



Short Service Employee (SSE) Standard

1. PURPOSE

The purpose of this standard is to provide minimum requirements for identifying, training and mentoring Short Service Employees (SSEs) to ensure that they can perform their job tasks safely.

2. SCOPE

This Standard is applicable to employees of Expand Energy (EXE), its affiliates or subsidiaries working at EXE properties or on the company's behalf. Field-based personnel are the principal participants in the SSE program; managerial, clerical, or other office-based low-risk functions are not typically included.

Contractors **shall** have their own Standards.

3. DEFINITIONS

HSE Management System Platform – An electronic platform (e.g., KPA) for managing HSER information, inspections, training, compliance, etc.

Mentor – An employee with a minimum of twenty-four (24) months of experience with EXE or similar qualified experience within the industry and directly related to current assignment and/or job duties. The employee should possess the technical and communication skills, knowledge, and good safety habits to pass on to the SSE.

Shall – Denotes a minimum requirement to conform to the standard. To aid the reader, "shall" requirements are identified in bold.

Should – Denotes a recommendation, or, that which is advised, but not required to conform to the standard.

Short Service Employee – Any employee that is new to the company or who has recently been reassigned to new job duties for which they may not possess the knowledge, skills or experience to perform those new job duties.

Workplace – An establishment, location, job site or project, that contains one or more work areas.

4. ROLES & RESPONSIBILITIES

4.1. SUPERVISORS

- Assign appropriate mentors to SSEs.
- Ensure that SSEs do not perform tasks on field locations before they are properly prepared.

- Determine when the SSE has successfully completed the SSE program.
- Determine when to allow exceptions/exemptions to the SSE program based upon a worker's experience, qualifications, etc.

4.2. MENTORS

- Displays a positive work ethic and leads by HSER example.
- Demonstrate and instruct assigned SSEs how to safely perform tasks and their responsibilities.
- Monitor the SSE for compliance with HSER policies, standards and procedures and provide guidance.
- Ensures SSE and mentor identification is worn.
- Participate in periodic Progress Reviews with the Supervisor and the SSE.
- Complete the SSE Checklist.

4.3. SHORT SERVICE EMPLOYEES

- Be familiar with the standard and its requirements.
- Participate in all assigned HSER orientations/training outlined in Appendix A.
- Learn designated roles and responsibilities and adhere to all HSER policies and standards.
- Actively participate in and review a Job Safety Analysis (JSA) before engaging in any job task.
- Perform work only under the supervision of a mentor unless approved and documented through the SSE Checklist.
- Seek assistance and guidance from the mentor, manager and/or supervisor when uncertain about any part of any job or task.
- Wear SSE identification.

5. REQUIREMENTS

5.1 IDENTIFICATION OF SSEs AND MENTORS

Supervisors and HSER **shall** identify employees and Mentors to be included in the SSE program. Once employees have been selected, Supervisors will assign a Mentor (Mentors **shall not** be assigned more than two SSEs at a time).

If an employee who meets the definition of Short Service Employee is to be exempted from the SSE program, the Standard Exemption Process (see Section 8.0) **shall** apply.

SSEs **shall** be provided all required equipment and materials, including appropriate PPE, prior to being released for work. Supervisors **shall** ensure the SSE understands their role and responsibilities.

SSEs and Mentors **shall** be easily identified in the field, by utilizing colored brim guards on their hard hats (green for SSEs, blue for Mentors).

BU's **shall** develop appropriate checklist of topics/tasks/activities to be included in their area's SSE program, which **shall** include at minimum the content shown in Appendix A - Minimum Requirements for BU SSE Checklist.

Mentors and SSEs **shall** work with Supervisors to ensure completion of the SSE Checklist.

5.2 IMPLEMENTING THE SSE PROCESS

The components of a successful SSE process **shall** include:

- Inform and communicate
 - Promote two-way communication and encourage SSEs to ask questions and to participate in all safety processes (e.g., JSAs, Safety Meetings, non-critical safety inspections, Stop Work Authority).
- Monitor and provide guidance
 - Identify at-risk behaviors and provide coaching.
- Progress review
 - Conduct periodic SSE Progress Reviews (with the SSE, Mentor and Supervisor) and document these in the HSER Management System Platform.
 - Ensure the SSE has proper understanding of safe practices during the progress review.
 - Evaluate the mentor/SSE relationship for effectiveness during the progress review.
- Coaching and feedback
 - Provide coaching and feedback as appropriate.

5.3 COMPLETING THE SSE PROCESS

The SSE process is completed when the following conditions have been satisfied:

- The SSE demonstrates competence in their job duties, understanding of the applicable safety policies, standards, procedures, and safe work practices and has completed all HSER criteria.
- The required participation period (typically six months) has been completed.
- The SSE may be removed early from the process based on the progress review documentation and approval of the supervisor, or the time period may be extended if the SSE needs additional coaching / mentoring or safety training.

This process **shall** be tracked with the SSE Progress Review form in the HSER Management System Platform. At completion, the employee will be removed from SSE status.

6. TRAINING

Training on this standard **shall** be required initially when the standard is approved and implemented, as well as following any substantial program modifications for Supervisors, Mentors, and HSER personnel with applicable roles and responsibilities.

7. AUDIT REQUIREMENTS

Audits **shall** be periodically conducted by HSER in order to confirm compliance with this Standard.

8. STANDARD EXCEPTIONS

Requirements outlined in this Standard **shall** be followed, unless a Standard Exception is filed on behalf of, and with the approval of the Operations Manager. The Company's Standard Exception Form is to be utilized to properly document any exceptions.

9. REFERENCES

N/A



SHORT SERVICE EMPLOYEE (SSE) STANDARD

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10. DOCUMENT CONTROL TABLE

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1.0	08/01/2025	Developed new standard for EXE.	Katie Rhoads	OGB

11. APPENDICES

Appendix A – Minimum Requirements for BU SSE Checklist

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- HSER Goals & Objectives for Expand Energy
- Life Saving Rules
- Confined Space Entry Standard
- Driving Safety
- Driving – complete In-Cab Coaching Drive
- Energy Isolation – demonstrate competency with LOTO
- Emergency Action Plans
- Environmental (Spills, NORM, SPCC, Waste Mgt, Air)
- Ground Disturbance, Excavation and Trenching Standard
- First Aid / CPR – schedule and complete training
- Good Catch Program
- Hazard Communication – review, demonstrate location of safety data sheets
- Heat Stress/Cold Stress
- Hot Work Permit
- Hydrogen Sulfide – review and complete H2S training
- Incident Reporting and Management
- Job Safety Analysis
- Lifting and Rigging
- Personal 4-gas monitor - demonstrate competency
- PPE Procurement Programs (FRC, boots, prescription lenses, hearing protectors etc.)
- SSE Standard
- SIF (Serious Incident or Fatality)
- Stop Work Authority
- Working at Height – review standard and schedule training