

Albian Village is a state of art, world class facility that was built for the comfort of CNRL employees. Employees are expected to help preserve the Village as a long term asset and respect each other and the people that help us run the camp so we can live and work together successfully. As shareholders and owners we will hold each other to the highest standards. The privilege of living at Albian Village requires your commitment to, and respect for, the following basic rules:

1. **ALCOHOL & DRUG POLICY** - All Canadian Natural Lodges are dry camps. Possession of alcohol and/or drugs on Company property (including camp rooms) is prohibited as per the Alcohol & Drug Policy. This includes but is not limited to any illicit substance(s), alcohol, marijuana (including medically authorized), mood altering drug(s), drug related paraphernalia, non-prescriptive steroids or masking systems. Please be reminded that a violation of the Alcohol & Drug Policy is very serious. Any violation of this Policy will not be tolerated and will result in corrective action up to an including termination of employment for Employees, and for Contractors, removal from Company property or contract termination.
2. **This Lodge is a NON SMOKING facility.** Smoking is permitted in the designated smoking areas ONLY. (This includes ceremonial smoking and electronic cigarettes). In addition, anyone found smoking in their room will also incur a cleaning charge of \$250.00.
3. For the safety of all residents, the use and storage of flammable or combustible material in the lodge is not allowed. This includes the use of flammable solvents to clean clothing.
4. Room keys are intended exclusively for the use of the registered employee, in order to protect the safety and security of all employees. If someone else is found occupying the room, the employee will lose accommodation privileges and may face further disciplinary action. If the resident loses their room key, a replacement key will be made for a cost of \$25.00.
5. Please be respectful of your fellow residents and observe the Quiet Hours in dorms from 10:00pm to 5:00am and 10:00am to 5:00pm. Excessive noise, even outside Quiet Hours, is not permitted. Employees are also reminded that Quiet Hours are the only time that employees are not allowed to be in another employee's room.
6. **Check-Out Times:** Dayshift – 8:00 am PRIOR to your last shift; Nightshift – 5:00 pm PRIOR to your last shift.
7. Each Resident will be provided one Meal Access Card which entitles the resident to access use three times per day. (One breakfast, One Lunch & One Dinner) No-refundable replacement cards may be purchased for \$25.00. There will be no refund for found cards. Providing a meal access card to another resident or non- resident is strictly prohibited.
8. Respect the staffs that clean by keeping your room neat and tidy (safe to work in) and free of biohazards.
9. Residents who share a room with a cross shift. It is imperative that all personal belonging in the room are stored away prior to leaving site for days off.
10. Residents are responsible for the condition of their room. Residents will be held accountable for any damages beyond normal wear and tear including damages to walls from stick pins or stickers. Actions taken, if damage is found, are at the sole discretion of camp management. Any repair costs may be the responsibility of the resident.
11. **Cooking of any type in a resident's room is prohibited.** The use of microwave ovens, toaster ovens, coffee makers, kettles or any other piece of equipment intended to cook, heat or reheat food and beverages is prohibited in village dorm rooms. Portable Heaters are prohibited.
12. Men may not enter dorms designated "**for women only**" except for authorized Security, Housekeeping Staff or maintenance personnel. Female residents are not allowed to invite males into designated "**for women only**" dorms.
13. **Use of camp internet access for illegal purposes including but not limited to the unauthorized downloading of copyright-protected materials is strictly forbidden.** Persons responsible for such activities will be held liable.

Please note that there will be no appeal process at Albian Village. The above rules are non-negotiable, fundamental principles that we accept responsibility to uphold as shareholders. If you choose to violate these rules, you choose to forego your privilege of living at Albian Village Lodge.

“Golden Rules”

“Safety”, “Doing it Right”, and “Working Together” are core values at Canadian Natural. With these values in mind we require our employees and contractors to be aware of safe work practices and legislation. Industry statistics have proven that the OH&S Code Violations listed below are the biggest contributors to workplace injuries, incidents and fatalities. In light of this, and to ensure everyone goes home safely, the rules listed below are a condition of your employment. If you choose to violate these rules, you will immediately be removed from Site. **Safety is paramount.**

1. Criminal Activity

Any criminal activity conducted on the Site including:

- Possession or use of illegal drugs
- Assault
- Tampering with safety devices, first aid equipment, fire protection equipment, emergency devices and other facilities
- Theft

2. Alberta OH&S Code Violations

Specifically:

- Protect yourself against a fall when working at heights (3 meters)
- Confined Space – Obtain authorization before entering a confined space
- Obtain authorization before overriding or disabling safety critical equipment
- Work with a valid permit when required
- Lock out/Tag out – Verify isolation before work begins and use the specified life protecting equipment
- Do not put yourself in an unsafe position in relation to mobile heavy equipment

3. ‘Canadian Natural’ Policy Violations

Specifically:

- Alcohol & Drug Policy
 - Arrive and remain fit for duty
 - Report use of medications or other substances that may affect your “fitness for duty” to your direct supervisor prior to arriving at the work site
 - Disclosure of a substance dependency must be made prior to reporting for work, and prior to an incident occurring.
- Unauthorized possession of firearms or other weapons
- Harassment Policy
- Failure to comply with the Designated Smoking Areas Policy

**Items identified by red bullets above are the “7 Life Saving Rules” identified in OSSA’s “Regional Safety Rules & Code of Practice.”*

I HAVE READ, UNDERSTOOD AND AGREE TO ADHERE TO THE ABOVE RULES & PRINCIPLES

PRINTED NAME:

SIGNATURE:

COMPANY: **CNRL**

DATE:

Business Unit:

Shift Rotation: