



## Hindustan Oil Exploration Company Limited

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

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E-mail: [contact@hoec.com](mailto:contact@hoec.com) • Website: [www.hoec.com](http://www.hoec.com) CIN: L11100GJ1996PLC029880

September 04, 2024

By Online

<b>The Listing Department</b> <b>National Stock Exchange of India Ltd.,</b> "Exchange Plaza", Bandra Kurla Complex, Bandra (East), Mumbai – 400 051 Stock Code: HINDOILEXP	<b>The Corporate Relationship Department</b> <b>BSE Limited,</b> 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 2023–24**

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 2023–24, which forms part of the Annual Report for the Financial Year 2023–24.

Kindly take the submission on record.

Thanking you,

Yours Sincerely,

**For Hindustan Oil Exploration Company Limited**

**G. Josephin Daisy**  
**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	1983
4.	Registered office address	Tandalja Road, Off Old Padra Road, Vadodara, Gujarat - 390 020
5.	Corporate address	Lakshmi Chambers, 192, St. Mary's Road, Alwarpet, Chennai, Tamil Nadu - 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, 2023 to March 31, 2024
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
14.	Name of assurance provider	NA
15.	Type of assurance obtained	NA

#### II. Products / services

##### 16. 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	Exploration, development and production of oil and natural gas	Extraction of Crude petroleum and Natural gas	100

**17. 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	Offshore extraction of petroleum	11101	30%
2	Onshore extraction of petroleum	11102	5%
3	Offshore extraction of natural gas	11103	34%
4	Onshore extraction of natural gas	11104	31%

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

Location	Number of plants	Number of offices	Total
National	8	3	11
International	-	-	-

**19. 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**
**20. 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)
<b>EMPLOYEES</b>						
1.	Permanent (D)	112	103	91.97	9	8.03
2.	Other than Permanent (E)	185	185	100	0	0
3.	Total employees (D + E)	297	288	96.97	9	3.03
<b>WORKERS</b>						
4.	Permanent (F)					
5.	Other than Permanent (G)					
6.	Total workers (F + G)					
						NIL

## b. Differently abled Employees and workers:

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

## 21. Participation / Inclusion / Representation of women

	Total (A)	No. and percentage of Females	
		No. (B)	% (B / A)
Board of Directors	6	1	16.67%
Key Management Personnel	3	-	-

## 22. Turnover rate for permanent employees and workers

	FY 2023-24 (Turnover rate in current FY)			FY 2022-23 (Turnover rate in previous FY)			FY 2021-22 (Turnover rate in the year prior to the previous FY)		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Permanent Employees	16.04 %	28.57%	16.9%	10%	34%	11.6%	12.6%	26.7%	13.5%
Permanent Workers	NIL								

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

## 23. (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	Step-down Subsidiary	100%	No
4	Geoenpro Petroleum Limited	Step-down Subsidiary	100%	No

**VI. CSR Details**

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

(ii) Turnover (in ₹) 4,639,971,413.00

(iii) Net worth (in ₹) 10,133,365,336.00

**VII. Transparency and Disclosures Compliances**

25. 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 2023-24			FY 2022-23		
		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 e-mail	-	-	-	-	-	-
Shareholders	Yes Through investor calls / e-mails	2	0	-	6	0	-
Employees and workers	Yes Email to HR Manager and through Whistle Blower Mechanism	-	-	-	-	-	-
Customers	Yes Through e-mails and Whistle Blower mechanism	-	-	-	-	-	-
Value Chain Partners	Yes Through e-mails and Whistle Blower mechanism	-	-	-	-	-	-
Other (please specify)	-	-	-	-	-	-	-

26. 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	<ul style="list-style-type: none"> <li>i. The effluents are treated to minimise the impact as per Central Pollution Control Board guidelines.</li> <li>ii. Effluent sample are analysed through third party authorised agency.</li> <li>iii. Approval from Pollution Control Board are obtained for handling the wastes</li> </ul>	It may pose negative implications if the hazardous waste, is not treated and handled properly.
2.	Oil spills can cause ecological damage and land pollution	Environmental pollution risk	Nature of the oil spill which may pollute the environment	<ul style="list-style-type: none"> <li>i. Robust spill prevention and response strategies are implemented</li> <li>ii. Oil spill contingency plan developed.</li> <li>iii. Oil spill containment and response equipment are made available.</li> </ul>	It may pose negative implications if the oil spill is not contained 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
<b>Policy and management processes</b>										
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: - <a href="https://www.hoec.com/policies/">https://www.hoec.com/policies/</a> - <a href="https://www.hoec.com/corporate-social-responsibility/">https://www.hoec.com/corporate-social-responsibility/</a> - <a href="https://www.hoec.com/safety-first/">https://www.hoec.com/safety-first/</a> - <a href="https://www.hoec.com/business-responsibility-and-sustainability/">https://www.hoec.com/business-responsibility-and-sustainability/</a> 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
<b>Governance, leadership and oversight</b>										
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. : 044-6622 9000 E-mail ID: <i>gjanakiraman@hoec.com</i>								
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 (CSR) Committee of the Board of Directors is responsible for decision making on making on sustainability related issues. Refer to Corporate Governance Report for additional information on CSR Committee.								

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	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	A	A	A	A	A	A	A	A
Compliance with statutory requirements of relevance to the principles, and, rectification of any compliances	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	A	A	A	A	A	A	A	A	A

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

12. If answer to question (1) above is "No" i.e. not all Principles are covered by a policy, reasons to be stated: NA



**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
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	Refer to the Company's website for all disclosures made under Regulation 30 of SEBI (Listing Obligations and Disclosure Obligations) Regulations, 2015 at <a href="https://hoec.com/news-and-filings/">https://hoec.com/news-and-filings/</a>				
Settlement					
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			NIL		
Punishment					

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
Refer to the Company's website for all disclosures made under Regulation 30 of SEBI (Listing Obligations and Disclosure Obligations) Regulations, 2015 at <a href="https://hoec.com/news-and-filings/">https://hoec.com/news-and-filings/</a>	

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://hoec.com/business-responsibility-and-sustainability/>

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 2023-24	FY 2022-23
Directors	-	-
KMPs	-	-
Employees	-	-
Workers	-	-

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

	FY 2023-24		FY 2022-23	
	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.

NA

8. Number of days of accounts payables ((Accounts payable \* 365) / Cost of goods/services procured) in the following format

	FY 2023-24	FY 2022-23
Number of days of accounts payables	150	154

**9. Open-ness of business**

Provide details of concentration of purchases and sales with trading houses, dealers, and related parties along-with loans and advances & investments, with related parties, in the following format:

Parameter	Metrics	FY 2023-24	FY 2022-23
Concentration of Purchases	a. Purchases from trading houses as % of total purchases	-	-
	b. Number of trading houses where purchases are made from	-	-
	c. Purchases from top 10 trading houses as % of total purchases from trading houses	-	-
Concentration of Sales	a. Sales to dealers / distributors as % of total sales	-	-
	b. Number of dealers / distributors to whom sales are made	-	-
	c. Sales to top 10 dealers / distributors as % of total sales to dealers / distributors	-	-
Share of RPTs in	a. Purchases (Purchases with related parties / Total Purchases)	-	-
	b. Sales (Sales to related parties / Total Sales)	-	-
	c. Loans & advances (Loans & advances given to related parties / Total loans & advances)	-	-
	d. Investments (Investments in related parties / Total Investments made)	-	-

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

**Essential Indicators**

- 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.

	FY 2023-24	FY 2022-23	Details of improvements in environmental and social impacts
R&D	-	-	-
Capex	-	-	-

- Does the entity have procedures in place for sustainable sourcing?  
No
  - If yes, what percentage of inputs were sourced sustainably?  
NA

**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 onsite is labelled with standardized labels with clear hazard symbols, handling instructions, and contents information to ensure safety and compliance. 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 submitted annually to the respective State Pollution Control Board for the period from April to March by the 30<sup>th</sup> of June every year. An annual Environmental Statement is also submitted to the respective State Pollution Control Board. Training is provided to employees on waste management practices, labelling requirements, and the importance of the 'Reduce, Reuse, Recycle' policy. An emergency response plan is in place for incidents involving hazardous waste, including spill containment and clean-up procedures.

**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)
<b>Permanent employees</b>											
Male	103	103	100	103	100	-	-	-	-	-	-
Female	9	9	100	9	100	9	100	-	-	-	-
<b>Total</b>	<b>112</b>	<b>112</b>	<b>100</b>	<b>112</b>	<b>100</b>	<b>9</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other than Permanent employees</b>											
Male	185	185	100	-	-	-	-	-	-	-	-
Female	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

Category	% of workers 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)
<b>Permanent workers</b>											
Male	NA										
Female											
Total											
<b>Other than Permanent workers</b>											
Male	NA										
Female											
Total											

**c. Spending on measures towards well-being of employees and workers (including permanent and other than permanent) in the following format**

	FY 2023-24	FY 2022-23
Cost incurred on wellbeing measures as a % of total revenue of the Company	-	-

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

Benefits	FY 2023-24			FY 2022-23		
	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	100%	-	Y	100%	-	Y
Gratuity	100%	-	Y	100%	-	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/business-responsibility-and-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	-	-	-	-
Total	-	-	-	-

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, if any, are received through the respective Asset Managers or HR at corporate office and resolved in consultation with the aggrieved / reporting manager & Management as necessary.
Other than Permanent Employees	The complaints, if any, are received through the respective 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 2023-24			FY 2022-23		
	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 2023-24					FY 2022-23				
	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)
<b>Employees</b>										
Male	296	185	62.5	111	37.5	210	150	71.4	60	28.5
Female	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
<b>Total</b>	<b>296</b>	<b>185</b>	<b>62.5</b>	<b>111</b>	<b>37.5</b>	<b>210</b>	<b>150</b>	<b>71.4</b>	<b>60</b>	<b>28.5</b>
<b>Workers</b>										
Male	NA									
Female										
Total										

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

Category	FY 2023-24			FY 2022-23		
	Total (A)	No. (B)	% (B / A)	Total (C)	No. (D)	% (D / C)
<b>Employees</b>						
Male	103	99	96	84	78	93
Female	9	9	100	5	5	100
<b>Total</b>	<b>112</b>	<b>108</b>	<b>96</b>	<b>89</b>	<b>83</b>	<b>93</b>
<b>Workers</b>						
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 used to reduce accidents and illnesses in the workplace at all the operational Blocks. 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.

Yes

- d. Do the employees/ worker of the entity have access to non-occupational medical and healthcare services?

Yes

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

Safety Incident/Number	Category	FY 2023-24	FY 2022-23
Lost Time Injury Frequency Rate (LTIFR) (per one million-person hours worked)	Employees	0.00	0.01
	Workers	-	-
Total recordable work-related injuries	Employees	0.00	0.00
	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.**

- a. Risk Assessment and Hazard Identification:

- Regular Risk Assessments: Regular and comprehensive risk assessments are conducted at our installations to identify potential hazards in the workplace. This includes physical, chemical, biological and ergonomic hazards.
- Hazard Reporting System: A system for employees to report hazards or unsafe conditions is implemented and it is ensured that reports are reviewed and addressed promptly.

- b. Safety Procedures and Policies:

- Development of Safety Procedures: Developed and documented safety procedures for various tasks and operations. These procedures are reviewed periodically to reflect current best practices and regulations.
- Emergency Response Plan (ERP): A robust ERP is in place for all the installations that includes protocols for different types of emergencies, such as fires, chemical spills and medical emergencies. Regular drills are being conducted to ensure preparedness level by the site team.

- c. Training and Education:

- Induction Training: Comprehensive safety induction training are provided for all new employees, covering company policies, emergency procedures, and specific job hazards.
- Specialized Training: Specialized training are arranged for offshore employees like sea survival and life safety training and for employees involved in high-risk activities.

- d. Personal Protective Equipment (PPE):

- Provision of PPE: Appropriate PPE is provided to employees based on their specific job roles and identified hazards. This includes items like helmets, gloves, eye protection, hearing protection and respiratory gear.
- Training on PPE Use: Employees are trained on the correct use, maintenance and storage of PPE. Regular inspection of PPE are performed to ensure it is in good condition.



- e. Workplace Environment:
  - Cleanliness and Maintenance: Periodical hygiene inspection are conducted to maintain a clean workplace to prevent accidents and health issues. Regular cleaning and maintenance of equipment and facilities are performed as per preventive maintenance schedule.
- f. Health and Safety Committees:
  - Formation of Committees: Health and safety committees established that include employee representatives. These committees meets every month to discuss safety issues, review incident reports and propose improvements.
  - Employee Involvement: Employees are encouraged for active participation in safety meetings and initiatives to foster a culture of safety.
- g. Incident Reporting and Investigation:
  - Incident Reporting System: A system for reporting accidents, near misses, and unsafe conditions is implemented. The reports are submitted and reviewed promptly.
  - Incident Investigation: Thorough investigations of incidents are conducted to identify root causes and corrective actions are taken to prevent recurrence.
- h. Regulatory Compliance:
  - Adherence to Regulations: Compliance with local, national and international health and safety regulations and standards is ensured. We stay updated on changes in regulations and adopted practices accordingly.
  - Documentation and Reporting: Records of safety inspections, training, incidents and compliance activities are maintained by HSE department and the required reports are submitted to the regulatory bodies as per regulatory requirements.

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

	FY 2023-24			FY 2022-23		
	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.**

- a. Rigorous and frequent maintenance schedule for the equipment is implemented.
- b. Inspection protocols are developed and strictly enforced to identify potential issues before they cause failures.

- c. Additional training for maintenance personnel is conducted on new protocols and best practices.
- d. Defective and worn-out parts of critical equipment are replaced and periodical preventive maintenance is carried out to prevent incidents related to process, equipment, etc.
- e. It is ensured that all incidents and corrective actions are documented in detail, including the steps taken and outcomes.
- f. Updates on corrective actions and improvements is regularly communicated to all employees through meetings and training sessions.

**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.**

The stakeholders are the people who are affected by HOEC's 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 matters
Local community	Yes	Community Meetings	Need basis	For expression of interests / opinions
Employees	Yes	Meetings & Emails	Quarterly	Organisation updates
Shareholders	Yes	Meetings & Concalls	Quarterly / Need basis	Earnings of the Company / operational updates
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 2023-24			FY 2022-23		
	Total (A)	No. of employees/ workers covered (B)	% (B / A)	Total (C)	No. of employees/ workers covered (D)	% (D / C)
<b>Employees</b>						
Permanent	112	67	59	89	53	59
Other than permanent	185	-	-	186	-	-
<b>Total Employees</b>	<b>112</b>	<b>67</b>	<b>59</b>	<b>89</b>	<b>53</b>	<b>59</b>
<b>Workers</b>						
Permanent	NA					
Other than permanent						
<b>Total Employees</b>						

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

Category	FY 2023-24						FY 2022-23					
	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)		
<b>Employees</b>												
Permanent	112	-	-	112	100	89	-	-	89	100		
Male	103	-	-	103	100	84	-	-	84	100		
Female	9	-	-	5	100	5	-	-	5	100		
Other than Permanent	185	-	-	185	100	186	-	-	186	100		
Male	185	-	-	185	100	186	-	-	186	100		
Female						-	-	-	-	-		
<b>Workers</b>												
Permanent	NA											
Male												
Female												
Other than Permanent												
Male												
Female												

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

a. Median remuneration / wages:

	Male		Female	
	Number	Median remuneration/ salary/wages of respective category	Number	Median remuneration/ salary/wages of respective category
Board of Directors (BoD)	2	12,00,000	1	10,75,000
Key Managerial Personnel	4	1,16,38,722	1	4,68,810
Permanent Employees other than BoD and KMP	112	8,68,088	9	3,80,572
Workers	-	-	-	-

KMP includes MD, CFO & CS as on 31-03-2024 and erstwhile MD & CS.

b. Gross wages paid to female as % of total wages paid by the entity, in the following format:

	FY 2023-24	FY 2022-23
Gross wages paid to female as % of total wages	4%	2%

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.

The complaints if any, are addressed by the HR / Asset Managers after discussing with the aggrieved as necessary.

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

	FY 2023-24			FY 2022-23		
	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. Complaints filed under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, in the following format:**

	<b>FY 2023-24</b>	<b>FY 2022-23</b>
Total Complaints reported under Sexual Harassment on of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH)	Nil	Nil
Complaints on POSH as a % of female employees / workers		
Complaints on POSH upheld		

**8. 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.

**9. Do human rights requirements form part of your business agreements and contracts?**

No.

**10. Assessments for the year:**

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

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

NA

**PRINCIPLE 6 Businesses should respect and make efforts to protect and restore the environment.****Essential Indicators**

- 1. Details of total energy consumption (in Joules or multiples) and energy intensity, in the following format:**

Parameter	FY 2023-24	FY 2022-23
<b>From renewable sources</b>		
Total electricity consumption (A)	36873.45	31878.38
Total fuel consumption (B)	53606.34	49505.38
Energy consumption through other sources (C)	3456.23	3099.35
<b>Total energy consumed from renewable sources (A+B+C)</b>	<b>93936.02</b>	<b>84483.11</b>
<b>From non-renewable sources</b>		
Total electricity consumption (D)		
Total fuel consumption (E)		
Energy consumption through other sources (F)		
<b>Total energy consumed from non-renewable sources (D+E+F)</b>	<b>-</b>	<b>-</b>
<b>Total energy consumed (A+B+C+D+E+F)</b>	<b>93936.02</b>	<b>84483.11</b>
<b>Energy intensity per rupee of turnover</b> (Total energy consumed / Revenue from operations)	0.00002024	0.00002217
<b>Energy intensity per rupee of turnover adjusted for Purchasing Power Parity (PPP)</b> (Total energy consumed / Revenue from operations adjusted for PPP)	0.000463205	0.000507278
<b>Energy intensity in terms of physical output (BOE)</b>	<b>0.09970</b>	<b>0.08127</b>

Note:

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

The revenue from operations has been adjusted for PPP based on the latest PPP conversion factor published for the year 2022 by World Bank of India which is 22.88

- 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 2023-24	FY 2022-23
<b>Water withdrawal by source (in kilolitres)</b>		
(i) Surface water	0	0
(ii) Groundwater	813.464	1387
(iii) Third party water	2562	0
(iv) Seawater / desalinated water	5400	3042.3
(v) Others	4981.36	0
<b>Total volume of water withdrawal (in kilolitres) (i + ii + iii + iv + v)</b>	<b>13756.824</b>	<b>4429.3</b>
<b>Total volume of water consumption (in kilolitres)</b>	<b>13756.824</b>	<b>4429.3</b>
<b>Water intensity per rupee of turnover</b> (Total water consumption / Revenue from operations)	0.00000296	0.00000116
<b>Water intensity per rupee of turnover adjusted for Purchasing Power Parity (PPP)</b> (Total water consumption / Revenue from operations adjusted for PPP)	<b>0.00006784</b>	<b>0.00002660</b>
<b>Water intensity in terms of physical output (BOE)</b>	<b>0.01460</b>	<b>0.00426</b>

Note:

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

The revenue from operations has been adjusted for PPP based on the latest PPP conversion factor published for the year 2022 by World Bank of India which is 22.88

**4. Provide the following details related to water discharged:**

Parameter	FY 2023-24	FY 2022-23
Water discharge by destination and level of treatment (in kilolitres)		
(i) To Surface water		
- No treatment	813.46	1387.00
- With treatment - please specify level of treatment	277.83	364.35
(ii) To Groundwater		
- No treatment	-	-
- With treatment - please specify level of treatment	-	-
(iii) To Seawater		
- No treatment	4084.41	1284.40
- With treatment - please specify level of treatment	4981.36	3042.30
(iv) Sent to third-parties		
- No treatment	-	-
- With treatment - please specify level of treatment	-	-
(v) Others		
- No treatment	-	-
- With treatment - please specify level of treatment	2490.00	1387.00
<b>Total water discharged (in kilolitres)</b>	<b>12647.06</b>	<b>7465.05</b>

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

**5. 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.

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

Parameter	Please specify unit	FY 2023-24	FY 2022-23
NOx	mg / Nm <sup>3</sup>	386.86	392
SOx	mg / Nm <sup>3</sup>	41.9	13
Particulate matter (PM) (PM 2.5 / PM 10)	mg / Nm <sup>3</sup>	22.2/ 50	54.5 / 83.1
Persistent organic pollutants (POP)	N/A	Nil	Nil
Volatile organic compounds (VOC)	µg / m <sup>3</sup>	BDL- Below Detectable Limit	BDL- Below Detectable Limit
Hazardous air pollutants (HAP)	µg / m <sup>3</sup>	Nil	Nil
Others - please specify		Nil	

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

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

Parameter	Unit	FY 2023-24	FY 2022-23
<b>Total Scope 1 emissions</b> (Break-up of the GHG into CO <sub>2</sub> , CH <sub>4</sub> , N <sub>2</sub> O, HFCs, PFCs, SF <sub>6</sub> , NF <sub>3</sub> , if available)	Metric tonnes of CO <sub>2</sub> equivalent per year	3101	3175.90
<b>Total Scope 2 emissions</b> (Break-up of the GHG into CO <sub>2</sub> , CH <sub>4</sub> , N <sub>2</sub> O, HFCs, PFCs, SF <sub>6</sub> , NF <sub>3</sub> , if available)	Metric tonnes of CO <sub>2</sub> equivalent per year	2	1.9
<b>Total Scope 1 and Scope 2 emission intensity per rupee of turnover</b> (Total Scope 1 and Scope 2 GHG emissions / Revenue from operations)		0.00000067	0.00000083
<b>Total Scope 1 and Scope 2 emission intensity per rupee of turnover adjusted for Purchasing Power Parity (PPP)</b> (Total Scope 1 and Scope 2 GHG emissions / Revenue from operations adjusted for PPP)		0.00001530	0.00001908
<b>Total Scope 1 and Scope 2 emission intensity in terms of physical output (BOE)</b>		0.003294	0.003057

Note:

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

The revenue from operations has been adjusted for PPP based on the latest PPP conversion factor published for the year 2022 by World Bank of India which is 22.88

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

At HOEC, we are deeply committed to preserving the nature and environment in our operating areas. As part of our ongoing efforts towards achieving NET ZERO and reducing Greenhouse Gas (GHG) emissions, we have outlined the following key commitments under our Environmental Policy:

- Annual GHG Accounting: We will account for our greenhouse gas emissions every financial year and publicly declare the results.
- Year-on-Year Reduction: We are dedicated to reducing our GHG emissions on a continuous, year-on-year basis to minimize our environmental impact.
- Low GHG Emission Dirok Gas: We are focused on delivering Dirok Gas with low GHG emissions to our consumers, aligning our products with our sustainability goals.
- Net Zero Emissions: Our ultimate objective is to achieve Net Zero Emissions and sustain this level to contribute positively to environmental preservation.

We are committed to these goals and will continue to work diligently towards minimizing our carbon footprint and fostering a sustainable future.



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

Parameter	FY 2023-24	FY 2022-23
<b>Total Waste generated (in metric tonnes)</b>		
Plastic waste (A)	1.94	0.51
E-waste (B)	0.04	0.03
Bio-medical waste (C)	-	-
Construction and demolition waste (D)	-	-
Battery waste (E)	0.06	-
Radioactive waste (F)	-	-
Other Hazardous waste. Please specify, if any. (G)	1.32	5.78
Other Non-hazardous waste generated (H). Please specify, if any. (Break-up by composition i.e. by materials relevant to the sector)	2.10	-
<b>Total (A + B + C + D + E + F + G + H)</b>	<b>5.46</b>	<b>6.32</b>
<b>Waste intensity per rupee of turnover</b> (Total waste generated / Revenue from operations)	0.0000000012	0.0000000017
<b>Waste intensity per rupee of turnover adjusted for Purchasing Power Parity (PPP)</b> (Total waste generated / Revenue from operations adjusted for PPP)	0.00000000269	0.00000000379
<b>Waste intensity in terms of physical output (BOE)</b>	<b>0.00000580</b>	<b>0.00000608</b>

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	0	1.59
(ii) Re-used	0	0
(iii) Other recovery operations	0	0
<b>Total</b>	<b>0</b>	<b>1.59</b>

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	3.60	4.19
(iii) Other disposal operations	0	0
<b>Total</b>	<b>3.60</b>	<b>4.19</b>

Note:

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

The revenue from operations has been adjusted for PPP based on the latest PPP conversion factor published for the year 2022 by World Bank of India which is 22.88

**10. 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.**

At HOEC, we are committed to responsible and effective management of hazardous waste to ensure environmental protection and regulatory compliance. Our hazardous waste management practices include the following key procedures:

- Recycling and Disposal: All items classified as hazardous waste are either recycled or disposed off-site by a qualified hazardous waste contractor.

- **Treatment and Recycling:** Hazardous wastes will be shipped off-site for treatment, disposal, and recycling to facilities that are legally permitted and operated by qualified hazardous waste contractors and licensed hazardous waste transporters.
- **Regulatory Authorization:** We have obtained the necessary authorization from the Pollution Control Board for the generation, storage, and disposal of hazardous waste, ensuring compliance with regulatory requirements.
- **Labeling and Container Standards:** Containers holding hazardous wastes are accurately labeled to identify the contents as "hazardous waste" the date the waste was accumulated, and the type of hazard presented. The containers are compatible with the type of waste they hold and are suitable for safe transportation.
- **Personnel Training:** All personnel working with or around hazardous materials and wastes are informed about the associated hazards and the precautions necessary to protect themselves. This training is conducted in accordance with the provisions of the Hazardous and Other Wastes (Management & Transboundary Movement) Rules, 2016.

We are dedicated to adhering to these practices to safeguard both our environment and the health of our personnel.

- 11. 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, Gas Gathering Station and Gas Processing Plant	Yes, the conditions of environmental approval / clearance are being complied with.

- 12. 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	April to June 2023	EIA study conducted by independent agency	Yes	<a href="https://parivesh.nic.in/">https://parivesh.nic.in/</a>
Drilling of development wells and Exploratory wells in Changlang district of Kharsang Block	EIA Notification 2006	April and May 2024	EIA study conducted by independent agency	Yes	<a href="https://parivesh.nic.in/">https://parivesh.nic.in/</a>

13. 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.

Yes

**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 - 1
- 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 hearings are a crucial component of the environmental clearance process. They provide a platform for stakeholders to engage directly regarding their concerns about proposed projects. This interactive process allows individuals to express their objections, offer suggestions, and influence the decision-making process related to the project.

**Stakeholder Engagement:** Public hearings enable the community to voice their opinions and concerns, ensuring that their perspectives are considered in the decision-making process. This engagement can lead to more informed and balanced project outcomes.

**Project Proponent's Advantages:** For project proponents, public hearings serve as an opportunity to communicate the results of the Environmental Impact Assessment (EIA) to the community. They allow for the verification of EIA findings against real-world conditions and confirm that stakeholders have been adequately consulted and involved in the process.

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

	FY 2023-24	FY 2022-23
Directly sourced from MSMEs/ small producers	-	-
Directly from within India	-	-

**5. Job creation in smaller towns - Disclose wages paid to persons employed (including employee or workers employed on a permanent or non-permanent / on contract basis) in the following locations, as % of total wage cost**

Location	FY 2023-24	FY 2022-23
Rural	26.8%	24.8%
Urban	24.1%	25.8%
Metropolitan	49.1%	49.4%
Semi-urban	-	-

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

**Essential Indicators**

- 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@haec.com](mailto:contact@haec.com)
- 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 2023-24			FY 2022-23		
	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/business-responsibility-and-sustainability/>

**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.

**7. Provide the following information relating to data breaches:**

**a. Number of instances of data breaches**

Nil

**b. Percentage of data breaches involving personally identifiable information of customers**

Nil

**c. Impact, if any, of the data breaches**

Nil