HUMAN RIGHTS, TALENT MANAGEMENT AND WELL BEING

SDGs

SDG GOAL: 8 – GOOD JOBS & ECONOMIC GROWTH
SDG GOAL: 10 – REDUCED INEQUALITIES

How it matters to HTL and its Stakeholders:

We believe that every individual must be accorded with dignity, fairness, respect and equality, regardless of their gender, religion or race. We proudly champion an inclusive culture where disabled persons are not just provided opportunities but are empowered to thrive, contributing their unique strengths to drive our collective success. Respecting human rights allows us to build trust with our employees, consumers, suppliers and communities, and provides us our license to operate.

We also recognize the critical role of building a highly skilled and productive workforce in fostering resilience and enabling the execution of our strategic priorities. Engaged employees are key to driving innovation. By aligning individual development goals with organizational objectives, we create a performance-driven culture that enhances productivity and supports the overall efficiency of our operations.

HTL Management Approach

Proper risk assessment has been conducted to manage potential social risks in business activities through relationships with partners and contractors, aiming to minimize and mitigate any risks that may arise from operations. Four main elements were assessed: labour and working conditions, responsible security, community impact, and supply chain management. Workers and employees have the right to raise their complaints freely without fear of discrimination, harrasment or abuse.

We also strive to empower our employees through our training programs, assessments and learning platforms to expand their skillsets, knowledge and capabilities to enhance agility while facing current challenging and evolving demands of work. Our proactive measures for talent management includes:

• Flexible work arrangements
• Generous leave policies
• A wide array of employee benefits aimed at promoting work-life balance and well-being
• Diversity and Inclusion (D&I) policy

Our Key Principles (Code of Conduct on Human Rights) CoCHR

• Freedom of Labour
• Prevention of Child Labour
• Wages and Benefits
• Working Hours
• Establish Grievance Mechanism
• Non-discrimination
• Freedom of Association
• Human Treatment
• Foreign and Migrant Workers

PROGRESS AND IMPACT

Facilities Provided to the Employees

Bonuses and incentives

HTL has the policy to provide bonuses and incentives to its employees to ensure employees are appreciated and encouraged. Total bonuses and incentives of 71 million paid in 2024.

Provident Fund

HTL also has the policy to provide long term benfits to its employees and paid 30 million pkr in 2024 in shape of Provident Fund.

	2024	2023
Bonuses and Incentives	71,375,930	76,644,082
Facilities provided to the Employee (PF)	30,574,917	25,427,845

Total Employee Remueration (5 years)
Rs. 4.88 Billion

Total Employee Remueration (2024)
Rs. 1.14 Billion
2023: Rs.1.19 Billion

Long term service benefits

HTL Employee who reaches 60 years age or serves 30 years will be entitled to long term service benefit ranging from 5 gross salaries to 15 gross salaries or even more with the Director approvals. During the year 2024, 3 emplyees were awarded with long term service benefits by HTL.

Work Flexibility

Implementation of flexibility at work to nurture work-life balance such as Flexible Working Hours (FWH), connectivity assistant and flexible attire at work.

Special Needs

Financial assistance through insurance is offered to employees to cover the treatment expenses related to their immediate family medical needs.

Sustainability factors are linked to employees' performances.

HTL by aligning individual goals with the company's sustainability objectives. Employees are encouraged to incorporate sustainable practices into their daily tasks, with performance evaluations considering their contributions to environmental and social initiatives.

Employee Appreciation

We provide performance-based incentives to employees through a structured evaluation process conducted by the respective department heads. Additionally, the company recognizes employee contributions with recreational trips and awards, fostering motivation and engagement across the organization.

Transition Assistance Programs

We promote the physical health of our employees by organizing cricket matches every alternate Friday and providing hygienic, nutritious lunches daily, ensuring a healthy and active work environment that supports overall well-being.

Employee trainings

At HTL, employee training is a cornerstone of our commitment to excellence and continuous improvement. We invest in comprehensive training programs to enhance our team's skills, ensuring they stay at the forefront of industry advancements.

Avg Training Hours Per Person	**15.51**
Total Training Hours for the Year 2024	**3,179**
Total Participants for the Year 2024	**205**
Total Training Investment	**3,769,153**
Training Investment per Employee	**18,386**

Training and Education	
Total Training Hours	**1,300**
Total Internal Hours	**116**
Hours per employee	**3**
Total External Hours	**1,184**
Hours per employee	**11**

Gender Pay Gap	
Particulars	**Mean Hourly Rate of Pay**
Male Employees - A	7,459
Female Employees - B	7,593
Gender Pay Gap (A - B)	-134
Mean Gender Pay Gap ((A-B) / A * 100)	**-1.80%**
Particulars	**Mean Hourly Rate of Pay**
Male Employees - C	3919
Female Employees - D	3920
Gender Pay Gap (C - D)	-1
Mean Gender Pay Gap ((C-D) / C * 100)	**-0.03%**

	Details of Trainings Exercises
1	AI Enabled Data Analytics for Accountants & Auditors
2	Angular Dot Net Core
3	ChatGPT for Professionals
4	Effective Letters, Reports and Presentations
5	Fundamentals of Data Analytics
6	Introduction to Digital Marketing
7	Inventory Management & Warehousing
8	Leading Diversity/Effective Leadership
9	Managing Multiple Projects Effectively
10	Managing the Learning and Development Function from TNA to ROTI
11	Microsoft Power BI
12	Microsoft Power BI Bootcamp
13	OCAC Workshop on Oil & Gas Industry of Pakistan
14	Oracle APEX Day
15	Oracle Application Framework
16	Skills in Goal Setting and Work Planning
17	Team Synergy Fostering Collaboration and Innovation in the Workplace
18	The Power of Persuasive Communication
19	Managing the Learning and Development Function from TNA to ROTI - Knowledge Sharing Session
20	Microsoft Power BI Bootcamp - Knowledge Sharing Session
21	Microsoft Power BI - Knowledge Sharing Session
22	OCAC Workshop on Oil & Gas Industry of Pakistan - Knowledge Sharing Session
23	AI Enabled Data Analytics for Accountants & Auditors - Knowledge Sharing Session