



Working Conditions Requirements

2023



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1. Introduction

1.1. Summary.

SLB is committed to conducting business in a manner that preserves and respects human dignity as set out in the SLB [Code of Conduct](#) and [Human Rights Position Statement](#). We prohibit any use or contracting, directly or indirectly, of child labor, forced labor, human trafficking, or any form of slavery. The Working Conditions Requirements (the "Requirements") have been developed to support the implementation of our human rights responsibilities, commitments and expectations related to respecting workers' rights and protecting the health, safety, welfare and dignity of every worker in our operations and supply chain, in line with local laws, collective agreements, the United Nations Guiding Principles on Business and Human Rights (UNGPs) and core labor standards recognized by the International Labour Organization (ILO).

1.2. Objectives.

Beyond different country legal and regulatory requirements, the Requirements provide a common baseline for the expected treatment of employees, contractors, temporary workers, trainee workers, and foreign contracted workers. The Requirements address the major areas of human rights risk for workers and set out nine principles to raise standards and assist our operations and suppliers in reviewing their performance with respect to human rights in the workplace:

| | | |
|--|---|---|
|  Employment is freely chosen |  No child labor |  No discrimination |
|  No harsh or inhumane treatment |  Wages are respected |  No worker should pay a fee for a job |
|  Freedom of association is respected |  Complaints and feedback systems for workers are in place |  Working conditions are safe and hygienic |

SLB has adopted the [Building Responsibly Worker Welfare Principles](#), widely used across the energy sector, as the basis for the Requirements.

1.3. Application.

These Requirements apply to all SLB's business activities, joint ventures (under operational control of SLB), and its supply chain, including suppliers, contractors and labor agents. Suppliers are expected to follow and implement policies, procedures or processes that meet or exceed the Requirements and we expect implementation of the Requirements in their supply chains. Implementation of the Requirements should take into consideration the rights of all individuals, including, but not limited to women, religious, ethnic and racial minorities, people with disabilities, indigenous people, LGBT+ people, and migrant workers.

1.4. Legal Compliance.

In general, practices shall, at a minimum, comply with the laws, rules and regulations of the country in which work is conducted. However, where industry practices and contractual obligations of SLB afford greater protection to workers than local law requires, they should be adhered to, unless doing so will contravene local law.

2. Labor Rights

2.1. Freely Chosen Employment.

All work is to be voluntary and workers are to be free to leave upon reasonable notice. Use of forced, compulsory, bonded, indentured, involuntary prison labor, slavery or trafficking of persons is prohibited. Workers must not be required to hand over passports or work permits as a condition of employment or to lodge financial deposits with their company. Workers shall have clear, written employment terms in a language they understand and the right to resign and terminate their employment, without penalty, on reasonable notice, in accordance with employment terms.

2.2. Child Labor.

Use of child labor is strictly prohibited. Child labor includes any person under age of fifteen (15), or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. Legitimate workplace apprenticeship programs are supported. Workers under the age of eighteen (18) must not be required to perform hazardous work or night work. The educational needs of such workers are to take precedence when determining working hours.

2.3. Discrimination.

Workplaces shall be free of harassment and unlawful discrimination. Workers shall not face discrimination based on race, color, gender identity, age, sexual orientation, ethnicity or social origin, disability, religion, political opinion, union membership, or marital status in hiring and employment practices such as promotions, rewards, and access to training and termination.

2.4. Harsh or Inhumane Treatment.

Harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers is strictly prohibited, as is any threat of such treatment.

2.5. Wages and Benefits.

Compensation paid to workers must comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Illegal and/or abusive wage deductions or payments by workers in return for recruitment, transportation, accommodation, food and other living costs should be prohibited. Any disciplinary wage deductions are to conform to local law. Wages shall be paid in legal currency (not in kind), directly to workers and the basis on which workers are being paid is to be clearly conveyed to them in a timely manner.

2.6. Recruitment Fees.

Regardless of whether recruitment fees or similar are permitted or not prohibited by relevant local law, no potential employee shall be charged with fees, administrative costs or otherwise for participating in a recruitment process and/or securing a job. Recruitment fees and administrative costs shall be covered by the employer. Foreign migrant workers shall not pay fees associated with travel and visas.

2.7. Working Hours.

Worker fatigue is linked to increased accidents, illness, lowered productivity and increased turnover. Workers must therefore not be required to work more than the maximum set by local law, including overtime hours. As a minimum, workers are to be allowed days of rest in accordance with relevant labor laws and regulations. In addition, where workers are contracted to spend long periods of time away from their home country, consideration is to be taken of their needs to remain in contact with their families and have leave to return home at least annually.

2.8. Freedom of Association.

Workers are to be allowed the right to freely associate for the promotion and defense of their occupational interests and the right to collective bargaining, in good faith and in accordance with local laws. Workers are to be able to communicate openly with their management regarding working conditions without fear of retaliation, intimidation or harassment.

2.9. Grievances.

Workers shall have access to a grievance mechanism to raise workplace concerns without fear of retaliation, intimidation or harassment.



3. Workplace Health and Safety

Without affecting in any way Supplier's obligation to observe and comply with SLB's Quality, Health, Safety and Environment Policy at all times, the following minimum requirements are specific to suppliers operating in their own facilities and/or conducting activities under the operational control of their own organisation and not at a SLB-owned or controlled workplace:

3.1. Machine Safeguarding.

Physical guards, interlocks and barriers are to be provided and properly maintained for machinery used by workers.

3.2. Industrial Hygiene.

Worker exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. When hazards cannot be adequately controlled by engineering and administrative means, workers are to be provided with appropriate personal protective equipment.

3.3. Safety.

Worker exposure to workplace safety hazards (e.g., electrical and other energy sources, fire, vehicles, slips, trips and fall hazards) are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout). Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate personal protective equipment.

3.4. Emergency Preparedness and Response.

Emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures, including: emergency reporting, worker notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans.

3.5. Occupational Injury and Illness.

Procedures and systems are to be in place to manage, track and report occupational injury and illness, including provisions to:

- a) encourage worker reporting;
- b) classify and record injury and illness cases;
- c) provide necessary medical treatment;
- d) investigate cases and implement corrective actions to eliminate their causes; and
- e) facilitate return of workers to work.

3.6. Physically Demanding Work.

Worker exposure to physically demanding tasks, including manual material handling and heavy lifting, prolonged standing and highly repetitive or forceful assembly tasks is to be identified, evaluated and controlled.

3.7. Accommodation and Canteen.

Workers are to be provided with clean toilet facilities, access to potable water and sanitary food preparation and storage facilities. Accommodation provided by their employer or a labor agent appointed by the employer shall be clean, safe and have necessary emergency exits and provide adequate heat, light and ventilation together with reasonable personal space.

4. Community Impacts



Without affecting in any way Supplier's obligation to observe and comply with SLB's Quality, Health, Safety and Environment Policy at all times, the following minimum requirements are specific to suppliers operating in their own facilities and/or conducting activities under the operational control of their own organisation and not at a SLB-owned or controlled workplace:

4.1. Community.

Reasonable steps should be taken to anticipate and manage any adverse impacts on communities and consider the potential for positive social impact from business activities.

4.2. Environmental.

Reasonable steps should be taken to minimize all possible and hazardous impacts on the environment. Resource efficient, greenhouse gas reducing or low carbon technologies or working practices shall be considered. Water should be managed sustainably as a shared, public resource.

4.3. Security.

Personnel and assets shall be safeguarded in a way that respects human rights and the security of communities. Security arrangements shall be the most appropriate in the circumstances and consistent with applicable laws and the following international standards:

- a) The Universal Declaration of Human Rights of the United Nations (UN)
- b) The Voluntary Principles on Security and Human Rights
- c) The UN code of conduct for Law Enforcement Officials, and
- d) The UN Principles on the use of force and firearms.



Document Control

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Revision History

| Rev | Release Date | Description | Prepared by |
|-----|--------------|---|---------------|
| A01 | 2005 | First release as Appendix to SLB Contracting Standard (SLB-QHSE-S012) | Johana Dunlop |
| A02 | 14-Oct-2019 | Converted into stand-alone document, owned by the corporate Sustainability team | N Abrahams |
| A03 | 01-May-2022 | Amended to reflect full scope of the Building Responsibly Worker Welfare Principles | N Abrahams |
| A04 | 07-Feb-2023 | New visual identity and logo added into the document | G Herga |

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