

## Health and Safety Policy

### I. Overview and Purpose of Policy

Oil and Natural Gas Corporation Limited (ONGC) is the largest oil and natural gas production company in India and strives to adhere to the highest standards of health and safety across its operations. ONGC aims to achieve the highest standards of occupational health, safety and wellbeing, aligning with national and international standards. The Company's dedication to health and safety is integral to its mission of achieving operational excellence and sustainable growth.

### II. Applicability

This policy applies to ONGC employees, contractual workers, suppliers, and others with whom ONGC conducts business. In addition, this policy is applicable throughout the operational lifecycle of the projects, covering stages from exploration and planning to evaluation, operation, and closure.

### III. Policy Commitment

Adhering to the Health and Safety Policy, ONGC shall:

- Implement all applicable legislation, codes, standards and other requirements for occupational health and environment, and social process safety, responsibility to ensure both compliance and sustainable development (environmental, social, and governance) principles, practices, plans, and objectives are achieved.
- Implement and integrating robust risk management frameworks into ONGC's operations to ensure occupational health, safety, and major accident threats, hazards and their risks are effectively managed to "As Low as Reasonably Practical" (ALARP).
- Undertake all actions necessary to protect equipment and the integrity of systems to avoid accidental release of hazardous substances for minimizing risks to safety and health of the Company's workforce, and external stakeholders such as the communities we operate in.
- Establish "SMART" objectives and targets to internally measure, audit and assess ONGC's occupational health and safety, process safety, environmental and social performance at all organizational levels and externally against relevant international benchmarks.
- Leverage data monitored to continuously improve the health culture at ONGC, and publicly report on disclosures pertaining to health and safety, across sustainability reports, annual reports, among others.
- Invest in people through effective recruitment, retention, competence development, and knowledge management systems such that occupational health and safety, process safety and environment or social responsibility principles and practices are suitable, adequately, and effectively implemented through excellent leadership.
- Invest in, establishing and continuously improving the Company's asset integrity management systems and programs to maximize the benefits of healthy, safe, environmentally friendly and socially responsible production, and to avoid loss of containment events.

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- Conduct regular audits (internal, external and/or third-party), general inspections, behavioral observations, tasks observations and perception surveys to ensure a robust occupational health and safety monitoring system in place.
- Conduct mandatory and refresher health and safety trainings with proper review from line managers, to ensure workforce is abreast with organizational health and safety commitments and compliances.

#### **IV. Compliance and Assurance**

ONGC is committed to adhering to all pertinent health and safety regulations, standards, and industry best practices. This involves operating and maintaining assets within the boundaries defined by permits, consents, and licenses.

#### **V. Stakeholder Engagement**

ONGC is committed to identifying and engaging with key internal and external stakeholders at relevant operational levels. This engagement facilitates the exchange of views on health and safety concerns and the corresponding mitigation measures.

#### **VI. Communication and Awareness**

ONGC shall ensure regular trainings and awareness workshops for all its employees and business partners on health and safety related aspects and apprise them on the Company's health and safety commitments and performance.

#### **VII. Governance Framework**

- The responsibility of implementation of this policy resides with the HSE Department at Work Centers and Assets,
- The Board-level HSE Committee, under the guidance of the Chairman, shall be responsible for Board-level oversight over the Company's health and safety performance,
- The Risk Management Committee will set up systems to report health and safety related parameters, deviations, and constraints to manage risks. Potential health and safety risks will be assessed through a risk management mechanism for necessary action,
- The policy will be reviewed annually in accordance with ONGC's health and safety commitments.



**Arun Kumar Singh**  
Chairman & CEO, ONGC

Dated : 25<sup>th</sup> October, 2024

## Environment Policy

### **I. Overview and Purpose of Policy**

Oil and Natural Gas Corporation Limited (ONGC) being the country's largest oil and natural gas producer is cognizant of the need for environmental stewardship. At ONGC environmental sustainability is anchored in its sustainability strategy and governance framework, as elucidated in this policy commitment.

Within the scope of this policy, the term "environment" encompasses all facets of environment, including the physical, chemical, biological, and socio-economic aspects.

### **II. Applicability**

This policy applies throughout the entire operational lifecycle of assets, covering stages from exploration and production to operation and closure.

This policy shall apply to all establishments of ONGC, and each employee shall be made a partner in implementing the policy.

### **III. Policy Commitment**

Through this environmental policy, ONGC is committed to the following:

- Achieve environmental leadership in all business activities by setting industry benchmarks and continuously improving environmental performance.
- Abide by all applicable legislative and other requirements associated with environmental protection and ecological preservation, ensuring full compliance and proactive adaptation to new regulations.
- Strive for environmental protection and maintain ecological balance in and around operational areas, integrating sustainable development principles into all business practices.
- Ensure conservation of natural resources through efficient use, innovative technologies, and sustainable practices.
- Enhance community awareness towards environmental risks associated with exploration and production activities, implementing comprehensive mitigation measures and emergency preparedness plans to minimize environmental impact.
- Minimize waste generation by prioritizing reduction at source, maximizing recycling and reuse, and adopting circular economy principles.
- Maximize recovery of oil from oily waste and to exercise options for utilizing oily waste for energy purposes, wherever possible.
- Prevent, respond, contain & combat oil spills at offshore & onshore areas and ensure maximum reclamation of oil.
- Develop and implement action plan on social needs around its operational areas to meet obligations of enterprise social responsibility.
- Reduce emissions at source by adopting clean and green technologies and phase out usage of hazardous substances in its operations.

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- Meet provisions of climate change treaty in line with intended nationally determined contribution targets of the Government of India including other applicable international treaties.
- Achieve excellence in knowledge management and skill development for environment protection.

#### **IV. Compliance and Assurance**

ONGC is committed to adhering to all pertinent environmental regulations, standards, and industry best practices. This involves operating and maintaining assets within the boundaries defined by permits, consents, and licenses. Additionally, ONGC ensures compliance with the requirements specified in all obtained clearances, even for new establishments and expansions.

#### **V. Stakeholder Engagement**

ONGC is committed to identifying and engaging with key internal and external stakeholders at relevant operational levels. This engagement facilitates the exchange of views on environmental concerns and the corresponding mitigation measures.

#### **VI. Capacity Building**

ONGC shall ensure regular trainings and awareness workshops for all its employees and business partners on environment related aspects and apprise them on the Company's environmental commitments and performance.

#### **VII. Governance Framework**

- The responsibility of implementation of this policy resides with the HSE Department at Work Centers and Assets,
- The Board-level HSE Committee, under the guidance of the Chairman, shall be responsible for Board-level oversight over the Company's environmental performance,
- The Risk Management Committee will set up systems to report environment-related parameters, deviations, and constraints to manage risks. Potential environmental risks will be assessed through a risk management mechanism for necessary action,
- The policy will be reviewed annually in accordance with ONGC's commitments to environmental conservation and protection



**Arun Kumar Singh**  
**Chairman & CEO, ONGC**

Dated : 25<sup>th</sup> October, 2024



ENERGY: Now AND Next

## Oil and Natural Gas Corporation Limited

Hazira Plant, P. O. ONGC Nagar, Surat-394518, Gujarat, INDIA

Phone: 0261-2875500, Fax: 0261-2875577

## QUALITY POLICY (IS/ISO/IEC 17025 : 2017)

Quality & Process control Laboratory of Hazira Plant committed to:

1. **Q**uality testing and analysis of products ensuring accurate, confidential and reliable services provided to customers and other stake holders through professional excellence.
2. **U**nrivalled accuracy by undergoing proficiency testing by means of inter-laboratory comparison and thus instilling of confidence in testing results of the product.
3. **A**dopt and ensure the compliance of National/ International test methods and Quality systems conforming to IS/ISO/IEC 17025 : 2017.
4. **L**ucid awareness among the laboratory personal about the quality documentation and implementation of policies, procedures and methods will be ingrained through familiarization and training.
5. **I**nculcate a culture of excellence through up-gradation of technology, testing procedures and personal skill development to ensure continual improvement in the effectiveness of laboratory activities & Quality management system.
6. **T**otal compliance to all applicable standards and other requirements.
7. **Y**ielding confidence and satisfaction by consistent operation and thus providing timely, accurate and impartial services to customers and other stake holders.

Date: December 13, 2024

(Chandra Shekhar)  
Executive Director - Plant Manager

अरुण कुमार सिंह  
Arun Kumar Singh  
अध्यक्ष  
Chairman



ऑयल एण्ड नेचुरल गैस कॉरपोरेशन लि.  
**Oil and Natural Gas Corporation Ltd.**

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### Corporate e-Waste Policy

**Oil and Natural Gas Corporation Limited (ONGC) is committed to:**

1. Maintain Environmentally Sound Management of e-Waste.
2. Abide by all applicable Legislations, Codes, Standards and Requirements for effective management of e-Waste and its procedures.
3. Take all requisite actions to Identify and Segregate e-Waste from other Wastes.
4. Ensure that e-Waste generated is Channelized through Collection Centre or Dealer of Authorized Producer or Dismantler or Recycler or through the Designated Take Back Service Provider of the Producer to Authorized Dismantler or Recycler.
5. Take all necessary actions to ensure Safe Storage and Transportation of e-Waste.
6. Maintain all the Mandatory Records of the e-Waste Generated, Handled and Channelized in the prescribed forms and make available such records for scrutiny by concerned Authorities / Agencies.
7. Obtain Undertaking from Beneficiary Organization(s) for Safe Disposal of donated IT equipment at the end of their Life Cycle.
8. Generate Awareness within the organization on e-Waste Policy and Procedures.

(Arun Kumar Singh)

Dated: 7<sup>th</sup> December, 2022



# Plant Management Policy

ONGC Hazira Plant is committed to:

- ◆ Take care of overall wellbeing of employees at workplace and beyond while achieving the overall organisational objectives and management strategies.
- ◆ Create and foster work culture based on mutual trust and synergy ensuring collaborative decisions considering all life-cycle stages and interrelationships between asset, operational and service performance requirements.
- ◆ Manage assets, systems and operations in accordance with sustainable development principles giving due consideration of long-term financial, societal and environmental impacts.
- ◆ Identification the occupational health & safety (OH&S) and Asset management risks & opportunities associated with our operations and address the risks involved to achieve the business objectives and also provide framework for participation and consultation of workers in OHS system.
- ◆ Ensure the availability of information and necessary resources to achieve objectives and targets.
- ◆ Initiate actions to purchase energy efficient items, equipment's services and design.
- ◆ Prevention of pollution, injury and ill health and always be alert, equipped and ready to respond to emergencies.
- ◆ Build cordial relationship with customers, business partners and neighbors.
- ◆ Implement, maintain and continually improve QMS, EMS, OH&SMS, EnMS and AMS and shall encourage, motivate and promote employees and all stakeholders for safe, healthy and sustainable work practices.
- ◆ Adhere to safe practices and standard operating procedures in compliance with relevant legislative, statutory and other applicable requirements.
- ◆ Ensure alignment between all organisational functions impacting on Asset Management, including Projects / Engineering, Production, Maintenance and Supply in accordance with recognised asset management techniques.
- ◆ Communicate the Policy within organisation at all levels and to the stake holders on demand.
- ◆ Encourage dissemination of innovative ideas and analysis of failures taking prompt corrective actions.

(Chandra Shekhar)  
Plant Manager  
Hazira Plant



अरुण कुमार सिंह  
Arun Kumar Singh  
अध्यक्ष  
Chairman

ऑयल एण्ड नेचुरल गैस कॉरपोरेशन लि.  
Oil and Natural Gas Corporation Ltd.

## RISK MANAGEMENT POLICY

ONGC is committed to manage uncertainties and associated business risks through development and implementation of a well-defined Risk Management Framework, which provide for identifying, assessing, mitigating, monitoring, evaluating and reporting of all risks, including IT and Fraud Risk and associated opportunities on a continuous basis for sustained growth.

Systematic monitoring and effective course corrections will be undertaken to achieve organization's business objectives and optimize associated risk exposure in line with acceptable risk appetite.

(Arun Kumar Singh)

Dated: 7<sup>th</sup> December, 2022



# Directorate Industrial Safety & Health

## Gujarat State

### FORM NO. 4

(Prescribed under Rules 5)

### License to work a factory

Registration No. 1762/24299/1987

FIN. S19007929A

License No. 7929

D.A. 24-Dec-1987

License is hereby granted to

**Mr. CHANDRA SHEKHAR - OCCUPIER**

For the premises known as

**OIL AND NATURAL GAS CORPORATION LTD.**

situated at

**NEAR VILLAGE KAWAS P.O. BHATHA**

**Ta.: Chorasi Dist.: Surat**

for use as a factory within the limits specified in the plan approved by the

**Joint Director Industrial Safety and Health, Surat Region**

vide No. 1255 Date 01-Apr-1989 subject to provisions of the

Factories Act, 1948 and the Rules made thereunder.

The license is issued for:

- Maximum Number of workers to be employed on any day during the Year : **\*\*5,000\*\***
- Maximum installed power in B.H.P. on any day during the year : **\*\*Above 5000\*\***

The license is valid up to 31st December 2031,

Fees paid Rs. 676,600.00

Fees due Rs. 676,600.00

Excess Rs. 0.00

Place : Surat

Date : 16-Jun-2022

Signature valid

Digitally signed by PATEL RAJESHKUMAR  
AMRUTLAL  
Date: 2022.06.16 18:07:17 +05:30  
Reason: Approval  
Location: Surat

**Deputy Director  
Industrial Safety and Health  
Surat**



Certificate No: SEVA/DMP/31/23

**SANMARG ENGINEERING VALIDATION AND ASSESSMENT PVT. LTD.**

This Certificate Is Issued To

**OIL AND NATURAL GAS CORPORATION LIMITED  
Hazira Gas Processing Plant**

**ONGC Nagar, Surat, Gujarat-394518**

To certify that ERDMP of Hazira Gas Processing Plant has been assessed with respect to the requirements of PNGRB Notification GSR 39(E) PNGRB Codes of Practices for Emergency Response and Disaster Management Plan (ERDMP) Regulations 2010 including Amendment Regulations 2020

ERDMP Certificate Valid From: 05<sup>th</sup> Oct 2023

ERDMP Certificate Valid Up to: 04<sup>th</sup> Oct 2026



Audit Date: 06<sup>th</sup>-07<sup>th</sup> Sept 2023

Chapters: 31 Nos.

Annexures: 38 Nos.

Audit report No: SEVA/2023/DMP/01/ONGC-Hazira

Document No: ONGC/ERDMP/10202324 Rev 02

Certificate is issued based on Compliance report submitted



# Certificate

This Certificate is issued to

**Oil and Natural Gas Corporation Limited**  
**Hazira Plant**  
**P.O. ONGC Nagar**  
**Near Bhatpore**  
**Surat 394 518**  
**Gujarat**  
**INDIA**

who have implemented an Integrated Management System (Consisting of Quality Management System as per ISO 9001:2015, Environmental Management System as per ISO 14001:2015 and Occupational Health & Safety Management System as per ISO 45001:2018), with the following scope:

- i) Receipt and Processing of Sour Natural Gas & Sour Hydrocarbon Condensate; and
- ii) Supply of Hydrocarbon Gas & Value Added Products (including Liquefied Petroleum Gas, Propane, Naphtha, Superior Kerosene Oil, Aviation Turbine Fuel, High Flash High Speed Diesel, Low Sulphur Heavy Stock and Sulphur)

Certificate No. : IMS9100169  
 Original Issue : 05 January 2022  
 Expired on : 04 January 2025  
 Recertification Audit: 26 February 2025  
 Latest Issue : 11 March 2025  
 Valid Till : 04 January 2028

*The continuing validity of this certificate is subject to timely conduct of surveillance audits*

Surveillance 1 due before : 22 December 2025  
 Surveillance 2 due on : 22 December 2026

for Vexil Business Process Services Private Limited  
 109 D, Kamla Nagar, Delhi 110 007



**Integrated Management System**  
**(ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018)**

To check the validity of the certificate, please email to [info@vexilbps.com](mailto:info@vexilbps.com)  
 The validity of the certificate can also be verified at <http://www.vexilbps.com>  
 Coloured reproduction of this certificate is not permitted.  
 Upon request, the Certificate shall be returned to Vexil Business Process Services Private Limited.



व्यक्तिगत संरक्षण  
उपकरण का  
इस्तेमाल करके  
अपनी रक्षा करें



सुरक्षित रूप से  
वाहन चलाएँ



अपने कार्य स्थल और वातावरण  
को स्वच्छ रखें



प्रचालनात्मक क्षेत्र में मोबाइल फोन  
का इस्तेमाल न करें



जब कभी आवश्यक  
हो, वैध परमिट  
से कार्य करें



भार की सुरक्षित  
हैंडलिंग

# संरक्षा नियम



कार्य की सुरक्षा प्रणाली  
सुनिश्चित करें



ऊँचाई पर सुरक्षित  
ढंग से कार्य करना



सुरक्षा के महत्वपूर्ण उपकरण  
को बार्डपास करने से पहले  
प्राधिकार प्राप्त करें



धूम्रपान, गैर-कानूनी  
दुग्ध का इस्तेमाल,  
एल्कोहॉल का उपभोग नहीं

# 10 SAFETY RULES



व्यक्तिगत सुरक्षानां साधनो नो उपयोग करीने पोतानी रक्षा करो  
व्यक्तिगत संरक्षण उपकरण का इस्तेमाल करके अपन रक्षा करें  
Protect yourself by using PPE



ज्यारे पण जइरी होय त्यारे मान्य परमीट थी काम करो  
जब कभी आवश्यक हो, वैध परमिट से कार्य करें  
Work with a Valid Permit when Required



कार्यनी सुरक्षा प्रणाली सुनिश्चित करो  
कार्य की सुरक्षा प्रणाली सुनिश्चित करें  
Ensure Safe System of Work



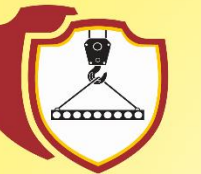
सुरक्षानां अगत्यनां साधनो ने जायपास करता पहेला अधिकृतता प्राप्त करो  
सुरक्षा के महत्वपूर्ण उपकरण को बाईपास करने से पहले प्राधिकार प्राप्त करें  
Obtain Authorization Prior to Bypassing  
'Safety Critical Equipment'



धूम्रपान, गेरकायटेसर ड्रगनो उपयोग, दाइनुं सेवन न करवुं  
धूम्रपान, गैर-कानूनी ड्रग का इस्तेमाल, शराब का उपभोग नहीं करें  
No Smoking, Use of Illegal Drugs, Consumption of Alcohol



उँचाई पर सुरक्षित रीते काम करवुं  
ऊँचाई पर सुरक्षित ढंग से कार्य करें  
Safe Working at Height



पजनदार वस्तुओनुं सुरक्षित हैंडलिंग  
भार की सुरक्षित हैंडलिंग  
Safe Handling of Loads



ओपरेशनल विस्तारमां मोबाइल फोननो उपयोग न करो  
प्रचालनात्मक क्षेत्र में मोबाइल फोन का इस्तेमाल न करें  
Do Not Use Mobile Phones in Operational Areas



पोतानां कामनां स्थलने अने पर्यावरणने स्वच्छ राखो  
अपने कार्य स्थल और वातावरण को स्वच्छ रखें  
Keep Your Workplace & Environment Clean



वाहन सुरक्षित रीते चलावो  
सुरक्षित रूप से वाहन चलाएँ  
Drive Safely