



**bhpbilliton**

resourcing the future



# Day One Orientation

# Orientation Agenda



## Orientation Agenda

Time	Orientation Topic
8:00 am – 8:10 am	Welcome and Check-in
8:10 am – 8:40 am	Facilities Overview Badge Photos
8:40 am – 8:50 am	Code of Business Conduct
8:50 am – 9:20 am	Information Management Overview
9:20 am – 9:40 am	Break
9:40 am – 9:50 am	Health, Safety and Environment Video
9:50 am – 10:30 am	HSE Overview
10:30 am – 10:45 am	Break
10:45 am – 11:00 am	Company Overview
11:00 am – 11:20 am	Houston Programs
11:20 am – 11:35 am	Break / Lunch
11:35 am – 1:00 pm	Benefits Overview
1:00 pm – 1:30 pm	Dismissal After I9 Form Completion

## Presentations on the Portal

1. At the Portal homepage click on the tab labeled "Petroleum"
2. Click the secondary navigation labeled "Business Critical Documents"
3. From the tab pull down navigation click "Human Resources"
4. Click the link labeled "New Employee Onboarding Guide.pdf"



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# Houston Petroleum Contact Sheet

## Orientation / New Hire Questions

### Charles Dalton

ext. 5930  
[charles.dalton@bhpbilliton.com](mailto:charles.dalton@bhpbilliton.com)

## Benefits

### Jimmy Vega

ext. 7506  
[jimmy.vega@bhpbilliton.com](mailto:jimmy.vega@bhpbilliton.com)

### Debbie Cross

ext. 6884  
[debbie.cross@bhpbilliton.com](mailto:debbie.cross@bhpbilliton.com)

### Kerry Billingsley

ext. 2210  
[kerry.billingsley@bhpbilliton.com](mailto:kerry.billingsley@bhpbilliton.com)

### Benefits Center:

[petroleumhouston.bhpbilliton.net/tools/AZDescription.asp?id=1297](http://petroleumhouston.bhpbilliton.net/tools/AZDescription.asp?id=1297)

## Performance Enhancement Process (PEP)

### Debra Couch

ext. 6123  
[debra.couch@bhpbilliton.com](mailto:debra.couch@bhpbilliton.com)

### Angie Martinez

ext. 8681  
[angela.martinez2@bhpbilliton.com](mailto:angela.martinez2@bhpbilliton.com)

## Information Management (IM)

### Information Management Service Desk

ext. 7766  
[petroleumimservicedesk@bhpbilliton.com](mailto:petroleumimservicedesk@bhpbilliton.com)

### Leslie Butterfield

ext. 5325  
[leslie.butterfield@bhpbilliton.com](mailto:leslie.butterfield@bhpbilliton.com)

### Younoos Latheef

ext. 7132  
[younoos.latheef@bhpbilliton.com](mailto:younoos.latheef@bhpbilliton.com)

## Health, Safety and Environment (HSE)

### Ann Samra

ext. 6270  
[ann.samra@bhpbilliton.com](mailto:ann.samra@bhpbilliton.com)

### Sergio Garcia

ext. 6886  
[sergio.garcia@bhpbilliton.com](mailto:sergio.garcia@bhpbilliton.com)

### Houston Ergonomic Services:

[houstonergoservices@bhpbilliton.com](mailto:houstonergoservices@bhpbilliton.com)

## Facilities

### Tiffany Seals-Simmons

ext. 8230  
[tiffany.seals-simmons@bhpbilliton.com](mailto:tiffany.seals-simmons@bhpbilliton.com)

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## Petroleum A-Z Resources

Petroleum Tab > Useful Links (on the left) > Click on A-Z Resources Link > Link under "Career Development Materials"

## Petroleum Learning Management System (PLMS)

Favorites > BHP Billiton Petroleum Favorites > Human Resources > Learning

or

Petroleum Tab > Business Critical Documents (BCD)  
> Applications > Under Training and Competency Applications  
> Petroleum Learning Management System (PLMS)

## Business Card Order Form

Petroleum Tab > Useful Links (on the left) > A-Z Resources Link > Under "B" > Business Cards Order Form for U.S.

## Petroleum Classified Ads

Favorites > BHP Billiton Petroleum Favorites  
> Employee Classifieds

## Petroleum Internal Job Postings

BHP Billiton Home Portal > Useful Links (on the left) > Internal BHP Billiton Jobs

## American Express Application

Petroleum Tab > Useful Links (on the left) > A-Z Resources Link  
> Under "E" > Expense Reporting in 1SAP – Employee Expense Management

# Acronyms and Human Resources Business Partners

## BHP Billiton Acronyms

### BCD

**Business Critical Documents** are the policies, standards and procedures that are specific to BHP Billiton Petroleum. These are found on the BHP Billiton Corporate home page under the Petroleum tab.

### GAL

The **Global Address List** is the Microsoft Outlook address book for all BHP Billiton employees and contractors. The GAL contains employee phone numbers, office email, office location, title, CSG and supervisor.

### GLD

**Group Level Documents** are the policies, standards and procedures which support the BHP Billiton Operation Model. These are found on the BHP Billiton Corporate home page.

### PEP

The **Performance Enhancement Process** is our key people processes as it provides employees with an opportunity to formally review performance. The PEP consists of three milestones during the Fiscal Year:

- **Beginning of the Year or Upon Joining:** Setting Key Performance Indicators (KPI) and creating a development plan
- **Mid-Year:** Checking in on KPI and development plan progress
- **Year-End:** Formal performance reviews and closing out of the development plan

### PLMS

The **Petroleum Learning Management System** allows all BHP Petroleum Employees access to schedule, track, and record learning resources. Please email Petroleum Learning if you have any questions.

## Human Resources Business Partners

Asset / Function	HR Business Partner
Gulf of Mexico	Kellie Baird
Conventional Projects	Kellie Baird
Joint Interest Units	Kellie Baird
Human Resources PMO	Lindsey Hutto
Engineering	Belinda Bailey
Health, Safety and Environment	Nisha Oza
Land	Belinda Bailey
Continuous Improvement	Belinda Bailey
Shale Projects	Christian Deitz
Eagle Ford	Denice Thurman
Permian / Production Services Fayetteville / Haynesville (Office)	Megan Divin

Asset / Function	HR Business Partner
Fayetteville / Haynesville (Field)	Jason Limerick
Shale—Drilling and Completions	Tracy Hill
Conventional—Drilling and Completions	Tracy Hill
External Affairs	Wendy Traylor
Supply	Dustin Wyatt
Finance	Katrina Cantu
Information Management	Katrina Cantu
Human Resources	Katrina Cantu
Exploration	Pam Pelton
Strategy and Development	Pam Pelton
Planning	Pam Pelton



# Facilities Services

## A Service Guide



### Contact information and operating hours

**Reception**

713 961 8500  
Monday – Friday  
7:00 am – 5:00 pm

**Shipping and Receiving**

713 961 8371  
Monday – Friday  
8:00 am – 5:00 pm

**Company Store**

713 966 7045  
Monday - Friday  
10:00 am – 2:00 pm

**Graphics Center**

713 966 7159  
Monday – Friday  
8:00 am – 5:00 pm

**Discovery Café**

713 499 5600  
Monday - Friday  
Breakfast 6:30 am – 9:00 am  
Lunch 10:45 am – 1:45 pm

**Guards and Badges**

713 599 6000  
Available 24 hours per day

**bFit Gym**

713 297 7200  
Monday - Thursday: 5:00 am – 8:00 pm  
Friday: 5:00 am – 7:00 pm  
Saturday: 8:00 am – 12:00 pm  
Sunday: 12:00 pm – 4:00 pm

### Additional information is available online

- Go to Petroleum Portal
- Click on "Business Critical Documents"
- Click on "Human Resources"
- Open the 'Facilities Services' document

## Meet the Facilities Staff



**Mayco Ayala**  
Facilities Operations  
Representative



**Lucy Castillo**  
Facilities Operations  
Assistant



**Claudia Cerullo**  
Associate Contracts  
Specialist



**Daniel Cowart**  
Facilities Operations  
Representative



**Geodrick Daniels**  
Facilities Projects  
Analyst



**Wes DeVoar**  
Facilities Operations  
Representative



**Paula Eleazar**  
Facilities Operations  
Representative



**Cassie Gresham**  
Facilities Operations  
Supervisor



**Amire Harris**  
Associate Costing  
Analyst



**Stephanie Harris**  
Facilities Operations  
Supervisor



**Richard Horner**  
Associate Facilities  
Projects Analyst



**Maurice Jennings**  
Facilities Operations  
Supervisor



**Eric Kornfuehrer**  
Facilities Projects  
Supervisor



**Nancy Koslan**  
Facilities Operations  
Assistant



**Char Lombardo**  
Senior Manager



**Scott Lusk**  
Facilities Operations  
Representative



**Jermaine McCullough**  
Facilities Operations  
Assistant



**David Pearson**  
Senior Specialist



**Athené Redd**  
Facilities Operations  
Analyst



**Derek Shaw**  
Associate Facilities  
Operations Analyst



**Tiffany Simmons**  
Associate Facilities  
Projects Analyst



**Della Smith**  
Facilities Projects  
Analyst



**Michael Terrell**  
Associate Facilities  
Operations Analyst



**Matt Zolan**  
Facilities Projects  
Manager

## Company store



### Products available from the Company Store

- Postage stamps and greeting cards
- Business cards and stationery
- Coffee mugs and thermoses
- Hats with corporate logo
- Flashlights and Keylights
- Eco-Friendly products
- Backpacks and totes
- Shirts and Jackets
- Sundry Items
- First Aid Kits
- Stress balls
- Padfolios
- Journals
- Pens



Melissa Venuto



Maurice Jennings

### Visit or call the BHP Billiton Company Store

Lobby of 1360 Post Oak  
Ext. 7045

### Store hours:

Monday through Friday  
10:00 am to 2:00 pm

### 24-Hour online shopping

[www.bhpbillitonstore.com](http://www.bhpbillitonstore.com)



## Company Store continued

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### Frequently Asked Questions

**What are the store hours?**

Monday through Friday, 10:00 am to 2:00 pm

**Who can purchase items from the Store?**

All BHP Billiton employees and contractors may purchase Store items.

**Can I pay with cash?**

The Store only accepts credit and debit cards including P-cards.

**Who are the approved vendors for branded promotional items?**

The only approved vendor is BMP.

**Is there an employee discount?**

There is not an employee discount because everything in the Store is sold at cost.

**What is the business card order process?**

To order business cards, go to A-Z Resources and click on Business Cards Order Form for U.S. This will take you to the e-Form. Click on Start Process, Facilities, Business Card Order Form. For any questions on business card ordering, please contact Melissa Venuto.

**What if I want to purchase a product that is not in the Store inventory?**

Special Product ordering is available. Please visit or contact the Company Store for inquiries about the ordering process of Special Products.

**How long does it take to get an item that is not stocked in the Store?**

Please work with Company Store personnel in order to stock items in the inventory that you foresee needing in the future in order to avoid long lead times.

**What is the minimum purchase amount?**

There is no minimum purchase.

**For a special order, if I order a higher quantity of an item, does the price go down?**

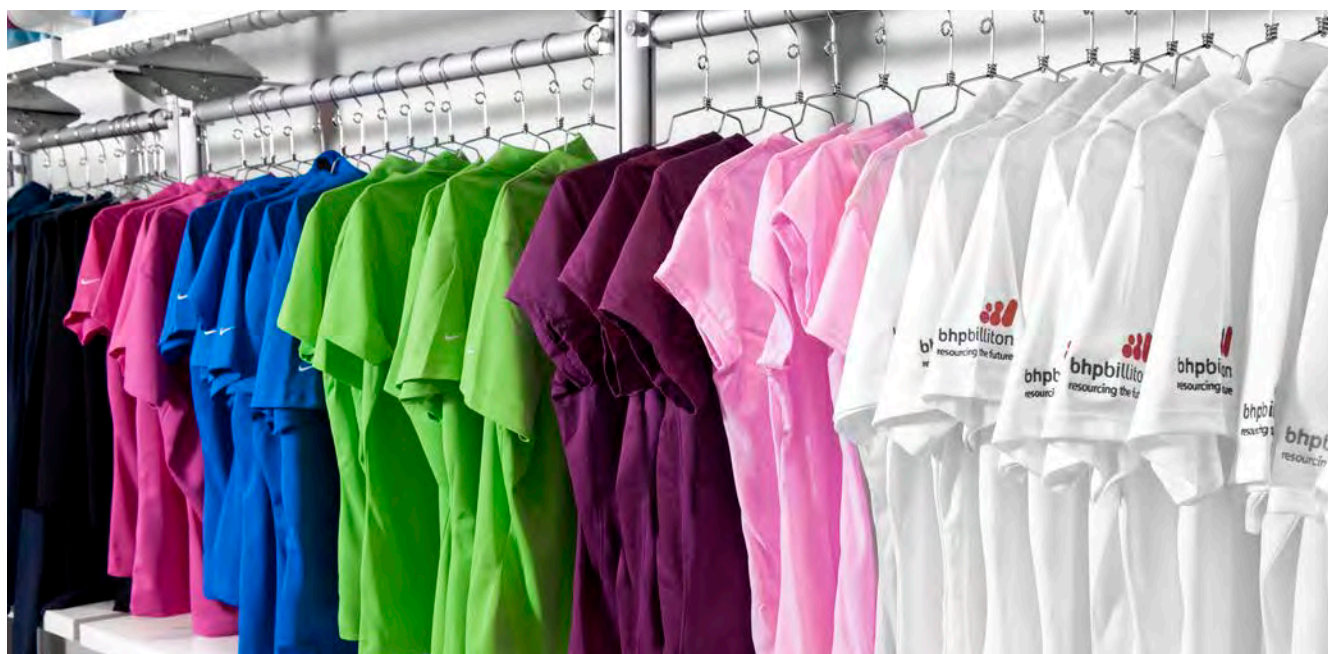
Yes, in most cases the prices for items will incrementally decrease as the quantity ordered increases. This is why it is important to work together with other departments because when orders are consolidated, it saves money.

**What if I need to buy items for employees of my department who are in another location?**

Company Store personnel will assist in boxing the items and help coordinate with the mail room personnel to have the items shipped. You can also order through the online store and have items shipped directly.

**What is the phone number and the email for the Store?**

The phone number is 713 966 7045, and the email address is [bhpbhfc@bhpbilliton.com](mailto:bhpbhfc@bhpbilliton.com).



## Facilities Graphics



### The award-winning graphic design, geoscience presentation and printing source.

Your full-service reprographics facility offers award-winning design talent producing; business printing, event graphics, report design, photography and geoscience presentations. Graphics Center hours are 8:00 am to 5:00 pm, Monday through Friday.

#### Graphics

- Technical illustration and graphical elements
- Quick Reference Guide (QRG) development
- Commemorative and retirement books
- Posters, communications and signage
- Murals and large format graphics
- Creative design and concepting
- Safety and training materials
- T-Shirt and uniform design
- PowerPoint presentations
- Regulatory form booklets
- Concept development
- Signs and banners
- Brochure creation
- Event graphics
- Report design
- Photography

#### Geoscience graphics

- Geological cross-sections
- Technical charts and graphs
- Well log digitization
- GIS mapping

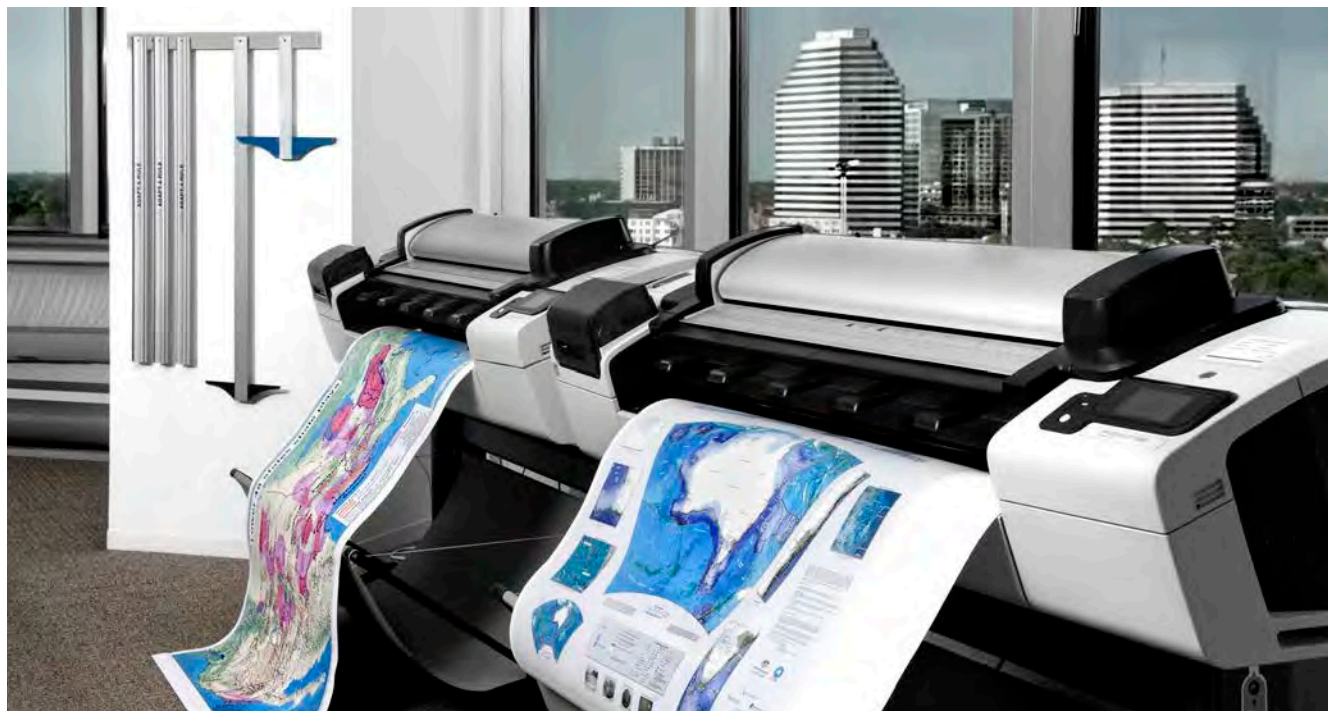
#### On-site printing and reprographic services

- Training class / Meeting binders
- Printing, plotting and finishing
- Passport Photography
- CD/DVD Duplication
- File conversion

#### Digital Services

- Digital presentation design
- Graphical element creation
- eLearning module development
- Digital signage

## Meet the Facilities Graphics Staff



**Wes DeVoar**  
Print Production



**Beckie Gonzales**  
Print Production



**Maurice Jennings**  
Facilities Operations  
Supervisor



**Chris Keller**  
Graphic Designer



**Louise Magruder**  
Graphic Designer  
Supervisor



**Phyllis Maloney**  
Geoscience Graphics



**John Plail**  
Graphic Designer /  
Quality Control



**Victoria Quijano**  
Graphic Designer

### Visit or call the Facilities Graphics Center

Facilities Graphics Center  
1300 Post Oak, Suite 975  
Ext. 7759

### Additional information is available online

- Go to Petroleum Portal
- Click on "Business Critical Documents"
- Click "Human Resources"
- Open the "Facilities Services" document



## Mail Services



### In-house mail services

As a service to BHP Billiton employees, we offer a full-service, on-site mail facility to handle all your BHP Billiton business correspondence. Our hours of operation are 7:00am to 5:00pm, Monday through Friday.

### Frequently Asked Questions

#### Where do I find the courier request form?

The courier request form is on the Portal at A–Z Resources, listed under “C” — for Courier Form. Hard copies are in the mailroom.

#### How many forms do I need for multiple packages?

You need one form per destination. Write number of packages in the “Quantity” section.

#### How do I get tracking information on packages I send out?

In the “Other Remarks” section write in your email address. This will provide you with all the shipping information pertaining to your packages.

#### What is the correct address for BHP Billiton - Houston?

BHP Billiton  
1360 Post Oak Blvd.  
Houston, TX 77056-3030

#### When are mail runs performed?

For all buildings with BHP Billiton employees, mail deliveries take place Monday through Friday 8:30 am and 2:30 pm.

#### How do I request a package to be sent?

Fill out the Courier Request Form located on the A–Z Resource portal. Call the mailroom at extension 8731 to pick up the package or place it in the outgoing box. You can also bring it directly to the mailroom

#### Does the mailroom deliver packages to the recipient?

Mail deliveries occur Monday through Friday at 8:30 am and 2:30 pm.

#### When is the cut-off time for sending out packages?

3:30 pm.

#### Can you buy stamps in the mailroom?

No, stamps may be purchased in the Company Store.

#### Does the mailroom deliver personal packages?

No, a notification will be sent to the recipient through email or phone call. They will be required to retrieve the package from the mailroom.



## Mail Services continued

### Services (All times listed are for domestic deliveries only)

#### Domestic/International Interoffice Pouch Shipments

##### Domestic

- Searcy, AR (F)
- Shreveport, LA (F)
- Farmington, AZ (F)
- San Manuel, AZ (F)
- New York, Park Ave. (F)
- Pinto Valley - Miami, AZ (M/W)
- Sage Plaza, Houston, TX (Daily)
- Washington, D.C. (F)
- Pittsburgh, PA (F)
- Shreveport, LA (F)
- Victoria, TX (F)
- Odessa, TX (F)
- Tilden, TX (F)
- Pecos, TX (F)

##### International

- Adelaide (F)
- Antofagasta (F)
- Brisbane (F)
- Bogotá (F)
- Jakarta (F)
- Johannesburg (F)
- London (F)
- Melbourne–Bourke (F)
- Trinidad and Tobago (F)
- Perth (F)
- Pakistan (F)
- Santiago (F)
- Singapore (F)
- Saskatoon (F)
- The Hague (F)
- Yellowknife (F)
- Kuala Lumpur (F)
- Rio de Janeiro (F)

#### United States Postal Service

Receive and Ship Standard, Priority, Certified, Return Receipt (Postage stamps are available for purchase in the Company Store)

### Visit or call the Facilities Shipping Center

Facilities Mail Services  
1360 Post Oak, Room 150  
Ext. 8371

#### FedEx

- Receive and Ship
- Domestic and International
- First Overnight (8:00 am)
- Priority Overnight (arrive before 11:00 am)
- Standard Overnight (arrive before 3:00 pm)
- 2-Day
- Saturday Delivery
- FedEx Ground (deliver within 5 to 7 days)

#### DHL

- Receive and Ship
- International
- Documents and Letters
- WPX (anything other than documents and letters)

#### UPS

Receive only

#### Courier/Hot Shot Services

- Receive and Ship
- Keep on Trucking
- Direct 1 hour
- Regular 4 hours
- Hot Shot 2-3 hours
- Any other delivery times are a special request, please call the mailroom at extension 8371

#### Courier Request Form

- Online: A-Z Resources on the Portal
- In person: Request a hard copy in the mailroom

## Meet the Mail Services Staff



**Mayco Ayala**  
Facilities Operations  
Representative



**Byron Foster**  
Site Manager II



**Mary Magsino**  
Senior Service Specialist



**Patrick McMakin**  
Senior Service Specialist



**Michael Saldivar**  
Onsite Specialist



**Eric Ude**  
Onsite Specialist

## Discovery Café



### Café Services

#### Discovery Café Menu

The weekly menu is posted on the A-Z Resources page, under the "Café - Houston" link.

#### Forms of payment accepted by the Discovery Café

The Discovery Café accepts cash and credit / debit cards. BHP Billiton employees, contractors, consultants and service personnel are issued Café cards that can be funded for speedy service at the cashier. Checks are not accepted.

#### Café Catering

Catering is provided through a secure, web-based solution that gives customers the convenience of placing their own catering orders, with automatic notification sent to the catering department for fulfillment.

To place your catering order visit [www.bhpbilliton.catertrax.com](http://www.bhpbilliton.catertrax.com). Discovery Café catering offers a large selection of breakfast, lunch, appetizers and desserts. Outside catering from external vendors is prohibited.

### Visit or call the BHP Billiton Discovery Café

2nd floor of 1360 Post Oak

Ext. 5600

[BHPBHouFacilitiesCafe@bhpbilliton.com](mailto:BHPBHouFacilitiesCafe@bhpbilliton.com)

### Discovery Café operating hours

**Breakfast:** Monday – Friday 6:30 – 9:00am

**Lunch:** Monday – Friday 10:45am – 1:45pm

**Catering:** Monday – Friday 6:30am – 5:00pm

**Take home meals:** Monday – Thursday 3:00 – 4:30pm

### 24-Hour online catering ordering

[bhpbilliton.catertrax.com](http://bhpbilliton.catertrax.com)

### Meet the Discovery Café Staff



**Ben Brain**  
Safety Manager



**Daniel Cowart**  
Facilities Operations  
Representative



**Angela Lewis**  
Catering Manager



**Jennifer Respondek**  
General Manager



**Ben Whorton**  
Executive Chef



**Michael Vigo**  
Sous Chef

## Discovery Café continued



### Café Card

#### What is the Café Card?

The Café Card is a fast and convenient payment alternative to cash or credit card that can be used in the Café. The card is linked to a declining balance account which is debited each time a purchase is made.

#### Benefits of using your Café Card

- Convenient alternative to cash or credit.
- Multiple ways to add money to the card.
- Increases speed of service at the register.

#### Steps to register your Café Card

1. Go to: [www.myfreedompay.com/zipthru](http://www.myfreedompay.com/zipthru).
2. Click on "New Member".
3. On the Location dropdown choose "BHP Billiton – TX Houston" and click "Next".
4. To activate your tag, enter the tag ID number (located on the back of the Café Card, under the barcode) in the boxes and click "Next".
5. Follow the instructions on the "Create Your Account" page.<sup>†</sup>
6. Continue through additional instructions to finalize account set-up and fund your Café Card.\*

#### How do I manually add more money to my Café Card?

1. There are two ways to refill your Café Card:
2. Use the kiosk in the mailroom lobby, which accepts cash and credit card. A \$2 per month fee will be charged by selecting credit card.
3. Use website: [www.myfreedompay.com/zipthru](http://www.myfreedompay.com/zipthru) with bank account transfer or credit / debit cards.



*Café Card Kiosk located next to the mailroom. You must first register your card to use the Kiosk.*



# Facilities Services Frequently Asked Questions

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## Reception

### What are Reception's business hours?

Monday through Friday, 7:00 am to 5:00 pm.

### What are the building's operating hours for both 1360 and 1330?

Monday through Friday, 7:00 am to 6:00 pm.

### Which building is the West Tower?

1360 Post Oak Blvd.

### Which building is the Central Tower?

1330 Post Oak Blvd.

### Are there any conference rooms in reception I may reserve for a meeting?

Yes, there are two conference rooms in the reception lobby.

- Conference Room 105 – 9 chairs, with a port in the conference table for a laptop to project on the wall screen
- Conference Room 106 – 4 chairs, no computer

### How do I reserve one of the conference rooms in the reception area?

In Outlook email, add the conference room to the Resource section and search for the meeting rooms as follows:

- MR-US-HOU-1360PostOak-105 meeting Rm
- MR-US-HOU-1360PostOak-106 meeting Rm

If the room is available, enter your name on the "Subject" line along with the title of the meeting.

### What if I am unable to locate an employee in the GAL?

Dial "0" for assistance.

### What if I am expecting a delivery?

Contact the mailroom to alert the team of the expected delivery.

If the delivery involves keys for a rental vehicle please contact BHP Billiton Security. For a passport or a visa, dial "0" to alert reception of the expected delivery along with the name of the contact and their extension.

### What if my visitor needs a taxi?

Dial "0" and someone in reception will provide the necessary information or contact your local administrator.

### How do I request overtime A/C when working on the weekend?

Utilize the A/C – Overtime air request link in the A–Z Resources page. Be sure to send a request no later than 4:00 pm on the Friday before the overtime air is needed.

## Badge Access

### What do I do if I lose my badge?

Report the lost badge to reception or guards and a new one will be created.

### What do I do if I leave my badge at home, or in another car?

Stop by reception or guards for a temporary badge. Return the temporary badge as soon as the original badge is retrieved. The original badge will be shut off during the temporary badge use.

### What are the hours for visitor badges?

Monday through Friday, 7:00 am to 5:00 pm.

### What if a visitor is arriving before 7:00 am or after 5:00 pm?

The visitor will check in with the guards located at the garage entrance of the 1360 Post Oak building. The visitor will need to be escorted by a BHP Billiton Employee.

### What if a visitor is leaving after 5:00 pm?

The visitor should be escorted to the garage entrance turnstiles for check-out with security. The visitor badge will be picked up by reception personnel the next business morning.

### What if a visitor is arriving right around 5:00 pm?

The reception staff will assist with badge creation up to 5:00 pm. Any arrivals after 5:00 pm should be checked in with the guards located at the garage entrance of the 1360 Post Oak building.

### Can a returning visitor's badge be created prior to arrival?

Yes, if the visitor's information from a previous visit is in the access system, a badge may be created using their registered information and photograph.

### Can a new visitor's badge be created prior to their arrival?

Yes, a VIPs "pre-registered" information and a business photo may be used to create a badge prior to their arrival. This service is reserved for VIP visitors only. If VIPs need after-hour access, please get their drivers license or passport information and give to reception, in order to get after-hour privileges.

### How long will a visitor be granted access?

Visitor badges are valid for the day they are issued.

### How do I get access to the 7th floor showers?

Fill out the form located on the Facilities Portal and send the completed form to reception.

### How do I change my parking decal?

Fill out the Four Oaks Place parking form (located on the Facilities Portal) and send it or drop it off at reception.



## Facilities Services Frequently Asked Questions continued

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### Handyman, Furniture, Construction and Space Planning

#### What is the difference between Handyman and Furniture Requests?

Anything at all to do with furniture is a furniture request. This includes catering tables / chairs, repair of furniture, ergonomics, shelving install / dismantle, reconfiguring offices / cubes and purchasing of new or used furniture.

Handyman requests include hanging pictures / white boards / document holders / clocks, delivering crates, moving files, installing posters, distributing documentation desk to desk, resetting clocks and replacing batteries, assisting in set up of events and purchasing of certain office supplies such as dollies and carts. This list is not all inclusive; other services may be provided depending on request.

#### Who do I contact for construction projects?

Complete a Footprints (service request) event.

#### Who handles space planning and restacking?

Complete a Footprints (service request) event.

#### What is a space planning request?

A space planning request is when a team requires additional space outside of their current allocated floor space. When a leader requires a few additional offices or cubes, Facilities Services can recommend some available locations, but we ask that the leaders work with each other to develop a plan that they can be mutually agree to implement.

#### Who should I contact for further details?

Complete a Footprints (service request) event.

### Relocations, Signage and Floorplans

#### My team needs to coordinate a move on a Friday.

##### How do I do that?

Relocations occur on Tuesdays and Thursdays only. Off-cycle moves may be accommodated if there is a valid business need. For instructions to properly coordinate your move, please visit our Facilities page on the Petroleum portal.

#### I am unable to locate the floor plans. Where are they?

The floor plans are located in A-Z resources. Floor plans are updated and posted in A-Z resources bi-weekly. Please place a work order under Signage through our Petroleum portal for adds, moves, changes, deletions or special requests.

#### What kind of signage is handled by Facilities?

Cubicle signage, office signage and departmental signage. We also assist in coordinating the installation of Fire Warden signs, Fire Extinguisher and Defibrillator signs. For questions regarding signage, please dial "0".

### Ground Transportation

#### Which firms are approved vendors?

**Jimmy's Limousine Service — 713 850 1601**  
<http://www.joylimo.com/Reservations.htm>

**Alden's Limousine Service — 281 497 7777**  
<http://aldenlimo.com/reservation.html>

**Excelsior Limousine Service — 713 647 6500**  
<http://www.excelsiorlimo.com/reservations.htm>

#### What is the preferred method to reserve ground transportation?

The preferred method is to utilize online reservations via the provider's website.

#### Is tipping allowed? If so, is it included in the rate?

Yes, a tip may be provided based on quality of service. Tips are not included in the total.

#### Can another transportation company be used?

No, these firms have been through a vetting process which includes BHP Billiton inspections, exclusive pricing and contract protections.

### Coffee Bar

#### Whom do I call if there is a Water Leak?

Dial "0" immediately to report this emergency.

#### Whom do I call if coffee supplies or drink supplies are low?

Dial "0" and provide the necessary information.

#### Whom do I call if coffee bar equipment is not operating as intended?

Dial "0" and provide the necessary information.

#### Whom should I call if there is a either a mess or trash is overflowing?

Dial "0" and report the information.

#### How often are the refrigerators cleaned?

The refrigerators are cleaned out on the first Friday evening of every month. Signs are posted on each refrigerator a week prior to the clean-out date.

#### What is discarded during the clean-out?

All items that are not provided by BHP Billiton will be thrown out. Examples include: plastic containers, lunch sacks, condiments, coffee creamers, salad dressings, unopened packaged food and beverages not part of the BHP Billiton food service.

#### What if the tall white paper box or Iron Mountain Bin are full and need to be emptied?

Dial "0" and report the information.

## Facilities Services Frequently Asked Questions continued

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### Recycling

#### What type of recycling bin do I need?

White paper – Small, under the desk recycle box

Confidential and colored paper – Iron Mountain locked shred bin

Non-confidential, large quantity – Tall, open bin that does not require confidential shredding

#### How do I request a recycle bin?

Dial “0” and provide the necessary information to complete the request.

#### How do I request to have a recycle bin picked up?

Dial “0” and submit a request.

#### How do I request a large trash bin?

Dial “0” and a request will be submitted to Four Oaks Place (FOP) for delivery and pick-up.

#### How do I get my desk’s recycle box emptied?

Each employee empties his or her recycle box into the tall white recycling boxes located in the coffee bar or printer rooms.

#### Why doesn’t the night crew empty the desk recycle box for us?

They are not responsible for recycling; they only empty the trash.

#### What types of paper can I place in the tall white recycle bin?

All types of clean paper except for carbon paper, FedEx envelopes, glued magazines and tissue/napkins.

#### What can I place in the Iron Mountain Bins for shredding?

Only PAPER products should be placed in the shredding bins. Do not put 3 ring binders or binder clips in these bins.

#### How often does Iron Mountain service BHP Billiton?

Every other Friday.

#### Do we recycle aluminum and plastic?

Yes, the recycle containers are located in the coffee bars.

#### Do we recycle newspapers?

Yes, newspaper can be placed in the tall white recycle bins located in the coffee bars / copy rooms.

#### Do we recycle batteries?

Yes, batteries are recycled. The battery recycle container is located in the mailroom.

### Discovery Café

#### General Information

#### How do I contact the Discovery Café staff?

Email for general questions or comments can be found on the GAL by typing “BHPB HOU Facilities Café.” The email for catering can be found on the GAL by typing “BHPB HOU FacilitiesCatering.”

#### Pricing Model

#### What does my employee \$2 Lunch include?

The \$2 lunch includes 1 entrée, 3 sides or dessert combination and 1 drink. Additional food outside of the standard \$2 lunch is charged at posted menu prices. Breakfast is also charged at posted menu prices. Non-employees pay posted menu prices, which have already been discounted.

#### Are beverages free at the Discovery Café?

Yes.

#### As an employee, if all I want is a snack or dessert for Lunch, will I be charged the same price as a full meal?

Yes, employees are charged a flat rate for lunch, even if their meal is small or large. Snacks are available for purchase in the Company Store, which is open from 10:00 am to 2:00 pm.

#### Do employees with a temporary badge pay the employee price?

Yes, the employee temporary badge is color coded for employees.

#### Tax

#### Do employees have to pay additional tax for this benefit?

No, you will have additional imputed income, and BHP Billiton will gross-up your pay to cover additional taxes.

#### How often is the imputed income and gross-up applied?

Payroll will calculate this for each individual annually, at the end of the calendar year.

#### Check-out

#### What forms of payment does the Discovery Café accept?

The Discovery Café accepts cash and credit/debit cards, BHP Billiton employees, contractors, consultants and service personnel are issued Café cards that can be funded for speedy service at the cashier. No checks accepted.

#### Can I use my cost center to pay for meals at the Café?

Discovery Café only accepts cash, credit/debit and Café Cards.

#### Do employees need to present their access badge to the cashier at check-out?

Yes, employees must present their badge to receive employee pricing for Lunch. Contractors, service providers, consultants and visitors do not need to present a badge, as they are charged the non-employee price for all meals.

## Facilities Services Frequently Asked Questions continued

### Discovery Café Card

#### What should I do if I lose my Café Card?

Call 1 888 281 7277 to deactivate your card, visit the Mailroom for a replacement card, and then go to [www.myfreedompay.com](http://www.myfreedompay.com) to register your new card. You can also order a replacement card via the same website, which you will receive in the mail.

#### Is the Café Card free to use?

Yes, if you add funds using cash at the kiosk located inside the mailroom or if you fund your account via electronic bank transfer. However, there is a monthly fee of \$2 if you fund your account via credit or debit card.

### Take-Out

#### Can I get any food item as take-out?

Yes.

#### Does the Discovery Café accept call-in to-go orders?

No, however, a Grab-and-Go station will be stocked with cold food items if you do not have time to dine in.

### Catering

#### What are the hours for catering?

The standard delivery hours for catered meals are 6:30 am – 5:00 pm. Any request for catering outside of the standard hours require a 48 hour advance notice to the Discovery Café staff.

#### Can we order food to be catered / delivered from outside restaurants?

No. The Discovery Café is the sole source for catered or delivered food. This is part of our commercial agreement with the Café food service vendor.

#### Is there a minimum item order for catering?

For orders less than 10, box lunches are available. For orders of 10 or more, the full catering menu is available.

#### Can I have hot food catered?

No, only cold food can be ordered for catering. Exceptions can be granted by an LPAC member.

#### If I am an employee and order catering, are meals at the employee price?

No, the catering menu is retail priced.

#### Can I have catered to my conference room?

The standard set-up location for catering is in the coffee bar / kitchen area where plates, eating utensils, paper towels and beverages are stocked. This is also where waste and recycling is located.

#### How much advance notice is needed for a catering order?

48 hours notice provides access to the full catering menu with guaranteed delivery. Any notice less than 48 hours requires additional coordination with the catering team, and an abbreviated menu will be available.

#### Can I order take-out boxes with my catering order?

No, take-out boxes will not be delivered with catering.

#### Can I have catering cleaned up at any time?

Catered items will be removed and the counter surface cleaned two hours after delivery.

#### Can I order beverages with my catering order?

Yes, for certain conditions: airpots of coffee are available for orders of 10 or more, for breakfast or lunch. Juice and milk are available for breakfast.

#### I have a team of four people, and we hold a Lunch meeting every other day. Can we place orders for recurring catering?

Yes.



## bFit Fitness Center



### Gym membership and location

BHP Billiton employees receive complimentary gym membership. The entrance to the bFit Gym is located in the parking garage at 1409 South Post Oak Blvd (next to Post Oak Grill).

### Visit or call the company fitness center

713 297 7200 (ext. 7200)

[BHPBHOUFacilitiesGym@bhpbilliton.com](mailto:BHPBHOUFacilitiesGym@bhpbilliton.com)

### Fitness center hours of operation

#### Employees and Registered Guests:

Monday – Thursday: 5:00 am – 8:00 pm

Friday: 5:00 am – 7:00 pm

Saturday: 8:00 am – 12:00 pm

Sunday: 12:00 pm – 4:00 pm

### Meet the Fitness Center Staff



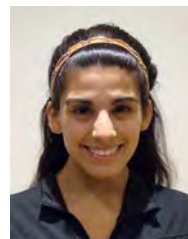
**Kevin Ellis**  
Exercise Specialist



**Lindsay Hirniak**  
Exercise Specialist



**James Holliday**  
General Manager



**Katherine Sanchez**  
Exercise Specialist





# Fitness Center Frequently Asked Questions

## Fitness Center

### How do I become a member?

Members are required to complete an enrollment packet including: member profile, signed policies document and a waiver of liability. Packets can be acquired via A–Z resources, the Facilities Business Critical Documents (BCD) or by stopping by the fitness center. Please return completed packets to the fitness center staff to allow for security access. We strive to have security access within 48 hours of receiving your information. If an employee adult guest wants to become a member, they must be accompanied by the employee to the guard desk to complete their membership process.

### Do I need to attend a fitness center orientation?

To better acquaint you with the facility, we offer a complimentary orientation of the fitness center. Once you have completed and returned your member packet, we can schedule your orientation at your convenience.

### What is involved in the orientation?

- You will return your completed membership packet
- You will review services and facility procedures with staff
- You will receive a brief walk through of the facility and address any questions you may have

### How do I contact the Gym staff?

The Gym phone number is extension 7200, and the email address can be found on the GAL by typing "BHPB HOU Facilities Gym".

### May I bring a visitor or guest to the Fitness Center?

Only employees and their employee adult guests will have access to the facility.

### Does the Fitness Center have staff to help me with my program?

Absolutely, our experienced Exercise Specialists will be on the fitness center floor at all times to answer questions and make recommendation.

### Are lockers available at the Fitness Center?

Yes, day use Lockers are available in the locker rooms for storage of personal belongings during your workouts. Please respect other members and remove all belongings after your workout. No overnight storage is provided.

### Will towels be provided in the Fitness Center?

Yes, the fitness center will provide hand towels for use on the facility floor as well as shower towels in the locker rooms. Please place soiled towels in the towel drops provided throughout the center.

### What amenities does the Fitness Center provide?

For your convenience, body wash, soap, shampoo, conditioner, towels, and hair dryers are provided in the locker areas.

### If I sign up to use the on-site Gym, will I lose my annual Health Club Benefit?

During FY14, both benefits can be used. Should any change occur, it will be communicated.

### What happens if the Gym reaches maximum capacity?

Fire code allows for 73 people to be in the Gym at any time. If capacity is reached, you will be asked to return to the Gym at a later time when there are not as many people utilizing the facility.

### Can I use a piece of equipment for as long as I want?

If someone is waiting to use the equipment, then please be courteous and limit your time on the equipment to 30 minutes.

### Will there be personal training or classes?

Group classes are available Monday through Thursday.

### Will there be free weights to use?

There are dumbbells available. The Smith machines are also available, which provide a safe way to lift free weights.

### Do I need to present my BHP Billiton access badge to get into the Fitness Center?

Yes, there are turnstiles at the entry to the Gym and once the waiver is completed, your badge is programmed for access to the Gym.

### If I have a temporary badge, can I still access the Gym?

Yes, temporary "employee day pass" badges are programmed with the same access as the permanent employee badge.

### When I am using the Gym in the morning before work, can I park on the first floor?

No, please park in the employee parking area in the garage.

### What are the tax implications of using the on-site Gym?

There are no tax implications to the employee for use of the on-site Gym.

### Are there plans for a larger Gym to accommodate everyone that would like to use it?

Yes, there are plans to have a larger gym within the 1500 Building, that may include exercise rooms and other amenities currently not offered within this facility.

### Who do I contact if I have further questions or comments about the Gym?

If you require assistance or have any questions, please feel free to contact us at:

713 297 7200 (or extension 7200)

[BHPBHOUFacilitiesGym@bhpbilliton.com](mailto:BHPBHOUFacilitiesGym@bhpbilliton.com)

## Getting Support for Technology



The IM Service Desk provides help with technology. Your orientation materials contain a pocket card with IM contact details. Contact the service desk with both incidents and service requests.

**Incidents** are problems with existing technology, such as an application error or broken hardware. **Service Requests** are requests for new technology, such as an application, piece of hardware or a change to an existing computer system.

### Houston Support Technicians

To find a current list of IM Support Technicians and identify who supports your team, go to the Petroleum IM Service Desk Online, navigate to "Contact the Service Desk" and look for a link.

### Urgent Matters

Call the service desk immediately and ask them to open a high priority ticket for your issue / request. Do not email the service desk with urgent issues / requests. Please make note of your ticket number so that you can reference it if you need to check the ticket status.

### Escalation

If you need a faster response, please call the service desk back, provide your ticket number, and ask the agent to assist you with escalating your issue.

### Call or email the IM Service Desk

Ext. 7766

[PetroleumIMServiceDesk@csc.com](mailto:PetroleumIMServiceDesk@csc.com)

### Online chat, reference guides and knowledge base articles are available at:

<http://PetroleumIMServiceDesk.bhpbilliton.com>

## Delivery Leadership Team and Technology Usage

Location	IM Contacts	Phone
Houston	Fernando DeMattos, Service Delivery Manager	+1 713 552 6659
Trinidad & Tobago PU	Brian Harry Noelle Fridy, Manager	+1 868 821 5188 +1 868 821 5151
Australia PU	Richard Cooper Hayden Long, Manager	+6186 321 4159 +61863214176
Pakistan PU	Haris Zuberi Naveed Alam, Manager	+92 51 8444400 Ext. 116 +92 51 8444400 Ext. 114
Fayetteville & Haynesville PU	Ammon Beckstrom, Manager	+1 713 961 8650
GOM PU	Ty Chapman, Manager	+1 713 961 8461
Permian PU	Eric Volness, Manager	+1 713 599 6151
Eagle Ford PU	Col Baker, Manager	+1 713 966 2990

### Governance and Use of IM Resources

A number of standards set by Group IM and Petroleum IM governs use of IM resources. Standards defined at the corporate level are called Group Level Documents (GLDs). At the Petroleum level, these are Business Critical Documents (BCDs). On the BHP Billiton intranet home page:

1. Click the Petroleum tab.
2. Select Business Critical Documents (BCD).
3. Review all documents in the Standards & Procedures category.

### Monitoring Technology Usage

Monitoring tools are used to track, record and report excessive use and suspicious behaviors with detailed monthly reporting to executive management. Abuse of BHP Billiton-provided assets and failure to follow the controls placed on management of company information will result in disciplinary action.

These guidelines are set in accordance with the BHP Billiton Code of Business Conduct.

Moving company information to personal storage is not allowed unless you have explicit permission from your supervisor. You may see this prompt if you attempt to move data to a removable device.

Enter your justification with information on approvals and click continue or, click close and remove the external storage device.

When using the external internet, close sites that stream content to offload traffic from the BHP Billiton network. Do not stream music or audio programs. Use a personal device such as an iPod

that is not connected to the network, if needed. Do not go to inappropriate websites and if you are prompted that a site you are attempting to open is not a business site, do not proceed to open it without a significant business justification. If you have questions about this, please contact your Human Resources Representative.

BHP Billiton [1]

**bhpbilliton**  
—moving the future—

**THIS ACTIVITY IS MONITORED AND RECORDED**

You are moving files to removable media. If you proceed your file from \\houfopsrv05\butt195\im\projects\exchange retention 2012\estimates for enterprise email retention project\_2.pptx will move to: e:\estimates for enterprise email retention project\_2.pptx

This action requires a business justification and confirmation of policy compliance to continue.

Moving data outside the Company environment increases risk of theft or loss. You must evaluate your actions and minimize the risk to important information assets.

For policy guidance, please refer to the policy at [Core Control Process 10.3 – Information Access Management](#).

If you have any questions regarding this message, please contact the Service Desk at [PetroleumIMServiceDesk@csc.com](#).

Justification: I have approval from Mary Jensen, Manager RDM, to move this data to a USB drive for a meeting with Justin Martin.

Continue Close

# Phones

## Desk Phones

Cisco IP desk phones require you to log on, change your PIN and set up voicemail. Please see the Cisco IP Phone Quick Reference Card provided during orientation for more information on using the phone.

- Use the same PIN for log on as you do for voicemail to aid in remembering your PIN
- Please set up a professional voice mail message
- Check your voicemail regularly, so your mailbox does not fill up
- Voicemail messages are stored on your phone voicemail system and sent to email
- If you do not log on, your phone will not ring and you cannot dial outside the company
- Documentation for phones is at the Petroleum IM Service Desk Online. You can search for the documentation, "Telephony — Desk Phone Manuals for the Petroleum U.S. Offices", by clicking:  
Favorites > BHP Billiton Petroleum Favorites > Petroleum IM Service Desk Online



*Cisco Phone with Expansion Module*

## Smartphone and the Smart Choice Program

Smart Choice provides approved employees with the flexibility to choose a smartphone device that best suits individual needs. These smartphones will enable you to connect to your BHP Billiton email, calendar and contacts from your selected smartphone.

### Eligibility Requirements

Employees must satisfy one or more of the following primary roles to participate in the program:

- High-frequency travelers
- Global roles
- HSE Safety roles / Emergency Management Team members
- Business operational roles

### How to Participate in the Program

To sign up for the program, you must first complete the user agreement via Adobe Forms, which requires the signature of a one-up or a two-up supervisor.

### Qualifying Devices and Operating Systems

Devices approved for Smart Choice include Samsung S3, iPhone, and Nokia Lumia 920 running the minimum-approved Mobile Operating System. These are currently: Android 4.0.4, Apple iOS 5.1 or Windows Mobile 7.5.

### Reimbursement

For those who qualify for the Smart Choice program, reimbursement for the smartphone device will be provided up to once every two years. Check program details for the amount.

Reimbursement will also be provided monthly to cover voice and data plans.

### Mobility Plan Selection

When you sign up for a mobile plan with your smart phone, follow these guidelines:

- All individuals in global roles or roles that require regular international travel should sign-up for an international plan
- All plans must include insurance (NOTE: You will be responsible for any deductible)

### More Information

- Review the Petroleum HR Policy Guide for which a link can be found on the Portal via Petroleum > Business Critical Documents (BCD) > Human Resources > HR Policy & Benefit Guide.pdf
- Visit the IM Service Desk and search for "What is the Smart Choice Program"

## Additional Questions? Call or email us.

Ext. 7766

[PetroSmartChoiceCom@bhpbilliton.com](mailto:PetroSmartChoiceCom@bhpbilliton.com)



# Microsoft Communication Tools

- Microsoft Outlook 2010 is used for email, calendars, contacts and task management at BHP Billiton
- Email is the most overused tool in the application suite. Consider alternative ways of communicating when possible and make a habit of cleaning up your email regularly
- LiveMeeting is for collaboration and screen sharing and allows you to invite internal and external participants to an online meeting
- Communicator is for chatting with others who have a BHP Billiton email account
- 65 Day Delete is the retention policy for email messages. Email is deleted after 65 days with no option for retrieval and the Deleted Items folder deletes automatically upon exit of Outlook
- Calendar events and tasks are retained for a year. Contacts are permanent
- Email is not to be used for storage. Save attachments and emails that serve as records to appropriate storage locations
- PST files or archiving of email are not supported. Save only important email to a location outside your Inbox

## Global Address List

The Global Address List (GAL) is a directory of all personnel with their contact and location details. The GAL includes distribution lists, shared mailboxes and meeting rooms.



***You are responsible to ensure your GAL details are complete and correct.***

Please add your desk phone number, your mobile phone and include your room number as part of your address. Go to <http://profiler.bhpbilliton.net> to update your information. Enter your ID and Password and choose your domain (Americas, APAC or EMEA) in the third menu.

Login ID	<input type="text"/>	ent.bhpbilliton.net
Password	<input type="password"/>	
<input type="button" value="Login"/>		

## How to Complete the GAL Profiler Form

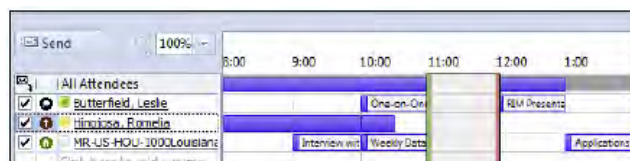
1. Once you log on, enter the address with your room number (e.g., 1360 Post Oak Blvd., Rm. 355).
2. Choose from the drop-down lists where possible.
3. For CSG/Business Unit, choose Petroleum. For Asset / Business Group choose Post Oak Houston or the location of your asset.

4. For Department, choose the Function or Division in which you work (Development, Exploration, Production, Human Resources, Information Management, etc.).
5. For phone, enter your complete desk phone number with +, country code, area code and number. Examples: +1 713 499 6565 or +61 89 338 6565. No spaces, dashes or symbols should be used. This allows for auto dialing between offices.

## Calendars and Scheduling Meetings

Use the Calendar function to schedule meetings with colleagues.

1. Enter the Subject and Location, invite attendees in the "to" field.
2. Click the "Scheduling Assistant" icon in the Meeting tab to view availability of the attendees and the meeting room.



If you cannot see the availability of an attendee, they may not have shared their calendar. Please share your calendar so that others can successfully schedule meetings with you.

### To share your calendar:

1. Right-click the Calendar folder in your Mailbox on the left side of Outlook and choose Properties.
2. Click the Permissions tab.
3. Select the Default item and set the Permission Level to Free / Busy time or to a higher level of permission such as Free / Busy time, subject, location, if you choose.
4. You may also add specific individuals to grant more access to your calendar.

## Microsoft Communication Tools continued

### Meeting Rooms

Meeting Rooms are defined in the GAL using "MR" (i.e., Meeting Room) as a prefix to all meeting room names. This is followed by the country abbreviation, the city abbreviation, the building, the floor or level, the type of room and the number of people accommodated in the room. Video Conference Rooms are designated as VC Rm.

Example: MR-US-HOU-1000Louisiana-49A Meeting Rm (22) or MR-US-HOU-1000Louisiana-55 VC Rm (15).

Book the room as a Resource in the Calendar request to reserve the room for your meeting. If you add it to the Required field, the room will not be booked.

MR-US-HOU-1330PostOak-2455 Meeting Rm (24)	+7138712216
MR-US-HOU-1330PostOak-312 Meeting Rm (10)	+17135996087
MR-US-HOU-1330PostOak-401 Meeting Rm (20)	+17139687898
MR-US-HOU-1330PostOak-437 VC Rm (10)	+17135996214
MR-US-HOU-1330PostOak-479 Meeting Rm (10)	+17139687888
MR-US-HOU-1330PostOak-501 Meeting Rm (24)	+17135996388
MR-US-HOU-1330PostOak-537 Meeting Rm (15)	+17134995617
MR-US-HOU-1330PostOak-719 Meeting Rm (8)post	+17132358921
MR-US-HOU-1350PostOak-1017 VC Rm (10)	+17135996212

Required ->

Optional ->

Resources ->

### Video Conferencing

Several meeting rooms have video conference capabilities as noted in the naming convention. Connection details are in each room. More details are available on Petroleum IM Service Desk Online.

### Audio Conferencing Solutions for the Americas

In the Americas, BHP Billiton Petroleum uses InterCall as a provider for audio conferencing. Use Microsoft Live Meeting for sharing your computer screen and InterCall for the audio conference connection.

To apply for an InterCall account, go to Internet Explorer > Favorites > BHP Billiton Petroleum Favorites > Adobe Approval Forms. Click Start Process and navigate to the Information Management folder and click on the "Audio Conferencing Account Request" form. Once submitted, the form routes to your manager for approval. If approved, you will receive an email from InterCall with your account details.

Costs will be charged to your cost center. You will not have to expense the usage and a corporate credit card is not required. Go to Petroleum IM Service Desk Online and search on "Audio Conferencing" to learn more.

### Remote Access

Laptops — Connect to the internet and choose BHP Billiton Connect from your Internet favorites.

Email and Outlook — remote access to email is available at <https://webmail.bhpbilliton.com>. No token is required.

Dynamic Desktop — log in from home for network and standard applications. An RSA SecurID token\*\* is required.

Steps for Using Dynamic Desktop

3. Go to the URL <https://petdesktop.bhpbilliton.com>.
4. Enter your User ID, password, 4-digit PIN and the code displayed on your SecurID token.
5. Select your Domain location from the dropdown list and click "Log On".
6. Install or update Citrix client as required for first time use on a specific PC.
7. Click the "Dynamic Desktop" link.
8. When done, click Start > Log Off.

Note: A Reference Guide to Dynamic Desktop is available on Petroleum IM Service Desk Online.

Citrix Applications — for specialized software such as technical applications, log on to <https://citrixlon.bhpbilliton.com> or <https://citrixsin.bhpbilliton.com>.

\*\*RSA SecurID Token and PIN - required for Dynamic Desktop and Citrix access. Request through the IM Service Desk.



# Internet Favorites and Employee Technology Discounts

## Internet Explorer Favorites

Internet Explorer defaults to the BHP Billiton Corporate Portal as the home page.

1. Open Internet Explorer Favorites.
2. Open the folder called BHP Billiton Petroleum Favorites.
3. Explore the many useful links for the business.

This folder is refreshed periodically as new sites become available. Create additional folders for your own favorites instead of making changes in the BHP Billiton Petroleum Favorites folder or your additions may be overwritten.

- Use "BHP Billiton Connect" for remote access to the network from company laptops
- The "Document Management" folder has links to systems where you may view or store documents and records
- "Employee Classifieds" is a set of tools where you may advertise items for sale and where you can subscribe to receive notices when others post items
- "Facilities Services" is a folder of links to tools for requesting help from the Facilities Management team or for Graphics Services
- "Health Safety & Environment" is a folder with HSE application links
- If you have questions about these links, please email [PetroleumIM@bhpbilliton.com](mailto:PetroleumIM@bhpbilliton.com)

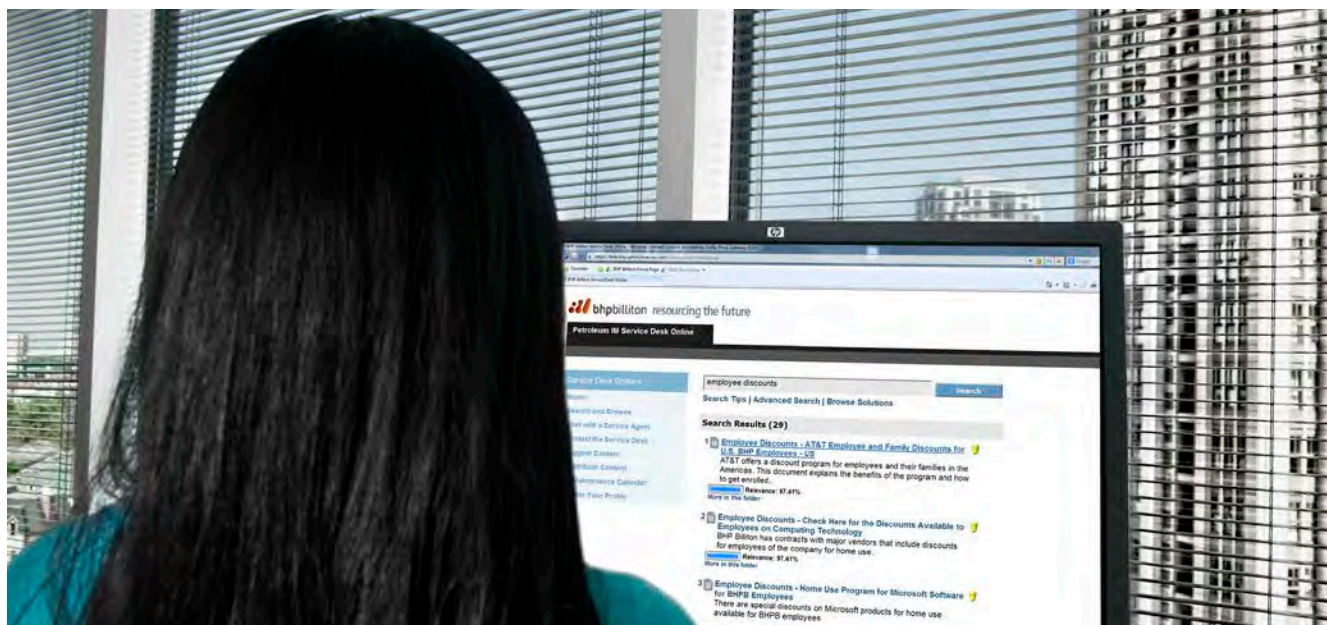
## Discounted Technology for Employees

Employees have the option to purchase several types of technology at a discounted price as part of our vendor agreements. Go to Petroleum IM Service Desk Online at <http://PetroleumIMServiceDesk.bhpbilliton.com> and search for "employee discounts" to find the latest offers for your location. These options vary by country in which you reside. There is an option to purchase Microsoft Office for your home PC for as little as \$10.

## Getting Started

Work with your team assistant or supervisor to ensure you have the following tools and access to get started:

- Desk phone; log on and change your password to learn your extension
- Computer with Network Logon Account and Petroleum Standard Operating Environment
- GAL entry; update your details using the Profiler link in Internet Explorer Favorites
- Mapping of network printers and network drives
- Petroleum or CSG Portal access and access to Petroleum IM Service Desk online
- Adobe Approval Forms for non-SAP / financial workflow and approvals (e.g. travel)
- Documentum access for files and records management; the service desk can grant you access
- eRoom access (if required); the eRoom coordinator can grant you access



## **Petroleum IM Service Desk - Houston**

Speed Dial: 7766

Toll Free: 1 866 976 0119

International Toll Number: 011 44 20 3 027 7766

Portal: [PetroleumIMServiceDesk.BHPBilliton.com](https://PetroleumIMServiceDesk.BHPBilliton.com)

Email: [PetroleumIMServiceDesk@CSC.com](mailto:PetroleumIMServiceDesk@CSC.com)

 **bhpbilliton** resourcing the future



### **Remote Email Access**

1. <https://webmail.bhpbilliton.com>
2. Enter your network ID and password.

### **Remote Network Access**

#### **Prerequisites**

1. RSA SecurID token and PIN.
2. PC with Internet connection.

#### **Steps for Logon**

1. <https://petdesktop.bhpbilliton.com>
2. Enter your network ID and password.
3. Enter your PIN and token code.
4. Select your domain and click Log On.
5. Install Citrix client as required
6. Click the Dynamic Desktop link.

## Houston Health Services



Houston Health Services is located in the 1330 Building on the 17th floor in Suite 1711. The occupational health nurses are on site Monday through Friday from 7:00 am to 4:00 pm.

Please be advised that occasionally the nurses will be in meetings during the patient hours in which case they will leave notification on the door. For emergencies or any illness or injury, the nurses are available via the contact information listed on this page.

To book an appointment please use Outlook and schedule an appointment – book for 30 minutes maximum. We are listed in the GAL address book under "Houston Health Services".

### Services Available to Employees Include:

#### Coordination of Medical Assessments

- Pre-employment
- Periodic
- Travel Consultations
- Immunizations

#### Health Consultations and Screenings

- Blood Pressure Checks
- Cholesterol testing

#### Drug and Alcohol Testing

- Pre-employment
- Random
- Post Accident
- Reasonable Suspicion

### Houston Health Services

Suite 1711 on the 17th floor of 1330 Post Oak Building

Phone: 713 961 8310

Fax: 713 599 6108

Emergency phone: H-E-L-P (ext. 4357)

Email: [healthservices.bhphou@bhpbilliton.com](mailto:healthservices.bhphou@bhpbilliton.com)

### Patient Hours

Monday – Friday, 8:00am – 3:00pm

#### Minor Emergency Care

- Injury treatment
- Illness treatment

#### Promotional Campaigns

- Flu Vaccines
- Health Expo
- Lunch and Learns
- Mobile Mammography

#### Over-the-counter Medications

Non-prescription medications are available in the waiting area of the clinic

Lactation Room available for nursing mothers, please contact Nurses for details.

# Drug and Alcohol Program

We are committed to maintain a drug and alcohol-free environment across all Petroleum controlled activities. The program will allow us to maintain a safe and healthy work place, free of hazards associated with the use of drugs and alcohol and offer support and rehabilitation to employees affected by drug and/or alcohol problems through employee assistance programs.

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## Who will be tested?

Drug and alcohol testing will apply to all employees and contractors engaged in Petroleum controlled activities.

## When will I be tested?

- New hire pre-employment testing
- Individuals may be tested as a result of reasonable suspicion or post accident
- Random selections made by a third party administrator (TPA)

## Who generates a random list?

- A TPA will randomly generate the selections for each location
- Each individual has an equal chance to be selected and tested. Some individuals may be tested in consecutive months or more than once in a year while others may not at all

## How will testing be done?

- Drug testing will be done by submitting a urine sample
- Alcohol screening tests will be performed using breath with an evidential breath tester

## What if I had a glass of wine or beer at lunch?

- It is expected that personnel do not drink alcoholic beverages during the workday
- If you do drink alcohol during the workday, you should not return to work, but inform your supervisor who will determine the appropriate manner to account your absence

## What if I am taking medication?

- In the event of a positive test result, you will have the opportunity to discuss any medications that you may be taking with a Medical Review Officer who will determine whether or not there is a legitimate medical reason for your test result
- If you are taking a legal over-the-counter medication or prescribed drug which you reasonably believe could interfere with the safe performance of your job, you should notify the site Medical Professional or if unavailable, HR or your supervisor prior to commencing scheduled work

## What type of assistance is available to employees seeking help?

- BHP Billiton provides an employee Assistance Program (EAP) for confidential, professional counseling and support
- Participation in the EAP will require the employee to comply with the Petroleum drug and alcohol program while seeking assistance

## What is prohibited?

- Refusal to provide a sample
- Intentional failure to adhere to collection procedures
- Attempt to adulterate or substitute sample
- Failure to appear for testing within the time frame specified by the Notification Representative
- Manufacture, sale, purchase, transfer, use or possession of illegal drugs, unauthorized substances or alcohol on company sites or while conducting company business
- Working under the influence of unlawful or unauthorized substances
- Refusal to submit to a search on company site
- Testing positive for unlawful or unauthorized substances
- Use, possession, consumption, delivery, distribution, exchange, manufacture, purchase, sale or transfer of alcohol, illegal drugs, narcotics or other unlawful or unauthorized substances
- Misuse, excessive use, or recreational use of over-the-counter medication or prescription drugs while on company sites or conducting company business

## What are the consequences of violations?

- Testing positive for drugs or alcohol is prohibited and is grounds for removal from the site and disciplinary action (subject to applicable laws)
- When testing for reasonable suspicion or post-accident, the individual will be relieved of duty pending the outcome of the test result
- New hires will not be offered a position

## Are my results confidential?

Drug and Alcohol testing results and records will be maintained with appropriate confidentiality by BHP Billiton, the testing laboratory and the Medical Review Officer.

## Safe Travel Management

Many people will need to travel for business. Destinations range from offshore sites to domestic and international cities and to remote site locations. Risks related to travel include security, health and safety aspects. The BHP Billiton Petroleum Safe Travel Management System is designed to cover all travelers that are traveling outside of their normal area of operations, on official BHP Billiton Petroleum business.

The following controls are in place to reduce our exposure to these risks:

- All international travel must be approved by a member of Senior Management.
- All domestic travel should be approved by your Supervisor or Senior Management where required.
- Local travel to and from operating sites will be covered separately by a journey management plan.
- Prior to all Company travel, approval must be obtained using the Adobe Travel Authorization Form.
- There are also medical requirements related to traveling internationally or to a remote location, so ensure you check with the company Medical professional prior to travel and complete a Medical check prior to travel. You should be aware of any country-specific immunization requirements or health warnings.
- For all Security requirements you should first check the Asset Protection page for security advice (Control Risks Group) and always comply with all country or asset specific pre-travel requirements.
- You should always prepare Emergency Response plans for High Risk or Remote travel; and seek additional advice available from HSE if required.
- For Offshore travel you will require a current Medical Certificate prior to travel and working offshore and to complete a Helicopter Underwater Escape Training course.





## Houston Ergonomic Services

This procedure applies to all BHP Billiton Petroleum employees and contractors involved in controlled activities in the Houston office. The ergonomic procedure described herein may also extend to project and site offices within the U.S. where employees might be temporarily based.

### What is an Ergonomic Assessment?

Ergonomics is the method of fitting the workstation to the user instead of fitting the user to the workstation. An initial self assessment is the first step to setting up your workstation, followed by a formal assessment at your office location, performed by an ergonomic assessor if necessary.

### Who shall receive an ergonomic assessment?

A workstation ergonomic assessment is mandatory for all new office personnel (employees and contractors).

### What else may trigger an ergonomic assessment?

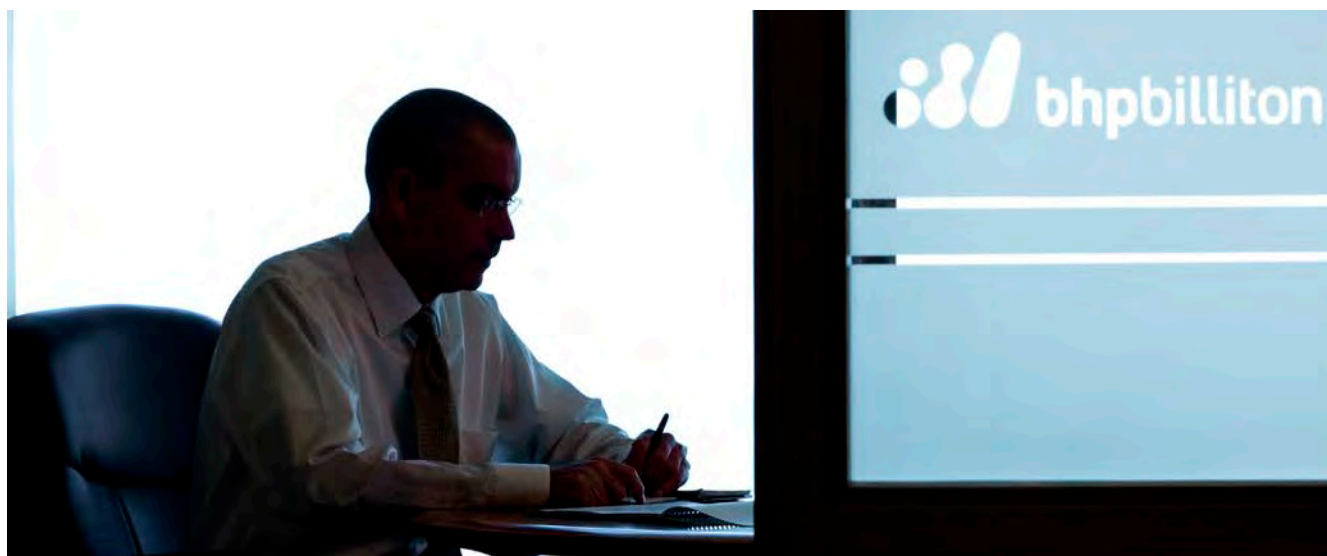
- Whenever personnel who have experienced an musculoskeletal disorder (MSD) have had significant change to their workstation setup, tasks or the surrounding environment
- Personnel who experience pain / discomfort or have an injury or condition which may be aggravated by the tasks, activities or layout of the workstation
- Personnel who have returned to work with restricted work classification associated with an MSD
- Personnel who request a periodic ergonomic assessment
- Personnel who have had an office move with a significant change in workstation

### How do I schedule an ergonomic assessment?

It is your responsibility to obtain an ergonomic assessment by contacting Houston Ergonomic Services at 713 966 7178 or [houghergoservices@bhpbilliton.com](mailto:houghergoservices@bhpbilliton.com).

### What are my responsibilities?

- Submit your request for an ergonomic assessment and perform initial self-assessment.
- Implement any behavioral recommendations and order any recommended equipment in a timely manner.  
NOTE: Ergonomic equipment that requires a recommendation may not be ordered without approval from Houston Ergonomic Services. Ergonomic equipment that is not on the approved list must be approved by the Occupational Health and Hygiene Manager or designee.
- Report any hazards that may increase the risk of MSD
- Immediately report to your Supervisor / Manager and Houston Health Services if you are experiencing pain or discomfort that may be related to your work
- Immediately report to your Supervisor/ Manager non-confidential information regarding anything that may affect your ability to perform essential job functions
- Follow instructions and training that have been provided to raise awareness of ergonomic risks and ensure that the risk of MSD is as low as is reasonably practicable



# Phone Ergonomic Guidelines

Health, Safety and Environment (HSE) offers the following guidelines for working safely with your phone. Please read and follow these instructions to manage health risks associated with phone use. If you would like further ergonomic assistance with your phone or office environment contact Houston Ergonomic Services.

## Phone Position on the Desk

- Your desk phone should be located on the side of your non-dominant hand (e.g. on the left if you are right-handed)
- You should be able to reach your phone easily with an outstretched arm from a natural position in your chair to take the hand set or press the buttons
- Adjust the phone to an upright position so that you easily can see the phone monitor; the adjustment button is on the right side of the phone
- Ensure all cords, including the handset cord are placed out of the work area to prevent a safety hazard

## Cradling the Phone

- Do not cradle the phone handset between your neck and shoulders because this can cause significant strain to your neck
- Do not add a cradle extension device to your handset; these are prohibited from use in the BHP Billiton workplace
- Do not lean on your elbow with the phone between your hand and your ear for an extended time

## Long Conversations and Extended Phone Use

- Use a company-approved headset or the speaker feature during long telephone conversations
- You can order an approved headset from the Petroleum IM Service desk at extension 7766
- Be considerate of others when using the speaker feature and manage phone call volume with others' needs in mind
- If you use the telephone for more than two hours daily, HSE recommends that you use a company-approved, volume-controlled headset

## Call or email for ergonomic assistance

713 961 7178

[houghoservices@bhpbilliton.com](mailto:houghoservices@bhpbilliton.com)





# Anti-corruption Law and Competition Law Summary



## Why Comply?

BHP Billiton's compliance with anti-corruption laws and competition laws forms a critical part of our commitment to do business both with integrity and in compliance with the law. Please review this section to learn about the Anti-Corruption Law and Competition Law and how to comply. Additionally, individuals whose Key Position Types (KPT) meet BHP Billiton's training criteria will be assigned online Anti-Corruption Law and Competition Law Training, as appropriate, to be completed within two months date of hire.

### WGLD.056 Anti-Corruption — Key Points?

- Why does it matter?
  - Bribery is a crime offense in most countries and is contrary to Charter values;
  - Corruption reinforces poverty and social unrest and squanders development opportunities which arise from resource development;
  - Actual or perceived involvement in corruption undermines our social license to operate.
- General Prohibition in GLD.056 Anti-Corruption:
  - Do not authorize, offer, give or promise anything of value directly or indirectly (via a Business Partner) to a Government Official to influence official action or to anyone to induce them to perform their work duties disloyally or otherwise improperly

**Note:** Prohibition includes "facilitation payments"

- Three main controls:
  - **GLD.056** requirements for giving anything of value to an external person (also applies to promotional sponsorships)
  - **GLD.056** Business Partner Pre-Clearance process
  - **GLD.008** Pre-Approval for Community Development Projects or Donations

### Anything of Value to an External Person

**Always ensure the following criteria are met (whether or not pre-approval required).**

- Not given to: (a) influence official action/inaction; or (b) induce disloyal or improper performance of work duties (private individuals)
- Serves only a legitimate business purpose
- Will not cause embarrassment to the Company
- Appropriate in value and nature, considering local law and custom, the position of the recipient, and circumstances



### Complete Pre-approval Anything of Value to an External Person form (GLD.056 template) before offering:

- Gifts over US \$50
- Meals over \$125 / person for a Government Official or \$250 for anyone else
- Travel expenses — including transportation & accommodation (except to suppliers under contract)
- Anything else of value such as cash or cash equivalent, favors, business opportunities and promotional sponsorships

*\*Anything of value received must be recorded on the business register (GLD.051 Gift Disclosure Form). Both GLD.051 and GLD.056 may be accessed on the portal.*

### Health and Safety Payments

- In rare circumstances, your health and safety may be imminently threatened by a government official who requests a payment.
- In these situations, the official is abusing his/her position.
- Payments as a result of a direct or associated imminent threat to your health and safety are not a breach of GLD.056, but must be accurately recorded and reported so that steps can be taken to avoid the situation in the future.
- If in doubt whether a supplier is a business partner, ask your Manager Compliance

### Managing Business Partners

- Always ensure the following criteria are met (whether or not pre-approval required).
- **"Business Partners"**: Third parties that interact with others on behalf of BHP Billiton or BHP Billiton owned or controlled entities. Examples: lobbyists, agents, representatives, lawyers, accountants and JV partners.
- Does not include suppliers who simply provide us with goods
- If in doubt whether a supplier is a business partner, ask your Manager Compliance
- GLD.056 requires completion of Business Partner Pre-Clearance form (GLD.056 template) before any work is undertaken by business partner
  - Completion of form will dictate whether pre-approval is required
  - Where pre-approval is required, work with Manager Compliance to ensure adequate due diligence is conducted
- Further risk mitigation may be required where appropriate including enhancements to standard anti-corruption clauses in contract, specific anti-corruption messaging and training and / or a regime for monitoring business partner compliance

### Sponsorships & Community Donations / Projects

Sponsorships and Community donations & projects can be perceived to benefit individual officials, pre-approval is required

- **Sponsorship**
  - payment or in-kind benefit with the primary purpose of promoting the BHP Billiton brand.
  - Requires pre-approval via completion of pre-approval anything of value to an external person form (GLD.056 template)
- **Community donations or projects**
  - Community donations may be monetary and / or in-kind contributions for a single activity funded from the Community budget ("the 1%")
  - Community Development Project may be a longer term commitment to benefit local communities

All require completion of Community Development Project or Donation form (GLD.008 template). Completion of form will dictate whether pre-approval and further due diligence is required.

### Books and Records

By law, BHP Billiton and its subsidiaries worldwide must make and keep books, records and accounts, that in reasonable detail, accurately and fairly reflect all transactions.

### Competition Law: Agreements

**You should never enter into an agreement (or even discuss) any of the following with a competitor:**

- **Price Fixing**: Price levels, formulae, discounts, rebates, credit terms, freight charges, etc.
- **Bid Rigging**: Potential bidders agreeing (i) who should bid; and (ii) bid content
- **Capacity Agreements**: Increase / decrease rates of capacity, shutdowns, utilization rates.
- **Market Sharing**: "You sell in Country A and I sell in Country B".
- **Customer allocation**: "You sell to Customer A and I sell to Customer B"
- **Collective Boycott**: "Don't buy from A" or "Don't sell to B".

### What is required for an agreement?

- Express agreement is obvious.
- Agreements need not be:
  - In writing
  - Legally binding
  - Even implemented
- The term is interpreted broadly and can be implied or inferred from conduct in hindsight.
- A "concerted practice" or "meeting of the minds" or even "a nod and a wink" would be sufficient.
- One meeting is all it can take.

## Anti-corruption Law and Competition Law Summary continued

### You should always contact Legal before approving or participating in:

- Joint marketing, joint purchasing, or joint production.
- Sharing of information gained from joint participation above with employees in competitive activities only on behalf of BHP Billiton.
- Secondment into joint venture or a competitor's business.
- Acquisitions or divestment of asset or business.
- Sharing logistics.
- Benchmarking activities conducted by or with others.
- Setting technical or environmental standards.
- Potential disclosures of competitively sensitive information.
- Industry corporate memberships involving competitors (does not apply to individual memberships in professional associations).

**Note:** You should also contact legal if you become aware of inappropriate competitor or supplier conduct.

### Compliance questions or concerns?

#### Stacy Feltham

Manager Compliance, Group Legal Petroleum

Phone: 713 499 5416

Email: [PetroleumComplianceTeam@bhpbilliton.com](mailto:PetroleumComplianceTeam@bhpbilliton.com)

### Compliance team duties:

#### Stacy Feltham

- General Issues
- Risk Assessment

#### Mary Maiorka

- Anything of Value
- Sanctioned Parties Listing

#### Mai Pfeiffer

- Anti-corruption Risk / Training
- Competition Law Risk / Training

#### Yenny Craymer

- Business Partner Pre-clearance
- Sponsorships / Donation

### Adobe Approval Forms can be Found:

Favorites > BHP Billiton Petroleum Favorites > Adobe Approval Forms > Start Process.

### Business Partner Pre-clearance Form

[http://pethou-app54.americas.ent.bhpbilliton.net/workspace/Main.html?login\\_result=0&ap=1](http://pethou-app54.americas.ent.bhpbilliton.net/workspace/Main.html?login_result=0&ap=1)

Look under "Legal Compliance."

### Anything of Value Form

[http://pethou-app54.americas.ent.bhpbilliton.net/workspace/Main.html?login\\_result=0&ap=1](http://pethou-app54.americas.ent.bhpbilliton.net/workspace/Main.html?login_result=0&ap=1)

Look under "Giving and Receiving Anything of Value."

### Community Form

[http://pethou-app54.americas.ent.bhpbilliton.net/workspace/Main.html?login\\_result=0&ap=1](http://pethou-app54.americas.ent.bhpbilliton.net/workspace/Main.html?login_result=0&ap=1)

Look under "HSEC."



# My Work and Using the Corporate Portal

My Work enables you to view and edit a range of services. Supervisors will have additional access in some areas. There are required eLearning modules on these services.

## Human Resources Tab

### Time and Attendance:

- Request and display leave (sick, vacation, etc.)
- Record working time (timewrite) as well as overtime (for those eligible)

### Personnel Administration:

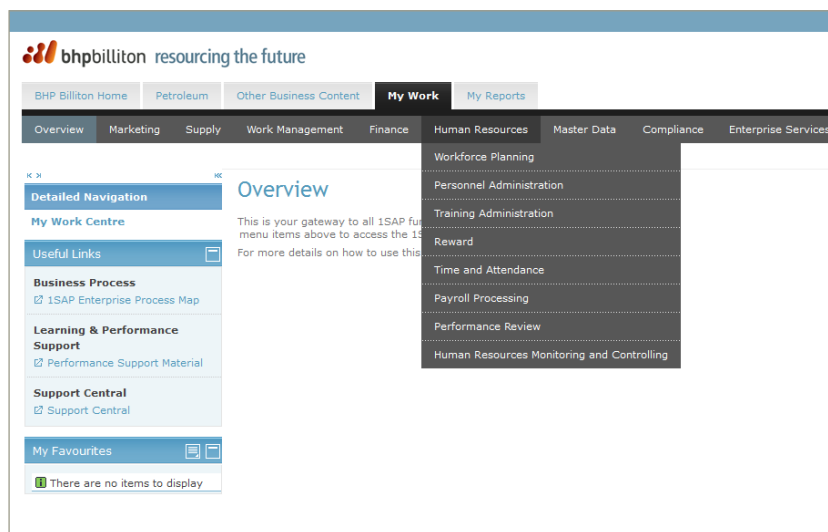
- View and update personal information, such as address and banking details
- Display and print your payslip (available on actual pay date)

### Performance Review

Update your performance documents

### Training Administration

Access required 1SAP training through the Learning Portal

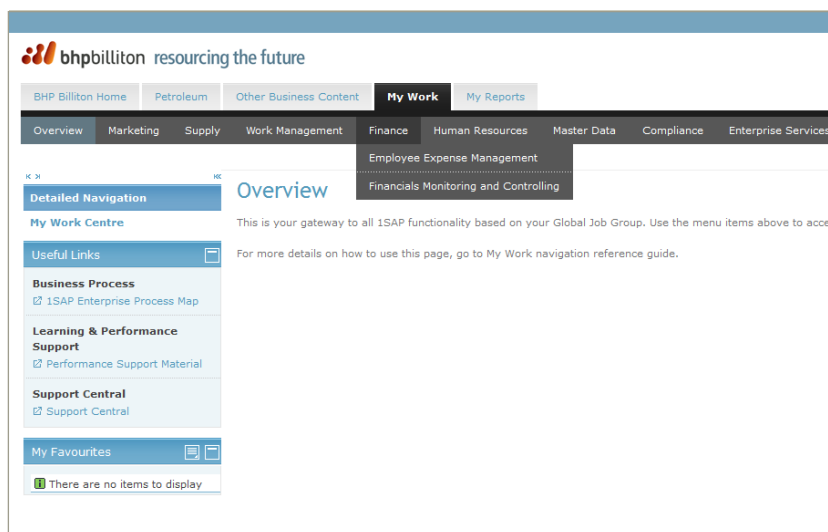


## BHP Billiton Portal

The Corporate Portal, sometimes called 1Portal or Enterprise Portal, is the default home page for Internet Explorer. You can find Company information and access 1SAP activities such as Expense and Performance Management here. Organizational Charts are available under "Our Company." Group Level Documents are the governing documents for the corporation.

Click "Our Company" and "Organizational Charts" for the organizational charts of all BHP Billiton.

Click the Petroleum tab for access to the Petroleum portal where you will find news and Business Critical Documents for each functional area.

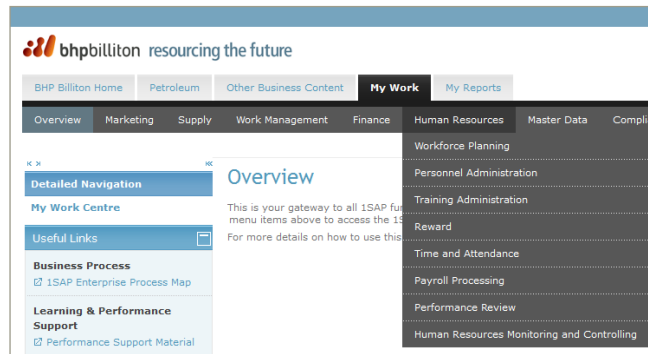




# Petroleum U.S. Payslip


If you have portal access, you can view your payslip via the Pay and Benefits section of My Services. You will be able to print your payslip as a PDF if you need a hard copy.

Go to the BHP Billiton Portal, click > My Work > My Services > Pay and Benefits > Display Payslip



## Sample U.S. Payslip

1. Your payslip details will be printed here. It shows your Employee Number.
  - "Payroll Period" is the period your pay is calculated for.
  - "Pay Date" is the date your pay is credited into your account.
  - Your address will also be printed in this section.
2. The Company logo will be printed on all payslips. This will be the BHP Billiton logo seen here, unless commercial reasons state otherwise.
3. The Company name will be printed on all payslips. This is a legal requirement to identify the company that is paying you. Other company details may also be included.
4. Your employment-specific details are shown here: position and location
5. Your Year-to-Date information is printed here.
6. A summary of your accrued Leave balance is shown here.
7. The sample shows US-specific categories that may appear on your payslip.
  - Taxable Payments: Base Salary & Health Club Credit for the current pay period
  - Non-Taxable Payments: Expense Reimbursements
  - Tax: Withholding, Social Security, Medicare
    - Pre-Tax Deductions
    - Post-Tax Deductions
    - Net Pay
  - Bank routing numbers, partial account numbers, and bank transfer amounts
    - Company Contributions
    - Imputed Income

Pay Advice			
Employee Number: 66524980		Payroll Period: 01.04.2014 - 15.04.2014	
Pay Date: 21.04.2014			
Jerry Atric 1360 Post Oak, Suite 150 Houston, TX 77056		 <b>bhpbilliton</b> resourcing the future Broken Hill Prop (USA) Inc.	
Position	Geoscience Position	Location	Petroleum Office
<b>Year To Date</b> Total Gross 1,000.00 Taxable Gross 1,000.00 Tax 1,000.00 Medicare Taxable Gross 1,000.00 Net Pay 1,000.00		<b>Leave Balance</b> Annual Leave 1,000.00 hours	
<b>Taxable Payments</b> Base Salary Previous Period Rate Number Amount 1,000.00 1,000.00		<b>Non-Taxable Payments</b> Expense Reimbursement Year To Date 1,000.00	
<b>Total Payments</b> Tax TX Withholding Tax 1,000.00 TX EE Social Security Tax 1,000.00 TX EE Medicare Tax 1,000.00		<b>Pre-Tax Deductions</b> Medical Pre-Tax 1,000.00 Vision Pre-Tax 1,000.00 Dental Pre-Tax 1,000.00 401K Pre-Tax 1,000.00	
<b>Post-Tax Deductions</b> SharePlus contribution 1,000.00 Garnish: Alimony/Support 1,000.00 401K Repayment 1,000.00		<b>Total Deductions</b> 1,000.00	
<b>Net Pay</b> 1,000.00		<b>Bank Transfers</b> JPMorgan Chase Bank, National Association Bank Number 8942566317 Account Number 5527134685	

# Career Development

Career development is a responsibility shared by the company, your Supervisor and you. By developing your skills in relation to your job requirements, you can ensure your development plan reflects both your goals and those of the business.

## Career Development Manual

This manual is to help you understand our approach to career development and discover the many career paths available to you at BHP Billiton Petroleum. Content included:

- Functional Homes / Organization Charts
- What is Functional Excellence?
- Career Development Framework
- Employee Development
- Petroleum Learning
- Performance Enhancement Process
- Making it work for you

**If you have portal access, you can view or download the Career Development Manual. Go to the BHP Billiton Portal, click on the Petroleum Tab > Business Critical Documents (BCD) > Human Resources > Career Development > Link under "Career Development Materials"**

## Talent

[Petroleumtalentmanagement@bhpbilliton.com](mailto:Petroleumtalentmanagement@bhpbilliton.com)

- Career Ladders
- Talent Reviews
- Employee Profile
- Performance Enhancement Process

## Learning

[Petroleumlearning@bhpbilliton.com](mailto:Petroleumlearning@bhpbilliton.com)

- Petroleum Competency Development Program
- Learning Plan
- Training (technical, general business skills, leadership)
- Teambuilding





# Business Travel and Expense Management

## Employee Expense Management (EEM)



- Every employee is responsible for the timely and accurate reporting of their travel and entertainment expenses. Expense reimbursement is for employees only.
- Team assistants can only help gather and scan receipts, but employees must enter their own expenses
- Corporate American Express (AMEX) should be utilized for business expenses
- The use of the corporate AMEX for personal use is specifically prohibited by GLD.050
- Every supervisor is responsible for approving expense reports in compliance with company policies.
- Supervisor approves expense reports and the company will issue payments

### Expense management questions?

[PetroEEMSupport@bhpbilliton.com](mailto:PetroEEMSupport@bhpbilliton.com)

**Note:** Supervisors need to set up a substitute so that their direct reports' expenses are approved while supervisors are out:

- a passive substitution rule for unexpected absences and an
  - active substitution for planned absences.
- At a minimum, it is recommended that expense reports should be processed by the 15<sup>th</sup> of each month, and approved by the 22<sup>nd</sup> to avoid late fees and consequential disruption to your card service
  - Late fees are not reimbursable unless there are extenuating circumstances and must be approved by the VP of Finance



## Business Travel and Expense Management continued

### Expense Submission

Providing appropriate documentation is a must when filing an expense claim. Make sure to include the following supporting documentation with each claim you file.

- Corporate AMEX statement(s) applicable to claimed expenses
- Receipts or equivalent record for all claimed expenses

Please be mindful of the following guidance when incurring and reporting expenses.

#### For Meals & Entertainment

- The most senior BHP Billiton employee in attendance should pay the bill.
- Expense report line item detail must record the names of all attendees for a meal or function. Attendees need to be classified as employees, business partners or guests. Reporting the business purpose of entertainment expenses is a mandated field.
- Employees should be mindful of their responsibility to seek pre-approvals prior to offering "Anything of Value" to a government official as governed by GLD.056– Anti-Corruption.

#### For Hotel Bills

- Hotel bills should be broken out to an appropriate level of detail for accurate reporting.
- Same rules apply for meals on hotel bills: attendees must be recorded, classified and a business purpose is required.

### Travel Bookings and Arrangements

- Business related travel bookings and associated arrangements must be authorized.
- Must maintain a personal Travel Profile on Travel provider's website. Use Travel Provider for flight bookings, accommodation, ground transport (excluding taxi services), and passport / visa advice.
- Always obtain the required authorizations prior to travel. This includes accompanying family members and adjoining personal travel.
- Complete the International SOS on-line Travel Ready form for travel to high and extreme risk countries.
- Book class or travel in accordance with the Class of Travel Entitlements.

Flight Length	Ticket Class
Less than 3 Hours	Economy / Coach Class
More than 3 Hours	Business Class (First if Business is not available)

## Travel Expenses†

### Allowable Travel and Other Expenses

- Alcohol (Reasonable costs)
- Associated Travel Costs
- Car Hire
- Contractors, Consultants, Third Parties traveling on BHP Billiton Business
- Lost, Stolen or Damaged Properties\*
- Passport, Visas and other Travel Documents
- Personal Meals (Reasonable Costs)
- Personal Travel
- Spouse / Partner Travel

### Non-Allowable Travel Expenses

- Calls from Airphones or Railphones
- Cancellation Fees
- Unauthorized or Personal Expenses
- In-house Movies
- Traffic Fines or Parking Infringement
- Notice Fines
- Personal Vehicle Fuel
- Per Diems

† See GLD.050 Business Travel and Expense Management for a full list of restrictions and qualifications to travel expenses.

\* Claim compensation through the supplier of the travel. BHP Billiton will only consider compensation if there is a claim shortfall.

## Business Travel and Expense Management continued

### Credits

#### What do I do if I have a credit balance on my AMEX card?

- All credits must be reported in Employee Expense Management by creating a manual line for the credit amount, selecting "American Express" as the Service Provider and choosing an applicable expense type.
- The expense report will workflow for manager approval as a normal process.
- The refund will be allocated to the appropriate cost center via EEM.
- AMEX will deduct the amount from the card and an adjustment transaction will appear on the next statement, so the account is back on track.

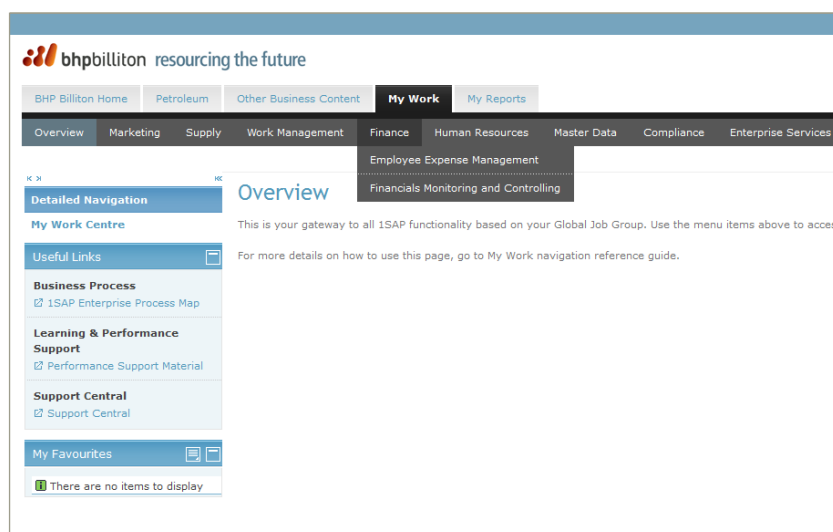
**Note:** The credit will appear on the Amex statement as a charge.



### Finance Tab

#### Employee Expense Management:

Record and view your expense claims

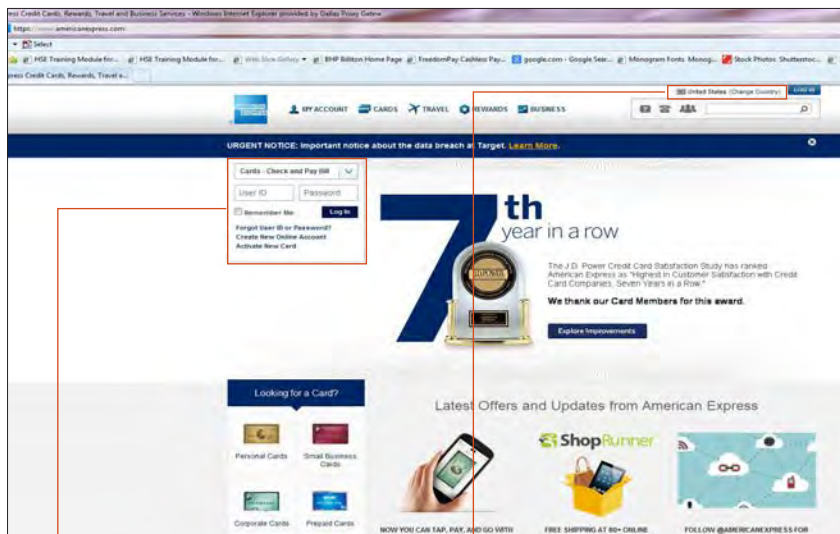


# AMEX Corporate Account Reconciliation (USA)

## Quick Reference Guide

### How to access your transactions online to reconcile your AMEX

1. Go to the American Express website: [www.americanexpress.com](http://www.americanexpress.com)



Enter your **User ID** and **Password**  
(This is what you use each month to log in and retrieve your statement) and click Log In

Ensure that you are visiting the **United States** American Express site

2. Click on View most recent transactions to view the list of transactions to reconcile

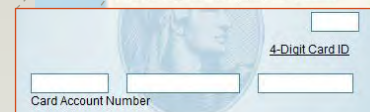
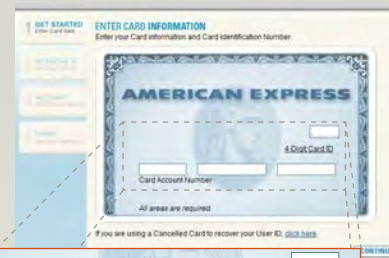


3. The list of transactions that you will need to reconcile will display
4. Click Printable Version; scan and attach this as your statement for the month in TEM



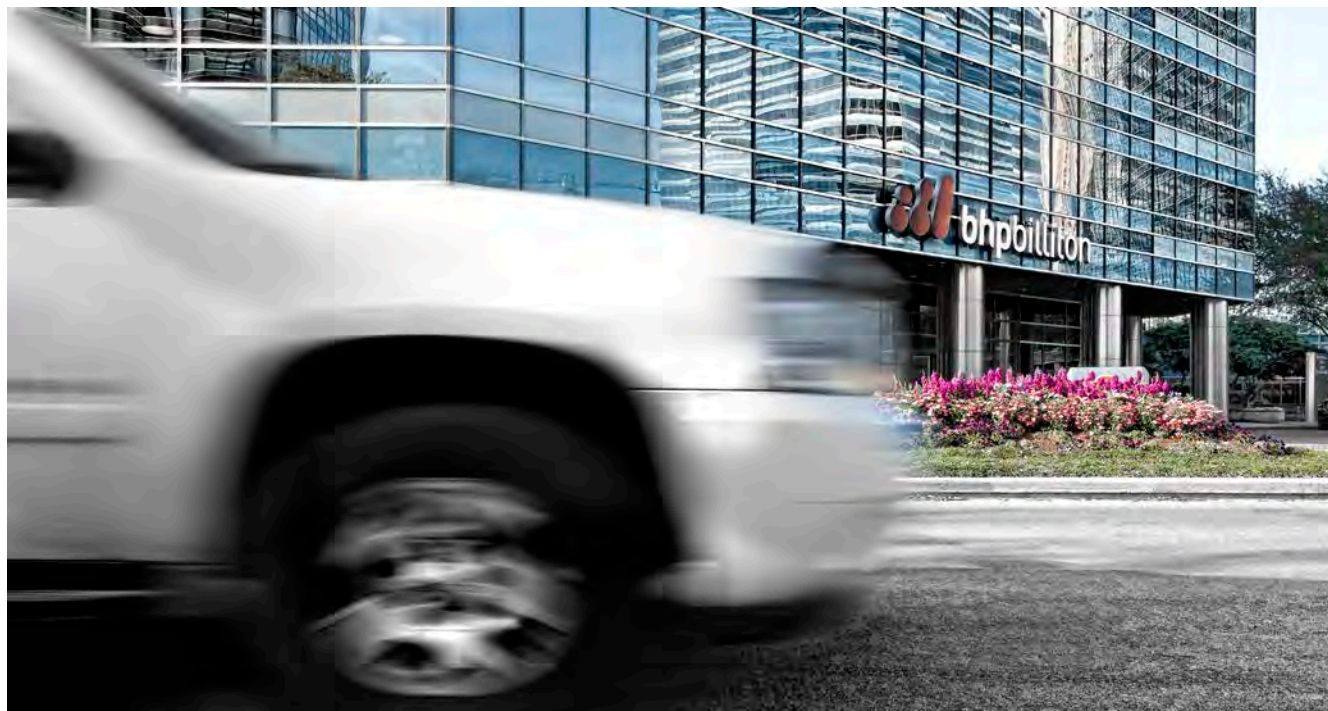
### What do I do if I do not know my User ID or password?

1. Click Forgot your User ID or Password on the AMEX home page
2. Enter your card number; your User ID will be displayed
3. If you do not know your password you can then reset it by answering a security question



Please do not hesitate to contact the **1SAP team** if you have any questions.

## Commuting to Work Assistance



### Trip Reduction Incentive Policy

BHP Billiton's Commuter Assistance Benefit is a commuter assistance program that can greatly help you cut costs by reducing your to-and-from work transportation expenses. We encourage employees to join.

For more details, please see the Commuter Benefit information posted on the BHP Billiton Benefit's Center website.

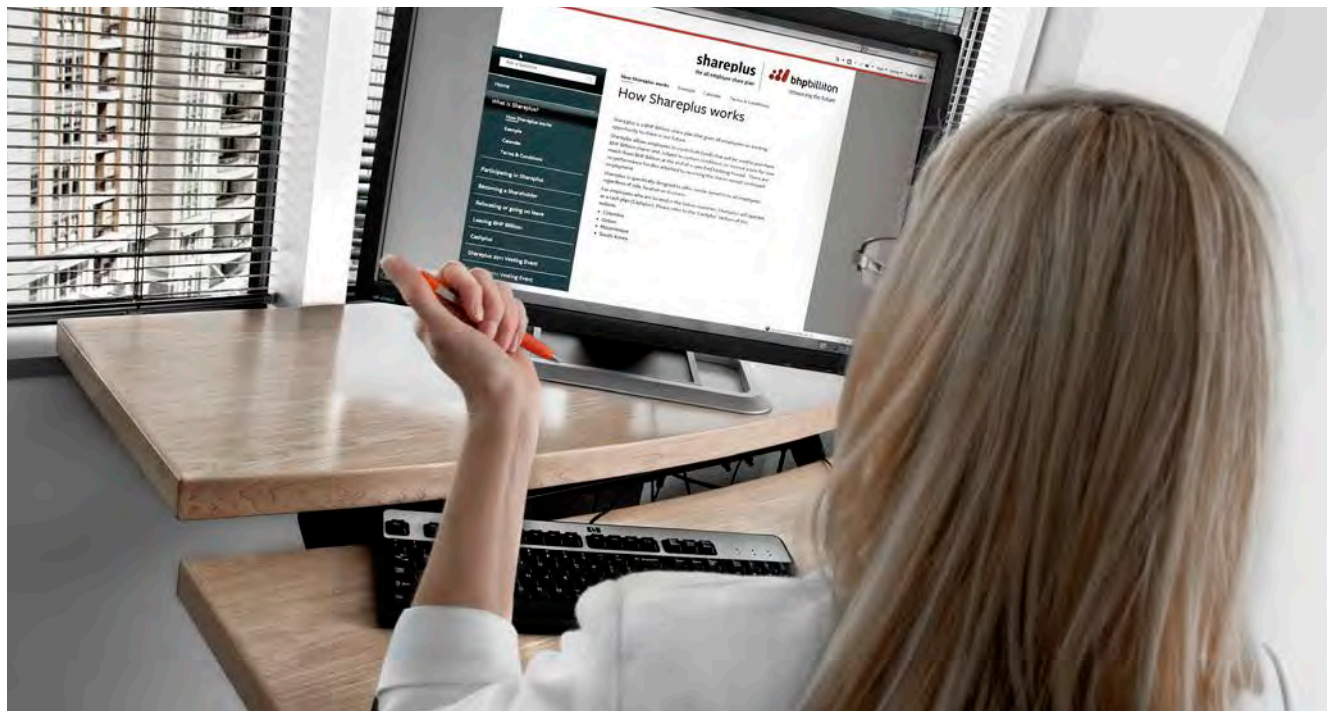
### Additional information is available online

- Go to [www.bhpbillitonbenefits.mercerhrs.com](http://www.bhpbillitonbenefits.mercerhrs.com)
- Click on "Plan Resources"
- Click "Commuter Benefit Section"

Commute Method	Subsidy	How to Get Subsidy
Bus	\$130 / month	No enrollment required. Pay with personal funds and claim reimbursement through monthly expense reporting.
Vanpool	\$130 / month	No enrollment required. Pay with personal funds and claim reimbursement through monthly expense reporting.
Car Pool	\$60 / month	Enroll online at the BHP Billiton Benefits Center, <a href="http://www.bhpbillitonbenefits.mercerhrs.com">www.bhpbillitonbenefits.mercerhrs.com</a> , or call 1 800 921 0173, 9:00 am to 6:00 pm Central Time. You must also fax the "Commuting to Work Policy-Enrollment/Change" form to the BHP Billiton Benefits Center at 1 888 887 0010. Your taxable credit will be through payroll.
Walking	\$60 / month	Enroll online at the BHP Billiton Benefits Center, <a href="http://www.bhpbillitonbenefits.mercerhrs.com">www.bhpbillitonbenefits.mercerhrs.com</a> , or call 1 800 921 0173, 9:00 am to 6:00 pm Central Time. You must also fax the "Commuting to Work Policy-Enrollment/Change" form to the BHP Billiton Benefits Center at 1 888 887 0010. Your taxable credit will be through payroll.
Bicycling	\$60 / month	Enroll online at the BHP Billiton Benefits Center, <a href="http://www.bhpbillitonbenefits.mercerhrs.com">www.bhpbillitonbenefits.mercerhrs.com</a> , or call 1 800 921 0173, 9:00 am to 6:00 pm Central Time. You must also fax the "Commuting to Work Policy-Enrollment/Change" form to the BHP Billiton Benefits Center at 1 888 887 0010. Your taxable credit will be through payroll.



# Shareplus



**Shareplus is an all employee share plan, which gives employees the opportunity to share in BHP Billiton's success. It is specifically designed to offer the same benefits to all employees regardless of role, location or Customer Sector Group. Shareplus allows employees to contribute monies which will be used to purchase shares.**

## Am I eligible?

All permanent employees, full and part time, plus employees on fixed-term contracts with a duration of three or more years, are eligible to participate in Shareplus.

## How do I apply?

Prior to the annual enrollment period, employees will be sent an invitation. There is an annual enrollment window in April before each new plan year. Employees hired on or prior to March 1<sup>st</sup> will be eligible to participate in the program. Employees hired after March 1<sup>st</sup> will be eligible the following year.

After the first year of participation, employees will automatically be enrolled for the next plan year unless they advise otherwise.

## How do I contribute?

Contributions will be deducted from your after-tax salary each pay period.

You decide how much you want to contribute towards purchasing shares, up to a specific annual limit. Each year we will advise employees of the maximum amounts in each currency. Your contributions will be made in the currency in which you are paid.

For those countries that do not allow contributions to be

deducted from salaries, alternative arrangements will be put in place to allow funds to be paid to the Plan Administrator.

During each plan year you cannot change your contribution unless you relocate and your salary currency changes.

## Shareplus is an opportunity for you to share in the Company's success

Through Shareplus you can:

- buy ordinary BHP Billiton shares from your after-tax salary. These shares will be known as Acquired Shares
- receive Matched Shares from BHP Billiton
- become a BHP Billiton shareholder, receive dividends and voting rights.

**Acquired Shares** are shares you buy from your after-tax salary through **Shareplus**.

**Matched Shares** are shares awarded by BHP Billiton

# Shareplus

**The Company will award you one Matched Share for every Acquired Share you hold at the end of the Holding Period. By purchasing Acquired Shares you become a shareholder in BHP Billiton. Shareholders receive dividends and voting rights.**

## Purchasing shares

The money that you contribute will be used to purchase Acquired Shares. These shares will be purchased on a quarterly basis by the Plan Administrator. The purchase dates will be set in advance and communicated to employees.

Your Acquired Shares will be held on your behalf by the Plan Administrator. You will be able to track the number of shares purchased.

## Selling your Acquired Shares

You can instruct the Plan Administrator to sell all or a portion of your Acquired Shares during the Holding Period. However, if you sell Acquired Shares prior to the end of the Holding Period, you will lose the right to receive the related Matched Shares.

## Matched Shares

In order to qualify for Matched Shares you must meet two conditions at the end of the Holding Period:

- you must be employed
- you must still be holding all or some Acquired Shares.

If you meet those conditions, BHP Billiton will award you a Matched Share for every Acquired Share.

The Holding Period will end on the 3rd anniversary of the commencement of each Plan Year. The Holding Period will be reduced for good leavers.

## Plan

Due to our dual listing structure, there will be two Shareplus plans. The plan in which you will participate will be dependent on your employing company.

Employing Company	Plan
BHP Billiton Ltd or one of its subsidiary companies	LTD
BHP Billiton Plc or one of its subsidiary companies	PLC

## Stock exchanges

The Stock Exchange on which your shares will be purchased will depend on your plan and the country in which you are located.

Plan/Location	Stock Exchange
LTD - not located in the USA	Australia (ASX)
LTD - located in the USA	New York (NYSE)
PLC - not located in South Africa	London (LSE)
PLC - located in South Africa	Johannesburg (JSE)

## What if I work part-time?

You can contribute up to the same limits as any other eligible employee.

## Can I participate if I am on temporary leave (eg sick leave, maternity/parental leave, long service leave, sabbatical)?

You can participate if you are on paid leave. Your contributions will continue for the periods you are receiving pay while on leave. If your pay stops during the time you are away, then your contributions stop.

## What do I do if I relocate?

You must advise the Plan Administrator and the appropriate payrolls.

## What do I do if my salary currency changes?

You must advise the Plan Administrator and the payroll of your new contribution amount.

## What if I leave the BHP Billiton Group?

If you leave you will no longer be able to contribute to Shareplus and will cease to be a participant.

## Will I be eligible to receive Matched Shares if I leave before the end of the Holding Period?

Your eligibility to receive Matched Shares will depend on your reason for leaving, and the table below lists various scenarios.

Reason	Treatment of Matched Shares
Resignation Termination/dismissal Mutual agreement if reason is performance related	No entitlement to any Matched Shares
Death Disability Serious injury / Illness Redundancy / Retrenchment Retirement Business sale End of fixed term contract Mutual agreement if reason is not performance related	Entitlement to 100% Matched Shares.

Any applicable Matched Shares will be awarded when you leave BHP Billiton.

## Shareplus Examples

The purchase of an Acquired Share will vary, depending on the share price in the open market at the time of purchase. You may purchase only a whole number of Acquired Shares. If, after the purchase of Acquired Shares, there is money left over, the extra cash will be added to your contributions for the next quarterly purchase.

### How can I find out more?

For further information please refer to:

- Shareplus Q&A's
- Rules of the Plans

Copies of all documentation are available from the Plan Administrator: [www.computershare.com/shareplus](http://www.computershare.com/shareplus)

This guide is a summary. The Plan is governed by the Rules. If there is any conflict between this guide and the Rules or applicable law, the Rules and applicable law will take precedence.

**Share prices can go down as well as up and exchange rates can vary. Participation in Shareplus should be considered carefully. BHP Billiton cannot advise you whether to participate in the plan.**

### If you have questions, please contact:

[BHPBSharePlans@computershare.com.au](mailto:BHPBSharePlans@computershare.com.au)

Purchase	Funds	Share price	Shares	Left over funds
Quarter 1	AUD 355.27	AUD 25.00	14	AUD 5.27
Quarter 2	AUD 360.54	AUD 28.00	12	AUD 24.54
Quarter 3	AUD 379.81	AUD 21.50	17	AUD 14.31
Quarter 4	AUD 369.58	AUD 24.75	14	AUD 23.08
			57	

# Parking and Building Access Application

## Applicant Information

First Name

Last Name

Employer name if not BHP Billiton

Phone

Driver's License Number

Date

☐ Employee

☐ Service Company

☐ Other

☐ Contractor

☐ Consultant

## Parking Information

Do you need parking? If so, select method of access (EZ tag, decal or badge).

☐ EZ Tag Access

☐ Decal Access

☐ Badge Access

### Primary Vehicle

Year

Color

Make / Model

License Plate

State

EZ Tag Number

### Secondary Vehicle

☐ Delete Vehicle

☐ Replace Decal

Year

Color

Make / Model

License Plate

State

☐ Add Vehicle

☐ Delete Vehicle

☐ Replace Decal

## For Internal Use Only

### Primary Vehicle

Original Number

Replacement Number

RPN

### Secondary Vehicle

Original Number

Replacement Number

RPN

### Tenant Representative

Signature

☐ Tim Cook

☐ Richard Douglas

☐ Jermaine McCullough

### Access Card Information

Original Number

Replacement Number

☐ 24/7 Access

☐ Restricted Floor Access

☐ Freight Access

☐ Lost / Broken Card

Date Processed by Four Oaks Place

Termination Date

☐ Access Terminated

☐ Parking Terminated





# Code of Business Conduct Receipt and Certification Form

## Employee Information

\_\_\_\_\_  
Employee/Contractor Name

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Business

\_\_\_\_\_  
Asset / Division

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature of Employee / Contractor

\_\_\_\_\_  
Date

By initially and dating the line below, I hereby acknowledge receiving a copy of BHP Billiton's Code of Business conduct.

\_\_\_\_\_  
Initials of Employee

\_\_\_\_\_  
Date

I am executing and submitting this "Receipt and Certification Form" because (mark appropriate box listed below)

- ☐ I am a new employee. ☐ I am a contractor.
- ☐ Submittal is required as part of the annual review program.
- ☐ I have been transferred to a position that requires reissuance and acknowledgement of receipt of BHP Billiton's Code of Conduct.



# Commuting to Work Enrollment / Change Form

If you ride the bus or commute in a vanpool, you are not required to complete this form. Subsidies are managed through the expense reporting process.

Complete the sections applicable to your commute-to-work alternative, obtain your supervisor's approval, and fax the completed form to the Benefits Center at 1-888-887-0010. Subsidies paid to you through payroll are effective the first full pay period immediately following your enrollment. BHP Billiton will not prorate subsidies for partial periods. If you discontinue participation, subsidies will stop beginning with the first full pay period following your election to discontinue.

## Applicant Information

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Business Unit (Petroleum, Energy Coal, Marketing, Group Functions)

With this form I elect to:

☐ Enroll ☐ Change ☐ Discontinue

My commute-to-work alternative is:

☐ Car Pool ☐ Walk ☐ Bicycle

\_\_\_\_\_  
I elect to discontinue participation effective the date listed above

## Car Pool Information

\_\_\_\_\_  
Car Pool Member Phone

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Car Pool Member Phone

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Car Pool Member Phone

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Car Pool Member Phone

\_\_\_\_\_  
Employer

## Acknowledgement and Approval

I commit to using a commuting alternative 80% of the time, and understand that abuse of the policy will result in disciplinary action.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Approval

\_\_\_\_\_  
Date





# bFit Gym Member Profile



## Member Profile

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Emergency Contact

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Emergency Contact Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Relationship to Emergency Contact

\_\_\_\_\_  
Email

\_\_\_\_\_  
Employee Name (for Adult Guest)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

I have read and agree to abide by the policies and procedures as they have been presented to me above.



# Employee Release, Waiver of Liability and Indemnification Agreement



BHP Billiton Petroleum (Americas) Inc. ("BHP" or the "Company") will provide certain employees the opportunity to use gym facilities and equipment leased by and access to fitness instructors provided by the Company (the "Facilities"). Before any BHP Billiton employee can use or participate in any activities at the Facilities, the employee must review and execute this Employee Release and Waiver of Liability and Indemnification Agreement (the "Release") as a condition of use of or participation in any activities at the Facilities. By signing this Release the employee acknowledges the following:

In consideration of being permitted to use or participate in activities at the Facilities, I, \_\_\_\_\_, hereby release, waive, discharge, indemnify, and forever hold harmless the Company, its parents, subsidiaries or other affiliates, officers, agents, representatives, insurers, contractors, or employees (the "Releasees") from any and all liability, claims, demands, actions and causes of action of any kind or nature arising out of or related in any way to any loss, damage or injury, including, without limitation, death, that I or any of my property may sustain resulting from my use of the Facilities or participation in or in any way connected with my participation in any activities at the Facilities, regardless of whether such liability arises in tort, contract, strict liability or otherwise. **THIS RELEASE EXPRESSLY INCLUDES AND EXTENDS TO ANY LOSS, DAMAGE, INJURY OR DEATH WHICH I MAY SUSTAIN AS A RESULT OF THE RELEASEES' OWN NEGLIGENCE OR GROSS NEGLIGENCE OR ANY HAZARDOUS CONDITIONS PRESENT.**

I understand that use of the Facilities or participation in any activities at the Facilities involve an inherent risk of personal injury and even death, and I hereby elect to voluntarily use or participate in activities at the Facilities, knowing that the use of or participation in activities at the Facilities may be hazardous to me and my property. I assume the risk of any loss, damage, or injury, including, without limitation, death, incurred while engaging in any physical exercise or activity or use in any way of the Facilities, including, without limitation, the use of any equipment in the Facilities. I understand that BHP Billiton does not require me to use the Facilities or participate in any activities at the Facilities as a condition of employment. I acknowledge that my use of or participation in activities at the Facilities is entirely voluntary and is not part of my employment or duties with BHP Billiton.

I assume full responsibility for any risks of loss, property damage or personal injury, including death, that I or my property may sustain as a result of being engaged in such use or participation, **INCLUDING, WITHOUT LIMITATION, ANY LOSS, DAMAGE, INJURY OR DEATH CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, AS A RESULT OF NEGLIGENCE RESCUE OPERATIONS.**

I hereby acknowledge that BHP Billiton has advised me to consult a physician before engaging in such use of or participation in activities at the Facilities. In the event of an emergency, I authorize BHP Billiton to secure from any licensed hospital, physician or medical personnel any treatment deemed necessary for my immediate care. I agree that I will be responsible for payment of any and all medical services rendered.

I agree to comply with all rules imposed by the Company regarding use of the Facilities and to refrain from using any equipment in the Facilities in a manner inconsistent with its intended design and purpose. I further covenant and agree to defend, indemnify and hold forever harmless the Releasees from any loss, liability, damage or costs, including attorneys' fees and court costs, they may incur arising out of or related to my use of or participation in activities at the Facilities, **INCLUDING, WITHOUT LIMITATION, ANY LOSS, LIABILITY, DAMAGE OR COSTS CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, AS A RESULT OF NEGLIGENCE RESCUE OPERATIONS.**

It is my express intent that this Release bind my family members, spouse, heirs, assigns, personal representatives and anyone else entitled to act on my behalf to the extent they act on my behalf, and is deemed as a release, waiver, discharge and indemnification of the Releasees.

I further covenant and agree that this Release shall be construed in accordance with the laws of the State of Texas and that any suit or other proceeding relating to this Release and any activities covered hereby must be filed or entered into only in the federal or state courts located in Harris County, Texas. Any portion of this Release deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the Release as a whole to the full extent authorized by law.

I have read and fully understand this Release as set forth above and understand that I have given up certain rights by signing it. I acknowledge that I have voluntarily signed this Release.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

