



CONTRACTORS RULES AND REGULATIONS

Albian Village Lodge is your home away from home. These rules and regulations are expected to help preserve the Lodge 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. Failure to comply with these rules and regulations may result in a lodge and / or site suspension.

1. **ALCOHOL & DRUG POLICY** - All Canadian Natural Lodges are dry camps. Possession of alcohol and/or drugs, steroids and drug paraphernalia 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. Dirty outdoor footwear is **NOT** permitted in the Lodge. All residents must remove their outdoor footwear or wear boot covers provided when entering the Lodge.
4. 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.
5. 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
6. Residents are responsible for the condition of their room and will be held accountable for any damages beyond normal wear and tear including damages to walls from stick pins or stickers. Action taken, if damage is found, is at the sole discretion of camp management. Any repair cost may be the responsibility of the resident.
7. Wilful damage, unruly conduct, fighting, violence, theft or biohazards will not be tolerated at any time.
8. 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.
9. **Check-Out Times:** Dayshift – 8:00 am PRIOR to your last shift; Nightshift – 5:00 pm PRIOR to your last shift. It is mandatory for all residents to utilize the **Check-in/ Check-out** kiosk or visit the **Main Reception Desk** when departing from or returning to site. Residents are required to remove all of their belongings if leaving the lodge for more than their allowable hold days.
10. Respect the staffs that clean by keeping your room neat and tidy (safe to work in) and free of biohazards.
11. 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.
12. TV remote controls are to remain in the room at all times. \$50.00 charge will apply if missing.
13. Laundry Room facilities are available on each floor. These machines provided are for street clothing only: The washing of work coveralls or work jackets are prohibited.
14. When rooms are vacant, doors must be kept locked. The lodge does NOT assume any responsibility for lost and stolen property. Do not disturb signs are not permitted in the lodge.

15. **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.
16. 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.
17. Residents must swipe their ID card when accessing the dining area or lunchroom.
18. Meals provided for Lodge residents and visitors (approved by camp coordinator) are for consumption in the dining room. The Lodge assumes no responsibility for illnesses caused by the consumption of food items placed in the fridges provided in each room for the resident.
19. Occupants are **NOT** allowed to take the hot meal outside the dining area
20. **Lunchroom** - Only authorized lunch bags are to be used for the lunchroom and are for the resident consumption while on site. (**maximum 1 bag limit**)
21. The following is prohibited in the Dining Room and Lunchroom: wearing coveralls or reflective work wear, dirty clothing, sweaty gym cloths, hats or dirty boots and bags or back packs.
22. The use of humidifiers is acceptable. However, the room occupant will be responsible for all costs associated with any damages and/or repairs. E.g. mold in the room, warping of furnishings, etc.
23. Pets are not allowed on site or in the camp accommodation.
24. Do not feed, harm or disturb wildlife.
25. Recreation facilities are accessible to occupants. The use of Gym facilities is at the residents own risk. Any damage to the recreation facility by the resident will be held responsible. Gym users are requested to shower and change before entering the dining room.
26. Tampering with safety devices, first aid equipment, fire protection equipment, emergency devices and other facilities is strictly prohibited (including removal or tampering with smoke detectors, covering windows);
27. Parking is permitted ONLY in designated areas. Any vehicle parked in a no parking zone may be towed and a \$200 fee applied to retrieve the vehicle. Camping in the Lodge parking lot is strictly prohibited.
28. Residents must receive written permission from Canadian Natural Resources Ltd. in order to conduct business in the Lodge; this includes fundraising for charities.
29. **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.

Management reserves the right to modify the existing rules and to establish and enforce additional Lodge rules and regulations; as required.

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

PRINTED NAME:

SIGNATURE:

COMPANY:

DATE:

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