1. Policy Purpose

AGIG's vision is to be the leading gas infrastructure business in Australia by delivering for customers, being a good employer, and sustainably cost efficient. Environmental and social responsibility is a key element of our vision.

Environmental stewardship is critical to the success and sustainability of our business. The Environment is also a key focus of our Environmental, Social and Governance (ESG) program, including short and long term targets for a sustainable business.

AGIG believes that we are all individually accountable and empowered to ensure our actions are without undue adverse impact upon the environment.

2. Key Objectives

Our key objectives are to:

- Conduct environmentally responsible operations and minimise environmental impact wherever possible.
- Align our carbon emissions footprint with national and state policy and regulations.
- Create a culture and environment where every employee is personally committed to managing impacts to the environment.
- Provide resources and support to meet our emerging ESG targets.
- Act consistently with AGIG's values, including working in a safe and professional manner.

3. Achieving Objectives

We will achieve this by:

- Embedding environmental considerations into business decisions and processes
- Promoting environmental awareness and fostering a culture of respect for ecological values.
- Effectively consulting with our employees, contractors, customers and key stakeholders on environmental matters and establishing an escalation mechanism for matters requiring management intervention.
- Driving a culture where employees and contractors take ownership and are accountable for environmental performance.
- Developing processes and systems to identify, assess and control environmental risks and to ensure the management of risk to as low as reasonably practicable.
- Establishing and maintaining pragmatic and flexible environmental management systems that are tailored to our risks, drives achievement of our vision and are regularly reviewed for currency, relevance and effectiveness.
- Allocating the appropriate resources and providing the necessary information, instruction, training and supervision to enable implementation of the environmental management systems.
- Setting a clear low carbon strategy for the business to decrease carbon emissions.

Fitness for Work Policy

AGIG's vision is to be the leading gas infrastructure business in Australia by delivering for customers, being a good employer, and being sustainably cost efficient. Public safety and the health and safety of our employees and contractors are key elements of our vision.

AGIG believes that all incidents are preventable and is continually striving to achieve Zero Harm. Maintaining a competent workforce, who are capable of safely undertaking the activities required in their roles, is critical to the success and sustainability of our business.

AGIG understands that many factors may adversely impact on an individual's fitness for work, including:

- Fatigue
- Drugs and Alcohol
- Physical Injury or illness
- Mental health

Whilst an individual may be unfit for work for a variety of reasons, it is the responsibility of every individual to notify their supervisor/manager of any concerns about, or potential impairment of their own fitness for work or that of their colleagues.

AGIG believes that we are all individually accountable and empowered to ensure our actions protect ourselves, fellow workers and the public.

Our key objective is to:

- Encourage individuals with fitness for work issues to seek assistance.

We will achieve this by:

- Setting clear expectations for fitness for work, encouraging behaviour and attitudes that are conducive to a safe and healthy work place.

- Maintaining anonymous access to an Employee Assistance Program designed to provide professional counselling support to all employees and their families.

- Enforcing a drug and alcohol free workplace.

- Ensuring that personnel who present with fitness for work issues are managed in an effective, fair and constructive manner.

- Promoting a healthy lifestyle through the delivery of diverse wellbeing initiatives.

- Encouraging approachable leadership and fostering a strong culture of peer support.

- Providing wherever possible the tools, education, flexibility and assistance to enable individuals to identify, address and report their own fitness for work issues.

- Supporting individuals with fitness for work issues to return to work as soon as possible.

ZERO HARM Principles and Standards

Operative Date: 9 June 2022

AGIG believes that all incidents are preventable and is continually striving to achieve Zero Harm. To support this, AGIG has established a set of Zero Harm Principles that target hazards and work activities which present an inherent risk of fatality. Each Principle is supported by a Standard that outlines the minimum mandatory requirements for controlling the fatal risks.

The Zero Harm Principles and Standards apply to all AGIG employees, contractors, and visitors at all AGIG workplaces - adherence to them is mandatory. If at any time you don't understand how to apply these or you believe there is a hazard or risk that may harm you, others, or an AGIG asset, you are empowered and expected to say "STOP".

Our Zero Harm Principles are defined as follows:

Driving and Remote Travel (Standard 1)

Plan your journey, ensure vehicles meet business and legal requirements, comply with all road laws, drive to conditions and complete a journey plan for remote travel.

Mobile Plant (Standard 2)

Risk assess plant and movements and only operate plant which you are competent and authorised to operate. Establish and remain vigilant of the operation and exclusion zones.

Working at Height (Standard 3)

Protect yourself against a fall or dropped objects. Inspect platforms, scaffolding, fall injury prevention systems & ladders before use. Ensure required training is complete.

Energy Isolation (Standard 4)

Conduct, confirm, test, and communicate effective or positive isolation of gas, electrical and other hazardous energy sources before and during work on any plant, equipment, or process.

Working in Gaseous Environments (Standard 5)

Monitor atmospheric conditions and control ignition sources. Manage priority gas leaks to minimise impacts to people and the environment. Use respiratory protection where required.

Excavation (Standard 6)

Protect excavations from collapse, barricade against falls and ensure safe access and egress. Locate, mark, and protect underground assets prior to excavating.

Mechanical Lifting (Standard 7)

Plan and risk assess all mechanical lifting operations. Inspect Equipment prior to use and ensure you are trained and licenced to undertake lifts.

Confined Spaces (Standard 8)

Complete risk assessments, permits, and required training prior to entering a confined space. Confirm that the space is safe before entering and undertake gas testing.

Traffic Management (Standard 9)

Plan, risk assess, communicate, and demarcate for the safe movement of plant, vehicles, and pedestrians. Ensure traffic management activities comply with road laws.

Fitness for Work (Standard 10)

Test zero for drugs and alcohol and declare any fitness for work issues before conducting any work. Listen to your body, remember to stretch and stay hydrated and manage signs of fatigue.

Safety Management System (Standard 11)

Understand and comply with your duty of care and the requirements of defined Safety Management System. If you're unsure Ask. If you're unsatisfied Escalate. If you're unsure STOP.
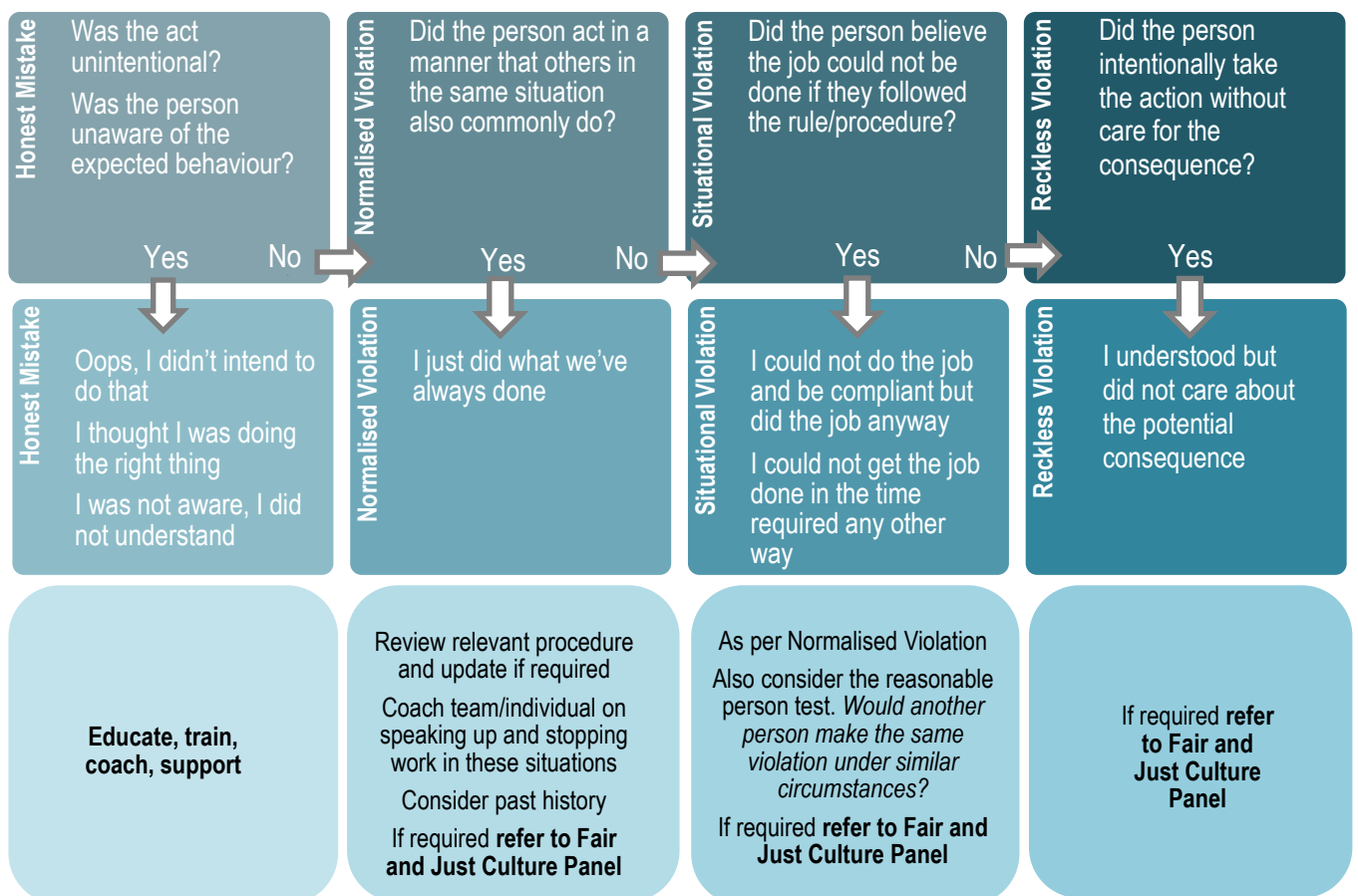
Just Culture Policy

AGIG place strong emphasis on the importance of an open and transparent reporting culture. The objective of our Just Culture Policy is to ensure that any incident involving safety misconduct is evaluated using a fair and consistent approach. Our Just Culture Policy acknowledges that human error may occur as a result of both intentional and unintentional acts. It further acknowledges that intentional acts may arise as a result of different motivators, each of varying degrees of severity.

In the event of an incident involving safety misconduct, the Relevant Manager will conduct an assessment against our Just Culture Policy to identify the nature of the act (i.e. either an honest mistake, normalised violation, situational violation or reckless violation). The framework will identify the appropriate management response which may include education, training, coaching or support. System revision and update may also be required.

Assessment may include the past history and reasonable person tests. In this regard, where an individual's actions represent a repeat or worsening of historical misconduct, this must be considered. Similarly, where an individual's misconduct represents an act that would not have been expected by any other individual when substituted into the same circumstances, this must be considered also.

Honest Mistake	Normalised Violation	Situational Violation	Reckless Violation
Was the act unintentional? Was the person unaware of the expected behaviour?	Did the person act in a manner that others in the same situation also commonly do?	Did the person believe the job could not be done if they followed the rule/procedure?	Did the person intentionally take the action without care for the consequence?
Yes No →	**Yes** No →	**Yes** No →	**Yes**
Oops, I didn't intend to do that. I thought I was doing the right thing. I was not aware, I did not understand	I just did what we've always done	I could not do the job and be compliant but did the job anyway. I could not get the job done in the time required any other way	I understood but did not care about the potential consequence
Educate, train, coach, support	Review relevant procedure and update if required. Coach team/individual on speaking up and stopping work in these situations. Consider past history. If required **refer to Fair and Just Culture Panel**	As per Normalised Violation. Also consider the reasonable person test. *Would another person make the same violation under similar circumstances?* If required **refer to Fair and Just Culture Panel**	If required **refer to Fair and Just Culture Panel**

In more complex situations where a resolution is not straightforward, a Just Culture Panel may be convened comprising the following roles (or their delegates)

- Relevant Executive General Manager
- Relevant Head of or Manager
- Head of People and Culture
- HSE Manager

The Just Culture Panel will conduct an unbiased assessment to agree on the appropriate management response. In every instance a fair and consistent approach should be achieved, ultimately enabling the workforce to confidently engage in transparent reporting without fear of undue penalty for themselves or others.

1.   Policy Purpose

AGIG's vision is to be the leading gas infrastructure business in Australia by delivering for customers, being a good employer, and sustainably cost efficient.

AGIG believes that all incidents are preventable and is continually striving to achieve Zero Harm.

2.   Key Objectives

Our objectives are to:

- Maintain public safety through safe operations, which we call process safety.
- Provide a safe and healthy workplace, free of occupational injuries and illness.
- Create a culture and environment where every employee is personally committed to managing health and safety.

3.   Achieving Objectives

We will achieve our objectives by:

- Embedding process safety and health and safety into all business decisions and processes.
- Promoting individual wellbeing and providing a framework for the appropriate management of employee fitness for work.
- Supporting flexible and safe working arrangements for employees based on their role and individual circumstances.
- Effectively consulting with our employees, contractors and key stakeholders on health and safety matters and establishing an escalation mechanism for matters requiring management intervention.
- Driving a culture where employees and contractors take ownership and are accountable for safety performance.
- Developing processes and systems to identify, assess and control process safety and health and safety risks and to ensure the management of risk to as low as reasonably practicable.
- Establishing and maintaining pragmatic and flexible safety management systems that are tailored to our risks and values, drive achievement of our vision and are regularly reviewed for currency, relevance and effectiveness.
- Allocating the appropriate resources and providing the necessary information, instruction, training and supervision to enable implementation of the safety management systems.
- Effectively reporting, recording and investigating injuries, work-related illness and near misses in the workplace and taking proactive measures to prevent recurrence.
- Delivering effective rehabilitation measures for employees and contractors who suffer work-related injuries and illness.
- Setting, monitoring and communicating meaningful performance measures to drive continuous improvement.
- Complying with all laws and regulations for the protection of our people and the community.