



Paid Adoption/Surrogacy Process Leave Policy

1 Introduction

BP understands that the birth or adoption of a child is an important time in an employee's life. Recognizing there are different pathways to parenthood, BP has implemented this paid leave policy to provide employees flexibility and time off to manage the processes associated with adopting a child or having a child via gestational carrier (surrogate). This Policy affirms BP's commitment to support employees in both their roles as parents and with managing their personal and work priorities.

2 Scope

Leave provisions defined in Schedule A below are available to full-time and part-time BP employees in Businesses/Functions that have opted in to provide benefits under this Policy. Schedule B outlines the Opt-In information for each Business/Function.

The paid 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 *Paid Adoption/Surrogacy Process Leave 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 within a 12-month period of unpaid, job-protected leave for the birth or adoption of a child. The total number of weeks available will be determined taking into consideration any *Family Medical Leave* for other qualifying events taken in the previous rolling 12 months. Paid leave taken under this *Paid Adoption/Surrogacy Process Leave 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 BP *Family Medical Leave Policy* and the Family Medical Leave Act (FMLA).

BP parents who are adopting a child are also eligible for paid leave pursuant to the BP *Paid Parental Leave Policy* and may commence leave under that Policy upon placement of the child in the employee's household, as defined in the Birth/Adoption Event section in the *Paid Parental Leave Policy*. BP parents who are having a child via gestational carrier (surrogate) may commence paid leave available under the BP *Paid Parental Leave Policy* on the date the gestational carrier (surrogate) commences labor, as defined in the *Paid Parental Leave Policy*.

4 Eligibility

Employees become eligible for paid leave under this Policy upon commencement of an adoption or surrogacy process. Employees will be required to provide reasonable documentation to their Team Leader, HR, and/or leave administrator to demonstrate he/she has formally commenced an adoption or surrogacy process. Examples of reasonable may include, but are not limited to:

- Documentation from the adoption agency you working with verifying the commencement of the adoption process;
- Documentation from foreign government/agency verifying your efforts to adopt internationally;
- Surrogacy agreement

5 Paid adoption/surrogacy leave allowances

Given the diversity of jobs, business operations, and work schedules in BP, the amount of paid leave available for each employee group is 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 Adoption/Surrogacy Process Leave* Policy for the particular Employee Group. See Schedule B.

Schedule A

Employee Group	Paid Adoption/Surrogacy Process Leave Allowance per Birth/Adoption Event
Employees Levels K, J, I, H, G, F, E, D+, Excluding Rotators	2 Weeks, regularly scheduled work-week.
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

Paid Adoption/Surrogacy Process Leave may be taken intermittently to manage the various requirements of an adoption/surrogacy process; from the point the employee has verified the commencement of the adoption or surrogacy process, up to 12 months after the birth of the child or placement of the child in the employees' household. Leave not taken within 12 months from birth or placement of a child in the employees' household will be forfeited. Intermittent leave is administered pursuant to the requirements of the BP *Family Medical Leave Policy* or local *Family Leave Policy*.

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

6 Requesting Leave

The employee must first notify his/her Team Leader of the impending need for Adoption/Surrogacy Process Leave as soon as practicable. The employee's Team Leader, HR, or leave administrator will request reasonable documentation to verify he/she has formally commenced an adoption or surrogacy process and to demonstrate

his/her eligibility for leave. An employee will not be granted time paid time off until he/she has submitted such documentation to verify formal commencement of an adoption or surrogacy process.

Each time an employee needs to take leave under this Policy, the employee shall notify his/her Team Leader, HR or leave administrator of the reason, timing and duration for leave or he/she may submit a Leave of Absence Request via myHR, consistent with local practice. It is understood that employees may become aware of the need to take leave on short notice during an adoption or surrogacy process. We expect the employee will notify his/her Team Leader, HR or leave administrator as soon as he/she becomes aware of the timing of leave to enable Team Leaders to manage business priorities.

7 Pay during leave

Pay during *Paid Adoption/Surrogacy Process 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 Adoption/Surrogacy Process Leave* will only include overtime for those who work schedules that include regularly-scheduled overtime.

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

8 Holiday pay during leave

If a recognized paid holiday occurs during the period of *Paid Adoption/Surrogacy Process Leave*, the employee will receive holiday pay and the employee's adoption/surrogacy process leave allotment will not be decremented 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 Adoption/Surrogacy 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
Corporate Business Activities and Functions			
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		
Integrated Supply & Trading			
NAGP	X		
Global Oil Americas	X		
Downstream			
Air BP	X		X
Cherry Point	X		X
Fuels, North America Functions	X		
RTE	X		
Toledo	X		
Whiting	X		
US Pipelines & Logistics	X		X
Lubricants	X		X
Petrochemicals	X		
Petrochemicals – Cooper River	X		X
Petrochemicals – Texas City	X		
Upstream			
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	
BPX Energy (formerly Lower 48)	X	X	X
Strategy & Regions – Alaska	X		
Strategy & Regions – Gulf of Mexico	X		