

# Enable Midstream

## Contingent Worker and Independent Contractor

### Process Checklist

Supervisors wishing to utilize Contingent Workers or Independent Contractors are responsible for knowing and complying with Enable Midstream's Contingent Worker and Independent Contractor Utilization Policy and Standard.

This Process Checklist is not a substitute for the information provided in the [Policy](#) or the [Contingent Worker and Independent Contractor Utilization Standard](#) (Standard). However, supervisors may find use of this Process Checklist to be helpful in ensuring all process steps are completed before allowing a Contingent Worker or Independent Contractor to provide services to Enable Midstream.

More detailed information regarding the steps outlined in this Process Checklist may be located in the Standard. The section numbers utilized in this Checklist tie directly to the relevant section numbers in the Standard.

### Process Steps

#### 03.02 Authorization and Approval for Utilization of Contingent Workers and Independent Contractors

- ☐ Supervisor completes initial request information on [Contingent Worker and Independent Contractor Request Form](#) (Request Form) and submits to Supply Chain via email at [contingentworkerrequest@enablemidstream.com](mailto:contingentworkerrequest@enablemidstream.com).
- ☐ Supply Chain contacts supervisor to discuss, and together they determine whether an existing contract can be used or if a new contract will need to be negotiated.
- ☐ Supervisor and Supply Chain identify and agree upon a Third-party Vendor or Independent Contractor.
- ☐ Supervisor adds final details to the Request Form and forwards through his/her chain of command for approval by the position level defined on the [Position and Compensation Approval Matrix](#).
- ☐ If a new contract is required, Supply Chain begins discussing terms with Third-party Vendor or Independent Contractor while request for approval is being routed.

#### **Note:**

All new contracts must be negotiated by Supply Chain and reviewed by legal which will add to cycle time. New contracts will not be finalized until documented approval is obtained.

### 03.02.01 Procurement Process for Third-party Vendors or Independent Contractors

- ☐ Supervisor receives documented approval for the request.
- ☐ Supervisor (or their designee) creates a requisition and attaches final Request Form and approval documentation.
- ☐ System routes completed requisition to the appropriate functional area leader for approval (as determined by the total dollar amount of the requisition).
- ☐ Supply Chain verifies that approved requisition includes all relevant information and approval documentation.
- ☐ If new contract is required, Supply Chain finalizes negotiation, creates draft agreement and forwards to legal for review. Legal completes review and returns to Supply Chain to finalize.
- ☐ Supply Chain creates purchase order (PO). **Note:** A separate PO is required for *each* individual Contingent Worker and/or Independent Contractor.
- ☐ System sends PO via email or fax to the Third-party Vendor or Independent Contractor.
- ☐ System sends email to supervisor (or individual who created requisition) when the PO has been issued.
- ☐ Supervisor determines *anticipated* start date and begins HR Verification and Onboarding process for selected Contingent Worker or Independent Contractor.

#### **Note:**

Services may not be provided by a Contingent Worker or an Independent Contractor until The HR Verification and Onboarding process has been completed, regardless of whether system or facilities access is needed.

### 03.02.02 HR Verification Process

- ☐ Supervisor must complete this process before allowing Contingent Worker or Independent Contractor to begin providing services. Process may take up to one week to complete.
- ☐ Supervisor completes [Contractor Action Form](#) (CAF) and submits to [HR@Enablemidstream.com](mailto:HR@Enablemidstream.com).
- ☐ HR reviews CAF for completeness and for any potential conflicts. If additional information is needed, HR contacts supervisor to discuss and finalizes review.
- ☐ HR Service Center processes CAF.

### 03.02.03 Onboarding Contingent Workers and Independent Contractors

- ☐ Supervisor receives system generated email with Contractor ID number.
- ☐ Supervisor receives email from HR Service Center with instructions for initiating onboarding processes such as:
  - Contacting facilities if work space is needed
  - Requesting phone, system user access and/or IT equipment if needed
  - Requesting security badge if site access is needed

**Note:**

Security Badges and IT user access will automatically expire every 6 months. Supervisors will be prompted to gain approval for extended access or to communicate a termination date to HR.

### 03.03.08 Off-boarding and Recovery of Company Assets

- ☐ Supervisor reviews guidance provided in section 03.03 of the Standard prior to ending a Contingent Worker or Independent Contractor assignment.
- ☐ Supervisor sends email to [HR@Enablemidstream.com](mailto:HR@Enablemidstream.com) prior to the assignment end date with the Contingent Worker or Independent Contractor's name, contractor ID number and assignment end date.

It is critical to complete this step prior to the end of assignment to ensure that all system and facility access is discontinued as soon as assignment ends.

If the Contingent Worker or Independent Contractor ends their assignment without notifying the supervisor, the supervisor must complete this step as soon as they are made aware of the departure.

- ☐ Supervisor recovers all Company property from Contingent Worker and Independent Contractor (such as access badges, keys, Company documents, equipment or other Company assets).

An [Off-boarding Checklist](#) is available to assist supervisors as they complete the Off-boarding process.

- ☐ Supervisor notifies Supply Chain to close the PO, even if replacement worker is needed to complete work.
- ☐ If replacement worker is needed to complete work covered under PO, supervisor notifies Supply Chain; Supply Chain closes original PO and creates new PO once replacement is identified; System sends email to supervisor with New PO; supervisor repeats this process beginning with HR Verification Process.