

## 0568 CLIENT EVENTS POLICY

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SPARQ Solutions Pty Ltd ("SPARQ Solutions") is committed to developing and maintaining effective relationships with its clients. The aim of this policy is to establish reasonable criteria for the accountability of expenditure relating to events with clients while recognising that the Chief Executive Officer (CEO) and the Executive Management team charged with the responsibility for incurring expenditure need to be able to exercise reasonable discretion. This Policy applies to events where the only invitees are clients and SPARQ Solutions staff.

1. In conducting its business operations there will arise the need for SPARQ Solutions to formally engage with its clients to be able to acknowledge efforts and achievements and also develop and foster relationships.
2. Expenditure on client events is to be limited to an appropriate level of authorised expenditure on appropriate functions for business purposes.
3. In general terms any expenditure for events with clients should only be undertaken where it is likely to:
  - Maximise SPARQ Solutions commercial opportunities by strengthening links with clients;
  - Support and increase SPARQ Solutions standing as a reasonable citizen in the wider general community; or
  - Recognise SPARQ Solutions employees' contributions to the achievement of corporate goals and improving client relations.
4. A thorough process is to be used to determine who should be invited to events. This will be decided by the CEO and the Executive Management team on the basis of the objectives of the event, benefits from it, available budget, style of activity and other appropriate considerations.
5. Examples of appropriate expenditure include:
  - Tea, coffee, morning or afternoon tea and light working lunches/refreshments for events such as internal meetings, conferences, seminars or workshops;
  - Expenditure associated with significant business events such as corporate launches and presentations including project launches, business planning sessions and company birthday celebrations and like events;
  - Corporate tables at industry or other appropriate functions.
6. Examples of inappropriate expenditure include:
  - Any expenditure which a reasonable person may perceive as a being extravagant or excessive.
  - Where there is little or no business benefit or work related purpose.
7. When determining whether an event is appropriate, reference should be made to the practices followed within SPARQ Solutions parent companies. In this context, SPARQ Solutions should view itself as part of Ergon Energy and ENERGEX when referencing parent company policies and practices.
8. The conducting of an event should be transparent in relation to the nature of its location and purpose, and the expected outcomes for SPARQ Solutions. Sufficient supporting documentation should be retained to maintain an audit trail.
9. Approval for the expenditure must be obtained from an appropriate financial delegate.