



Hindustan Oil Exploration Company Limited

'Lakshmi Chambers', 192, St. Mary's Road, Alwarpet, Chennai - 600 018. INDIA.

☎: 91 (044) 66229000 • Fax: 91 (044) 66229011 / 66229012

E-mail: contact@hoec.com • Website: www.hoec.com CIN: L11100GJ1996PLC029880

September 04, 2023

By Online

The Listing Department National Stock Exchange of India Ltd., "Exchange Plaza", Bandra Kurla Complex, Bandra (East), Mumbai – 400 051 Stock Code: HINDOILEXP	The Corporate Relationship Department BSE Limited, 1st Floor, P. Jeejeebhoy Towers, Dalal Street, Mumbai – 400 001 Stock Code: 500186
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Dear Sir/Madam

Sub: Submission of Business Responsibility and Sustainability Report for FY 2022–23

Pursuant to Regulation 34(2)(f) of the Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015, we are submitting herewith the Business Responsibility and Sustainability Report for FY 2022–23, which forms part of the Annual Report for the Financial Year 2022–23.

Kindly take the submission on record.

Thanking you,

Yours Sincerely,

For Hindustan Oil Exploration Company Limited

Deepika CS
Company Secretary

Encl.: a/a

BUSINESS RESPONSIBILITY & SUSTAINABILITY REPORT

SECTION A: GENERAL DISCLOSURES

I. Details of the listed entity

1	Corporate Identity Number (CIN) of the Listed Entity	L11100GJ1996PLC029880
2	Name of the Listed Entity	Hindustan Oil Exploration Company Limited
3	Year of incorporation	22 September, 1983
4	Registered office address	Tandalja Road, Off Old Padra Road, Baroda, Gujarat - 390 020
5	Corporate address	Lakshmi Chambers, 192, St. Mary's Road, Alwarpet, Chennai - 600 018
6	E-mail	hoecshare@hoec.com
7	Telephone	044-6622 9000
8	Website	www.hoec.com
9	Financial year for which reporting is being done	April 01, 2022 to March 31, 2023
10	Name of the Stock Exchange(s) where shares are listed	BSE Limited National Stock Exchange of India Limited
11	Paid-up Capital	₹ 13,225.93 lakhs
12	Name and contact details (telephone, email address) of the person who may be contacted in case of any queries on the BRSR report	G. Janakiraman Head - HSE & CSR 044-6622 9000 gjanakiraman@hoec.com
13	Reporting boundary - Are the disclosures under this report made on a standalone basis (i.e. only for the entity) or on a consolidated basis (i.e. for the entity and all the entities which form a part of its consolidated financial statements, taken together).	Standalone basis

II. Products / services

14. Details of business activities (accounting for 90% of the turnover):

S.No.	Description of Main Activity	Description of Business Activity	% of Turnover of the entity
1	Mining and Quarrying	Extraction of Crude petroleum and Natural gas	100

15. Products / Services sold by the entity (accounting for 90% of the entity's Turnover):

S.No.	Product/Service	NIC Code	% of total contributed Turnover
1	Off-shore extraction of petroleum	11101	-
2	On-shore extraction of petroleum	11102	10%
3	Off-shore extraction of natural gas	11103	33%
4	On-shore extraction of natural gas	11104	57%

III. Operations
16. Number of locations where plants and / or operations / offices of the entity are situated:

Location	Number of plants	Number of offices	Total
National	9	3	12
International	-	-	-

17. Markets served by the entity:
a. Number of locations

Locations	Number
National (No. of States)	4
International (No. of Countries)	-

b. What is the contribution of exports as a percentage of the total turnover of the entity?

Nil

c. A brief on types of customers

The Company's products are sold to industrial buyers/customers only.

IV. Employees
18. Details as at the end of Financial Year:
a. Employees and workers (including differently abled):

S. No.	Particulars	Total (A)	Male		Female	
			No. (B)	% (B / A)	No. (C)	% (C / A)
EMPLOYEES						
1.	Permanent (D)	89	84	94.38	5	5.62
2.	Other than Permanent (E)	186	186	100	0	0
3.	Total employees (D + E)	275	270	94.38	5	5.62
WORKERS						
4.	Permanent (F)	NIL				
5.	Other than Permanent (G)					
6.	Total workers (F + G)					

b. Differently abled Employees and workers:

S. No.	Particulars	Total (A)	Male		Female	
			No. (B)	% (B / A)	No. (C)	% (C / A)
DIFFERENTLY ABLED EMPLOYEES						
1.	Permanent (D)					
2.	Other than Permanent (E)			NIL		
3.	Total differently abled employees (D + E)					
DIFFERENTLY ABLED WORKERS						
4.	Permanent (F)					
5.	Other than Permanent (G)			NIL		
6.	Total workers (F + G)					

19. Participation/Inclusion/Representation of women

	Total (A)	No. and percentage of Females	
		No. (B)	% (B / A)
Board of Directors	7	1	14.28%
Key Management Personnel	3	1	33.33%

20. Turnover rate for permanent employees and workers

	FY 2022-23 (Turnover rate in current FY)			FY 2021-22 (Turnover rate in previous FY)			FY 2020-21 (Turnover rate in the year prior to the previous FY)		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Permanent Employees	10%	34%	11.6%	12.6%	26.7%	13.5%	6.5%	25%	8%
Permanent Workers	NIL								

V. Holding, Subsidiary and Associate Companies (including joint ventures)

21. (a) Names of holding / subsidiary / associate companies / joint ventures

S. No.	Name of the holding / subsidiary / associate companies / joint ventures (A)	Indicate whether holding/ Subsidiary/ Associate/ Joint Venture	% of shares held by listed entity	Does the entity indicated at column A, participate in the Responsibility initiatives of the listed entity? (Yes/No)
1	Hindage Oilfield Services Limited	Subsidiary	100%	No
2	Geopetrol International Inc	Subsidiary	100%	No
3	Geopetrol Mauritius Limited	Subsidiary	100%	No

VI. CSR Details

22. (i) Whether CSR is applicable as per section 135 of Companies Act, 2013: Yes

(ii) Turnover (in ₹) 3,810,481,536.00

(iii) Net worth (in ₹) 9,296,639,848.00

VII. Transparency and Disclosures Compliances

23. Complaints / Grievances on any of the principles (Principles 1 to 9) under the National Guidelines on Responsible Business Conduct:

Stakeholder group from whom complaint is received	Grievance Redressal Mechanism in Place (Yes/ No) (If yes, then provide web-link for grievance redress policy)	FY 2022-23 Current Financial Year			FY 2021-22 Previous Financial Year		
		Number of complaints filed during the year	Number of complaints pending resolution at close of the year	Remarks	Number of complaints filed during the year	Number of complaints pending resolution at close of the year	Remarks
Communities	Yes Grievances can be heard through public hearing	-	-	-	-	-	-
Investors (other than shareholders)	Yes Through Email	-	-	-	-	-	-
Shareholders	Yes Through investor calls / emails	-	-	-	-	-	-
Employees and workers	Yes Email to HR Manager and through Whistle Blower Mechanism	-	-	-	-	-	-
Customers	Yes Through Emails and Whistle Blower mechanism	-	-	-	-	-	-
Value Chain Partners	Yes Through Emails and Whistle Blower mechanism	-	-	-	-	-	-
Other (please specify)	-	-	-	-	-	-	-

24. Overview of the entity's material responsible business conduct issues

Please indicate material responsible business conduct and sustainability issues pertaining to environmental and social matters that present a risk or an opportunity to your business, rationale for identifying the same, approach to adapt or mitigate the risk along-with its financial implications, as per the following format

S. No.	Material issue identified	Indicate whether risk or opportunity (R/O)	Rationale for identifying the risk / opportunity	In case of risk, approach to adapt or mitigate	Financial implications of the risk or opportunity (Indicate positive or negative implications)
1.	Hazardous waste generated during the production in the form of effluents	Environmental Risk	Nature of the effluent which may pollute the environment	<p>i. The effluent are treated to minimise the impact as per Central Pollution Control Board guidelines.</p> <p>ii. Effluent sample are analysed through 3rd party authorised agency.</p> <p>iii. Approval from pollution control board are obtained for handling the waste.</p>	It may pose negative implications if the hazardous waste, is not treated and handled properly.

SECTION B: MANAGEMENT AND PROCESS DISCLOSURES

This section is aimed at helping businesses demonstrate the structures, policies and processes put in place towards adopting the NGRBC Principles and Core Elements.

S.No.	Disclosure Questions	P1	P2	P3	P4	P5	P6	P7	P8	P9
Policy and management processes										
1. a.	Whether your entity's policy / policies cover each principle and its core elements of the NGRBCs. (Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
b.	Has the policy been approved by the Board? (Yes/No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
c.	Web Link of the Policies, if available	Policies of the Company are available at the following links: - https://www.hoec.com/grow-with-us/policies/ - https://www.hoec.com/growingresponsibly/csr/ - https://www.hoec.com/hse-policies-reports-disclosures/ - https://www.hoec.com/growing-responsibly/sustainability/ Policies on HR are available on the Company's intranet.								
2.	Whether the entity has translated the policy into procedures. (Yes / No)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3.	Do the enlisted policies extend to your value chain partners? (Yes / No)	No	No	No	No	No	No	No	No	No
4.	Name of the national and international codes / certifications / labels / standards (e.g. Forest Stewardship Council, Fairtrade, Rainforest Alliance, Trustea) standards (e.g. SA 8000, OHSAS, ISO, BIS) adopted by your entity and mapped to each principle.	NA	NA	NA	NA	NA	NA	NA	NA	NA
5.	Specific commitments, goals and targets set by the entity with defined timelines, if any.	NA	NA	NA	NA	NA	NA	NA	NA	NA
6.	Performance of the entity against the specific commitments, goals and targets along-with reasons in case the same are not met.	NA	NA	NA	NA	NA	NA	NA	NA	NA

S.No.	Disclosure Questions	P1	P2	P3	P4	P5	P6	P7	P8	P9															
Governance, leadership and oversight																									
7.	Statement by director responsible for the business responsibility report, highlighting ESG related challenges, targets and achievements (listed entity has flexibility regarding the placement of this disclosure)	Please refer to the Management Discussion Analysis Report for our management approach and commitments.																							
8.	Details of the highest authority responsible for implementation and oversight of the Business Responsibility policy (ies).	Name : G. Janakiraman Designation : Head - HSE Telephone No. : 044-66229000 E-mail ID: gjanakiraman@hoec.com																							
9.	Does the entity have a specified Committee of the Board/ Director responsible for decision making on sustainability related issues? (Yes / No). If yes, provide details.	The Corporate Social Responsibility Committee of the Board of Directors is responsible for implementation of BR policies and for decision making on sustainability related issues. The members of the Committee are as follows:																							
		<table border="1"> <thead> <tr> <th>DIN</th> <th>Name</th> <th>Designation</th> </tr> </thead> <tbody> <tr> <td>01866765</td> <td>Mr. Vivek Rae</td> <td>Chairman / Non-Executive Independent Director</td> </tr> <tr> <td>06770401</td> <td>Ms. Sharmila Amin</td> <td>Non-Executive Independent Director</td> </tr> <tr> <td>06417854</td> <td>Mr. P. K. Borthakur</td> <td>Non-Executive Independent Director</td> </tr> <tr> <td>06475821</td> <td>Mr. P. Elango</td> <td>Managing Director</td> </tr> </tbody> </table>									DIN	Name	Designation	01866765	Mr. Vivek Rae	Chairman / Non-Executive Independent Director	06770401	Ms. Sharmila Amin	Non-Executive Independent Director	06417854	Mr. P. K. Borthakur	Non-Executive Independent Director	06475821	Mr. P. Elango	Managing Director
DIN	Name	Designation																							
01866765	Mr. Vivek Rae	Chairman / Non-Executive Independent Director																							
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06417854	Mr. P. K. Borthakur	Non-Executive Independent Director																							
06475821	Mr. P. Elango	Managing Director																							

10. Details of Review of NGRBCs by the Company:

Subject for Review	Indicate whether review was undertaken by Director / Committee of the Board / Any other Committee									Frequency (Annually / Half yearly / Quarterly / Any other - please specify)								
	P1	P2	P3	P4	P5	P6	P7	P8	P9	P1	P2	P3	P4	P5	P6	P7	P8	P9
Performance against above policies and follow up action	Committee									Annually								
Compliance with statutory requirements of relevance to the principles, and, rectification of any compliances	Committee									Annually								

S.No.		P1	P2	P3	P4	P5	P6	P7	P8	P9
11.	Has the entity carried out independent assessment/ evaluation of the working of its policies by an external agency? (Yes/No). If yes, provide name of the agency.	No	No	No	No	No	No	No	No	No

SECTION C: PRINCIPLE WISE PERFORMANCE DISCLOSURE

This section is aimed at helping entities demonstrate their performance in integrating the Principles and Core Elements with key processes and decisions. The information sought is categorized as "Essential" and "Leadership". While the essential indicators are expected to be disclosed by every entity that is mandated to file this report, the leadership indicators may be voluntarily disclosed by entities which aspire to progress to a higher level in their quest to be socially, environmentally and ethically responsible.

PRINCIPLE 1 Businesses should conduct and govern themselves with integrity, and in a manner that is Ethical, Transparent and Accountable.

Essential Indicators

1. Percentage coverage by training and awareness programmes on any of the principles during the financial year:

Segment	Total number of training and awareness programmes held	Topics / principles covered under the training and its impact programmes	%age of persons in respective category covered by awareness programmes
Board of Directors	01	09	100
Key Managerial Personnel	01	09	100
Employees other than BoD and KMPs	01	09	59
Workers	-	-	-

2. Details of fines / penalties / punishment / award/ compounding fees / settlement amount paid in proceedings (by the entity or by directors / KMPs) with regulators / law enforcement agencies / judicial institutions, in the financial year, in the following format.

Monetary					
	NGRBC Principle	Name of the regulatory/enforcement agencies/judicial institutions	Amount (In INR)	Brief of the Case	Has an appeal been preferred? (Yes/No)
Penalty / Fine					
Settlement			NIL		
Compounding fee					
Non-Monetary					
	NGRBC Principle	Name of the regulatory/enforcement agencies/judicial institutions	Amount (In INR)	Brief of the Case	Has an appeal been preferred? (Yes/No)
Imprisonment					
Punishment			NIL		

3. Of the instances disclosed in Question 2 above, details of the Appeal/ Revision preferred in cases where monetary or non-monetary action has been appealed.

Case Details	Name of the regulatory/enforcement agencies/ judicial institutions
-	-

4. Does the entity have an anti-corruption or anti-bribery policy? If yes, provide details in brief and if available, provide a web-link to the policy.

Yes, our company has a well-defined policy on Anti-Bribery and Anti-Corruption. It is our primary responsibility to conduct all of our business in an honest and ethical manner and take a zero-tolerance approach to bribery and corruption. The policy is available on our website at <https://www.hoec.com/wp-content/uploads/2023/03/anti-bribery-and-anti-corruption-policy.pdf>

5. Number of Directors/KMPs/employees/workers against whom disciplinary action was taken by any law enforcement agency for the charges of bribery/ corruption:

	FY 2022-23 (Current Financial year)	FY 2021-22 (Previous Financial Year)
Directors	-	-
KMPs	-	-
Employees	-	-
Workers	-	-

6. Details of complaints with regard to conflict of interest:

	FY 2022-23 (Current Financial year)		FY 2021-22 (Previous Financial Year)	
	Number	Remarks	Number	Remarks
Number of complaints received in relation to issues of Conflict of Interest of the Directors	-	-	-	-
Number of Complaints received in relation to issues of Conflict of Interest of the KMPs	-	-	-	-

7. Provide details of any corrective action taken or underway on issues related to fines / penalties / action taken by regulators / law enforcement agencies/ judicial institutions, on cases of corruption and conflicts of interest.

Not applicable

PRINCIPLE 2 Businesses should provide goods and services in a manner that is sustainable and safe.

Essential Indicators

1. **Percentage of R&D and capital expenditure (capex) investments in specific technologies to improve the environmental and social impacts of product and processes to total R&D and capex investments made by the entity, respectively.**

₹ in Lakhs

	FY 2022-23 (Current Financial year)	FY 2021-22 (Previous Financial Year)	Details of improvements in environmental and social impacts
R&D	-	-	-
Capex	-	-	-

2. a. **Does the entity have procedures in place for sustainable sourcing? (Yes/No)**

No

3. **Describe the processes in place to safely reclaim your products for reusing, recycling and disposing at the end of life, for (a) Plastics (including packaging) (b) E-waste (c) Hazardous waste and (d) other waste.**

All forms of waste, hazardous or otherwise, that are generated by the company's operating assets are recorded based on type, quantity, method of storage and disposal location. Each container used for the disposal of hazardous and solid wastes on-site is labelled appropriately. All onsite wastes are stored in appropriate separate containers based on the type of waste. HOEC has also laid special emphasis on the 'Reduce, Reuse and Recycle' policy as part of its operations. An annual Return for the generated waste is filed and submitted by June 30th to the relevant State Pollution Control Board for the preceding period from April to March. An annual Environmental Statement is also submitted to the relevant State Pollution Control Board.

4. **Whether Extended Producer Responsibility (EPR) is applicable to the entity's activities (Yes / No). If yes, whether the waste collection plan is in line with the Extended Producer Responsibility (EPR) plan submitted to Pollution Control Boards? If not, provide steps taken to address the same.**

Extended Producer Responsibility (EPR) is not applicable to the entity's activities.

PRINCIPLE 3 Businesses should respect and promote the well-being of all employees, including those in their value chains

Essential Indicators

1. a. **Details of measures for the well-being of employees:**

Category	% of employees covered by										
	Total (A)	Health insurance		Accident insurance		Maternity benefits		Paternity Benefits		Day Care facilities	
		Number (B)	% (B/A)	Number (C)	% (C/A)	Number (D)	% (D/A)	Number (E)	% (E/A)	Number (F)	% (F/A)2
Permanent employees											
Male	84	84	100	84	100	-	-	-	-	-	-
Female	5	5	100	5	100	5	100	-	-	-	-
Total	89	89	100	89	100	5	100	-	-	-	-
Other than Permanent employees											
Male	186	186	100	-	-	-	-	-	-	-	-
Female	-	-	-	-	-	-	-	-	-	-	-
Total	186	186	100	-	-	-	-	-	-	-	-

b. Details of measures for the well-being of workers:

Category	% of employees covered by										
	Total (A)	Health insurance		Accident insurance		Maternity benefits		Paternity Benefits		Day Care facilities	
		Number (B)	% (B/A)	Number (C)	% (C/A)	Number (D)	% (D/A)	Number (E)	% (E/A)	Number (F)	% (F/A)2
Permanent employees											
Male	NA										
Female											
Total											
Other than Permanent employees											
Male	NA										
Female											
Total											

2. Details of retirement benefits, for Current FY and Previous Financial Year.

Benefits	FY 2022-23 Current Financial Year			FY 2021-22 Previous Financial Year		
	No. of employees covered as a % of total employees	No. of workers covered as a % of total workers	Deducted and deposited with the authority (Y/N/N.A.)	No. of employees covered as a % of total employees	No. of workers covered as a % of total workers	Deducted and deposited with the authority (Y/N/N.A.)
PF	285	-	Y	285	-	Y
Gratuity	255	-	Y	255	-	Y
ESI	-	-	-	-	-	-
Others - please specify	-	-	-	-	-	-

3. Accessibility of workplaces

Are the premises / offices of the entity accessible to differently abled employees and workers, as per the requirements of the Rights of Persons with Disabilities Act, 2016? If not, whether any steps are being taken by the entity in this regard.

Offices are accessible to disabled personnel with functional elevators and ramps for wheelchairs.

4. Does the entity have an equal opportunity policy as per the Rights of Persons with Disabilities Act, 2016? If so, provide a web-link to the policy.

Yes. The entity has an equal opportunity policy as per the Rights of Persons with Disabilities Act, 2016.

The policy is available on our website, at <https://www.hoec.com/growing-responsibly/sustainability/>

5. Return to work and Retention rates of permanent employees and workers that took parental leave.

Gender	Permanent employees		Permanent workers	
	Return to work rate	Retention rate	Return to work rate	Retention rate
Male	-	-	-	-
Female	100%	100%	-	-
Total	100%	100%	-	-

6. Is there a mechanism available to receive and redress grievances for the following categories of employees and worker? If yes, give details of the mechanism in brief.

	Yes/No (If Yes, then give details of the mechanism in brief)
Permanent Workers	-
Other than Permanent Workers	-
Permanent Employees	The complaints are received through the Asset Manager or HR at corporate office and resolved in consultation with the aggrieved / reporting manager & Management as necessary
Other than Permanent Employees	The complaints are received through the Asset Manager or HR at corporate office and resolved in consultation with the aggrieved / reporting manager & Management as necessary

7. Membership of employees and worker in association(s) or Unions recognised by the listed entity:

Category	FY 2022-23 Current Financial Year			FY 2021-22 Previous Financial Year		
	Total employees/ workers in respective category (A)	No. of employees/ workers in respective category, who are part of association(s) or Union (B)	% (B / A)	Total employees/ workers in respective category (c)	No. of employees/ workers in respective category, who are part of association(s) or Union (D)	% (D / C)
Total Permanent Employees						
Male						
Female						
Total Permanent Workers						
Male						
Female						

NIL

8. Details of training given to employees and workers:

Category	FY 2022-23 Current Financial Year					FY 2021-22 Previous Financial Year				
	Total (A)	On Health and safety measures		On Skill upgradation		Total (D)	On Health and safety measures		On Skill upgradation	
	No. (B)	% (B/A)	No. (c)	% (C/A)	No. (E)	% (E/D)	No. (F)	% (F/D)		
Employees										
Male	210	150	71.4	60	28.5	187	120	64.1	67	35.8
Female	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	210	150	71.4	60	28.5	187	120	64.1	67	35.8
Workers										
Male	-NA-									
Female										
Total										

9. Details of performance and career development reviews of employees and worker:

Category	FY 2022-23 Current Financial Year			FY 2021-22 Previous Financial Year		
	Total (A)	No. (B)	% (B / A)	Total (C)	No. (D)	% (D / C)
Employees						
Male	84	78	93	-	-	-
Female	5	5	100	-	-	-
Total	89	83	93	-	-	-
Workers						
Male	NA					
Female						
Total						

10. Health and safety management system:

- a. **Whether an occupational health and safety management system has been implemented by the entity? (Yes/ No). If yes, the coverage such system?**

Yes, health and safety management system has been implemented. The safety management system of the company defines a series of policies and procedures organization uses to reduce accidents and illnesses in the workplace at all the operational Block. The system includes a systematic approach to managing safety, including organizational structures, accountabilities, policies, and procedures.

- b. **What are the processes used to identify work-related hazards and assess risks on a routine and non-routine basis by the entity?**

Risk Assessment process is used to identify, evaluate and reduce the likelihood of any hazard related to design and operation of facilities and to ensure that appropriate measures, to minimise the consequences of such hazards, are implemented.

- c. **Whether you have processes for employees / workers to report the work-related hazards and to remove themselves from such risks. (Y/N)**

Yes

- d. **Do the employees/ worker of the entity have access to non-occupational medical and healthcare services? (Yes/ No)**

Yes

11 Details of safety related incidents, in the following format:

Safety Incident/Number	Category	FY 2022-23 Current Financial Year	FY 2021-22 Previous Financial Year
Lost Time Injury Frequency Rate (LTIFR) (per one million-person hours worked)	Employees	0.01	0.00
	Workers	-	-
Total recordable work-related injuries	Employees	0.00	0.01
	Workers	-	-
No. of fatalities	Employees	0	0
	Workers	-	-
High consequence work-related injury or ill-health (excluding fatalities)	Employees	0	0
	Workers	-	-

12. Describe the measures taken by the entity to ensure a safe and healthy workplace.

- Risk assessment studies are conducted for critical activities and safe operation procedures are developed for controlling identified hazards.
- HOEC has a robust Emergency Response Plan (ERP) for production operations.
- Reviewing regularly all Standard Operating Procedures (SOPs) and developing new ones that are in line with those implemented across the industry.
- Assessing and monitoring the health & safety track record and performance of all service providers and contractors, both, before and after the award of contracts, to achieve the common objective of safe operations.
- HOEC has a "Stop Work Program" holding all operating personnel accountable to maintain a healthy and safe working environment on site, by empowering them to stop an unsafe act irrespective of its financial impact, to ensure zero tolerance.
- HSE awareness campaigns are conducted regularly, and best practices are felicitated by HSE Awards Program.
- Engaging all operating personnel in monthly mock safety drills, to ensure that all personnel remain aware and vigilant and act swiftly to handle any emergency.
- Practical training on operating Fire Protection System, Life saving appliances are provided to site personnel.
- Performing comprehensive internal site audits on HSE compliance during major operational activities, such as drilling, development and production.

13. Number of Complaints on the following made by employees and workers:

	FY 2022-23 Current Financial Year			FY 2021-22 Previous Financial Year		
	Filed during the year	Pending resolution at the end of year	Remarks	Filed during the year	Pending resolution at the end of year	Remarks
Working Conditions	-	-	-	-	-	-
Health & Safety	-	-	-	-	-	-

14. Assessments for the year:

	% of your plants and offices that were assessed (by entity or statutory authorities or third parties)
Health and safety practices	85%
Working Conditions	85%

15. Provide details of any corrective action taken or underway to address safety-related incidents (if any) and on significant risks / concerns arising from assessments of health & safety practices and working conditions.

Additional lightings provided to illuminate the process area, the frequency of pest control practices increased, defective and worn-out parts of critical equipment are replaced, periodical preventive maintenance carried out to prevent incident related to process equipment etc.

PRINCIPLE 4 Businesses should respect the interests of and be responsive to all its stakeholders**Essential Indicators****1. Describe the processes for identifying key stakeholder groups of the entity.**

As per the Company, the stakeholders are the people who are affected by its work, who have influence or power over it, or have an interest in its successful or unsuccessful conclusion. Accordingly, the Company has identified its key stakeholder groups as

- Joint venture partners
- Local community
- Employees
- Shareholders
- Central and State Government
- Regulatory authorities

2. List stakeholder groups identified as key for your entity and the frequency of engagement with each stakeholder group.

Stakeholder Group	Whether identified as Vulnerable & Marginalized Group (Yes/No)	Channels of communication (Email, SMS, Newspaper, Pamphlets, Advertisement, Community Meetings, Notice Board, Website), Other	Frequency of engagement (Annually/ Half yearly/ Quarterly / others - please specify)	Purpose and scope of engagement including key topics and concerns raised during such engagement
JV partners	Yes	Emails & Meetings	Need basis	Business matter
Local community	Yes	Community Meetings	Need basis	For expression of interest / opinion
Employees	Yes	Meetings & Emails	Quarterly	Organisation update
Shareholders	Yes	Meetings (Concall)	Quarterly	Business update
Central and State Government	Yes	Meetings & Emails	Need basis	Regulatory requirements
Regulatory authorities	Yes	Meetings & Emails	Need basis	Regulatory requirements

PRINCIPLE 5 Businesses should respect and promote human rights

Essential Indicators

1. Employees and workers who have been provided training on human rights issues and policy(ies) of the entity, in the following format:

Category	FY 2022-23 Current Financial Year			FY 2021-22 Previous Financial Year		
	Total (A)	No. of employees/ workers covered (B)	% (B / A)	Total (C)	No. of employees/ workers covered (D)	% (D / C)
Employees						
Permanent	89	53	59	0	0	0
Other than permanent	0	0	0	0	0	0
Total Employees	89	53	59	0	0	0
Workers						
Permanent	NA					
Other than permanent						
Total Workers						

2. Details of minimum wages paid to employees and workers, in the following format:

Category	FY 2022-23 Current Financial Year					FY 2021-22 Previous Financial Year				
	Total (A)	Equal to Minimum Wage		More than Minimum Wage		Total (D)	Equal to Minimum Wage		More than Minimum Wage	
		No. (B)	% (B/A)	No. (C)	% (C/A)		No. (E)	% (E/D)	No. (F)	% (F/D)
Employees										
Permanent	89	-	-	89	100	94	-	-	94	100
Male	84	-	-	84	100	87	-	-	87	100
Female	5	-	-	5	100	7	-	-	7	100
Other than Permanent	186	-	-	186	100	186	-	-	186	100
Male	186	-	-	186	100	186	-	-	186	100
Female	-	-	-	-	-	-	-	-	-	-

Workers

Permanent	NA
Male	
Female	
Other than Permanent	
Male	
Female	

2. Details of remuneration / salary / wages, in the following format:

	Male		Female	
	Number	Median remuneration/salary/wages of respective category	Number	Median remuneration/salary/wages of respective category
Board of Directors (BoD)	-	-	-	-
Key Managerial Personnel	2	13,386,960	1	464,832
Permanent Employees other than BoD and KMP	82	883,164	4	920,352
Workers	-	-	-	-

4. Do you have a focal point (Individual / Committee) responsible for addressing human rights impacts or issues caused or contributed to by the business?

Yes

5. Describe the internal mechanisms in place to redress grievances related to human rights issues.

Any complaint is addressed by the HR, Asset Manager after discussing with the aggrieved as necessary.

6. Number of Complaints on the following made by employees and workers:

	FY 2022-23 Current Financial Year			FY 2021-22 Previous Financial Year		
	Filed during the year	Pending resolution at the end of year	Remarks	Filed during the year	Pending resolution at the end of year	Remarks
Sexual Harassment						
Discrimination at workplace						
Child Labour						
Forced Labour/ Involuntary Labour		Nil			Nil	
Wages						
Other human rights related issues						

7. Mechanisms to prevent adverse consequences to the complainant in discrimination and harassment cases.

Processes recommended by the Internal Complaints Committee are followed to prevent any adverse consequences.

8. Do human rights requirements form part of your business agreements and contracts? (Yes/No)

No.

9. Assessments for the year:

	% of your plants and offices that were assessed (by entity or statutory authorities or third parties)
Child labour	-
Forced/involuntary labour	-
Sexual harassment	-
Discrimination at workplace	-
Wages	-
Others - please specify	-

10. Provide details of any corrective actions taken or underway to address significant risks / concerns arising from the assessments at Question 9 above.

Not applicable.

PRINCIPLE 6 Businesses should respect and make efforts to protect and restore the environment.**Essential Indicators****1. Details of total energy consumption (in GJ) and energy intensity, in the following format:**

Parameter	FY 2022-23 (Current Financial Year)	FY 2021-22 (Previous Financial Year)
Total electricity consumption (A)	31878.38	9592.92
Total fuel consumption (B)	49505.38	76610.24
Energy consumption through other sources (C)	3099.35	3667.46
Total energy consumption (A+B+C)	84483.11	89870.62
Energy intensity per rupee of turnover (Total energy consumption / turnover in rupees)	2.22	6.89

No independent assessment/ evaluation/assurance has been carried out by an external agency.

2. Does the entity have any sites / facilities identified as designated consumers (DCs) under the Performance, Achieve and Trade (PAT) Scheme of the Government of India? (Y/N) If yes, disclose whether targets set under the PAT scheme have been achieved. In case targets have not been achieved, provide the remedial action taken, if any.

Not applicable.

3. Provide details of the following disclosures related to water, in the following format:

Parameter	FY 2022-23 (Current Financial Year)	FY 2021-22 (Previous Financial Year)
Water withdrawal by source (in kilolitres)		
(i) Surface water	0	0
(ii) Groundwater	1387	1264
(iii) Third party water	0	0
(iv) Seawater / desalinated water	3042.3	3650
(v) Others	0	0
Total volume of water withdrawal (in kilolitres) (i + ii + iii + iv + v)	4429.3	4914
Total volume of water consumption (in kilolitres)	4429.3	4914
Water intensity per rupee of turnover (Water consumed / turnover)	0.00	0.00001

No independent assessment/ evaluation/assurance has been carried out by an external agency.

4. Has the entity implemented a mechanism for Zero Liquid Discharge? If yes, provide details of its coverage and implementation.

There is no mechanism for zero liquid discharge in the entity.

5. Please provide details of air emissions (other than GHG emissions) by the entity, in the following format:

Parameter	Please specify unit	FY 2022-23 Current Financial Year	FY 2021-22 Previous Financial Year
NOx	mg/Nm ³	10,740.5	9,964.9
SOx	mg/Nm ³	13	14.7
Particulate matter (PM) (PM 2.5 / PM 10)	mg/Nm ³	54.5 / 83.1	47.4/ 79.7
Persistent organic pollutants (POP)	N/A	Nil	Nil
Volatile organic compounds (VOC)	µg/m ³	BDL- Below Detectable Limit	BDL- Below Detectable Limit
Hazardous Air Pollutants (HAP)	µg/m ³	Nil	Nil
Others - please specify		Nil	Nil

No independent assessment / evaluation / assurance has been carried out by an external agency.

6. Provide details of greenhouse gas emissions (Scope 1 and Scope 2 emissions) & its intensity, in the following format:

Parameter	Please specify unit	FY 2022-23 Current Financial Year	FY 2021-22 Previous Financial Year
Total Scope 1 emissions (Break-up of the GHG into CO ₂ , CH ₄ , N ₂ O, HFCs, PFCs, SF ₆ , NF ₃ , if available)	Metric tonnes of CO ₂ equivalent per year	648	2956.5
Total Scope 2 emissions (Break-up of the GHG into CO ₂ , CH ₄ , N ₂ O, HFCs, PFCs, SF ₆ , NF ₃ , if available)	Metric tonnes of CO ₂ equivalent per year	Fuel gas: 4.3 million Metric Tonnes Flared Gas: 2.26 million Metric Tonnes	Fuel gas: NIL Flared Gas: NIL
Total Scope 1 and Scope 2 emissions per rupee of turnover		0.0000002 MT CO ₂ / Year Fuel gas: 0.000000011 million Metric Tonnes Flared Gas: 0.000000006 million Metric Tonnes	0.0000023 MT CO ₂ / Year

No independent assessment / evaluation / assurance has been carried out by an external agency.

7. Does the entity have any project related to reducing Green House Gas emission? If Yes, then provide details.

HOEC is committed to preserving the nature and environment of its operating area. The company has initiated efforts towards NET ZERO and GHG emission reduction area. Under this Policy, the following commitments were made:

- (a) Accounting for Green House Gases every Financial Year and declaring the same;
- (b) Working towards reducing Green House Gases on a year-on-year basis;
- (c) Delivering Durok Gas with low GHG emissions to consumers; and
- (d) Achieving Net Zero Emission and sustaining the same.

8. Provide details related to waste management by the entity, in the following format:

Parameter	FY 2022-23 (Current Financial Year)	FY 2021-22 (Previous Financial Year)
Total Waste generated (in metric tonnes)		
Plastic waste (A)	0.51	0.52
E-waste (B)	0.03	0.02
Bio-medical waste (C)	-	-
Construction and demolition waste (D)	-	-
Battery waste (E)	-	-
Radioactive waste (F)	-	-
Other Hazardous waste. Please specify, if any. (G)	5.78	6.39
Other Non-hazardous waste generated (H). Please specify, if any. (Break-up by composition i.e. by materials relevant to the sector)		
Total (A+B + C + D + E + F + G + H)	6.32	6.93

For each category of waste generated, total waste recovered through recycling, re-using or other recovery operations (in metric tonnes)

Category of waste		
(i) Recycled	1.59	1.21
(ii) Re-used	0	0
(iii) Other recovery operations	0	0
Total	1.59	1.21

For each category of waste generated, total waste disposed by nature of disposal method (in metric tonnes)

Category of waste		
(i) Incineration	-	-
(ii) Land filling	4.19	2.23
(iii) Other disposal operations	0	0
Total	4.19	2.23

9. Briefly describe the waste management practices adopted in your establishments. Describe the strategy adopted by your company to reduce usage of hazardous and toxic chemicals in your products and processes and the practices adopted to manage such wastes.

- All items of hazardous waste are be recycled or disposed off-site by hazardous waste contractor.
- All hazardous wastes will be shipped off-site for treatment, disposal and recycling to a legally permitted facility using a qualified hazardous waste contractor and licensed hazardous wasted transporter.
- Authorization obtained from pollution control board for generation, storage and disposal of hazardous waste.
- Containers holding hazardous wastes must be labelled to identify accurately the contents as "hazardous waste", the date since the waste was accumulated and the type of hazard the material presents. The container must be compatible with the type of wastes it contains, and the container must be of a type that is suitable for transporting the wastes.
- Personnel working with and / or around hazardous materials and hazardous wastes are made aware of the hazards to which they are exposed, and the precaution required to protect themselves. This will be accomplished in accordance with the Provision of Hazardous and Other Wastes (Management & Transboundary Movement) Rules, 2016.

10. If the entity has operations / offices in / around ecologically sensitive areas (such as national parks, wildlife sanctuaries, biosphere reserves, wetlands, biodiversity hotspots, forests, coastal regulation zones etc.) where environmental approvals / clearances are required, please specify details in the following format:

Sl. No.	Location of operations/offices	Type of operations	Whether the conditions of environmental approval / clearance are being complied with? (Y/N) If no, the reasons thereof and corrective action taken, if any.
1	Dirok site of Assam Block	Operation of wells and Gas Gathering and Gas processing	Yes, the conditions of environmental approval / clearance are being complied with.

11. Details of environmental impact assessments of projects undertaken by the entity based on applicable laws, in the current financial year:

Name and brief details of project	EIA Notification No.	Date	Whether conducted by independent external agency (Yes / No)	Results communicated in public domain (Yes / No)	Relevant Web link
Drilling of infill and development wells in Mehsana district of Cambay Block	EIA Notification 2006	December 01, 2020	EIA study conducted by independent agency	Yes	https://parivesh.nic.in/

12. Is the entity compliant with the applicable environmental law/ regulations / guidelines in India; such as the Water (Prevention and Control of Pollution) Act, Air (Prevention and Control of Pollution) Act, Environment protection act and rules thereunder (Y/N).

The Company is compliant with all applicable environmental law/ regulations/ guidelines in India.

PRINCIPLE 7 Businesses, when engaging in influencing public and regulatory policy, should do so in a manner that is responsible and transparent

Essential Indicators

1. a. Number of affiliations with trade and industry chambers/ associations.
- b. List the top 10 trade and industry chambers/ associations (determined based on the total members of such body) the entity is a member of/ affiliated to.

S. No.	Name of the trade and industry chambers / associations	Reach of trade and industry chambers / associations (State / National)
1	Association of Oil and Gas Operators	National

2. Provide details of corrective action taken or underway on any issues related to anti-competitive conduct by the entity, based on adverse orders from regulatory authorities.

Name of authority	Brief of the case	Corrective action taken
	Nil	

PRINCIPLE 8 Businesses should promote inclusive growth and equitable development.

Essential Indicators

1. Details of Social Impact Assessments (SIA) of projects undertaken by the entity based on applicable laws, in the current financial year.

Name and brief details of project	SIA Notification No.	Date of notification	Whether conducted by independent external agency (Yes / No)	Results communicated in public domain (Yes / No)	Relevant Web link
Nil					

2. Provide information on project(s) for which ongoing Rehabilitation and Resettlement (R&R) is being undertaken by your entity, in the following format:

S. No.	Name of Project for which R&R is ongoing	State	District	No. of Project Affected Families (PAFs)	% of PAFs covered by R&R	Amounts paid to PAFs in the FY (In INR)
Nil						

3. Describe the mechanisms to receive and redress grievances of the community.

Public hearing is a process in the environmental clearance process in which stakeholders can interact directly about the concerns regarding an upcoming project. In this way people can express their objections and opinions and offer suggestions on a proposed undertaking in order to influence the decision-making process. Public participation may benefit both the proponent and affected community, whereas if ignored it may lead to conflicts and problems for project implementation, acceptability and sustainability.

For project proponent, public hearing is a forum to inform the entire community of the outcome of the Environmental Assessment of proposed project, to verify the EIA findings in relation to ground reality and confirm that stakeholders have been adequately consulted and have been part of the decision-making processes.

4. Percentage of input material (inputs to total inputs by value) sourced from suppliers:

	FY 2022-23 (Current Financial Year)	FY 2021-22 (Previous Financial Year)
Directly sourced from MSMEs / small producers	-	-
Sourced directly from within the district and neighbouring districts	-	-

PRINCIPLE 9 Businesses should engage with and provide value to their consumers in a responsible manner.
Essential Indicators

1. Describe the mechanisms in place to receive and respond to consumer complaints and feedback.
Consumers can raise their complaints or feedback to the Company's mail ID contact@hoec.com.
2. Turnover of products and / services as a percentage of turnover from all products / service that carry information about:

	As a percentage to total turnover
Environmental and social parameters relevant to the product	100%
Safe and responsible usage	100 %
Recycling and / or safe disposal	100 %

3. Number of consumer complaints in respect of the following:

	FY 2022-23 Current Financial Year			FY 2021-22 Previous Financial Year		
	Received during the year	Pending resolution at the end of year	Remarks	Received during the year	Pending resolution at the end of year	Remarks
Data privacy						
Advertising						
Cyber-security						
Delivery of essential services		Nil			Nil	
Restrictive Trade Practices						
Unfair Trade Practices						
Other						

4. Details of instances of product recalls on account of safety issues:

	Number	Reasons for recall
Voluntary recalls	Nil	NA
Forced recalls	Nil	NA

5. Does the entity have a framework / policy on cyber security and risks related to data privacy? (Yes/No) If available, provide a web-link of the policy.

The cyber security and data protection policy of the Company is available on our website at <https://www.hoec.com/wp-content/uploads/2023/03/cyber-security-and-data-protection-policy.pdf>

6. Provide details of any corrective actions taken or underway on issues relating to advertising, and delivery of essential services; cyber security and data privacy of customers; re-occurrence of instances of product recalls; penalty / action taken by regulatory authorities on safety of products / services.

Not applicable.