finance)

OIL's vision of providing value to our stakeholders while becoming the leader in the energy sector requires incessant efforts. We believe that we can make it possible by creating our business practices transparent and trustworthy while focusing on strengthening our alliance with our stakeholders. OIL's sustainability report is one such way we interact with our valued stakeholders. We believe that it is our responsibility to maintain constant engagement with our key stakeholders and update on our progress and contends on our company's sustainable growth.

This financial year has been eventful for us. OIL has earned a total revenue of INR 13,648.71 crore as against INR 15,170 crore in the previous year 2018-19 and invested significantly in renewable energy products. Besides, We believe in a future fuelled by young minds. OIL continuously support young start-ups to nurture and boost home-grown innovation and entrepreneurship in north-eastern India. In the long -term, advancing Exploration & Production of Oil and Gas sector will contribute to building a nation that is self-reliant in energy production. It is exactly why OIL has reserved a start-up development corpus of INR 50 crore for creating a start-up eco-system in the country.

As we go ahead into the next year while facing major challenges such as the COVID-19 pandemic, I am looking forward to enhancing the way we perform sustainably while initiating exciting projects.





FUELING AN ERA FULL OF ENERGY



Oil India Highlights

Oil India Limited (OIL), a leading Navratna Public Sector Undertaking is a fully integrated Exploration & Production (E&P) company in the upstream sector and is the second-largest national oil and gas company of India as measured by total proved plus probable oil and natural gas reserves and production in India.

It has vast experience in reservoir management and expertise in IOR/EOR operations. OIL also provides various E&P related services to make it a fully integrated E&P company. Besides having a pan-India presence OIL has participating interests in blocks in over nine countries overseas viz Libya Gabon, Nigeria, Yemen, Venezuela, USA, Mozambique, Russia and Bangladesh

The company also has a stake in Numaligarh Refinery Limited and Brahmaputra Cracker and Polymer Limited. This completes Oil India's presence in the entire hydrocarbon value chain. OIL completed sixty years since its establishment in 1939 which saw its crude oil production rise from 0.215 MMT to 3.323 MMT while natural gas production increased from 43.60 MMSCM to 2865 MMSCM.

OIL aims to be the fastest-growing energy company with a global presence providing value to stakeholders. OIL has been conquering newer horizons with overseas E&P assets and forays into renewable energy - total Installed capacity of 188 MW (comprising Wind and Solar Energy Products).

OIL bears moral and corporate responsibility to contribute its best for strengthening the country's energy security and hence the organization has its primary objective to continuously endeavour for accretion of reserves and maintenance of production level

Business Portfolio

OIL is engaged in the business of exploration, development and production of crude oil, production of natural gas, production of LPG and transportation of crude oil. The areas of operations are based on the relevance to the business and have proven production and accumulation of hydrocarbons. The company is also involved in the generation of renewable energy through its solar and wind installations in India.

Production

Crude Oil

Crude oil is produced in the north-east and injected at four different locations viz. Duliajan, Fetengbor (with receipt from Tengakhat), Moran & Jorhat which is being transported and supplied to four different refineries, viz. Digboi, Numaligarh, Guwahati and Bongaigaon. During the year 2019-20, crude oil production was 3.133 MMT (inclusive of the company's share of 0.013 MMT from Kharsang IV and 0.013 MMT from Dirok IV) as against the production of 3.323 MMT in the previous year. The crude oil sale was 3.055 MMT as compared to 3.233 MMT in the previous year.

Natural Gas

During the year 2019-20, natural gas production was 2,801 MMSCM (inclusive of 133 MMSCM as Company's share from Dirok IV) as against the production of 2865 MMSCM in the previous year. The sale of natural gas was 2,403 MMSCM against 2,508 MMSCM in the previous year.

Liquefied Petroleum Gas (LPG)

During the year 2019 - 20, LPG production was 28,990 metric tons against 33,730 metric tons in the year 2018-19. The sale of LPG was

28,962.68 metric tons against 33,693.84 metric tons in the previous financial year.

Pipeline Operations

The company owns and operates a state-of-the-art cross-country crude oil trunk pipeline with a pipeline network of 1243 km. The trunk pipeline runs through three states viz. Assam, West Bengal and Bihar traversing hostile terrain, dense forests and cutting across 78 rivers including the mighty river the Brahmaputra. It transports crude oil of OIL & ONGC produced from oil fields in upper Assam to the Refineries in Assam – Digboi, Numaligarh, Guwahati & Bongaigaon.

During the year 2019-20, crude oil pipeline transported 5.72 MMT of crude oil with a pipeline utilization of 63.9%. The Naharkatia - Bongaigaon sector transported 3.04 MMT of crude oil for the company and 0.98 MMT of crude oil for ONGC. The Barauni - Bongaigaon sector transported 1.70 MMT of imported crude oil for Bongaigaon Refinery.

The Company also transported 1.33 MMT of petroleum products through the Numaligarh-Siliguri Product Pipeline. The total revenue earned from the transportation business was INR 327.50 crore in the financial year 2019-20 against INR 365.34 crore in the year 2018-19.

Renewable Energy

The Company has renewable energy facilities

of 188.10 MW (excluding projects for captive utilization) as of 31st March 2020. This comprises of 174.10 MW of wind energy projects and 14 MW of solar energy projects. In addition, solar plants of 0.779 MW are being used for captive utilization of electrical energy.


OIL has generated revenue of INR 138 crore from renewable energy projects (wind as well as solar plants) during 2019-20. The electricity generated from wind and solar plants during 2019-20 is summarized below:

Exploration

OIL strategizes to consolidate its position as the leading operator in the north-east and carry out exploration in Category II & III basins in line with the Government of India's vision to intensify exploration in Indian sedimentary basins and increase domestic oil and gas production. OIL has been awarded 12 blocks under OALP round – II & III.

OIL is the first operator to commence exploration activities in OALP blocks in the country by starting 2D & 3D seismic acquisition in OALP blocks in Rajasthan. OIL has also initiated a seismic campaign in OALP blocks located in Northeast. OIL drilled 11 (eleven) exploratory wells in the PML areas in Assam and Rajasthan.

| SI No. | Plant Name | Location | Unit generated in Million Units in 2019-20 |
|--------|--------------------------|----------------------------|--|
| 1 | 5 MW Solar Power Plant | Jaisalmer, Rajasthan | 8.77 |
| 2 | 9 MW Solar Power Plant | Jaisalmer, Rajasthan | 15.90 |
| 3 | 13.6 MW Wind Power Plant | Ludurva, Rajasthan | 18.23 |
| 4 | 54 MW Wind Power Plant | Dagri, Rajasthan | 45.32 |
| 5 | 38 MW Wind Power Plant | Chandigarh, Madhya Pradesh | 71.19 |
| 6 | 16 MW Wind Power Plant | Patan, Gujarat | 33.52 |
| 7 | 27.3 MW Wind Power Plant | Kotiya, Gujarat | 69.47 |
| 8 | 25.2 MW Wind Power Plant | Unchawas, Madhya Pradesh | 54.08 |



During the year, OIL made 1 (one) gas discovery in an HPHT well in KG basin. During the year, OIL has achieved a Reserve Replacement Ratio (RRR) of 1.15.

Start-ups Initiatives

OIL has reserved a start-up development corpus of Rs 50 crore for creating an eco-system to develop entrepreneurs to provide possible solutions to the numerous challenges faced by the oil and gas upstream sector. The fund is created to nurture and develop innovation and entrepreneurship in North-Eastern India with the focus areas of Exploration & Production of Oil and Gas. In this regard, OIL had signed MOUS with IIT Guwahati and Guwahati University to nurture and incubate Start-ups for the Company.

During FY 2019-20, OIL has approved one proposal for the start-up of INR 291.41 lakh. The startup focuses on developing robotic cleaning operational solutions for oil tanks (Crude Oil and Refined products tanks). It aims to eliminate the physical risks associated with manual tank clean up and also reduce the downtime of the tank cleaning process, due to mechanized operation. Tank atmosphere being slippery, dark and toxic, robotic cleaning in comparison to manual cleaning will be safe and shall reduce the high risks of accidents.

Our Footprint

Subsidiaries

Oil India Sweden AB

Oil India Sweden AB is a wholly-owned subsidiary of OIL. The company was incorporated on the 20th November 2009 as a private limited company (AB). Presently the Company holds shareholding in IndOil BV, Netherlands the other held by IOCL. In turn, IndOil holds the 3.5%PI in the Venezuela n Asset namely Petro Carabobo

Oil India Cyprus Ltd.

Oil India Cyprus Ltd. was incorporated in Cyprus on 21st October 2011 as a private limited liability company under the Cyprus Companies Law, the company holds 76% of the share capital of OIL. The balance 24% is held by Oil India Sweden AB.

Oil India (USA) Inc.

Oil India (USA) Inc. is a wholly-owned subsidiary of OIL incorporated on 26th September 2012 in Texas, USA. It holds a stake in a Niobrara Shale Oil and Gas Asset in the USA.

Oil India International B. V (OIIBV)

Oil India International B.V, a wholly-owned subsidiary of the Company was incorporated in the Netherlands on 2nd May 2014. It holds a stake in World Ace Investments Limited which holds 100% in Stimul. As an operating Company, Stimul T holds 100% in License-6 1 in Russia.

Oil India International Pte. Ltd. (OIIL PL)

Oil India International Pte_ Ltd. is a Wholly owned subsidiary of the Company. The Company was incorporated in Singapore on 6th May 2016 as a private company limited by shares. The Company holds 33% stake each in Vankor India Pte. Ltd (VIPL) and Taas India Pte. which in turn hold 23.9% and 29.9% in JSC Vankorneft and LLC TYNGD respectively.

Oil India International Limited (OIIL)

OIL a wholly-owned subsidiary of the Company was incorporated on 20th September 2013. The purpose of the company is to act as an overseas investment arm of OIL. Since none of its objects associated with formation could be achieved, it has been decided to wind up the company through voluntary liquidation. 'Liquidator' has been appointed for voluntary Liquidation of the Company. The Liquidation process is currently going on.

Joint Ventures

- Beas Rovuma Energy Mozambique Limited (40%)
- Suntera Nigeria 205 Limited (25%)
- DNP Limited (23%)

Associates

- Numaligarh Refinery Limited (26%)
- BCP Limited (10.11%)

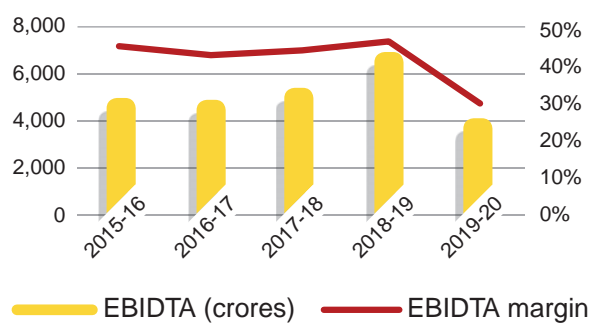
Awards and Recognition

- Golden Peacock Award for Excellence in Corporate Governance for various path-breaking initiatives undertaken by the Company towards achieving excellence in Corporate Governance by Institute of Directors India.
- Fame Safety Excellence Award 2019 in Platinum category towards Safety Excellence during National Conference on Environment, Sustainability Safety-2019 and National Award Ceremony-2019.
- The Best PSU award" by CSR Times for the Company's CSR initiatives in the area of Healthcare, Education and Skill Development at the National CSR Summit and CSR times award 2019.
- Best Practices in CSR award for CSR Project Aarogya in the category of maternal health and childcare at the 6th International Conference on CSR and best practices in CSR awards organized by the centre for corporate social responsibility

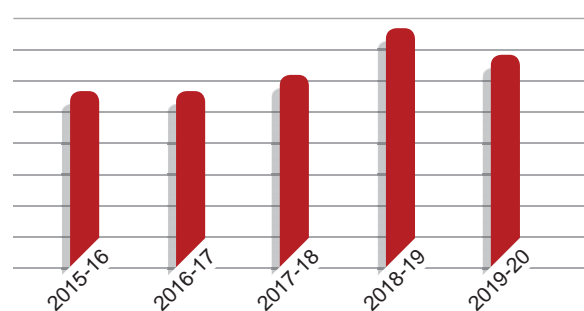


Performance Highlights

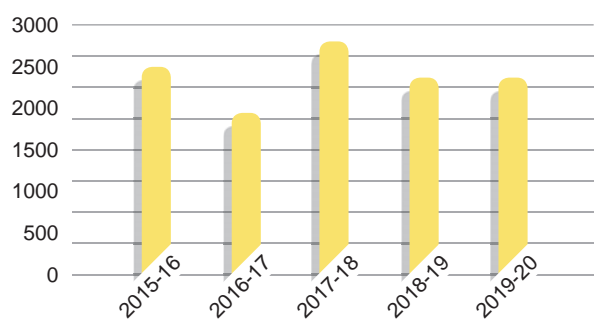
EBIDTA



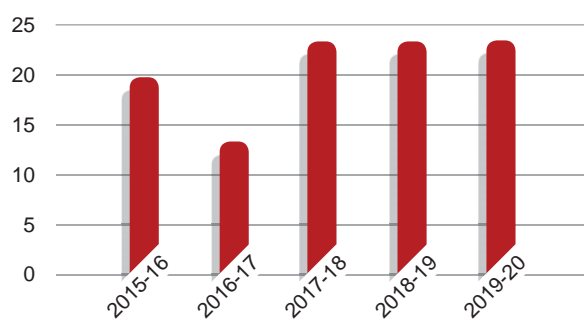
REVENUE (in crores)



PROFIT AFTER TAX (PAT)



EPS



BETTER GOVERNANCE FOR A BETTER FUTURE



Governance and Risk Management

Over the years, OIL has received several awards for good governance practices. In FY 2019-20 OIL received the Golden Peacock award 2019 for excellence in corporate governance. OIL has remained committed to being accountable, transparent, effective and responsible towards its stakeholders. The strength of the board is five functional directors which include Chairman & Managing Director, two nominee directors and seven independent directors (As of 31 December 2019)

The committees appointed by the Board focus on specific areas where they can make informed decisions and make recommendations to the board on the matters in their areas.

Committees of the Board

In order to make informed decisions in the best interest of OIL, the Board has constituted various committees. As per SEBI's listing obligations and disclosure requirements, various sub-committees are formed to support the smooth functioning of the Board. The Board Committees focus on specific areas and make informed decisions within the authority delegated. Majority of the members of the Committees are Executive Directors or Non- Executive Directors. These committees are formed in line with the requirements of the organization include

Audit Committee

The committee is a key operating committee of the Board with the charge of supervising financial reports and disclosures. The roles

and power of the audit committee are specified by Board which are aligned with Company's Act 2013. The Director (Finance) and Director (Operations) are permanent invitees to Audit Committee meetings. Legal and Internal auditors also attend the meeting to clarify the concerns and questions of the audit committee.

Nomination & Remuneration Committee

The committee reviews and approves pay and allowances payable to Board level and below Board level executives within the framework of DPE Guidelines.

Stakeholders & Relationship Committee

OIL has formulated a Committee that administers the performance of the Registrar and Shares Transfer Agents and proposes measures for the improvement in the quality of investor services. The committee also looks after redressing the grievance of security holders of the Company including the transfer of security, non-receipt of a balance sheet, non-receipt of dividend etc.

Corporate social responsibility (CSR) and sustainable development (SD) Committee

The committee formulates policies and recommends a budget for the CSR activities to be undertaken by the organization. The committee also ensures compliance with the

regulatory provisions of the law relating to CSR activities. CSR and SD Committee comprises of 5 Directors, 3 Independent Directors and 1 Government Nominee Director.

Risk Management Committee (RMC)

The board reviews risk management plans and recommend risk assessment and management report. The Board is primarily responsible for the risk management of the company as per the Company's Act, 2013, Revised Clause 49 of the Listing Agreement and Section 134 & 177. Risk Management Committee is being formed to assist the Board'.

Health, safety & environment Committee (HSE)

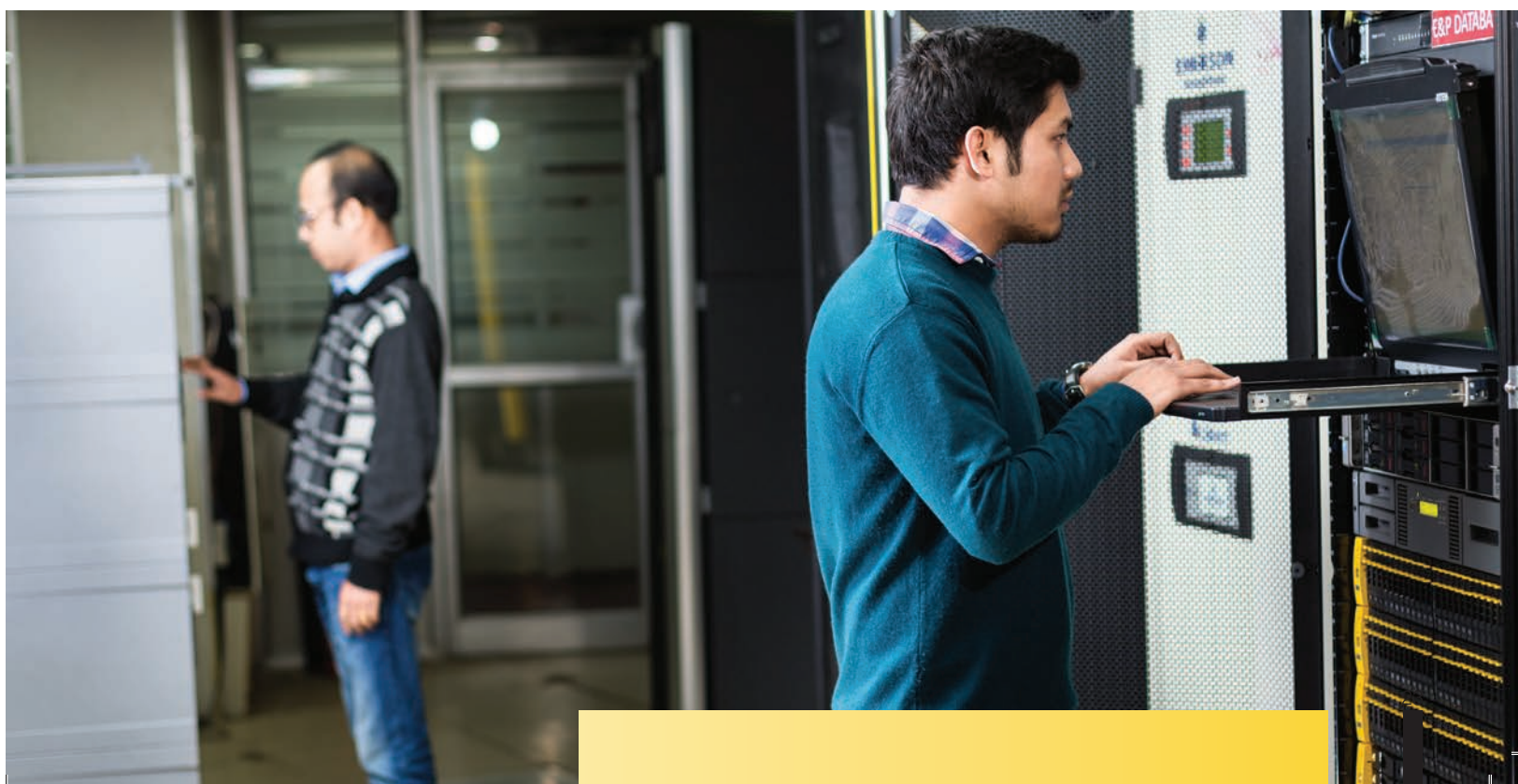
The Health Safety and Environment Committee is formed to help the Board to deal with health, safety and environment issues in the organization and ensures compliance with the regulatory provisions.

Human resource management (HRM) Committee

Human Resource Management Committee considers all issues/areas concerning the human resource planning & management, review of HR Policies & Initiatives and promotions of the employee's one level below directors (Executive Directors). HRM committee consists of a blend of Directors and Independent Directors and considers all issues related to Human Resource Planning & Management, HR Policies & Initiatives and Promotions to the level of E- 91 employee category.

Business Development Committee

The Business Development Committee oversees and explores new areas of business, recommends and approves the proposal for collaborations, joint ventures, acquisitions.





CREATING VALUE FOR STAKEHOLDERS

OIL Stakeholder Engagement & Materiality Assessment

At OIL, we believe that the social responsibility of business is to create value for its stakeholders. That means our efforts are focused on improving our ability to satisfy our stakeholder expectations and interests. These include providing customers with high-quality products and services, offering our people with better working conditions and competitive compensation while enhancing and strengthening our partnerships with regulatory bodies and contributing to the well-being of local communities where we operate.

Stakeholder Engagement and Materiality

We value the idea of continuous engagement with our stakeholders to collectively create trust-based and transparent long-term relationships to integrate their voices into our company's business strategy to improve our overall performance. To actualize this, we evaluate our

stakeholders' concerns and interests throughout the year against several environmental, social and governance aspects of our operations. OIL's materiality assessment and stakeholder engagement provides us with an opportunity to address these interests and concerns efficiently.

Materiality assessment is important to OIL's sustainability outlook because it demonstrates that we have analyzed, understood and prioritized the social and environmental topics that present sources of risk and opportunity for us and our stakeholders; by extension operational excellence. Meaningful stakeholder consultations and engagement processes of OIL helps us in communicating our business performance, gather feedback and concerns of our values stakeholders. Annual General (AGMs), press releases, training, group discussions, surveys, public hearing, social media, supplier meets and grievance redressal mechanisms are a few ways in which we communicate with our stakeholders.



Government and Regulators



Employees



Customers



Business Partners



Vendors/ Contractors



Communities



Non-Governmental Organizations



Media



OIL's Key Stakeholders

OIL conducted an extensive Materiality Assessment in FY 2017. Via the materiality assessment, we have identified universal potential material topics to improve our business performance while considering the expectations and interests of internal

and external stakeholders. Sector-specific guidelines/standards analysis and peer topic benchmarking exercise is conducted to solicit input to define OIL's material topics. Ten key-material topics are selected after stakeholder consultations. The identified topics are provided in the upcoming section.

| Rank | Material Sustainability Topics | GRI Standards | Boundary |
|------|--|----------------------------|---------------------|
| 1 | Business Integrity and Anti-corruption | GRI 205, 206 | Internal |
| 2 | Asset Security and Safety | OGSS 13 | Internal / External |
| 3 | Occupational Health and Safety | GRI 403 | Internal |
| 4 | Waste and Effluent Management | GRI 306 | Internal / External |
| 5 | Renewable Energy | GRI 302, OG 2, OG 3, OG 14 | Internal |
| 6 | Energy Security | NA | Internal/External |
| 7 | Data and Cyber Security | GRI 418 | Internal |
| 8 | Climate Change and Air Emissions | GRI 305 | Internal / External |
| 9 | Water Management | GRI 303 | Internal |
| 10 | Transparency | GRI 205, 206 | Internal |





ADAPTING FOR A BETTER FUTURE

Our Environment

Management Approach

OIL aims to be a leader in integrated energy business through sustainable growth, knowledge excellence and exemplary governance practices. Energy, emissions, water and waste were identified as the major focus areas. OIL strives to manage its impact on the environmental performance by adhering to regulatory compliances, emission control, water and waste management and protecting the biodiversity around its areas of operation.

Since the onset of the journey in the energy business right from incorporation to expansion, the company has acted on their conviction that energy empowers people and communities and steers the country towards a better future. OIL has become synonymous with energy and strives to build a world-class company that is known for quality products, innovative services, customer centricity, safety norms, employee relations and welfare.

OIL adheres to all the regulations and guidelines related to the operation and is compliant with all requisite environmental regulations set out by Ministry of Environment, Forest and Climate Change (MoEF) and the Pollution Control Board. During the reporting period 2019-20, no sanctions or penalties were imposed against OIL for non-compliance to environmental regulations

Energy Management and Climate Change

- OIL use diesel, crude oil, electricity and natural gas mostly in their business operations as a direct and indirect source of energy.

The company is at the forefront of efficiently utilizing energy in business operations and reduce GHG emissions. Energy conservation is a key focus at our refineries. OIL is consistently working towards developing and implementing strategies for the efficient use of energy in the operations.

- During the reporting period, OIL has taken up extensive programs towards conservation of energy such as:
- Energy audits were carried out, installation of strategic equipment and suggestive corrective measures were undertaken. OIL is committed to reducing its energy consumption footprint using alternative sources and the installation of smart LED lighting. Oil Collecting Stations were installed at many places such as South Bank, Jaipur and Jorajan.
- The changing climate conditions and Global warming requires businesses to keep an account of the emissions by their operations. The tracking and management of GHG emissions in their activities is extremely important to OIL. They are at the forefront of reducing GHG pollution by effectively using electricity in business activities.
- OIL has signed a Memorandum of Understanding (MOU) with Indian Oil Corporation Limited (IOCL) to use CO₂ gas from IOC's Digboi refinery in Enhanced Oil Recovery, effectively sequestering CO₂.
- In the reporting period, 1.5 KW Mobile Solar Gensets were used in S#6 and S#7 Drilling Rigs.
- For the treatment of radioactive waste, OIL

has embarked on a bioremediation initiative in cooperation with TERI. The site was also successfully ecorestored using OIL's in-house developed bioremediation technologies. The completion criteria of lowering crude oil exposure levels to below 100 PPM was met in just two months from the start of treatment.

- OIL had undertaken a Pilot Project on Phytoremediation in partnership with the Institute of Advanced Studies in Science and Technology, Guwahati, in which selected species of plants were planted in an oil-contaminated plot of land measuring 30m X 20m near Jorajan OCS.



Conservation of Energy: CMD alongwith members on the Board of OIL administering Conservation pledge under SAKSHAM 2020

SAKSHAM 2020

As per the directive of Ministry of Petroleum and Natural Gas, Govt. of India, the Petroleum Conservation Research Association (PCRS) in association with Oil India Ltd and other petroleum companies organized an event, "SAKSHAM – 2020" from 16th January to 15th February 2020. This event is a month-long awareness drive with an objective of involving citizen to actively participate in fuel conservation for health and environmental protection and simultaneously help in reducing India's dependency on crude oil. Every year, the event has a different theme, this year the theme for SAKSHAM-2020 was "Indhan Adhik Na Khapayein, Aao Paryavaran Bachayein". In this event, various programmes were held such as Cycle Rally, Quiz competition on Fuel Conservation, Walkathon and Emission checking of vehicles and equipment etc. which were organized in and around Duliajan.

- OIL has organized an emission checking drive of petroleum consuming equipment with the support of the field engineering department, at 13 OIL installations from 5th to 8th February 2020.
- A "Free Emission Testing of Vehicles" was organized at Bihutoli, Duliajan on 9th February 2020 with the aim to provide free emission testing of vehicles to the local public to ensure their vehicles are within the defined emission limits and create awareness on pollution amongst the public.
- Under SAKSHAM 2020, 'Walkathon' and 'Saksham Cycle Day' received an overwhelming response. It was led by the members of Central Industrial Security Force (CISF), Duliajan followed by various participants from nearby schools, employees from the company, sanitation workers and local sports and cultural groups.
- A quiz competition with the theme of "Fuel Conservation" was organized at Kendriya Vidyalaya, Duliajan where almost 150 students participated.

A few short-term and long-term initiatives were also taken during the reporting period:

- Conservation of Natural Gas: In 2019-20, the crude oil of both OIL and ONGC was treated with Flow Improver, used as an alternate of thermal conditioning and hence conserved a substantial amount of crude oil.
- Recovery of Crude Oil: By procession of 3,438.61 KL of oily sludge at Sludge Treatment Plant near the plinth of Dikom Well and recovered around 707 KL of Crude Oil.
- Control valves, Safety relief valves were properly maintained to reduce leakage of produced hydrocarbons in OIL's operational area.
- Optimum energy consumption: LPG Recovery plant parameters were regularly monitored and controlled with help of online Distributed Control System (DCS) for optimum utilization of energy.

OIL spent INR 30.08 crore on the Energy Conservation Equipment

Other key measures undertaken by the OIL in terms of energy conservation are:

- Eco-restoration of oil spilt area surrounding Maguri Motapung Beel through bioremediation process has led to an approximate financial savings of INR 1.25 crore.
- Use of solar photovoltaic panels in remote installations saved electricity
- Installation of CP valves on BPCL compressors was cost-efficient
- Using 110 AC power instead of generators for routine calibrations and testing of tools in the workshop has resulted in energy savings



As part of Energy conservation Fortnight under SAKSHAM, OIL undertakes emission testing of various equipments



Renewable Energy

A holistic focus on sustainable growth and a strong intent to pursue renewable sources of energy enable the company to reduce its internal carbon footprint and explore unconventional hydrocarbons. OIL is aiming to expand the share of renewable energy in its operations through a portfolio of solar and wind power installations at multiple locations and increasing the use of energy-efficient infrastructure.

In line with OIL's commitment towards expanding renewable energy installations, the company has generated a revenue of INR

138 crore from renewable energy projects (wind as well as solar plants) during the year 2019-20. While exploration and production of petroleum products remain the company's core focus, the renewable energy segment is an integral part of our diversification plan. As of 31st March 2019, the total installed capacity of the Company in respect of renewable energy stands at 188.10 MW (excluding projects for captive utilization), comprising of 174.10 MW of wind energy projects and 14 MW of solar energy projects.

Our key renewable energy projects and generation capacities are shown in the table below:

| Energy | Electricity Generated. (kWh) |
|--|------------------------------|
| 30 kWp Solar Power Plant, Noida | 27,988 |
| 15 kWp Solar Panel, Jodhpur | 23,997 |
| 100 kWp SPP, Rajasthan | 1,27,377 |
| 500 kWp SPP, Jorhat | 2,37,796 |
| 20 kWp SPP, Jagiroad | 10,722 |
| 20 kWp SPP, Dharampur | 17,486 |
| 20 kWp SPP, Assam | 15,441 |
| 20 kWp SPP, West Bengal | 16,862 |
| 5 kW SP, Guwahati | 480 |
| 20 kW SP, RS-15 | 10,000 |
| 20 W SP, RS-17 | 10,000 |
| 13.6 MW Wind Power Plant, Ludharva | 18,230,000 |
| 54 MW Wind Power Plant, Dangri | 45,320,000 |
| 5 MW Solar Photovoltaic Power Plant, Ramgarh | 15,900,000 |
| 38 MW Wind Power Plant, Madhya Pradesh | 71,190,000 |
| 25.2 MW Wind Power Plant, Madhya Pradesh | 54,080,000 |
| 16 MW Wind Power Plant, Gujarat | 33,520,000 |
| 27.3 MW Wind Power Plant, Gujarat | 69,470,000 |
| Total | 307,842,976 |





Climate Change and Greenhouse Emissions

Climate change is a global challenge that poses significant risks to human and natural ecosystems. Following the submission of India's Nationally Determined Contribution (NDC) to UNFCCC and the global signing of the Paris Agreement at COP 21 in 2015, various actions are being taken across India to achieve the targets for climate change mitigation and adaptation.

OIL, as a responsible entity, is conscious of these consequences and strives to become a front-runner in emissions control and monitoring. The company considers it a major responsibility to actively address climate change as an issue of pivotal importance. In line with the responsibility, OIL design and implement measures that contribute to a reduction in global Greenhouse Gas (GHG) emissions through its energy and waste management projects, while adopting measures that can increase the adaptive capacity of ecosystems around the areas of operation.

OIL has identified GHG emission and abatement opportunities through technology and process improvement levels and strategized the implementation plan. OIL's foray and expansion in alternative energy source development including solar and wind power is part of the strategy to reduce reliance on conventional carbon-intensive energy sources.

Water Management Air Quality and Emissions Control

Water is an essential natural resource, not only for our operations but also for society and ecosystems. However, growing demand for fresh water sources and reduction in freshwater supplies due to increasing usage has restricted

the availability of good quality water for all. In the same context, OIL has adopted a proactive and prudent approach to mitigate the risks of physical, reputational and regulatory challenges, in terms of access to water.

The company has systems in place to measure, monitor and manage water consumption. They have been identifying opportunities for water conservation. OIL ensures that their withdrawal

does not significantly impact water sources. During the reporting period, there were no significant spills or any significant effect on water bodies due to discharge from the operations.

The tables below illustrate OIL's water production and withdrawal by source. OIL is keen to further reduce its water use and some of the key initiatives over the last year are given below:

Water produced water

| Source | FY17-18 | FY18-19 | FY19-20 |
|-------------------------------|-----------|-----------|-----------|
| Volume of produced water (KL) | 3,245,747 | 3,180,476 | 3,116,070 |

Water withdrawal by source

| Source | FY17-18 | FY18-19 | FY19-20 |
|----------------------|-------------|-------------|------------|
| Ground Water (KL) | 17,03,294 | 16,26,075 | 21,90,000 |
| Municipal Water (KL) | - NIL- | - NIL- | - NIL- |
| Surface Water (KL) | 93,00,600 | 87,60,000 | 91,98,000 |
| Total | 1,10,03,894 | 1,03,86,075 | 11,388,000 |

Water consumption by source

| Source | FY17-18 | FY18-19 | FY19-20 |
|--------------------------|-----------|--|-----------|
| Surface water (KL) | 93,00,600 | 83,22,000 | 91,98,000 |
| Collected rainwater (KL) | NIL | 133.2KL (Considering 80% utilization of total harvested water in last year from Nov'18 to March'18) | 410 |

OIL is keen to further reduce its water use and some of the key initiatives over the last year are given below:

- **Water Harvesting:** OIL has installed a Roof Top Rainwater Harvesting System at its Office Complex on an experimental basis to evaluate the effectiveness of the system. The rainwater collected at the rooftop can pass through a filtration process and finally be stored in a storage tank for the purpose of gardening, cleaning etc. The quantum of water conserved through this system is about 1,500 litres per day and about 4,38,000 litres per annum considering 80% utilization.

- **Recycling of backlash water:** OIL has an operative 4 MGD (Million Gallons per Day) capacity Water Treatment Plant (WTP) in its operating area of Duliagan. The water generated is used for domestic and industrial purposes in OIL Township and nearby installations. Water conserved through this process is approximately 900KL per day and the same is expected to be about 2,65,650KL per annum with 90% efficiency of the process.

- **Acoustic Enclosure for Dynamometer Test Bench:** It has the state-of-the-art Dynamometer Test Bench for testing overhauled engines on full load condition and real-time monitoring of important parameters. While carrying out these tests at the Dynamometer Test Bench; a tremendous amount of sound is generated. To minimize the effect of noise pollution, one custom made

Acoustic Enclosure for Dynamometer Test Bench has been installed and successfully commissioned.

- **Water footprinting studies at OIL:** A project for “Augmentation of Infrastructure for Water Supply System of OIL, Duliagan” is currently being undertaken by Field Engineering Department. As a part of this project water footprint studies of the Duliagan township is being carried out by OIL through Consultancy Service. The detailed draft report of water footprint study has been submitted by the consultant group this year (2019) for review. Accordingly, the department would be initiating the next course of action to take the project forward.

Electro-chlorination System is designed to deliver active chlorine in the form of Sodium Hypochlorite for disinfection of potable water. This system is safer as it uses common salt, is more efficient as there is no chemical waste, and is a cost-effective alternative (less total operational cost) as compared to other chlorination methods. OIL has successfully Electro-Chlorination System at 4 MGD Water Treatment Plant, Tipling, and is under operation since 2016.

Poly Aluminium Chloride (PAC), a type of Poly Aluminum Coagulant, is an alternative coagulant in place of Alum. It is safe as low levels of residual aluminium in the treated water can be achieved by its use, typically 0.01-0.05 mg/L. Also, there is less sludge formation and rapid coagulation. After successful trials in 2017-18,

Improvements in water treatment: OIL relies on technological innovations to improve its water treatment.

Electro-chlorination System

Poly Aluminium Chloride (PAC)

Resin based IR filter

Resin-based IR filter: Iron removal is one of the important steps in treating underground water. The replacement frequency of the resin base is four to five years and hence the method is cost-effective in addition to being efficient.

being disposed of at the landfill. More than half of the waste is either recycled or dealt with through bioremediation.

OIL has taken the following initiatives to reduce waste generation:

Waste Management

At OIL, waste management is a critical component of operational efficiency.

- **Sewage Treatment Plant (STP):** OIL has installed a Sewage Treatment Plant (STP) for treating the domestic and industrial waste generated in and around the Duliagan Township.

There are 11 Water Injection (WI) Stations at various locations in OIL and water for WI is supplied through Deep Tube Well (DTW) set up:

| | FY 2017-18 | 2018-19 | 2019-20 |
|---------------------|------------|-----------|-----------|
| Water injected (KL) | 30,37,728 | 27,35,435 | 20,85,310 |

Undertaking waste management practices in a structured manner is integral throughout the oil and gas exploration and production operation in order to minimize localized risks to the environment and communities, to improve the utilization of resources, and to potentially reduce costs.

A preliminary study has been conducted in this regard which has revealed that in Duliagan, domestic/ household sewage mixed with effluent coming out ETPs of OIL Hospital, oil traps of Industrial Area, effluent & sewage of AGCL are discharged through two leader drains:

As a responsible corporate, OIL has undertaken various applicable measures for each of these steps in the waste management cycle and safeguarding the environment. The company is committed to ensuring that all waste is disposed of in an environmentally responsible manner, in accordance with local laws and industry standards. Its business operations result in the formation of various forms of waste including oil sludge, drill mud, drill cutting and waste oil. OIL endeavours to reduce the amount of waste

- **Main Leader Drain (MLD):** This drain caters to the sewage of OIL's residential area, the effluent of OIL Hospital, the effluent of Industrial Area, effluent & sewage of AGCL and almost all sewage of private residential areas of Duliagan.

- **Bijulibari Leader Drain (BLD):** This drain originating from OIL's housing colony caters to the sewage of OIL's residential area along the drain and sewage of private residential/ commercial areas of daily bazaar area.



Hence, there are only two discharge/outlet points of sewage to surface water sources, viz., the river Burhi Dihing & Hugrijaan Nullah. OIL, therefore, intends to set up two Centralized STPs near the discharge points as the solution for the Sewage Management of Duliajan.

- **OIL Sludge Management Plan:** The plan of collection, processing and safe disposal of oily sludge generated at various locations of OIL is looked after by Field Engineering Department. Oily Sludge generated at various installations is collected, transferred and processed at the Sludge Processing Plant near Dikom. About 12 % of Crude Oil is recovered from the process last year and the same is pumped as Recovered Crude Oil.

Disposal of used drilling fluid after completion of drilling in each location is a major environmental concern for the Oil industry. Hence, mud volume at drilling sites is maintained enough to carry out

the operations with a safety margin thus reducing the discharge volume and use of source water. Recycling and reuse of drilling fluids also contributed significantly towards environmental protection. A total of 32,340 bbls of drilling fluid was disposed of at the designated pit and another 12,960 bbls were recycled and reused during the reporting period 2019-20.

Drill cuttings are stored in landfills, recycling of drilling effluent pit water in drilling operations to contain all effluents within the well site premises and reuse of water. In order to prevent migration of drilling effluent to the outside surrounding, the company puts up HDPE (High Density Polyethylene – used as effluent pit lining) for hazardous oil/waste/effluent disposal.

Additionally, in line with the requirements of E-waste (Management and Handling) Rules 2011, the company collects, disposes, and recycles E-waste by a registered E-waste recycler.



Sludge Processing Plant in OIL

Waste generated in 2019-20

| Waste generated | Measurement Units | Type of waste (hazardous / non-hazardous) | Method of disposal | 2018-19 | 2019-20 |
|-----------------|-------------------|---|-----------------------------------|------------|----------|
| Oily Sludge | MT | Hazardous | Bioremediation | 11,470.648 | 1,340.00 |
| Spent Oil | KL | Hazardous | Disposed to a registered recycler | 79.566 | 158.00 |

Percentage of waste by disposal method

| Disposal Method | Percentage |
|----------------------|------------|
| Registered Recyclers | 0.24 |
| Bioremediation | 55.7 |
| Landfill | 44.06 |

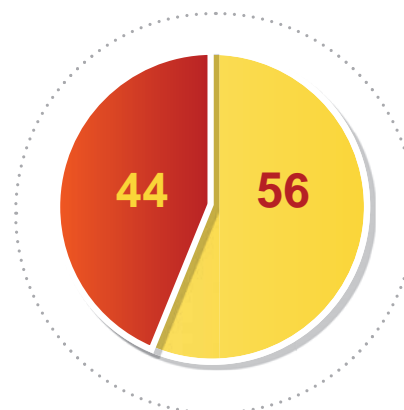
Almost all the waste generated from OIL's are solid in nature (99.8%). OIL takes due care to ensure hazardous wastes are managed through the process of bioremediation.

Biodiversity Management

Biodiversity is an integral part of the ecosystem. The company strives to make a positive contribution to biodiversity conservation and minimize any negative impacts that may occur on the ecosystems around the areas of operation. OIL continues working with communities, landowners, government agencies, conservation groups and research institutions to enhance habitats and protect species.

OIL follows an Environment Management System based on the precautionary principle. Therefore, no activity is carried out in areas notified as environmentally sensitive. OIL has also identified operations which lie adjacent to protected area and areas with high biodiversity value. OIL's operations have no significant impact or have no adverse effect on any species due to the exploration and production of hydrocarbon.

Waste generated by type (in %)



● Hazardous waste ● Non Hazardous waste

| Site Parameter | Details |
|--|---|
| Country of operation | India |
| Operation Type | Production |
| Size of the operational site (in square kilometre) | NA |
| Is the site or a part of it located in a protected area? | Yes |
| Is the site located adjacent to a high biodiversity value area? | Yes |
| If yes, what is the listing of protected status? IUCN, Ramsar Convention, etc.? | Wildlife Sanctuary and National Park |

OIL has planned projects related to maintenance and monitoring of GHG emissions that will be reduced by planting trees. The project would help OIL in eco-restoration of the abandoned wells as per the requirement under environment clearance conditions, reduce the GHG emissions as per the requirement of NDCs and increase the green cover which is a part of the Government's Green India Mission under National Action Plan on Climate Change.







OUR PEOPLE, OUR WEALTH

Our People

OIL believes that employees are invaluable assets of their organization. OIL has always acknowledged the diverse and strong workforce as a contributing factor to their growth. OIL not only encourages its workforce to actively participate in the various engagement activities conducted across the organization it also promotes active learning to maintain a healthy and motivating environment. In this regard, OIL human resource group (HR) handles an array of key organizational tasks including recruitment, employee relations, learning and development, administration and security. The HR group includes Personnel Department, ER Dept, L&D Dept, Administration, medical services, security & public affairs. The structure of the HR group varies at other spheres of OIL.

Our culture exemplifies our core values and nurtures innovation, creativity and diversity. We align our business goals with individual goals and enable our employees to grow on a personal as well as professional front.

The credit for OIL becoming one of the largest, diversified oil and gas companies in the world rests on the shoulders of our employees and business partners. As a Company, we have always prided ourselves on the way our employees take on tough challenges and deliver. We have always displayed a result-oriented bent towards any task undertaken and have endeavoured to continuously expand the capacity of our workforce to align with business strategy.



Management Approach

Our key approach is to develop a unified culture that exemplifies our core values and nurtures safety, health and well-being, excellence, creativity and diversity. Our

workforce propels our progress and it is our responsibility to keep them motivated. We achieve that by providing career growth and leadership opportunities across all levels, with an emphasis on promoting gender diversity across roles.

We constantly evolve at all phases of the talent management cycle, from recruitment to development, and engagement to retention. Through digitisation and user-friendly technology, we continuously upgrade and introduce best-in-class people practices

Safety and Security

Occupational Health and Safety

OIL is committed to provide a safe workplace to its employees and contract workforce and safety to the communities wherever it operates. We have rigorous health and safety policies and procedures in place to identify and minimise safety risks related to the Company's plants, operations and processes. The focus, which our HSE vision statement brings to the fore when it says, 'Fully committed for continual improvement of Health, Safety and Environment standards in all our activities and of our stakeholders', guides us towards our goal of 'zero incident'.

We take pride in being an important contributor to meeting the energy needs of our nation standing at the cusp of unprecedented development. We offer a range of products, which cater to all segments of businesses and consumers. As our major hydrocarbon products inherently possess high heat value, we have taken the necessary steps in managing the receipt, processing, handling and delivery of these products safely. Thus, safety, for us, is an important tool to effectively harness the gifts of nature and contribute to the nation's development.

Safety is a priority agenda for our top management. Through regular reviews and feedback systems, the top management drives safety across the Company, aided by the HSE Department and safety committees. We focus on formulation, review and enforcement of SOPs, safety in operations, statutory compliance, emergency preparedness, awareness creation and progress review on policy compliance. Our top management periodically reviews progress on compliance of various statutory audits and time-bound action plans for redressal of safety observations

Our value and approach

OIL's approach is focused on the objective to ensure a zero injury/fatality/accident environment through preventive arrangements and corrective measures.

Policy and Standards

We at OIL strongly believe that Safety, Health and Environment Management performances are an integral part of our business and our objective. Our HSE policy provides safeguards for our employees, contractors, visitors, customers, suppliers, distributors and the public. The employees play a vital role in strategizing and implementing safety measures. Some of the key measures undertaken to achieve HSE targets of the company are:

The HSE policy provides a guideline on the corporate and individual approach to ensure a safer, cleaner and healthier work environment at OIL. As per HSE policy, we shall:

- Ensure a safe and sound working environment at all workplaces
- Comply with all rules and regulations on Safety, Occupational Health, Environment Protection stipulated by statutes besides own policies and frameworks
- Prevent mishaps, minimize risk and hazards and remain trained, equipped and ready for effective & prompt response to emergencies including disasters and accidents
- Encourage external audit of our H, S & E standards so that stakeholders and public confidence is safeguarded
- Encourage knowledge up-gradation & promote safety, health and environment awareness amongst all the employees
- Remains committed to continual improvement and achievement of highest safety, health, environment protection standards of the company leading towards sustainable development.

The HSE practice at OIL is aligned with the regulatory requirements of the Oil Industry Safety Directorate (OISD) & The Directorate General of Mines Safety (DGMS) guidelines/ regulations. OIL's standing as a pioneer in HSE management was underlined by the conferment




WHAT WE VALUE

Cause no accidents, no harm to people and no damage to the environment.

OUR APPROACH

- We focus on process safety, personal safety, health and wellbeing, and security.
- We understand that even the best processes can have weaknesses that may lead to accidents, so we take steps to design these out
- We focus on preventing incidents – reacting swiftly and effectively if they happen



of QHSE Certificate by DNV GL. for adhering the below requirements and standards.

- OHSAS 18001:2007 (Health & Safety Management)
- ISO 14001:2015 (Environmental Management)
- ISO 9001:2015 (Quality Management)
- GRI reporting
- PAS 55:2008 (Asset Management)
- ISO 31000:2009 (Risk Management)
- OSHA 1910.119 (Process Safety Management)
- Seveso II Directive –96/82/EC (Process Safety Management)

HSE Governance

Over years, we have developed a robust methodology to monitor our efforts to improve safety performance. Our monitoring framework is well-established and encompasses checks across all levels of organizational hierarchy - from the shop-floor to the boardroom.

The representatives of the committee meet frequently to discuss HSE performance and recommend corrective measures.

The board-level HSE committee is responsible for reviewing and monitoring appropriate systems to deal with Health, Safety and Environmental issues and ensuring compliance with the statutory/regulatory provisions. Due to the countrywide lockdown because of the Pandemic Covid-19, this year the board level HSE committee was not held. However, 110 departmental safety committee meetings were held.

The table below depicts the safety committee meetings held at different levels:

| SI No. | Safety Committee | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 |
|--------|--------------------|---------|---------|---------|---------|---------|
| 1 | Apex | 01 | 00 | 01 | 01 | 0 |
| 2 | Field-level | 01 | 00 | 03 | 02 | 02 |
| 3 | Departmental/Mines | 72 | 72 | 93 | 110 | 110 |

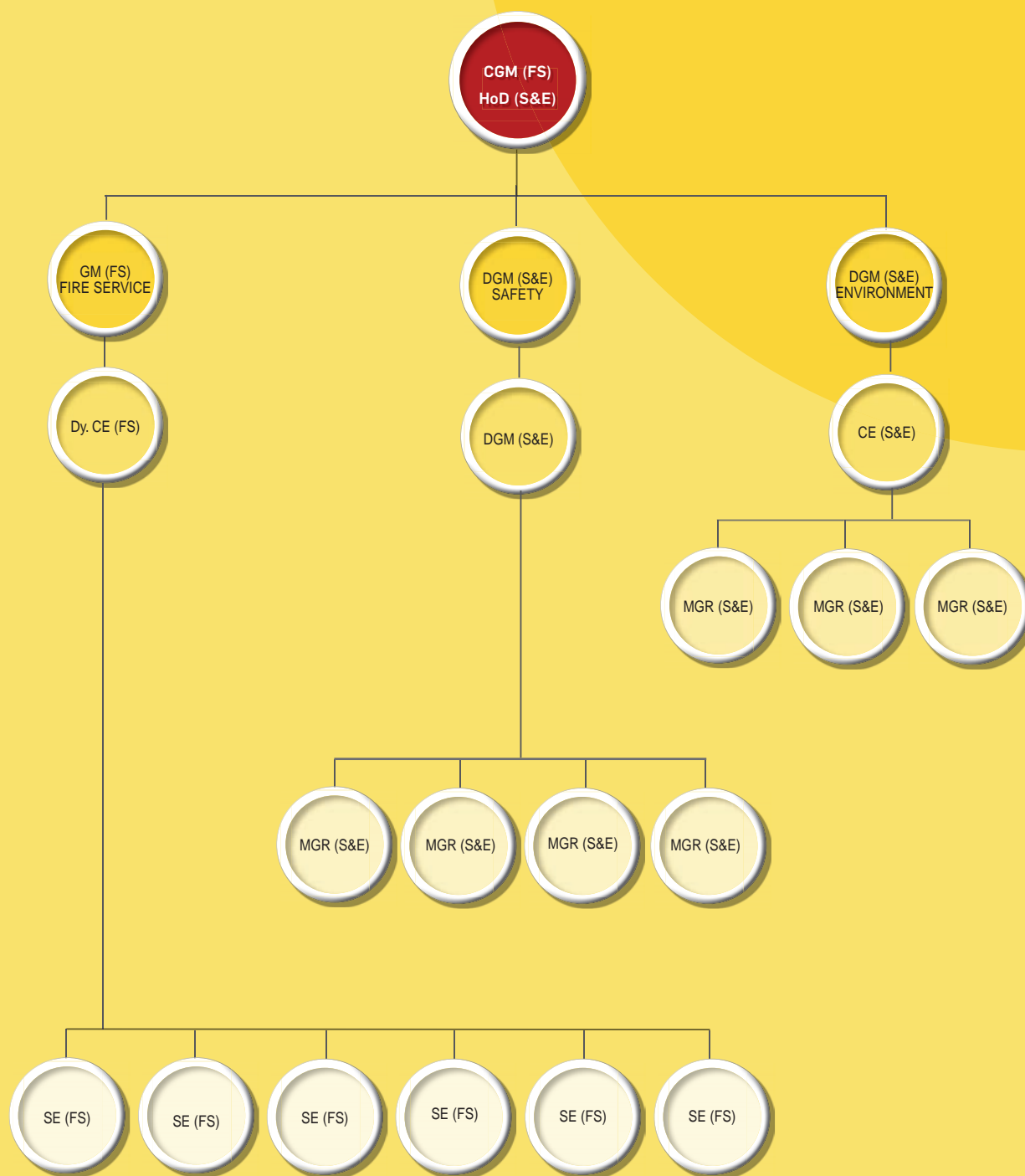
HSE Management

The HSE department plays a key role in improving health, safety and security in OIL locations and premises. They function at multiple levels, starting from the headquarters office, including Corporate and SBU level, Zonal Offices and at operating level i.e. locations. We conduct multi-disciplinary

safety audits regularly with projects and operation groups to avoid any hidden hazards while monitoring and assessing the safety mechanisms. At the same time, the HSE team is keen on creating awareness among stakeholders and diligent while engaging with government officials on relevant matters and periodic amendments.



7.4.1. DEPARTMENT STRUCTURE



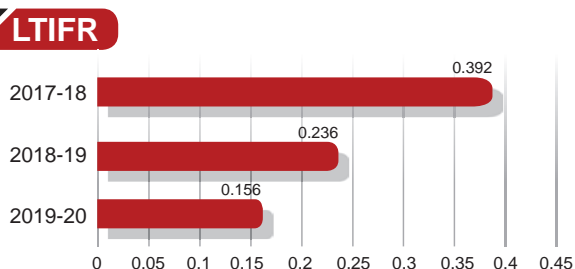
HSE Performance

Looking back on 2019-20, we can recognize a year of progress and achievement with all of our external milestones met in-year. However, we also found ourselves in a difficult situation during the CAA protest and countrywide lockdown for the outbreak of COVID-19, which created a barrier in the implementation of internal HSE targets. This sustainability report reflects many achievements throughout the year but does not attempt to capture all that we do. These achievements are down to the continued hard work and professionalism of our colleagues. Their efforts help protect people at work and support businesses throughout Oil India Limited.

Key Achievements of the Safety Department in 2019-20:

- Lowest ever LTIF rate has been achieved i.e. 0.156 against the company's target of 0.380.
- The highest number of near misses reported. a total of 283 Nos.
- Achieved 100% target regarding Internal and Surprise safety audits.
- Preparation and publication of compendium being a single point of reference for all HSE activities and policies.
- Online reporting of Pre-spud audit in SAP.
- The highest number of external safety audits by OISD & DGMS.

The LTIFR for the last 3 years has been shown in the following graph:



Safety Audits

Safety department carried out and coordinated various safety audits and inspections during the year covering all the installations spread over Assam, Mizoram and Arunachal Pradesh.

To add value and increase effectiveness to our Pre spud and Pre workover Safety Audits, the system of inspection has been reworked and new checklists have been adopted which cover not only OIL's policy of commitment on HSE but also a statutory requirement of Oil Mines

Regulations and requirement of OISD. Moreover, a trial based online monitoring system is being tested for Pre-spud audits, which can be monitored and recorded in SAP.

Surprised Safety Inspections and Multi-disciplinary audits have been planned and conducted as per the planned target. The External Safety Audits (ESA) were coordinated as per the desired schedule received from Statutory Authorities like DGMS, OISD, etc.

Review audits of audit recommendations were conducted at Drilling, Production and Engineering installations. A system of monitoring installation wise compliance of audit recommendations was put in place.

In addition to the above, External Safety Audits by DGMS, OISD etc. are being done in a

planned manner and compliance of recommendations is provided regularly. Please find below a table summarizing HSE audits based on category for 2019-20:

| SI No. | Name of the Audit/Inspection | No. of Audits |
|--------|--------------------------------|---------------|
| 1 | Pre-spud Safety Audit | 34 |
| 2 | Pre-work over Safety Audit | 105 |
| 3 | Multidisciplinary Safety Audit | 20 |
| 4 | Surprise Safety Inspection | 211 |
| 5 | Audit/Inspection by DGMS | 35 |
| 6 | ESA by OSID | 20 |
| | Total Audit/Inspection | 425 |

Disaster Management at OIL

Our safety and security systems at our operational facilities remain on vigil round the clock to identify and manage hazards, risks and emergencies.

We as a leading player in the Oil & Gas industry acknowledges the need to have a robust disaster management plan to contain emergency situations and undertake effective remedial actions. The Emergency Response and Disaster Management Plan are prepared in compliance with Petroleum and Natural Gas Regulatory Board, Codes of Practices for Emergency Response and Disaster Management Plan (ERDMP) Regulations, 2010 notified vide Gazette of India notification No. G.S.R. 39(E) dated 18th January 2010.

The key objectives of the ERDMP are:

- to prevent casualties both at on-site and off-site and reduce damage to public, property and environment;
- to develop high order state of preparedness for a prompt and orderly response of any emergency;
- to provide incident management Organogram with clear cut roles & responsibilities & action

- plans for various emergencies;
- To ensure orderly and timely decision making and response processes; etc.

As per the plan, we have classified three types of emergencies with a different set of responses to each. The emergency classifications are:

Level - I Emergency:

This is an emergency or an incident which can be effectively and safely managed, and contained within the site, location or CTF by the available resources. It has no impact outside the site location or CTF.

Level- II Emergency:

This is an emergency or an incident which cannot be effectively and safely managed or contained at the site, location or CTF by available resource and additional support is required. It is having or has the potential to have an effect beyond the site, location or CTF and where external support of mutual aid partner may be involved. It is likely to be a danger to life, to the environment, to company assets or reputation.

Level- III Emergency:

This is an emergency or an incident which could be catastrophic and likely to affect the population, property and environment inside and

outside the CTF and management and control is done by District Administration.

Security

It is imperative to have reliable assets for the continuity of the operations. We deploy best-in-class technology, training on maintenance of equipment and reliability improvement measures to meet our objectives of a safer and secure working environment and maintaining asset security.

Workforce Strength and Composition

Our employees come from across the country, creating a vibrant culture. The diverse talent

pool is a major contributor to the innovation and creativity that is fueling our growth. We believe that there is a lot to be gained from having a diverse workforce. As an employer, we provide equal employment opportunities for all. We operate as a team and treat each other as a family.

OIL conducts detailed manpower analysis to review the present vis-a-vis future manpower scenario of the organization. The manpower analysis process encompasses the following key points/ objectives:

- Studying the existing manpower availability
- Manpower projections as based on existing vis-à-vis future operational needs
- Determining the optimal figure of manpower requirement in the short term as well as long term

As on 31st March 2019, the company has 6680 employees consisting of 1656 executives and 5024 unionized employees. The tables below represent in detail our total workforce by gender, age group and type of staff.

Total Employees- Unionized

| Age category | Male | Female | Total |
|--------------|------|--------|-------|
| 0-30 | 393 | 30 | 423 |
| 30-50 | 1935 | 97 | 2032 |
| >50 | 2484 | 85 | 2569 |
| Total | 4812 | 212 | 5024 |

Total Employees- New Joinees

| Age category | Male | Female | Total |
|--------------|------|--------|-------|
| 0-30 | 16 | 2 | 18 |
| 30-50 | 4 | 0 | 4 |
| >50 | 0 | 0 | 0 |

Total-Executives

| Age category | Male | Female | Total |
|--------------|-----------|-----------|-----------|
| 0-30 | 53 | 10 | 63 |
| 30-50 | 5 | 1 | 6 |
| >50 | - | - | - |
| Total | 58 | 11 | 69 |

Diversity and inclusion

We constantly aim to encourage diversity in all our recruitment processes, and we are mindful of hiring people from different backgrounds, gender, caste, origin, etc. We conduct special recruitment drives to identify differently-abled candidates for potential roles across the organization. Irrespective of the cultural backgrounds, we treat everyone equally and give them equal

opportunities to learn, grow, perform and provide support when they join the OIL.

No cases of discrimination were reported across OIL in the reporting period. Both men and women engaged in similar occupational levels are remunerated equally and we actively participate in events initiated by Women in Public Sector (WIPS) to engage and promote gender inclusion in the workforce.

The company prioritizes all sections of society. The representation of various priority sections in executive and unionized employee's categories in the company is provided below

| Category | SC | ST | OBC | Minority | PWD | Women |
|--------------|------------|------------|-------------|------------|------------|------------|
| Executives | 235 | 151 | 396 | 128 | 31 | 200 |
| Unionized | 446 | 723 | 1761 | 291 | 90 | 212 |
| Total | 681 | 874 | 2157 | 419 | 121 | 412 |

Employee Training

Training is a vital part of the overall HR strategy of the company. Keeping alive the tradition of being a vibrant department, learning and development (L&D) department has undertaken a couple of initiatives under its various learning interventions for the FY 2019-2020.

It has successfully conducted various training programmes for executives and unionized employees through its concerted efforts and persistence during the year under review. The

department also holds training programmes for works contract labour (WCL) and contractor personnel, apprentices engaged in various departments, assets, sphere etc

Developing leaders from within has multiple advantages. For the employees, it ensures growth with stability. For the organization, it facilitates a talent pipeline with the same imbibed culture. At Oil, we nurture and groom talent through a gamut of development programs that include training, job rotations, additional projects and responsibilities, and mentoring programmes

| | Male | Female |
|--|-------------|------------|
| Total Training Hours - Full-time Employees (FTE) | 38266 hours | 2382 hours |
| Total Training Hours - Contract Employees | 40059 hours | 2192 hours |
| Total Training hours - executives | 46688 hours | 7132 hours |

A judicious mix of statutory and soft skills trainings was provided to employees through internal trainers as well as experienced and reputed external experts.

Through various in house programmes during the year total 2772 nos. of unionised employees were covered. Some of the key programmes conducted during the year under review are as follows:

In the financial year 2019-2020, both in-house & in-country trainings were conducted in various technical disciplines and soft skills for better performance. Training programs may be classified broadly in three categories viz Statutory in nature, Soft skills & Technical trainings.

Statutory trainings:

MINES VOCATIONAL TRAINING (MVT):

This is a statutory training program as per Mines Vocational Training Rule, 1966 and accordingly we impart training to all field going unionised employees in various safety aspects. Internal Trainers from various departments conduct classes for this program. The program duration of the mines vocational training programs are given below –

- MVT For New Employees (6 Days)
- MVT Refresher (3 days)
- MVT WCL & Contractor Personnel (4 days)

Additionally, we also impart MVT- Safety Orientation program for Trade/Diploma Apprentices, which is of 4 days duration.

GAS TESTING & WORK PERMIT TRAINING (GT&WP):

This half day statutory training program is conducted on a regular basis for OIL employees. Internal Trainers from Chemical and HSE Department conducts the program. This program covers the following two aspects-

- Gas Testing procedures, precautions against noxious and flammable gases etc.
- Work permit system.

FIRST AID CERTIFICATE TRAINING (FAC):

This training program is conducted on a monthly basis. Learning first aid can help one feel more prepared and able to cope in an emergency situation. It gives learners the skills and confidence to respond to a range of accidents at emergency situations they could encounter in the workplace. Learners must attend all sessions to be eligible for assessment, which is done by continuous observation and questioning during the course. On successful completion of this course, participants receive a first aid certificate which is valid for three years by Indian Red Cross Society.

Soft skills trainings:

AAYUSH

This Stress Management & Yoga Training helps people recognize the impact of excess pressure on themselves and others, and enables participants to managed stress and be more effective at work as well as at home. Tailored specifically, Stress Management is designed to help Employees better deal with the pressures of the modern workplace. Through highly

interactive learning, participants apply these stress management training tools to getting more of what's important to them done in less time.

BHUMI

A customised training program for women employees of OIL is scheduled annually (either in-house or in-country). This customised program is dynamic in nature and the program structure is modified every time in order to keep the program contents relevant to the needs of the women employees. The ranges of topics included in this program are personal effectiveness, work life balance, gender issues, family counseling, etc.

DIVYANG

This is a training program L&D Department holds for specially abled employees of OIL (PWD category). This program lays significant emphasis on improvement and development of employees, motivating them and ultimately is a step towards organizational growth. It is also the endeavor of this program to serve as a platform to discuss the various issues pertaining to PWD workmen and to provide input to all participants with respect to work life and overall personal effectiveness.

INSPIRE- Teachers Training

The objective of this training program is to equip teachers with new ways of interaction, new role in creating a learning environment in changing educational scenario where learning becomes fun & fulfilling. The participants will also get the opportunity to sharpen their skill and learn from one another.

PARIPOORNA

Paripoorna is a bi-annual retirement training program for OIL workmen retiring in the next five years. This superannuation program takes a holistic view of retirement and addresses issues like introduction & importance – retirement planning, factors affecting retirement life & life

cycle after retirement, income / fund generation / insurance / tax planning, difficulties, challenges and the solution of pre-retirement life, 7 secrets of happy retirement life, etc.

SAKSHYAM

This is OIL's flagship soft skill training program which is a combination of interpersonal people skills, social skills, communication skills, character traits, attitudes, career attributes and emotional intelligence quotient (EQ) among others that enable OIL Employees to effectively navigate their environment, work well with others, perform well, and achieve their personal as well as organisation goals. The training programs under Sakshyam are held all over India and the span of the program is 5 days duration. The training content of Sakshyam encompasses different subjects related to organizational culture, Corporate Social Responsibility (CSR), personal skills development, group behavior and some specific topics like RTI, gender sensitivity, personal financial planning etc.

SURAKSHA

Suraksha is a training course for licensed drivers' engaged in OIL operations. This one day post license driving training includes ½ day Classroom + ½ day Practical assessment. Each participant is awarded a Graded Certificate based on his/her competency judged during the program.

SWAYAM

This continuous on-site HSE training program aims to educate OIL employees on the Importance of occupational health, safety and environment in the upstream oil & gas sector. It also helps in understanding the laws, rules and standard operating procedures (SOPs) pertaining to HSE viz., Mines Act, Oil Mine Regulations, Environment Protection Act, OIL SOP's. Various example cases of accidents, incidents and their causes are discussed to

encourage participants. Safe work procedures related to material handling, hot work and work permit systems, confined space, chemicals, radioactive materials, drilling mud, waste, housekeeping, PPE etc. are also discussed.

UTTHAN

This is an innovative out-bound training program which helps in team building for organizational excellence. The program objectives are Team Building, Interpersonal Relationships, Conflict Management, Actualization of Values – Respect, Honesty, Integrity, Ownership towards work, Building Trust, Organizational Belongingness & Pride. All participants are kept in camps in locations like wildlife sanctuaries, camping locations, etc.

VIDYARANYA

This induction program is a customized In-house training program for our newly joined employees on behavior skills vis-à-vis role & responsibilities. The main objective of the program is to emphasize on improvement and development of human resources and making the employees to understand the values, ethics and role & responsibilities towards their mother organization.

ABHAY

Security personnel of OIL are also a first public interface in its operational areas. This public relation concern necessitates a focused intervention to address personal growth of Security personnel. This training programme is designed for unionized employees of Security Department aiming at introducing a new paradigm to bring about an understanding of individual psycho-social competencies required for emotional wellbeing and enhancing personal effectiveness.

CARING WITH COMPASSION

“Caring with Compassion: Personal Growth to Build Positive Work Environment”- an advanced

Soft Skill training program designed specifically for Para – Medical staff of OIL Hospital.

This program aims at enhancing personal effectiveness as a pilot step for introduction of a new paradigm, the elements of empathy when it comes to patient care

Technical training:

To enhance technical skills & knowledge for OIL Unionised Employees were sent to various reputed Technical Training Institutes located pan India such as, Indian Institute for Production Management (IIPM) Kansbahal, Sara Sae Pvt. Ltd., Dehradun, Institute of Drilling Technology, National Oilwell Varco-Mumbai, Larsen & Toubro Limited etc. L&D Department left no stone unturned to arrange for nominations and other related coordination for OIL work persons to be able to attend various in- country technical trainings at above mentioned institutes from time to time as per institute's yearly training calendar.

Moreover in-house technical trainings were also held as per requirement of different departments like GE Waukesha Gas Engine Product training, SIEMENS make S7 - 300 PLC system, Cathodic Protection 4 LPG Mounded Bullet etc. to name a few.

Oil India Limited extended utmost importance to hold statutory training program such as Mines Vocational Training (MVT), First Aid towards Contractor Personnel engaged in OIL's operations. In addition to these programs Contractor Personnel were also being trained in different training programs mentioned as under:

JIVAKA

JIVAKA - Onsite First Aid Training' Programme is a unique one day training program for including Life Saving Techniques at Drilling, Oil & Gas and other installations in OIL's mines for personnel

present at site including contractor personnel to prepare them for emergency situations.

SWAYAM

This continuous on-site HSE training program aims to educate contractor personnel on the Importance of occupational health, safety and environment in the upstream oil & gas sector. It also helps in understanding the laws, rules and standard operating procedures (SOPs) pertaining to HSE viz., Mines Act, Oil Mine Regulations, Environment Protection Act, OIL SOP's. Various example cases of accidents, incidents and their causes are discussed to encourage participant inputs. Safe work procedures related to material handling, hot work and work permit systems, confined space, chemicals, radioactive materials, drilling mud, waste, housekeeping, PPE etc. are also discussed.

SURAKSHA

Suraksha is a training course for licensed drivers' engaged in OIL operations. This one day post license driving training includes ½ day Classroom + ½ day Practical assessment. Each participant shall be awarded a Graded Certificate based on his/her competency judged during the program.

- Mines Vocational Training (MVT), MVT (Refresher), MVT (Apprentice),
- MVT (WCL & Contractor Personnel),
- First Aid Certificate (FAC) training,
- Gas Testing and Work Permit (GT & WP),
- Drivers Training Program – Suraksha,
- Lifting & Rigging for field supervisors, crane operators/helpers & other crewmembers associated directly or indirectly with Company-owned crane operations,
- GE Waukesha G Gas Engine for GMS personnel,
- Caring with Compassion,

Through various in-country training programmes total 880 no. of executives were trained in more

than 150 topics. Few programmes have been listed below-

Leadership Development Programme

It is a dynamic system wide training program that is designed to enhance and strengthen the leadership capabilities of executives in core competencies and ensure that they have the skills, knowledge and resources to effectively lead and achieve goals. The programme consist of various modules encompassing topics such as Global Scenario, Gender Sensitivity, Strategic Management, Financial Management, Leadership, Team Management, Communication Skills, Personal Effectiveness, etc. All the Leadership Development Programmes will be held at leading IIMs across India. The training for the Senior Management of the Company is conducted by IIM Bangalore, Middle Management is conducted by IIM Lucknow and Junior Management is conducted by IIM Kozhikode.

Developing Managerial Excellence

This personal effectiveness & communication skill enhancement training has been developed in order to enhance the soft skills of the entry level officers and additional officers of OIL. This training programme will prepare them for the various challenges. The modules in this programme are Emotional Intelligence, Problem Solving, Motivation, Time Management, Interpersonal Skills, Business Etiquette, Communication Skills, Developing Leadership, Yoga & Stress Management The objective of this programme is to enhance the overall development of the executives and become a tool in ensuring career progression of the participants. This one week programme will held at Administrative Staff College of India, Hyderabad.

Train the Trainer

OIL executives are regularly engaged to conduct various classes for programmes such as Mines Vocational Training, Gas Testing & Work Permit, Keep in Touch, etc. In addition to the above, they also are regularly engaged in making presentation at various forums such as EDP's, parliamentary committees, etc. In order to develop our executive's presentation skills and to enhance their trainer skills, a train the trainer programme is becomes necessary. The objective of this programme is to develop and upgrade the skills of internal trainers. The modules of the programme cover the following topics - Adult Learning, Facilitation Skills, Training Techniques, Using Training Aids, Planning for Training, Preparing for a Training Course, Preparing Handouts, etc. This programme will be conducted by Central Staff Training & Research Institute, Kolkata, one of the foremost training institutes in India engaged in training of trainers.

Leadership for Women Executives

Women executives at times face unique set of challenges in their professional careers. Those who meet these challenges effectively become role models for others. Through case discussions, debates, role plays, and experience sharing this programme strives to give the programme participants a better direction for tomorrow. Key Benefits of this programme include Self-Exploration, Negotiation, Team and Coalition Building, Power and Influence, Authentic Leadership, Empowerment, Work Life Balance, Stress Management The objective of the training is to bring out common concerns of professional women and draft a futuristic action plan to face challenges and take leadership roles. This training aims to contribute towards building skilled and professional workforce, beyond the

gender limitations. This one week residential programme is conducted by Indian School of Business, Hyderabad.

Leaping into Leadership

The programme is customized for Senior Level executives (Grade F & above) having 16-25 years of work experience in different disciplines. The modules are Leading Self & Others, Managing Decision & Risk, Customer Centricity, Strategic Thinking & Execution, Financial Acumen and Transformation. This one week residential programme is conducted by Indian School of Business, Hyderabad.

Certified Petroleum Manager – Upstream

Certified Petroleum Manager Program, conducted in collaboration with University of Petroleum & Energy Studies (UPES), Dehradun, is a capability building initiative aimed at development of officers of OIL. The program encompasses the functional and technical knowledge of the entire hydrocarbon value chain. The program is aimed at equipping the officers with requisite knowledge to enhance their effectiveness in driving business with sustained value creation and adopting contemporary approaches.

Outbound Leadership Programs

Outbound Training is a training method for enhancing organizational performance through experiential learning. Such programs are often also referred to as outdoor management development. During the Outbound Training program participants spend 4 days in training camp at various locations in National Parks, etc. Here they participate in rock climbing, Rappelling, trekking, obstacle training, river crossing, jogging, exercise, camping etc. Though there are physical activities involved, it trains the participants on group dynamism, leadership, coordination, co-operation,

teamwork, etc. These exercises also help to remove physical, mental, psychological and social inhibitions of the participants. The training programme is conducted by The Linking Tree Consultancy.

Executive Development Programme for Officers on Probation

The Executive Development Programme (EDP) is organized for the Probationary Officers of the Company for their better understanding and learning about the heritage, culture and the activities of the company. The programme is done after the induction programme. In the induction programme, the probationary officers visit the various departments at Field Headquarters at Duliajan and sent for visits to the assets at Moran, Digboi. In addition to the departments and assets, they are sent to drilling & production locations.

Apart from these training programmes, various other in-house, in-country and overseas programmes are conducted for the executives of the Company. These training programmes includes Technical training in functional areas. Other behavioural and soft skill training includes Interpersonal Relationships, GST, Financial Planning, Reservation Policies, Project Management, CSR, Corporate Governance and Sustainability Development, Stress Management, Yoga, Mentoring, Safety Certifications, Advanced Management, Strategic HR Management, Leadership, Petroleum Management, Industrial Relations, Sexual Harassment, Labour Laws, Competency Based Interviewing, Empowerment & Leadership of Women Executives, Gender Sensitivity, Procurement Practices, Influencing & Negotiation Skills, Workplace investigation and documentation, Cyber Governance, Business Logistics & Supply Chain Management Effective Contract Management etc.







BUILDING RESILIENT SOCIETIES

Our CSR Vision

OIL is a Responsible Corporate Citizen deeply committed to socio-economic development in its areas of operation'

Our CSR Mission

"To continually enhance the triple bottom line benchmarks of economic, environment and social performance through responsible business practices and contribution of corporate resources, providing value to stakeholders"

Oil India's Social Responsibility

Our transformational social responsibility initiatives are a positive step towards the collective upliftment and well-being of the communities where we operate. It is a direct representation of our deep commitment towards achieving inclusive and holistic development of the areas of our operations and society.

We believe- that over these years we have created meaningful and mutually beneficial relationships with several communities around our nation. By enhancing and strengthening their lives by providing them with basic needs, employment opportunities, OIL's corporate social responsibility initiatives are a powerful statement through which we convey what we stand for.

Broadly, we intend to create a positive impact on society by supporting local communities in the identified 10 thrust areas. We actualize our vision of supporting communities by integrating it with our business goals.

Our guiding principles to build resilient societies

OIL's Corporate Social Responsibility (CSR) and Sustainability policy lay a foundation to enhance our impact and the quality of life of the communities we work with. It provides a basis for decision making and actionable plan of CSR and sustainability activities, for sustainable development and inclusive growth, as per the provisions of Companies Act, 2013 and DPE Guidelines 2014, as applicable from time to time. The broad objectives of our CSR policies are mentioned here:

- Engage with local communities to constantly work towards tangible and sustainable social, economic and environmental development in operational areas of OIL in preference over other areas.
- Preserve biodiversity, especially in its areas of operation



- Continuously strive for reduction of its carbon and water footprints to combat climate change challenges
- Explore avenues of alternate energy sources and cleaner technologies
- Generate goodwill in the society which helps in reinforcing its image as a “Responsible Corporate Citizen”

Our CSR policy approved by the board is publicly available on the Company’s website: www.oil-india.com

Our CSR vision for strengthening communities

Our CSR objective is to interact with communities proximate to our operational sites and engage with them whilst identifying their needs and requirements. We are striving to create an efficient system of practice to develop and implement initiatives while considering the needs of the local communities to create a positive impact on their lives.

In FY 2019, none of our operations created any potential or actual negative impact on local communities.

Through our CSR initiatives, our idea of strengthening communities is actualized by integrating sustainability aspects which creates long-term community relationships and promotes the quality of lives of the people. The ten thrust areas are identified to ensure that OIL’s sustainability initiatives will catalyze a positive transformation of society.

We translate this vision of strengthening communities by strategically introducing impactful initiatives in multiple areas. We have embarked on a journey to promote various CSR and sustainability projects and initiatives under key thrust areas. It includes promotion

and provision of healthcare and sanitation facilities, clean drinking water, augmentation of educational infrastructure, sustainable livelihood generation, capacity building and skill development, women empowerment, rural infrastructure development, sports and environmental sustainability. These verticals are defined as specified under Schedule VII of the Companies Act, 2013.

An Impact Evaluation study of OIL’s CSR projects has been carried out to learn about the value we created while galvanizing our CSR interventions. From 2013 until 2018, we have dedicated INR 500 crore to OIL’s CSR interventions because, as a company, we believe in growing together and emerge stronger to build a resilient nation.

Better governance for driving change

Our CSR projects are spearheaded by the CSR board committee. The two-tier organizational structure for CSR governance consists of the planning, allocation, policy reforms/ recommendation and monitoring by the board committee and projects/initiatives execution by the board-level executive committee. The competent authority has constituted the executive-level CSR Committee at its field headquarters and other major operational spheres of OIL to oversee the satisfactory implementation of the CSR initiatives. The ‘Corporate Social Responsibility Committee’ structure aligns with the provisions of Section 135 of the Companies Act, 2013.

Sustained efforts are undertaken to engage communities and all other stakeholders throughout the life cycle of the project to ensure project sustainability. As mentioned earlier, the CSR and Sustainable Development (SD) committee constituted by the OIL board

comprises of Directors, an Independent Director and a Government Nominee Director and the committee Chairperson is

an Independent Director. The FY 2019-20 CSR and SD board committee composition is provided below.

Table 1: Composition of the CSR & SD Committee as on 31.03.2020

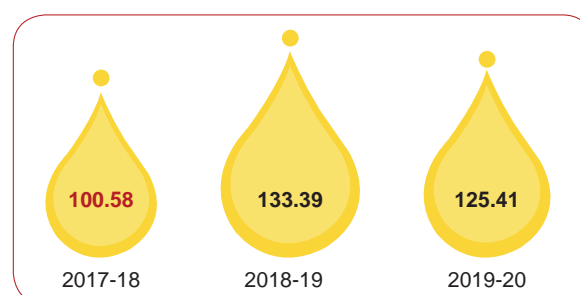
| Sr No | Name & Designation | Chairperson/Member |
|-------|--|--------------------|
| 1. | Prof. (Dr.) Asha Kaul (Independent Director) | Chairperson |
| 2 | Dr Priyank Sharma (Independent Director) | Member |
| 3 | Shri. Harish Madhav (Director (Finance)) | Member |
| 4 | Shri. Biswajit Roy (Director (HR&BD)) | Member |
| 5 | Dr Tangor Tapak (Independent Director) | Member |
| 6 | Shri. B.N. Reddy OSD - (IC), MoP&NG (Govt. Nominee Director) | Member |
| 7 | Shri. Utpal Bora (Director (Finance)- Additional Charge | Member |
| 8 | Shri. Rohit Mathur (Govt. Nominee Director)- Joint secretary, (Gen.) | Member |
| 9 | Shri. Gagann Jain, Independent Director | Member |

Functions of OIL CSR and Sustainable Development Committee include:

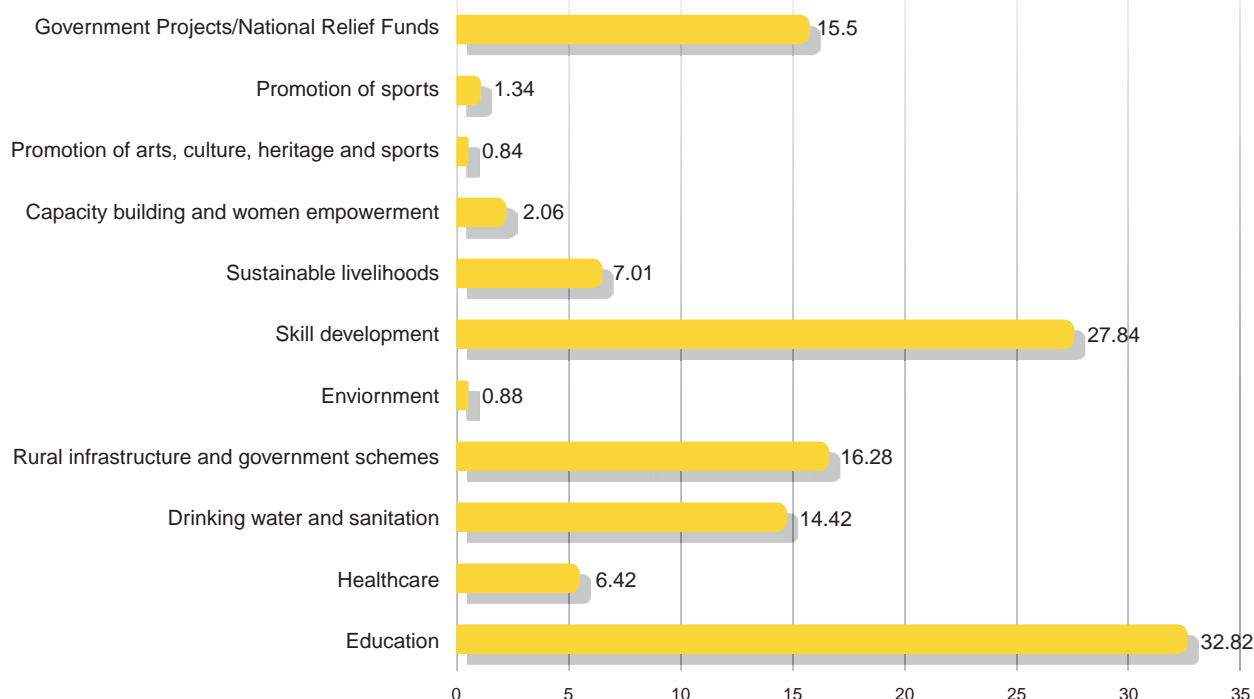
- Formulation and recommendation to the Board, a Corporate Social Responsibility Policy indicating the activities that have to be undertaken by the company as specified in Schedule VII.
- Recommendation to the OIL Board on CSR plan expenditure to be incurred on prospective initiatives/projects for approval
- Establishment of a transparent project

monitoring mechanism for implementation of the CSR and SD activities

- Monitoring the implementation of CSR initiatives/projects periodically



OIL's CSR expenditures have been classified under ten thrust areas:



Setting aside a part of our profit for society

During FY 2019, OIL spent INR 125.41 crore on CSR initiatives taken up in the identified thrust areas to improve societal well-being. This reflects on our commitment as a responsible corporate citizen that strongly believes in the idea of giving back to society in equal measure.

At OIL, we believe in creating a significant difference in the lives of people via our CSR initiatives, that is exactly why our contribution has preceded 125 per cent more than the prescribed amount of INR 55.67 crore as per the Companies Act, 2013.

OIL's CSR expenditures have been classified under ten thrust areas:

Our response to the COVID-19 pandemic

In the wake of coronavirus pandemic, we have witnessed a significant shift in the way we conducted business and our lives. It has left the world grappling with an economic, health and humanitarian crisis of unprecedented proportions. As a responsible corporate citizen, we have taken this as an opportunity to make good on our CSR commitments.

In an effort towards strengthening the collective fight against the COVID-19 pandemic, OIL has made a significant contribution towards Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund). Considering the magnitude of this pandemic, it is apparent that the support from organizations like ours can strengthen our responsibilities towards society. In addition to that, several in-house efforts are undertaken by OIL to tackle the impact of the pandemic. That includes free distribution of masks and sanitisers to our

employees and the general public and Personal Protective Equipment (PPES) to mainstream COVID warriors.

Inclusive growth for all- OIL's commitment towards Gol's 'Transformational Districts Programme'

Government of India's (Gol) 'Transformation of Aspirational Districts' programme is intended to raise the living standards to further ensure inclusive growth of all citizens. Hon'ble Prime Minister had launched the programme in January 2018, and OIL was allotted three aspirational districts namely Dhubri and Goalpara in Assam and Namsai in Arunachal Pradesh. To enable the maximum positive impact on society, the programme has identified multiple core theme areas of focus. In order to give a more focused approach towards CSR intervention, every year a common theme is identified by Department of Public Enterprises (DPE) with preference to aspirational districts. The theme selected for FY 2019 was education and healthcare and nutrition.

As a Public Sector Enterprise, OIL is committed to serving the people of our nation. Effective CSR initiatives were implemented by OIL under the selected thematic areas of the programme to benefit the communities in the Aspirational Districts.

Creating value to the society- OIL's CSR initiatives

Healthcare and Sanitation

Project Arogya:

OIL laid the foundation for Project Arogya in 2012. Since its inception, OIL Arogya aims at

reducing the Maternal Mortality Rate (MMR) and Infant Mortality Rates (IMR) through health camps for pregnant women and newborns in remote villages in OIL's operational areas. The programme is currently implemented in Tinsukia and Dibrugarh districts of Assam. The project includes pre & post-natal health check-ups, tracking and counselling of pregnant, immunization of babies and pregnant women.

In addition to that, awareness and sensitization services are provided to pregnant and lactating mothers on maternal and child health, family planning, and benefits of institutional deliveries. It also focuses on creating awareness on Nutrition through community-based kitchen and celebration of Nutrition Month (POSHAN Maah) to further the cause.

Under this programme, adolescent girls are sensitized on the adoption of better health & hygiene practices. Further, training on community health is provided to women in the selected communities. This includes sessions on menstrual health management and Swatch Bharat campaign under which sanitary napkins and personal hygiene kits are distributed to young mothers and adolescent girls.

Project Arogya Impact

- 441 ANC/PNC women and 520 children were tracked,
- 961 children immunised,
- 2,410 home-visits conducted benefiting 589 women,
- 20 health camps organised benefiting 2,897 women and children.

Project Sparsha

Sparsha is OIL's most significant and foremost CSR projects of the Company. The project was initiated first in the 1980s with an objective to implement mobile dispensary service at the

OIL operational areas in Assam and Arunachal Pradesh in the north-east. Regions such as Dibrugarh, Tinsukia and Charaideo districts of Assam and Mio, Manabhum and Changlang districts of Arunachal Pradesh are covered under this initiative.

The project was actualized through OIL's in-house team of doctors and paramedics, to cater to the primary healthcare needs of poor and needy, free of cost. Since the late nineties till present, health camps are being conducted under this programme in the remote rural areas where access to primary healthcare is a rising challenge.

Project Sparsha Impact

- 10,177 camps were organised to benefit 13,33,336 people since 2010
- 826 camps were organised benefitting 39,775 people in remote rural locations in FY 2019

Swachha Bharat Abhiyan

Swachh Bharat Abhiyan was launched throughout the length and breadth of the country as a national movement. A national movement towards a cleaner India. OIL has rendered complete commitment to Hon'ble Prime Minister's Flagship programme "Swachh Bharat Abhiyan," undertaking various projects and activities in all spheres of the Company since 2014-15. Some notable projects include:

- The development and maintenance of Kamakhya temple, Guwahati under Swachh Iconic Place (SIP) initiative.
- The construction of 1,500 number of the individual household latrine (IHHL) in Dibrugarh district in Assam and 1,200 number in East Godavari district in Andhra Pradesh to achieve 10,096 Open Defecation Free (ODF) status under Swachh Bharat Mission (Gramin).
- Construction of ~180 school toilets for girls

and provision for clean drinking water facilities in aspirational districts of Dhubri, Goalpara in Assam and Namsai district in Arunachal Pradesh.

- In a bid to ensure effective solid waste management, garbage collecting vehicles were provided to municipalities of Dibrugarh, Tinsukia and Nagaon districts in Assam.
- As part of Swacchta initiatives, OIL undertook various campaigns on creating awareness towards avoiding Single-Use Plastic (SUP) across offices, residential areas and nearby rural areas in its operational areas. Airport branding was also undertaken on a similar theme.
- Project on providing and storing clean drinking water at Jaisalmer district in Rajasthan.
- Continuing with "Swachh Bharat- Swachh Vidyalaya Abhiyan " initiatives, financial assistance was provided towards the maintenance of over 900 school toilets constructed during the year 2014-15.
- Various events on the central theme of Swachhta such as Distribution of Hygiene Kits and Dustbins, Walkathon and Cyclothons, Awareness campaigns through street plays, Cleanliness and plantation drives in office premises, market areas and public places, and competitions were also carried out on cleanliness and hygiene (amongst school students) under Swachha Bharat Pakhwada and Swachhta Hi Seva campaigns spearheaded by members on Board of OIL in all spheres of the Company. OIL employees also carried out Cleanliness campaigns through 'Shramdaan.'

Education

Project OIL Super 30

Project OIL Super 30 is one of the high-impact CSR initiatives under the key thrust area of education. This initiative provides an 11-month



free residential coaching on entrance examination to colleges such as Indian Institute of Technology and other reputed engineering colleges to students from marginalized section of societies in Assam, Arunachal Pradesh and Rajasthan.

The Company has six OIL Super 30 centres in Guwahati, Jorhat Dibrugarh and Nogaon in Assam, Jodhpur in Rajasthan and Itanagar in Arunachal Pradesh regions, with an annual intake of 30 students per centre. The success rate of the project is over 90 per cent with OIL Super 30 students getting admission to IITs as well as in many other prestigious national institutions/universities.

In the engineering batch of 2019-20, total 170 students were enrolled out of which 165 students have secured admissions in various engineering colleges making it a 97.06% success rate across six centres i.e Guwahati, Jorhat, Nagaon & Dibrugarh in Assam, Itanagar in Arunachal Pradesh and Jodhpur in Rajasthan.

Out of total admissions, 65 students have exclusively secured admissions in prestigious Indian Institute of Technology (IITs) (A Category

colleges) while 88 students made it to various National Institute of Technology (NITs) (B Category colleges) and rest 12 students in other state engineering colleges (C Category colleges).

In the medical batch of 2019-20, total 30 students were enrolled out of which 29 students qualified in NEET. Thereafter, 21 students secured admission in MBBS colleges & 2 students got admission in BDS/BAMS/BHMS others.

Project Dikhya.

OIL Dikhya, is one of the OIL's flagship CSR projects under which Computer & Value Added Education is imparted to the students of rural schools from OIL operational districts of Tinsukia, Dibrugarh and Charaideo. Started way back in 2012-13, with the objective of promoting computer education in schools, over the years the project has matured itself into a holistic education project with multi-pronged interventions impacting students and teachers of rural schools of Upper Assam. Since 2012-13 to 2019-20, computer and value added education is implemented by Schoolnet India Ltd. in the districts of Dibrugarh, Tinsukia and Charaideo via child friendly specially fabricated buses to the students of class VI, VII and VIII in 30 model schools. **In FY 2019-20**, a total of **6,895 students of 30 schools** were benefited. **Since inception till FY 2019-20**, the project has benefitted around **40,774 students** School level interventions for students & teachers and adult education for elderly implemented in OIL's operational districts of Tinsukia, Dibrugarh & Charaideo districts of Upper Assam. The following are some of the overall impact of the project:

- a) Enrolment of the students increased
- b) Increase in the average attendance rate

- c) Enhanced academic performance
- d) Increased participation by the teachers, parents and community at large
- e) Improvement in the quality of lives of adults

Other Dikhya Initiatives

Smart Classroom(Knowledge-Yan & K- Class)

in 305 schools : Since FY 2013-14, OIL distributed 305 K-Yans (all in one educational device) with high end computer, advanced projection system, in built interactivity with image processing technology, DVD player and inbuilt audio system which were provided to the 300 rural schools of Dibrugarh, Tinsukia and Charaideo districts in Assam and 5 nos of K-Yans to 5 schools in Longding District, Arunachal Pradesh. Over the years, K-Van with multi-lingual course module has benefited around 4,65,000 students.



Adult Education : Project Dikhya on Adult education classes is conducted in 36 locations targeted to improve the literacy rate in rural areas. The course module is designed based on the Government of Assam approved textbooks of Sarva Shikshya Abhiyan. **In FY 2019-20, 2,400 adults from OIL's operational areas of Yinsukia, Dibrugarh and Charaideo districts received training classes.**

- **Adding Dimensions:** Started in FY 2016-17, Adding Dimensions' comprised of interactive

learning interventions which illustrated concepts from the curriculum, in English, Maths and Science to make learning real, interactive and fun. Adding Dimensions also aimed at improving creativity / thinking skills and sensitization in life skills though interventions focused on health & hygiene, self-expression, optical illusions, games, etc. which were implemented in 30 schools. The activity of fabricating the classrooms with interesting **teaching-learning aids were carried out in 30 schools under OIL operational areas benefitting 6,895 students in FY 2019-20.** Other programmes under Project Dikhya

- **Teacher Training to primary school teachers :** Since FY 2013-14 till FY 2018-19, a total of 910 primary school teachers were trained on innovative teaching methodologies. The program aims at capacity building among the primary school teachers of OIL's operational areas of Tinsukia and Dibrugarh and Charaideo districts of Upper Assam



Supplementary Education Program in 30

schools: Started in FY 2017-18, under this program, trained supplementary teachers in English, Maths and Science for classes VI to VIII were provided to 30 government schools in OIL's operational districts of Upper Assam. . The program was much appreciated by schools which benefitted a **total of 6,895 students of classes VI, VII and VIII in FY 2019-20. Since FY**

2017-18 till FY 2019-20, 20,327 students were benefitted.

Distribution of Learning Kits in 30 schools:

Started in 2016-17 fiscal, interactive learning kits on English, Science and Maths were distributed in 30 schools of OIL's operational areas of Upper Assam promoting activity based teaching & learning.

- **Life Skills education in 75 schools :** Under Project OIL Dikhya, life skill education is implemented in selected schools of OIL operational areas of Tinsukia, Dibrugarh & Charaideo districts. **In FY 2019-20, 10,613 students** were impacted under the program covering **75 schools**.
- **Financial literacy :** A programme on financial literacy initiated in 2017-18 for rural communities of slected regions have also benefitted 15,600 persons from 30 locations. In FY 2019-20, a total of 6,000 persons benefited from the programme.
- **Read to Me (RTM) initiative :** RTM is a tech-enabled English solution that has been implemented amongst the students of 30 schools to demonstrate that reading and comprehension technology when integrated with curriculum can make a material difference in literacy that can be scaled efficiently. **In FY 2019-20, the new initiative of RTM under the broader umbrella of OIL Dikhya had benefitted 6,895 students.**

OIL Shikshya Ratna Puraskar

Instituted in 2013, OIL Sikshya Ratna Puraskar award aims at recognizing the all-round contribution of the teachers from provincialized schools and colleges across Assam. The awardees are selected by a panel of eminent judges that include reputed educationists, literary personalities, government

representatives from Education Board of Assam, education specialists from state and national bodies like SCERT, NCERT, CBSE etc. The award has become one of the prestigious awards conferred to the teaching fraternity in the north-east region of India. This award includes a financial incentive of INR 2 lakh and a silver citation. **Since 2013, 38 teachers have been awarded including 4 teachers awarded in FY 2019-20.**

OIL Awards and Merit Scholarships

OIL rewards meritorious students from operational areas for successfully competing class X and XII with OIL Awards and OIL Merit Scholarships to encourage them to perform better. Since its inception, OIL has awarded scholarships to more than 24,350 students. **In FY 2019, 2,275 students were awarded the scholarship.**

Sustainable Livelihood Generation

Project 'Rupantar'

Project Rupantar is OIL's flagship CSR project launched in 2003, towards generating alternate and sustainable sources of livelihood for unemployed youth of its operational areas. The project, implemented by State Institute of Rural Development (SIRD), Assam, focuses on strengthening the rural economy by creation and training of **Self Help Groups (SHG's)**/ Joint Liability Groups (JLG) involving youth, on various economic activities in the agro-based industry, providing opportunities for self-employment and rural entrepreneurship.

In FY 2019-20, a total of 325 JLGs were formed consisting of around 1,425 families who were involved in self-employment ventures enabling them to generate additional income to support their respective households.





Since 2003, with infrastructural and other support from OIL, SIRD has formed around 8500 **SHGs**/JLGs. However, since 2008, OIL has exclusively formed **3, 542** SHGs to which the company has extended 50% subsidy, other financial and material inputs.

Oil India Limited extended financial support to 350 JLGs with a total project cost of INR 6.68 crore at a disbursement function held at Duliajan on 7th of June 2019. **Around 1425 families are extended support in FY 2019.** Since 2004, SIRD is also successfully implementing short term computer education In FY 2019 a total of 700 students were trained in courses such as Tally, C++, Linux etc.

Sustainable Livelihood under Oil India Rural Development Society (OIRDS)

Realizing the importance and significance of rural development, Oil India Rural Development Society (OIRDS) was instituted by Oil India Limited which is one of the foremost and extensive social welfare projects designed to percolate down to the beneficiaries of the grass root level of India, particularly of the rural areas in the operational areas of OIL. The Society

was conceived with the principle objective to promote, undertake, carry out, sponsor, assist or aid directly or in any manner, any activity for the promotion and growth of rural economy and economic development and welfare or upliftment of the masses from rural areas/villages from the selected districts of OIL operational areas. OIRDS under the aegis of OIL India is engaged in two core areas namely- the Agriculture Project & the Handicraft Training and Production Centre (HTPC). The society through its two-core focus areas is constantly engaged in introduction of modern technology in the field of agriculture and imparting training in handicraft to the needy people of OIL's operational areas.

Agriculture Project

The primary objective of Agriculture Project is to introduce modern methods of cultivation to generate large scale production and thus providing an opportunity to the unemployment youths of the society to adopt agriculture as a means of earning livelihood and attaining economic empowerment

Extensive field training is provided to the beneficiaries by experts from the Agriculture Department of the Government of Assam and Assam Agriculture University for adequate use of technology in farming. In addition to that, high yielding variety of seeds from Agriculture Research Centre, Titabor, Assam are distributed free of cost to targeted farming communities.

In FY 2019, thirteen new villages were adopted under Sali cultivation covering 2,700 bighas and impacting 2,150 farming families. On the other hand, 14 villages were adopted under rabi cultivation covering 1,230 bighas and impacting 2,290 farming families. Since 1991 until 2019, OIRDS has adopted 162 villages under various farmers. collectives, covering around 25,237 farming families.

Handicraft Training and Production Centre (HTPC): started in 1984

OIL's Handicraft Training and Production Centre, located at Duliajan, Assam has been imparting eleven-month stipendiary training in Weaving, Cutting, Tailoring & Embroidery to young girls/women from OIL operational areas. The students are selected through written test and viva-voce. Post training assistance in the form of looms, sewing machines, thread, etc. are provided to the women who successfully complete their training at HTPC. In FY 2019-20, 42 nos. of candidates were enrolled, out of which 16 nos. were selected for the Weaving trade while 26 were in Cutting/ Tailoring & Embroidery for the eleven-month stipendiary training in Weaving, Cutting, Tailoring & Embroidery at the Centre.

A monthly stipend of Rs. 1500/- is given to the students along with post training assistance in the form of Fly Shuttle Handlooms along with Design Making Machines to the students who have completed their training in Weaving and USHA Sewing Machines to the students who have completed their training in Cutting, Tailoring & Embroidery. Since, inception of the project more than 1,000 nos. of women from OIL's operational areas have been trained under the Centre. The course content of the trainings has been designed as per the recognized ITI syllabus of Government of Assam in case of Knitting & Weaving and USHA syllabus is followed in case of Cutting & Embroidery.

Project OIL 'Jeevika':

Project OIL Jeevika is a community cluster-based sustainable livelihood promotion project, currently implemented in OIL's operational villages of Arunachal Pradesh. It was launched in FY 2016 and implemented by India Institute of

Entrepreneurship (IIE), Guwahati. Currently, over 400 households are benefitting from this project. The project is imparting skill development and up-gradation training to the targeted beneficiaries on beekeeping and honey processing, mustard buckwheat and local pulses processing for generating alternate source of income and formation of self-sustainable livelihood clusters. In addition to the training on mustard, buckwheat and local pulse processing, the beneficiaries are also trained in packaging and marketing techniques to further their skills in the field.

It has been found that beneficiaries had registered considerable growth in the production of Mustard, buckwheat and local pulses after undertaking the training. In FY 2019, OIL Jeevika started the 2nd phase of implementation, wherein the primary focus is on the implementation of hard interventions like equipping the clusters with a Common Facility cum Business Centre (CFBIC). The introduction of upgraded modern machinery and other services have boosted the production of raw materials and processing of the same.

Skill Building/Development

Skill Development Institute- Guwahati (SDIG)

OIL, along with other major oil PSUs, had set up a Skill Development Institute (SDI) at Guwahati to cater to the skill enhancement needs of the youth of the north-east region, to enhance their employability in hydrocarbon as well as other sectors.

The institute became functional from the 24th of August 2017 with two courses namely, Industrial Electrician and Industrial Welder. Subsequently, eight new courses were introduced in FY 2018. Certification of the

courses is provided by the Hydrocarbon Sector Skill Council (HSSC).

In an endeavour to expand and usher in more job roles having potential for gainful employment, the SDI is presently implementing thirteen placement linked skill training courses such as Indo-Japan Technical Intern Training Program (TITP) etc. This unique training course is administered by the Japan International Training Cooperation Organization (JITCO). We believe that this would facilitate various opportunities for the youths of the north-eastern region to work in an international environment with great exposure enabling them to learn new skills and achieve financial stability.

In FY 2019, 972 trainees were trained; out of which, 651 have been placed successfully across different reputed organizations.

Project Swabalamban

Project Swabalamban is OIL's placement-linked skill training initiative implemented in alignment with the National Skill Development Mission of Government of India. This programme focuses on unemployed youth/women of OIL's operational areas.

In FY 2019, **3,340** unemployed youth received training and **2,751** received placement opportunities such as Electrician, General Duty Assistant, Food and Beverage, Sewing Machine Operator, CRM Domestic Voice, Housekeeping and Hospitality, Fitter, Customer Care Executive, Automotive Service Technician, Radiology Technician and Refractionist.

Since 2013-14, Project OIL Swabalamban had trained 18,117 and placed 14,220 candidates from various parts of Assam with a maximum number of candidates from OIL's operational areas of Upper-Assam.

General Nursing Midwifery (GNM) training: started in 1991

Established in 1991, the nursing school in OIL Hospital Duliajan conducts 03 years General Nursing Midwifery (GNM) training course that is recognized by the Directorate of Medical Education, Government of Assam. Till FY 2017-18, the annual intake has been 20 (Twenty) young women, out of which one vacancy each is reserved for SC and ST candidate. Stipend is paid to the students in addition to limited hostel accommodation, uniform and protective clothing. The target sector for post training employment is Government, semi-government and private. Since inception, more than 300 women have successfully completed the training. Since, FY 2018-19, numbers of seats were raised thereby making it 30 new students who were given admissions and were trained under the 03-year course.

Environment

At OIL, we are cognizant of our operations and the impacts it has on the environment. As an extension of our social responsibility initiatives, we have undertaken diverse actions to reduce the impacts we have on the environment; specifically, on local biodiversity.

Since our operations are majorly focused in the north-east region of India, we are mindful of the way we protect biodiversity in that region. During this reporting year, OIL has conducted a project to protect one of the endangered species in the Assam region known as the White-winged Duck (*Asarconis Scutulata*). It mostly resides in dense tropical evergreen forest areas and its population is significantly declining due to the rapid destruction and disturbance of riverine habitats. Our project is focused on the protection of these species in the Digboi region of Assam.

Promotion of Rural Sports

OIL's CSR commitment extends to uniting the communities, mobilizing, inspiring and instilling responsible behaviour among the children and youth. We believe that the promotion of sports as a part of OIL's CSR initiative can further this commitment. OIL's contribution and collaboration with the social groups, district administration and sports bodies, have helped in making rural sports as one of the most popular sports events in the rural areas creating a social advantage, over the years.

Apart from organizing rural sports events in FY 2019, OIL has provided financial assistance towards the development of 11 playgrounds in-and-around its operational areas in Dibrugarh and Tinsukia and Jorhat regions in Assam.

Additionally, OIL has provided financial assistance to several schools and sports organizations for the development of sports events and infrastructure. It has benefitted a larger number of youth and young sports enthusiasts.

Rural Development Projects

OIL has been working and partnering with rural communities to enable solutions for pertinent concerns via our rural development projects. Oil's rural infrastructure projects implemented in its operational areas has brought about all-round development of the respective regions.

Over these years, OIL has built over 2500 km of roads to facilitate and improve rural connectivity. In addition to that, OIL has significantly contributed in the construction of public stages,

auditoriums, libraries, lecture halls, computer centres, road-side waiting sheds, upgraded and developed rural hospitals, rural schools and educational institute of higher development in various OIL operational areas of north-east India.

During this year, around 300 km of rural roads, 42 culverts and 15 iron bridges have been sanctioned and the construction work is currently in progress.



| SI-No | Major Project under key thrust area | Amount spent in INR crore |
|--|---|---------------------------|
| Healthcare | | |
| 1 | Project Arogya on the reduction of Infant Mortality Rate (IMR) and Maternal Mortality Rate (MMR) | 2.03 |
| 2 | Project Sparsha on mobile healthcare services through village health camps | 1.75 |
| 3 | Health Camps by NGOs | 0.69 |
| 4 | Health initiatives in Aspirational Districts of Assam and Arunachal Pradesh | 1.95 |
| | Sub Total | 6.42 |
| Drinking-Water and Sanitation under Swachh Bharat Abhiyan | | |
| 5 | Maintenance of School toilets (1471 Nos.) constructed under Swachh Vidyalaya Abhiyan | 1.44 |
| 6 | Development of Kamakhya Temple under Swachh Iconic Place Initiative | 3.75 |
| 7 | Project on construction of Integrated Household Latrine (IHHL) | 3.26 |
| 8 | Observing Swachh Bharat Pakhwada at OIL Spheres | 2.09 |
| 9 | Development of Integrated Solid Waste Management System in the operational area | 2.03 |
| 10 | Construction of School Toilets/community toilets and IHHL in Rajasthan and other operational areas. | 0.57 |
| 11 | Assistance towards the construction of school/ community toilets in aspirational districts of Assam and Arunachal Pradesh | 0.90 |
| 12 | Assistance towards clean drinking water facility in aspirational districts of Assam and Arunachal Pradesh | 0.38 |
| | Sub Total | 14.42 |
| Education | | |
| 13 | Project OIL Super 30 | 5.12 |
| 14 | Project Dikhya on promoting Computer literacy | 15.66 |
| 15 | Project Dikhya on promoting Adult Literacy | 5.36 |
| 16 | OIL Award & Merit Scholarship and OIL Shikshya Ratna Puraskar | 1.98 |
| 17 | Assistance towards augmentation of educational infrastructure development of Smart Classroom & in Assam & Rajasthan | 4.04 |
| 18 | Project Sakshyam on the rehabilitation of persons with disability | 0.66 |
| | Sub Total | 32.82 |
| Sustainable Livelihood Generation | | |
| 19 | Project Rupantar on sustainable livelihood opportunities | 4.70 |
| 20 | Agriculture Project under OIRDS (Oil India Rural Development Society) | 1.17 |
| 21 | Project Jeevika on Cluster based livelihood project | 1.14 |
| | Sub Total | 7.01 |
| Skill Development | | |
| 22 | Project Swabalamban on Capacity Building & Skill Development | 17.84 |
| 23 | Skill Development Institute (SDI) - Guwahati and Other SDI's | 10.00 |
| | Sub Total | 27.84 |

| SI-No | Major Project under key thrust area | Amount spent in INR crore |
|---|--|---------------------------|
| Capacity Building and empowerment of women | | |
| 24 | OIL Nursing School | 1.65 |
| 25 | Handicrafts Training and Production Centre | 0.41 |
| | Sub Total | 2.06 |
| Environment | | |
| 26 | Tree Plantation Project in Rajasthan | 0.10 |
| 27 | Project OIL Urja on providing renewable, cost-effective and clean energy solutions and activities on Biodiversity Conservation | 0.77 |
| | Sub Total | 0.88 |
| Promotion of Art, Culture and Heritage | | |
| 28 | Support for socio-cultural events | 0.84 |
| | Sub Total | 0.84 |
| Promotion of Sports | | |
| 29 | Assistance towards Rural Sports in villages of OIL operational areas and development of Sports | 1.34 |
| | Sub Total | 1.34 |
| Augmentation of Rural Infrastructure | | |
| 22 | Project Swabalamban on Capacity Building & Skill Development | 17.84 |
| 23 | Skill Development Institute (SDI) - Guwahati and Other SDI's | 10.00 |
| 30 | Construction of Roads & Bridges | 7.25 |
| 31 | Construction of community halls, waiting -sheds etc. and Township Development in Assam | 4.28 |
| 32 | Development of Infrastructure for clean water supply in KG Basin Project, Andhra Pradesh | 0.36 |
| 33 | Contribution towards development of Infrastructure in other operational areas | 0.16 |
| 34 | Other Infrastructure projects including the construction of Auditorium in Dibrugarh University, Dibrugarh | 4.23 |
| | Sub Total | 16.28 |
| Government Projects / National Relief Fund | | |
| 35 | Contribution towards Prime Minister CARES Fund | 13.00 |
| 36 | Contribution towards Flood/ Cyclone relief | 2.50 |
| | Sub Total | 15.50 |
| | Total CSR Expenditure | 125.41 |

GRI INDEX

| GRI Standard Number | Disclosure Number | Description | Section/Subsection Title | Pg. No./ Explanation |
|----------------------------|-------------------|---|------------------------------------|---|
| General Disclosures | | | | |
| GRI 102 | 102-1 | Name of the organization | Oil India Highlights | 16 |
| GRI 102 | 102-2 | Activities, brands, products, and services | Oil India Highlights | 16 |
| GRI 102 | 102-3 | Location of headquarters | Oil India Highlights | 16 |
| GRI 102 | 102-4 | Location of operations | Oil India Highlights | 16 |
| GRI 102 | 102-5 | Ownership and legal form | Subsidiaries | 18-19 |
| GRI 102 | 102-6 | Markets served | Subsidiaries | 18-19 |
| GRI 102 | 102-7 | Scale of the organization | Oil India Highlights | 16-19 |
| GRI 102 | 102-8 | Information on employees and other workers | Workforce Strength and Composition | 52 |
| GRI 102 | 102-10 | Significant changes to the organization and its supply chain | GRI Index | No significant changes to the supply chain |
| GRI 102 | 102-11 | Precautionary Principle or approach | GRI Index | Our management approach to each material ESG issue is outlined in the relevant sections |
| GRI 102 | 102-14 | Statement from senior decision-maker | Leadership speaks | 5 |
| GRI 102 | 102-15 | Key impacts, risks, and opportunities | Governance and risk Management | 22-23 |
| GRI 102 | 102-16 | Organization's values, principles, standards, and norms of behavior | Management Approach | 30 |
| GRI 102 | 102-17 | Mechanisms for advice and concerns about ethics | Management Approach | 30 |
| GRI 102 | 102-18 | Governance structure | Governance and Risk Management | 22-23 |
| GRI 102 | 102-19 | Delegating authority | Governance and Risk Management | 22-23 |
| GRI 102 | 102-20 | Executive-level responsibility for economic, environmental, and social topics | Governance and Risk Management | 22-23 |
| GRI 102 | 102-21 | Consulting stakeholders on economic, environmental, and social topics | Governance and Risk Management | 22-23 |
| GRI 102 | 102-22 | Composition of the highest governance body and its committees | Governance and Risk Management | 22-23 |

| GRI Standard Number | Disclosure Number | Description | Section/Subsection Title | Pg. No./ Explanation |
|---------------------|-------------------|---|---|--|
| GRI 102 | 102-23 | Chair of the highest governance body | Governance and Risk Management | 22-23 |
| GRI 102 | 102-24 | Nominating and selecting the highest governance body | Governance and Risk Management | 22-23 |
| GRI 102 | 102-25 | Conflicts of interest | Governance and Risk Management | 22-23 |
| GRI 102 | 102-26 | Role of highest governance body in setting purpose, values, and strategy | Governance and Risk Management | 22-23 |
| GRI 102 | 102-27 | Collective knowledge of highest governance body on ESG topics | Governance and Risk Management | 22-23 |
| GRI 102 | 102-28 | Evaluating the highest governance body's performance | Governance and Risk Management | 22-23 |
| GRI 102 | 102-29 | Process for the highest governance body in identifying and managing economic, environmental, and social impacts | GRI Index | The highest governance body has constituted a CSR committee to oversee the management of economic, environmental and social performance. |
| GRI 102 | 102-30 | Highest governing body's role in reviewing effectiveness of risk management processes | Audit Committee | 22 |
| GRI 102 | 102-31 | Review of economic, environmental, and social topics | Governance and Risk Management | 22-23 |
| GRI 102 | 102-32 | Highest governance body's role in sustainability reporting | Governance and Risk Management | 22-23 |
| GRI 102 | 102-33 | Communicating critical concerns | Risk Management Committee | 23 |
| GRI 102 | 102-34 | Nature and total number of critical concerns | Governance and Risk Management | 22-23 |
| GRI 102 | 102-35 | Remuneration policies | Nomination & Remuneration Committee | 22 |
| GRI 102 | 102-36 | Process for determining remuneration | Nomination & Remuneration Committee | 22 |
| GRI 102 | 102-37 | Stakeholders' involvement in remuneration | OIL Stakeholder Engagement & Materiality Assessment | 26-27 |

| GRI Standard Number | Disclosure Number | Description | Section/Subsection Title | Pg. No./ Explanation |
|---------------------|-------------------|--|---|---|
| GRI 102 | 102-38 | Annual total compensation ratio | Nomination and Remuneration Committee | Compensation of Board Members and Directors reported annually |
| GRI 102 | 102-40 | List of stakeholder groups | OIL Stakeholder Engagement & Materiality Assessment | 26-27 |
| GRI 102 | 102-41 | Collective bargaining agreements | GRI index | All our field staff are unionized and our engage with the unions regularly to address any concerns. |
| GRI 102 | 102-42 | Identifying and selecting stakeholders | OIL Stakeholder Engagement & Materiality Assessment | 26-27 |
| GRI 102 | 102-43 | Approach to stakeholder engagement | OIL Stakeholder Engagement & Materiality Assessment | 26-27 |
| GRI 102 | 102-44 | Key topics and concerns raised | OIL Stakeholder Engagement & Materiality Assessment | 26-27 |
| GRI 102 | 102-45 | Entities included in the consolidated financial Statements | Subsidiaries | 18-19 |
| GRI 102 | 102-46 | Defining report content and topic Boundaries | About the Report | 4 |
| GRI 102 | 102-47 | List of material topics | OIL Stakeholder Engagement & Materiality Assessment | 26-27 |
| GRI 102 | 102-48 | Restatements of information | About the Report | 4 |
| GRI 102 | 102-49 | Changes in reporting | About the Report | 4 |
| GRI 102 | 102-50 | Reporting period | About the Report | 4 |
| GRI 102 | 102-51 | Date of most recent report | About the Report | 4 |
| GRI 102 | 102-52 | Reporting cycle | About the Report | 4 |
| GRI 102 | 102-53 | Contact point for questions regarding the report | About the Report | 4 |
| GRI 102 | 102-54 | Claims of reporting in accordance with the GRI Standards | GRI Index | This Index |
| GRI 102 | 102-55 | GRI content index | GRI Index | This Index |

| GRI Standard Number | Disclosure Number | Description | Section/Subsection Title | Pg. No./ Explanation |
|-----------------------------|---|--|---|--|
| GRI 102 | 102-56 | External assurance | GRI Index | The report has not been externally assured. We will be exploring the possibility of assuring our forthcoming reports |
| GRI 103 | 103-1 | Explanation of the material topic and its Boundary | About the Report | 4 |
| GRI 103 | 103-2 | The management approach and its | | |
| Components | OIL Stakeholder Engagement & Materiality Assessment | 22-23 | | |
| GRI 103 | 103-3 | Evaluation of the management approach | Leadership speaks | 4 |
| Economic Disclosures | | | | |
| GRI 201 | 201-1 | Direct economic value generated and distributed | Performance Highlights | 20 |
| GRI 201 | 201-2 | Financial assistance received from Government | Performance Highlights | 20 |
| GRI 202 | 202-1 | Ratios of standard entry level wage by gender compared to local minimum wage | GRI Index | We pay our employees above the minimum wages set up the labor laws and do not discriminate between gender in terms of compensation |
| GRI 203 | 203-1 | Infrastructure investments and services Supported | OIL India's Social Responsibility | 62-63 |
| GRI 203 | 203-2 | Significant indirect economic impacts | OIL India's Social Responsibility | 62-63 |
| GRI 205 | 205-1 | Operations assessed for risks related to Corruption | OIL Stakeholder Engagement & Materiality Assessment | 26-27 |

| GRI Standard Number | Disclosure Number | Description | Section/Subsection Title | Pg. No./ Explanation |
|----------------------------------|-------------------|---|---|--|
| GRI 205 | 205-2 | Communication and training about anticorruption policies and procedures | GRI Index | All our employees are communicated with on our anti-corruption policies and procedures |
| GRI 205 | 205-3 | Confirmed incidents of corruption and actions Taken | GRI Index | No confirmed incident of corruption during the reporting period. |
| GRI 206 | 206-1 | Legal actions for anti-competitive behavior, anti-trust, and monopoly practices | GRI Index | No legal actions in this regard |
| Environmental Disclosures | | | | |
| GRI 302 | 302-1 | Energy consumption within the organization | Our Environment | 30-33 |
| GRI 302 | 302-4 | Reduction of energy consumption | Our Environment | 30-33 |
| GRI 302 | 302-5 | Reductions in energy requirements of products and services | Our Environment | 30-33 |
| GRI 303 | 303-1 | Interactions with water as a shared resource | Water Management | 34-36 |
| GRI 303 | 303-2 | Management of water discharge-related Impacts | Water Management | 34-36 |
| GRI 303 | 303-3 | Water withdrawal | Water Management | 34-36 |
| GRI 303 | 303-4 | Water discharge | Water Management | 34-36 |
| GRI 303 | 303-5 | Water consumption | Water Management | 82 |
| GRI 304 | 304-1 | Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas | Biodiversity Management | 39-40 |
| GRI 304 | 304-2 | Significant impacts of activities, products, and services on biodiversity Preserving our biodiversity | Biodiversity Management | 39-40 |
| GRI 304 | 304-3 | Habitats protected or restored | Biodiversity Management | 39-40 |
| GRI 305 | 305-1 | Direct (Scope 1) GHG emissions | Climate Change and Greenhouse Emissions | 34 |
| GRI 305 | 305-2 | Energy indirect (Scope 2) GHG emissions | Climate Change and Greenhouse Emissions | 34 |

| GRI Standard Number | Disclosure Number | Description | Section/Subsection Title | Pg. No./ Explanation |
|---------------------------|-------------------|--|---|--|
| GRI 305 | 305-5 | Reduction of GHG emissions | Climate Change and Greenhouse Emissions | 34 |
| GRI-306 | 306-2 | Waste by type and disposal method | Waste Management | 37-39 |
| GRI-306 | 306-3 | Significant spills during the reporting period | Waste Management | 37-39 |
| GRI-306 | 306-4 | Transport of hazardous waste | Waste Management | 37-39 |
| GRI-307 | 307-1 | Non-compliance with environmental laws and Regulations | GRI Index | No cases of noncompliance |
| GRI-308 | 308-2 | Negative environmental impacts in the supply chain and actions taken | GRI Index | No impact assessment undertaken in the supply chain |
| Social Disclosures | | | | |
| GRI-401 | 401-1 | New employee hires and employee turnover | Workforce Strength and Composition | 52-53 |
| GRI-401 | 401-2 | Benefits provided to full-time employees that are not provided to temporary or part-time employees | Workforce Strength and Composition | 52-53 |
| GRI-402 | 402-1 | Minimum notice periods regarding operational Changes | GRI Index | Our notice period has been indicated in the employment and engagement contracts and comply with all the national regulations |
| GRI-403 | 403-1 | Occupational health and safety management System | Occupational Health and Safety | 45-50 |
| GRI-403 | 403-2 | Hazard identification, risk assessment, and incident investigation | Occupational Health and Safety | 45-50 |
| GRI-403 | 403-4 | Worker participation, consultation, and communication on occupational health and safety | Occupational Health and Safety | 45-50 |
| GRI-403 | 403-8 | Workers covered by an occupational health and safety management system | Occupational Health and Safety | 45-50 |
| GRI-403 | 403-9 | Work-related injuries | Occupational Health and Safety | 45-50 |

| GRI Standard Number | Disclosure Number | Description | Section/Subsection Title | Pg. No./ Explanation |
|---------------------|-------------------|--|--------------------------------|--|
| GRI-403 | 403-10 | Work-related ill health | Occupational Health and Safety | 45-50 |
| GRI-404 | 404-1 | Average hours of training per year per Employee | Employee Training | 53-54 |
| GRI-404 | 404-2 | Programs for upgrading employee skills and transition assistance programs | Employee Training | 53-54 |
| GRI-404 | 404-3 | Percentage of employees receiving regular performance and career development reviews | GRI Index | All our employees receive regular performance assessment. |
| GRI-405 | 405-1 | Diversity of governance bodies and employees | Diversity and Inclusion | 53 |
| GRI-405 | 405-2 | Ratio of basic salary and remuneration of women to men | GRI Index | No discrimination on salary |
| GRI-406 | 406-1 | Incidents of discrimination and corrective actions taken | GRI Index | No incidents of discrimination |
| GRI-407 | 407-1 | Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk | GRI Index | No operations with risk to collective bargaining |
| GRI-408 | 408-1 | Operations and suppliers at significant risk for incidents of child labor | GRI Index | No operations with significant risk of child labor |
| GRI-409 | 409-1 | Operations and suppliers at significant risk for incidents of forced or compulsory labor | GRI Index | No operations with significant risk of forced labor |
| GRI-411 | 411-1 | Incidents of violations involving rights of indigenous peoples | GRI Index | There have been no violations involving rights of indigenous people during the reporting period. |

| GRI Standard Number | Disclosure Number | Description | Section/Subsection Title | Pg. No./ Explanation |
|---------------------|-------------------|--|-----------------------------------|--|
| GRI-412 | 412-1 | Operations that have been subject to human rights reviews or impact assessments | GRI Index | No operations have been subject to HR impact assessments |
| GRI-413 | 413-1 | Operations with local community engagement, impact assessments, and development programs | OIL India's Social Responsibility | 62-63 |
| EU 22 | | Number of people physically or economically displaced and compensation, broken down by type of project | GRI Index | No displacement from our projects |
| GRI-413 | 413-2 | Operations with significant actual and potential negative impacts on local communities | GRI Index | No operations with significant negative impacts on local communities |
| GRI-414 | 414-1 | New suppliers that were screened using social criteria | GRI Index | Suppliers are not currently screened using social criteria |
| GRI-414 | 414-2 | Negative social impacts in the supply chain and actions taken | Occupational Health and Safety | 45-50 |
| GRI-416 | 416-1 | Assessment of the health and safety impacts of product and service categories | Occupational Health and Safety | 45-50 |
| GRI-416 | 416-2 | Incidents of non-compliance concerning the health and safety impacts of products and services | GRI Index | No incidence of noncompliance |



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