



Recognition and Key Event Programs

STD - Standard

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About This Standard

Purpose

The Recognition and Key Event Programs Standard defines the business rules around "Rewards and Recognition" at INPEX Australia.

A key objective of the Recognition and Key Event Programs is to enhance the INPEX culture by recognising extraordinary performance, conduct and community contribution displayed by individuals or teams.

To facilitate the achievement of this objective, the following Recognition Programs have been established for use by Senior Management.

a) **Recognition Program**

Provides recognition to personnel who have achieved outstanding results, or who have demonstrated exemplary conduct aligned to the Company's Values (internal or external to INPEX Australia).

b) **Key Events Program**

Provides Managers with a 'menu of options' to assist with the recognition of significant events that may occur in an Employee's personal or work-life throughout the year.

In Scope

The scope of application of this Standard is as detailed below and includes (other than those employee groups detailed in "out of scope" below), any individual or entity employed by the Company or INPEX's Affiliated Companies, including, but not limited to:

- INPEX Australia Pty Ltd (ACN 134 715 254)

The **Key Events Program** incorporated into this Standard applies only to Employees of INPEX Australia Pty Ltd.

Out of Scope

This Standard will not apply to:

- Contract NonAlliance (Consultants* or Temporary Staff)

**Consultants classified as Contract NonAlliance but employed through the authorised Contractor Alliance agencies are "in scope" and eligible for a monetary reward under the Recognition Program. This will ensure consistency and fairness in recognition with the Contractor Alliance subgroup.*

1. Recognition Program

1.1. Recognition Program Principles and Implementation

1.1.1 Business Principle

The principles behind the INPEX Recognition Program should:

- a) Motivate and recognise "best in industry" initiatives;
- b) Reinforce the INPEX Australia Corporate Values;
- c) Enable management to identify and reward specific behaviours and/or performance that have been displayed;
- d) Promote a close link between desirable behaviours and recognition;
- e) Provide timely recognition for individual and team achievement and behaviours;
- f) Be simple to understand and apply;
- g) Be clearly communicated to INPEX personnel;
- h) Create an equitable and consistent framework for eligible personnel, globally.

Business Rules

- a) The Hōshū Hub has been created to recognise and reward our people. Recognition can be a gift voucher/award (tangible) or in the form of praise and public recognition (intangible) with an eCard.
- b) Nominations for the Managing Director's Award and Vice Presidents' Awards, including supporting information, shall be made via the Excellence Awards Nomination Form (MS Form) or on the INPEX Australia *Tier 1 and 2 Excellence Awards Nomination Form* or respective Hōshū Hub online nomination form.
 - i) The nomination form is to be approved by the relevant Divisional Vice President and submitted with any supporting documentation.
 - ii) All nominations received during the nomination period will be collated with a summary of recommended finalist(s) provided for the Selection Panel's review.
 - iii) Final approval of the successful recipient(s) will be endorsed by the Managing Director, Country Chair Australia, Senior Vice President Corporate, Executive Vice President Operations, and any other Vice Presidents nominated as a Selection Panel member.
 - iv) The Vice President HR & Services will authorise the reward record on behalf of the Selection Panel and coordinate the associated awards for formal presentation.

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- c) Under the Tier 3 Excellence Award, each executive leader (Vice President and above) and functional General Manager will be assigned as a Hōshū Hub pot owner with their allocated budget amount calculated on the annualised Divisional/Departmental headcount.
 - d) It will be at the discretion of the Vice President HR & Services to assign an additional discretionary amount in the Hōshū Hub pots of each executive leader (Vice President level and above) on an annual basis.
 - e) Excellence Awards (Tier 3) shall be completed by the Pot Owner via their Hōshū Hub account for all Employees, Inpatriates, Contractor Alliance and Secondees.
 - f) Nominations for Supplementary Workforce personnel or Contract NonAlliance (Consultants) is to be made by completing the *Tier 3 Excellence Awards Nomination Form* and submitting to myHR@inpex.com.au for processing.
 - g) Funding for the Recognition Program (Tiers 1, 2 and 3) will be budgeted by the HR & Services Division on an annual basis.
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1.2. Vice Presidents and General Managers' Role

1.2.1 Business Principle

Divisional Vice Presidents and functional General Managers shall focus on encouraging and reinforcing positive behaviours consistent with the Company's Values.

Business Rules

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- a) Vice Presidents and General Managers must focus on encouraging, identifying and rewarding achievement of Divisional/Departmental deliverables and/or outstanding behaviours consistent with the Company's Values of:
 - Anzen Dai Ichi – 'Safety Number One';
 - Integrity;
 - Diversity;
 - Ingenuity; and
 - Collaboration.
 - b) To reinforce these positive behaviours, recognition must be applied as soon as possible following the individual's achievement or behaviour. The type and quality of the reward/recognition should have some meaning and value to the recipient(s) – this includes the way the recognition is acknowledged and delivered (tangible and intangible).
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1.3. Levels of Recognition

1.3.1 Business Principle

The Company's Recognition Program will be categorised into a three (3) Tier system to differentiate levels of performance, activity or behaviours against value and impact to INPEX.

Business Rules

- a) The Tier system will be based on the performance across various Divisions/ Departments or activity or behaviours conducted by teams, supervisors or individuals.
- b) The Tier system is outlined in Table 1: Tier System below and examples are included in Appendix A.

Table 1: Tier System

Tier 1 – Managing Director's Award

Awarded half-yearly by the Managing Director, Country Chair Australia to an individual or team for demonstrating overall "world class" performance and conduct. Actions will also have aligned to INPEX Australia's objectives, including sustained operations of Ichthys LNG and other INPEX projects within Australia.

Additionally, outstanding community contributions can also be nominated and selected.

Each nomination will be subjected to Selection Panel review and final endorsement by the Managing Director, Country Chair Australia.

Tier 2 – Vice Presidents' Award

Awarded half-yearly by the Divisional Vice President to the associated team or individual who has demonstrated an exemplary effort in suggesting and implementing an innovative solution to a problem that resulted in a significant direct benefit to the Division's business strategy.

Nominations of individuals for extracurricular pursuits or achievements/deeds outside of normal activities can also be recognised.

Each nomination will be subjected to Selection Panel review and endorsement.

Tier 3 – Excellence Award

To be awarded to an individual or team who performs over and above expectation and/or consistently demonstrates or role models one or more of the Company's Values.

Nominations for extracurricular community pursuits or achievements outside of normal activities can also be recognised.

Individuals can be nominated by any person, however the nomination must be endorsed by either the Divisional Vice President or functional General Manager.

This is awarded directly by the nominating party's Divisional Vice President or functional General Manager at any time.

1.4. Recognition Tiers

1.4.1 Business Principle

The recognition tiers shall include a Managing Director's Award, Vice Presidents' Awards and Excellence Award for an individual or team contribution.

Business Rules

- a) Tier 1 (Managing Director's Award) shall be the highest recognition of performance and conduct across the INPEX Australia business.
 - i) The Award will include a Certificate, trophy and a reward. Recognition for this Award is to be communicated openly, i.e. using existing communications systems such as the 'Shu-Kai', INPEX Intranet, Energy Hub (or similar internal communication media).
 - ii) The recognition criteria for Tier 1, set out in Table 2: Tier 1 Recognition Criteria below shall be adhered to in the determination of Award recipients.

Table 2: Tier 1 Recognition Criteria

Tier 1	Excellence	Value to INPEX	Impact
Managing Director's Award	☐ Performance World class, best in industry performance demonstrated.	☐ Act directly contributes to the objectives of INPEX Australia plus the operational sustainability of Ichthys LNG and other INPEX projects within Australia.	☐ Act significantly accelerates progress/mitigates significant delay against the critical path.
	☐ Conduct World class commitment to the INPEX Values: Safety, Integrity, Diversity, Ingenuity, Collaboration.	☐ Act results in tangible cost savings while not compromising quality.	☐ Act results in INPEX being recognised as a world leader in the subject matter.
	☐ Community Achievement significantly enriches the lives of others.	☐ Act directly results in significant enhanced personnel or community engagement.	☐ Act results in INPEX Australia's reputation being enhanced on a global scale.

- b) Tier 2 (Vice Presidents' Award) shall be the highest recognition of performance and conduct at a Divisional level.
- i) The Award will include a Certificate, trophy and a reward. Recognition for this Award is to be communicated openly, i.e. using existing communications systems such as the 'Shu-Kai', INPEX Intranet, Energy Hub (or similar internal communication media).
 - ii) The recognition criteria for Tier 2, set out in Table 3: Tier 2 Recognition Criteria below shall be adhered to in the determination of Award recipients.

Table 3: Tier 2 Recognition Criteria

Tier 2	Excellence		Value to INPEX		Impact	
Vice Presidents' Award	☐	Performance Extraordinary performance demonstrated.	☐	Act directly contributes to INPEX Australia objectives and the operations of Ichthys LNG.	☐	Act significantly contributes to key Ichthys LNG milestones or optimises production capability.
	☐	Conduct Exemplary conduct aligned to the INPEX Values: Safety, Integrity, Diversity, Ingenuity, Collaboration.	☐	Performance results in cost savings while meeting quality requirements.	☐	Act results in the outcome being adopted and recognised by other Divisions within INPEX.
	☐	Community Outstanding contribution to society, locally or nationally.	☐	Act significantly bolsters personnel/ community engagement.	☐	Act enhances INPEX Australia's reputation as an industry leader.

- c) Tier 3 (Excellence Award) shall be immediate recognition at a team or individual level.
- i) Proposed recognition and rewards of an appropriate level are to be determined by the nominating Divisional Vice President or functional General Manager. The frequency of this type of recognition shall be "as and when required".
 - ii) Excellence Awards should be reserved for extraordinary contributions.

- iii) The recognition criteria for Tier 3, set out in Table 4: Tier 3 Recognition Criteria below, shall be adhered to in the determination of Award recipients.
- iv) The Hōshū Hub Excellence Award is not to be used to recognise an Employee's Key Event (refer Section 2 Key Events Program for further details).

Table 4: Tier 3 Recognition Criteria

Tier 3	Excellence		Value to INPEX		Impact	
Excellence Award	☐	Performance	☐	Act directly contributes to Divisional or Departmental deliverables.	☐	Act improves task effectiveness or accelerates progress against critical path.
	☐	Conduct Aligned to the INPEX Values: Safety, Integrity, Diversity, Ingenuity, Collaboration.	☐	Act results in cost savings without compromising quality.	☐	Act improves Divisional/ Departmental reputation/ credibility.
	☐	Community achievement.	☐	Act results in improved personnel/ community engagement.	☐	Act adopted or noticed by other personnel/ stakeholders external to the Division/Department.

1.5. Other Award Programs

1.5.1 Business Principle

Vice Presidents within INPEX Australia are able to initiate their own Award Program under their Divisional budget.

Business Rules

- a) Each Program must comply with the Recognition Program Business Rules set out in this Standard.
- b) A "New Award Program Request Form" is to be completed and submitted by the Program Owner.

1.6. Contractor/Vendor HSE Performance Award

1.6.1 Business Principle

The Contractor/Vendor HSE Award recognises outstanding HSE performance of the Company's contracting partners who demonstrate innovative solutions which remove or reduce risk.

Business Rules

- a) The Contractor Vendor HSE Performance Award is not applicable for INPEX Australia employees.
- b) Nominations open in January until 31 October of each calendar year.
- c) Notifications will be circulated throughout the year to all Facility General Managers and Managers seeking Vendor nominations for the Contractor HSE Award.
- d) The completed Vendor Awards Nomination Form is to be emailed to *Grp HSE* distribution list for approval and endorsement.
- e) All submitted nominations will be reviewed by a committee of representatives from HSEQ, Risk & Assurance, Operations Management and/or other invited Selection Panel members.
- f) The recognition criteria for the Contractor HSE Award as set out in Table 5: Contractor/Vendor HSE Award Criteria below, shall be adhered to in the determination of Award recipients.

Table 5: Contractor/Vendor HSE Award Criteria

	Excellence		Value		Impact	
HSE Award	☐	Performance best in class demonstrated.	☐	Act directly contributes to INPEX Australia objectives and the operations of Ichthys LNG.	☐	Significantly supports progress/mitigates delays against the critical path.
	☐	Exemplary commitment to the INPEX Values: Safety, Integrity, Diversity, Ingenuity, Collaboration.	☐	Act results in tangible improvements.	☐	Act results in the outcome being adopted and recognised by other Divisions and Departments within INPEX.
	☐	Community Outstanding contribution to local community.	☐	Act directly results in enhanced personnel or community engagement.	☐	Act results in INPEX Australia's reputation being enhanced.

- g) The winner will be announced at an Award ceremony at the Company's year-end HSE Forum and showcased via internal communication systems, i.e. INPEX Intranet.
- h) This Award will not include a financial (monetary) reward or benefit to the successful Vendor.

2. Key Events Program

2.1. Eligibility

2.1.1 Business Principle

The Company will establish a Key Events Program to provide suitable 'options' for Line Managers to recognise significant events that may occur during an Employee's personal or work life.

Business Rules

- a) The Key Events Program is only applicable to Employees of INPEX Australia.
- b) Key Events may include engagement, marriage, birth or adoption of an immediate family member and the retirement of an Employee.
- c) The Key Events Program does not replace other forms of recognition and is not to be used in place of Service Awards (refer Employee Remuneration and Benefits Handbook).

2.2. Roles and Responsibilities

2.2.1 Business Principle

Line Managers will be responsible for provisioning the cost of Key Events in their annual budget.

Business Rules

- a) Type and Value of Key Events
 - i) Table 6: Key Events Options below provides Managers with options to use at their discretion throughout the year to recognise the different types of Key Events that may occur in an individual's personal or work-life. The Table also includes details of the recommended value, approach and timeframe for providing recognition.

Table 6: Key Events Options

Key Events Options			
Key Event	Value	Approach	Timeframe
Engagement Wedding Birth or adoption of child Hospitalisation/Long-Term Illness	Card and flowers <i>or</i> gift voucher to the value of \$100.00.	Discussion with the Employee by the Line Manager and email, or other form of communication to the team.	Within one (1) week of event.

Key Events Options			
Key Event	Value	Approach	Timeframe
Employee transfer to another Department, Service Award presentation, or retirement at the following service levels:			
Less than twelve (12) months' service	Morning tea, lunch or company contribution of gift to the value of \$50.00.	Team attendance.	Week leading up to departure.
Greater than twelve (12) months' service:			
Up to Senior Professional:	Morning tea, lunch or company contribution of gift to the value of \$100.00.	Team attendance.	Week leading up to departure.
Up to Manager level:	Morning tea, lunch or company contribution of gift to the value of \$200.00.	Team attendance.	Week leading up to departure.
Death of immediate family member.	Donation (as indicated by family) or card and flowers to the value of \$100.00.	Telephone call to the impacted individual by the Line Manager to express sympathy and support.	Within one (1) week of event.

b) Exclusions

- i) No recognition of Key Events will be provided to Employees whose employment or contract has ended due to performance or behaviours (refer Disciplinary Standard).
- ii) The Line Manager's discretion is to be used for recognition of Employees who have initiated their departure or Employees who have been made redundant, having regard to the particular circumstances of each case.
- iii) Where a Line Manager or team wishes to celebrate a milestone that is not specifically referenced in this Standard, such as a birthday or a Key Event for a non-

employee, then this must be at their personal expense. Company credit card payments or reimbursement claims must not be made to cover such expenses.

- iv) Gifts of alcohol to recognise a Key Event shall not be given. Provision or consumption of alcohol at Key Event functions must take into account requirements of the Company's Fitness for Work Standard.

3. Monitor, Assure and Improve

Compliance with this Standard shall be monitored in accordance with the Company Assurance Standard. Changes made to this Standard shall be subject to Company management of change processes. Subject Matter Expert(s) must be consulted and involved in revisions to this Standard.

The Owner of this document can be found [here](#).

Deviations from this Standard must be approved by the Vice President HR & Services.

4. Reference and Compliance Documents

The documents listed below are relevant to the execution of this Standard.

Reference documents (R) are documents referred to in the course of completing this Standard.

Compliance documents (C) include all standards, regulatory governance, contracts, business rules or policies applicable to this Standard.

Table 7: Reference and Compliance Documents

Document Name	R	C	Document Number
Standards			
Anti-Bribery and Anti-Corruption Standard		C	0000-A0-STD-60018
Business Code of Conduct Standard		C	0000-AN-STD-60018
Business Expense Management Standard	R	C	0000-A8-STD-60010
Disciplinary Standard	R	C	0000-AN-STD-60021
Equal Opportunity, Bullying, Discrimination and Harassment Standard		C	0000-AN-STD-60010
Fitness for Work Standard	R	C	0000-AN-STD-60023
Performance Management Standard		C	0000-AN-STD-60022

Remuneration Standard (Restricted)		C	0000-AN-STD-60013
Other Documents (e.g. External Documents, Specifications)			
Employee Remuneration and Benefits Handbook	R	C	0000-AN-MAN-60002
New Award Program Request Form	R		0000-AN-FRM-

5. Appendices

Appendix A: INPEX Recognition Program

Appendix B: INPEX Tier 3 Excellence Award Certificate

6. Record of Amendment

Table 8: Record of Amendment

Revision	Section	Amendment
3	All	Updated title of Vice President People & Collaboration to Vice President HR & Services.
3	1.5	Removed reference to Global IM&T (Technology) Award as this program is now managed from INPEX Corporate (Tokyo).

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APPENDIX A: INPEX RECOGNITION PROGRAM

Table 9: INPEX Recognition Program

Tier 1: Highest recognition of performance at an individual or team levels across the INPEX Australia business				
Category	Description	Examples	Gift/Award	Actions
Managing Director's Award	Endorsed by the Managing Director, Country Chair Australia. This Award is focused on recognising and rewarding an individual or team who has demonstrated "world class" performance and conduct, either internal or external to INPEX.	a) Act directly contributes to the objectives of INPEX Australia plus the operational sustainability of Ichthys LNG and other INPEX projects within Australia. b) Act significantly accelerates progress/ mitigates significant delay against the critical path. c) Act results in INPEX Australia's reputation being enhanced on a global scale.	From Company: a) Trophy to winning team or individual; b) Certificate to winning team or individual; c) Voucher/gift issued to the winning team or individual; d) If awarded to a team, voucher/gift will be distributed equally between team members; e) Announcement of Award recipient(s) to be made at a formal presentation or Shu-Kai, and communicated via the	Vice President/General Manager to provide support in recognising performance. Award selection to be made by the Managing Director, Country Chair Australia on a half-yearly basis. Managing Director, Country Chair Australia to present the Award/trophy at an appropriate time, i.e. Shu-Kai or formal presentation ceremony. Maximum Awards per Year: 2 (or at discretion of Managing Director, Country Chair Australia)

			INPEX Australia Intranet, Energy Hub.	
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Tier 2: Recognition of Performance at a Divisional Level

Category	Description	Examples	Gift/Award	Actions
Vice Presidents' Award	Endorsed and approved by the Selection Panel and awarded half-yearly by the Senior Vice President Corporate and/or Executive Vice President Operations to a team or individual for suggesting and implementing an innovative solution to a problem that resulted in a significant direct benefit to the Division's business strategy. Nominations of individuals for extracurricular pursuits or achievements outside of normal activities can also be recognised.	a) Act directly contributes to INPEX Australia objectives and the operations of Ichthys LNG. b) Act significantly and tangibly bolsters personnel/community engagement. c) Act results in the outcome being adopted and recognised by other Divisions within INPEX.	From Company: a) Trophy to winning team or individual; b) Certificate to winning team or individual; c) Voucher/gift issued to the winning team or individual; d) If awarded to a team, voucher/gift will be distributed equally between team members; e) Announcement of Award recipient(s) to be made at a formal presentation or Shu-Kai, and communicated via	Manager or colleagues to provide support in recognising performance. Award selection to be made by the Selection Panel. Senior Vice President Corporate and/or Executive Vice President Operations to present the Award/trophy at an appropriate time, i.e. Shu-Kai or formal presentation ceremony. Maximum Awards per Year: 10 (=5 bi-annual) or at discretion of Selection Panel

			the INPEX Australia Intranet, Energy Hub.	
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Tier 3: Recognition at an Individual Level				
Category	Description	Examples	Gift/Award	Actions
Excellence Award	Awarded to an individual who consistently performs above and beyond expectation and/or demonstrates or role models one or more of the Company's Values. This is awarded by the Divisional Vice President or functional General Manager of the nominating party. Nominations for individuals for extracurricular community pursuits or achievements outside of normal activities can also be recognised. Recognition can be either by Line Manager's acknowledgement or more formally at team meetings/functions.	a) Act directly contributes to Divisional or Departmental deliverables. b) Act results in cost savings without compromising quality. c) Act improves Divisional/ Departmental reputation/credibility.	From Company: a) Employees, Inpatriates, Contractor Alliance receive their Award via the Company's reward and recognition platform - Hōshū Hub; b) Option to issue Hōshū Hub Award privately or display publicly on the Recognition Wall; c) Supplementary Workforce (SWF) and Contract NonAlliance (Consultants) receive formal letter and/or Certificate of Recognition and may also include optional choice to redeem Award/gift voucher (where eligible).	Manager or colleagues to provide support in recognising performance. Divisional Vice President or functional General Manager to complete nomination via their Hōshū Hub portal. Supplementary (SWF) or Contract NonAlliance (Consultant*) personnel to be presented their Excellence Award Certificate at an appropriate time, i.e. team meeting. *Team meeting acknowledgement or Excellence Award Certificate (intangible recognition).

APPENDIX B: TIER 3 EXCELLENCE AWARD CERTIFICATE



Figure 1: Tier 3 INPEX Excellence Award Certificate

Document Endorsement and Approvals

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Delegation of Authority

From Name	To Name	Date and Time	Action

Name	Title

Electronic Endorsement and Approval

Electronic approval of this document complies with the issued INPEX Electronic Approval Standard (0000-A9-STD-60011) and records evidence that the applicable person has either endorsed and/or approved the content contained within this document. The reviewers of this document are recorded in the CDS.

Name	Title	Date and Time	Action
Kira Nelson	General Manager - HR S	14/04/26 08:40	Endorser
Chad Calvert	Vice President - HR & S	14/04/26 09:22	Approver