



# Paid parental leave policy

## 1 Introduction

BP recognizes the physical, emotional, and psychological demands of childbirth and adoption, and believes that a period of leave is important to the well-being of both the parent and the child. This *Paid parental leave policy* allows employees who welcome a new child to receive up to two weeks paid time-off to spend bonding with their new arrival. This Policy affirms BP's commitment to support employees in their roles as parents and with managing their personal and work priorities.

## 2 Scope

The provisions defined below in Schedule A are available to full-time and part-time BP employees in businesses/functions that have opted-in to this Policy. Schedule B outlines the opt-in information for each business/function.

The paid parental leave provisions described in this Policy are not available to Temporary and Occasional employees, retail site employees, and employees whose employment is governed by a collective bargaining agreement.

## 3 Relationship with other policies and BP benefits

Leave taken under this Policy is considered a qualifying family medical leave reason as defined by the BP *Family medical leave policy* or local *Family medical leave policy*, where applicable. Pursuant to BP's *Family medical leave policy* or local *Family medical leave policy*, employees may be eligible for up to 12 or 26 weeks of unpaid, job-protected leave for the birth or adoption of a child within a 12-month period. The total number of weeks available will be determined by taking into consideration the applicable family medical leave policy and any family medical leave for other qualifying events taken in the previous rolling 12 months. Paid leave taken under this Policy will run concurrently with family medical leave, if the employee is eligible for family medical leave and where permitted under state law. Qualified family medical leaves will be administered per the requirements of the relevant *Family medical leave policy* and the Family Medical Leave Act (FMLA).

BP parents who are eligible for paid leave pursuant to the *BP Adoption/surrogacy process leave policy* may commence utilization of parental leave under this Policy upon the birth or placement of a child, as defined in the birth/adoption event section below.

The BP short-term disability plan provides paid leave for birth mothers arising from the medical impacts of pregnancy and childbirth. Parental leave for birth mothers under this Policy commences after any medical leave taken under the BP Short-Term Disability plan.

## 4 Eligibility

The paid parental leave allowances defined in Schedule A are available to employees upon the date of birth or placement for adoption of a child.

## 5 Definition of birth/adoption event

The birth event starts on the date the birth mother or gestational carrier (surrogate) commences labor. Employees may start their paid parental leave following the birth event.

The adoption event commences upon placement of child in the employee’s household, pending finalization of the adoption process.

## 6 Paid parental leave allowances

Given the diversity of jobs, business operations, and work schedules in BP, the amount of paid leave available varies for each employee group as defined in Schedule A below. The period of paid leave per birth/adoption event defined below is available to eligible employees in those business and functions that have opted-in to this paid parental leave policy for the particular Employee Group. See Schedule B.

### Schedule A

Employee group	<i>Paid parental leave allowance per birth/adoption Event</i>
Employees Levels K, J, I, H, G, F, E, D+, excluding Rotators	2 regularly scheduled work-weeks
Rotators who are not covered by a collective bargaining agreement – Employees who work rotational schedules such as 7 Days on/7 Days off, 14 Days on/14 Days off, 28 days on/28 days off	1 rotation week; hours will depend on the regularly-scheduled hours per work week.
Hourly employees who are not covered by a collective bargaining agreement, excluding Rotators	If the employee works 8-hour shifts – 80 hours If the employee works 12-hour shifts – 84 hours

Parental leave may be taken continuously, or in two increments, at the discretion of local business leadership. The leave must be completed no later than 90 days from the date of the birth/adoption event. Birth mothers who take medical leave under the BP Short-Term Disability Plan must utilize their paid parental leave available under this Policy no later than 90 days from the last date of their medical leave. Unused leave provided under this Policy for the birth/adoption event will be forfeited after 90 days from the commencement of the birth/adoption event, or, for birth mothers, 90 days after the last date of their related medical leave.

Employees having multiple children in the same birth event, or adopting multiple children in a single event are eligible for leave available for that particular birth/adoption event, not based on the number of children born or adopted.

## 7 Requesting leave

The employee shall notify his/her team leader of the impending need for parental leave (if known) no later than six weeks before the anticipated leave start date. The employee's team leader or leave administrator may request documentation to verify his/her eligibility for leave and the anticipated start date. At this time the employee should submit a Leave of Absence Request via myHR, or notify his/her HR contact and request leave. As soon as the employee has confirmed the start date of his/her leave the employee shall notify his/her team leader, HR, and/or leave administrator.

## 8 Pay during leave

Pay during paid parental leave is based on the employee's base pay for regularly scheduled hours he/she would have worked during the leave period. Pay during *Paid parental leave* will only include overtime for those who work schedules that include regularly-scheduled overtime.

Paid parental leave will be paid through the employee's regular paycheck cycle and is subject to normal authorized and/or required payroll deductions.

## 9 Holiday pay during parental leave

If a recognized paid holiday occurs during the paid parental leave period, the employee will receive holiday pay and the employee's birth/adoption event parental leave allotment will not be deducted for that day.

## Legal notice

BP retains the sole right to interpret, revise or withdraw this policy at any time and at BP's absolute discretion. This Policy is not intended to create, nor does it create, any express or implied contract or contractual rights in any person. This policy does not modify or limit any employee's at-will employment with BP.

## Schedule B

### Table of businesses/functions opting-in to paid parental leave provisions

business/function	Employees levels K, J, I, H, G, F, E, D+	Rotators not subject to a CBA	Hourly employees not subject to a CBA
<b>Corporate Business Activities and Functions</b>			
Biofuels	X		
BP America	X		
Business Integrity	X		
Global Business services	X		
Global Remediation Management	X		
Group Audit	X		
Group Communications	X		
Group Ethics and Compliance	X		
Group Finance	X		
Group Tax	X		
Group Technology	X		
Human Resources Management	X		
Indirect Procurement	X		
Information Technology & Services	X		
Investor Relations	X		
Legal	X		
Mergers & Acquisitions	X		
Safety & Operational risk	X		
Shipping	X		
Strategy & Regions	X		
Treasury	X		
Wind	X		
<b>Integrated Supply &amp; Trading</b>			
NAGP	X		
Global Oil Americas	X		
<b>Downstream</b>			
Air BP	X		X
Cherry Point	X		X
Fuels, North America Functions	X		
RTE	X		
Toledo	X		
Whiting	X		
USPL	X		X
Lubricants	X		X
Petrochemicals	X		
Petrochemicals – Cooper River	X		X
Petrochemicals – Texas City	X		
<b>Upstream</b>			
Global operations organisation - Alaska	X	X	
Global operations organisation – Gulf of Mexico	X	X	
Developments & Technology – Exploration, GPO, RD, UT, and IT&S	X		
GWO, UEC, Finance, PSCM	X	X	
Lower 48	X	X	X
Strategy & Regions - Alaska	X		
Strategy & Regions – Gulf of Mexico	X		