

Document Number – HRSEPOL11

Version no: 1.0

Table of Contents

| | |
|----------------------------|--------|
| 1. Overview | 1. |
| 2. Aims & Objectives | 1. |
| 3. Responsibilities..... | 1 & 2. |
| 4. Review..... | 2. |
| 5. Change History | 2. |

1. Overview

It is the policy of SPARK Energy to ensure that workers do not place their own health and safety or the health and safety of others at risk. To achieve this, we are committed to providing and maintaining a working environment in which workers are not exposed to hazards arising from the impairment from fatigue resulting from excessive or unreasonable working hours

2. Aims & Objectives

SPARK Energy will strive to ensure that all workers engaged by this company either as an employee or contractor, are in a fit condition to safely carry out their work, and that workers are not impaired in any way by the effects of fatigue or stress. To achieve this, no person will be allowed to enter a workplace or carry out work while suspected of being impaired by or suffering adverse effects of fatigue or stress.

3. Responsibilities

We will take all reasonable precautions in the placement of workers to ensure that hours of work, shifts, rosters and workplace conditions do not create an unacceptable risk of fatigue. Workers will not be required to work more than 10 hours per day wherever possible, and work in excess of these hours will be subject to a risk assessment to ensure the safety and well-being of workers. Rosters will be designed to ensure that workers are provided with reasonable rest periods between shifts. SPARK Energy will try to maintain a standard of a minimum 10 hours between shifts where possible. If a worker is required to work more than 10 hours in a shift, then they must seek approval for this by the Managing Director of SPARK Energy.

All workers must ensure that they report to work in a physical, mental and behavioural condition that will allow them to perform their duties competently and in a manner that does not place themselves or others at the workplace at risk. This will require that workers ensure that they obtain sufficient rest before commencing work to ensure that they can carry out work during their shift in a safe and effective manner, and to observe any other relevant fatigue management strategies that they have been instructed in and are required to carry out.

Contractors who may be engaged for specific works, SPARK Energy may conduct a risk assessment if we believe work conducted is above 10 hours per day across multiple companies.

4. Review

This policy shall be reviewed by SPARK Energy at a minimum each year of issue date.

5. Change History

| Version | Author | Reviewed | | Approved | | Details of amendments |
|---------|---------------|----------|------|----------------|---------|-----------------------|
| | | Name | Date | Name | Date | |
| 1.0 | Paul Albanese | | | Greg Pipicella | 11/2022 | Original Issue |