

# IPIECA, API and IOGP

Sustainability Reporting Guidance for the Oil and Gas Industry

Category	Indicator	Core Reporting Elements	Disclosure Level	Disclosure Location
Safety, Health and Security (cont.)	SHS-1: Safety, Health and Security Engagement	C2: Outline your overall approach to safety, health and security training for the employees and contractors that make up your workforce. Include information on whether training initiatives are extended to other parties, such as non-operated joint ventures, business partners, suppliers, security forces, public emergency response groups, consumers and local communities.	Full	<a href="#">S.A.F.E. Culture;</a> <a href="#">Contractor Safety</a>
		C3: Discuss the coverage of your safety, health and security engagement programmes and the extent to which you include contractors	Full	<a href="#">Contractor Safety</a>
Workforce Health	SHS-2:	C1: Describe your processes and programmes for identifying and addressing significant workforce health issues at the local, regional and global level, together with any results and plans	Full	<a href="#">Health &amp; Well-Being;</a> <a href="#">Occupational Health &amp; Safety</a>
		C2: Describe aspects of your management systems that are specific to health and any improvements you have planned or made	Full	<a href="#">COVID-19 Response;</a> <a href="#">Health &amp; Well-Being;</a> <a href="#">Occupational Health &amp; Safety</a>
		C3: Describe your proactive wellness initiatives that encourage the adoption of healthier lifestyles, including nutrition, fitness and awareness of health risk factors	Full	<a href="#">Health &amp; Well-Being</a>
Occupational Injury and Illness Incident	SHS-3:	C1: Report your work-related injuries separately for employees and contractors, including: <ul style="list-style-type: none"> <li>· total recordable injury frequency;</li> <li>· lost time injury frequency;</li> <li>· number of fatalities (excluding illness fatalities);</li> <li>· fatal accident rate (excluding illness fatalities); and</li> <li>· fatal incident rate</li> </ul>	Full	<a href="#">S.A.F.E. Culture;</a> <a href="#">Performance Metrics</a>
		C2: Describe any significant incidents that occurred during your reporting year, detailing the impact and actions taken in response	Full	<a href="#">Incident Prevention</a>
		C3: Describe any initiatives to improve your safety performance	Full	<a href="#">S.A.F.E. Culture;</a> <a href="#">Occupational Health &amp; Safety;</a> <a href="#">Contractor Safety</a>
		C4: Describe safety incident trends and the most common causes of work-related incidents together with any initiatives you have introduced to address these causes	Partial	<a href="#">S.A.F.E. Culture;</a> <a href="#">Occupational Health &amp; Safety;</a> <a href="#">Contractor Safety;</a> <a href="#">Incident Prevention</a>
Transport Safety	SHS-4:	C1: Describe your risk management approach to transport safety, including policies and practices required within your management systems	Full	<a href="#">Occupational Health &amp; Safety</a>
		C2: Report the number of work-related workforce (employee or contractor) fatalities caused by transport incidents	Full	<a href="#">Occupational Health &amp; Safety;</a> <a href="#">Contractor Safety</a>
		C3: Describe your efforts to engage with external parties, including local communities and authorities, to improve transport safety, including education and training and implementation of new technology	None	

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Safety, Health and Security (cont.)	SHS-5: Product Stewardship	C1: For petroleum consumer products, such as fuels, petrochemicals and hydrocarbon-derived polymers and lubricants, discuss your approach to product assessments, for new and existing products and how you address any findings	N/A	Not applicable
		C2: Describe how you communicate product HSE hazards and risk controls to your customers and the general public, including information on transportation and handling of products	N/A	Not applicable
		C3: Describe your approach to health, safety and environmental management of products	N/A	Not applicable
	SHS-6: Process Safety	C1: Number of Tier 1 process safety events reported separately for each major business activity, such as refining or upstream	None	
		C2: Provide qualitative descriptions of any significant process safety events that occurred during the reporting year, including your response and lessons learned to prevent recurrence	None	
		C3: Explain how you review your assessment and management of process safety risks	None	
	SHS-7: Security Risk Management	C1: Describe your approach to security management for existing operations, projects planned or underway and new locations for business activities, including assessment of threats, vulnerabilities and risks	Full	<a href="#">Cybersecurity;</a> <a href="#">Emergency Preparedness</a>
		C2: Outline awareness and training processes that address security risks and threat response procedures for your workforce and how you make members of the community aware of relevant security risks	Full	<a href="#">Cybersecurity;</a> <a href="#">Emergency Preparedness</a>
		C3: Outline your management approach to promoting resilience to cybersecurity threats or attacks	Full	<a href="#">Cybersecurity</a>
Social	SOC-1: Human Rights Due Diligence	C1: Describe the components of your company's human rights due diligence approach and how it is applied to company processes to assess, address, monitor and communicate actual or potential human rights impacts	Full	<a href="#">Human Rights</a>
		C2: Describe processes and practices to provide access to remedy mechanisms at the local level, supported by specific examples as appropriate	None	
		C3: Describe how human rights considerations are factored into early phase decision making, including project siting and planning for new projects, with joint venture partners, and likewise for decommissioning or sale of operations	None	
		C4: Outline the scope, content and tracking of human rights training programmes. You could include figures for people trained in a given year, the proportion trained against the population that may need training, and how you measure the effectiveness of training.	None	

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Social (cont.)	SOC-1: Human Rights Due Diligence	C5: Report qualitative measures for tracking the effectiveness of implementation and the outcomes of policies and procedures. For example, human rights considerations when evaluating investments.	None	
	SOC-2: Suppliers and Human Rights	C1: Describe your approach and processes for promoting respect for human rights by your suppliers	Full	<a href="#">Human Rights</a>
		C2: Describe how you screen and assess suppliers for social, environmental and human rights-related risks	Full	<a href="#">Supply Chain Management</a>
	SOC-3: Security and Human Rights	C1: Describe your relevant policies, programmes and processes relating to security and human rights	Full	<a href="#">Human Rights</a>
		C2: Describe how your security and human rights policies, programmes and processes are implemented at the country, regional or facility-specific level	Full	Our Human Rights Policy, Information Security Policy and Codes of Conduct apply to all of our operations across the U.S., including each of our field office locations.
		C3: Describe communication efforts to implement your commitments on security and human rights with host governments and authorities, contractors and subcontractors, in your supply chain and civil society	N/A	We operate in the U.S. only and more than 99% of our suppliers are U.S. based.
	SOC-4: Site-Based Labour Practices and Worker Accommodation	C1: Describe your approach to the recruitment and employment of your site-based workforce, including how you communicate your expectations to your suppliers of contract labour	Full	<a href="#">Operating with Integrity</a> ; <a href="#">Contractor Safety</a> ; <a href="#">Supply Chain Management</a>
		C2: Describe your approach to monitoring and addressing on-site working conditions, including the quality of worker accommodation	Full	<a href="#">Supply Chain Management</a>
		C3: Describe your approach to engaging with contractor management and the workforce so that their recruitment, employment, working and living conditions are aligned with your company's expectations and with relevant national or international laws, standards or guidelines	Full	<a href="#">Operating with Integrity</a> ; <a href="#">Supply Chain Management</a>
	SOC-5: Workforce Diversity and Inclusion	C1: Describe your policies, programmes and procedures to promote workforce diversity and inclusion, and non-discrimination	Full	<a href="#">Operating with Integrity</a> ; <a href="#">DEI</a>
		C2: Provide workforce composition data for gender and/or other diversity categories	Full	<a href="#">Our People</a> ; <a href="#">DEI</a> ; <a href="#">Performance Metrics</a>
		C3: Discuss workforce composition, particularly with reference to your management positions	Full	<a href="#">Our People</a> ; <a href="#">Performance Metrics</a>
	SOC-6: Workforce Engagement	C1: Provide examples of how you engage with your workforce, including examples of approach, frequency, coverage, communication of results and action plans	Full	<a href="#">Our People</a> ; <a href="#">Careers</a>

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Social (cont.)	SOC-6: Workforce Engagement	C2: Set out your approach to handling worker concerns and issues	Full	<a href="#">Careers</a>
	SOC-7: Workforce Training and Development	C1: Describe the key elements of your approach to training and development	Full	<a href="#">Operating with Integrity;</a> <a href="#">Our People; S.A.F.E. Culture</a>
		C2: Illustrate how you implement training and development programmes, e.g. hours of training, training investment, number of staff trained	Full	<a href="#">Our People; S.A.F.E. Culture; Performance Metrics</a>
	SOC-8: Workforce Non-Retaliation and Grievance Mechanisms	C1: Describe your policies, approach and/or mechanisms that aim to secure non-retaliation, non-discrimination and confidentiality when addressing grievances. This might extend to access to third-party independent grievance mechanisms.	Full	<a href="#">Operating with Integrity</a>
	SOC-9: Local Community Impacts and Engagement	C1: Discuss your approach to engagement with relevant stakeholders, including communities, civil society (including human rights defenders), other companies and/or governments	Full	<a href="#">Stakeholder Engagement;</a> <a href="#">Community Investment;</a> <a href="#">Owner Relations</a>
		C2: Describe your policies, programmes or procedures for: · assessing and addressing local community impacts, including archeological, historic and cultural sites, and how these considerations are embedded into early phase planning and site/route selection; · engaging with affected stakeholders and responding to their grievances and concerns; · monitoring the effectiveness of the steps you take to prevent, mitigate and resolve adverse impacts; and · public disclosure of information on your activities and management of impacts	Full	<a href="#">Stakeholder Engagement;</a> <a href="#">Operating with Integrity;</a> <a href="#">Community Investment;</a> <a href="#">Owner Relations;</a> <a href="#">Biodiversity &amp; Land Stewardship</a>
		C3: Provide case studies that illustrate the effectiveness and results of your engagement with stakeholders and/or how you have managed any impact on local communities, their environmental and cultural resources	None	
	SOC-10: Indigenous Peoples	C1: Describe your policies, programmes, procedures and practices used to: · identify and address your impacts on Indigenous Peoples; · train your staff on engagement and consultation with Indigenous Peoples; · engage with Indigenous Peoples to seek a formal agreement or FPIC where needed and to address their grievances, concerns and expectations; · collaborate on opportunities that create mutual benefits; and · increase Indigenous participation through employment and business opportunities	Partial	<a href="#">Human Rights</a>