



ऑयल इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
**Oil India Limited**  
(A Government of India Enterprise)



# **DARPAN** Sustainability Report 2013-14





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# DARPAN

Sustainability Report  
2013-14



# About the Report

Oil India Limited (OIL) aims to create value for its stakeholders, develop new opportunities to generate prosperity, enhance quality of life, and resolve risks and threats to sustainability in the context of social aspects, environmental conservation and long-term economic growth. The management of OIL has been extensively working to streamline its organizational and operational processes to meet global sustainability standards. Such an endeavour is a continuous process and is achieved over a period of time. The management is confident of overcoming all impediments in this process and eventually mature into a sustainability driven organization. This is our second Sustainability Report publication which presents OIL's Sustainable Development initiatives in a transparent manner. Since this is our second year, the complexity of the report has increased and there are some significant changes from last year's report both in terms of content and structure. To help stakeholders successfully navigate this report we request them to go over the following parameters that define this report.



## GRI Guidelines

The Global Reporting Initiative (GRI) is a non-profit organization that produces one of the world's most prevalent standards for sustainability reporting. A sustainability report is an organizational report that gives information about economic, environmental, social and governance performance. As opposed to last year's report which was prepared in accordance to G3.1 guidelines, this year we have taken the significant step of switching over to the newly created G4 guidelines. This is another signal of our commitment to reporting not merely for the sake of reporting, but towards using it as a tool to improve our sustainability processes and performance.

## Reporting Period

As stated in our first report, OIL has decided to report annually and this year's report encompasses our activities from 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014.

## Structure

This report has been prepared in accordance to the GRI G4 guidelines and it includes all of OIL's activities in the three pillars of Sustainable Development- Environmental Performance, Social Performance and Economic Performance as well as Corporate Governance. Besides these categories we have also included other information that we feel is crucial to understanding us as a company. We have also made use of the Oil and Gas Sector Supplement in the preparation of this Report.

## In Accordance with Core

This report has been prepared to be 'in accordance' with Core option of the G4 guidelines. As this is only our second report, and because our internal data gathering processes are still evolving, we felt that this is suitable for us at the moment.

## Disclosures on Management Approach (DMA)

Under the GRI G4 guidelines, we are expected to provide a DMA for every material aspect identified during our Stakeholder Engagement and Materiality Analysis process; these DMAs are disclosed in a separate section of the Report right after the Stakeholder Engagement and Materiality Section of the Report.

## Boundary

Last year we chose to report on select twenty-five installations but this year the boundary of the report has been expanded to include all of our installations in India. OIL management holds the ownership for all data and information published in this report.

## Limitation

Within the reporting boundary, OIL does not have any limitations.

## External Assurance

The management of OIL has decided not to go for external assurance for the present reporting period.

## Contact

For additional information on our company and on OIL's sustainability initiatives, we request all our stakeholders to kindly visit our official website <http://www.oil-india.com/>. We would also love to have feedback on our Sustainability Report. Please email your feedback to:

### Mr. Dilip Kumar Das

Head (PR)

Oil India Limited

Duliajan, Assam, India.

Pin: 786 602

Ph: 0374#2807270

Email: [dilipkdas@oilindia.in](mailto:dilipkdas@oilindia.in)

## Message from the OIL's Leadership



Mr. Sunil Kumar Srivastava

## Message from the Chairman & Managing Director

Over two years ago we chose the name “Darpan” meaning “a mirror”, for OIL’s Sustainability Report to reflect our efforts, pursuits, goals and our conviction towards serving the nation as a premier oil company.

The concept of Sustainability was always a part of the Indian Culture and ethos in the form of “Vasudhaiva Kutumbkam” that translates to “Whole world is one family” and the modern day approach of Sustainable Development has inculcated this ideology by bringing the external and internal stakeholders of an organization together.



As the second largest upstream national Oil & Gas Company of India, we are committed to contribute our share towards providing energy solutions to the nation. And to fulfill this aspiration, every Oil Indian thrives to operate with a sense of great responsibility, learning from the best practices globally and always staying connected to our stakeholders, especially the local communities of the states we operate in.

Being an Energy Company, we derive most of our products from Mother Nature and this aspect puts a great responsibility on our organization, for taking the utmost care of the environment while exploiting hydrocarbons, which itself is a fast depleting and one of the most precious natural conventional energy resources.

Our ability to deliver growth is grounded in our focus on the economic performance, the primacy to environmental conservation, and the discharge of our duties towards the society at large. Oil India Limited's focus in this regard, is in fact, the basic premise of Sustainability, i.e. the centrality of the triple bottom-line approach. We believe that the Sustainability measures taken today will ensure that we safeguard the greater interests of posterity besides ensuring all round growth of our own Company and the nation.

The world economic environment poses several challenges in providing energy security to the energy deficient developing countries like ours that are working relentlessly to uplift the living standard of its people. This is also

posing a huge challenge not only to our nation but also causing ripple effects, worldwide.

The biggest challenge faced by an E&P company like ours is to bridge the gap between supply and demand of crude oil and natural gas. At Oil India Limited, we have taken this as a challenge to increase our performance so as to meet the energy needs of the country.

As a People's Company, our vision is to share our resources to help the communities in and around our operational areas, to enable them to have access to healthcare, nutrition, energy, shelter, mobility, education and greater economic opportunities. And at all times, we thrive to ensure that our efforts are always governed by fundamentals of responsible business practices, such as ethical behaviour, inclusive growth, fair and transparent practices and a commitment to protect and preserve the environment and eco systems in our operational states.

This report is meant to share our performance on Economic, Environmental, and Societal performance charts and aims to showcase our evolution in to a modern day global player in the E&P sector. We look forward to your valuable suggestions, which will help us better our holistic output, thereby creating more value for our stakeholders.



**Mr. Sunil Kumar Srivastava**  
*Chairman & Managing Director*



Mr. N. K. Bharali

### Message from the Director (HR&BD)

If Sustainability is to be defined, the simplest and most fundamental meaning would be “the ability to sustain” or “the capacity to endure”. Today, it is by no means certain that our society has the capacity to endure, in the wake of all the old and new challenges we face. It may perhaps be necessary to have a re-look in the ways in which we define and measure growth, development, progress, and prosperity. This translates into a big challenge not just for business and economics, it is also a call for massive social, political, technological, cultural and behavioral transition.

OIL's business is driven by its well-founded desire to be a corporate citizen with equal respect to all its stake-holders. Through concerted efforts the Company is adopting a policy of working towards sustainability driven inclusive growth for the Company as well as the society it operates in. This report projects our desire and aspiration towards that direction.

A handwritten signature in dark ink, appearing to read 'N. K. Bharali', written over a light blue horizontal line.

**(Mr. N. K. Bharali)**

*Director (Human Resources & Business  
Development)*



Oil India Limited's core business is the exploration, development and production of hydrocarbons, and we will continue to strive for newer heights in these domains. We are stepping up seismic survey activities, and simultaneously we are also augmenting exploratory, delineation and development drilling. At the same time, optimal reservoir management in the existing mature fields remains the top priority of our company for sustained operations in the long run. Additionally, we have made inroads into technology-intensive activities improved oil recovery (IOR) and enhanced oil recovery (EOR) schemes to maximise recovery and production.

In our relentless quest for excellence, maintaining a balance with nature and people in and around our operational areas has always been a guiding mantra for Oil India Limited. We must ensure that we minimize our impact on the environment, ensure public safety, and be responsive to the needs and aspirations of the local communities of these areas. A focus on sustainability will help Oil India Limited manage its social and environmental impacts and improve operating efficiency and natural resource stewardship. It remains a vital component of shareholder, employee, and stakeholder value creation.



**(Mr. S. Rath)**

*Director (Operations)*



Mr. S. Rath

## Message from the Director (Operations)



Mrs. R. S. Borah

### Message from the Director (Finance)

Oil India Limited has come a long way since the last century and has truly become one of the well-known E&P companies across the world. Today, 14 years in to the 21st century, Oil India Limited focuses on strategies for long-term growth. Long-term growth can't be looked at or achieved in isolation to issues of economic, social and environmental policies. Effective financial management for any organization is really about using resources wisely and ensuring that an enterprise is strong enough to thrive for decades to come. This is where corporate sustainability becomes strategically imperative.

Today, in addition to measuring time and money, we are also measuring the sustainability matrix as we are learning to accept and embrace external perspectives. The social and environmental components of corporate responsibility demand more of our attention, in today's dynamic and stakeholder first kind of business environment. That said, it is equally important to focus on the Economic performance of the company, which must be driven by sound financial practices, which are the backbone of any renowned business organisation. Oil India Limited has always been and will continue to be known for its solid financial performance in the national and global economy. That will be our commitment and our endeavour, always.



**Mrs. R. S. Borah**

*Director (Finance)*



The material progress of industrial society has taken a heavy toll of the natural capacity of planet earth and yet left a vast share of the global population in abject poverty.

Addressing the socio-economic concerns of the society is one of the mandates of the CPSEs like OIL and OIL has owned this responsibility in letter and spirit. Though, business objectives of company like ours is to continuously find oil and gas in commercial quantities and produce those, but with minimum amount of damage to the environment and eco-systems.

At Oil India Limited, we do not lose sight of the 'Mantra' that sustainable development is about conducting our business to promote economic growth while creating vibrant communities in our areas of activities.

The company, while providing the vital service towards fulfilling the energy needs of our nation, has strived and will continue to strive to attain sustainable growth for the organization and the society in the long run.



**Mr. S. Mahapatra**

*Director (Exploration & Development)*



Mr. S. Mahapatra

## Message from the Director (Exploration & Development)



# Stakeholder Engagement

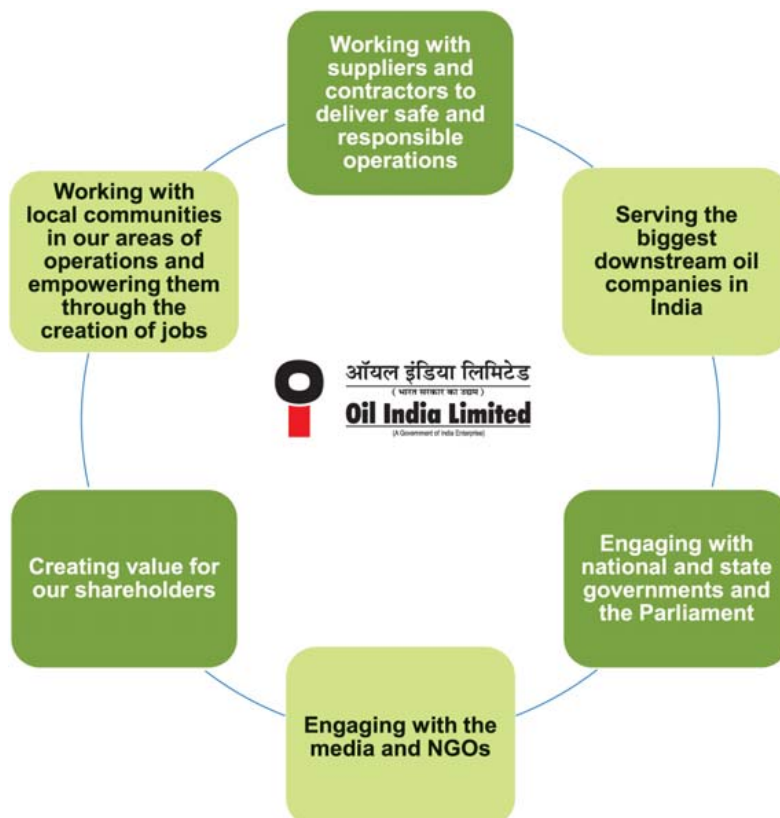
Our stakeholders are the many individuals and organizations who are affected in some way by OIL's activities, whether it is in our role as an energy provider, an employer of choice, or as a company that generates and distributes revenues and helps to boost local economies and nurture local communities. The primary audience for this report are employees, shareholders and analysts, governments and regulators, business partners, non-governmental organizations (NGOs), the local communities in which we operate and industry associations. However, we would invite any and every stakeholder to go over this report and we would greatly appreciate your feedback in order to improve our performance even further in the coming years.



### How we engage our stakeholders

<b>Employees</b> OIL uses a range of internal communications channels to keep our employees informed about the context within which they work. We maintain regular communication with unions at all OIL sites around the world	<b>Our industry</b> OIL is mainly an upstream company and we sell our products to some of the leading companies in India. We are members of many industry associations and constantly stay abreast with the latest developments in the sector	<b>Contractors/ partners</b> Like our industry peers, OIL rarely works in isolation. Safe and responsible operations depend on the capability and performance of our suppliers, contractors and partners. To this end, we set standards through legally binding contracts
<b>Shareholders/ analysts</b> OIL engages with shareholders and analysts annually through our Annual General Meetings. We also engage them throughout the year through information on our website, through press releases and many other fora	<b>Local Communities</b> Given the nature of our operations where a number of our wells are located in and around local communities, we stay in touch with them through numerous channels in order to stay responsive to their ever changing needs	<b>Customers</b> OIL is a business to business company as we sell our products directly to downstream oil and gas companies. Therefore in the absence of traditional feedback mechanisms we engage our buyers directly and regularly to ascertain their needs
<b>Government/ regulators</b> We engage with governments on many fronts, from consultation responses to direct engagement with government representatives. As a PSU we are also required to respond to questions raised by parliamentarians in the Lok Sabha and Rajya Sabha	<b>NGOs</b> A number of NGOs operate in our areas of operations and we routinely engage with them and NGOs all over India in order to carry out projects and to bring value to local communities, NGOs also often point out lacunae in our approach which helps us improve	<b>Media</b> OIL engages with the media directly through our Corporate Communications department. The media also helps us engage with society through news articles detailing our various social and environmental projects

### Our Stakeholder Relationships



### Highlights of Stakeholder Interaction

Stakeholder	Type of Interaction	Feedback & Key Findings
Senior members of the Department of Learning and Development	Interview	<ul style="list-style-type: none"> <li>▶ Human resource activities should be leadership centric where 70% of the employees are field workers</li> <li>▶ There is absence of kinship between employees</li> <li>▶ Class conflict is prevalent</li> <li>▶ Many training sessions and workshops have been organized for the entire gamut of the employee hierarchy and the attendance has improved significantly</li> </ul>
Executive Officers In Delhi and Duliajan	Interview	<ul style="list-style-type: none"> <li>▶ Concern about data collection techniques</li> <li>▶ Installation and rectification of energy meters</li> <li>▶ Suggest to Identify core external stakeholder groups and target implementation of CSR work towards them</li> </ul>
Teachers and staff, Ushapur High School, OIL operational area, Dibrugarh District	Interview	<ul style="list-style-type: none"> <li>▶ Have benefited a lot from OIL. Construction of roads and schools were a necessity in Ushapur</li> <li>▶ High regard for project Dikhya</li> <li>▶ More infrastructural support for laboratories, libraries and equipment for students would be appreciated</li> </ul>
Senior Members of the Department of Public Relations	Interview	<ul style="list-style-type: none"> <li>▶ An integrated approach is required towards sustainable development</li> <li>▶ Regular workshops and employee involvement have to be planned</li> <li>▶ Thorough development of communication with internal and external stakeholders required via news, advertisements, street plays, campaigns, etc.</li> </ul>
Workers Union	Meeting and Discussion	<ul style="list-style-type: none"> <li>▶ OIL's social contribution has been effective but has not been as highly regarded as it should be</li> <li>▶ There is a huge communication gap with local communities that has to be bridged</li> <li>▶ Due to this locations near the operational areas are highly effected and many times, these issues are overlooked</li> <li>▶ Deforestation has been an major issue for a long time</li> <li>▶ Unemployment in the region is the major cause of the frequent strikes. Socio-economic gap creates the tension between the Company and the community</li> <li>▶ Safety measures and Compensation schemes need to improve</li> </ul>

Officer's Association	Meeting and Discussion	<ul style="list-style-type: none"> <li>▶ Misuse of resources is common at operational sites and residential colonies as well</li> <li>▶ Chemicals and Gas leakages are a potential hazard and should be well taken care of</li> <li>▶ OIL should create a separate department that only looks after Sustainable Development projects</li> <li>▶ Requirement of more manpower</li> </ul>
Senior members of the Department of Safety and Environment	Interview	<ul style="list-style-type: none"> <li>▶ An integrated approach to measure and collect data is required.</li> <li>▶ Suggest to L&amp;D to arrange training programmes for the same</li> </ul>
Head Master, Purvanchal School	Interview	<ul style="list-style-type: none"> <li>▶ Have greatly benefited from OIL's CSR activities in the form of construction of classrooms, toilets and procurement of books for the library etc.</li> <li>▶ Unemployment is a concern at the heart of agitation at OIL operational sites</li> </ul>

## Materiality Analysis

The content of this report has been developed based on the principles of Materiality as per the requirements of the GRI G4 guidelines. Materiality Analysis is the systematic review of current and future business risks and opportunities based on the feedback from engaging external and internal stakeholders. The Materiality Analysis was carried out as per the framework laid out by the GRI G4 guidelines and we will continue to use this framework for all future reporting ventures.

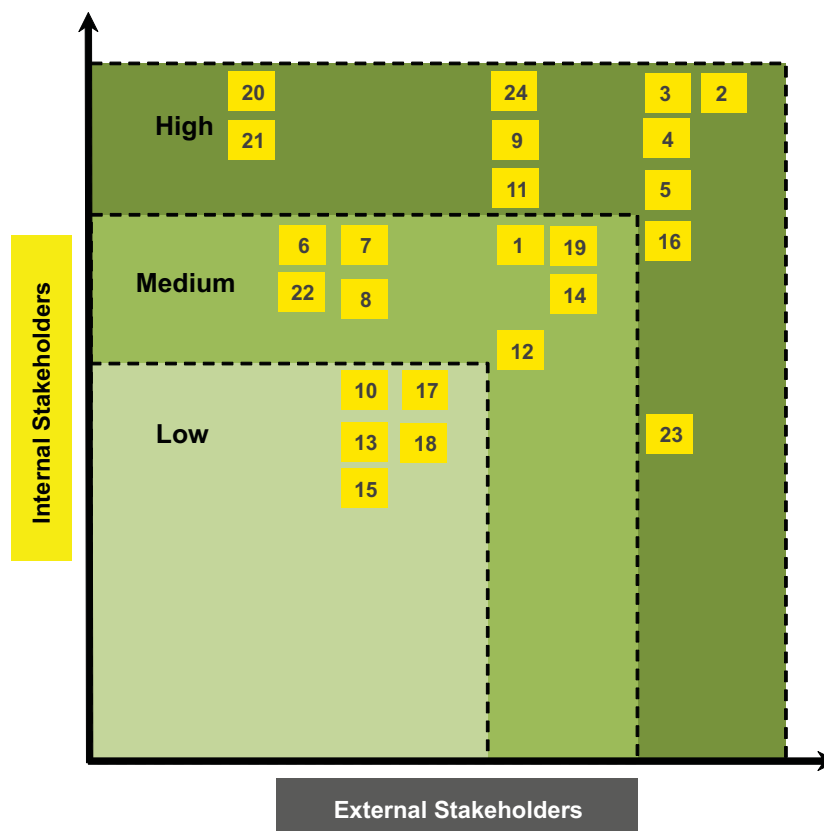
## Materiality Determination Process

**Step 1:** We began the Materiality Analysis by first dividing our stakeholders into two broad categories- External and Internal. One interesting outcome was the fact that the Government is both an external stakeholder in its role as a regulator, but since we are a Public Sector Undertaking (PSU), the Government is also an internal stakeholder. The table below lists all of our external and internal stakeholders.

Internal Stakeholders	External Stakeholders
<ul style="list-style-type: none"> <li>▶ Employees</li> <li>▶ Shareholders</li> <li>▶ Government</li> </ul>	<ul style="list-style-type: none"> <li>▶ Our industry</li> <li>▶ Local Communities</li> <li>▶ NGOs</li> <li>▶ Government/regulators</li> <li>▶ Contractors/partners</li> <li>▶ Customers</li> <li>▶ Media</li> </ul>

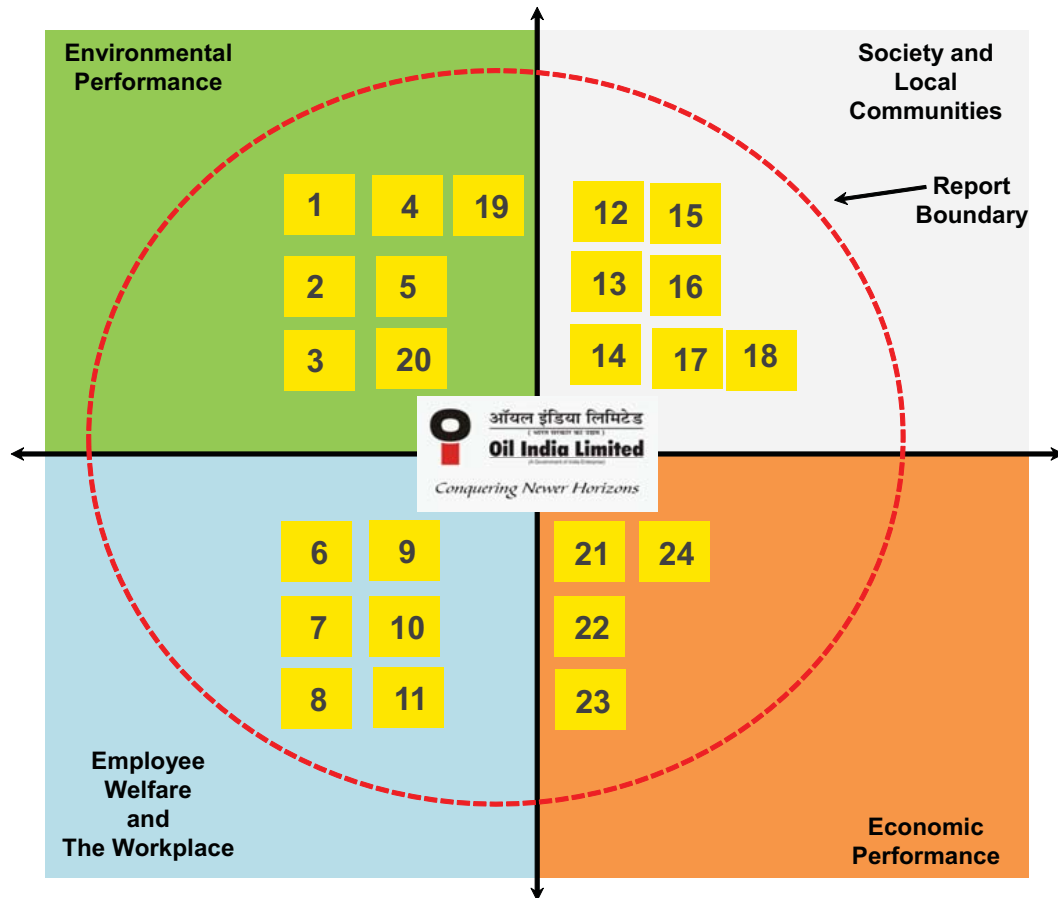
**Step 2:** We then approached our stakeholders and engaged them using various techniques like one-to-one interviews, surveys and telephonic interviews to determine what Aspects were important to them. Based on these interactions we received a fairly large set of possible Material Aspects. We then asked our stakeholders to rank the Aspects on the basis of importance and OIL's performance in the Aspect from a scale low to medium to high. On the basis of these rankings we plotted the Aspects in the Materiality Matrix below.





1	Energy	13	Child Labour
2	Water	14	Indigenous Rights
3	Biodiversity	15	Forced or Compulsory Labour
4	Emissions	16	Local Communities
5	Effluents/Waste	17	Anti-Corruption
6	Employment	18	Grievance Mechanisms
7	OHS	19	Compliance
8	Training and Education	20	Fossil Fuel Substitute
9	Diversity and Equal Opportunity	21	Economic Performance
10	Equal Remuneration	22	Market Presence
11	Labour Grievance Mechanisms	23	Indirect Economic Impact
12	Freedom of Association and Collective Bargaining	24	Reserves

**Step 3:** After we determined our Materials Aspects we then separated them into four major categories- Environmental Performance, Local Communities, Workplace and Economic Performance. The figure below details our Material Aspects under each category. We have chosen to include all identified Material Aspects in this report and have left none out.



1	Energy	13	Child Labour
2	Water	14	Indigenous Rights
3	Biodiversity	15	Forced or Compulsory Labour
4	Emissions	16	Local Communities
5	Effluents/Waste	17	Anti-Corruption
6	Employment	18	Grievance Mechanisms
7	OHS	19	Compliance
8	Training and Education	20	Fossil Fuel Substitute
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### How Materiality Influences Our Report

Our Materiality process allows us to assign tangible rankings to all the future and current business risks and opportunities that we could foreseeably face, thereby, allowing us to prioritize the level of discussion and details with which to address each topic. For our report, even though we have ranked all the Material Aspects on a scale of low to medium to high, we will address each Aspect equally as we believe that an Aspect that might be of low importance today but could become more important in the future. Therefore, we have taken equal care to report on each and every identified Material Aspect.

### How Materiality Will Evolve

The process defining materiality continues to evolve and will be evaluated by the sustainability committee on an annual basis to ensure that it aligns with our current operations and understanding of our stakeholders' needs and priorities. As we further engage our stakeholders and conduct internal reviews of our materiality assessment, it is likely that our materiality assessment will change. This is part of the natural evolution of sustainability management within a company and will be reflected in our annual sustainability report.

### Note on Emissions

OIL is currently in the process of conducting a thorough Carbon Footprint Study to determine the extent of our Scope 1, Scope 2 and Scope 3 emissions. We understand that it is standard practice to calculate emissions from Energy data for Sustainability Reporting, however, as an oil and gas company we feel that our emissions should be as truly representative as possible. Also we do not want to publish any inaccurate emissions data as it will remain our baseline for all future reports. Therefore, even though Emissions has been identified as a Material Aspect, we will not report on it this year due to the aforementioned reasons and hold off on it till next year's report when we have the accurate emissions figures determined by the Carbon Footprint Study.

### Disclosures on Management Approach (DMA)

Given our change to GRI G4 guidelines where we need to report a DMA for each and every Material Aspect identified, we decided to include in one section right after the Materiality Analysis in order to set the tone for the report and to help readers avoid the confusion of trying to find them in individual sections of the report. Our entire list of DMAs is given below.

Sl. No.	Material Aspect	Disclosure on Management Approach (DMA)
1.	Energy	As an Oil and Gas company, we pay close attention to our energy consumption both direct and indirect. As disclosed in our Environmental Performance section, we have wide-ranging energy conservation practices in place in order to reduce our fossil fuel and hydrocarbon consumption. We are also currently in the process of installing energy meters in all of our installations. The company aims to reduce our energy consumption year on year and we have stringent standards in place to ensure this.
2.	Water	Water is a key input in our operational practices especially during extraction. We are currently in the process of having water meters installed in all of our installations to measure our water consumption more accurately and therefore manage it more effectively. Our water management practices have been disclosed in the "Environmental Performance" section of this Report.



Sl. No.	Material Aspect	Disclosure on Management Approach (DMA)
3.	Biodiversity	OIL has a few operational sites located in and around biodiversity rich zones in Assam and Arunachal Pradesh, as well in other spheres of operation. We have launched a conservation program to protect the habitat of the Endangered Hoolock Gibbon. We are committed to expanding these programs to reduce our impact on IUCN Red List species living in and around our operational sites in these states. We are in the process of enumerating the number of operational sites in and around the biodiversity rich/wildlife hotspots.
4.	Emissions	OIL is aware that emissions data is extremely important for us, so we have initiated a Carbon Footprint Study that is still ongoing to determine our Scope 1, Scope 2 and Scope 3 emissions. We will disclose all emissions data next year. We have a robust air quality monitoring system in place which needs to be expanded to all our installations.
5.	Effluents/Waste	We are cognizant of the importance of managing our effluents and waste effectively. The data related to our waste and treatment methods have been disclosed in the “Environmental Performance” section of this Report. We have started a bio-remediation program in order to better clean up oily sludge. We constantly monitor our performance in this area.
6.	Employment	OIL is a preferred employer all over India but particularly in North-Eastern India. To maintain this status, we are constantly trying to improve our performance towards our employees and our HR and L&D Departments have taken the lead in this area. This data has been disclosed in “Our People” section of this Report.
7.	OHS	OHS is very significant to our operations given the dangerous nature of the tasks required by our workmen. We have invested heavily in ensuring their health and safety. The OIL Hospital in Duliajan provides top notch free of cost healthcare to all of our employees. This data has been disclosed in “Our People” section of this Report.
8.	Training and Education	Our L&D Department is responsible from all training and career development initiatives at OIL. We constantly monitor our training data so as to keep improving our performance. We also liaise with our employees to determine their needs so as to tailor programs to their unique needs. Our training related data has been disclosed in the “Our People” section of this Report.
9.	Diversity and Equal Opportunity	OIL takes great pride in the diversity of our workplace and the equal opportunities provided to all of our employees in terms of salaries and professional growth. This data has been disclosed in “Our People” section of the Report.
10.	Equal Remuneration	OIL like any Indian PSU is mandatorily required to pay equal remuneration men and women and members of all minority communities. This is monitored by the Central Government and this data has been disclosed in the “Our People” section of this Report.

Sl. No.	Material Aspect	Disclosure on Management Approach (DMA)
11.	Labour Grievance Mechanisms	We have a robust labour grievance mechanism in place like any company that works with a number of labour unions. We constantly engage our Officer's Association and Labour Union in order to understand their concerns and resolve them before the filing of an official grievance. This is the reason why in FY 2013-14 not a single labour grievance was filed. This information has been disclosed in "Our People" section of this Report.
12.	Freedom of Association and Collective Bargaining	OIL believes in upholding the rights of people to take up any employment of their own volition. We strictly monitor all our operations to ensure that no one is employed against their will; this is also against the law of the land which we uphold at all times. This information is disclosed in "Our Community and Social Performance" section of this Report.
13.	Child Labour	OIL does not hire child labour at any of our operations and we constantly monitor our suppliers and vendors to ensure that they also do not employ child labour. This information is disclosed in "Our Community and Social Performance" section of this Report.
14.	Indigenous Rights	OIL's operations invariably bring us into contact with indigenous people like the Tea Garden and other indigenous communities, and we pride ourselves in our responsible engagement with them in order to protect their rights. This information is disclosed in "Our Community and Social Performance" section of this Report.
15.	Forced or Compulsory Labour	We constantly monitor our operations and suppliers for risk of forced or compulsory labour. We follow the law of the land which prohibits forced or compulsory labour. This information is disclosed in "Our Community and Social Performance" section of this Report.
16.	Local Communities	We conduct through needs assessment studies before implementing our CSR projects; this allows the projects to be in tune with needs of the local communities. We do this before every project. This information is disclosed in "Our Community and Social Performance" section of this Report.
17.	Anti-Corruption	We follow all government mandated requirements to screen for potential cases of corruption. We continue to strengthen our systems in this regard and take severe action against all violations. This information is disclosed in "Our Community and Social Performance" section of this Report.
18.	Grievance Mechanisms	The Public Relations department is responsible for interacting with local communities and handling all proposals submitted by them and tackling them in a timely fashion. We understand that local communities have certain expectations from our CSR projects and we are happy to hear them out in order to improve our performance. This information is disclosed in "Our Community and Social Performance" section of this Report.
19.	Compliance	We comply with all national and state environmental laws and regulations; we have not been fined or sanctioned for any violation in FY 2013-14. We constantly keep up with ever changing regulations to ensure full compliance. This information has been disclosed in the "Environmental Performance" section of this Report.

Sl. No.	Material Aspect	Disclosure on Management Approach (DMA)
20.	Fossil Fuel Substitute	We understand the need to diversify our fuel mix given the toll placed by hydrocarbons and fossil fuels on the environment. We currently do not produce any fossil fuel substitutes but are efforts to do so are disclosed in the “Environmental Performance” section of this Report.
21.	Economic Performance	OIL like any company is driven by its economic performance, all of our policies and financial data can be found in the “Financial Performance” Section of this Report.
22.	Market Presence	OIL believes in maintaining local market presence, to this end we hire locally as much as possible. This information has been disclosed in the “Financial Performance” section of this Report.
23.	Indirect Economic Impacts	It is important to use the money generated by us to increase our indirect economic benefits by providing jobs and the building of infrastructure. This information has been disclosed in the “Financial Performance” section of this Report.
24.	Reserves	As an Oil and gas company our Reserves are the ultimate indicator of our future, we take great care to maintain these reserves. This information has been disclosed in the “Financial Performance” section of this Report.
25.	Emergency Preparedness	Exploration and exploitation of oil and gas prospects are more susceptible to surprises. In the competitive world companies need to be ready to effectively combat these unwanted surprising incidences and also minimize their happenings by adapting healthy practices and putting in place suitable systems to effectively deal with them. Identification, mitigation and management of risks are the three important factors that a company needs to look into for adding value to the business. Crisis Management team in an E&P company is a mandatory requirement. Keeping this requirement in mind a CMT Team was formed in OIL to handle and coordinate the crisis and started functioning from 1st April, 2009 from a temporary set up at NIA in Drilling Department. Since this aspect is an “Oil and Gas Sector” DMA with no accompanying indicators, it has not been mentioned anywhere else in this Report.





## About OIL

In this the first section of our second report, we introduce ourselves as a company and the unique characteristics that define us and separate us from the pack. We are an Indian public sector oil and gas company under the administrative control of the Ministry of Petroleum and Natural Gas of the Government of India. We are engaged in the Exploration, Development, Production and Transportation of Crude Oil & Natural Gas in India. OIL has its headquarters in Duliajan, Assam, India.

### **Registered Office**

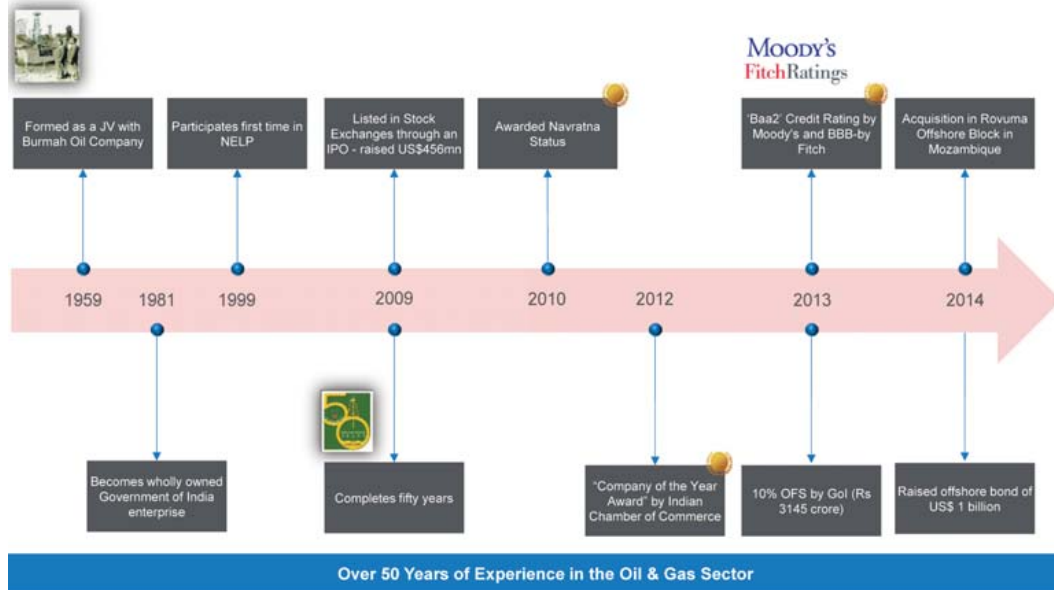
P.O.Duliajan,  
Distt. Dibrugarh,  
Assam – 786 602  
Ph : 0374-2804510  
Fax : 0374-2800433

### **Corporate Office**

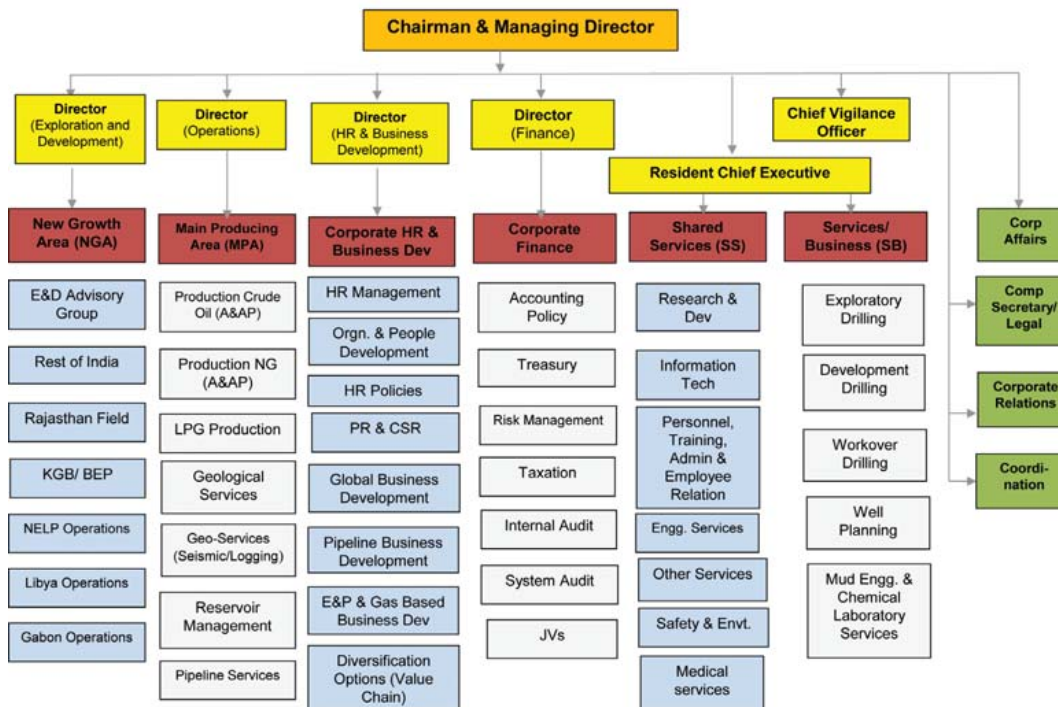
Plot No. 19, Sector – 16A,  
Noida, Distt. G.B.Nagar,  
U.P – 201301  
Ph : 0120-2419000/2419200  
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CIN: L11101AS1959GOI001148  
Visit us at : [www.oil-india.com](http://www.oil-india.com)

### Evolution & Key Milestones

In 1959, OIL was formed as a Joint Venture (JV) with Burmah Oil Company. Today, OIL is one of the Navratna companies. The figure below illustrates OIL's journey starting 1959 till date.



### Oil India Limited Organizational Hierarchy





### OIL's Sustainable Development Hierarchy

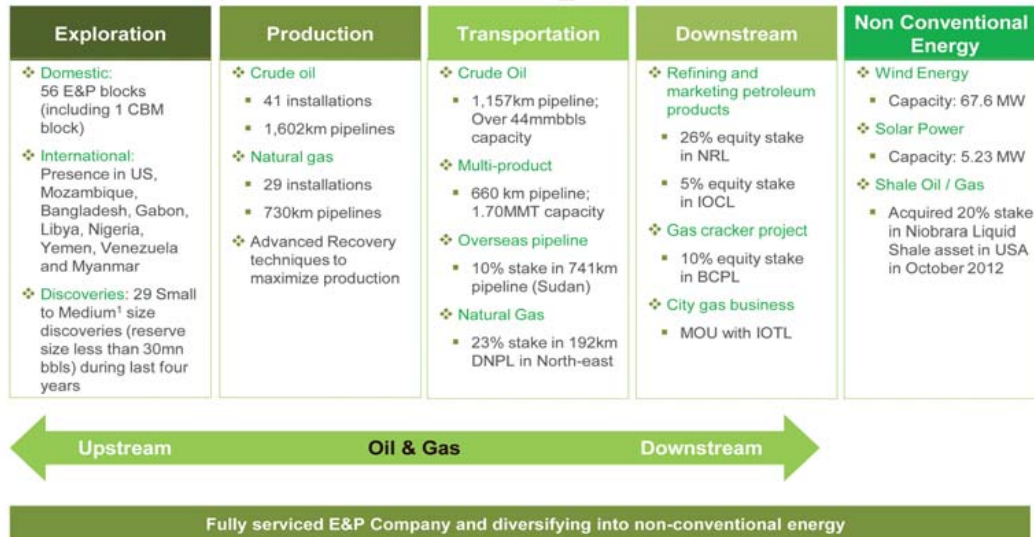
OIL has a robust organizational structure in place to tackle sustainability related issues. The hierarchy of this structure is provided below.





### Presence across Value Chain

#### Integrated and Diversified Oil & Gas Player

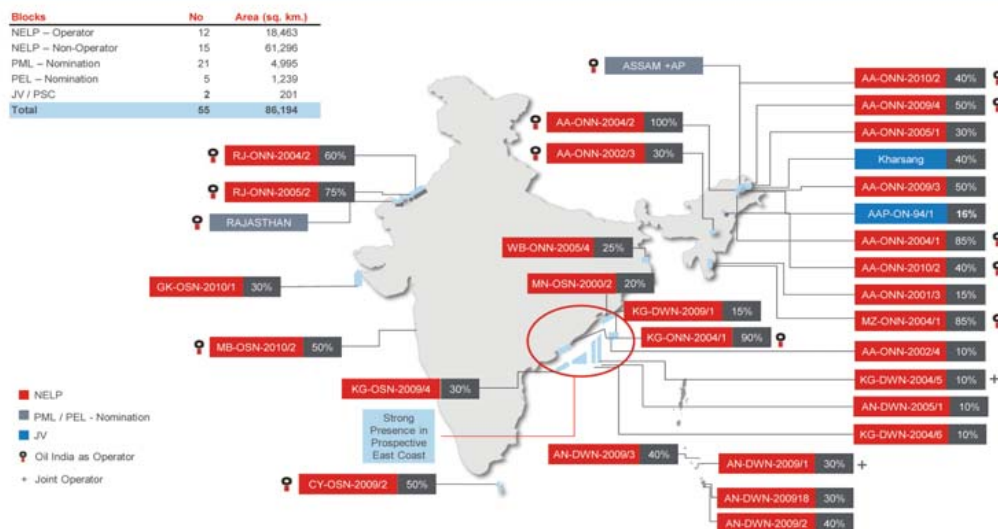


### OIL's Asset Overview

OIL has significant presence in regions with proven commercial production or known accumulation of Hydrocarbons. The figure below demonstrates OIL's domestic asset overview.

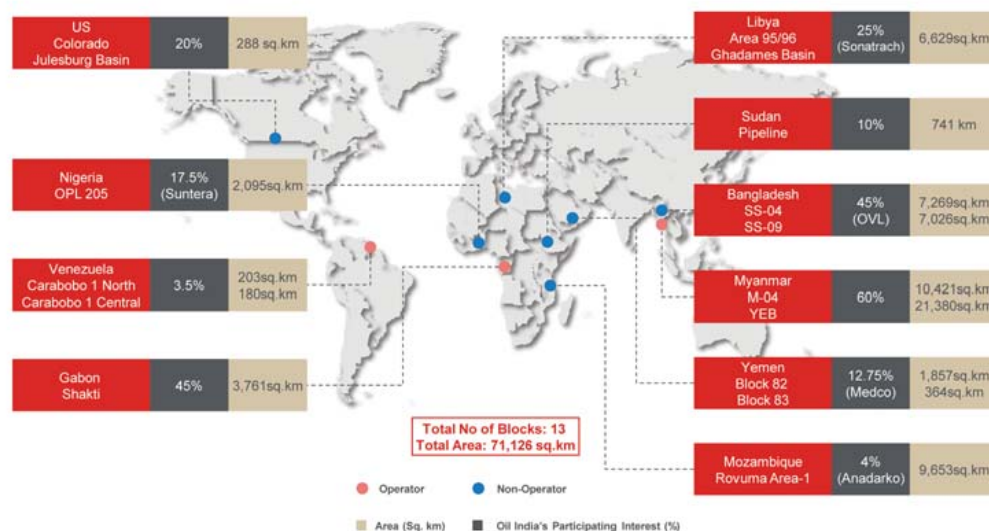
### National and International assets and strategy of OIL

#### Domestic Asset Overview



OIL has a dominant international footprint with balanced presence in Exploration Acreages & Producing Properties. The below figure illustrates OIL's dominant international footprint.

### International Asset Overview

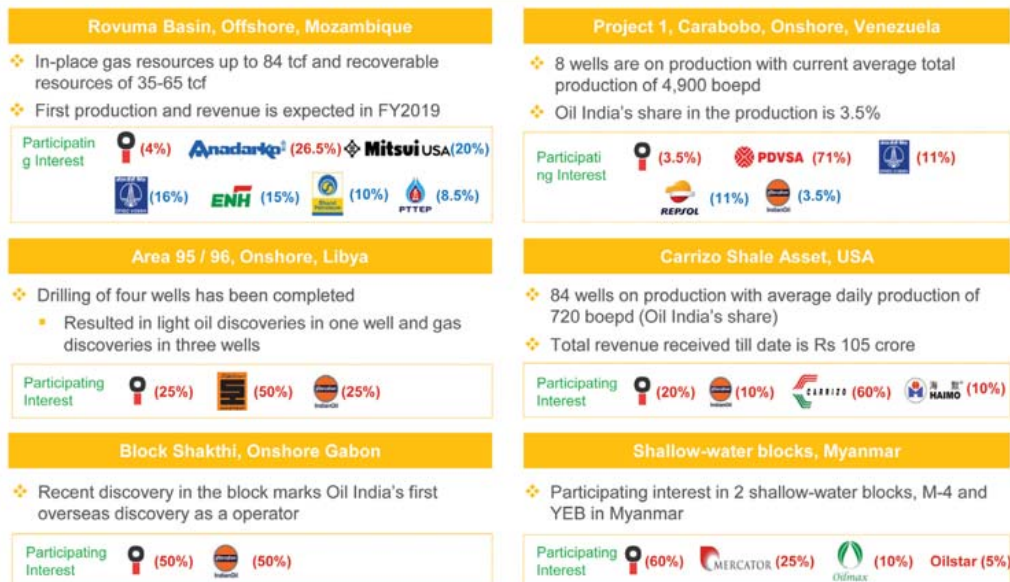


Solid International Footprint with Balanced Presence in Exploration Acreages & Producing Properties



### Overseas Acquisitions – Focus and Available Resources

#### Growth Focus on Key International Projects



Production from international assets is expected to support growth in production going forward

Note: tcf = trillion cubic feet, boepd – barrel oil equivalent per day



The following pointers are some of the main focal points for OIL's overseas acquisitions:

- ▶ Balanced overseas portfolio
- ▶ Acquire producing / development / discovered blocks
- ▶ Both, Oil & Gas - Offshore / Onshore
- ▶ Individual target production level upto 30,000 boe/d
- ▶ Operatorship in on-shore blocks
- ▶ Joint operator / active non-operator in off-shore blocks

Following are the available resources for OIL:

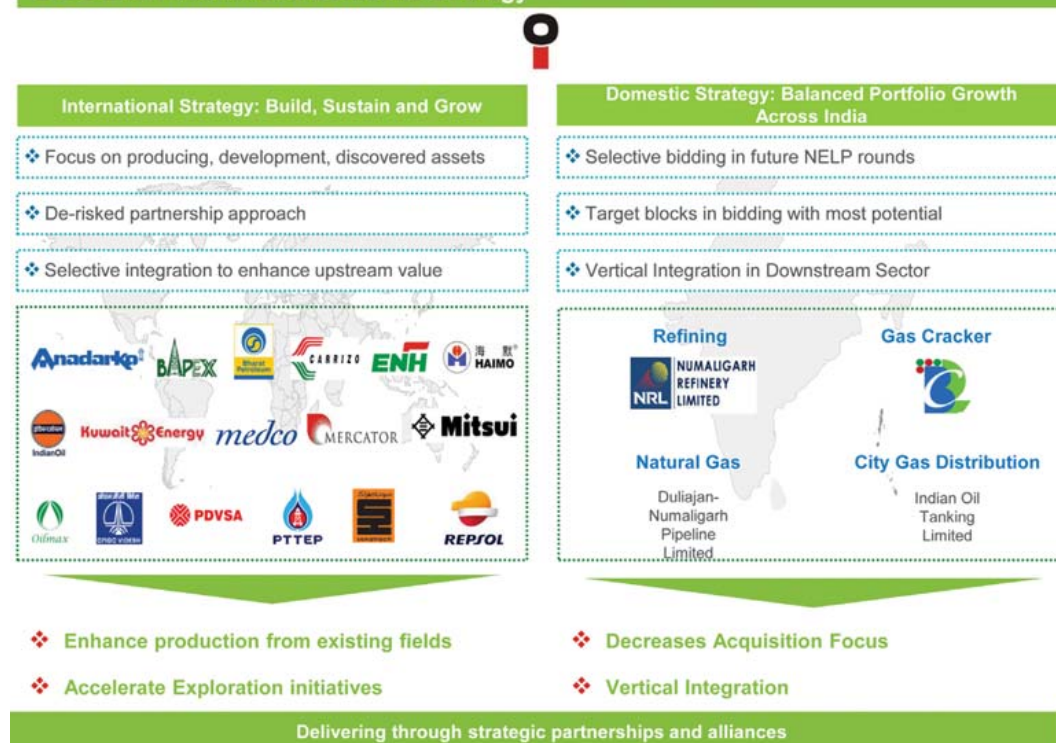
- ▶ Dedicated Multifunctional Team pursuing M&A opportunities
- ▶ Utilizing Expertise of International M&A Advisers and Technical Consultants to identify and pursue opportunities
- ▶ Adequate Knowledge Base / Technical and Commercial capabilities across organization

- ▶ Strong Financial Resources (Cash / Borrowing Capability)
- ▶ IOCL as Partner - International network / complete value chain
- ▶ Active & Focused Management Support for M&A

### International Acquisition Strategy

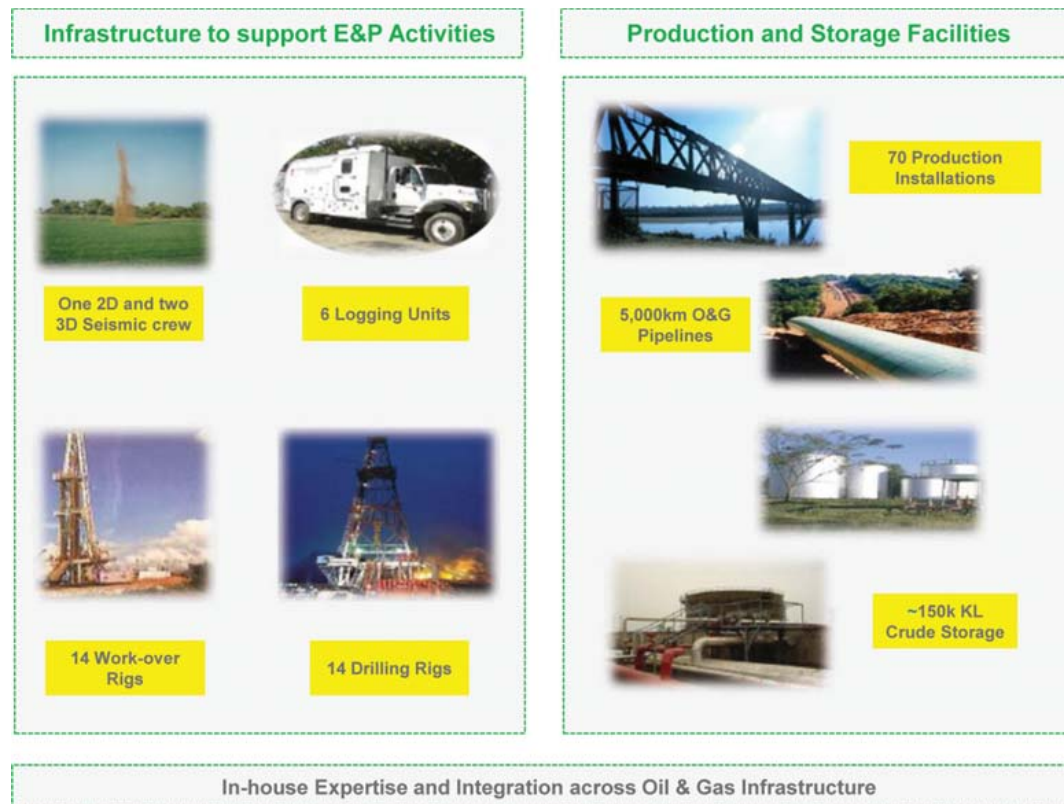
OIL's international strategy has been prepared by international consultants and has been adopted by the Board. OIL seeks to acquire exploration acreages / produce properties and employ capital in the mid-stream and downstream, limited for the purpose of creating additional value in the upstream. OIL implements its acquisition strategy utilizing joint ventures with other leading players in the industry. OIL's partnering strategy with potential mid-stream and down-stream investments helps to retain focus on capital employed in E&P.

### OIL's International and Domestic Strategy





OIL has an excellent infrastructure to support E&P activities. It has production and storage facilities of global standard.



### Presence across Value Chain







OIL is a fully self-served Exploration and Production (E&P) company with in-house expertise of international standard. We have a presence across the entire value chain. A snapshot of the same has been highlighted below.





### Downstream Operations

OIL intends to continue an active strategy of vertical integration into downstream sectors and aims to achieve diversification of revenue sources and improving profitability by extending operations into higher-margin segments of the product value chain.

Refining and Marketing	Gas Cracker Project	City Gas/ LNG Projects
<ul style="list-style-type: none"> <li>❖ 26% equity stake in Numaligarh Refinery Limited (NRL).</li> <li>❖ The other equity holders in NRL are BPCL and the Government of Assam</li> </ul>	<ul style="list-style-type: none"> <li>❖ 10% equity stake in Brahmaputra cracker and Polymer Limited (Assam)</li> <li>❖ Process natural gas, naphtha or any other petroleum product</li> <li>❖ Distribute and market petrochemical products in India and abroad</li> </ul>	<ul style="list-style-type: none"> <li>❖ MOUs with HPCL, BPCL, ONGC and IOC for laying, building, operating or expanding city gas distribution networks.</li> <li>❖ Commissioned Wind Energy Project in Rajasthan.</li> <li>❖ LNG: MOU with Kakinada Seaports</li> </ul>
 <b>NUMALIGARH REFINERY LIMITED</b> 		  





## Corporate Governance

Having introduced our company in the previous section of the report, we now take you through our governance structure, procedures and processes which allow us to initiate and implement our various sustainability initiatives. OIL completed 55 years of its existence on the 18<sup>th</sup> of February in 2014 and is boldly moving into the future by blending its traditional domains of strength with newer challenges like Sustainability. To move forward and be a part of the nation building process, we have already taken steps to achieve our Vision, and the first important step is to provide increased energy security to the nation by enhancing focus on Exploration and Production activities. We have also demonstrated our commitment to corporate sustainability by being a signatory of the UN Global Compact since 2006. Quest for growth, however, has to be through activities undertaken within the best laid down practices and policies in the fields of Corporate Governance, HSE and Sustainable Development measuring up to international standards.



## Core Purpose

“The fastest growing energy company with a global presence providing value to the stakeholders”

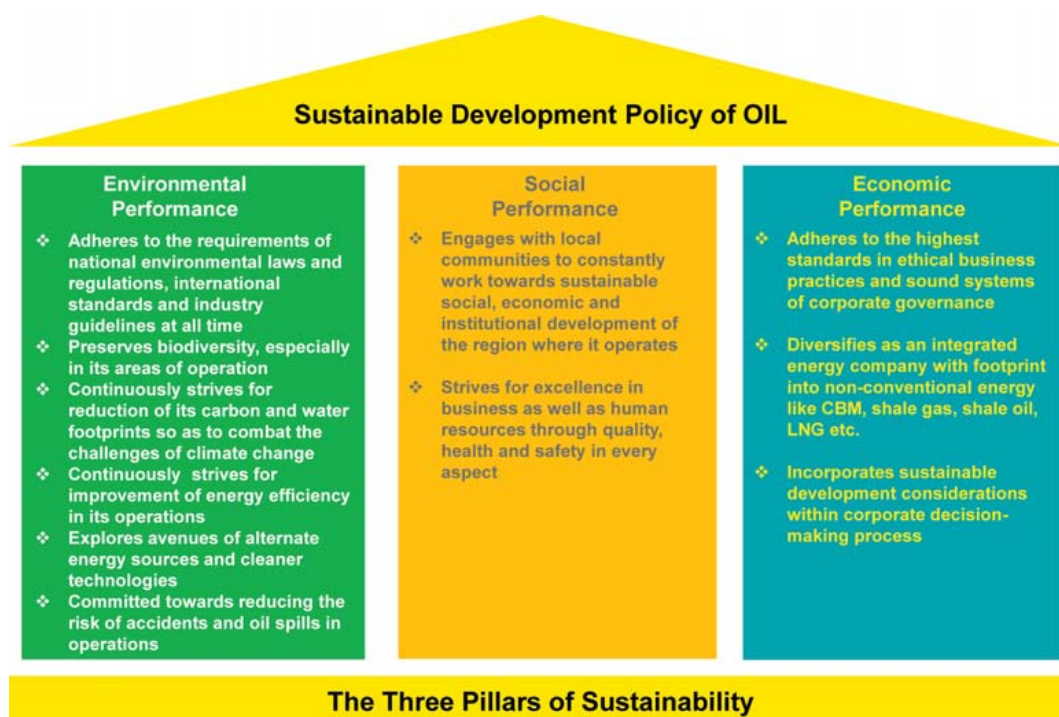
## OIL'S Vision

1. Oil India is the fastest growing Energy Company with highest profitability.
2. Oil India delights the customers with quality products and services at competitive prices.
3. Oil India is a Learning Organization, nurturing initiatives, innovations and aspirations with best practices.
4. Oil India is a team, committed to honesty, integrity, transparency and mutual trust creating employee pride.
5. Oil India is fully committed to safety, health and environment.
6. Oil India is a responsible corporate citizen deeply committed to socio-economic development in its areas of operations.



### Sustainable Development Policy of OIL

**Oil India limited (OIL), as a business entity in hydrocarbon exploration and** energy business, aims to grow in a sustainable manner by integrating its diverse activities to the three pillars of sustainability - Environment, Society and Economics. As a responsible corporate citizen it is aware of its impact on these three key areas and is deeply committed to inclusive growth of all its stakeholders, thereby continuously promoting and implementing initiatives and projects of sustainable development through the following guiding principles and focus areas:



### Philosophy on Corporate Governance

OIL believes that “Corporate Governance is about accountability, transparency, effectiveness and responsibility between various key players”. It is a commitment to values and ethical conduct of business. OIL Philosophy of Corporate Governance revolves around two pillars:-

- ▶ Transparency
- ▶ Accountability

Transparency means explaining the Company policies and actions to those to whom Company is responsible. OIL believes that transparency increases accountability.

Accountability is the obligation of an individual or organization to account for its activities, accept responsibilities for themselves and to disclose the results in a transparent manner. Accountability also includes the responsibility for money or other entrusted properties.

OIL believes in keeping crystal clear relations with its stakeholders, thus leading to better accountability.



### Board of Directors and its Composition

The Board of the Company consists of 5 (five) Executive Directors (EDs) including the Chairman & Managing Director and 7 (seven) Non-Executive Directors (NEDs). Out of these 7 (seven) NEDs, 5 (five) are Independent Directors (IDs), 2 (two) are Government Nominees from Ministry of Petroleum & Natural Gas (Administrative Ministry). Independent Directors are persons with considerable professional experience and expertise in areas like business, industry, finance, audit, law and public enterprises.

Pursuant to Article 118, 119 and 120 of the Articles of Association of the Company, all the directors of the Board of the Company are appointed by the President of India through Administrative Ministry.

The Board of the Company is structured on the basis of Clause 49 of the Listing Agreement and Guidelines on Corporate Governance for CPSEs by Department of Public Enterprises, Government of India. In accordance with the

above, where the Chairman of the Board is an Executive Director, at least half of the Board should comprise of Independent Directors. Presently, OIL has only 5 (five) IDs against 7 (seven) required to ensure the compliance. The Company has requested the Ministry of Petroleum and Natural Gas for appointment of 2 (two) more IDs on its Board to ensure compliance to Listing Agreement and DPE Guidelines. The Board reviewed the performance of the Company at regular intervals. During the year, the

Board met 13 times on April 10, 2013, May 25, 2013, August 13, 2013, August 22, 2013, August 27, 2013, September 20, 2013, November 12, 2013, December 19, 2013, January 28, 2014, February 12, 2014, February 24, 2014, March 21, 2014 and March 24, 2014.

The composition of the Board and the details of the attendance at the meetings are given below:

Name	Designation	Shares Held
<b>Executive Directors</b>		
Mr. S.K. Srivastava	Chairman and Managing Director	2850
Mr. N.K. Bharali	Director (HR & BD)	3000
Mr. S. Rath	Director (Operations)	2550
Mrs. R.S. Borah	Director (Finance)	5000
<b>Directors whose tenure ended in FY 2013-14</b>		
Mr. T.K. Ananth Kumar	Director (Finance)	NA
Mr. B.N. Talukdar	Director (E&D)	NA
<b>Government Nominee Directors</b>		
Mr. Nalin Kumar Srivastava	Government Nominated Director	NA
Mr. S. Panda	Government Nominated Director	NA
<b>Directors whose tenure ended in FY 2013-14</b>		
Mrs. Rashmi Aggarwal	Government Nominated Director	NA
Mr. Atul Patne	Government Nominated Director	NA
<b>Independent Directors</b>		
Prof. Shekhar Chaudhuri	Independent Director	None
Mr. Anup Mukerji	Independent Director	None
Prof. Gautam Barua	Independent Director	None
Mr. Suresh Chand Gupta	Independent Director	None
Prof. Bhaskar Ramamurthi	Independent Director	None

- ❖ Does not include directorships of foreign companies, Section 25 companies and private limited companies.
- ❖ None of the Directors on the Board is a Member of more than 10 committees and Chairman of more than 5 committees across all the companies in which he/ she is a Director
- ❖ None of the Directors are inter-se related to other Directors of the Company.
- ❖ N.A – Not applicable

### Training and Evaluation of Non-Executive (NEDs) Board Members

The NEDs are eminent personalities having wide experience in the field of business, education, industry, commerce and administration. On their induction, detailed presentation on the business module, performance, plans etc. of OIL are given to them. The Board is regularly updated about all the statutory provisions / guidelines being issued by various Govt. Bodies / Departments. Further, detailed presentations are also made on business related issues, risk assessment, impact of regulatory changes on strategy etc. at the Board/ Committee/ other meetings by senior executives/ professionals/ consultants. Board Members are also nominated by

the Company for suitable programmes / seminars from time to time. The evaluation of performance of EDs is carried out through a laid down procedure by DPE. However, in case of NEDs, appropriate guidelines/procedures are being prepared by DPE.

### Board Committees

The Board has constituted various committees which deal with specific issues. While constituting these committees attention has been given to keep a judicious mix of NEDs and EDs who possess requisite knowledge for discharging the responsibilities assigned to the Committee. Shri. S.R. Krishnan, the Company Secretary acts as Secretary to all the Committees of the Board.



### Audit Committee

Audit committee is constituted in accordance with the Companies Act, 2013, Clause 49 of the Listing Agreement and DPE Guidelines on Corporate Governance. The composition of the Audit Committee is given below.

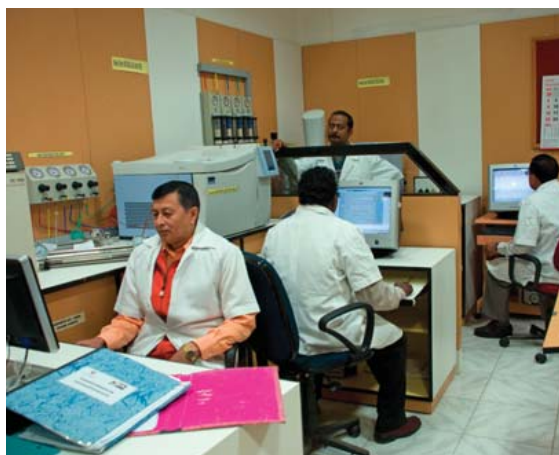
Name	Designation	Chairman/Member
Mr. S.C. Gupta	Independent Director	Chairman
Mr. Anup Mukerji	Independent Director	Member
Prof. Gautam Barua	Independent Director	Member
Mrs. Rashmi Aggarwal	Government Nominated Director	Member

- ▶ The terms of reference, role and power of the Audit Committee as stipulated by the Board and are in conformity with the Companies Act, 2013, Listing Agreement and DPE Guidelines.
- ▶ During the year, the Audit Committee met 7 times on May 25, 2013, August 08, 2013, August 13, 2013, September 7, 2013, November 12, 2013, January 17, 2014 and February 12, 2014.
- ▶ Director (Finance) & Director (Operations) are permanent invitees to the Audit Committee Meetings. Statutory Auditors and Internal Auditors also attend the meetings, answer and clarify questions raised at the Audit Committee.

### Shareholder's/ Investors' Grievances Committee (SIGC)

The Shareholders'/Investors' Grievances Committee specifically looks into redressing of Shareholders' and Investors' complaints/grievances pertaining to transfer/transmission of shares, non-receipt of annual reports, dividend payments, issue of duplicate certificates and other miscellaneous complaints. The Committee also oversees and reviews performance of the Registrar and Share Transfer Agents and recommends measures for overall improvement in the quality of investor services. During the year, the SIGC met 3 times on May 23, 2013, August 08, 2013 and February 24, 2014. The composition of the committee is as given below.

Name	Designation	Chairman/Member
Mr. Anup Mukerji	Independent Director	Chairman
Mr. S.C. Gupta	Independent Director	Member
Prof. Bhaskar Ramamurthi	Independent Director	Member
Mr. S. Rath	Director (Operations)	Member
Mrs. R. S. Borah	Director (Finance)	Member
Mr. T.K. Ananth Kumar	Director (Finance)	Member
Mr. B.N. Talukdar	Director (E&D)	Member







- The total number of complaints received during the year was 544. All complaints received during the year 2013-14 have been duly redressed by the Company / RTA and there was no outstanding complaint as on 31.03.2014.

### Remuneration Committee

Remuneration Committee reviews and recommends Perks and Allowances and Performance Related Payment (PRP) etc. payable to Board level and below Board Level executives within the framework of the DPE Guidelines. The Composition of the Committee during the year is as under.

Name	Designation	Chairman/Member
Mr. S.C. Gupta	Independent Director	Chairman
Mr. Gautam Barua	Independent Director	Member
Mr. Shekhar Chaudhuri	Independent Director	Member

The Pay of the Directors is decided by the Government of India. The Perquisites/PRP being paid to the employees of the company are extendable to the Executive Directors as per DPE Guidelines. Independent Directors are paid sitting fees only as fixed by the Board within limits set by the Government of India. The Government Nominee Directors do not receive any pecuniary benefits including sitting fees from the Company. The Company has not issued any Stock Options to its Directors / Employees.

Details of remuneration of Executive Directors and Sitting Fees of Independent Directors for the year ended 31st March, 2014 is furnished as under.



Name	Designation	Salary and Allowances (INR)	Contribution to PF and other Funds (INR)	Other Benefits (INR)	Total (INR)
Mr. S.K. Srivastava	Chairman and Managing Director	44,11,766	4,24,116	11,34,786	<b>59,70,668</b>
Mr. N.K. Bharali	Director (HR&BD)	38,30,232	2,12,594	8,48,556	<b>48,91,382</b>
Mr. S. Rath	Director (Operations)	37,80,689	4,00,684	8,07,070	<b>49,88,443</b>
Mrs. R.S. Borah	Director (Finance)	16,23,201	1,04,742	2,92,520	<b>20,20,463</b>
Mrs. T.K. Ananth Kumar	Director (Finance)	29,14,216	1,14,084	5,42,000	<b>35,70,300</b>
Mr. B.N. Talukdar	Director (E&D)	39,14,815	3,71,138	2,59,685	<b>45,45,638</b>

Details of the sitting fees paid to Independent Directors during the year.

Name	Sitting Fees (INR)
Mr. Anup Mukerji	4,40,000
Prof. Bhaskar Ramamurthi	1,40,000
Prof. Gautam Barua	4,80,000
Prof. Shekhar Chaudhuri	2,60,000
Mr. Suresh Chand Gupta	5,00,000

### Human Resources Management (HRM) Committee

The Human Resource Management Committee considers all issues / areas concerning the Human Resource Planning & Management, HR Policies & Initiatives and Promotions to the level of E-9 I. During the year, the HRM Committee meeting met 3 times on May 25, 2013, January 28, 2014, February 24, 2014. The Composition of the Committee is as under.

Name	Designation	Chairman/Member
Prof. Shekhar Chaudhuri	Independent Director	Chairman
Prof. Gautam Barua	Independent Director	Members
Mr. S.K. Srivastava	CMD	Member
Mr. N.K. Bharali	Director (HR&BD)	Member
Mr. S. Rath	Director (Operations)	Member
Mrs. R. S. Borah	Director (Finance)	Member
Mr. T.K. Ananth Kumar	Director (Finance)	Member
Mrs. Rashmi Aggarwal	Government Nominated Director	Member
Mr. B.N. Talukdar	Director (E&D)	Member



### Business Development Committee (BDC)

The Business Development Committee oversees and explores new areas of business, proposals for collaborations, joint ventures, amalgamations, mergers and acquisitions etc. During the year, the BDC met 5 times on July 15, 2013, October 21, 2013, November 11, 2013, December 19, 2013 and February 24, 2014. The Composition of the Committee is as under.

Name	Designation	Chairman/Member
Mr. Shekhar Chaudhuri	Independent Director	Chairman
Prof. Gautam Barua	Independent Director	Member
Mr. S.K. Srivastava	CMD	Member
Mr. N.K. Bharali	Director (HR&BD)	Member
Mr. S. Rath	Director (Operations)	Member
Mrs. R.S. Borah	Director (Finance)	Member
Mr. T.K. Ananth Kumar	Director (Finance)	Member
Mrs. Rashmi Aggarwal	Government Nominated Director	Member
Mr. B.N. Talukdar	Director (E&D)	Member

### Health, Safety & Environment (HSE) Committee

HSE Committee is constituted to assist the Board for evolving, monitoring and reviewing appropriate systems to deal with Health, Safety and Environmental issues and ensuring compliance to statutory provisions. During the year, the Committee met once on 9th July, 2013. The composition of the Committee is as under.



Name	Designation	Chairman/Member
Prof. Bhaskar Ramamurthi	Independent Director	Chairman
Mr. Anup Mukerji	Independent Director	Member
Mr. Atul Patne	Government Nominated Director	Member

### Corporate Social Responsibility (CSR) and Sustainable Development (SD) Committee

CSR Committee functions as a built-in, self-regulating mechanism whereby it monitors and ensures its active compliance with the spirit of the law, ethical standards, and international norms. During the year, the CSR & SD Committee met 2 times on 9th July, 2013 and 26th March, 2014. The current Composition of the Committee is as under.

Name	Designation	Chairman/Member
Mr. Bhaskar Ramamurthi	Independent Director	Chairman
Mr. S.C. Gupta	Independent Director	Member
Mr. Nalin K. Srivastava	Government Nominated Director	Member
Mr. N.K. Bharali	Director (HR&BD)	Member
Mr. S. Rath	Director (Operations)	Member
Mrs. R.S. Borah	Director (Finance)	Member
Mr. Atul Patne	Government Nominated Director	Member
Mr. T.K. Ananth Kumar	Director (Finance)	Member

The terms of reference of the CSR Committee includes:

- ▶ Review, agree and establish the Company's CSR strategy
- ▶ Review and monitor CSR activities and compliance with CSR policies
- ▶ Develop and encourage effective two-way communication concerning CSR issues within the business.
- ▶ Review best practice in key CSR areas by appropriate external reports and by benchmarking wherever possible.
- ▶ Approve Sustainable Development Policy and revise the same at periodical intervals.
- ▶ Approve SD Plan, annual SD Budget (short, medium and long term) in the context of the SD Guidelines.
- ▶ Oversee SD Performance

### Shareholding Pattern

Category of Shareholder	Folios	Shares	Holding (%)
Promoters	1	40,66,31,998	67.64
Bodies Corporates	894	7,10,02,053	11.81
Foreign Institutional Investors	309	5,56,92,623	9.26
Mutual Funds	111	3,71,47,068	6.18
Resident Individuals	1,06,731	1,80,28,698	3.00
Indian Financial Institutions	19	1,09,83,239	1.83
Banks	11	4,44,723	0.07
Non-Resident Indians	1,662	4,61,271	0.08
HUF	2,942	4,19,515	0.07
Clearing Members	173	3,08,161	0.05
Directors	5	13,400	0.00
Trusts	8	3,206	0.00
<b>Total</b>	<b>1,12,866</b>	<b>60,11,35,955</b>	<b>100.00</b>



### Distribution Schedule

Category	Folios	%	Total Shares	Amount	%
1-500	1,05,959	93.88	79,30,253	7,93,02,530	1.32
501- 1000	2,519	2.23	18,70,363	1,87,03,630	0.31
1001- 2000	1,647	1.46	24,12,902	2,41,29,020	0.40
2001- 3000	1,875	1.66	44,02,128	4,40,21,280	0.73
3001- 4000	164	0.15	5,71,640	57,16,400	0.10
4001- 5000	96	0.09	4,43,978	44,39,780	0.07
5001- 10000	156	0.14	11,37,536	1,13,75,360	0.19
10001 & Above	450	0.40	58,23,67,155	5,82,36,71,550	96.88
<b>Total</b>	<b>1,12,866</b>	<b>100</b>	<b>60,11,35,955</b>	<b>6,01,13,59,550</b>	<b>100</b>

### Code of Conduct for Members of the Board and Senior Management & Code on Insider Trading

A copy of the Code of Conduct has been placed on the Company's website 'www.oil-india.com'. All members of the Board and senior management have confirmed their compliance to the Code of Conduct for the year under review. A copy of Compliance

Certificate is placed as under:

**I hereby confirm that the Company has obtained from the members of the Board and Senior Management Personnel, affirmation that they have complied with the Code of Conduct for Directors and senior management in respect of the financial year 2013-14."**

**Sd**  
**(S.K.Srivastava)**  
**CMD**

In pursuance of the SEBI (Prohibition of Insider Trading) Regulations, 1992, the Board has approved the "Code of Conduct for Prevention of Insider Trading" to prevent purchase and/ or sale of shares of the Company by an Insider on the basis of unpublished price sensitive information. Insiders (Directors, Key Executives, Designated Employees and Statutory Auditors) are prohibited to deal in the shares of the Company during the closure of Trading Window.





## Disclosures

### Related Party Transactions

The Company does not have any material/significant related party transactions, which may have potential conflict with its interests. Disclosures regarding transactions with related parties are given in the Notes to Accounts of the Financial Statements.

### Compliances

The Company has complied with the applicable rules and regulations of regulatory authorities on capital market and no penalty or strictures have been imposed on the Company by any Statutory Authorities on any matter related to Capital Market during the last three years. All returns/reports were filed within stipulated time with stock exchange(s)/other authorities.

### Whistle Blower Policy

The Company has adopted a whistle blower mechanism and no personnel have been denied access to the Audit Committee. OIL endeavours to work against corruption in all its forms through well-defined Whistle Blower Policy. The policy provides all the employees with free access to the Management in case they observe unethical or improper practices or any other wrongful conduct in the Company and to prohibit managerial personnel from taking any adverse personal action against those employees.





### **Audit Qualifications**

As far as Audit Qualification are concerned, the Company is in the regime of unqualified financial statements.

### **Risk Management**

The framework for risk assessment and minimization thereto is in place. On evaluations and further improvements, if any, suggested by experts it shall be further improved upon.

### **Compliance Certificate: Corporate Governance**

A Certificate from M/s Chandrasekaran Associates, Practicing Company Secretaries, confirming compliance with the conditions of Corporate Governance as stipulated under Clause 49 of the Listing Agreement and DPE Guidelines on Corporate Governance is annexed.

### **Secretarial Compliance Report**

Secretarial Compliance Report confirming compliance to the applicable provisions of the Companies Act, 1956 / 2013, Listing Agreement, SEBI guidelines and all other relevant rules and regulations relating to Capital Market, obtained from M/s Chandrasekaran Associates, Practicing Company Secretaries is annexed.

### **Adoption of Non-Mandatory Requirements**

The following non-mandatory requirements have been implemented and have been reflected elsewhere in this report:

- ▶ The Company has constituted CSR & Sustainable Development Committee, Remuneration Committee, HSE Committee and Business Development Committee.
- ▶ With regard to Shareholders' Rights of access to Financial Results, the results are being published widely in newspapers and also hosted on the company's website.
- ▶ The Company is in the regime of Unqualified Audit Reports.
- ▶ A well-defined Whistle Blower Policy / Mechanism is in place.



### Guidelines on Corporate Governance by DPE

The guidelines issued by DPE on Corporate Governance are being followed. Presidential Directive for Revision of Pay and Allowances issued by the MOP&NG has been implemented. No items of expenditure have been debited in books of accounts, which are not for the purpose of business. No expenses, which are personal in nature, have been incurred for the Board of Directors and top management.

### Project Locations

Field Headquarters Duliajan, Assam – 786602	Rajasthan Project 2-A, District Shopping Centre, Saraswati Nagar, Basni, Jodhpur, Rajasthan-342005
Pipeline Headquarters P.O. Udayan Vihar Narengi, Guwahati	Eastern Producing Area Digboi Oil Fields, Digboi – 786171
KG Basin Project, 11-4-7, 3 <sup>rd</sup> Floor, Nookalamma Temple Street, Ramaraopet, Kakinada- 53004, Andhra Pradesh	Moran Oil Fields Moran, Distt Sivasagar, Assam-785669
Kolkata Branch 4, India Exchange Place, Kolkata-700001	Gabon Project La Sabliere, immeuble FIDJI, Pres de la Cour Constituionelle Gabon
Carabobo Project Venezuela Torre KPMG, Piso 3, Oficina # 3-2 B Av. Fransisco de Miranda, Chacao, Caracas	Project Carizzo, Houston, Texas, USA

### Conclusion

The drafting of the section was an upgrade over last year which we are proud of given the detailed disclosures required under GRI G4's general standard disclosures. However, we appreciate the challenge as we have significantly improved the quality of our disclosures from the previous year. As our internal controls and systems continue to improve we will be in a position to disclose in even greater detail in next year's report.



### Corporate Communication

With OIL extending its operational activities to new areas in various parts of India, there has been tremendous increase in activities as well as responsibilities in Corporate Communication.

#### Internal and External Communication

Internal Communication	
OIL NEWS, Diary, Calendar	In the year 2013-14, a total of 4 issues of OIL News were published. Annual Calenders, Diary, Brochures, posters, handouts, leaflets etc were published and various other media tools were put to effective use in disseminating information to the employees of the company. The theme of 2014 Special Calendar was 'Musical Instruments of North East India.'
CSR E-bulletin: "Pragati"	A quarterly E Bulletin on CSR titled 'Pragati' was launched by PR&CC department with the prime objective of making OIL's internal stakeholders understand Company's activities in Social Responsibility front and its guiding principles. A total of 4 issues of Pragati have already been published and circulated
3D movie on OIL and CSR	PR&CC Team provided necessary support in making a 3D movie on OIL's Corporate profile and Company's CSR activities that was screened at the Petrotech 2014 held at Greater Noida

External Communication	
Print Advertising Campaign	PR&CC Department in the FY 2013-14 had robustly come up with numerous Advertising Campaigns published in leading national and 24 local dailies. The advertisements were published with the prime objective of making external stakeholders understand OIL's indispensable contribution towards the economy and development of the state. The campaign was highly appreciated by the general public as well as OIL's own employees
Airport Advertising	Significant initiatives have been taken in order to develop the brand image of OIL in Upper Assam and at strategic locations in Guwahati and Mizoram. Airport hoardings being an effective tool of brand promotion highlighting OIL's contribution towards the economy and development of the state were put up at strategic locations in Dibrugarh, Guwahati and Aizawl Airport.
Street Play	A total of 156 shows of this street play are staged in and around OIL's operational area villages in Assam. The group has been performing shows from 1st March, 2013 in OIL's operational areas every Sunday. It is a special awareness drive in the form of a Street Play to sensitize the general public on issues like pilferage of OIL's pipelines and creating problems in OIL operations
Annual General Meeting & Press Meet	The PR & CC team was actively involved in various fronts during the 54 <sup>th</sup> Annual General Meeting. The team was involved in preparing hoardings, banners, brochures, CMD's AGM speech booklet and press kit. The team also successfully organised the AGM Press Meet at MTDC on 21st September 2013 where around 40 media personnel were present. The media persons actively participated in the Press Meet.
Airport Advertising	OIL bagged Best Stall Award during the Petrotech exhibition 2014 held at Greater Noida. PR department was also involved in the NICT exhibition held at Guwahati by providing assistance in the stall design and movie

156 Street play show building OIL's brand	12 Unique airport themes based on OIL	325 Advertisements released in newspapers
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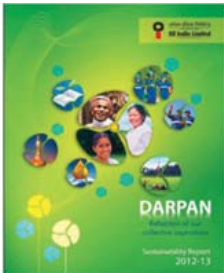
### Advertisements

All press advertisements related to recruitment, tender, contracts, materials procurement etc. were handled by the department in a cost-effective manner and a new policy for the same has also been adopted keeping in perspective Media outreach and brand building. In the year 2013-14, a total number of 325 advertisements were published in the local and national dailies. The advertisements were published in a total of 27 different national and 16 local newspapers.


### Company Visual Archive

Photographs of OIL's Operations in North East and Rajasthan including Corporate Office in Noida, Branch Office at Kolkata were taken to update the collection of photographs, which were extensively used in exhibitions and publications. In the year 2013-14, a total of 567 photography & videography assignments were given to the department. Accordingly, approximately a total of 7500 'Still Photographs' were taken and printed along with approximately 28 videos.

### Sustainability Report



- ▶ The Report for 2012-13 titled "Darpan" was Oil India's 1<sup>st</sup> Report
- ▶ The Report was prepared as per the GRI G3.1 guidelines and attained an Application Level of B
- ▶ As a first report the aim was to create benchmarks to measure performance in aspects like governance, transparency, environment and society



**SK Srivastava, Chairman and MD**

“The strength of OIL has always been its commitment to inclusive growth and shared prosperity of the stakeholders, especially the people in and around its operational areas.”

Oil India made a detailed disclosure on the following aspects through their Sustainability Report "Darpan"

1	Company Profile	4	Communication	7	Energy Performance	10	Social Responsibility
2	Sustainability Approach	5	Governance and Values	8	Research and Development	11	Healthcare
3	Stakeholder Engagement	6	Economic Performance	9	Water Use	12	Safety and Occupational Health

### Implementation of National Language

In Pursuance of Official Language Policy /Act/Rules/ Orders of the Govt. of India efforts are continuing towards increased use of Official Language Hindi in Official work. Officers and employees were motivated to put in their best efforts to do the official works in Hindi.

- ▶ Workshops were conducted regularly so as to enable officers and employees to work in Hindi conveniently and efficiently. Quarterly Meetings of Official Language Implementation Committee were held in each quarter. The responsibility of the Chairmanship of Duliajan Town Official Language Implementation Committee (TOLIC) was also borne by our Company.
- ▶ Half yearly meeting of Town Official Language implementation Committee were held on 16.05.2013 and 03.12.2013 respectively. Executives/ Employees were encouraged to attend Hindi Training Classes and to write more and more words in Hindi through Incentive Scheme formulated by the Company.





- 58 officers and employees took training for Hindi in Official Language Section. In-House Journal "OIL NEWS" was published in Trilingual form i.e. Assamese, Hindi and English. Hindi Month 2013 was observed in a befitting manner from 12.09.2013 to 11.10.2013 at Field Headquarters Duliajan.
- To Propagate Official Language Hindi, amongst employees and school going children, various literary competitions were held during Hindi Month Celebration. All translation jobs from English to Hindi & vice-versa (Circular, Notification, Office note, Press Release/Note, Standard form/Formats, Administrative Report, Parliamentary questionnaire/Reports, RTI Queries and other publication materials) were made bilingual as per the requirement.
- Important documents, to be laid on the table of Parliament, were also brought out in bilingual form. Various types of reports (Monthly, Quarterly, Half yearly and annually) of Hindi were sent regularly to concerned Ministries/Depts./Govt.Agencies. Annual programme of Official Language Hindi, which was issued by Deptt. of Official Language, Ministry of Home Affairs, Govt. of India, was circulated to all Deptt. of Duliajan and regular monitoring and reviewing jobs are being done in Quarterly Meeting with Departmental representatives.
- In-House Hindi Journal "OIL KIRAN" was published regularly. Hasya Kavi Sammelan was organised on 07.09.2013 at field Headquarters, Duliajan.

### Public Affairs

OIL played a significant role in enhancing the goodwill of the stakeholders, especially the people residing in and around OIL's operational areas in Upper Assam. OIL's Public relation team handled several negotiations to address public grievances on varied matters related to the Company. The success of these negotiations, pro-active strategies and impact of CSR interventions have in its own way contributed to the significant reduction of bandhs and blockades, which in turn has helped in reducing the loss of production due to such issues.

### Awards and Recognition

Oil India Limited received the following awards during the year 2013-14:



- ▶ **Corporate Excellence Award 2013** for Best Investor Relations in June, 2013 instituted by Star of the Industry Group.
- ▶ **“BT Star Best National PSU”** and **“BT Star Best PSU in Excellence in Market capitalization”** in June, 2013 conferred by Bureaucracy Today.
- ▶ **The Golden Peacock Environment Management Award** for the year 2013 in July, 2013.
- ▶ The 1st edition of the PSU awards in the category- **Human Resource Utilization**, in July, 2013.
- ▶ **The Minetech Award 2013**
- ▶ The reputed **“EFI (Employers’ Federation of India) national award** for excellence in employee relations for strong commitment to employee relations” in the pan India category in October, 2013.
- ▶ In the 7th ENERTIA Awards 2013 - India’s Awards for Sustainable Energy & Power, OIL was declared **“Winner” in the Category V: Fuels & Resources- Award for Best Energy Resources & Oil & Gas Sector Organisation / Company of the year.**
- ▶ Case Study on Project “RUPANTAR” a flagship and award winning CSR Project of OIL received the **Best Case Study Award.**
- ▶ **The India Pride Award 2013-14**, in December 2013, for Excellence in CSR in the category Public Sector Undertakings – Central instituted by the Dainik Bhaskar group.
- ▶ **“Best Employer, India 2013”** award by M/s Aon Hewitt, the HR Consulting and Outsourcing Agency. The Company also bagged “The Aon Hewitt Voice of Employee Award, Public Sector Enterprises, India 2013.”
- ▶ In Petrotech-2014 (12th –15th January, 2014) held at the India Exposition Mart Ltd., Greater Noida, OIL stall was declared the **Winner in the Best Display in Raw Space** category.
- ▶ In January, 2014, OIL received **Greentech Environment Award 2013** of Gold Category in Petroleum Exploration Sector for sustainable achievement in Environment Management.
- ▶ **New Delhi Institute of Management (NDIM)**, a premier MBA School, awarded OIL for



exemplary leadership and for contributing immensely to the societal issues. The award is in recognition of OIL's various social welfare programs/activities and CSR projects.

- ▶ OIL received **Vigilance Excellence Award 2013-14** at a Conclave of Vigilance officers organized by the Institute of Public Enterprise (IPE) at Hyderabad.
- ▶ OIL received the **CIDC Partners in Progress Trophy 2014** in March, 2014, for its display of utmost commitment & drive to create a vibrant work environment for the construction fraternity especially for achieving targets of "Mission Skilling India", under various CIDC initiatives.
- ▶ OIL was conferred with '**CAG Pick of the Year**' award by Dalal Street Investment Journal (DSIJ), India's No.1 investment magazine organized the PSU Awards 2013 to honour the Public Sector Undertaking (PSU) for their commendable performance.
- ▶ OIL was also conferred with **Greentech HR Award for training Excellence in "Gold Category"** and Asia's Best Employer Brand for Excellence in Training.





# Environmental Performance



In the previous section of the report, we took a look at our corporate governance initiatives to help improve our sustainability performance. We now come to crux of the report as we report on our environmental performance in this section, followed by our labour and society related initiatives and performance after that; and finally we take a look at our economic performance in the last section of this report. OIL like any Oil and Gas Company is well aware of the myriad impacts that our operations have on the Environment. Our business operations by their very nature are prone to negative environmental impacts. We take this fact very seriously and have therefore made a commitment to ourselves and our stakeholders to ensure that we mitigate our impacts to the greatest extent possible. In this section of the Report we will first disclose our Environmental Commitment statement followed by OIL's Environmental Policy. We will then disclose our basic Environmental data as related to energy consumption, water consumption, wastes/effluents, biodiversity and compliance. OIL follows the precautionary approach to manage our environmental challenges. As mentioned earlier in the Report we will not be disclosing our Emissions data this year even though it is an important Material Aspect for us. On the right are the Aspects we will report on in this section followed by Our Environmental Commitment Statement followed by OIL's Environmental Policy.

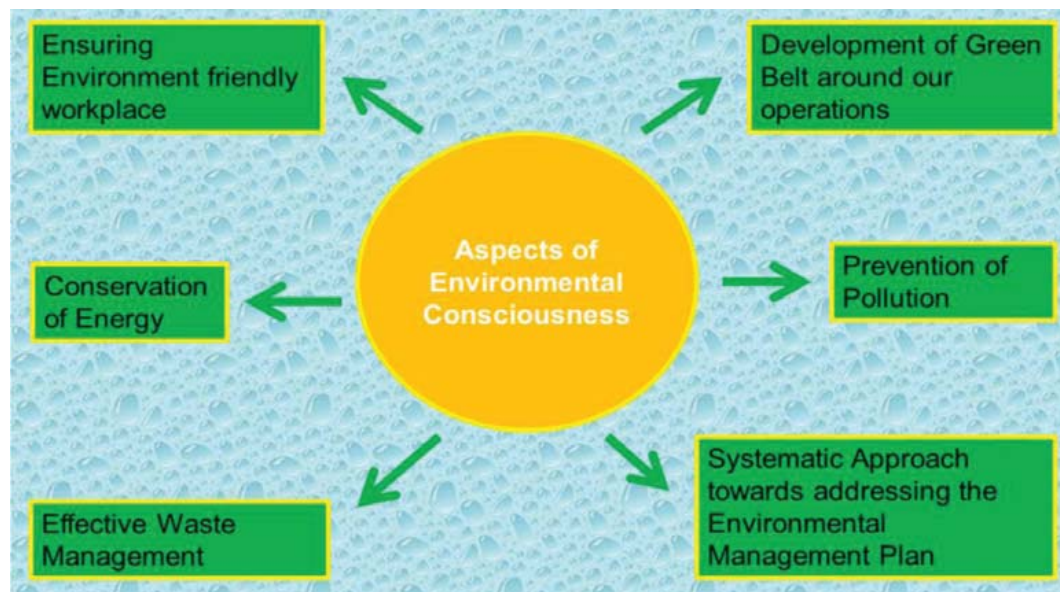
1	Energy	5	Effluents/Waste
2	Water	19	Compliance
3	Biodiversity	20	Fossil Fuel Substitute
4	Emissions		



*Oil India Limited remains committed to the cause of conservation of the environment and considers the preservation of endangered flora and fauna in its' operational areas as its' top most priority in the realm of its' Sustainable Development goals*



The inherent nature of our business presents a great challenge to the company with respect to elimination of operational hazards. We also put a lot of emphasis on control of environmental pollution and conservation of energy. To address this, we have always adopted a proactive approach to the conservation of the environment. This endeavour of the company is reflected in the vision of the company which clearly mentions OIL's commitment to Safety, Health & Environment.



### Energy Production and Consumption

As an Oil and Gas Company, we wanted to report data on our energy production as well as consumption. We are providing data related to primary sources like Oil, Natural Gas, LPG as well as secondary sources like Electricity and also renewable sources like wind and solar. The data for FY 2013-14 is provided in the table below.

### Present Level of Energy Generation for FY 2013-14

Energy	Unit	Quantity	Equivalent KWh	Approximate Monetary Value (INR in Lakh)
Crude oil	MMT	3.466	38,480.47727x10 <sup>6</sup>	751,873.14
Natural Gas (Assam and AP)	MMSCM	2,427.54	27,989.5362 x10 <sup>6</sup>	157,348.53
Natural Gas (RP)	MMSCM	198.25	1,189.5300 x10 <sup>6</sup>	6,722.19
<b>Total</b>			<b>67,659.54347x10<sup>6</sup></b>	<b>915,943.86</b>
LPG	MT	46,640	67,76,79,200	14,878.79
Electricity Duliajan	KWh		8,68,01,676	3,949.48
Electricity (Moran)	KWh		1,09,16,000	496.68
Electricity Rajasthan (by DG Set)	KWh		1,93,252	21.35



Energy	Unit	Quantity	Equivalent KWh	Approximate Monetary Value (INR in Lakh)
Electricity RP				
100 KW Solar Power Project	KWh		26,558	3.31
Electricity RP				
5 MW Solar Power Project	KWh		18,04,293	225
Electricity RP				
13.6 MW Wind Energy	KWh		2,10,09,821	937.04
Electricity RP				
54 MW Wind Energy	KWh		8,15,97,785	4,226.77
<b>Total</b>			<b>88,00,28,585</b>	<b>24,738.41</b>

The table below compares our energy production data from FY 2013-14 and FY 2012-13

Energy	FY 2012-13		FY 2013-14	
	Equivalent KWh	Approximate Monetary Value (INR in Lakh)	Equivalent KWh	Approximate Monetary Value (INR in Lakh)
Crude oil	42,528.67x10 <sup>6</sup>	16,35,057.68	38,480.47727x10 <sup>6</sup>	751,873.14
Natural Gas	30,341.59x10 <sup>6</sup>	151,174.27	29,179.066x10 <sup>6</sup>	1,64,070.72
<b>Total</b>	<b>72,960.26x10<sup>6</sup></b>	<b>17,86,231.95</b>	<b>67,659.54x10<sup>6</sup></b>	<b>9,15,942.86</b>
LPG	668.525x10 <sup>6</sup>	24,900.83	677.679x10 <sup>6</sup>	14,878.79
Electricity	96.278x10 <sup>6</sup>	4,380.65	202.35x10 <sup>6</sup>	9,860
<b>Total</b>	<b>764.803x10<sup>6</sup></b>	<b>29,281.48</b>	<b>880.028x10<sup>6</sup></b>	<b>24,738</b>

### Present Level of Energy Consumption for FY 2013-14

Energy	Unit	Quantity	Equivalent KWh	Approximate Monetary Value (INR in Lakh)
Crude Oil Consumed for transportation of OIL's & ONGC's	MT	3,788	4,20,55,409	821.724
Crude Oil to refineries, etc.				
Crude Oil Consumed for transportation of imported Crude Oil to BRPL refinery.	MT	3,255	3,61,37,898	706.101
Natural Gas Consumed for Industrial & domestic uses (Assam & AP)	SCM	33,51,70,000	3,86,45,10,100	21,719.016
Natural Gas Consumed for Industrial & domestic uses (Rajasthan)	SCM	44,60,650	2,67,63,900	151.216

Energy	Unit	Quantity	Equivalent KWh	Approximate Monetary Value (INR in Lakh)
Diesel (HSD) Consumed for Drilling & W.O. operations, prime mover operations, power generation, transport fleet, etc.	KL	8,608.290	7,74,74,610	5,696.966
Petrol	KL	38.04	3,57,576	28.37
Electricity Duliajan	KWh		8,68,01,676	1,736.034
Electricity (Duliajan Purchase)*	KWh		2,38,416	14.424
Electricity (Moran)	KWh		1,09,16,000	218.320
Electricity (RP -DG Gen.)	KWh		1,93,252	21.354
Electricity (RP Purchased.)**	KWh		10,82,616	69.937
<b>Total</b>			<b>4,14,65,31,453</b>	<b>31,183.463</b>

\*Consumption are taken on pro-rata basis

\*\* Average price calculated

The table below compares our energy consumption data from FY 2013-14 and FY 2012-13

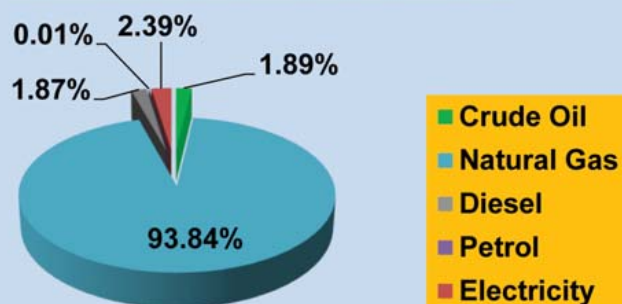
Energy	FY 2012-13		FY 2013-14	
	Equivalent KWh	Approximate Monetary Value (INR in Lakh)	Equivalent KWh	Approximate Monetary Value (INR in Lakh)
Crude Oil Consumed for transportation of OIL's & ONGC's Crude Oil to refineries, etc.	77.466x10 <sup>6</sup>	2,978.29	78.193x10 <sup>6</sup>	1,527.825
Natural Gas Consumed for Industrial & domestic uses	3946.95x10 <sup>6</sup>	19,607.16	3,891.274x10 <sup>6</sup>	21,870.23
Diesel (HSD) Consumed for Drilling & W.O. operations, prime mover operations, power generation, transport fleet, etc.	97.238x10 <sup>6</sup>	6163.84	77.474x10 <sup>6</sup>	5,696.97
Petrol	0.348x10 <sup>6</sup>	26.76	0.357x10 <sup>6</sup>	28.37
Electricity	96.278x10 <sup>6</sup>	4,380.65	99.232x10 <sup>6</sup>	2060.07
<b>Total</b>	<b>4218.28x10<sup>6</sup></b>	<b>33,156.7</b>	<b>4,146.532x10<sup>6</sup></b>	<b>31,183</b>

### Energy Intensity (G4-EN5)

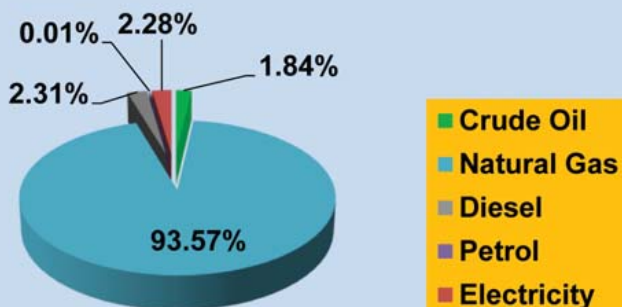
Most of our energy consumption is in the form of natural gas, with it making up almost 94% of our energy consumption in FY 2013-14. A detailed look at our energy intensity share is given on the right. All energy consumption figures were first converted into equivalent KWh of electricity generated for easy comparison.

Given on the right is the energy intensity ratio for FY 2012-13, as you can see, our mix has changed very little over the last year with a marginal increase in the consumption of Natural Gas and therefore an accompanying reduction in the use of Diesel. The share of petrol as well as crude oil has gone up marginally from last year.

Energy Consumption Share (%) FY 2013-14



Energy Consumption Share (%) FY 2012-13



### Reduction in Energy Consumption for FY 2013-14

We take the reduction of energy consumption very seriously and we have made committed efforts to reduce our energy consumption from each and every source. Given below are details of the reductions achieved in FY 2013-14 by source. We have also included the conversion factors used for the calculations at the end.

Sl. No.	Form of Energy	Unit	Conservation Achieved		Unit Price (INR)	Approximate Monetary Value (in INR Lakh)
			Quantity	Equivalent KWh		
<b>I.</b>	<b>H.S. Diesel</b>					
I.1.	By installing TADGER in power pack engines of AC-SCR drilling rigs.	KL	15.24	1,37,160	66,180	10.09
I.2.	By replacing 6 nos. CAT D399 Diesel Engine with CAT 3512B	KL	50.35	4,53,150	66,180	33.32
I.3.	By use of 5 Nos. Solar Gen Set instead of Diesel Gen Set for area illumination at Work-Over Locations	KL	45	4,05,000	66,180	29.78



1.4.	Using gas pressure to load Tank Trucks at FGGS Deohal	KL	15.4	1,38,600	66,180	10.19
1.5.	By using non-fired NPU in Well activation jobs resulted in saving of about 7.95 KL HSD	KL	7.95	71,550	66,180	5.26
<b>A.</b>	<b>Total</b>	<b>KL</b>	<b>133.94</b>	<b>12,05,460</b>		<b>88.64</b>
<b>2.</b>	<b>Natural Gas</b>					
2.1.	By using VLP (Very Low Pressure) compressor at Hapjan GCS, low pressure gas which are generally flared, monetized	1000 SCM	30	3,45,900	6,481.8	1.94
2.2.	Boosting of LP flare gas to OIL's gas distribution network by commissioning of BOO (Build-Own-Operate) compression services in fields	1000 SCM	68,800	79,32,64,000	6,481.8	4,459.48
<b>B.</b>	<b>Total</b>	<b>SCM</b>	<b>6,88,30,000</b>	<b>79,36,09,900</b>		<b>4,461.42</b>
<b>3.</b>	<b>Condensate</b>					
3.1.	Condensate recovered in the fields from gas wells Assam & AP)	MT	1,60,144	2,30,08,92,471	21,692.8	34,739.75
3.2.	Condensate recovered from LPG Plant, Duliajan (1 KL = 0.68Ton)	MT	24,385	35,03,55,073	62,169.4	15,160.01
3.3.	Condensate recovered in the fields from gas wells of Rajasthan Project	MT	262.45	17,75,397	29,000	76.11
<b>C.</b>	<b>Total</b>	<b>MT</b>	<b>1,84,791.45</b>	<b>2,65,30,22,941</b>		<b>49,975.87</b>
<b>4.</b>	<b>Electricity</b>					
4.1.	Installed/ replaced 160 nos. of 40W FTL with Energy efficient lighting; 14 nos. 250W HPSV light with (4x14W) light fitting; 24 nos. of 100W lamps with 15W CFL ; 40 nos. 60W incandescent lamps with 18W CFL; 71 nos. 100W ceiling fan with new 70W fan; 26 nos. Geysers with BEE 5 star Geysers; 22 nos. exhaust fan with new ones; 50 nos. ACs' replaced with BEE 5 star rated ACs; 1 no. Refrigerator with star rated one. (Pipelines Head Quarter and Pump Stations)	KWh		1,48,130	7.11	10.53
4.2.	By installing/ replacing 168 nos. of 100W incandescent lamp with 15W CFL, 63 Nos. non star rated ACs with 3star rated ACs at installations & Housing areas in Duliajan	KWh		25,650	4.55	1.17
<b>D.</b>	<b>Total</b>	<b>KWh</b>		<b>1,73,780</b>		<b>11.7</b>
<b>5.</b>	<b>New and Renewable Sources of Energy</b>					
5.1.	By using Solar Photo Voltaic cells for MART Communication.	KWh		1,145	12.47	0.14

5.2.	Power generated by 13.6 MW Ludrava Wind Farm	KWh	2,10,09,821	4.46	937.04
5.3.	Power generated by 54.0 MW Dangari Wind Farm	KWh	8,15,97,785	5.18	4,226.77
5.4.	Power generated by 5 MW Solar power plant at Ramgarh, Rajasthan	KWh	18,04,293	12.47	225
5.5.	Power generated at 100 KWp Solar plant Ramgarh at Rajasthan	KWh	26,558	12.47	3.31
5.6.	Power generated at 100 KWp Solar plant at Joypur OCS, Duliajan	KWh	40,000	12.47	4.99
<b>E.</b>	<b>Total</b>	<b>KWh</b>	<b>10,44,79,602</b>		<b>5,397.24</b>
<b>TOTAL CONSERVATION in terms of KWh (A+B+C+D+E)</b>			<b>3,55,24,91,683</b>		<b>59,934.88</b>

The table below compares our energy saving performance over the last two financial years.

Form of energy	Total Energy Saved			
	FY 2012-13		FY 2013-14	
	Equivalent KWh	Approximate Monetary Value (in INR Lakh)	Equivalent KWh	Approximate Monetary Value (in INR Lakh)
H.S Diesel	2.176x10 <sup>6</sup>	137.92	1.205x10 <sup>6</sup>	88.64
Natural Gas	1780.30x10 <sup>6</sup>	8843.90	793.609x10 <sup>6</sup>	4,461.42
Condensate	2540.45x10 <sup>6</sup>	109932.33	265.302x10 <sup>6</sup>	49,975.87
Electricity	0.617 x10 <sup>6</sup>	27.96	0.173x10 <sup>6</sup>	11.7
New and Renewable Energy	21.39 x10 <sup>6</sup>	973.25	104.48x10 <sup>6</sup>	5,397.24
<b>Total</b>	<b>4,354.316x10<sup>6</sup></b>	<b>119887.4</b>	<b>3,552.492x10<sup>6</sup></b>	<b>59,934.88</b>

### Conversion Factors

Crude Oil	1 L	=	9.77	KWh
HS Diesel	1 L	=	9	KWh
Petrol	1 L	=	9.4	KWh
LDO	1 L	=	9.77	KWh
K Oil	1 L	=	9.98	KWh
NG (Assam & AP)	1 SCM	=	11.53	KWh
NG (RP)	1 SCM	=	6	KWh
LPG	1 KG	=	14.53	KWh
Condensate (Assam & AP)	1 L	=	9.77	KWh
Condensate (Rajasthan)	1 L	=	4.6	KWh
LPG Condensate	1 KL	=	0.68	KWh

### Conservation of Biodiversity

We as a responsible corporate citizen are fully committed to the conservation of biodiversity in the country and more so in our areas of operations in India. This is very significant because a majority of our operational areas are blessed with very rich biodiversity. OIL's commitment to biodiversity conservation is reflected in our Sustainable Development and Environment policies, which have been displayed later in this section.

The company has taken various steps to mitigate the damage to endangered wildlife in our operational areas in the state of Assam, by practicing professional modes of wildlife conflict management to ensuring that there is no collateral damage to both endangered wildlife like Leopards, Elephants etc. and Humans whenever there are situations of man-animal conflict in and around our operational sites.

We have also taken up projects for large scale conservation of flora and fauna in our operational areas. Notably, the company has started a project on Awareness Generation for 'Hoolock Gibbon' conservation in the districts of Dibrugarh and Tinsukia. Hoolock Gibbon is the only ape species found on the Indian subcontinent and OIL's operational areas in Assam and Arunachal Pradesh form a great part of their range in India. Therefore, the project is of utmost significance in OIL's larger vision of conserving endangered flora and fauna in its areas of operations. The details of the project among others are provided below.

Proposed Project for tree plantation ( <i>Seuji</i> )	Biodiversity Conservation Projects		The Proposed Sasoni Merbeel Eco Tourism Development Project
<ul style="list-style-type: none"> <li>Oil's keystone project on conservation of critical habitats for biodiversity conservation in OIL operational states.</li> <li>Focus on preservation and restoration of forest cover and habitat around prime forest areas, significant for endangered biodiversity species, through participation of local communities.</li> <li>Achieving a positive impact on the environment, through absorption of GHGs, while keeping in mind the objective of achieving carbon neutrality and positivity for OIL. The project is in the conceptualization stage and would be started in the financial year 2014-15.</li> </ul>	<b>Kaziranga Ecotourism Project</b> <ul style="list-style-type: none"> <li>Oil India Limited has signed a MoU with Assam Tourism Development Corporation Ltd. (ATDCL) for preparing a detailed project report for setting up 'Eco-Tourism Project' at Kaziranga Tiger Reserve, in July, 2014.</li> <li>Through this MoU, OIL aims to formulate a Detailed Project Report (DPR) on the basis of feasibility study for setting up of the 'Eco-Tourism Project' at Kaziranga Tiger Reserve.</li> </ul>	<b>Sponsoring of Solar Lamps for Forest Guard Posts in Kaziranga Tiger Reserve</b> <ul style="list-style-type: none"> <li>The financial involvement in the endeavour has been to the tune of <b>Rs.11,70,000.</b></li> <li>The assistance is aimed at equipping the forest guards of Kaziranga Tiger Reserve with the basic facilities of lighting their guard posts and thus help in enhancing their facilities base; with a view to helping them in patrolling the Tiger Reserve more successfully and thus combating the poaching threat better</li> </ul>	<ul style="list-style-type: none"> <li>Sasoni Merbeel Eco Tourism Development Committee is a <b>Society formed by the local stakeholders</b> surrounding Merbeel near Sasoni in Dibrugarh District.</li> <li>The Committee is working tirelessly to <b>redevelop the Merbeel (wetland)</b> and create a sustainable tourism development programme around it. The project is getting unflinching support from Oil India Limited and considering the importance the project has towards the local community, District Administration Dibrugarh is providing its resources.</li> </ul>

### 'Hoolock Gibbon' and Rainforest Biodiversity Conservation Program

The program was started in January 2014 and is being implemented by 'Nature's Beckon', an environmental activists group of Northeastern India. The critically endangered 'Hoolock Gibbon' (*Hoolock hoolock* or *Hylobates hoolock*) which happens to be the only ape species found in India finds refuge in this last remaining rainforests of Assam and Arunachal Pradesh.

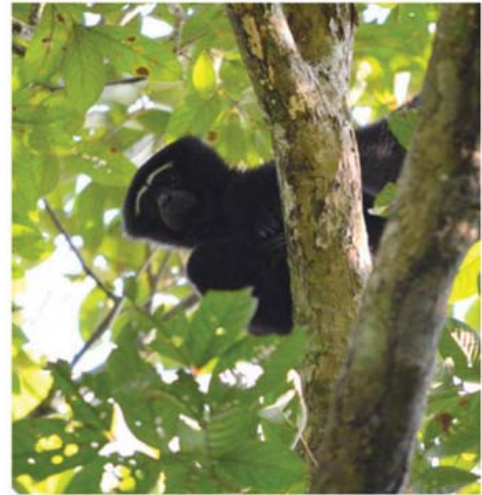
There are two distinct species of Hoolock Gibbons found in the world, i.e. the *Western Hoolock Gibbon* (*Hoolock hoolock*) and the *Eastern Hoolock Gibbon* (*Hoolock leuconedys*). Both the species are of extreme ecological significance and have been on the decline in the past few decades. It is estimated that the species have declined by at least 50% over the past 40 years. Of the two, the *Western Hoolock Gibbon* is listed as Endangered in the IUCN Red list & on CITES Appendix I and is also listed on schedule I of the Indian Wildlife (Protection) Act of 1972, While, the *Eastern Hoolock Gibbon* is listed as Vulnerable in the IUCN Red list.



**Western Hoolock Gibbon (Female)**



**Western Hoolock Gibbon (Male)**



This program for the conservation of Hoolock Gibbon and their habitat is a step forward towards this long term commitment of OIL for the steadfast protection of the rich rainforests in and around its' operational areas in Assam and Arunachal Pradesh, which in turn ensures the future conservation of the Hoolock Gibbon and many such endangered species in their natural habitats.

### Maps Showing the Present Distribution of the species

The dark yellow coloured region symbolises the present habitat, whereas the lighter yellow region represents the probable areas, where the species may be present.

**Present Range of the Western Hoolock Gibbon (*Hoolock hoolock*)**



**Present Range of the Eastern Hoolock Gibbon (*Hoolock leuconedys*)**



*Source: IUCN Red List Version 2012.2*

### Specific Conservation Awareness Initiatives

- Community Awareness Meetings (11 meetings held across project sites thus far)
- Village youth training programs (8 village training programs held thus far)
- Nature orientation camps for youth (4 camps held in various target forest areas)
- Conservation awareness workshops in schools (9 schools covered till now)
- Distribution of communication material on conservation such as information booklets about the *Hoolock Gibbon* and its habitat.
- Use of mass media like radio, print, and electronic for effectively augmenting the awareness campaign for this program.

### *Awareness Sessions with school students under the Project*



Awareness campaign has been carried out in many villages situated on the fringes of the *Hoolock Gibbon* habitats. The followings are the main focus areas:

District	Focus area
<b>Dibrugarh</b>	Joypur, Upper Dihing, Dirak and fringe areas of DihingPatkai Wildlife sanctuary
<b>Tinsukia</b>	Barekuri area, fringes of Dibrusaikhowa National Park, Dhola area
<b>Golaghat</b>	Fringe areas of Nambor Doigrong wildlife Sanctuary.
<b>Jorhat</b>	Fringes of Hologapar Gibbon Wildlife sanctuary.





*Illustrative photograph: Two One Horned Rhinoceros in their prime habitat in the Kaziranga Tiger Reserve and National Park*

M/s MMS Advisory Pvt. Ltd., the leading project advisory organization of the North East have shown their interest as Project Advisor for this unique project which could be developed into a high-end Eco-Tourism destination involving local community with accommodation to be provided as part of village tourism, water sports facility, Ropeway, cultural & ethnic activities etc.



*Illustrative Photograph: Sasoni Merbeel, the Wetland with a great potential (at sunset)*



As such, *Sasoni Merbeel* Eco tourism Development society has entered into an MoA (Memorandum of Agreement) with *M/s MMS Advisory Pvt. Ltd.* for project advisory services of tourism development for Merbeel. Also OIL has provided a financial assistance of Rs 1 cr towards carrying out solar project, boats and eco car in the Year 2013-14 for the said project.

### Mass Afforestation

In line with our Environment Policy “Develop Green belts and plant trees in and around OIL’s operational areas in harmony with nature”, OIL carries out compensatory and obligatory tree plantation in its operational areas. The number of trees planted by OIL in the last 3 years is tabulated below:

Year of Plantation	Area of Plantation	No. of saplings planted	Year wise total
April 2012 to March 2013	Duliajan Township and Industrial Area	1,325	2,162
	Other Departments viz Production, Drilling, CISF, World Environment Day etc. and School & Colleges	837	
April 2013 to March 2014	Duliajan Township and Industrial Area	369	2,605
	World Environment Day-Duliajan	220	
	World Environment Day Moran	2,016	

### Water Management

Water remains a serious concern across the world. With climate change aggravating the problem of water availability, India is confronted with a difficult and turbulent future arising out of severe water stress.

Today, India’s snow-fed rivers, such as the Ganga and Brahmaputra, are facing serious supply threats as a result of the glacial melt. Added to this, is the direct threat of reduced agricultural output due to disruption in monsoon patterns. Agriculture accounts for around 90% of the total water consumption in India. The challenges posed by water scarcity are aggravated by the huge inequalities in geographical distribution as well as by the short duration of the monsoons — wherein the entire rainfall happens over a brief period of around 12 weeks in a year. Given these challenges, OIL is committed to conserve and manage this precious natural resource.

This year we are reporting on our water consumption in Duliajan Township and our sites in North-Eastern India. Next year we will include data from all over India.

Total water produced/distributed by OIL **12.049 MGD**

The highlights are as follows:

- ❖ Quantity of water supplied to Duliajan Housing & Industrial areas and South Bank and Moran :7.135 MGD
- ❖ Water supplied for various Satellite water supply stations: Total 79 pump sets in 31 satellite water supply and 8 Water Injection Stations.
- ❖ Water for W/I Station is catered by 26 DTWs in 9 installations.
- ❖ Total 49 Km (approx..) length of effluent lines installed at various drilling locations to keep the environment free from pollution.
- ❖ 55 Shallow Tube wells sunk to provide source water at various drilling / work over and

production locations.

- ❖ In some DTW setups for Water Injection Stations, the existing Vertical Turbine pumps are being replaced by Submersible Pumps being more efficient and needing lesser maintenance.
- ❖ At a few satellite Water Supply Setups at Production Installations the existing EMD Reciprocating Type Source water pump sets are being replaced by EMD Submersible pump sets, which besides being more efficient consume lesser power due to their lower ratings.
- ❖ Augmentation of 4MGD Water Treatment Plant: Process is initiated for water sustainability and water security for the entire OIL Township with a planning of 30 years down the line.
- ❖ Major over hauling of 4 Filter Beds at 4MGD water treatment Plant: The job has been initiated and is presently in the tendering stage.

### Water Harvesting

As per the MoU signed between Oil India Limited (OIL) and the Ministry of Petroleum and Natural Gas (MoPNG) for the review period 2012-13, one of the key performance evaluation parameters in the organization's commitment towards fulfilling Sustainable Development (SD) is 'Completion of a Water Harvesting Project at OIL's project office at Jodhpur, Rajasthan'. Consequently, OIL has constructed a water harvesting unit at OIL's Store Complex located at Hamira, Jaisalmer, Rajasthan. Roofs of the godowns have been utilised for "Roof Top Rain Water Harvesting (RWH) and Conservation at Surface Storage and Artificial Recharge to Aquifer".

### Water Awareness Week 2014

As many areas of the planet face increasing freshwater constraints due to increased consumption and the likely impacts of climatic change, Oil India Limited, over the last couple of years has joined United Nations global campaign on this noble cause as a responsible corporate and has been sponsoring drives aimed at increasing awareness related to this precious resource.

Under the guidance of the OIL's Field Engineering team, Oil India Limited observed "WATER AWARENESS DAY-2014" on 22nd March 2014, which is globally observed as the World Water Day as per United Nations Resolution. OIL's endeavour is highlighted in the United Nations Conference on Environment and Development (UNCED) list. Awareness Drive through posters and banners was carried out in FHQ. Also, door to door 'stop the drop' campaigning was carried out to spread the message of need for water conservation.

### Waste Management

#### Bioremediation of Oily sludge in Our Production Pits

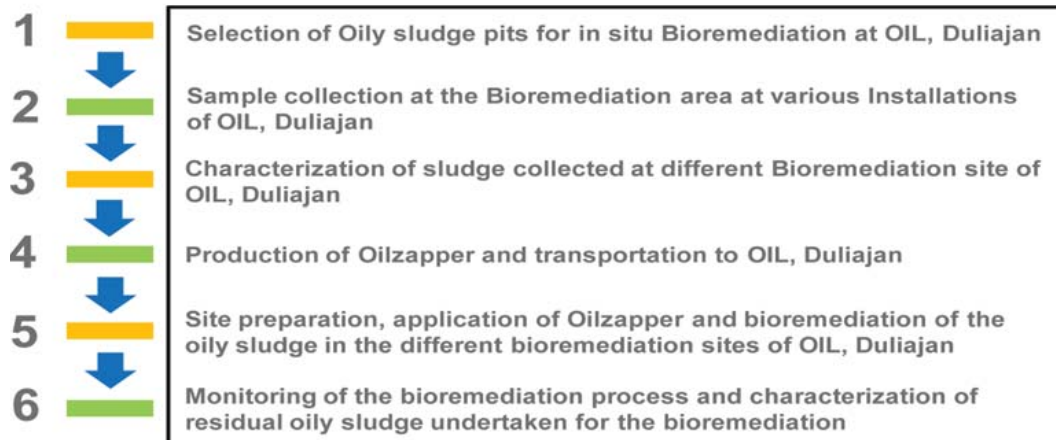
Oil India Limited unavoidably generates some quantity of oily sludge oil soaked soil and ETP oily sludge which constitutes a major challenge for hazardous waste management as well as environmental protection.

One way to handle this type of waste is to dump the waste into specially constructed crude oil/oily sludge pits with a leachate collection system and a polymer lining to prevent the percolation of contaminants into ground water. Transportation of oily waste (crude oil/oily sludge/oil soaked contaminated soil etc.) from generation point to disposal site is very problematic. Moreover, those pits are far more expensive and OIL requires these pits in large numbers. However, the area available with us at various oil installations for constructing more such sludge pits is indeed limited.

Further there are numerous pits that already exist with OIL where oily sludge has accumulated over the years. Due to stringent norms by regulatory authorities and corporate responsibility of oil companies, new techniques for mitigation of such environmental problems are continuously in demand. Among the many technologies that have been developed and tested, bioremediation provides a very cost effective and environmental friendly solution to tackle this problem. These technologies, which were considered emerging a few years back, are now well accepted in the field of hazardous waste treatment.

The research on remediation through biological intervention was initiated in 1992 and after six years of extensive research at TERI, New Delhi, a microbial consortium known as 'Oilzapper' has been developed. 'Oilzapper' is a mixture of five natural occurring bacterial strains, which could biodegrade crude oil and oily sludge, ETP oily sludge and oil soaked soil. Bioremediation is a process that uses naturally occurring microorganisms to transform harmful substances to non-toxic compounds.

### We apply the following Methodology for Bioremediation

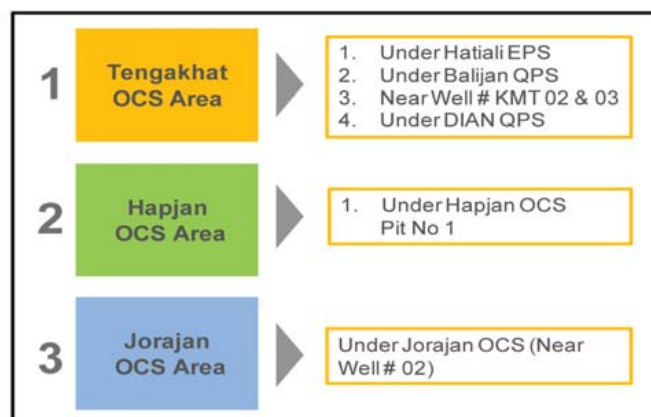


A joint venture was formed between ONGC and TERI in 2007 and it was named as 'ONGC TERI Biotech Limited' OTBL for the commercial application of the bioremediation along with other technology for oil industries. An MOU was signed between OIL and OTBL on 16th June, 2009 for carrying out Bioremediation in the various installations of OIL. Based on this MOU the third contract for treatment of 9000 M3 of oily sludge in OIL Duliajan was given to OTBL.



### Present Phase of the Project

Total volume of sludge  
**9028 m3**





### Bio-remediation activities

#### Earlier...

In situ Bio-Remediation near Well # KMT 02 & 03 of Tengakhat OCS Area (zero days)



#### Now...

After 3rd application of Oil-zapper 25.03.2013



### Total weight of waste by type

Sr. No	Types of Waste	Unit	Source of waste	Destination	Method of Disposal	Total
<b>Hazardous Waste</b>						
<b>Solid:</b>						
1	Oily Sludge	m3	Tank Bottom		Bioremediation	9,028
2	Drill Cuttings	m3	Drilling well	Land Fill	HDPE lined pits	9,183
3	Batteries - Automotive	Nos.	Automotive	Recycling	Sold to authorised vendor	140
4	Batteries - Industrial	Nos.	Industrial Use	Recycling	Sold to authorised vendor	765
<b>Liquid:</b>						
1	Spent Oil	kL	Machinery	Recycling	Sold to authorised vendor	9.16
<b>Non Hazardous Waste</b>						
<b>Solid</b>						
1	None	None	None	None	None	None
<b>Liquid</b>						
1	Formation water	kL	Producing Well	Disposal wells	Disposed directly	29,86,250.591

OIL is also proud to report that we have not had any significant spills in FY 2013-14 (G4-EN24).

### Oily Sludge Treatment and Safe Disposal

A multi-disciplinary team constituted for study of Oily Sludge Treatment and Disposal with CE(FE-P&TF) as team leader. The team has collected the information/data of the approximate quantity of

Oily sludge available in various Production Installations from EPA, Naharkatia, GTA & Moran fields of OIL. The team interacted with neighbouring organizations and few reputed vendors on the subject. Some vendors have been identified. In the meantime, team has raised an Appropriation Request (AR) for a token Special Revenue budget of Rs. 100.00 through Production department and efforts are to prepare the internal estimate.

### Environmental Compliance

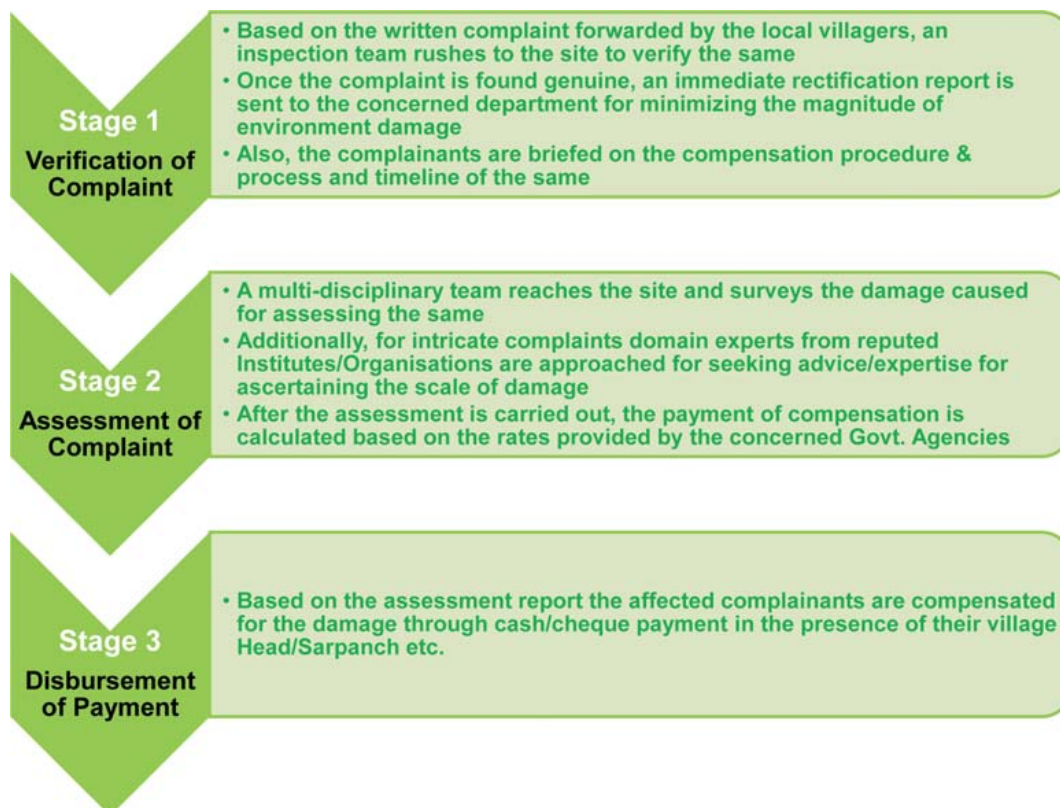
OIL is cognizant of all national and state environmental laws and regulations. We are proud to announce that we adhere to each and every applicable law and regulation as it is the law of the land. We have in place significant checks and balances to ensure 100% environmental compliance and have not been fined or sanctioned for violation of any environmental laws and regulation (state and national) in FY 2013-14.

### Environmental Grievance Mechanisms

#### Environment Grievances Mechanism Adopted by OIL

OIL has the highest concern for Preservation, Protection and Conservation of environment in and around its operational areas. It is our constant endeavour to strive to maintain harmony with nature and local villagers for achieving its goals. However, sometimes due to technical reasons during our operation, unsolicited effect is caused to the environment.

Hence, to address the above mentioned issue OIL has an environment grievance mechanism in place to take care of all genuine work environment related problems. For all alleged environment pollution complaint related issues, OIL has an open door policy wherein the local villagers can bring their grievances to OIL employees on the site or directly to approach the management through Public Relations Department. The Grievance redressal mechanism works in three stages:



We collect and maintain a record of all pollution related grievances filed by members of the local communities in which we operate. This information has been provided below for the last three financial years.

Description	2010-11	2011-12	2012-13	2013-14
Pollution complaints pending since previous year	19	14	11	18
New pollution complaints	73	58	74	71
Total pollution complaints	92	72	85	89
Total pollution complaints resolved	78	61	67	76
Pollution complaints pending at the end of the year	14	11	18	13

### OIL's Renewable Energy Initiatives



ऑयल इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
**Oil India Limited**  
(A Government of India Enterprise)

## SOLAR POWER PLANT

COMMISSIONED ON 23.01.2014





In the FY 2013-14, OIL continued its commitment to Renewable Energy by establishing new projects in Rajasthan. The details of these projects along with costs, reductions in energy consumptions and generation details are provided below.

The 13.6 MW and 54 MW Wind Energy Power Projects was established in Jaisalmer, Rajasthan in the Financial Years 2011-12 & 2012-13, produced 21.0 million units and 81.6 million units respectively in the FY 2013-14 resulting in a revenue of Rs. 55.65 crore (including Generation Based Incentives -GBI) and additional 2.59 crore as compensation.

A 5 MW Solar energy power plant was commissioned on 20<sup>th</sup> January 2014 at Ramgarh, Jaisalmer District of Rajasthan and started commercial generation with effect from 23rd January 2014. The plant had produced 1.77 Million Units (MU) till 31<sup>st</sup> March 2014 resulting in a revenue of Rs. 0.47 Cr. Additionally, 998 numbers of Renewable Energy Certificates (REC), based on the quantity of energy injected during the period, were issued to OIL till March'14. These certificates will also be traded through the Exchanges which may result in additional revenue.

#### Project Brief:

- ❖ Capacity of Solar Plant: 5 MWp
- ❖ Commissioned on: 20.01.2014
- ❖ Commercial Production start from: 23.01.2014
- ❖ Location: Raghawa (near Ramgarh) 70 km from Jaisalmer City Centre
- ❖ Module Make: MBSL PRO & MBSL ELITE
- ❖ Modules Type: Solar Photo Voltaic (SPV)
- ❖ Type of Solar Panels: Polycrystalline Solar
- ❖ Total number of Solar Panels: 20,408 of 245 Watt each
- ❖ Inverter Make: ABB
- ❖ Capital Cost (I&C): Rs 39.75 Crore
- ❖ O&M Cost : Rs. 20.64 Crore for 25 Years
- ❖ Total Cost: Rs. 60.39 Crore (approx.)
- ❖ Power Evacuation- Through 33 KV Transmission line to RRVPNL GSS at Ramgarh, Jaisalmer.
- ❖ Length of Transmission Line: 7.5 KM



### Generation and Utilisation of Renewable Energy

- ❖ 100 KWp Solar Power Plant at Tanot Village Complex, Rajasthan has produced 26,558 kWh of Electricity since commissioning which is used for Domestic & Industrial Purpose
- ❖ 100 KWp Solar Power Plant at Joypur OCS, Duliajan has produced 40,000 kWh of Electricity since commissioning which is use for Industrial Purpose.
- ❖ 5 MWp Solar Power Plant at Ramgarh, Rajasthan has produced 17,73,211 in 2013-14 kWh of Electricity which is sold to Rajasthan Electricity Board (DISCOM, Rajasthan Govt.).
- ❖ 13.6 MW Wind Farm at Ludravaa, Rajasthan has produced 210,09,821 kWh of Electricity which is sold to Rajasthan Electricity Board (DISCOM, Rajasthan Govt.).
- ❖ 54 MW Wind Farm at Dangari, Rajasthan produces 815,97,784 kWh of Electricity in 2013-14 which is sold to Rajasthan Electricity Board (DISCOM, Rajasthan Govt.).
- ❖ Installation of Solar Powered lighting systems at Well – 279 Security Camp for lighting purpose replaced 15 KVA Diesel Engine which saves 30 Liters/ day.

- ❖ Installation of Solar Powered lighting systems at Nagajan Security Camp for lighting purpose replaced 15 KVA Diesel Engine which saves 30 Liters/ day.
- ❖ Use of Solar Photo-Voltaic cells for MART Communication has resulted in saving of about 1145KWh of equivalent electrical energy during the period.
- ❖ Use of 5 SOLAR Gen Sets in place of 30 KVA Gen set during night for illumination purpose at Work-over locations resulted in 45.00KL saving of HSD.
- ❖ Use of Solar Distilled water plant at Moran Power Plant & New ICE Shop in Duliajan

### Reduction of Gas Flare

- ❖ Boosting of LP flare gas to OIL's gas distribution network by commissioning of BOO (Build-Own-Operate) compression services in fields in Assam reduced flare of 68.8 MMSCUM of Natural Gas.
- ❖ Boosting of LP flare gas to OIL's gas distribution network by using very low pressure Booster compressor in Hapjan Field, Assam reduced flare of 30,000 SCUM of Natural Gas.

### Biofuels

OIL does not currently produce any biofuels, but we understand the need to diversify our fuel mix and our currently engaged in extensive research and development so as to be in a position to produce bio fuels in the future. One such initiative is listed below.

#### Screening of endophytic fungi having biofuel generation potential from biodiesel plants of Assam:

A Collaborative Research project with Department of Biotechnology & Bioinformatics NEHU, Shillong has been initiated from November 2013. Under the project, NEHU has appointed a Project fellow. Isolation of novel endophytes from biodiesel plants has started and initial screening of biodiesel plants for novel biofuel generating endophytic fungi is ongoing. This project is expected to generate a repository of biofuel producing microbes suitable for commercialization.

### Conclusion

OIL understands the importance of committing to our environment. This year as we expand our report boundary and make the difficult transition to the GRI G4 guidelines, we were aware that we would face some challenges particularly in this section of the Report. We have improved on last year's performance by reporting more comprehensively on our energy consumption, waste management, biodiversity initiatives and renewable energy projects. We look forward to improving our performance next year by disclosing comprehensive emissions data and more accurate water consumption data.





## Our People

In the preceding section, we took a closer look at our initiatives aimed at improving our environmental performance, in this section we look at our initiatives that are aimed at improving the work-life of our employees. A company's foundation is its people and OIL firmly believes in taking care of its people so that they can be the driving force behind all of our successes and accomplishments. OIL follows a three-pronged approach to ensure that we get the best out of our people and that our people get the best out of us. The first part of our approach is ensuring a lively, fair and productive workplace where employees can meet and exceed their own expectations, thereby also meeting our own organizational expectations. The second part of the approach is providing Learning and Development opportunities to our people to help them build the skills necessary to improve and maintain their job performance, while also imbuing them with the knowledge needed to further develop their skills and competencies at OIL. The last part of our approach is to ensure a safe and healthy workplace, since as an oil and gas company, many of our operations are quite dangerous. Therefore, ensuring our workers' safety is of paramount importance. We also pay close attention to the health of our non-field employees as well, as they too can be prone to numerous health related issues at the work place. Our three-pronged approach towards our people is laid out in the following diagram.



## OIL's Three-pronged Approach to Our People



In this section of the report, we will take a detailed look at the three aspects of our approach to managing our people. We will start with the Workplace and disclose our basic employment figures like employment, new hires, remuneration etc. for various groups like executives and field workers, men and women and so on. We will then proceed to discuss in details all of our training and learning initiatives followed by an overview of our health and safety initiatives and statistics. The Material Aspects discussed in this section are given in the diagram on the right.

<b>6</b>	<b>Employment</b>	<b>9</b>	<b>Diversity and Equal Opportunity</b>
<b>7</b>	<b>OHS</b>	<b>10</b>	<b>Equal Remuneration</b>
<b>8</b>	<b>Training and Education</b>	<b>11</b>	<b>Labour Grievance Mechanisms</b>

### Workplace



Human Resource Management at OIL is an integrated approach focusing on the organization's faith to work with people and work through them to manage change and strive for continued

excellence. The role of OIL's Personnel Department apart from formulating policies/systems for accelerating the pace of progress is that of a change agent. In the present scenario of striving for excellence the human resource play a pivotal role in an organization's success. Keeping this premise in view, OIL aims to induct quality executive manpower, evolve effective and dynamic personnel policies, systems and identify the key areas of manpower development and bring about changes to meet immediate target and also prepare ourselves to face the impending challenges that lies ahead. The significant functions of OIL's Personnel Department is planning, organizing, directing and controlling of the procurement, development, career growth, compensation, integration, maintenance and separation of Human Resources to the end that individual, organizational and societal objectives are accomplished. The objective of Human Resources is to maximize the return on investment from the organization's human capital and minimize financial risk. It is the responsibility of OIL's Personnel Department to conduct these activities in an effective, legal, fair and consistent manner.

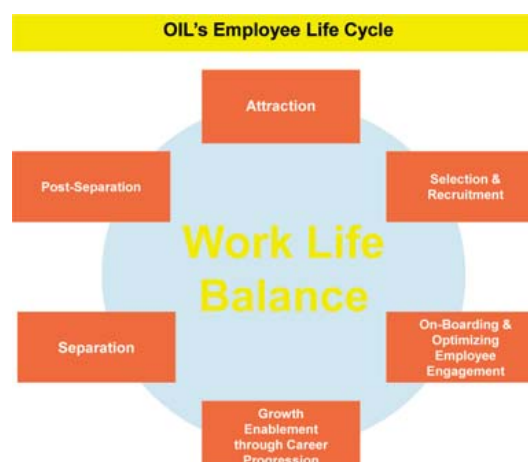


Our HR Vision is to build a Positive Employee-OIL Relationship through Nurturing Initiatives, Innovations and Aspirations with Best Practices and Commitment to Honesty, Integrity, Transparency and Mutual Trust creating Employee Pride. OIL always promises to provide and promote an encouraging and professional working environment. Our employee friendly HR Policies and Practices are always sensitive to the people's need. With a firm belief that the prosperity of our business depends on successfully developing an integrated community of motivated and innovative employees, we ensure that team possesses a high level of morale through recognition and positive employee relations and inspires employees by offering opportunities for challenging work, personal development and growth.

Today, Team OIL through its competence and commitment is giving shape to our dreams and building a new future for the Company.

The Company through its effective and dynamic HR policies and systems has always encouraged its workers to innovate and apply new ideas so as to achieve quantum leaps in both size and scale of operations. OIL's Human Resource philosophy is to establish, build and retain a strong performance and competency driven culture with greater sense of accountability and responsibility.

OIL is always focused to create an environment that assists each employee to enhance their sense of pride in what they are



doing which lead to enhanced productivity. We understand that our stakeholders are encouraged to support businesses where the employees are proud of the company's services and products. Today Human Resources (HR) at OIL has been gradually moving from a Transactional Role to a Transformational one, dealing with strategic issues pertaining to the organization as a whole. HR functions at OIL are aligned to contribute to the development of and the accomplishment of the organization-wide business plan and objectives.

In this report the workplace data will be provided separately for our executives and for our employees. The data for total number of employees by gender and region for FY 2013-14 is as presented below (G4-LA1, LA2).

Region	Men	Women	Total
<b>Fields</b>	5534	220	5,754
<b>Pipeline</b>	305	16	321
<b>B.E.P/ K.G. Basin</b>	31	1	32
<b>Kolkata Office</b>	83	7	90
<b>Delhi Office</b>	53	4	57
<b>G.V. Project</b>	10	0	10
<b>Rajasthan Project</b>	106	2	108
<b>Total</b>	<b>6,122</b>	<b>250</b>	<b>6,372</b>

The table below contains the details of changes in the workers' payroll strength (G4-LA1).

Total number of workers on 31.03.2013	Changes during the period from April 2013 to March 2014			Total number of workers on 31.03.2014
	Direct recruitments	Deletions from Payroll		
		Separation	Promotion to Executive Grade	
6.630	75	237	6	6.372

The table below contains the details of Executives exits from OIL during FY 2013-14 (G4-LA1).

Workforce Type by Region	As on April 1 '13	As on March 31 '14	No. of employees leaving the organization in FY 13-14
Duliajan	1,048 (1,003 officers+45 ETs)	1,015 (996 officers+19 ETs)	41 (39 officers+2 ETs)
Digboi	22	22 (21 officers+1 ET)	2
Moran	37	40 (38 officers+2 ETs)	2
Arunachal Pradesh	1	1	0
Pipeline	145 (139 officers+6 ETs)	140 (139 Officers+1 ET)	4 (3 Officers+1 ETs)
Calcutta Branch	21	19	0
Bay Exploration Project	1	1	0
NOIDA	101	104	2
Rajasthan Project	53	51	0
KG Basin	17	16	0
Deputation to various organisations	24	31	1
COESS	8	7	2



Workforce Type by Region	As on April 1 '13	As on March 31 '14	No. of employees leaving the organization in FY 13-14
North Bank	1	1	0
Gabon	5	2	0
Venezuela	7	4	0
Mizoram	2	8	0
Houston	0	2	0

Given below is the data for Executive exits by gender during FY 2013-14

Workforce Type by Gender	As on April 1 '13	As on March 31 '14	No. of employees leaving the organization in FY 13-14
<b>Male</b>	1,385 (1,340 officers + 45 ETs)	1,356 (1,334 officers + 22 ETs)	50 (47 officers + 3 ETs)
<b>Female</b>	108 (102 officers + 6 ETs)	108 (107 officers + 1 ETs)	4 (All officers)

Given below is the data for Executives exits by type of contract for FY 2013-14

Workforce Type by Contract	As on April 1 '13	As on March 31 '14	No. of employees leaving the organization in FY 13-14
<b>Permanent Employees (Officers + workmen/ staff)</b>	1442 (Only Officers considered, ETs not counted)	1441 (Only Officers considered, ETs not counted)	51
<b>Fixed term contract</b>	27*	37*	15*
<b>Outsourced / Third Party contract</b>	NA	NA	NA
<b>Other (Executive Trainees)</b>	51	23	3

OIL prides itself as an equal opportunity employer, in a country as diverse as India in terms of religion and caste; we hire diverse people, which adds to the quality of our workplace. In the table below we disclose the number of employees we have that belong to the Scheduled Caste, Scheduled Tribes and Other Backward Caste communities. (G4-LA2)

Total	Scheduled Caste			Scheduled Tribes			Other Backward Castes		
	Total Employees	Quota	Existing (%)	Total Employees	Quota	Existing (%)	Total Employees	Quota	Existing (%)
6074	414	7%	6.81%	743	12%	12.23%	1876	27%	30.88%

\*This data pertains only to our Fields/Pipelines.

OIL has a number employees belonging to many religious group apart from Hindus, their figures are disclosed in the table below. (G4-LA2)

<b>Buddhist</b>	69	1.08%
<b>Sikh</b>	24	0.38%
<b>Chrisitan</b>	68	1.07%
<b>Muslim</b>	249	3.91%

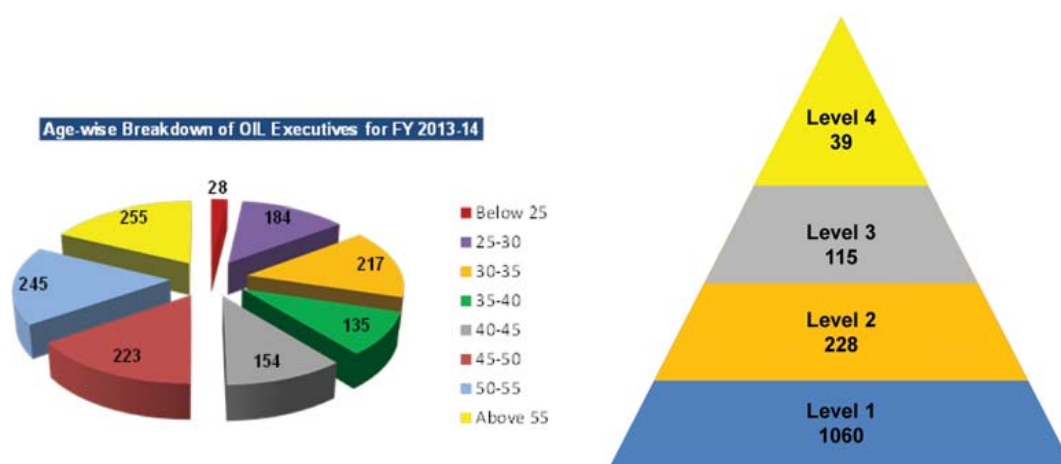
OIL also employs **63** physically handicapped people who make up **0.8%** of our workforce.

The employment data for our executives by location for FY 2013-14 is given below. (G4-LA1)

Location	Number of Executives
Duliajan	996
Digboi	21
Arunachal	1
Moran	38
Pipeline	139
Kolkata	19
B.E.P.	1
Noida	104
Rajasthan Project	51
K.G. Basin	16
DEPU	31
CoEES	7
North Bank	1
Mizoram	8
Gabon	2
Venezuela	4
Houston	2
<b>Total</b>	<b>1,441</b>

Given below is the break-up of OIL executives by age and by the their employment levels for FY 2013-14 (G4-LA1)

OIL Executives by Level FY 2013-14



### Differences in Benefits between Permanent and Temporary Employees

Breakdown of Benefits			
Benefits	Provided to Full-Time Employees (Yes/No)	Provided to Part-Time Employees (Yes/No)	Contractual
Life Insurance	Yes (OIL Social Security Scheme)	NA	No

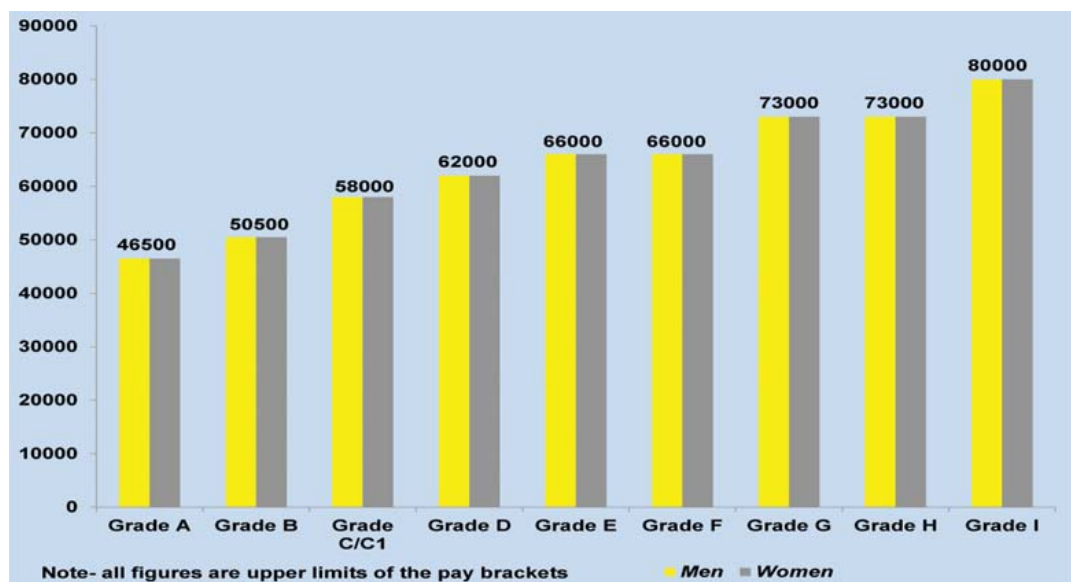
Health Care	Yes	NA	Yes (in the form of Medical Allowance)
Disability and invalidity coverage	Yes (Group Personal Accident Policy)	NA	No
Parental leave	Yes (To the Female Executives)	NA	No
Retirement provision	Yes	NA	No
Stock ownership	No	NA	No
Others	<ol style="list-style-type: none"> <li>1. Company Provided/ Company Lease/ Self Lease Accommodation</li> <li>2. Various Loans</li> <li>3. TA/ DA</li> <li>4. Company Phone</li> </ol>	NA	<ol style="list-style-type: none"> <li>1. Leave</li> <li>2. Accommodation/ Accommodation Allowance</li> <li>3. TA/ DA (case to case basis)</li> </ol>

### Return to Work and Retention Rates after Parental Leave

OIL's policy for parental leave allows every female employee to avail of 180 days of maternity leave as per the norms laid down by the Indian Government and the norms followed by other Indian companies. Men are not allowed to take parental leave at OIL. In FY 2013-14, we had a 100% retention rates for the female employees that took maternity leave.

### Ratio of Basic Salary of Men to Women by Employee Category

The figure below depicts the ratio of basic salary of men and women in FY 2013-14 for different employee categories. As is clear there is no discrimination on the basis of salaries between our Male and Female Executives.



### Labour Grievances

OIL has an extremely robust mechanism for recording and resolving labour grievances that are officially filed by workmen. During FY 20-13-14 there were no labour grievances filed at any of our installations through formal grievance mechanisms, workmen will always have minor concerns which are addressed informally so as to resolve the issue in a mutually acceptable manner without the need for an official grievance filing.



Health and safety topics covered in formal agreements with trade unions		FY 2013 - 14
5. Total number of grievances about labour practices filed through formal grievance mechanisms during the reporting period.		Nil
6. Of the identified grievances, report how many were: Addressed during the reporting period Resolved during the reporting period		Nil
7. Report the total number of grievances about labour practices filed prior to the reporting period that were resolved during the reporting period.		Nil

## Learning and Development

Learning and development is concerned with organizational activity aimed at improving the performance of individuals and groups in organizational settings. Being true to the spirit of Learning & Development Oil India Limited aims to achieve the following objectives under the purview of the T&D Policy 2007:

- ❖ Develop employee skills and competencies towards better performance
- ❖ Increase awareness and implication of various rules and regulations governing the industry
- ❖ Develop people to take higher responsibilities and new challenges
- ❖ Reduce the learning time for taking up new assignments
- ❖ Prioritize effectiveness of training

## Preparation of Annual Training Plan and Budget

At OIL the Learning and Development Department is responsible for all training related activities. The L&D Department prepares the training calendar for both executives and workmen encompassing both soft skill trainings and technical trainings. Against each training, the agency, duration, type of course, eligible grades etc. are clearly specified. The capital and revenue budgets are prepared keeping in mind the activities planned to be carried out by OIL throughout the year.

## Training Statistics for FY 2013-14

Type of Programs	Employee Category	Total Programs	Total Trained	General Category	Scheduled Caste	Scheduled Tribe	Other Backward Castes
In-house training Seminar/Conference/Workshops	Executives	77	786	410	110	79	187
	Workmen	45	1,310	606	74	165	465
In-country Training/ Seminar/Conference/Workshops	Executives	227	618	368	70	52	128
	Workmen	46	373	182	45	38	108

Type of Programs	Employee Category	Total Programs	Total Trained	General Category	Scheduled Caste	Scheduled Tribe	Other Backward Castes
Overseas Training/ Seminar/ Conference/ Workshops	Executives	54	106	69	6	5	23
	Workmen	1	2	2	-	-	-

### Average Hours of Training per year per employee by gender, and by employee category

		Male	Female	Total
Executives	Total number of executives	1,334	107	1,341
	Number of participants	934	79	1,013
	Hours	62,472	2,776	65,248
	Average Hours of training per executive	46.8	25.9	48.7
Trainees	Total number of trainees	46	8	54
	Number of participants	46	8	54
	Hours	10,032	1,712	11,744
	Average Hours of training per trainee	218.1	214	217.1
Workmen	Total number of employees	6,122	250	6,372
	Number of participants	1,537	79	1,616
	Hours	44,616	1,848	46,464
	Average Hours of training per employee	7.3	7.4	7.3

Contractor Personnel	Number of participants	450
	Hours	1,671.5
	Average Hours	3.7

### Targets and Achievements for FY 2013-14

As per the Memorandum of Understanding signed by OIL with the Ministry of Petroleum and Natural Gas, Government of India for the year 2013- 14, the Learning & Development Department was assigned the target of training 50 executives each in Project Management and Risk Management. The achievement of the MoU targets are as detailed under:

Sl. No.	MoU Parameter	Target for Excellent Rating	Achievement
1.	Training of Senior/Middle level executives (Level 2 and above) on Risk Management	50	62
2.	Training on Project Management for Middle Management Executives	50	62

### Skills Management and Lifelong Learning Training Programs for Executives and Workmen

#### Customized Training Program for Executives

OIL has taken the initiative of providing Customised General Management cum Leadership Programs for the junior, middle and senior management level of executives. Reputed management

institutes like IIM-Kolkata, IIM-Shillong and XLRI-Jamshedpur helped us provide tailor-made training to around 196 executives across all levels. This is a major initiative of OIL designed to create awareness about general management topics related to the oil and gas sector for executives, to help them take on greater responsibilities at work.

Topics Covered	Benefits Derived
<ul style="list-style-type: none"> <li>❖ India's Legal and Regulatory Environment</li> <li>❖ Company and Industrial Laws</li> <li>❖ Corporate Governance</li> <li>❖ Fostering Innovation and Creativity for Sustained Business Performance</li> <li>❖ Mergers and Acquisitions</li> <li>❖ Understanding Corporate Financial Statements</li> <li>❖ Decision Making and Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>❖ The general management programs were customized by premier institutions based on our inputs</li> <li>❖ The programs were designed for three levels of executives: Senior Management, Middle Management and Junior Management</li> <li>❖ The programs gave the trainees a finer understanding of general management topics, which was beneficial as the trainees had technical backgrounds</li> <li>❖ We plan to cover an even larger group during FY 2014-14</li> </ul>

### Management Development Program for Executive Trainees (ETs)

The Executive Development Program (EDP) was organized for the Executive Trainees of the Company for better understanding and learning about the heritage, culture and the activities of the company. The batch consisted of 29 Executive Trainees. Director (Operations) and Director (HR&BD) also met the trainees during the programme and shared their vision about the Company. The ETs were addressed by the Resident Chief Executive, Group General Managers, General Managers and Heads of Department and shared their valuable insights and ideas from their rich experience with the Company. The training was presided over by the Vice Chancellor of Dibrugarh University, Dr. A.K. Buragohain.

The ETs were divided into batches and subsequently placed in various core departments like Production (Oil), Production (Gas), PR, Drilling to gain exposure to the work done by these departments. After the completion of this stint, the ETs were sent for visits to Moran, Digboi

Topics Covered	Benefits Derived
<ul style="list-style-type: none"> <li>❖ Module 1 <ul style="list-style-type: none"> <li>➢ Awareness Program on HSE</li> <li>➢ Program of Basic Leadership</li> <li>➢ Program on Interpersonal Relations</li> <li>➢ Program on Team Building</li> <li>➢ Program on Corporate Success</li> <li>➢ Program on Campus to Corporate</li> </ul> </li> <li>❖ Module 2 <ul style="list-style-type: none"> <li>➢ Program on Project Management</li> <li>➢ Certification Program on Six Sigma Green Belt</li> <li>➢ Problem solving and Decision Making</li> </ul> </li> <li>❖ Module 3 <ul style="list-style-type: none"> <li>➢ Program on enhancing managerial effectiveness</li> <li>➢ Program on how to be a performer</li> <li>➢ Workshop on RTI</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>❖ Assessment Tools were used at the end of the programs to judge the level of knowledge gained by the participants</li> <li>❖ This helped the faculty understand the gaps in the program and how to improve their design</li> <li>❖ The participants were bale to clearly express what they needed from the program and therefore were able to gain some value from it</li> <li>❖ It allowed to participants to gained insight into how they will apply the newly gained knowledge at the work place</li> </ul>



and Manabhum as well to other spheres of OIL like PHQ, Calcutta Branch, Rajasthan Project and Corporate Office to gain exposure on the various activities of the organisation in different spheres. During the sphere visits, the ETs were taken to field locations in Rajasthan Project and introduced to the harsh working conditions faced by the employees working in Rajasthan Project. In Calcutta Branch Office, they were taken to the Dock Sites to gain familiarisation with the working of shipping office of the Company. In PHQ, they were introduced to the functioning of Pipeline Division as a whole and the function of each pump station. In the Corporate Office, they were provided an opportunity to interact with the Functional Directors as a part of Meet the Top Management initiative.

### Technical Training Program for Executives and Workmen

OIL regularly conducts a number of training programs aimed at developing technical skills. This year also, a number of in-house technical programs were conducted for executives as well as workmen. Some of which are listed below:

#### Topics Covered

- ❖ Program on Gas Well Testing
- ❖ Program on Rockwell HMI
- ❖ Program on RS Compact Logix
- ❖ Program on Seismic Processing
- ❖ Program on Geo statistics for reservoir Modelling
- ❖ Program on Advance 3D Seismic Survey
- ❖ Program on Deep Water Offshore Drilling Operations
- ❖ Program on AUTOCAD for draughtsmen

### Customized Soft Skills Programs for Workmen

OIL has organized several customised soft skill training programs for various levels of workmen.

A number of training agencies were engaged to provide the training and to ensure that our workmen get an all-round grooming in behavioural skills. Around 262 employees of various grades have been trained in the year 2013-14 through 12 customised group wise trainings.

#### Topics Covered

- ❖ CSR
- ❖ Power of Positive Thinking
- ❖ Right to Information
- ❖ Workplace Etiquette and Discipline
- ❖ Meditation and Stress Management
- ❖ Workplace Communication
- ❖ Motivation
- ❖ Personal Effectiveness
- ❖ Union and its role in development and growth of the Company
- ❖ Budgeting and Cost
- ❖ Personal Finance Planning
- ❖ Team Building & Conflict Management
- ❖ Man Management Contract in E&P sector

### Technical Training Program for Skills Management

Employees were sent to different kind of programmes both In-country as well as Overseas to upgrade their knowledge on various skills. A total of 991 people were sent for In-Country for courses like Advanced Cementing Technology, Drilling Fluid Technology, Enhancing Oil Recovery & Practical Cases, Condition Monitoring, Trouble Shooting, Advanced Maintenance Strategies, SAP Netweaver Process Integration, CBM & Shale Gas Reservoir Evaluation etc. A total of 108 people were sent to overseas training for trainings like Cementing-Primary, Remedial & Evaluation, Gas Production Engineering, IWCF Practical Assessor Programme, Petroleum Exploration, Advanced Management Program, Wireline & Slickline Techniques, and Advanced Hydraulic Fracturing etc.

### Training for Retirement Management

Training of Retirement Planning for executives and workmen who are retiring in the particular financial year is conducted to help enable them to plan their post retirement life in an effective way.

### In-Country Programs for Workmen

OIL has facilitated the training of around 373 Workmen through 46 various in-country trainings. These programmes covered a wide gamut of technical as well as behavioural subjects. Some of the programmes are listed below:

#### Topics Covered

- ❖ Zero Accident In Industries
- ❖ Electrical Safety Program
- ❖ Safety In Scaffolding & Working At Height
- ❖ Organizing. Leader Through. Personal Excellence
- ❖ Team Building-Organizational Excellence
- ❖ Organizational Excellence Program
- ❖ Control Valve & Accessories
- ❖ Operation & Maintenance Of Pumps
- ❖ Operation & Maintenance Of Pumps & Compressors
- ❖ Industrial Hydraulic & Pneumatics
- ❖ Pneumatic & Hydraulic Control
- ❖ Testing, Examination Of Lift Machine Tackles
- ❖ Reciprocating Compressors Training
- ❖ Hydraulics Training

### Overseas Programs

A number of overseas programmes were conducted during the year 2013-14. A few programmes have been listed below:

#### Topics Covered

- ❖ Gas Gathering System
- ❖ Directional, Horizontal & Multil. Drilling
- ❖ Cementing-Primary, Remedial & Evaluation
- ❖ Cementing Operation
- ❖ Well Intervention & Productivity Program
- ❖ SCR Maintenance Course
- ❖ Generator Controls
- ❖ AVO, Inversion & Attributes
- ❖ Gas Production Engineering
- ❖ IWCF Practical Assessor Program
- ❖ Production Operations 1
- ❖ Well Design And Engineering
- ❖ Formation Damage: Causes, Prevention & Remedies
- ❖ Production Geology For Other Discipline
- ❖ Gas Engine Technology
- ❖ Drilling Practices



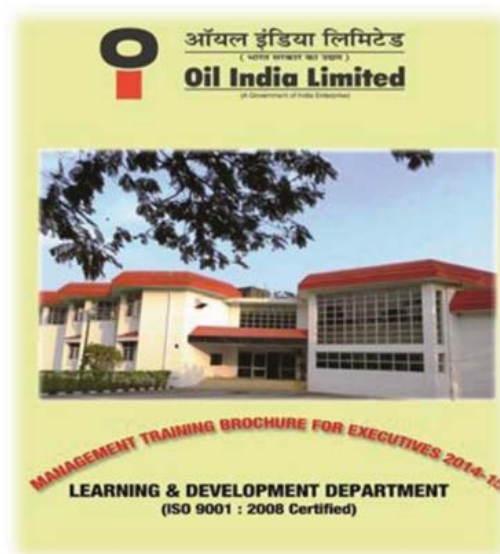
### Training Program for Women/SC & ST/ Social Welfare/ Health & Hygiene

OIL believes that it is important to train vulnerable groups on crucial topics like health and hygiene and social welfare in order to improve local communities. Therefore, we have conducted numerous such trainings in FY 2013-14 which are listed below.

- ❖ Training programme on Operation and Maintenance of Reservation Roster for the executives and employees. The training agency engaged for this was Institute of Public Administration, Bangalore .Increase awareness and implication of various rules and regulations governing the industry
- ❖ Training programme on Operation and Maintenance of Reservation Roster for the executives and employees. The training agency engaged for this was Institute of Public Administration, Bangalore. Develop people to take higher responsibilities and new challenges
- ❖ Training programme on Women Empowerment was conducted for a group of women employees. The noted academican of Tezpur University Dr. Chandana Goswami was invited to conduct this programme
- ❖ Programmes on Superannuation Planning were conducted for both executives as well as work persons
- ❖ Programmes on Stress Management were conducted for work persons

### Future initiatives- Management Training Brochure 2014-15

We released our Management Training Brochure for 2014-15 in April 2014. We are proud to display the relevant photos below.





### Safety and Health

OIL is committed to improving operational activities for effective functioning to prevent accidents, incidents and property losses etc. benchmarked to world class level of excellence in safety, occupational health and environment keeping sustainability in mind. During the year 2013-14 OIL's Safety and Environment Department has contributed significantly to the company's overall performance in enhancing the safety standards, improving loss prevention, monitoring and promoting environment protection, pollution control measures, fire control and protection measures and monitoring of occupational health services.

### Injuries and Lost Time

OIL takes the safety of its employees very seriously. We have a robust system for the collection and analysis of injury data so that we can keep improving in this Aspect year after year. The data given in the table below represents injuries suffered by our workforce in FY 2013-14. The data is broken up by gender, employment type and all other parameters as required by the GRI guidelines.

Sr. No	Description	Unit	
1	Injuries (Total)	Nos.	12
	Male	Nos.	12
	Female	Nos.	0
	Employees	Nos.	9
	Supervised employees	Nos.	0
	Independent contractors	Nos.	3
2	Frequency Rate	Nos.	0.471
3	Occupational disease cases (Total)	Nos.	0
	Male	Nos.	0
	Female	Nos.	0
	Employees	Nos.	0
	Supervised employees	Nos.	0
	Independent contractors	Nos.	0
4	Lost days	Nos.	6,855
5	Severity Rate	Rate	269.08
6	Man hours worked	Nos.	2,54,75,500
7	Fatalities	Nos.	1
	Male	Nos.	1
	Female	Nos.	0
	Employees	Nos.	0
	Supervised employees	Nos.	0
	Independent contractors	Nos.	1
8	Near miss incidents	Nos.	33
	Male	Nos.	33
	Female	Nos.	0
	Employees	Nos.	0
	Supervised employees	Nos.	0
	Independent contractors	Nos.	0
Additional		By Gender	

Sr. No	Description	Unit	
9	Injury rate (IR) for independent contractors working on-site to whom the reporting organization is liable for the general safety of the working environment by region and gender.	Male	3.803
		Female	0
10	Occupational diseases rate (ODR) for independent contractors working on-site to whom the reporting organization is liable for the general safety of the working environment by region and gender.	Male	0
		Female	0

FY 2013 - 2014	FY 2012-13	FY 2011 - 2012
Describe cause of fatalities, and actions taken following the accident.	Describe cause of fatalities, and actions taken following the accident.	Describe cause of fatalities, and actions taken following the accident.
Modification job of the 12" crude oil delivery line to Central Tank Farm near Jorajan OCS was carried out by contractor personnel of M/s Woodland works on the 11 <sup>th</sup> of June 2013 and accordingly jobs were carried out on the line. While doing the job, at around 4 PM there was a sudden outbreak of fire in the working area. Two contractor personnel namely Mr. Bijoy Phukan and Mr. Pankaj Sonar got exposed to the fire incident. Mr. Pankaj Sonar, sustained minor burn injury and given first aid at OIL hospital. After initial medical attention at OIL hospital Duliajan, Mr. Phukan was referred to a Nursing Home at Dibrugarh. He succumbed to his injuries at around 10:00 PM at the Nursing home.		While pressure testing of a 13 3/8 inch casing head housing was being done with water at a drilling rig in stages of pressure 500 psi which was holding up to 2500 psi and while it was further pressurized up to 2600 psi, the 2 inch size chikson pressure test line got detached at connecting joints, hitting a person who was standing nearby the pressure test line at cellar pit area, causing serious bodily injuries to him. He was immediately rushed to a hospital for treatment where he succumbed to his injury after 7 days.
<b>Action Taken</b>		

4. Job Safety Analysis (JSA): JSA for such important and critical activities should be carried out before taking up job at site. The hazards envisaged during such activity should have been identified and safety measures accordingly should have been in place.  
Minimize spillage of crude: To minimize spillage of crude oil at the actual worksite, pipeline can be drained by tapping at the accessible lowest point, preferably more than 30 meters away from the worksite, before cutting the pipeline at worksite. Possibility of creation of hazardous area near the hot work area shall be avoided.
5. Use of Pipeline maintenance Technology: Use of modern technology/equipment to carry out such important jobs should be considered. OIL's Pipe Line Department offers these services and owns equipment & tools. Hence, working procedures need relook and review.  
Regular refresher training to Contractor employees on related SOPs and Statutory Regulations etc. to be conducted regularly.  
Strict compliance to related contract clause must be explained to the Contractor and Contractor people.  
Display: Sign boards of no smoking, no naked flame, no mobile etc. should be properly displayed at the worksite in trilingual as per the policy of our Company. Barricade shall be provided around hot work as well as hazardous area with prohibitory signs.
6. Use of proper well head fittings and all other testing facilities. Fittings connected for pressure testing are properly anchored with grouted poles at short distances.
7. Safety chain is used to hold the chikson joint connection across the hammer union. While pressure testing, the area is cordoned off which is ensured by competent personnel of mine.
8. Pressure is monitored from pressure gauge available at derrick floor.

### Lost Time Injury Frequency Rate

For FY 2013-14, OIL's Lost Time Injury Frequency Rate was 0.471 which is far below the Government target of 1.5 thus achieving the record for the lowest ever LTIFR.



### Safety

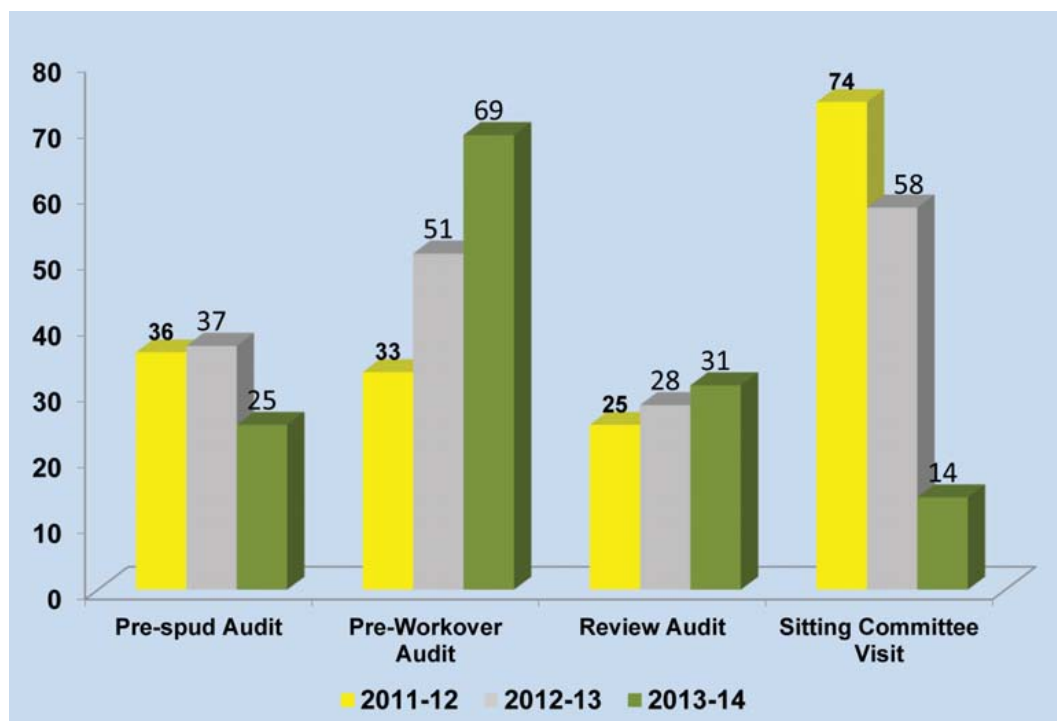
MVT	HSE Training
Mines Vocational training is considered a vital instrument to propagate safety at the grass-root level, therefore, it has been transformed from merely a statutory requirement for mine workers into knowledge enhancing and sharing program. This year another course of analysis of various accidents was added to the MVT training which also carried out for contractors in Kakinada.	During safety audit (Prespod, Pre Workover & Review) safety training cum awareness session have been conducted by the representative of S&E Department immediately after the audit for the officials and work persons present in the installation. It covers various topic like work permit, Near-miss, Job safety analysis, Safe operating practices etc. Bowser unloading stations were covered under a training calendar system specially designed to cater the unskilled section of bowser workers.
Gas Testing and Work Permit	Statutory Programs
A mock test of using a work permit is introduced in the work permits training for the participants for better practical understanding of the work permit system and to increase the effectiveness of work permit.	<ul style="list-style-type: none"> <li>❖ MV T for contractor in FHQ</li> <li>❖ Training for Safety Committee Member</li> <li>❖ MVT in Moran OIL</li> <li>❖ MVT in Kakinada</li> <li>❖ Safety training for Trainees</li> </ul>

### Summary

Sl. No.	Name of Training	Total Batch	Participants
1.	OIL	5	206
	MVT Contractor Personnel	6	296
2.	MVT-R	8	360
3.	Gas Testing & Work Permit	7	293
4.	Summer Training	1	2
5.	Special batches for statutory programs	1	35

### Safety Audits

OIL carried out and co-ordinated various safety audits and inspections during the period covering all the installations spread over Assam and Arunachal Pradesh. To add value and increase effectiveness to our Pre-spud and Pre-work over Safety Audit, the system of inspection has been reworked and new checklists are adopted which covers not only OIL's policy commitment on HSE, but also statutory requirement of oil mines and requirement of OISD. The following graph details our audit figures for the last three financial years.



### Fire Service

Oil India Limited (OIL) has two full-fledged Fire Stations at Duliajan and Moran to give Fire Prevention and Protection arrangement to its entire upper Assam oil and gas field areas. Apart from that it also has one small Fire Station at Manabhum in Arunachal Pradesh to extend fire prevention & protection services. The Fire Station at Duliajan & Moran was established in early 1960's. Since then, it is providing its services to entire OIL's installations & neighbouring public areas. It also provides Fire Protection Services to the neighbouring industries under mutual aid scheme as and when required. OIL Fire Service section has exemplary track record in mitigating oil well fires and other major industrial fire emergencies. Fire Stations are manned round the clock and are fully equipped with latest fire-fighting equipment to tackle all types of fire emergencies.

Fire Service Week – 2013 was observed in Oil India Limited from 14th - 20th April, 2013 by organizing various competitions, presentations, demonstrations and video film shows etc. During the week, various competitions and awareness programmes were arranged to create Fire Safety Awareness amongst the installation's Personnel, their families, Contractor personnel and Society at large in and around Duliajan, Moran & Manabhum.

### Occupational Health

Occupational Health (OH) is a specialist branch of healthcare concerned with the effects of work upon health and health upon work. The aims of occupational health services are to help employees maintain safe and productive working lives, and to support businesses in gaining the benefits of a healthy and productive workforce. Various efforts taken by the Company in the management of employees' occupational health in the company are detailed below.

- ▶ Compliance with health and safety legislation - reducing the risk of litigation.
- ▶ A number of physical hazard survey such as noise measurement survey and illumination survey of the installations were carried out by the department during the year.

- ▶ Lower employee costs - by reducing unnecessary absence from illness, and avoiding
- ▶ Excessive private medical claim.
- ▶ Increased staff retention - saving time and effort recruiting, retaining, and training staff.
- ▶ Improved productivity – healthy employees are more motivated and efficient.
- ▶ Improved employee morale and productivity.
- ▶ Deliverable solutions to manage employee health problems at work. Monitoring of Occupational Health of the work persons exposed to Occupational Health Hazard was stepped up and carried out in a regular and systematic manner. Environment surveillance for Occupational Health Hazard was also done by the dept.
- ▶ Department has taken initiative to provide necessary guidelines to Medical department in respect of Bio-Medical waste disposal as per BMW rules under Environment Protection Act, 1986.
- ▶ Department took an active role in formulation of OH policy for the contractor employees.



### Conclusion

OIL is committed to providing a safe, productive and exciting workplace to our employees. Oil is an employer of choice in many regions of India and this partly due to our commitment to our employees. Our employees in turn take great care to maintain our reputation our committed to keep growing so that we can as well. We take great pride in our learning and development initiatives as well as our occupation health and safety measures. We look forward to continued improvement in this sphere and there will always be room to do so.





## Our Community and Social Performance

In the previous section of the report we looked at how we take care of our people through our workplace, health and safety and training and development initiatives, in this section we look at how we engage with our communities. OIL believes that business cannot exist as a separate entity from society. Our day to day operations are often performed at sites located near towns and villages. Besides the responsibility that we have to society at large as a PSU, we have a very distinct and specific responsibility to the people in our spheres of operation. OIL takes this responsibility very seriously and in this section of the report we will first discuss our Social Performance during FY 2013-14 which has been structured around the Material Aspects identified through our Materiality Analysis. In the second part of this section we will discuss in depth the various Corporate Social Responsibility projects undertaken by OIL to give back to the communities in which we operate. In this section we will cover the following Material Aspects.

12	Freedom of Association and Collective Bargaining	15	Forced or Compulsory Labour
13	Child Labour	16	Local Communities
14	Indigenous Rights	17	Anti-Corruption
		18	Grievance Mechanisms

## Our Social Performance

### Collective Bargaining and Forced or Compulsory Labour

Collective bargaining is the protection of the right of workers to organize collectively in organizations of their own choice. We uphold and support the freedom of association of our employees by recognizing and encouraging the right to collective bargaining. The employees' association engages with the management through structured as well as informal mechanisms. We also keep a close eye on the operations in which the freedom of association might be at risk. For the last three years we have not been able to identify a single such instance and it speaks volumes about the efficiency of our control system. We have organized a discussion session with the officer's union for understanding their basic needs and developing plan of action for acting on those requirements. We ensure all around participation in the events of workers union. We at OIL believe that employees are not to be subjected to forced or compulsory labour which is also a fundamental provision of human rights. The same is also in accordance with UN Universal Declaration of Human Rights and is subject to ILO Core Conventions 29 & 105. We prohibit the deployment of forced labour across our entire operations. For the current reporting period we did not have a single operation or any significant suppliers exposed to the risk of forced or compulsory labour.

Operations and significant suppliers analyzed for forced/ compulsory labour	FY 2013-14
State which operations <b>and significant suppliers</b> have risks of forced/ compulsory labour by region or type of operation	Nil
State measures taken by the organisation to support rights to exercise freedom of association and collective bargaining.	Nil

### Child Labour

OIL ensures that every single one of its installations is routinely monitored to ensure that no child labour is employed at any of them. We strongly condemn the use of child labour and the nature of our operations that require years of training and experience to carry out are a natural barrier to prevent child labour. We also perform a rigorous process of due diligence before employing suppliers to ensure that there is no incidence of child labour in their operations among other ills.

### Anti-Corruption initiatives at OIL

OIL has robust anti-corruption mechanisms in place to collect data on corruption incidents and deal with them immediately and effectively, the data for the FY 2013-14 is given below. This also includes the data related our anti-corruption training programs.

Training for prevention of corruption	FY 2013-14	
	Percentage	Number
State the percentage and number of business units where an analysis of organizational risks related to corruption have been conducted during the reporting period. This refers to either a formal risk assessment focused on corruption or the inclusion of corruption as a risk factor in overall risk assessments.	Nil	Nil

Training for prevention of corruption	FY 2013-14
State the total number and percentage of governance body members that the organization's anticorruption policies and procedures have been communicated to	All Executives
Report the total number and percentage of employees that the organization's anti-corruption policies and procedures have been communicated to	All Employees
Report the total number and percentage of business partners that the organization's anti-corruption policies and procedures have been communicated to, broken down by type of business partner and region	Not applicable
Report the total number and percentage of governance body members that have received training on anticorruption, broken down by region.	From time to time various programs are conducted in various spheres of the Company.
Report the total number and percentage of employees that have received training on anti-corruption, broken down by employee category and region	From time to time various programs are conducted in various spheres of the Company.
Report how anti-corruption training has been conducted during the reporting period.	By training program, awareness program, sensitisation program, by internal and external faculty, through Keep in Touch Program (KIT)
Report the scope of employees reached through this training	Awareness on avoid pitfalls through acknowledgement of proper guidelines

Particulars	FY 2013-14	
	Number	Nature
Report the total number and nature of confirmed incidents of corruption.	2	Contract related
Report the total number of confirmed incidents in which employees were dismissed or disciplined for corruption.	2	Contract related
Report the total number of confirmed incidents when contracts with business partners were terminated or not renewed due to violations related to corruption.	Not applicable	Not applicable



Particulars	Description of the cases	Outcome of the cases
Public legal cases regarding corruption brought against the organization or its employees during the reporting period and the outcomes of such cases	Not applicable	Not applicable

### Grievance Mechanisms

Today OIL has to cater to the growing needs of the communities residing in OIL's operational areas where over 1000 villages in Assam and Arunachal Pradesh have been covered under our CSR schemes. OIL's PR department represented the company in various tripartite meetings with the District Authorities in Assam and Arunachal Pradesh and public petitioners to amicably settle disputes and grievances so that the company's operations are not hampered.

In the last financial year, a significant number of negotiations/discussions were held which includes Bipartite and Tripartite Meetings at Field Head Quarters and Field locations, DC's Office and Public Hearings and related meetings. In FY 2013-14 we received a total of **3,120** applications, request and demands from the local community, out of which were able to take action on and resolve **1,993** applications.

### Number of wells Commissioned and Decommissioned

In FY 2013-14, OIL commissioned a total of 49 new sites. OIL has not decommissioned a single site during FY 2013-14.

	Annual Target 2013-2014 BE	Revised TDP/2013-2016 of 01.07.2013
<b>ANNUAL TARGET</b>	72,000m (21)	49,404m (16+4P)
	69,180m (22)	76,969m (22+7P)
	16630m (5)	8,052m (4+0P)
	10,500m (7)	9,021m (7+0P)
	<b>1,68,310 m (55)</b>	<b>1,43,446m (49+11P)</b>

### Our Corporate Social Responsibility

#### OIL's CSR Vision Statement and CSR Policy

**"CSR at Oil India Limited is characterized by all round development of the communities of OIL operational areas"**

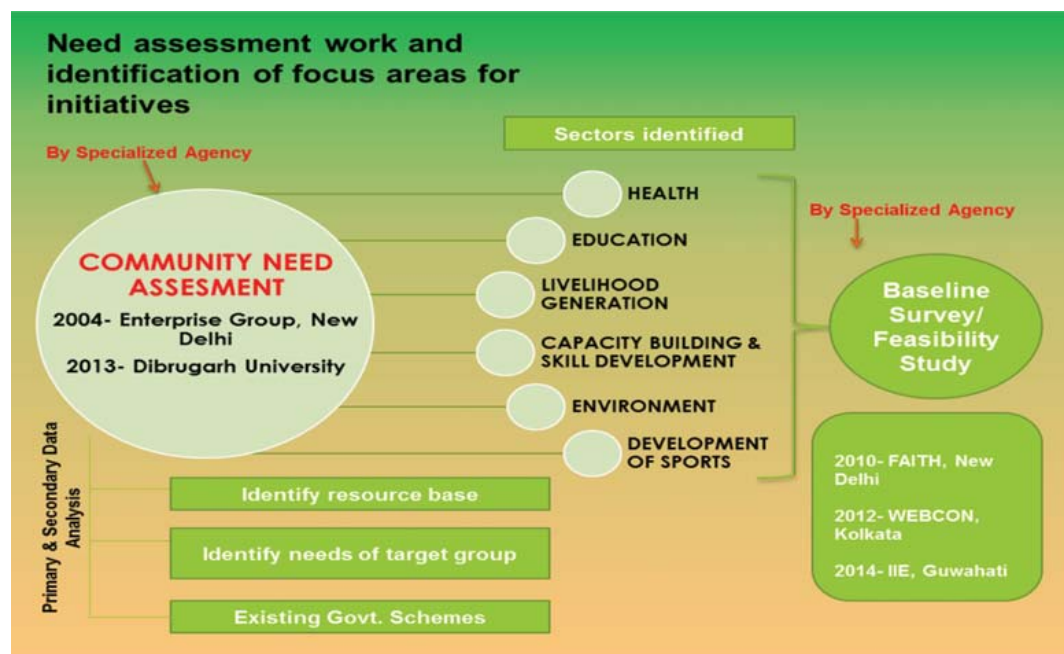
In view of the diverse backgrounds in which OIL has to perform its social responsibilities, the CSR vision statement was co-created by a cross functional INTACT team across the Company in the year 2003-04. The CSR vision statement was embedded as one of the core vision statements of the Company which mandates OIL to operate in a legal, ethical and economic environment, committed towards the society, to contribute to sustainable socio-economic development in its areas of operation for the community, employees and their families, shareholders, customers,

suppliers and other stakeholders in ways that enhance the value for both the business and society. Every single one of our spheres of operations carries out some form of CSR. The Vision statement reads as under:

**“OIL is a Responsible Corporate Citizen  
deeply committed to socio-economic  
development in its areas of operation.”**

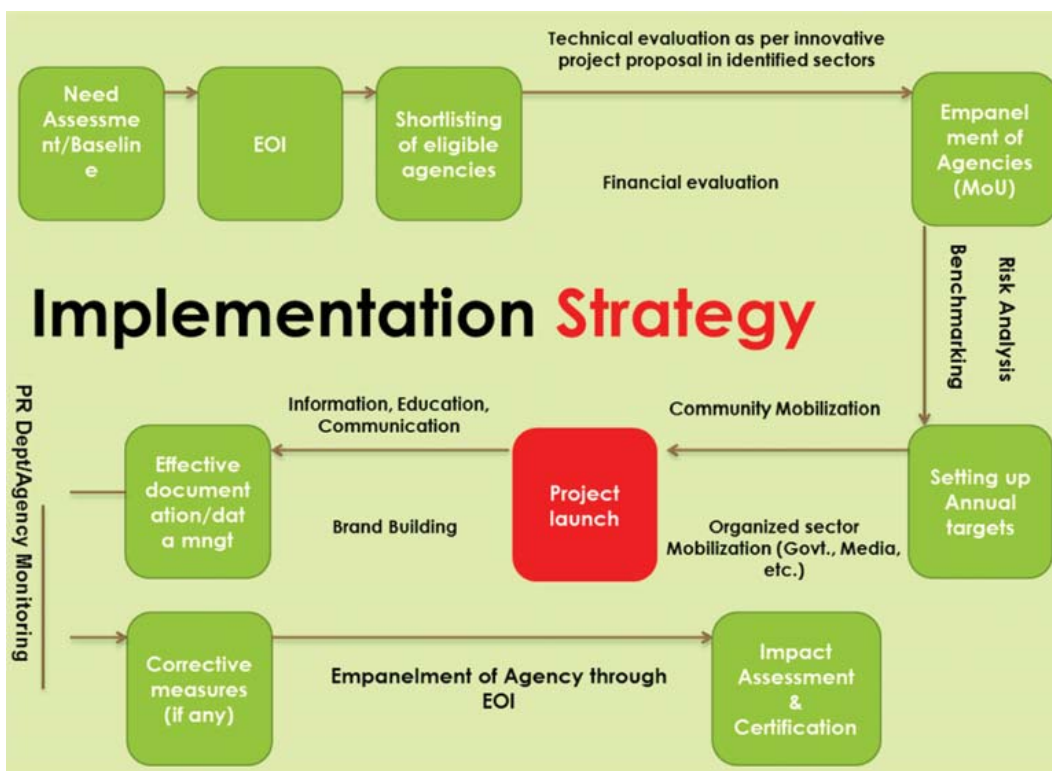


### Needs Assessment Process and Outcomes



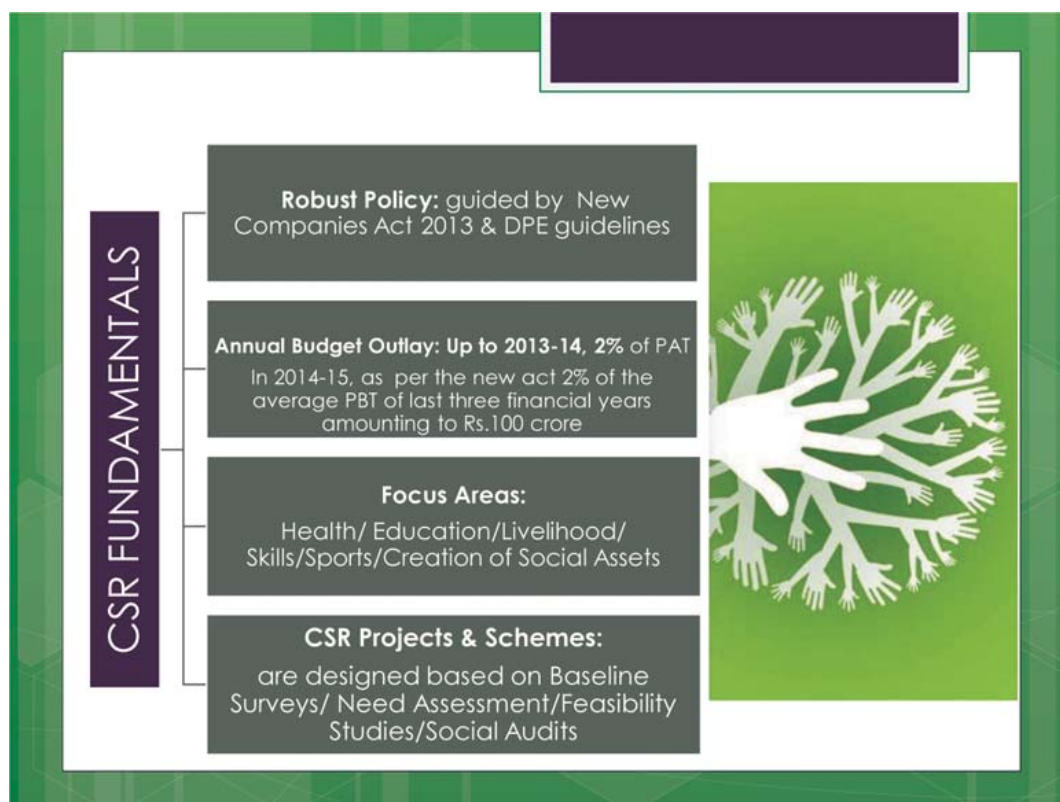
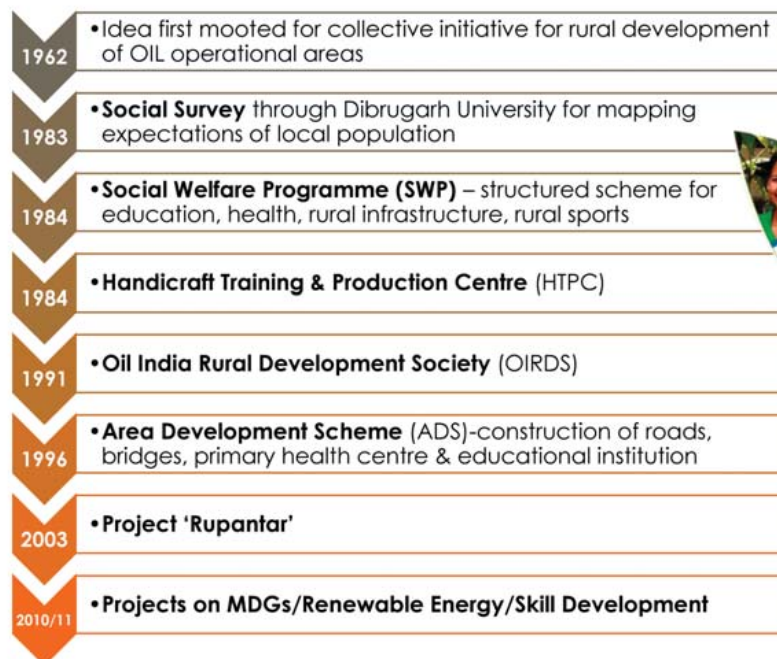
### Need assessment and social audit of OIL's CSR initiatives by Dibrugarh University & IIE

	Findings	Steps Taken
1	Proactive measures of development in the villages of OIL's operation	Baselines and need assesment studies conducted by Dibrugarh University and IIE for identification of areas for sustainable development
2	Need for capacity building programs for skill development and entrepreneurship awareness	Skill need assesment by IIE. Project Swabalamban launched. MoU signed with IIE, IL&FS & CIDC. Entrepreneurship awareness programme carried out at schools and colleges for students and teachers
3	Need for setting up of innovative smart classrooms in schools and colleges	Project Dikhya launched imparting mobile computer education, distribution of K-Yans for innovative smart classes in schools
4	Setting up of means of alternate livelihood opportunities and micro enterprises	Detailed baseline by IIE on potential livelihood mapping. Formation of livehood clusters would be taken up for sustainable livelihood and self-employment opportunities by IIE & IETS. Project Kamdhenu launched for taking up cooperative dairying in line with Amul.
5	Intervention in health awareness and setting up of innovative modern medical services. High incidence of Malaria, anemia, gastro intestinal problems & typhoid	Tender floated for engaing specialised agency for implemneting Project Sparsha. IETS wil carry out health awareness & training of health & hygiene for reduction of IMR&MMR. Life skill programmes for boys & girls. Partnership with Global Fund for reduction of Malaria, TB and AIDS.
6	Need for construction of village road and maintenance	Construction of rural roads under CSR, CSR inspectors engaged for efficient monitoring
7	Efficient monitoring, management and attention towards each CSR project	Regular visits made by PR officials, timely submission of quaterly, half yearly & annual reports by implementing agencies, engagement of specialised agencies for evalauation & monitoring projects.
8	Shortages of electricity and lack of safe drinking water	Cost effective solar solutions/lighting of villages under Project Urja, Solar lighting of Merbeel eco-tourism project
9	Need for Environment Protection & Eco-tourism	Save wildlife campaign taken up to protect Hoolock Gibbon and other endangered species. Project Seuji for plantation of tree saplings. MoU to be signed with ATDC for eco-tourism project in Kaziranga.

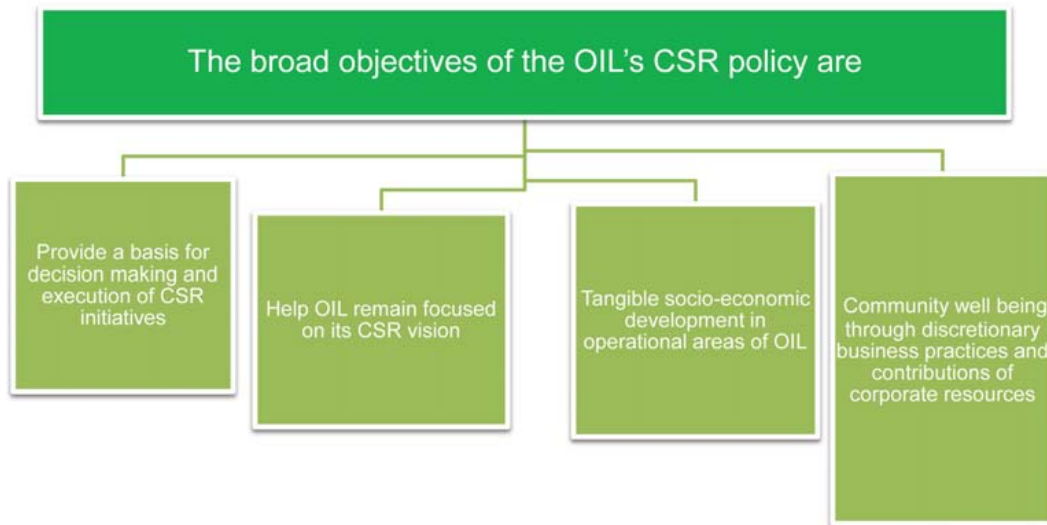




### BACKGROUND & EVOLUTION

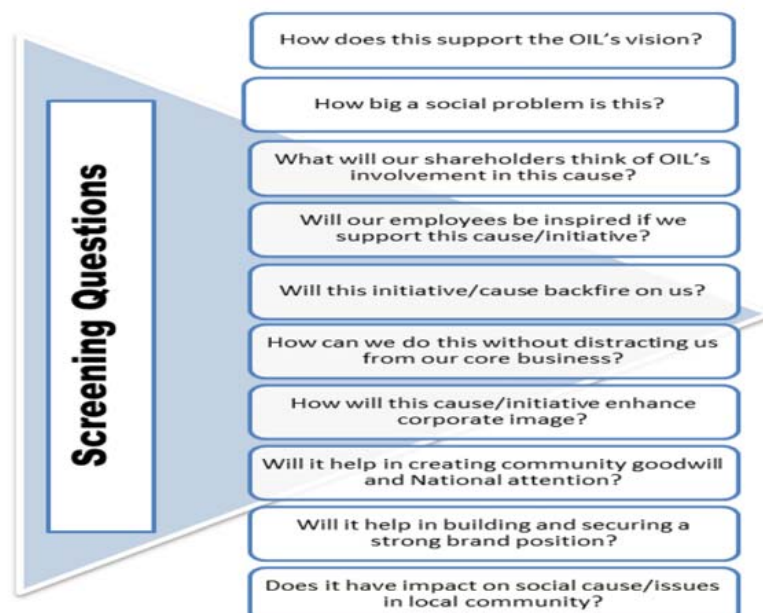


The INTACT Team had thereafter drawn a detailed CSR Policy document (**enclosed-Annexure-I**) for the Company based on the vision statement.



The CSR team implementing the various community development projects has been strengthened and trained. Effort is on to induct new professionals in the team. For effective monitoring of construction related projects, trained personnel from Civil Engineering Department has been placed in the monitoring team of the CSR implementing department of OIL. Third party financial audit as well as social audit has been carried out with focus on the major CSR projects.

OIL engages academic institutions and other competent agencies to carry out comprehensive need assessment studies for developing a rationale for undertaking various CSR schemes and projects in OIL's operational areas in Assam & Arunachal Pradesh. Recently OIL has engaged Dibrugarh University (a multidisciplinary team) to carry out such a study. Any CSR initiative to address a Social Cause, supported by Oil India Limited is screened by a set of questions. Such CSR Initiatives and Social Causes that merit high on these criteria are considered for implementation, subject to the fulfilment of other conditions and approval from OIL management. The CSR policy is reviewed at regular intervals to bring in changes depending on the need by a cross functional team.

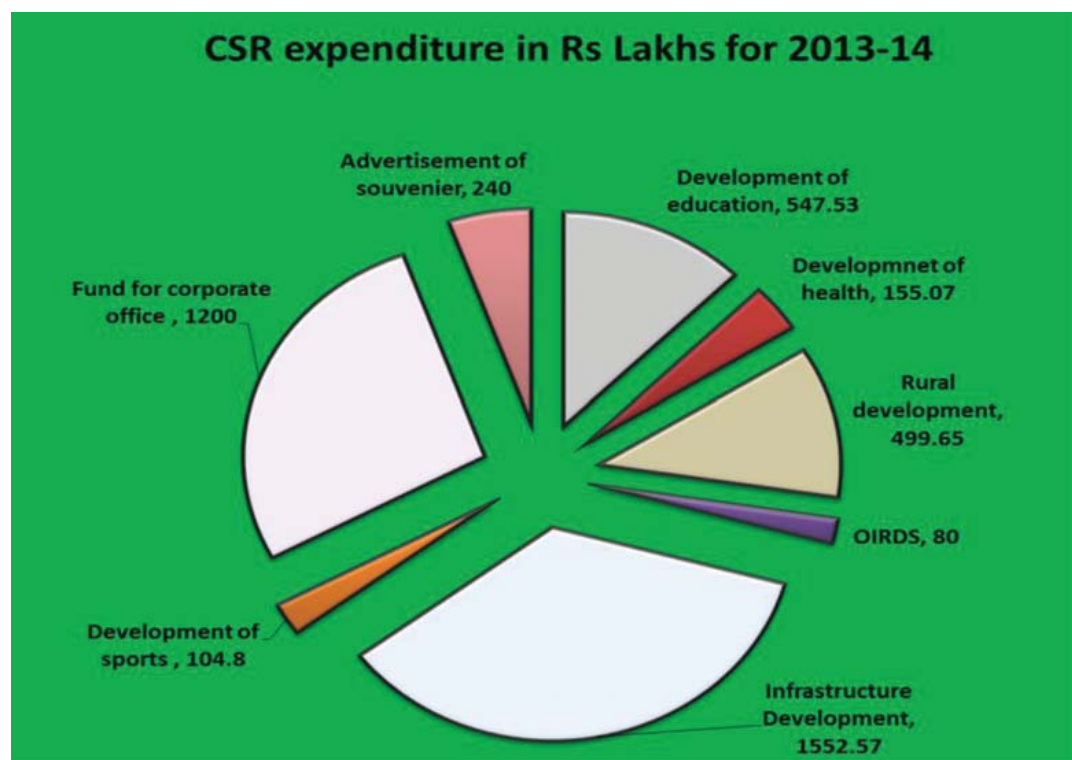


Ensuring that the CSR projects and schemes are implemented within set timelines will go a long way to reducing the trust deficit between OIL and the stakeholders. Continued publicity of the CSR projects and impact in itself also helps in creating desired awareness of the good that OIL is doing for the community. The greatest challenge for Oil India Limited is that it has to operate in a region best known as a cauldron of ethnic strife and countless groups of separatist and subversive outfits; a region plagued by senseless violence, corruption, lack of infrastructure and political volatility. The core philosophy on corporate social responsibility in Oil India Limited (OIL) is the firm conviction that islands of prosperity cannot survive in a sea of poverty. This is a typical scenario in the oil and gas Exploration and Production industry in developing countries, where companies operate in populated remote rural locations.

### GROSS EXPENDITURE IN CSR 2013-14

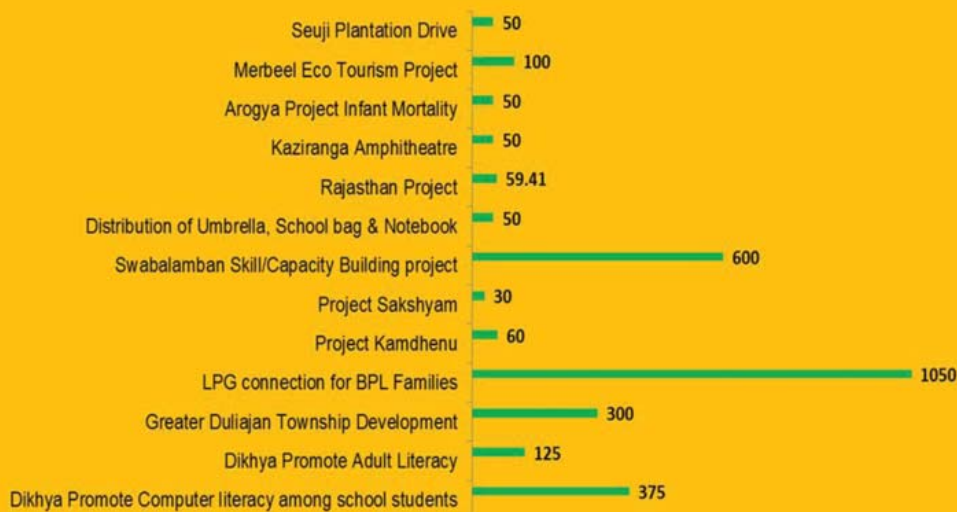
Total Expenditure under CSR = **Rs4389.62 lakhs**  
 Expenditure on major visible projects = **Rs2899.41 lakhs**  
**Rs7289.03 lakhs**

### CSR expenditure in Rs Lakhs for 2013-14





### EXPENDITURE INCURRED IN MAJOR VISIBLE PROJECTS 2013-14 in Rs lakhs



### List of Events

15th & 16th November 2013	2nd December 2013	3rd December 2013	18th December 2013	30th December 2013	30th January 2014
1) Foundation stone of the CSR activity complex laid 2) Shikshya Ratna Puraskar Awarded	MOU signed for capacity building and placement linked skill training of youths	Award of certificates and incentives to project beneficiaries of Dikhya	MoU with IRMA for feasibility study for a Dairy Project in Upper Assam	Revised K.D. Malaviya Chair MoU signed	Disbursement of Financial assistance & Inputs to SHGs and JLGs Project Rupantar

### Health

#### a) The Mobile Dispensary Services

It has always been one of the most significant community welfare projects of the Company. Started way back in the early eighties, OIL's Mobile Health Care services were carried out with in-house doctors and paramedics in remote areas of Dibrugarh District. In long standing association with St. Luke's Hospital, the mobile health care project "**SPARSHA**" covers OIL operational areas of Tinsukia and Dibrugarh Districts. This effort of OIL caters to the primary health care needs of the people in OIL operational areas. The project is conducted through St. Luke's Hospital in addition to OIL's in-house Mobile Health Care team.

*In 2013-14 OIL conducted 774 camps, screening and extending primary healthcare services to more than 1,29,555 patients in Dibrugarh, Tinsukia, Manabhum & South Bank Dispensary*

#### b) Reduction of Infant Mortality Rate (IMR) & Maternal Mortality Rate (MMR)

As per the MoU signed between OIL and IL&FS on 2nd December 2013, IETS has

been implementing the project on reduction of IMR & MMR in OIL's selected areas of operation as per the baseline survey.





Major events are listed below:

- ❖ Initiation of health activities in OIL operational Areas, IETS team members visited village in Lakhpathar (District Tinsukia) on 19<sup>th</sup> March 2014 for sensitization of the health project in the region.
- ❖ A community meeting consisting of all the community health workers i.e. ASHA & Anganwadis were organised on 25<sup>th</sup> March 2014. As part of the project community health workers were sensitized about IMR & MMR in the region and sought support in implementing the project in the villages.
- ❖ The 1<sup>st</sup> health camp was organised on 28<sup>th</sup> March 2014 at Dhunda Nahar Kopohuwa LP School, Lakhpathar. Voluntary services were provided by the community health workers along with Doctors and General Practitioners. Similar Health Camp was organised on 1<sup>st</sup> of April 2014 at Lakhpathar Nimna Prathamik (LP) Vidyalaya, Lakhpathar.
- ❖ Around 100 people attended health check-ups of the students of Anganwadi Centre attached to Lakhpathar L.P. School. Malnourished pregnant mothers and adolescent girls were diagnosed

The Company has always come forward during times of *natural calamity*. OIL had contributed **Rs 40 lakh** towards flood victims in Uttarakhand

A detailed tabular description, of the Healthcare services for the year 2013-14, is given below.

IN HOUSE						St. Luke's Hospital, Tinsukia (In Tinsukia District)	St. Luke's Hospital, Chabua (In Dibrugarh District)	South Bank Dispensary (Under Social Obligations)	Manabhum Dispensary (Under Social Obligations)
	Medical Camps	School Health Camps	Dental Camps	Dental Check Up/Awareness Camps	TOTAL				
No. Of Camps	143	45	2	8	198	288	288	-----	-----
No. of Patients Examined	41567	2597	190	685	45039	36,945	46,036	523	1012
Cost of Medicines	₹ 27,54,113.36	₹ 3,23,484.51	₹ 14,176.20	-----	₹ 30,91,774.07	₹ 24,75,635.78	₹ 27,67,596.28	₹ 1,68,607.90	₹ 1,40,928.32

### Sustainable Livelihood Generation

OIL is implementing the long term highly visible CSR projects through MoUs signed with credible implementation agencies duly empanelled through the process of EoI. As regards, infrastructure related projects like construction of roads, bridge and assistance to educational institutions, the projects are implemented by the office of Deputy Commissioners of concerned districts.



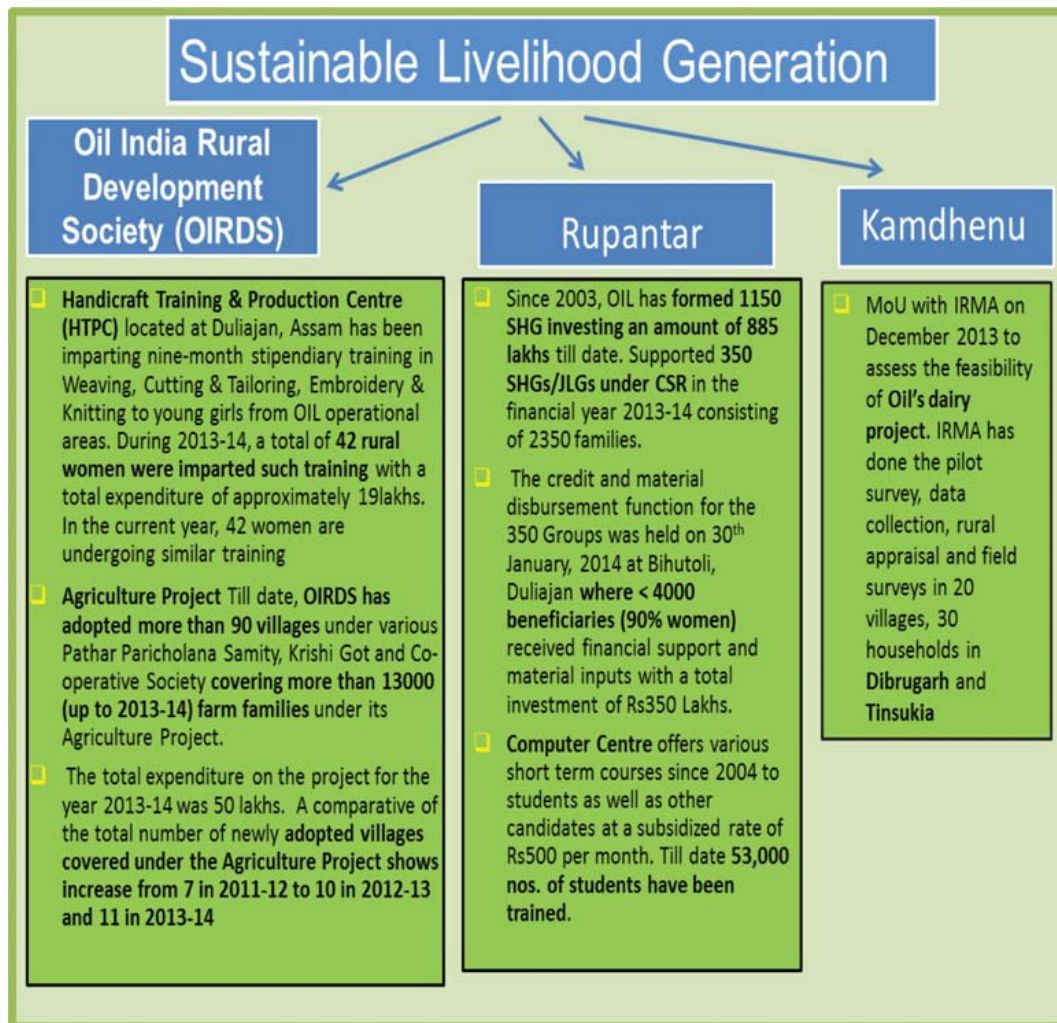
### Oil India Rural Development Society (OIRDS)

- ▶ 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 empowerment of the masses from rural areas/villages from the selected districts of OIL operational areas.
- ▶ Oil India Limited, the founder promoter of the society envisions equipping the rural societies with technological advancements which would further help integrating the less developed communities with the comparatively advanced mainstream.
- ▶ Revolutionizing the rural economies, OIRDS aims at sustainable growth pattern by the best possible utilization of the available resources, generating avenues for effective employment nurturing the existing skills of people by providing knowledge of science and technology, financial aid and other essential know-how.

### RUPANTAR

- ▶ OIL and the State Institute of Rural Development (SIRD) Assam had jointly started an ambitious project – *Rupantar*, since September, 2003, with a central focus to assist Self Help Groups for development of Agro based industries like bamboo cultivation, floriculture, fishery, sericulture, organic farming, etc. and other allied activities like duck farming, pig rearing, goat farming, dairy farming, handloom, small business, etc. along with a Computer Centre thereby help the unemployed youths to find alternate employment providing a scope for entrepreneurship.
- ▶ Initiative for generating sustainable self-employment OIL's main producing area is located in the three districts of Dibrugarh, Tinsukia and parts of Sivasagar in Upper Assam.
- ▶ One of the main reasons of growing social unrest in the primary agrarian region is the lack of employment avenues and lack of adequate industrial growth. More and more unemployed youths expect OIL as the only source of direct/indirect employment.





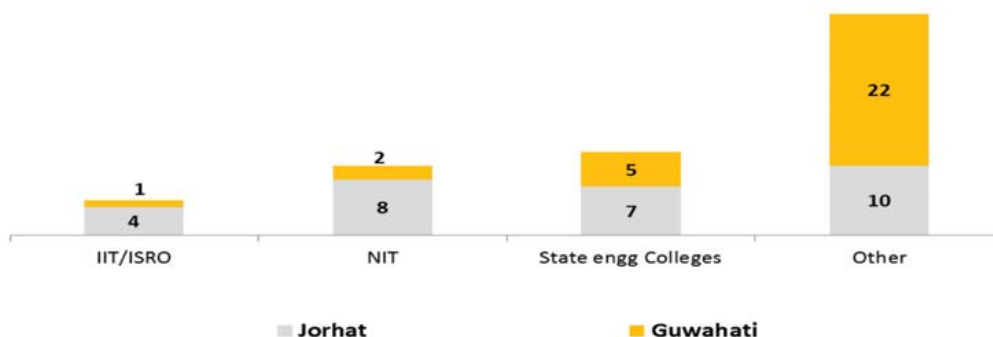


### Education



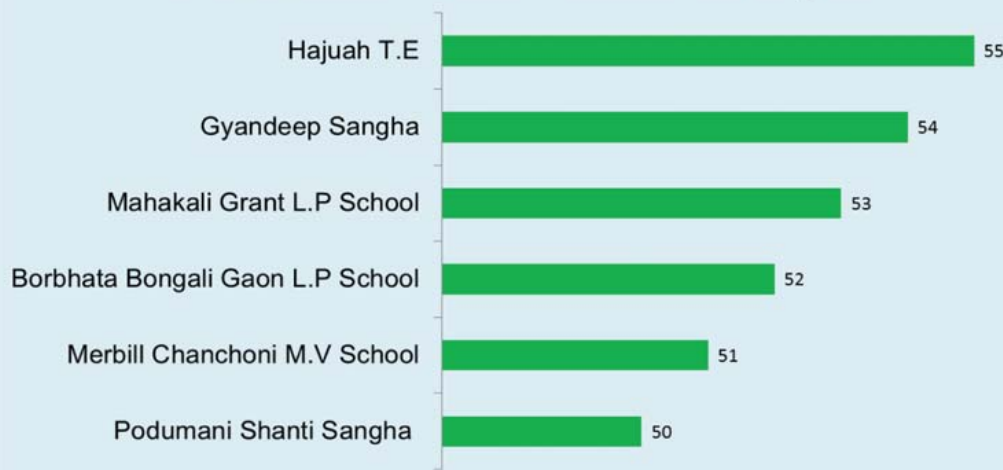
Education			
<b>Dikhya</b> <ul style="list-style-type: none"> <li>Computer education implemented in 18 schools within OIL's operational areas in the districts of Dibrugarh, Tinsukia and Sivasagar. State Institute of Rural Development (SIRD), Assam and IL&amp;FS Education &amp; Technical Services via mobile education vans/buses which visit each of the areas and schools to teach students of class VI, VII &amp; VIII</li> <li>Adult Literacy Project is implemented in the same areas where the Computer Literacy Van visits, targeting mainly the illiterate and semi-literate people of the Tea Gardens. The course content has been developed as per the Sarva Siksha Mission of the Government</li> </ul>	<b>OIL Awards &amp; Merit Scholarships</b> <ul style="list-style-type: none"> <li>Rs75 lakhs have been earmarked to reward 1600 students from OIL operational areas</li> <li>This includes OIL Awards to 20 students, OIL Merit Scholarship to 1105 non-OIL children as well as 120 OIL children, special incentive to 150 BPL students and one time incentive to 205 students from special schools like Mrinaljyoti and Moran Blind School.</li> </ul>	<b>OIL Super 30</b> <ul style="list-style-type: none"> <li>11 months completely residential coaching for the meritorious students from the backward sections of the society</li> <li>The basic concept of the program is to keep the students focused and develop a result oriented approach in preparing for the JEE Mains, Advance &amp; other Engg. entrance examination.</li> <li>The students are provided with free food, boarding and coaching for eleven months starting from July to May every year</li> </ul>	<b>OIL Shikshya Ratna Puraskar</b> <ul style="list-style-type: none"> <li>Awards are distributed recognizing the all-round contribution of the teaching fraternity from provincialised schools and colleges under Dibrugarh University within the districts of Tinsukia and Dibrugarh.</li> <li>The awards consisted of cash incentive of Rs1 Lakh and a citation to each awardee presented on the occasion.</li> </ul>

**59 students cracked good engineering college entrance examinations from OIL Super 30 Project centres at Guwahati & Jorhat in 2012-13**

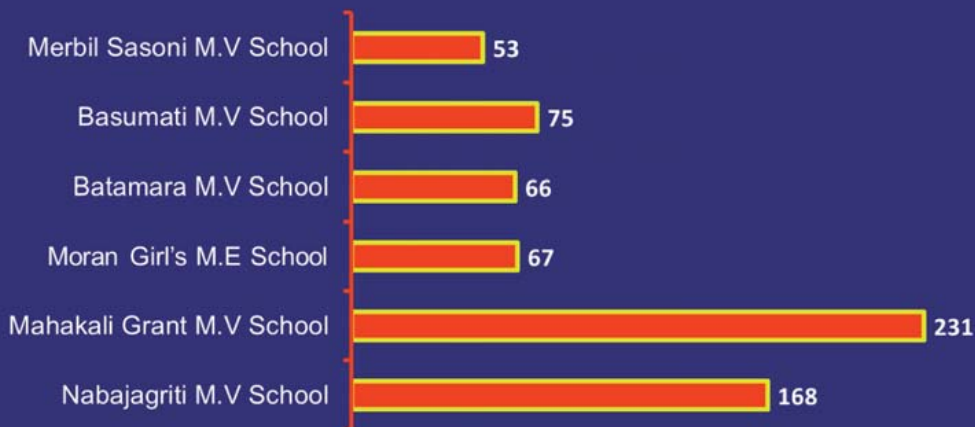




### About 300 people covered in Adult Literacy Programme from 60 venues in different schools and Sanghas



### 6 schools and 660 students were covered under the Computer Training Programme



## Sports

Rural Sports as a CSR initiative apart from providing a platform and motivating the budding talents from the rural parts of OIL's operational areas play the role of uniting the communities, mobilize, inspire and instil responsible behaviour among the children and youth. OIL's contribution and collaboration with the social groups, district administration and sports bodies, has helped in making rural sports as one of the most popular sports event in the rural areas creating social advantage. In the year 2013-14, financial assistances were extended towards many district, state and national level sports associations/events. Some of them are All Assam Tennis Association, Assam Sports Journalists Welfare Association, All Assam Chess Association, Guwahati, Assam Badminton Association, Bodousa Sports Club, Dibrugarh District Taekwondo Association, Upper Assam Golf Association, etc.

## Environment



### Hoolock Gibbon Conservation

- ❑ This project is OIL's seminal project on biodiversity conservation, especially in situ conservation of endangered faunal species.
- ❑ The project was started in the first week of January, 2014, in fringe forest areas of upper Assam, particularly in the areas adjacent to wildlife sanctuaries and reserve forests.
- ❑ The project is being implemented by a local NGO, called 'Nature's Beckon'. It aims to achieve a significant impact on the Hoolock Gibbon conservation in the area, through awareness generation among local communities and people living in the fringe forest areas, so as to gather popular public opinion for the conservation of this highly endangered species.

### Project Seuji

- ❑ The project is being envisaged as being OIL's keystone project on conservation of critical habitats for biodiversity conservation in OIL operational states.
- ❑ The project would focus on preservation and restoration of forest cover and restoration of fragmented habitat around prime forest areas, significant for endangered biodiversity species, through participation of local communities.
- ❑ The project may envisage achieving the above through means such as carrying out mass plantations following the social forestry approach around protected areas; helping local communities shift to alternate sources of livelihood generation in the forestry sector; capacitating local communities through empowering them to use renewable sources of energy for fulfilling their energy needs; etc.
- ❑ The project would also aim at achieving a positive impact on the environment, through absorption of GHGs, while keeping in mind the objective of achieving carbon neutrality and positivity for OIL. The project is in the conceptualisation stage and would be started in the financial year 2014-15.



### Gender Budgeting

OIL undertakes all gender related activities through Public Relations Department under the aegis of 'Social Welfare Programme' and 'Area Development Scheme'. On the basis of the Ministry's guidelines, an independent cell has formed to deal with all the Gender Budgeting activities of the company. The cell monitors the following schemes which aim for benefit of the female members of the society.

Handicraft Training for Women	Gender Budgeting		Women Beneficiaries under Project Rupantar, Assam
<ul style="list-style-type: none"> <li>❑ OIL's Handicraft Training and Production Centre, located at Duliajan, Assam imparts training since 1984 to women members of the society on Handicraft, Weaving, Embroidery and Tailoring on <b>monthly stipendiary for 9 months</b> duration basis.</li> <li>❑ During 2013-14 a total of <b>42 rural women</b> were imparted such training with a total expenditure of approx. <b>Rs19 lakhs</b>.</li> <li>❑ In the current year a total of <b>32 women</b> are undergoing similar training in the above training centre.</li> </ul>	<b>Donation to Women Colleges/Schools/ Organisations</b> <ul style="list-style-type: none"> <li>❑ The Company lays emphasis on women education, sports, etc. Towards this, OIL has made significant contribution to various women colleges, schools, Associations, etc. Besides, <b>OIL pays significant contribution to numerous co-educational institutions</b> benefiting the women of the society.</li> <li>❑ OIL also donates periodically to women organization of the locality through its SWP and ADS for their socio-cultural and other developmental works. An amount of <b>Rs164.25 Lakhs</b> was incurred under OIL's area of operation in Assam and Arunachal Pradesh during 2013-14</li> </ul>	<b>General Nursing Midwifery (GNM) training</b> <ul style="list-style-type: none"> <li>❑ The nursing school in OIL Hospital Duliajan conducts 3 years General Nursing Midwifery (GNM) training courses which is recognized by the Directorate of Medical Education, Government of Assam. The annual intake is 20 candidates, out of which one vacancy each is reserved for SC and ST candidate.</li> <li>❑ Stipend is paid to the students in addition to limited hostel accommodation, uniform and protective clothing. The expenditure on this was Rs97.33 lakhs during 2013-14</li> </ul>	<ul style="list-style-type: none"> <li>❑ In order to help the large section of unemployed youth of the society and <b>for empowerment of women</b> strengthening rural economy, since September, 2003, with a central focus to assist Self Help Groups for development of Agro based industries like bamboo cultivation, floriculture, fishery, sericulture, organic farming etc.</li> <li>❑ As on date, <b>&gt;18743 weavers, most of whom are women from various rural areas</b> have <b>successfully completed training programme</b> at the Growth Centre for Training and Production of Diversified Handloom Products in Eri and Muga.</li> <li>❑ As on 31.03.14 the total investment by OIL in this project is <b>Rs11.95Crores</b>.</li> </ul>

### PROJECT SAKSHYAM ....for differently abled

OIL has ventured into the most noble areas of welfare under CSR by extending need based support to the communities of physically challenged.

- ▶ OIL provides scholarship in the form of monetary support to students with disabilities and special needs, studying in two special schools of Mrinaljyoti Rehabilitation Centre and Moran Blind School. The two schools visibly located in the OIL's operational areas of Upper Assam in Duliajan and Moran respectively cater to students not only from Upper Assam but also from far flung areas of North East.
- ▶ Apart from monetary support as a special initiative, Head of Fields' OIL, Duliajan also handed over a Maruti Eco Van to Mrinaljyoti Rehabilitation Centre, Duliajan which has been helping the students to travel from their homes to the Centre, free of cost.
- ▶ The Project was initiated with the prime objective of catering to the needs of the two schools whether in terms of infrastructure development, running costs or any special project which will act as a support base for enabling the students as productive and independent citizens of the mainstream.



- In the first phase of the project financial assistance amounting to Rs. 31 lakh for extension of services & construction of a shelter home at Mrinaljyoti Rehabilitation Centre (Duliajan) and financial assistance amounting to Rs.18.45 lakh for incurring the running cost (excluding staff salaries) of Moran Blind School-J.A.A.B. (Moran) has been acceded to be provided to both the institutions. In the upcoming years OIL would like to extend the services under Project Sakhyam based on the successful completion of the first phase.

### Skill and Capacity Building: SWABALAMBAN

As a part of its CSR initiatives, Oil India Limited in the presence of Mr. N. K. Bharali, Director (HR&BD), Mr. S. Rath, Director (Operations), Mr. K. K. Nath, Resident Chief Executive signed three significant Memorandum of Understanding (MoU) on 2<sup>nd</sup> December, 2013 at Fields Headquarter of OIL, Duliajan, with three agencies, namely Indian Institute of Entrepreneurship(IIE), Guwahati, Construction Industry Development \Council (CIDC), New Delhi and IL&FS Educational Technology Services (IETS), New Delhi for capacity building and placement linked skill training of youths from OIL's operational areas. Through these three MoUs, OIL aims to provide skill based employment oriented training to 10,000 youths from the catchment areas where OIL operates within a five year period. Skill based placement oriented training has been focussing on various employable skills in sectors like Construction Industry, Hospitality and House Keeping Management, Industrial Sewing, Jewellery Making, Electrician besides setting up of livelihood clusters in areas like handloom and handicrafts. Entrepreneurship Awareness Programme for students and teachers are also imparted to create awareness on the need and importance of entrepreneurship as one of the career options.



2 phases of the CSR Awareness Program was successfully organised on 27<sup>th</sup> April and 8<sup>th</sup> August 2013





### Conclusion

OIL is proud of its community initiatives as we have initiated numerous projects, all of which fall within the identified areas of the Schedule VII Activities of the Companies Act. OIL believes in responsible stewardship of our communities and given the size and influence of our operations especially in North-Eastern India, our commitment is not merely a gesture but an inherent responsibility. OIL believes that starting point should be our own neighbourhood and all of our CSR initiatives begin at home and then spread outwards. OIL has maintained its commitment towards eschewing unethical business practices like child labour and forced and compulsory labour. We look forward to deepening our commitment to society in the future and reporting about them in the years to come.







## Economic Performance

In the previous section we looked at our community impacts and various CSR projects, in this section we look at our performance in the third pillar of sustainable development-economic performance. Oil India Limited upheld its fine tradition of delivering economic value to shareholders by continuing to post impressive financial performance figures in FY 2013-14. Economic growth is the driving force behind OIL's Sustainable Development journey and has enabled the company to pursue various initiatives in the areas of engagement with local communities, reduction of environmental impacts from operations, employee health and safety and safeguarding of biodiversity and eco-systems in areas of operations. Hence it is imperative for the company to maintain a healthy rate of increment in its productivity and profitability year on year.



PAT of **Rs 2981.3 crore**, a decrease of 16.94% from previous year



Natural Gas production of  
**2693 MMSCM**

During the year, Oil has earned total revenue of Rs. 11241.34 crore against Rs. 11,478.02 crore in FY 2012-13. The Crude Oil production was 3.466 MMT in the year FY 2013-14 against 3.661 MMT in FY 2012-13. Decrease in total revenue was due to lower crude oil production and higher subsidy share by the company.. The Profit before Tax (PBT) earned in FY 2013-14 Rs. 4,410.44 crore against PBT of Rs. 5,283.23 crore in the FY 2012-13. After deduction of the taxes, Profit after Tax (PAT) was Rs. 2,981.30 core in FY 2013-14 against PAT of Rs. 3,589.34 crore in FY 2012-13, showing a decrease of Rs. 608.04 crore over the previous year.

On the expenditure side the employee cost increased to Rs. 1,473.18 crore in FY 2013-14 from Rs. 1,310.63 crore in FY 2012-13 on account of higher provision for superannuation benefit. DDA cost has increased to Rs. 1,177.02 crore in FY 2013-14 from Rs. 837.63 crore in FY 2012-13 due to higher write off of dry wells and higher capitalization of assets and wells. Other components were comparable with previous year.

During this year, company has made capital investment of Rs. 2,938 crore which the highest capital expenditure made by OIL till date and expects to increase in future with the increase in exploratory and operational activities.

Listed on BSE / NSE

Number of shares: 601.14 mn

Dividend FY14  
Dividend/Share: Rs. 21.5

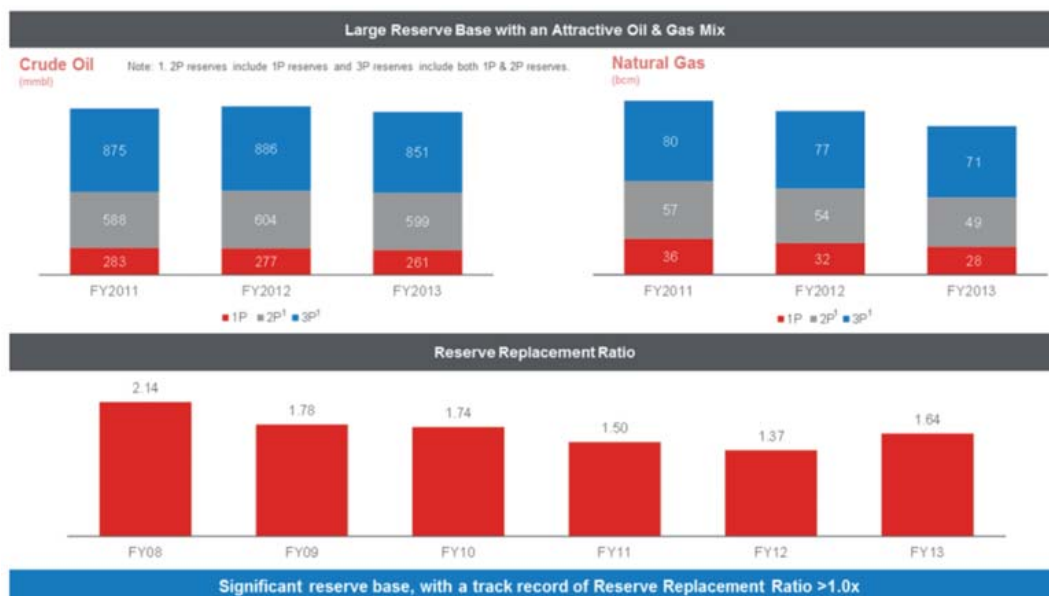
Share price (52 Week High / Low):  
Rs. 633/ Rs. 415

Market Cap: Rs. 34,394 crore

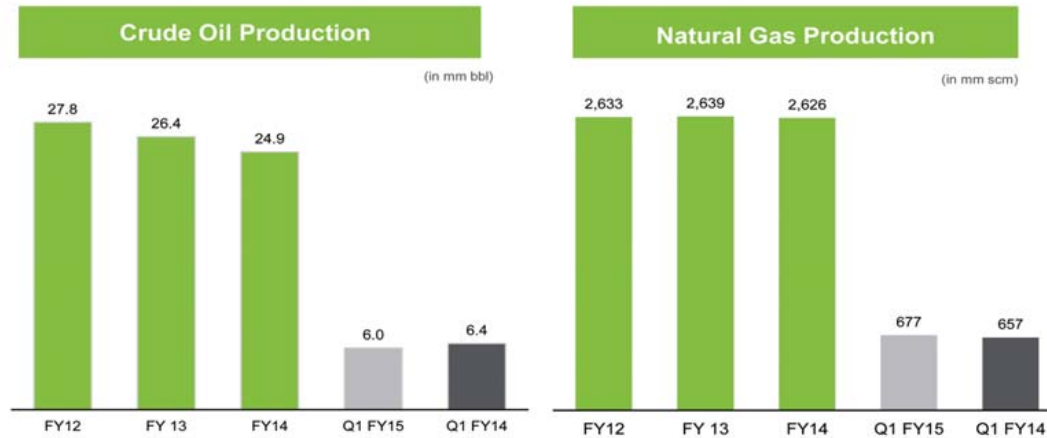
<b>Rich Heritage</b>	<ul style="list-style-type: none"> <li>Over 5 decades of experience in oil &amp; gas sector</li> <li>Credited with creation, operation and maintenance of a fully automated crude oil pipeline</li> </ul>
<b>Strong Parentage with Government of India (GoI)</b>	<ul style="list-style-type: none"> <li>GoI ownership of 67.6%</li> <li>Awarded 'Navratna' status in 2010</li> <li>Second<sup>1</sup> largest national oil and gas company in India</li> </ul>
<b>Integrated and fully serviced Oil &amp; Gas (O &amp; G) Player</b>	<ul style="list-style-type: none"> <li>Presence across Oil &amp; Gas Value Chain</li> <li>Integrated Infrastructure and In-house expertise</li> </ul>
<b>Dominant India and Expanding Global presence</b>	<ul style="list-style-type: none"> <li>Domestic<sup>2</sup>: 55 blocks; 86,194 sq. km.</li> <li>International<sup>2</sup>: 13 blocks; 71,126 sq. km.</li> </ul>
<b>Strong Reserve Base</b>	<ul style="list-style-type: none"> <li>Total 2P<sup>3</sup> reserves: 999 mmboe</li> <li>Reserve replacement ratio of well over 100% in past 5 years</li> </ul>
<b>Experienced Management Team</b>	<ul style="list-style-type: none"> <li>Senior management team with strong in-house technical expertise in our core business</li> </ul>
<b>Consistent Growth and Robust Balance Sheet</b>	<ul style="list-style-type: none"> <li>Q1 FY 15 Revenue: Rs. 2,937. PAT: 852</li> <li>FY 14 Revenue: Rs. 11,241. PAT 2,981</li> </ul>

Key Shareholders	% Shareholding
Indian Oil Corporation Ltd.	4.45%
Bharat Petroleum Corporation Ltd.	2.23%
Hindustan Petroleum Corporation Ltd.	2.23%
HSBC Bank (Mauritius) Ltd.	1.99%
HDFC Standard Life Insurance Co. Ltd.	1.01%
Life Insurance Corporation of India	0.93%
HDFC Trustee Co. Ltd. – Top 200 Fund	0.90%
HDFC Trustee Co. Ltd. – HDFC Equity Fund	0.88%
ICICI Prudential Life Insurance Co. Ltd.	0.76%

## Large and Diversified Reserves



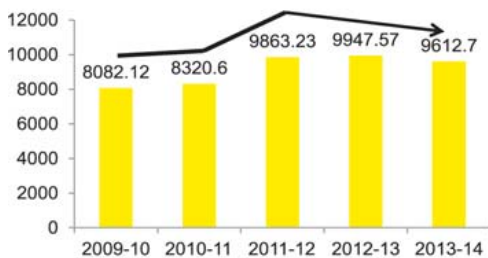
### Crude Oil and Natural Gas Production



### Financial Performance Trends



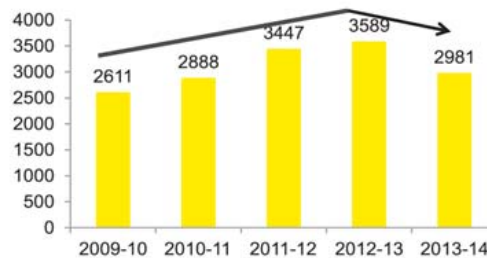
CAGR 4.43%



The Total Operating income has increased at a Compounded annual Growth Rate of 4.43% over the last 5 years and decreased by 0.33% over the previous year



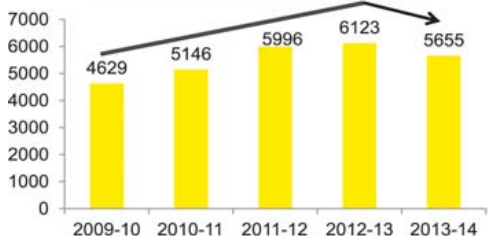
CAGR 2.69%



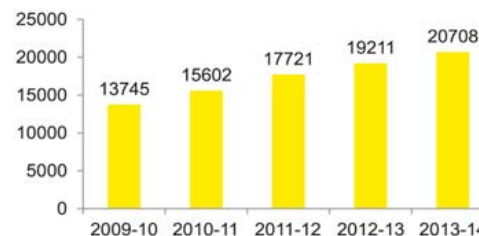
The PAT has increased at a Compounded annual Growth Rate of 2.69% over the last 5 years and decreased at 16.94% over the previous year



CAGR 5.13%

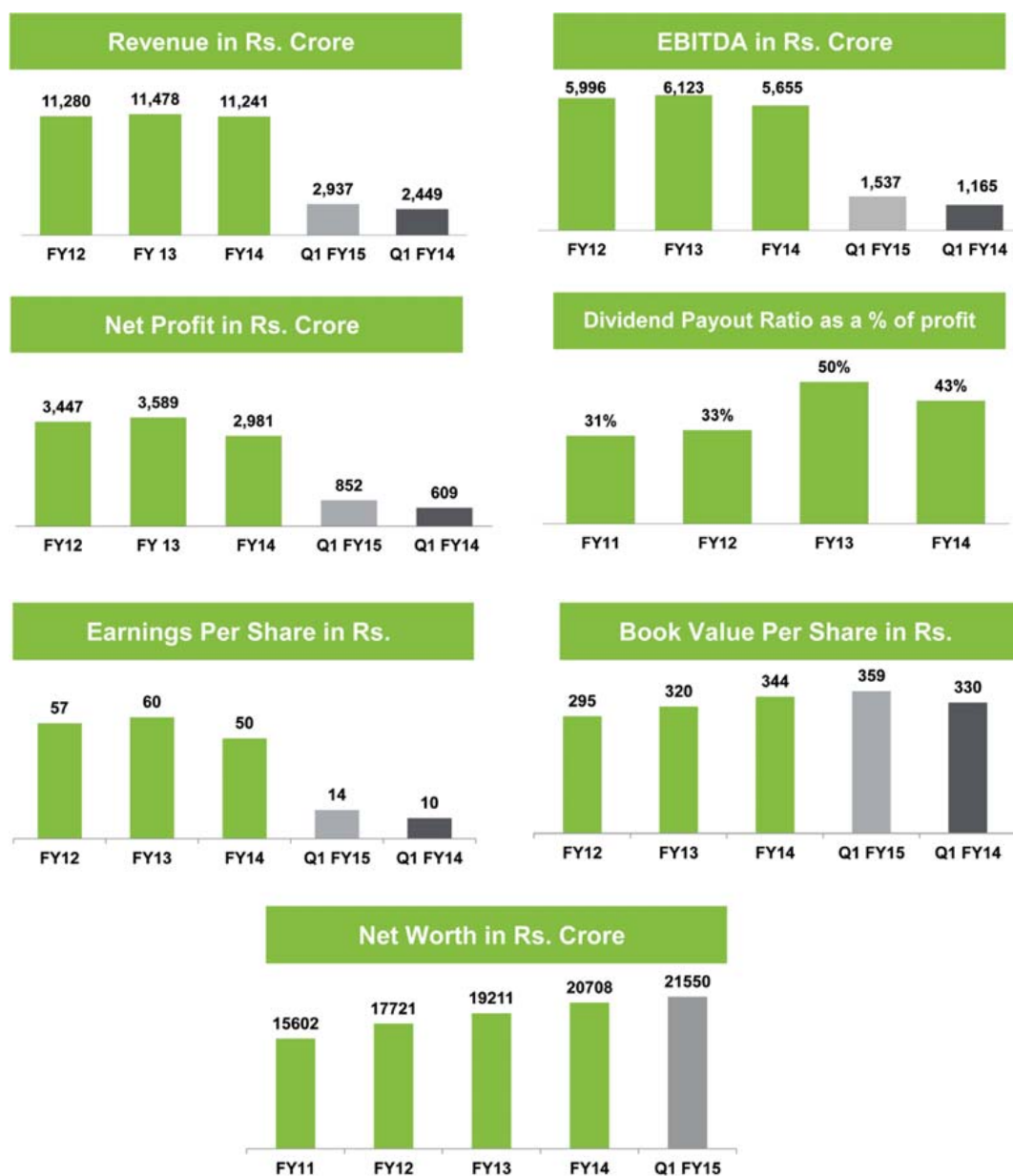


EBIDTA has increased at a Compounded annual Growth Rate of 5.13% over the last 5 years and decreased by 7.64% in the previous year





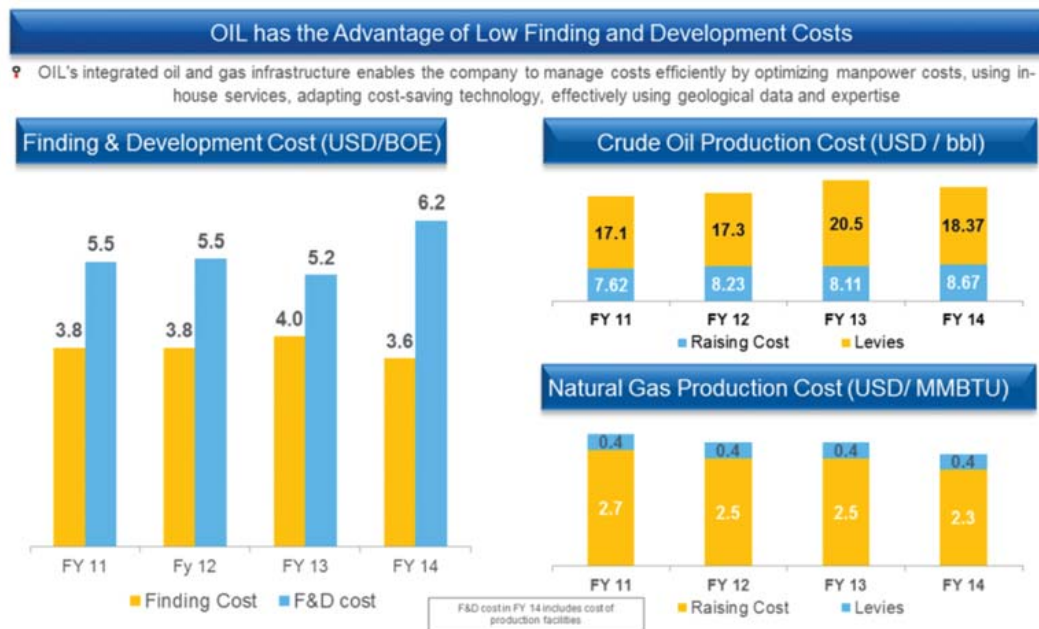
### Financial Highlights



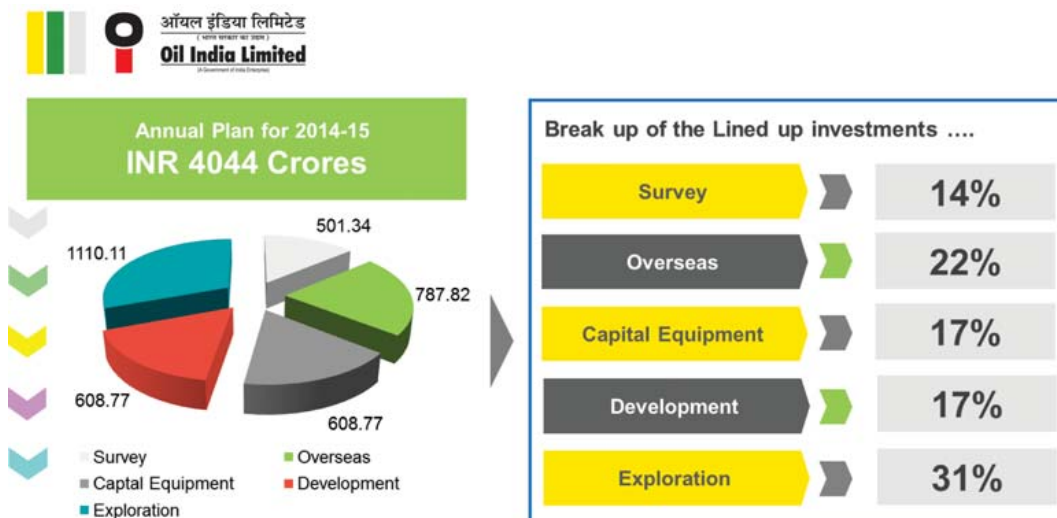
The financial decisions of India's flagship oil & gas exploration and production company remains guided broadly by the government's policies and regulations. Also, in recent times, this industry has been witnessing the major challenge of oil field depletion. OIL has taken initiatives in this aspect to arrest decline rates in matured oil fields through technologically-appropriate cost-intensive Improved Oil Recovery / Enhanced Oil Recovery (IOR / EOR) schemes. OIL has made investments in excess of Rs.2425 crores in IOR/EOR initiatives during last five years. Please refer the "Environmental Performance" section of this SD Report for OIL's detailed initiatives in IOR/ EOR schemes.

A key metric of economic sustainability for an exploration and production company is the Reserve Replacement Ratio (RRR). Our RRR in the reporting period is 1.64 which demonstrates our approach towards the goal of growth, sustenance and the economic value for our stakeholders.

OIL has a significant reserve base. OIL has proved developed reserves of approximately 216 million barrels and natural gas reserves of 181 million barrels.



OIL has made significant investments in the reporting period FY 2013-14. A snapshot of the same has been shared below.



The below figure highlights OIL's XII<sup>th</sup> 5 year plan for investments in the areas of Survey, Overseas, Capital Equipment, Development and Exploration which is in line with OIL's Strategic Plan 2012 – 2020.



### Break up of the Lined up investments ....



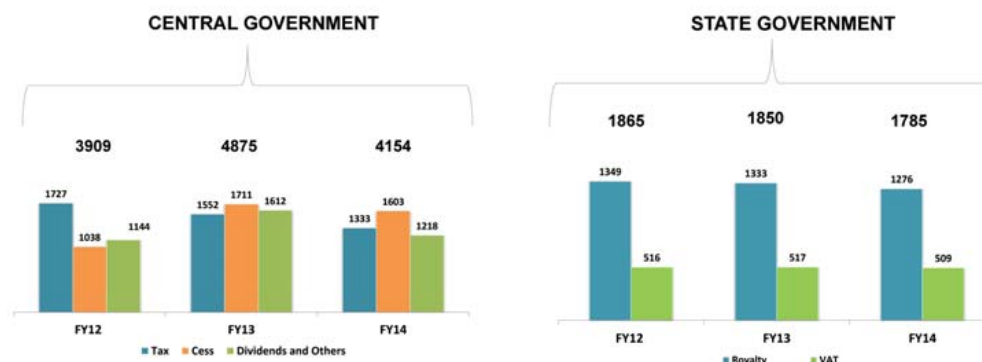
## Entry Level Wages

OIL's entry level wages for men and women and for workmen and employees is significantly higher than state and national minimum wage rates.

## Government Linkage

OIL is a Government owned enterprise and receives continued government support which has been evidenced by awarding "Navratna" status to the company making it more autonomous. It has the liberty to take financial decision upto Rs.1000 crores and has the ability to raise Rs.3000 crores. The power of the Board has been enhanced to USD 600 mn for acquisition. It is the 2nd largest Public Sector E&P company and has contributed over Rs.5939 crores to the exchequer in the FY 2013-14.

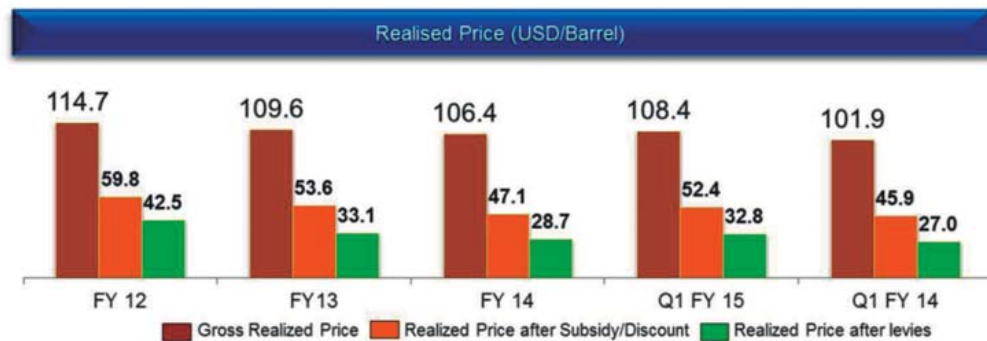
## Contribution to Exchequer (Rs. Crore)





### Sharing of Subsidy and Crude Realisation

Rs. in crore						% Sharing					
	2010-11	2011-12	2012-13	13-14	Q1 14-15		2010-11	2011-12	2012-13	13-14	13-14
ONGC	24893	44,465	49,421	56,834	13,200	ONGC	82%	81%	81%	85%	85%
OIL	3293	7,352	7892	8,737	1,847	OIL	11%	13%	14%	13%	12%
GAIL	2111	3,183	2687	1,900	500	GAIL	7%	6%	5%	3%	3%
Total	30297	55,000	60,000	67,021	15,547	Total	100%	100%	100%	100%	100%



### Financial Strengths

Steady and sustained Growth
Sound Financial Health
Strong operating track record
More than 5 decades of E&P expertise
Spreading its wings: NE - Pan India - Global
Large prospective E&P acreage
Pioneer in Pipeline transportation
Entry into Offshore/ Deep Water Blocks
Entry into discovered assets in Venezuela, Acquisition thrust continues
Diversifying into new areas. Core Focus remains in E&P



Target 2014-15	
Crude oil production	3.63 MMT
Natural gas production	2,840 mmscm

### Conclusion

Our economic disclosures are quite comprehensive and we have managed to report fully on the Oil and Gas Sector Supplement Indicators as well. We look forward to next year's report when we will disclose in greater detail our indirect economic impacts.



## Closing Remarks

The process of publishing our second Sustainability Report has been both gruelling and extremely rewarding. As we continue our reporting journey, we are getting a broader and broader picture of our company, its operations and its impacts. This in turn allows us to manage and improve our performance in all the three spheres of sustainable development as well as improve our governance structures in order to facilitate this process.

This report in our opinion is a distinct improvement over our first report, and we are committed to improving our performance year on year in this regard. This year we have taken a great leap by using the GRI G4 guidelines, this has allowed us to prepare a more relevant and comprehensive report. Unlike last year, this year we have reported on the entirety of our Indian operations.

There are still some lacunae especially when it comes to disclosing emissions as well as biodiversity related information, but as mentioned in this Report, we are taking the necessary steps to ensure that we include these key parameters fully in our next report. We look forward to increasing our reporting boundary next year to include our overseas operations as well. Given our commitment to consistently and constantly improve ourselves as a company, we invite all of our stakeholders and the society at large to peruse this Report and give us their unfettered feedback.

## GRI G4 Content Index

General Standard Disclosures		Type of Disclosure (Fully or Partial)	Page Number
Indicator	Description		
<b>Strategy and Analysis</b>			
<b>G4-I</b>	Statement from the most senior decision-maker of the organisation about the relevance of sustainability to the organisation and the organisation's strategy for addressing sustainability	Fully	4
<b>Organizational Profile</b>			
<b>G4-3</b>	Name of the organisation	Fully	Cover Page
<b>G4-4</b>	Primary brands, products, and services	Partial	23
<b>G4-5</b>	Location of the organisation's headquarters	Fully	20
<b>G4-6</b>	Number of countries where the organisation operates	Fully	23, 24
<b>G4-7</b>	Nature of ownership and legal form	Fully. We are a Public Sector Undertaking of the Government of India.	20,21
<b>G4-8</b>	Markets served	Fully	23
<b>G4-9</b>	Scale of the organisation	Fully	Various aspects of this indicator have been disclosed in the following sections- "About OIL", "Our People" and "Economic Performance".
<b>G4-10</b>	Details on workforce broken down by gender, employment contract, employment type etc.	Fully	70 to 74
<b>G4-11</b>	Percentage of total employees covered by collective bargaining agreements	Fully. All our workmen are unionized.	70, 71
<b>G4-12</b>	Description of the organisation's supply chain	Fully	26
<b>G4-13</b>	Significant changes during the reporting period regarding the organisation's size, structure, ownership, or its supply chain	Fully. There were no significant changes.	Reported here
<b>G4-14</b>	How the precautionary approach or principle is addressed by the organisation	Partial	3



<b>G4-15</b>	Externally developed economic, environmental and social charters, principles, or other initiatives to which the organisation subscribes or which it endorses	Partial	
<b>G4-16</b>	Memberships of associations and national/ international advocacy organisations in which the organisation holds a position on the governance body and participates in projects or committees	Partial	
<b>Identified Material Aspects and Boundaries</b>			
<b>G4-17</b>	Entities included in the organisation's consolidated financial statements with indication of coverage in the report	Fully	3
<b>G4-18</b>	Process for defining the report content and the Aspect Boundaries	Fully	10 to 16
<b>G4-19</b>	Material Aspects identified in the process for defining report content	Fully	13 to 15
<b>G4-20</b>	Description of Aspect Boundary within the organisation for each material aspect	Fully	15
<b>G4-21</b>	Description of Aspect Boundary outside the organisation for each material aspect	Partial	15
<b>G4-22</b>	Explanation of the effect of any re-statement of information provided in the earlier Reports	Fully. All re-statements have occurred due to the data not changing or it being a long-term initiative.	Placed throughout the report.
<b>G4-23</b>	Significant changes from previous reporting periods in the Scope and Aspect Boundaries	Fully	3
<b>Stakeholder Engagement</b>			
<b>G4-24</b>	List of stakeholder groups engaged by the organisation	Fully	11
<b>G4-25</b>	Basis for identification and selection of stakeholders with whom to engage	Fully	11
<b>G4-26</b>	Organization's approach to stakeholder engagement	Fully	11, 12
<b>G4-27</b>	Key topics and concerns that have been raised through stakeholder engagement, and how the organisation has responded to those key topics and concerns	Fully	12, 13

**Report Profile**

<b>G4-28</b>	Reporting Period	Fully	3
<b>G4-29</b>	Date of most recent previous Report	Fully	3
<b>G4-30</b>	Reporting cycle	Fully	3
<b>G4-31</b>	Contact point for questions regarding the report or its contents	Fully	3
<b>G4-32</b>	GRI Content Index	Fully	115 to 120
<b>G4-33</b>	Organisation's policy and current practice with regard to seeking external assurance for the report; relationship with the assurance providers; the highest governance body's involvement in seeking assurance for the organisation's Sustainability Report	Fully	3

**Governance**

<b>G4-34</b>	Governance structure of the organization; committees responsible for decision-making on economic, environmental and social impacts	Fully	21, 31 to 38
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**Ethics and Integrity**

<b>G4-56</b>	Organisation's values, principles, standards and norms of behaviour such as codes of conduct and codes of ethics	Fully	29, 38
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**Specific Standard Disclosures - Material Aspects**

<b>DMA and Indicators</b>	<b>Description</b>	<b>Type of Disclosure (Fully or Partial)</b>	<b>Page Number</b>
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**Category: Economic**
**Material Aspect: Economic Performance**

<b>G4-DMA</b>	Aspect-specific DMA	Partial	19
<b>G4-DMA (OG)</b>	Emergency Preparedness	Partial	19
<b>G4-EC1</b>	Direct economic value generated and distributed	Fully	107 to 113
<b>G4-EC4</b>	Financial assistance received from government	Fully	112

**Material Aspect: Market Presence**

<b>G4-DMA</b>	Aspect-specific DMA	Partial	19
<b>G4-EC5</b>	Ratios of standard entry level wage by gender compared to local minimum wage at significant locations of operation	Fully	73

**Material Aspect: Indirect Economic Impacts**

<b>G4-DMA</b>	Aspect-specific DMA	Partial	19
<b>G4-EC8</b>	Significant indirect economic impacts, including the extent of impacts	Partial	107 to 113

**Material Aspect: Reserves**

<b>G4-DMA</b>	Aspect-specific DMA	Partial	19
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<b>G4-OGI</b>	Volume and type of estimated proved reserves and production	Fully	108
<b>Category: Environment</b>			
<b>Material Aspect: Energy</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	16
<b>G4-EN3</b>	Energy consumption within the organization	Fully	49
<b>G4-EN5</b>	Energy intensity	Fully	52
<b>G4-EN6</b>	Reduction of energy consumption	Fully	52 to 54
<b>G4-OG3</b>	Total amount of renewable energy generated by source	Fully	49, 50
<b>Material Aspect: Water</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	16
<b>G4-EN8</b>	Total water withdrawal by source	Partial	59, 60
<b>Material Aspect: Biodiversity</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	17
<b>G4-EN13</b>	Habitats protected or restored	Partial	54 to 59
<b>Material Aspect: Emissions</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	17
<b>We are not reporting on Emissions this year as mentioned in the About this Report section</b>			
<b>Material Aspect: Effluents and Waste</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	17
<b>G4-EN23</b>	Total weight of waste by type and disposal method	Fully	62
<b>G4-EN24</b>	Total number and volume of significant spills	Fully	62
<b>G4-OG5</b>	Volume and disposal of formation or produced water	Fully	62
<b>G4-OG6</b>	Volume of flared and vented hydrocarbon	Fully	66
<b>Material Aspect: Compliance</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	18
<b>G4-EN29</b>	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations	Fully	63
<b>Material Aspect: Environmental Grievance Mechanisms</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	18
<b>G4-EN34</b>	Number of grievances about environmental impacts filed, addressed, and resolved through formal grievance mechanisms	Fully	63
<b>Material Aspect: Fossil Fuel Substitute</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	19
<b>G4-OG14</b>	Volume of biofuels produced and purchased meeting sustainability criteria	Partial	66
<b>Category: Social</b>			
<b>Sub-Category: Labour Practices</b>			
<b>Material Aspect: Employment</b>			



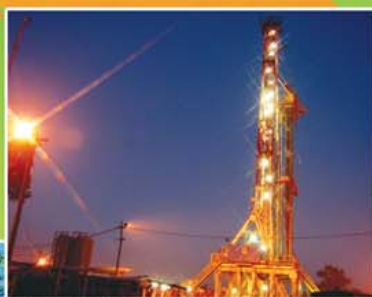
<b>G4-DMA</b>	Aspect-specific DMA	Partial	17
<b>G4-LA1</b>	Total number and rates of new employee hires and employee turnover by age group, gender, and region	Fully	70, 71
<b>G4-LA2</b>	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by significant locations of operation	Fully	72, 73
<b>G4-LA3</b>	Return to work and retention rates after parental leave, by gender	Fully	73
<b>Material Aspect: Occupational Health and Safety</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	17
<b>G4-LA6</b>	Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work related fatalities, by region and by gender	Fully	82
<b>Material Aspect: Training and Education</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	17
<b>G4-LA9</b>	Average hours of training per year per employee by gender, and by employee category	Fully	75
<b>G4-LA10</b>	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings	Fully	75, 76
<b>Material Aspect: Diversity and Equal Opportunity</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	17
<b>G4-LA12</b>	Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity	Fully	32 to 38, 72
<b>Material Aspect: Labour Practices Grievance Mechanisms</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	18
<b>G4-LA16</b>	Number of grievances about labour practices filed, addressed, and resolved through formal grievance mechanisms	Fully	73, 74
<b>Sub-Category: Human Rights</b>			
<b>Material Aspect: Freedom of Association and Collective Bargaining</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	18
<b>G4-HR4</b>	Operations and suppliers identified as having significant risk for incidents of forced or compulsory labour, and measures to contribute to the elimination of all forms of forced or compulsory labour	Fully	87
<b>Material Aspect: Child Labour</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Fully	18
<b>G4-HR5</b>	Operations and suppliers identified as having significant risk for incidents of child labour, and measures taken to contribute to the effective abolition of child labour	Fully	87

<b>Material Aspect: Forced or Compulsory Labour</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	18
<b>G4-HR6</b>	Operations and suppliers identified as having significant risk for incidents of forced or compulsory labour, and measures to contribute to the elimination of all forms of forced or compulsory labour	Partial	87
<b>Material Aspect: Indigenous Rights</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	18
<b>G4-HR8</b>	Total number of incidents of violations involving rights of indigenous peoples and actions taken	Partial	89
<b>G4-OG I I</b>	Number of sites that have been decommissioned and sites that are in the process of being decommissioned	Fully	89
<b>Sub-Category: Society</b>			
<b>Material Aspect: Local Communities</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	18
<b>G4-SO I</b>	Percentage of operations with implemented local community engagement, impact assessments, and development programs	Partial	89, 90
<b>Material Aspect: Anti-Corruption</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	18
<b>G4-SO3</b>	Total number and percentage of operations assessed for risks related to corruption and the significant risks identified	Fully	88
<b>G4-SO4</b>	Communication and training on anti-corruption policies and procedures	Fully	88
<b>G4-SO5</b>	Confirmed incidents of corruption and actions taken	Fully	88
<b>Material Aspect: Grievance Mechanisms for Impacts on Society</b>			
<b>G4-DMA</b>	Aspect-specific DMA	Partial	18
<b>G4-SO I I</b>	Number of grievances about impacts on society filed, addressed, and resolved through formal grievance mechanisms	Partial	89

A photograph of an industrial site. In the center is a large, cylindrical blue tank with white text. A worker in a brown uniform and yellow hard hat is walking up a green metal staircase to the left of the tank. The foreground is dominated by large, curved pipes, one green on the left and one red on the right. The background shows a grassy field under a clear sky.

TANK NO-301A  
FIRE WATER TANK  
CAPACITY-1792KLS





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