

Contents

1. DOCUMENT AIMS AND APPLICATION	2
2. DOCUMENT VERSION MANAGEMENT	2
3. UNITS IN CHARGE OF THE DOCUMENT	2
4. REFERENCES	2
5. ORGANISATIONAL PROCESS POSITION IN THE PROCESS TAXONOMY	3
6. DEFINITION AND ACRONYMS (In Alphabetical Order)	3
7. POTENTIA ENERGY STOP WORK MANIFESTO	4
8. THE NEED FOR A STOP WORK	5
9. APPLICATION OF THE STOP WORK POLICY	6
10. GIVING THE STOP WORK ORDER	6
11. RESUMING WORK AND RESOLVING THE PROBLEM	7
12. NO BLAME APPROACH	8
13. DISTRIBUTING THE STOP WORK POLICY	8
14. REPORTING AND REGISTRATION OF STOP WORK	9
15. ANNEXES	10
ANNEX 1 Stop Work Manifesto	10



Policy no. 013

Version no 001 dated 28/01/2025

Subject: Stop Work

Application AreasPerimeter: *Australia*Prepared By: *HSEQ & Sustainability*

Collaborator: -

Authorizers: *Board Of Directors*Applies to: *All Units*

1. DOCUMENT AIMS AND APPLICATION

This document provides the criteria for the **application of Stop Work within Potentia Energy Group** and thus reaffirms the primary role of health and safety of workers, and protection and preservation of the environment in the execution of Potentia Energy activities.

With specific reference to Potentia Energy activities, including the ones executed by Potentia Energy personnel and those provided by Contractors acting on behalf of Potentia Energy, this document recognizes and strongly calls for the exercise of the **right and duty** of all Potentia Energy personnel (as defined below) to take an active part for the protection of health, safety and the environment, and to promote a responsible behavior, not only by reporting critical situations but also by immediately interrupting any work activity that may pose a risk to the health and safety of persons or to the environment.

This document provides a guidance for practical application of the **Stop Work** and lays down the principle of recognizing the good faith of persons who report a critical situation or interrupt a work activity, even if this action subsequently proves to be unnecessary.

This document shall be implemented and applied to the extent possible within Potentia Energy and in compliance with any applicable laws, regulations, and governance rules, including any stock exchange and unbundling-relevant provisions, which in any case prevail over the provisions contained in this document.

This document shall require a formal review every 3 years, or earlier if determined by the business to achieve continuous improvement.

2. DOCUMENT VERSION MANAGEMENT

Version	Data	Main changes description
1	[28/01/2025]	Issuing of new local policy (Replacing Stop_Work_Policy_Gruppo_Enel_EN)

3. UNITS IN CHARGE OF THE DOCUMENT

Process Owner responsible for drawing up the document: HSEQ&S

Responsible for authorizing the document: Board of Directors

4. REFERENCES

- Integrated Management System Policy
- Anti-bribery Policy
- Human Rights Policy

- Code of Ethics
- Zero Corruption Tolerance Plan
- Compliance Program

List of documents issued by external organisations (laws, guidelines, regulations):

- * ISO 9001:2015 Quality Management System – Requirements.
- * ISO 14001:2015 Environmental management systems - Requirements with guidance for use.
- * ISO 45001:2018 Occupational health and safety management systems – Requirements.
- * ISO 50001: 2018 Energy management systems — Requirements with guidance for use.
- * ISO 37001:2016 Anti-bribery management systems – Requirements with guidance for use.

5. ORGANISATIONAL PROCESS POSITION IN THE PROCESS TAXONOMY

Business Unit(s) this applies to: All Units

6. DEFINITION AND ACRONYMS (In Alphabetical Order)

Acronyms and Key words	Description
Contractor	Physical or legal person (main contractor, subcontractor, consortia, group of companies, self-employed worker) carrying out activities or services under contracts managed by Potentia Energy.
Critical situation or criticality	Any situation, act of nature, or other dangerous condition that can impact on people's health and safety, environment, operational continuity, company reputation, stakeholders' interest.
Potentia Energy Personnel	Any person hired by Potentia Energy (employees), contractor's personnel, self-employers, consultants and any other person working with Potentia Energy or on its behalf.
Environmental Event	Any occurrence or modification of a particular set of circumstances which has caused or could have caused an impact on the environment and / or on organisation due to environmental problems.
Potentia Energy HSE Requirements	Annex to the contract that provides contractor's obligations concerning significant health, safety and environmental aspects that the Contractor shall and shall cause its Subcontractors to comply with during performance of scope a contract.
HSEQ&S	Health, Safety, Environment, Quality and Sustainability

Non-conformity (NC)	Failure to fulfill a requirement (deficiencies with immediate or marginal effects on the product, regulatory and functional requirement partially disregarded or fully disregarded, laws/regulations disregarded, previous recommendations not implemented). A raised NC must detail the requirement not fulfilled, the deficiency detected and the evidence.
Observer	Potentia Energy Personnel who observes a risky situation and calls for the Stop Work.
OHS	Occupational Health and Safety.
Potentia Energy	Means Potentia Energy Group Pty Ltd
Stop Work	The Stop Work shall be applied by any Potentia Energy personnel (observer) who, being present at a specific moment on the workplace, observes an immediate and/or manifesting dangerous situation/behavior related to the ongoing work executed by other Potentia Energy personnel /or contractors that poses a risk to people's physical integrity or to the environment.
Workplace	Place under Potentia Energy's control, or on its behalf, where a person needs to go or stay for work reasons (such as offices, power generation facilities, other types of sites).

7. POTENTIA ENERGY STOP WORK MANIFESTO

This document is based on the principle that Potentia Energy pursues the highest form of protection of Health, Safety and Environment. In a complex organisation characterized by a high degree of interconnections, these objectives can only be effectively pursued with the **cooperation of all Potentia Energy employees and contractors** who are called to take a decisive action, stopping any activity that might pose a risk to one's own or anyone else's health and safety or, similarly, that might cause harm to the environment.

The Stop Work involves everyone, and its application is priceless as it serves to protect people's lives, preserve the environment and reinforce positive safe behaviors.

Annex 1 reports the Potentia Energy Group **Stop Work Manifesto**.

The Manifesto states the following main principles:

- The health and safety of people and the integrity of the environment are fundamental values of Potentia Energy, which promotes their broadest protection.
- The health and safety of people and the integrity of the environment are fundamental values of Potentia Energy, which promotes their broadest protection.

- The health and safety of people and the integrity of the environment must be an integral part of Potentia Energy work, and all Potentia Energy personnel must consider them as a part of their daily objectives. These objectives can only be achieved with the contribution of everyone.
- Potentia Energy requires all Potentia Energy personnel to stop work immediately (call for a Stop Work application) and to report behaviors and/or situations that may endanger the health or safety of people or threaten the environment.
- Potentia Energy personnel must apply the Stop Work without fear of consequences. No blame or responsibility will be attributed to an employee or contractor who reports (in good faith) a situation of particular risk or stop work, even if this action should subsequently prove to have been unnecessary.
- Behaviors that do not meet worker's health protection standards, as defined by Authorities and corporate protocols to prevent contagion, such as for COVID-19 or for any other health or epidemiological risks, may give rise to a Stop Work.

8. THE NEED FOR A STOP WORK

The need for a "Stop Work" arises from the observation of a situation creating an immediate and/or manifesting danger to people physical integrity or a severe environmental harm on the job site that must be managed by stopping work immediately and keeping this work suspended until the risk has been evaluated and the safety and environmental standards have been restored to mitigate the risk.

A Stop Work order can arise from the observation of a Non-Conformity or a Safety Observation that has the characteristic of immediate danger and drives an instantaneous reaction to STOP the ongoing work.

For example, if when executing an inspection on field the inspector (*observer*) notes unsafe acts and they believe that the activity must be immediately suspended, the inspector firstly shall call for a Stop Work and then also shall register the non-conformity.

Similarly, a safety observation can be a case of Stop Work application, in circumstances of immediate danger.

A Non-conformity or a safety observation may not pose an immediate risk (meaning there is time to allow the identification and the monitoring of risk exposure to reinforce safe behavior). In this case, due to the absence of a severe and/or imminent danger to persons or to the environment, any criticalities or non-conformities encountered should be reported through the ordinary processes set up by Potentia Energy or the relevant Contractor in control of the respective workplace.

To apply the Stop Work, an observer, who knows the Stop Work policy and has a sensitivity on health, safety and environmental matters, acts based on the perception of a risky situation for the people and the environment.

The Stop Work is a powerful tool which must be called in cases of real need and used without fear of error, indeed with courage to act for a greater purpose.

9. APPLICATION OF THE STOP WORK POLICY

The conditions for the applicability of Potentia Energy Stop Work Policy are:

- there is an ongoing work,
- there is the perception of a severe and imminent danger to people or to the environment in connection with this work,
- the risk cannot be managed in any other way than STOPPING the WORK; meaning a pause to review and reorganize the work activities being carried out.

The Stop Work shall be applied by any Potentia Energy personnel (*observer*) who, being present at a specific moment on the workplace, witnesses an immediate dangerous situation/behavior related to the ongoing work by Potentia Energy employees and/or personnel of contractor acting on behalf of Potentia Energy and/or any other natural or legal person having a business relationship with Potentia Energy that poses a risk to people physical integrity or to the environment.

The application of the Stop Work can result in the application of an immediate resolving action or to a reorganisation and postponement of activities based on the scope of identified solutions.

Potentia Energy asks all personnel to apply the Stop Work, regardless of the client-customer relationship and regardless of people's specific roles and hierarchical positions within the relevant scope of work.

This means that:

- Any Potentia Energy employed person can stop the work activity of a colleague and/or Contractor personnel;
- Contractor can apply the Stop Work for activities carried out by the Contractor itself or being performed by Potentia Energy teams or the activities of any other Contractor present on site, and, as stated in the Potentia Energy HSE requirements, Contractors must immediately communicate to Potentia Energy the application of the Stop Work. The application and reporting of these cases are mandatory even when Potentia Energy is not present.
- The call for the Stop Work is independent from the hierarchical position of the observer and the people involved.

Even in cases where Potentia Energy personnel observe a risky situation in an Potentia Energy workplace while they are off-duty, they are entitled to apply the Stop Work.

10. GIVING THE STOP WORK ORDER

Any Potentia Energy personnel who witness and/or perceive a severe and/or imminent danger to persons or the environment that cannot be managed without stopping work shall immediately call for a Stop Work application.

To avoid creating additional risks for the workers, when giving the Stop Work order, attention must be paid to the way the Stop Work is communicated: the voice must be loud but also calm, firm, and polite to not induce any uncontrolled reactions, and any form of physical contact is strictly prohibited.

The observer shall make explicit reference to the Stop Work Policy of the Potentia Energy, which each member of Potentia Energy personnel is required to know. They are also recommended to declare their identity and role in their respective organisation.

There is not a unique way to call for a Stop Work; this depends on the context. The following are common steps of a way an observer can call for a Stop Work depending on the situation:

The observer calls for a Stop Work: alerting the workers who must stop the ongoing work remaining in a safe condition.

- The observer asks and informs the person in charge of managing the activity on the workplace (supervisor, foreman, contract manager, technical assistant) to clarify the situation together and to take actions to restore the correct conditions. The situation may or may not be solved in the short term, which implies to take a pause and reschedule the work.
- The observer asks for and identifies the Potentia Energy Business Unit that arranged the work and through the onsite supervisor informs the person responsible of the Potentia Energy Business Unit (Potentia Energy Business Unit Manager – This is usually the Potentia Energy Project Manager or Plant Manager).

The above-mentioned steps generally apply to all cases of Stop Work application (by Potentia Energy towards Potentia Energy employee, or by a Contractor towards Potentia Energy teams, or by a Contractor towards another Contractor present in the same workplace); it is important to highlight that the observer must inform the Potentia Energy Business Unit that arranged the ongoing work through the onsite supervisor.

In case the observer feels that the situation can pose a hazard to workers or the environment but feel that they may not be competent enough to be sure that the situation is genuinely risky, and/or have not received adequate feedback from the involved counterparty to be confident as to if the risk is real or not, they must ask for support to the other colleagues on site and to share their point of view (in the rare case of lone-workers, an immediate communication to the direct superior and to the HSE local manager constitutes the right approach).

11. RESUMING WORK AND RESOLVING THE PROBLEM

The confirmation for resuming the work shall be given by the person responsible for the work, i.e., by the Business Unit that arranged that work, represented by the Business Unit Manager. They are responsible for adopting the measures to ensure a safe workplace, involving the onsite supervisor and the Site HSE managers, collaboratively.

It is mandatory that the risk/s determined by the severe and/or imminent danger/s which gave rise to the Stop Work order are adequately managed before resuming work. As stated, depending on its complexity, the resolution of criticalities may take a variable time based on the implementation of an adequate remediation plan.

All Stop Works, with the corresponding solutions and authorisation to resume work, must be tracked by the involved organisations and communicated to the relevant HSEQ Unit, by using the tools (digital or not) provided for this purpose.

The HSEQ Unit provides support in the identification of the proper solution once informed by the responsible for the work, monitors the effectiveness of these solutions, ensures the traceability of events, analyses trends, and shares lessons learned within the organisation.

12. NO BLAME APPROACH

No blame or responsibility will be attributed to any Potentia Energy personnel who, in good faith, applies a Stop Work. Irrespective of whether the observer belongs to Potentia Energy or to a Contractor, they cannot be penalised in any way even if the Stop Work proves to be unnecessary. On the contrary, the application of the Stop Work proves respect for the life of everyone involved in Potentia Energy activities as well as for the environment.

Feedback of appreciation for applying the Stop Work must be always provided. Suggestions and additional information on specific aspects of HSE matters for a proper application of the Stop Work should be delivered to improve anyone's opinion of what a severe and/or imminent hazard is.

For the great value of their action, Potentia Energy recognises with appreciation, people who, in good faith, apply the Stop Work to protect the health, safety, and life of a colleague, and the environment. Campaigns, recognition and rewarding programs should be launched with the aim of raising awareness, actively engaging the employees on the importance of the Stop Work Policy and limiting the psychological repercussions which could lead to someone not immediately stopping work activities posing a risk to themselves, other colleagues, or the surrounding environment.

The tendency towards:

- a) accepting an increased risk,
- b) feeling of not having the authority to intervene on someone else's actions,
- c) rushing to complete an important work,
- d) feeling that safety is not a matter to be concerned about in relation to one's own work,
- e) thinking "I have done like this many times and nothing happened"

...all may lead to underestimating the importance of the Stop Work and must be avoided. The importance of this recommendation is paramount, and it applies to all employees regardless of their contractual status, age, level of experience, role, duties, or geographical location.

13. DISTRIBUTING THE STOP WORK POLICY



The Stop Work Policy shall be distributed and shared as widely as possible so that all Potentia Energy personnel are aware (informed and conscious) of it through a variety of complementary means of communication.

Potentia Energy and Contractors operational work teams shall make daily explicit reference to the Stop Work Policy during pre-job checks, co-ordination meetings and any other useful occasion to keep a constant attention on it. During field inspections, inspectors and auditors can check the relative degree of awareness and sensitivity of workers on the Stop Work policy.

Through the HSEQ&S Unit, Potentia Energy at least once per year shall reiterate the importance of the Stop Work application also through initiatives dedicated to the matter.

Similarly, Contractors shall convene their workers to HSE specific training (through webinars, talks or other means) on Potentia Energy Stop Work Policy, according to the contents provided by Potentia Energy itself.

It is mandatory that all Potentia Energy personnel receive induction on the Stop Work Policy when working with Potentia Energy for the first time and then at least once a year thereafter. Training material is made available for Potentia Energy and Contractors

The Stop Work Manifesto, can be framed and displayed at the entrance of all Potentia Energy premises and worksites so that it is clear and easy to read for everyone.

14. REPORTING AND REGISTRATION OF STOP WORK

The observer is responsible for ensuring that the Stop Work is registered and reported using a digital application or a hardcopy form according to the organisational tools made available for this purpose.

The registration may be done by the onsite supervisor or by the HSEQ&S local unit. Minimum information to register a Stop Work is:

- Location and Date,
- Description of the overall activity being performed and of the specific ongoing work being stopped,
- Name of the observer and if they belong to an internal Potentia Energy Business Unit or to an external contractor (adding general information about contractor such as name, contract number, etc.),
- Recipients of the Stop Work: internal Potentia Energy business unit or if there is a contractor involved (yes or no) adding general information about contractor such as name, contract number, etc.,
- Types of Stop Work:
 - Health



Policy no. 013

Version no 001 dated 28/01/2025

Subject: Stop Work

Application Areas

Perimeter: *Australia*

Prepared By: *HSEQ & Sustainability*

Collaborator: -

Authorizers: *Board Of Directors*

Applies to: *All Units*

- Safety
- Environment
- Emergency
- Classification of cases of Stop Work based on main risk typologies such as mechanical, electrical, chemical, etc.

Stop Work should be shared with all others Potentia Energy sites as a lesson learnt and improvement.

15. ANNEXES

ANNEX 1 Stop Work Manifesto