

**POSITION DESCRIPTION  
CHIEF EXECUTIVE OFFICER**

**SECURE ENERGY SERVICES INC.**

**GENERAL**

The Chief Executive Officer ("**CEO**") reports to the board of directors (the "**Board**") of Secure Energy Services Inc. (the "**Corporation**"). The primary responsibilities of the CEO include providing overall leadership and vision in developing, in concert with the Board, the Corporation's strategic direction and the tactics and business plans necessary to realize organizational objectives.

**MANDATE**

The CEO's specific duties and responsibilities include, but are not limited to the following:

1. develop an annual capital budget for approval by the Board;
2. authorize the commitment of funds to capital projects approved by the Board or approved in accordance with the Corporation's Delegation of Authority Policy;
3. authorize the commitment of corporate resources in accordance with the Corporation's Delegation of Authority Policy. Enter into agreements, contracts, leases, etc. in the ordinary course of business, in order to pursue the approved strategies, business plans and objectives of the Corporation, provided however, that major commitments, exposures and risks will be reported to the Board on a regular and timely basis;
4. in conjunction with the Board and the Human Resources and Compensation Committee, establish and review with the Board a plan for officers development and succession;
5. provide the Board, at board and committee meetings, with exposure to the Corporation's officers;
6. annually develop, for approval by the Board, a set of corporate goals and objectives the CEO is responsible to meet;
7. ensure the integrity of the internal control framework and management information systems and the accuracy of the Corporation's financial statements;
8. ensure that officers and employees obtain the CEO's approval prior to accepting a position as a director of a for-profit company or business organization.
9. lead and manage the Corporation within parameters established by the Board and relevant committees;

10. have the ability to call meetings of the Board or the committees of the Board as permitted under the applicable mandate, and may attend meetings of such committees of the Board at the invitation of the chair of the applicable committee and on a non-voting basis;
11. be available to advise the committees of the Board where required under the applicable committee's mandate;
12. maintain a positive work climate that is conducive to attracting, retaining and motivating a group of top-quality employees at all levels;
13. develop and maintain a sound, effective organization structure, and ensure capable officer succession, progressive employee training and development plans;
14. ensure that all members of the Corporation have their responsibilities and authorities clearly established;
15. maintain or cause to be maintained such industry, governmental, public or other external relationships as are deemed advisable and in the interests of the Corporation;
16. together with the President, promote the objectives of the Corporation before industry associations, investors, government agencies and community groups;
17. select, hire and discharge officers;
18. in consultation with the Chair of the Board and the Human Resources and Compensation Committee, recommend to the Board candidates for officer positions within the Corporation and its subsidiaries;
19. provide recommendations to the Human Resources and Compensation Committee respecting the element of total compensation for executive officers other than the CEO based on individual performance, the performance of the Corporation and an analysis of the compensation paid to such executive officers relative to a peer group of companies;
20. at the request of the Board, and in conjunction with the Human Resources and Compensation Committee, make recommendations to the Board with respect to long-term development goals specific to the CEO;
21. identify the principal risks of the Corporation's business and work with the Board to ensure implementation of appropriate systems to manage these risks;
22. together with the President, keep the Board fully informed on all aspects of the Corporation's operational and financial affairs, and on all matters of significant relevance to the Corporation. This includes external items emanating from industry, financial markets, governments and regulators on issues such as business

and market trends, fiscal and monetary policies, legislation, etc., as well as disclosing to the Board all related party transactions;

23. ensure effective communications and appropriate relationships are maintained with shareholders and other stakeholders;
24. provide quarterly and annual certificates as to the accuracy of the financial statements, management's discussion and analysis and disclosure controls and procedures ("**DC&P**") and internal controls over financial reporting ("**ICFR**"), and coordinate with the Audit Committee respecting the review of such materials;
25. establish and maintain DC&P and ICFR or cause DC&P and ICFR to be designed under the supervision of the Chief Financial Officer;
26. evaluate, or cause to be evaluated under the supervision of the Chief Financial Officer, the effectiveness of the Corporation's DC&P and ICFR at the financial year end and ensure that the conclusions about the effectiveness of the DC&P and ICFR are disclosed in the Corporation's management's discussion and analysis; and
27. manage and oversee the required disclosure between the Corporation, shareholders and the public and act as the principal spokesperson for the Corporation.

#### *Compliance Monitoring*

The CEO, together with the President, will ensure the safe and efficient operation of the Corporation and ensure compliance with the Corporation's internal policies and practices and will ensure that all operations and activities of the Corporation are conducted in accordance with laws, regulations, listing standards, the Corporation's Code of Business Conduct and Ethics, sound business practices and in accordance with the policies and practices approved by the Board.

#### **REVIEW**

The Board and the Human Resources and Compensation Committee, with input from all Board members and the CEO, will review this position description at least annually or, where circumstances warrant, at such shorter interval as is necessary, to determine if further additions, deletions or other amendments are required.

Adopted by the Corporation on December 9, 2009. Last updated and approved by the Board on March 1, 2023.