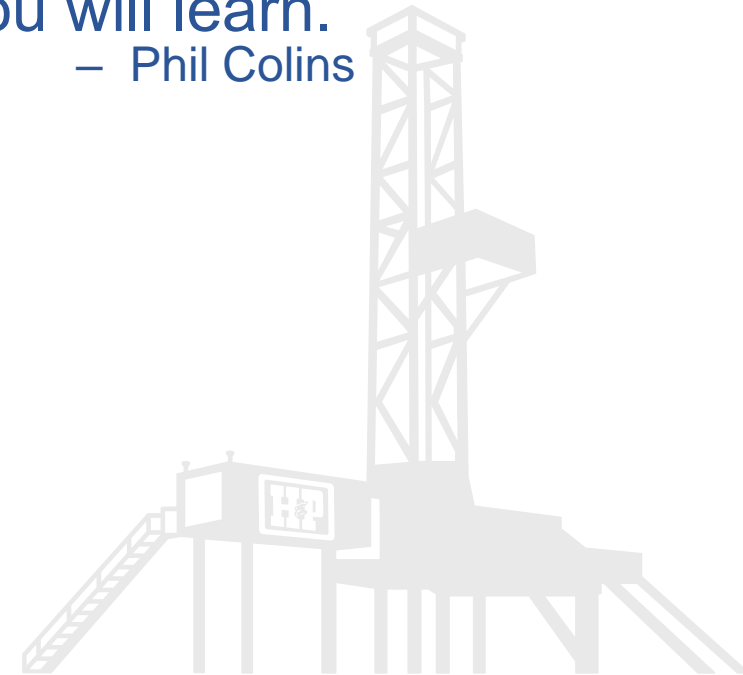




SSE Program

“In learning you will teach, and in teaching you will learn.”

– Phil Colins

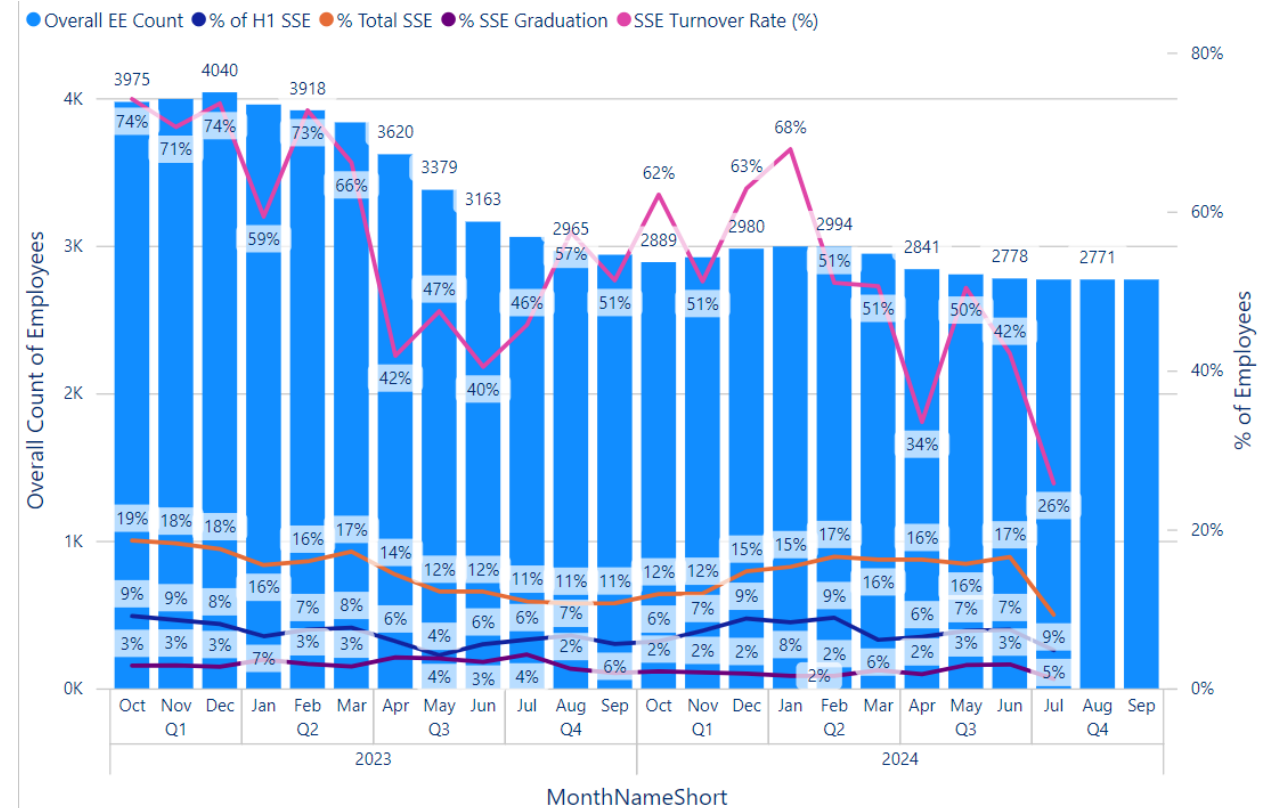




H&P's SSE Program – Tracking Success

H&P, we understand the importance of mentorship in personal and professional growth, as well as in safely onboarding new employees. Our SSE and mentorship program provides guidance, support, and valuable insights from experienced employees, fostering meaningful connections between mentors and mentees.

- Retention of SSE employees is up & turnover is down (shown by the pink line)
- 10,000+ employees (past and present) have enrolled into the program since 2021
- 2,750+ graduated from SSE program
 - Of the graduates, 36% are still employed at H&P





Path to Graduation:

Purpose:

To provide standardized training and development for each Short Service Employee (SSE) during their first six hitches at H&P

Why:

This program creates a clear path of technical on-the-job training for employees, as well as visibility of Superintendents and Managers into the developmental progression of their newest employee







Teaching Methods:

Training for each hitch will include three types of learning:

- **Visual** - watching and reading
- **Auditory/Verbal** - listening and reciting
- **Kinesthetic** (Hands-On) – practicing and demonstrating

H&P systems and platforms are regularly used on the job; the below symbols and logos will help familiarize the SSE with the different systems and platforms utilized:

	 Learning		
Workday is the HR, Payroll, and Training platform	Learning houses training and development material in Workday	The E lectronic J ob S afety A alysis (eJSA) system contains on-the-job safety protocols	S hort S ervice E mployee (SSE) identification



Program Roles & Responsibilities:

RIG MANAGER OR TRUCKING SUPERINTENDENT:

- Oversee the SSE & Mentor throughout program
- Approve Program Advancement

This is a time to continually observe how the SSE is developing, validate knowledge and skills required, and make any necessary course corrections.

MENTOR:

- Perform daily tasks while providing on-the-job training, directions, and feedback to your assigned SSE

This is a time to continually ensure that the SSE is learning, developing, and working safely.

DRILLER OR TRUCK PUSHER:

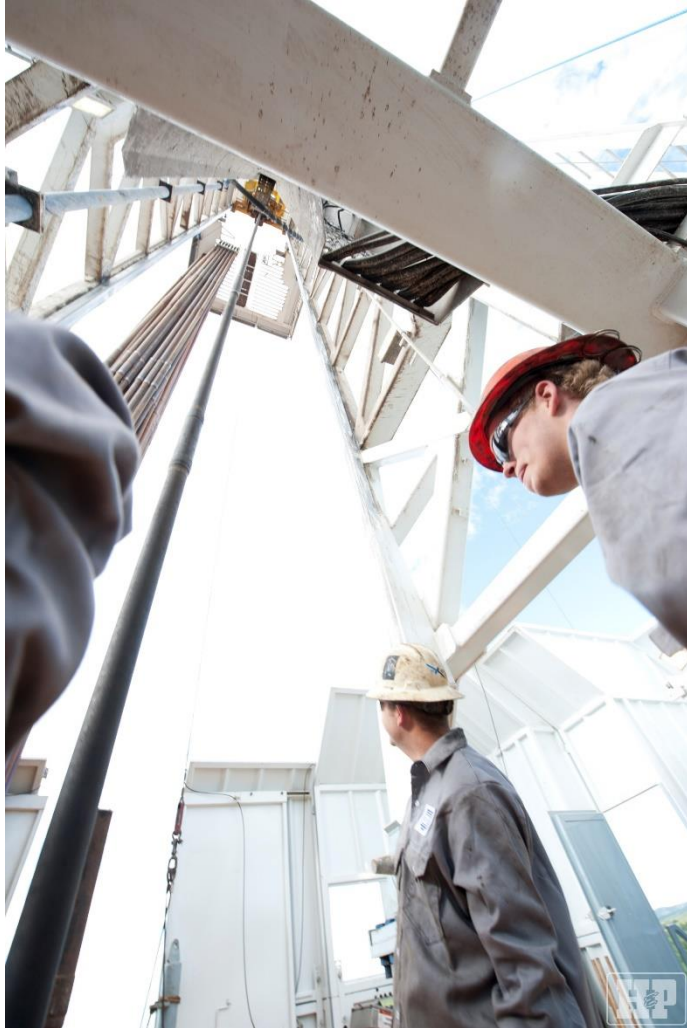
- Oversee the day-to-day function of SSE & Mentor
- Provide guidance and validation to SSE & Mentor
- Provide feedback to Rig Manager or Superintendent on progress
- Approve Program Advancement

This is a time to continually observe how the SSE is developing, validate knowledge and skills required, and make any necessary course corrections.

SSE:

- Perform assigned tasks while completing the SSE Path to Graduation program
- Actively listen; drive the relationship with mentor
- Willful to accept and apply feedback

This is a time to continually listen, ask questions, and follow the example of your mentor.



SSE Mentor Assignments:

Mentors of the SSE program will be nominated by Superintendents, Rig Managers, or Truck Pushers and identified within Workday. At the time of hire, the SSE will then be paired with a mentor at the same work-location.

- Ideally, there is only one SSE per mentor
- Mentors engage in concurrent training - receiving mentorship training alongside SSE Program facilitation

Mentor assignments will be updated in the event of personnel changes – all Mentors are required to be fully-permissible in job duties; anyone who is ineligible for certain permissions are ineligible to participate in the program

Program Mentorship Overview:

Once the Mentor and SSE have introduced themselves and established roles and expectations, both employees will receive a hard hat sticker:

- A green sticker for the Mentor
- An orange sticker for the SSE

Traditionally, the SSE will write the Mentors name on his or her orange hard hat sticker, and the mentor does the same; writing the SSE's name on his or her hard hat sticker.

This practice kicks off the mentorship and alerts H&P employees as to who the SSE is paired with for the duration of the program.





Program Hitch Overview:

In every course the SSE will have specific lessons to be completed; each lesson will include tasks for the Rig Manager or Truck Superintendent, Driller or Truck Pusher, Mentor, and SSE to complete:

RIG MANAGER OR TRUCKING SUPERINTENDENT:

- Meet SSE and introduce to crew
- Assign/Confirm Mentor
- Verify all applicable paperwork is complete
- Verify all required certifications from NEI or previous SSE courses are complete
- Deliver expectations to Mentor and SSE

MENTOR:

- Introduce themselves and their role
- Set mentorship expectations

DRILLER OR TRUCK PUSHER:

- Provide expectations of daily tasks
- Correspond daily with Mentor and SSE on progress
- Provide real-time feedback using CAR and CAR/AR
- Provide feedback to the Superintendent on progress

SSE:

- Meet the crew
- Ask questions
- Work safely



Mentor Intentions:

All mentors are expected to intentionally, consistently, and frequently communicate with the SSE regarding:

- **Program lessons** – daily tasks, reviews, FlexChecks, and completion status
- **Program advancement** – clear, direct permission from the Mentor that an SSE is approved to begin the next course or graduate from the program
- **Transparent Feedback** – provided to and from all involved with the SSE's progression
 - The SSE should never be surprised by feedback (positive or constructive) due to constant communication

Hitch Debrief:

At the end of every course, the SSE and Mentor are required to meet with the Driller or Truck Pusher to review lessons learned, resolve any unanswered questions or issues, and provide feedback regarding pass or fail status for that hitch.

The SSE should leave the Hitch Debrief with a **clear, definite understanding** of whether or not they are approved to advance to the next course or graduation.

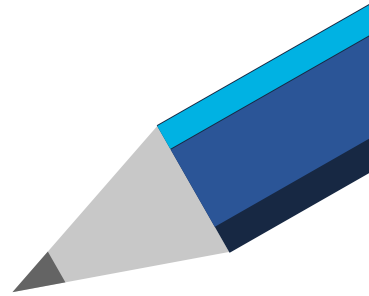
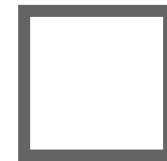
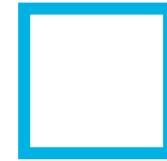


End-of-Hitch Questionnaire:

At the end of every course, the SSE will complete a questionnaire in Workday Learning that indicates:

1. If the SSE, themselves, feel prepared to safely advance to the next course or graduation
2. If the Mentor has provided clear, direct permission that the SSE may advance to the next course or graduation

It is vital that all involved in the SSE Program feel comfortable with the SSE's continued advancement and safety - making constant communication essential.



SSE Mentor Top Priorities:

Reinforce NEI Training on:

- The H&P Way
- Actively CARE Goals
 - SIF Definition, Incidents, & Improvements
- Lifebelts
- Compass Card
- CAR/AR Feedback Definition & Practices
- Rewards & Recognition

Emphasize fundamental, job-specific knowledge:

- Forklift Training
- FlexChecks
- Standard operations and procedures
- Floorhand-specific responsibilities



SSE Incentives

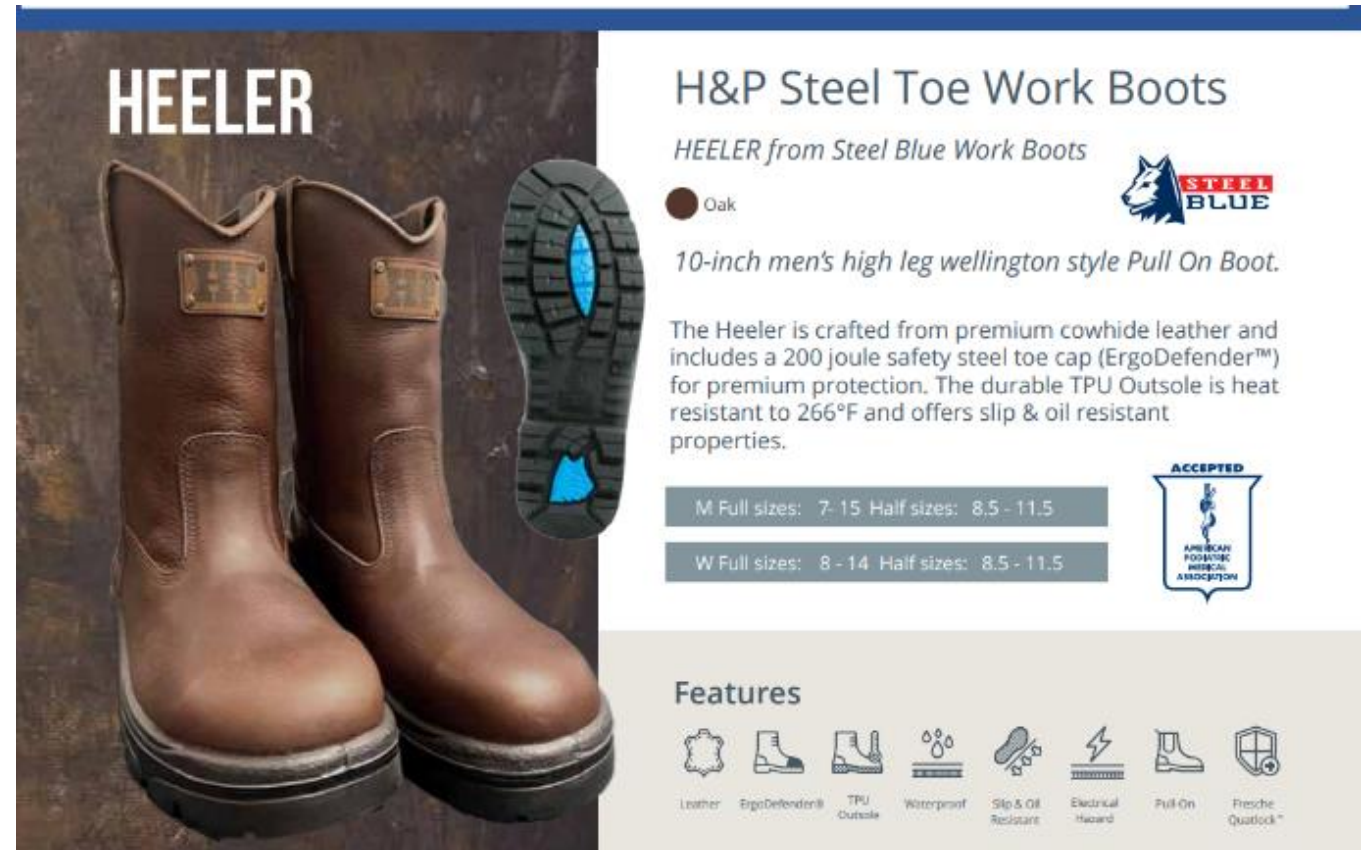


Each graduate of the SSE Program receives a new pair of H&P premium work boots and each mentor receives a bonus!

Purpose:

- Provide new employees with comfortable, durable work boots
- Enhance safety and comfort on the job
- Show employee appreciation



Since the program started in January 2024, we have awarded boot credits to **318 SSE graduates** and paid **219 bonuses to mentors**. During this period, our turnover rate of new employees fell almost 50%



HEELER

H&P Steel Toe Work Boots


HEELER from Steel Blue Work Boots

 Oak 









10-inch men's high leg wellington style Pull On Boot.

The Heeler is crafted from premium cowhide leather and includes a 200 joule safety steel toe cap (ErgoDefender™) for premium protection. The durable TPU Outsole is heat resistant to 266°F and offers slip & oil resistant properties.

M Full sizes: 7-15 Half sizes: 8.5-11.5
W Full sizes: 8-14 Half sizes: 8.5-11.5



Features

-  Leather
-  ErgoDefender™
-  TPU Outsole
-  Waterproof
-  Slip & Oil Resistant
-  Electrical Hazard
-  Pull-On
-  Freshe Quatlock™



**THANK YOU FOR
CONTINUING TO
ACTIVELY C.A.R.E.**