

CNOOC Petroleum North America
Procedural Aid
for
Canadian Rules of Work

*Conformance with this Procedural Aid is mandatory.
 You may not 'opt-out' of any requirement identified herein.*

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CONTENTS

1.0 INTRODUCTION	4
1.1 PURPOSE	4
1.2 SCOPE	4
1.3 INTENDED AUDIENCE, ROLES AND RESPONSIBILITY	4
1.4 DEFINITIONS OF TERMS	4
1.5 CONFLICT RESOLUTION	9
2.0 ALCOHOL AND DRUG CANADIAN CONTRACTOR REQUIREMENTS	9
2.1 EXPECTATIONS	9
2.2 TESTING	10
2.3 PRE-ACCESS TESTING	10
2.4 CONCENTRATION LIMITS	11
2.5 SEARCHES	11
2.6 LOSS OF LICENSE/IMPAIRED DRIVING CHARGE/SUSPENSION	12
2.7 COMPLIANCE AND REINSTATEMENT	12
2.8 FURTHER INFORMATION	13
2.9 CONTRACTOR ALCOHOL AND DRUG PROGRAM REQUIREMENTS	13
3.0 FITNESS TO WORK	13
3.1 EXPECTATIONS	13
4.0 COMPANY SITE RULES (SITE RULES)	14
4.1 GENERAL SITE RULES	14
4.2 CAMERAS / ELECTRONIC DEVICES	15
4.3 VEHICLES	16
4.4 SEARCHES	16
4.5 DEVIATIONS	16
5.0 SITE ACCESS	17
5.1 VISITORS	17
5.2 TOURS	17
5.3 HOSTS	18
5.4 WORKERS AND CONTRACTORS	18
5.5 LOST OR STOLEN ID	19
5.6 VEHICLE ACCESS AND PARKING ON SITE	19
5.7 SITE WORKER VEHICLE PARKING PASS	20
5.8 LOST OR STOLEN VEHICLE PASS	20

5.9	CARD READERS.....	20
5.10	DEPARTURES	21
5.11	CONTRACTORS' RESPONSIBILITIES FOR SITE ACCESS	21
6.0	CAMP RULES	21
6.1	POSTING CAMP RULES.....	21
6.2	CAMP ROOMS AND OCCUPANCY	22
6.3	GENERAL CAMP RULES.....	23
6.4	CELL PHONE AND CAMERA.....	24
6.5	DAMAGE	24
6.6	SOLICITATION	24
6.7	SEARCHES – REASONABLE GROUNDS	25
6.8	NARCOTIC DETECTION DOG SEARCHES	25
6.9	CAMP DINING HALL	27
6.10	CAMP LAUNDRY FACILITY	27
6.11	CAMP PARKING	28
7.0	BEHAVIOUR COMPLIANCE RULES	28
7.1	GROUND FOR REMOVAL FROM SITE.....	28
7.2	CONTRACTORS EXPECTATIONS	29
7.3	REINSTATEMENT.....	29
APPENDIX A.	LINKS TO FORMS / MATERIAL.....	31

1.0 INTRODUCTION

1.1 PURPOSE

The purpose of this Procedural Aid is to:

- Detail specific operating requirements and rules that are to be followed by all Employees, Contractors, Visitors or Persons on any of the Company’s **Safety Sensitive Work Locations (SSWL)**.

This is important because it will:

- Ensure the health, safety and security of all individuals and the preservation of the environment.
- Ensure a culture of compliance.

1.2 SCOPE

This document applies to the following persons at the Company’s SSWL:

- All Company Employees
- All Persons who have signed the form entitled “**Acknowledgement and Consent – Visitors.**”
- All Contractors and will form part of the Contractor’s Contract Document

1.3 INTENDED AUDIENCE, ROLES AND RESPONSIBILITY

The intended audience for this Procedural Aid is:

Role / Position	Responsibility
General Manager, HSE	Must support the requirements of the Procedural Aid.
Site Manager	Must enforce the requirements of this Procedural Aid.
Shift Superintendents	Must ensure that Workers follow the requirements of this Procedural Aid.
Workers	Must follow the requirements of this Procedural Aid.

1.4 DEFINITIONS OF TERMS

For definitions, see the [Company Glossary](#). Capitalized terms used in this document have the meanings set out in the Company Glossary.

Alcohol	The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.
Alcohol Testing	The collection of a specimen, screening, analysis and confirmation testing for alcohol concentration in blood (breathalyzer), urine or saliva.
Authorized	To be designated or assigned to perform a specific type of duty or duties, to use specified equipment or vehicles and/or to be present in a given location at a specified time.

Behavior Compliance Rules	The rules set out in the document entitled Behavior Compliance Rules, which is part of the Canadian Rule of Work.
Camera	Any device for recording visual images in the form of photographs, film, or video signals.
Camp	Any accommodation facilities provided by the Company that supplies food and lodging to persons working in or visiting the Site.
Camp Building	A Camp building on a Site.
Camp Coordinator	The person appointed by the Company who coordinates assignment of Camp Rooms to Workers into various Camps.
Camp Operator	The Contractor that is responsible for the day-to-day operation of the respective Camp.
Camp Resident	Any person who has the approval of the Camp Coordinator to occupy a Camp Room.
Camp Room	A bedroom in a Camp Building that can be occupied by a Camp Resident.
Cannabis	Cannabis or marijuana in any form.
Canadian Model	The most recent version of the Canadian Model released by the Construction Company's Association of Alberta (COAA). The Canadian Model provides industry with recommendations for Drug and Alcohol Testing procedures tailored specifically for heavy industrial work Sites.
Canadian Rules of Work	Collectively, the various policies, procedures, standards, work practices and other relevant rules and regulations adopted by the Company to promote the safety, health and security of persons who are on a Site, and the preservation of the environment.
Careless Driving	Driving without due care and attention or without consideration for others using the road, including but not limited to: driving in accordance with road conditions and posted speed limit.
Confidential Information	Any data or information that is proprietary to the disclosing party and not generally known to the public, whether in tangible or intangible form, in whatever medium provided, whether unmodified or modified by the receiving party, whenever and however disclosed.
Contract Administrator	A Company, employee, or consultant responsible for supervising and administering a Contract Document on behalf of the Company.
Contract Document	A service agreement, purchase order or other agreement entered into with a Company or another Contractor to provide goods, services or a combination of goods and services to the Company.

Contractor	A person, partnership, corporation or other legal entity that has entered into a Contract Document with the Company.
Company	Refers to CNOOC Petroleum North America ULC and its majority owned subsidiaries and affiliates for which it has managerial responsibility.
Corrective Measures	Those activities to be performed or steps to be taken that are designed to prevent or minimize the potential or severity of future violations of the Canadian Rules of Work.
Company Premises	Includes without limitation all land Sites and property that is owned, leased, operated or otherwise directly controlled by the Company or under the Company's operational authority.
Company Premises Manager	Any person appointed by the Company as the senior administration manager for a regional area that may contain one or more Sites being operated by the Company.
Company Representative	An individual employed by CNOOC Petroleum North America ULC with responsibility to represent the best interests of CNOOC Petroleum North America ULC.
Day Pass	A Vehicle Pass required by a Visitor to access or park a vehicle in any Site-designated parking lot, as referred to in section 4 of the Access Procedure.
Drugs	Illicit drugs, substances, chemicals or agents (a) which have been obtained illegally, (b) the use or possession of which is unlawful; (c) which requires a personal prescription from a licensed treating physician and for which the Employee does not have a personal prescription; and (d) Cannabis.
Drug Paraphernalia	Includes any item which is associated with the use of any Drugs and also includes any device, item, substance or equipment which is intended to be used as a masking agent or to otherwise tamper with, adulterate or substitute any sample provided for Drug Testing or Alcohol Testing.
Drug Testing (Drug Test)	The collection of specimen(s), screening analysis and confirmation testing for the presence of a panel of Drugs.
Event	An incident that has actual or potential health, safety, environmental, property damage, lost production, reputation or security consequences. An Event is not considered emergency if it is immediately under control and/or there is no potential for escalation.
Harassment	Engaging in unwelcome intentional behaviour that is a course of comment or conduct that is known or should reasonably be known.
Head of Security	The member of senior management who is responsible for the development and implementation of security standards at CNOOC.

Host	A Company Representative or Contractor representative authorized to invite Visitors to the Site.
HSE	Health, Safety and Environment.
HSE Manager	Any person appointed by the Company as the manager for the coordination and delivery of a variety of HSE programs and initiatives to ensure safe environmental working conditions for all employees.
Human Resources Manager	Any person appointed by the Company as the manager for coordination of hiring, administration, training of personnel, labour relations and workforce planning.
ID Card	A valid temporary Visitor's Pass, photo ID Visitor's Pass, or permanent ID Card, all of which are more particularly described in section 3 of the portion of the Canadian Rules of Work entitled Access Procedure.
Intimidation	Behavior that would cause a person of ordinary sensibilities a perception of fear of injury, harm or a material and detriment or loss.
Leadership Team	Select members of the business leadership team, such as CEO and vice presidents.
Life Saving Rules	The Life Saving Rules are mandatory rules based on historic industry incidents and are designed to save lives.
Operations Site Services Manager	Any person appointed by the Company as the administration manager for the coordination and delivery of a variety of infrastructure services that support the Site.
Orientation Centre	A facility or Site location where individuals are located and work, which is responsible for maintaining an access database of people and vehicles that require access to the Site, and responsible for issuing ID Cards, other access cards, conducting Site orientations and may assign Camp Rooms.
Orientation Session	A meeting conducted by the Company's representative for the purpose of providing general Site safety information and that all Workers and Contractors accessing the Site are required to attend.
Personal Protective Equipment (PPE)	Protective clothing, head protection, eye protection, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury.
Reasonable Grounds	A set of facts or circumstances, which would satisfy an ordinary cautious and prudent person that there is reason to believe, and goes beyond mere suspicion.

Regulatory Official	A representative of a government agency who has authority to access the Site for the purposes of investigation or inspection, including without limitation representatives of provincial Labour, OH&S, Environment and other agencies.
Safety-Sensitive Work Location (SSWL)	Includes those parts of the Company's operations where there are operating hazards such that anyone working at the location, who is not Fit for Work, could seriously impact the health or safety of Employees, the public or the environment. Examples would include Long Lake (including K1A and well pads), Dilly Creek, Balzac Power Station, etc.
Security Officer	The person appointed by the Company whose primary responsibility is to enforce the Company's security policies and who reports to the security coordinator.
Site	Includes without limitation all land Sites and property that is owned, leased, operated or otherwise directly controlled by the Company or under the Company's operational authority.
Site Orientation	Refer to Orientation Session.
Site Security Coordinator	The person appointed by the Company responsible for coordinating, managing and providing direction on security policies and procedures for the Company.
Site Security Office	A facility where individuals are located and work, which is responsible for maintaining Site security, and has a database of people and vehicles that have access to the Site, are responsible for issuing Vehicle Passes and access cards.
Site Senior Management	The area project manager or select members of the operations leadership team. Site Senior Management has the right to appoint individuals to roles, within their respective areas, in order to comply with the Canadian Rules of Work.
Site Services Manager	See Operations Site Services Manager.
Suspension List	The list of individuals who have been suspended from the Site in accordance with the portion of the Canadian Rules of Work entitled Behaviour and Discipline Procedure. This list is maintained by the Site Security Coordinator.
Variance	A deviation from the rules set out in the Canadian Rules of Work on a singular basis for a specified period of time.
Vehicle Pass	A pass issued to a Worker or Visitor for a vehicle allowing the vehicle access onto a Site or into the designated parking lot, as referred to in section 4 of the Access Procedure.

<p>Visitor</p>	<p>An individual who visits a Site on a temporary basis and who has not completed pre-access Alcohol Testing and Drug Testing. Visitors are not permitted to perform “hands-on” work and must be under the supervision of a CNOOC-authorized Host.</p> <p>For the purposes of this definition “hands-on” work includes any work performed with the use of tools, equipment, or other implements involving manual labour, or as otherwise determined on a case-by-case basis by a CNOOC Safety Officer, CNOOC Site Security Office, or a member of the Site Senior Management team.</p>
<p>Visitor Orientation</p>	<p>A presentation for Visitors to the Site that sets out general safety information related to activities on the Site.</p>
<p>Visitor Pass</p>	<p>An ID Card or other form of authorization given to a Visitor that allows that person to access the Site for a period no greater than 72 hours.</p>
<p>Worker</p>	<p>Any person working on the Site as a Contractor, or as an employee or consultant to the Company or to a Contractor.</p>

1.5 CONFLICT RESOLUTION

Where a conflict arises with the requirements set out in this Standard, and a Variance is required, refer to [Requesting a Variance to CIMS Documents Procedure](#).

Further, any Variance must be approved by a Company Representative who is in the role of General Manager, VP, Senior VP or CEO.

2.0 ALCOHOL AND DRUG CANADIAN CONTRACTOR REQUIREMENTS

2.1 EXPECTATIONS

CONTRACTORS

Contractors will be advised of the Company’s [Standard for Alcohol and Drugs](#) and are expected to implement a policy or program which has standards at least as stringent as those set out in the Company’s Standard for Alcohol and Drugs and associated Codes of Practice or, in the case of Contractors engaged in Canada or by a Company subject to Canadian jurisdiction, as outlined in the Construction Owners Association of Alberta’s Canadian Model (Canadian Model for Providing a Safe Workplace effective October 08, 2014, as updated and approved from time to time).

Additionally, Contractors engaged in, or by a Company subject to the jurisdiction of, a location covered by Company’s Location Requirements must have policies or programs which have standards at least as stringent as applicable Location Requirements.

2.2 TESTING

CONTRACTORS

Acceptable testing options for, Reasonable Grounds, Post-Incident and Return to Work/Follow-up testing include urine laboratory based, urine point of collection testing (POCT) with laboratory follow-up, oral fluid with laboratory follow-up and breath alcohol.

When a Contractor is tested for Alcohol and/or Drugs, he or she must be held out of service unless there is a negative alcohol and/or drug Test. If a POCT test is non-negative, the Worker must be held out of service pending the results of the lab confirmation test.

Any costs incurred with Alcohol Testing or Drug Testing, assessments, treatment or return to work is the responsibility of the Contractor.

2.3 PRE-ACCESS TESTING

CONTRACTORS

- Pre-access testing must be conducted by fully qualified and accredited urine laboratory based testing.
- Relevant pre-access testing must be completed by a laboratory that holds a valid certificate issued by the Substance Abuse and Mental Health Services Administration (SAMHSA). The results must be known before deployment to Canadian Company Premises but not more than 90 calendar days prior to arrival.
- Must submit to pre-access testing prior to returning to a Company SSWL when absent from a Company SSWL, as described below, for more than 90 calendar days.
- Must provide proof of compliance with the above pre-access testing requirements prior to access to Company Premises.
- The following exemptions apply to pre-access testing:
 - a Worker who is an active member of the Rapid Site Access Program (RSAP)
 - individuals accessing the Site as a Visitor (hosted and escorted and not performing hands on work)

2.4 CONCENTRATION LIMITS

2.4.1 PANEL OF DRUGS AND CUT-OFF LEVELS

Refer to COAA – Canadian Model for Providing a Safe Workplace effective July 1, 2018, as may be updated and approved from time to time.

Drugs or classes of drugs	Screening concentration equal to or in excess of ng/ml	Confirmation concentration equal to or in excess of ng/ml
Marijuana metabolite	50	15
Cocaine metabolite	150	100
Opiates		
• Codeine	2000	2000
• Morphine	2000	2000
• Hydrocodone	300	100
• Hydromorphone	300	100
• Oxycodone	100	100
• Oxymorphone	100	100
6-Acetylmorphine	10	10
Phencyclidine	25	25
Amphetamines	500	-
• Amphetamine	-	250
• Methamphetamine	-	250
• MDMA ¹	500	250
• MDA ²	-	250

- Breath Alcohol concentration limits are 0.04 / 210 (G/L)
- The test is known as a NON DOT 5 (semi-syn OPI) Split Specimen w/ Breath Alcohol

2.5 SEARCHES

The Company may conduct searches for Alcohol, Drugs and Drug Paraphernalia on all Company Premises and associated Sites and camps, including through the use of Narcotic Detection Dogs. This may include but not be limited to a person, his/her property/personal belongings, and vehicles.

¹ 3,4-methylenedioxy-methamphetamine

² Methylenedioxyamphetamine

If any Worker refuses to cooperate or refuses to allow an inspection of their possessions, the Worker will not be allowed access onto Company Premises and their action of refusal will constitute a Standard violation.

Personnel conducting searches will determine whether any external law enforcement agencies need to be contacted.

2.6 LOSS OF LICENSE/IMPAIRED DRIVING CHARGE/SUSPENSION

CONTRACTORS

Contractors must advise their Company Representative if they have been charged with an Alcohol or Drug impaired driving-related offense or have received an administrative temporary license suspension as a result of Alcohol or Drug impaired driving prior to operating any vehicle on the Company Premises.

NOTE: *Impaired driving includes, but is not restricted to, testing over the legal blood alcohol content testing over the legal specified levels of drugs in the blood in that jurisdiction, driving while impaired by Alcohol or Drugs, refusal to blow into a breath analyzer or to provide an oral fluid or blood sample, or refusal to provide a sample for Testing.*

2.7 COMPLIANCE AND REINSTATEMENT

CONTRACTORS

Contractors must advise their Company Representative of any Workers working on Company Premises that are not in compliance with the Contractor's own alcohol and drug policy. Contractors must, if applicable, obtain prior consent from their Workers to allow for the notification of non-compliance to the Company.

Contractors must maintain records and be able to provide proof of compliance with testing requirements. Proof of compliance includes certification from each testing laboratory used by the Contractor that specifies the number of alcohol tests and drug tests performed and the number of positive tests by each type of test requirement.

Following a report of non-compliance with the [Standard for Alcohol and Drugs](#), the Company has the right to suspend a Worker from Site.

If a Worker has been suspended from Company Premises due to non-compliance of the [Standard for Alcohol and Drugs](#), the Contractor employing the Worker or the Worker's representative may submit a written request for reinstatement.

The written request should include:

- Documentation of the actions taken to correct the inappropriate behavior and the steps taken to prevent reoccurrence of the behavior;
- Confirmation that a return to work agreement has been put in place with the Worker; and
- Confirmation that the Worker has successfully completed a pre-access alcohol and drug test and a fit for work assessment.

The written request will be submitted to Site Senior Management. The appropriate Company personnel will review the request for reinstatement and advise the Contractor or Worker representative, as applicable, of the decision in writing.

2.8 FURTHER INFORMATION

To assist companies in implementing effective alcohol and drug policies and programs, mentoring relationships are being established by the Construction Company's Association of Alberta (COAA) and the Alberta Construction Safety Association (ACSA) between larger and smaller companies. If you would like information on becoming part of a mentoring relationship you can contact COAA or ACSA.

2.9 CONTRACTOR ALCOHOL AND DRUG PROGRAM REQUIREMENTS

To be compliant with the Company Standards, your alcohol and drug testing program must:

- Require laboratory-based pre-access testing prior to arrival at a SSWL
- Require pre-access testing following a 90-day absence from a SSWL
- Require urine POCTs with laboratory confirmation conducted for post-incident and Reasonable Grounds testing
- Require oral fluid tests with laboratory follow-up conducted for post-incident and Reasonable Grounds testing
- Require breath alcohol testing for all alcohol and drug testing
- Require Workers to present clearance letters upon arrival at a work Site
- Require laboratory testing to be conducted at a SAMHSA-approved lab
- Meet or exceed the Company Standards or COAA-Canadian Model
- Enable your organization to provide program audit documentation, if requested by the Company

3.0 FITNESS TO WORK

3.1 EXPECTATIONS

Contractors are expected to manage their Workers Fitness to Work, and present to work fit for duty, which may include some or all the below, but is not limited to:

- Health Risk Assessments;
- Management of health status and the appropriate use of medications ensuring valid prescriptions and ability to perform work safely with medication usage;
- Verification of ability to perform core job duties safely;
- Pre-placement health assessments, periodic health assessments, health surveillance requirements, and health assessments based on regulated position(s)/profession(s);
- Required restrictions, accommodations, modified work programs, and/or Fitness to Work programs;
- Required competencies and/or training associated with job duties;

- Provide required Personal Protection Equipment (PPE), perform any associated personal fitting (e.g., mask fit testing) and training regarding use and care of appropriate PPE.

Contractors must advise their Company Representative of any Workers working on Company Premises with concerns / deficits regarding their Fitness to Work and ability to perform job duties safely and manage appropriately through the contracting company's fitness to work programs.

4.0 COMPANY SITE RULES (SITE RULES)

4.1 GENERAL SITE RULES

ALL PERSONS ON A SITE:

- Must comply with any Site-specific instructions issued by or on behalf of the Company.
- Must understand and obey all federal, provincial and local laws and obey the Site Rules and the Company's **Life Saving Rules** and act in a safe manner utilizing all safeguards and obeying posted notifications.
- Must have in their possession and visibly display the Site ID/Access Card issued to them, if applicable. (See Site Access)
 - All ID Cards are the sole property of the Company.
 - All persons on a Site must immediately produce their ID Card for inspection upon request by any Company-authorized representative including but not limited to: Senior Site Management, Safety Advisors, Site Security Coordinators, or Security Officers.
 - ID Cards may be kept inside protective clothing for safety reasons, but Workers must produce them for inspection when requested.
- Must report any theft, vandalism or suspicious act which takes place on the Site.
- Must report any wildlife death or injuries on the Site to a Site Security Officer or designated Company Representative.
- Must cooperate with and assist fire camp wardens.

NO PERSON ON A SITE MAY:

- Smoke in an area not designated as a Smoking Area;
- Commit any act on a Site that disrupts the peace and good order, threatens the safety or well-being of any person, or causes harm to the environment;
- Have a pet on any Site;
- Harass wildlife, feed or leave food for wildlife on a Site;
- Possess a firearm, knife with a blade larger than four inches, explosive, or incendiary device, ammunition, weapon of any kind (as determined by the Site Security Coordinator), or any object or substance the use or possession of which is unlawful in Canada;
- Gamble;

- Possess or consume Alcohol on a Site;
- Possess any Drugs or drug paraphernalia or prescription drugs without a valid prescription; or any other provincially or federally controlled substances that would require a written prescription to possess;
- Wear or possess any apparel or paraphernalia associated with criminal organizations, as deemed by the local or national authorities;
- Tamper with fire detection or firefighting equipment or any other safety equipment; or
- Light or build any fire on a Site without the written approval of that Senior Site Management.

ALL VISITORS TO A SITE:

- Must complete and comply with the pre-conditions required to access the Site as listed under the Site Access section.

WORKERS AND CONTRACTORS:

- Must complete the Orientation Session and retrieve a photo ID Card as defined in Site Access, prior to commencing work.
- Must comply with applicable laws regarding:
 - Continuous hours of work;
 - Hours of work within a defined period; and
 - Continuous days of work between rest periods.

CONTRACTORS:

- Must provide their Workers with safe working conditions including clear and safe work systems as detailed in the appropriate Site handbook when discharging any tasks on Site.
- Must complete a Contractor Termination Checklist whenever a Worker ceases to be employed by the relevant Contractor, and deliver an original to the Site Security Office.

NOTE: *If the Contractor Termination Checklist is issued, the Worker's ID Card will then be deactivated.*

4.2 CAMERAS / ELECTRONIC DEVICES

Taking photographs or videos is strictly controlled on the Site. Photographs and videos must only be taken by Company-authorized personnel or at the discretion of the Company.

The use of cell phones and other electronic devices on Site is strictly controlled. Individuals are prohibited from using cell phones when operating any type of motor vehicle on any Site, or access road, or working in classified or hazardous work areas without an applicable permit.

4.3 VEHICLES

All persons on a Site:

- Must have a valid government-issued Operators license, comply with all applicable laws regulating public roadways and be authorized to drive a vehicle on Site pursuant to the procedures set out in the Site Access section.
- Must receive authorization by Company to drive a personal ATV or a snowmobile on Site.
- Must receive approval of Site Senior Management to operate an unmanned aerial vehicle (UAV).
- Must obey all posted speed limits.
- Must travel only on designated rights-of-way, access roads or authorized routes when driving a motor vehicle on a Site.

NOTE: *Travel within a Site's hydrocarbon processing facility area requires permission from the appropriate Company Representative.*

4.4 SEARCHES

All persons:

- Must sign an Acknowledgment and Consent – Visitors Form consenting to the search of their vehicle by a Site Security Officer if they bring their private vehicle on to a Site.

NOTE: *The search can take place at any time for any reason while the vehicle is on the Site.*

- Must allow, when requested by a Site Security Officer, the inspection or search of luggage, parcels, packages or containers in the person's possession and cooperate with the Site Security Officer to facilitate the search when entering or leaving the Site. (See Site Access).

The Site Security Officer may ask permission from the operator of any vehicle entering or leaving the Site to search that vehicle (see Site Access). The Site Security Officer will deny permission to enter the Site if the vehicle operator denies permission for a vehicle search. Individuals who require equipment or materials to be removed from the Site are required to follow the local procedures instituted by that Site.

Inspections or searches of vehicles and personal belongings on Site will be conducted by a Site Security Officer under the direction of the Site Security Coordinator, and will be carried out in accordance with the Camp Rules, notwithstanding that those clauses only reference Camps.

4.5 DEVIATIONS

Variations to the Canadian Rules of Work must be approved by Senior Site Management or his/her delegate and final approval received from the VP of HSE and the Alcohol and Drug Coordinator.

5.0 SITE ACCESS

5.1 VISITORS

- Must obtain a temporary Visitor's Pass.

NOTE: Any temporary Visitor's Pass issued is only valid for one working day but it may be renewed up to a maximum of three consecutive working days.

NOTE: Visitors named on the Suspension List are not permitted access to Site.

- Must sign out and return any temporary Visitor's Pass that has been issued and any Company-provided PPE upon leaving the Site.
- Must be hosted and escorted at all times while on Site.

NOTE: Visitors cannot enter a Site until contact has been made with a Host and an authorized escort has met the Visitor.

- Must read, acknowledge and complete the Acknowledgment and Consent – Visitors form ensuring the Visitor adheres to the ROW when on a Site.
- Must, upon request, submit to a search in accordance with section 8 of this Access Procedure and the Acknowledgment and Consent – Visitors form.
- Must wear the required PPE at all times when outside office areas and areas where PPE is required.

NOTE: If a Visitor is a Regulatory official acting within their legislative authority and refuses to wear required PPE, entry will be granted and such refusal will be documented.

- Must complete a Visitor's Orientation at any Site.

NOTE: If a Visitor is a Regulatory official acting within their legislative authority and refuses to complete the Visitor's Orientation, entry will be granted and such refusal will be documented.

5.2 TOURS

LEADERSHIP TEAM

- Must provide permission for media tours.
- Must provide permission for stakeholder tours that are requested in relation to crisis situations.

SENIOR SITE MANAGEMENT

- Must provide permission for stakeholder tours that are part of regular operations.
- Must approve tour arrangements/logistics.

CORPORATE COMMUNICATION

- Must facilitate media tour requests and approvals.
- Must facilitate all stakeholder tour requests and approvals.

COMMUNITY CONSULTATION AND ABORIGINAL RELATIONS (CCAR)

- Must coordinate tour arrangements/logistics, where applicable.

5.3 HOSTS

- Must sign the Acknowledgement and Consent – Host Form, which explains the responsibilities and duties of a Host.

NOTE: *Specific qualifications for acting as a Host may be set on a Site by Site basis, by Site Senior Management.*

- Must ensure the Visitor meets the Visitor definition. If a Host is unsure if an individual meets the Visitor definition, they may contact a Company Safety Officer, Company Site Security Office, or a member of the Site Senior Management team in advance of the visit for clarification.
- Must sign in any Visitors.
- Must escort a Visitor between locations at all times while on Site. When in a live plant environment, or in an area where “hands-on” work is being performed, the Host must be within speaking distance of the Visitor at all times.
- Must ensure that any Visitor staying in a Camp receives the orientation applicable to such Camp.

5.4 WORKERS AND CONTRACTORS

Where applicable, must obtain a permanent ID Card, which must be worn on Site at all times and utilized at the appropriate card readers or satisfy such conditions as may be required by the Company with respect to applicable Site.

Where applicable, the following steps must be completed to obtain a permanent photo ID Card:

- Workers and Contractors:
 - Must complete the Safety Orientation Request Form and forward the completed form to the appropriate Housing/Orientation Center.
 - Must successfully complete the appropriate industry orientation and safety training as defined in the local site access requirements.
 - Must be able to provide certificates demonstrating successful completion of site access requirements.
 - Must successfully complete the pre-access Alcohol Testing and Drug Testing.
 - Must successfully complete an appropriate Site-Specific Orientation Session.
 - Must return each of the completed forms noted above to the appropriate Company representative.
 - Must not be named on the Suspension List.
 - Must upon request, submit to a search.
 - Must report to the Orientation Centre or other designated Site check-in point.

5.5 LOST OR STOLEN ID

ALL PERSONS:

- Must report to the Site Security Office or the Orientation Centre if they are not in possession of their permanent ID Card.

NOTE: *If the ID Card is valid, a temporary Visitor's Pass will be issued. This Visitor's Pass is valid for one working day and must be returned upon departure from Site.*

- Must immediately report to the Site Security Office or the Orientation Centre if they have lost or misplaced their permanent ID Card.

NOTE: *The ID Card access will be terminated and a replacement card may be requested during normal business hours at Orientation Centre. In the event of a lost card, replacement cards may be replaced upon payment of a fee of \$25.00 cash for each additional card issued.*

5.6 VEHICLE ACCESS AND PARKING ON SITE

ALL PERSONS:

- Must obtain an applicable Site access authorization or Vehicle Pass to gain Site access or to park on Site.

NOTE: *Only vehicles with a valid Vehicle Pass will be allowed Site access or to park on Site.*

- Must obtain a Vehicle Pass or be registered with the Site if parking outside the access-controlled Site, but on the Company's Premises.
- Must complete a Safety Orientation Request Form or satisfy such conditions as may be required by Company with respect to applicable Sites to receive a Vehicle Pass.

VEHICLE PASSES:

- Will remain valid for a maximum of 12 months;
- Will be accompanied by a ID Card which provided and coded to allow access onto the Site for controlled vehicles; and
- Will be affixed to the lower corner of the driver-side of the vehicle's windshield, in clear view.
- A Vehicle Pass will be approved subject to Site-specific access rules for the following:
 - Construction / Drilling / Completion Vehicles - Vehicles that have a controlled Site Vehicle Pass do not require a Vehicle Pass for parking.
 - Delivery and Service Providers - A Vehicle Pass may be issued to pre-registered delivery vehicles. These vehicles may receive a Vehicle Pass from the Orientation Centre prior to accessing the Site.

DAY PASS:

- A Day Pass is valid for one working day and will expire at the time the vehicle leaves the Site. A Day Pass may be issued for the following situations:
 - Workers or Contractors reporting to Site on the first day of work;
 - Workers who forgot or misplaced their Site access card (this will be monitored to prevent abuse);
 - Camp Residents who are leaving Site and must remove their personal belongings from their Camp Room; and
 - Visitors to the Site who require temporary parking must personally present at the Site Security Office all the required documentation.
- A Day Pass may be issued at the sole discretion of the Company.

5.7 SITE WORKER VEHICLE PARKING PASS

- A Vehicle Pass may be issued to Camp Residents or Workers who are not required to have a vehicle within the access-controlled Site, but are required to park vehicles in a Site parking lot.
- All vehicles parked on Site must be registered and have a valid Vehicle Pass.
- Workers and Contractors:
 - Must complete and submit a Vehicle Pass Application Form to be considered for a Vehicle Pass.

NOTE: This form is available at the Site Security Office or the Orientation Centre.

5.8 LOST OR STOLEN VEHICLE PASS

ALL PERSONS:

- Must report to the Site Security Office or the Orientation Centre that they have a lost or stolen pass

NOTE: A Security Officer will verify the pass status and cancel the lost or stolen pass. The Security Officer will then issue a temporary Vehicle Pass. This Vehicle Pass is valid until the end of the working day and must be returned to a Security Officer upon departure from the Site until a new pass is issued. A replacement pass may be requested during normal business hours at the Orientation Centre. In the event of a lost pass, replacement cards may be issued upon payment of a fee of \$25.00 cash for each additional pass.

5.9 CARD READERS

- ID Cards, if issued, will activate a card reader that records the date, time, and location the individual or vehicle entered/left the Site or a specific area within the Site. By using the card readers, the card holder consents to the collection, use and disclosure of any personal information recorded by the access control system.
- Card reader locations will be Site-specific and determined by Company Premises Manager.

ALL PERSONS:

- Must scan in/out using the card reader as they enter or leave the applicable location
- Must scan their own ID Card and Vehicle Pass, and are not permitted to swipe another person's ID Card or Vehicle Pass.

NOTE: Card reader logs of swipes may be used for investigations in accordance with the Company's policies and procedures on conducting investigations and for validating presence for: payroll, daily headcounts, fire drill muster points, headcounts in the event of a Site evacuation.

THE SITE SECURITY OFFICER:

- Must monitor personnel and verify ID Cards to ensure compliance of individual swipe in/out of the Site.

5.10 DEPARTURES

- If an ID Card or Vehicle Pass is not utilized for 90 consecutive days that pass will be de-activated. The holder may request that the ID Card or Vehicle Pass, as applicable, be re-activated. Reactivation must be in compliance with all Site access requirements as set out herein.
- Workers and Contractors:
 - Must present themselves at the Site Security Office or Orientation Centre and surrender the following when departing the Site with no intention of returning to work:
 - ID Card;
 - Vehicle Pass; and
 - Camp Room keys/cards (if applicable).

5.11 CONTRACTORS' RESPONSIBILITIES FOR SITE ACCESS

CONTRACTORS:

- Must coordinate with the Orientation Centre to advise of any persons who will no longer be employed by the Contractor at the Site. This includes, but is not limited to, persons being laid off, or terminated.
- Must provide notification by completing the Contractor Termination Checklist and forwarding to the appropriate Site Security Office or the Orientation Centre.
- Must cooperate with the Site Security Officer while conducting quality control audits of their Workers who possess valid ID Cards and have Site access rights.

6.0 CAMP RULES

6.1 POSTING CAMP RULES

THE CAMP COORDINATOR:

- Must post the Camp Rules at each Camp managed by the Company.

- Must conduct regular inspections to ensure Camp Rules are posted and being observed.

6.2 CAMP ROOMS AND OCCUPANCY

ALL PERSONS:

- Must submit a Camp Accommodation Request form and receive approval prior to occupying a Camp Room.
- Must submit the Camp Accommodation Request form to Site Orientation Centre 72 hours in advance of Camp check-in.
 - Note: The Camp Accommodation Request form can be completed by the Worker's employer or Company representative
- Who have submitted a Camp Accommodation Request form for a Camp Room and received a reservation confirmation number may check into an assigned Camp.
- Must retain their assigned Camp Room by the Orientation centre and cannot change rooms with another Camp Resident or occupy a room other than the assigned Camp Room without the approval of the Orientation Centre.
- Must vacate the assigned Camp Room when directed to do so by the Orientation Centre.
- Must only reside in camp during their scheduled days on.

SITE ORIENTATION CENTRE:

- Must make a Camp Room reservation based on the information provided in the Camp Accommodation Request form.
- Must identify the Worker rotation schedule, work end date if known and project cost code.
- Must provide confirmation number to Camp Resident or employer to confirm room reservation.

CAMP RESIDENTS:

- Must, when checking out, return to the Orientation Centre all room keys and supplies provided by the Orientation Centre.
- Must inform the Orientation Centre and check out of his/her assigned Camp Room when they have completed his/her shift of work and is leaving the Site.
- Must not take food or appliances used to prepare or cook food into any Camp Room.
- Must supply their own personal toiletry products.
- Must ensure their personal belongings are secured and locked in a locker if the Camp Room is equipped with a locker. For Camp Rooms without a locker, Camp Residents can place their valuables in the Camp safe. The Camp commissary maintains an inventory of locks for sale for securing Camp Room lockers.

Company assumes no liability whatsoever for any lost, stolen, or damaged items belonging to Camp Residents.

NOTE: *The Camp Operator is not responsible for loss or damage to any property of a Camp Resident left in a Camp Room.*

CAMP RESIDENTS AND VISITORS:

Must not cause noise or a disturbance between the hours of 10:00 p.m. and 5:00 a.m. that may be heard in any other Camp Room or that interferes with the ability of any other Camp Resident to enjoy his or her time at the Camp.

CONTRACTORS:

Must notify the Orientation Centre and the Site Security Coordinator within eight (8) hours of the termination or layoff of any employee working on Site who is a resident of a Camp. Failure by the Contractor to provide notification will result in back charge to the Contractor of incurred camp cost from the last day the Contractor's employee resided in Camp.

THE CAMP COORDINATOR:

- Is not responsible for loss or damage to any Camp Resident vehicle parked in a parking lot on the Company Premises. Camp Residents parking a vehicle on the Company Premises do so at their own risk.
- May enter a Camp Room any time if the Camp Room is unoccupied. If a Camp Resident is present in a Camp Room, the Camp Coordinator must request permission to enter the Camp Room and must state the reason why entry to the Camp Room is required.
- May enter a Camp Room at any time for any reason, including maintenance, security, good order and safety.

6.3 GENERAL CAMP RULES

CAMP RESIDENTS AND VISITORS MAY NOT:

- Be under the influence of any amount of Alcohol or Drugs or prescription drugs without a valid prescription; or any other provincially or federally controlled substances that would require a written prescription to possess while in the Camp.
- Leave any items in the corridors or common areas of a Camp Building;
- Have a pet in Camp or on Company Premises;
- Possess a firearm, a knife with a blade longer than four inches, an explosive, an incendiary device, a weapon of any kind as determined by the Company Premises Manager, Drug Paraphernalia, Drugs, or any object or substance the use or possession of which is unlawful in Canada;
- Wear or possess any apparel or paraphernalia associated with criminal organizations, as deemed by the local or national authorities;
- Smoke in any Camp Room or any area of the Camp or within 10 metres of any Camp entrance. Smoking is only allowed in those areas outside the Camp and marked as a designated smoking area;
- Fight or engage in any unlawful activity while in Camp;

- Interfere with any Camp Worker performing his/her work duties;
- Enter any Camp Building wearing outer footwear or dirty footwear of any kind;
- Physically or verbally abuse any person on the Company Premises;
- Cause damage to any property not belonging to the Camp Resident;
- Use public pay telephones or internet kiosks on Company Premises for any unlawful or inappropriate purpose;
- Light candles or burn incense on Company Premises;
- Leave electronic cigarette chargers plugged in while unattended or use electronic cigarettes outside of designated Site smoking areas; or
- Gamble.

CAMP RESIDENTS:

- Must dress appropriately when in any common area of the Camp. Camp Residents and Visitors may not have bare feet, be shirtless or wear transparent clothing.
- Must cooperate with the Camp cleaning staff in maintaining the cleanliness of the Camp Rooms and the common areas.

CAMP RESIDENTS AND VISITORS:

- Are not permitted to alter, modify, move or remove any Camp furnishings or fittings including, but not limited to: common areas, Camp Rooms, fences, barricades, signs, alarm systems, emergency or safety equipment.

6.4 CELL PHONE AND CAMERA

CAMP RESIDENTS AND VISITORS:

- Must maintain their phone in a quiet mode or in a manner that does not disturb other Camp Residents.
- Must obtain approval by Senior Site Management to use a camera.

NOTE: Use of a camera in the Camp is prohibited in the dining room and workout areas.

6.5 DAMAGE

CAMP RESIDENTS AND VISITORS:

- Must make full restitution to the Company for all costs of material and labour to repair or replace damaged or vandalized property.

6.6 SOLICITATION

CAMP RESIDENTS OR PERSONS ON THE COMPANY'S PREMISES:

- Must not ask or otherwise solicit any person on the Company's Premises to support or participate in a financial or any other belief system, program, business, initiative, organization or cause of any kind (see Behaviour and Discipline Procedure).

6.7 SEARCHES – REASONABLE GROUNDS

CAMP COORDINATOR, SITE SECURITY COORDINATOR, SENIOR SITE MANAGEMENT OR THEIR DESIGNATES

Should the Camp Coordinator, Site Security Coordinator, Senior Site Management or their designates have reasonable grounds to believe that a Camp Resident or a person on the Site is in possession of any item or substance that is prohibited under the Site Rules, the Site Security Coordinator will follow the direction in the Behaviour Compliance Rules section of this document.

- For clarity, if the Camp Coordinator enters a Camp Room and observes the presence of Drugs, Alcohol, or Drug Paraphernalia, this is deemed to be reasonable grounds.
- A search of a Camp Room may be conducted by the Site Security Coordinator (or delegate) after consultation and agreement with a member of Site Senior Management.

THE SITE SECURITY COORDINATOR:

- Must request that the Camp Resident or person at Camp, as the case may be, submit to a Camp Room search to confirm that he/she is not in possession of any item or substance prohibited under the Site Rules if a search of a Camp Room is deemed necessary after such consultation and agreement.

NOTE: *A Camp Resident or a person at Camp may decline to submit to a Camp Room search request.*

THE CAMP COORDINATOR OR THE SITE SECURITY COORDINATOR:

- Must direct a Camp Resident or a person at Camp who declines to submit to a search request, to leave the Camp immediately.
 - In such cases, the individual will be immediately escorted to the entrance gate of the Site by the Site Security Coordinator or designate.
 - Contents of that individual's Camp Room will be packed up by the Contractor representative with possible assistance from the Camp Coordinator, and the Site Security Coordinator or designates, and delivered to the individual at the entrance gate of the Site.

THE SITE SECURITY COORDINATOR:

- Must notify the employer of any Camp Resident or person at the Camp to whom a search request is made.
- Any Drugs, Alcohol or Drug Paraphernalia located as a result of a search will be seized, marked, bagged and turned over to the RCMP. Alcohol found during a search will be seized and destroyed in the presence of Site Senior Management.

6.8 NARCOTIC DETECTION DOG SEARCHES

From time to time the Company may carry out or cause to be carried out searches on any Company Premises using Narcotic Detection Dogs trained in the location and detection of Drugs and Drug Paraphernalia.

A search of the Camp Room may be conducted by the Site Security Coordinator (or delegate) after consultation and agreement with a member of Site Senior Management.

A TRAINED HANDLER:

- Must accompany the Narcotic Detection Dogs at all times.
- Must conduct the searches in the presence of the Site Security Coordinator (or delegate), the Camp Coordinator (or delegate) and a Contractor representative (if a Contractor representative is available).

THE SITE SECURITY COORDINATOR:

- Must knock on the Camp Room door to be searched, verbally identify themselves and wait for a response from the Camp Room occupant. If there is no answer, the door to the Camp Room will be opened. If a Camp Resident is in the Camp Room, the Resident will be advised that the Camp Room will be searched by a Narcotic Detection Dog and requested to leave the door to the Camp Room open while the Narcotic Detection Dog search is conducted. The Site Security Coordinator (or delegate) will be present during the entire time the Camp Room door is open.
- Must be present during the entire time the Camp Room door is open.

CAMP RESIDENTS:

- Must leave the door open while the Narcotic Detection Dog search is conducted.

NOTE: Any Camp Resident who declines to leave the door open while the Narcotic Detection Dog search is conducted may be directed to leave the Company Premises immediately.

Once all of the Camp Room doors are open, the Narcotic Detection Dog and handler will approach each Camp Room. The Narcotic Detection Dog will be permitted to enter each Camp Room to search for Drugs and Drug Paraphernalia. Only the Narcotic Detection Dog handler will be permitted to enter the Camp Room to manage and ensure the safety of the Narcotic Detection Dog and integrity of the Camp Room's contents. Neither the Site Security Coordinator nor any other person will be permitted to enter the Camp Rooms.

THE TRAINED HANDLER, OR THE SITE SECURITY COORDINATOR:

- Must immediately exit and lock the door to secure the Camp Room if the Narcotic Detection Dog indicates that Drugs or Drug Paraphernalia are present in a Camp Room.

NOTE: No person may enter the Camp Room until the resident and their employer/representative are present.

THE SITE SECURITY COORDINATOR:

- Must identify the Camp Resident who occupies the Camp Room and the Camp Resident's employer, job steward or other employer representative if a search of the Camp room is deemed necessary after such consultation and agreement.
- Must request a representative of the Camp Resident's employer or job steward, if applicable, to attend the Camp Room search.

- Must brief the Camp Resident's employer or job steward of the reasons for conducting the search.
- Must conduct the search in the presence of a person or persons designated by a member of the Site Senior Management if the Camp Resident's job steward or employer representative fails to arrive in a timely manner to attend the search.
- Must seize, mark, bag and turn over any Drugs, Alcohol or Drug Paraphernalia located as a result of a search to the RCMP.
- Must seize and destroy, in the company of Site Senior Management, any alcohol found during the Narcotic Detection Dog search.

6.9 CAMP DINING HALL

Camp dining halls are open for the service of breakfast and dinner and some Camps may also serve lunch. Meal times are posted in the Camp common areas.

CAMP RESIDENTS AND VISITORS:

- Must swipe their ID Card at the card reader stations, where applicable, in the Camp dining hall prior to having a meal.
- Must only eat in the dining hall of the Camp to which the Camp Resident has been assigned.
- Must not take food into or take food out of the Camp dining hall, other than approved bagged lunches.
- Must be dressed in appropriate attire when in the dining hall.
- Must not wear a hat, raised hoodie, outdoor clothing or work clothing or bring into the dining hall backpacks or luggage when entering the dining hall.
- Must not have bare feet, be shirtless or wear transparent clothing.

There is **zero tolerance** for the use of: inappropriate language, verbal or physical abuse, Intimidation or Harassment of any kind directed towards any Camp Worker or Camp Resident.

6.10 CAMP LAUNDRY FACILITY

CAMP RESIDENTS:

- Must only use the laundry facilities in the Camp in which they reside. Facilities may only be used during the times posted.
- Must obtain approval from the Camp Coordinator if they want to supply their own laundry detergent to ensure compatibility with high-efficiency washing machines and the sewage treatment facilities.
- Must ensure that all washer and dryer lint traps are cleaned after use when using the Camp laundry facility.
- Must use designated industrial washer and dryers for the laundry of oil work clothing (e.g. coveralls).

THE CAMP OPERATOR:

- Must supply laundry detergents and fabric softeners, these products will be located in the laundry rooms.

6.11 CAMP PARKING

Where applicable, Camp Residents may request a Vehicle Pass to park in the Camp parking lot pursuant to the sections of the ROW entitled Site Access by completing and submitting to the Site Security Coordinator “Vehicle Pass Application Form.” (Refer to Site Access)

CAMP RESIDENTS AND VISITORS:

- Must obey all posted speed limits.

***NOTE:** Unless otherwise posted, the speed limit within a Camp area located on Site is 15 km/h.*

CAMP RESIDENTS:

- Must obtain a valid Vehicle Pass to park on Site.

***NOTE:** Vehicles found parked on Site without a valid Vehicle Pass will be removed (towed) at the vehicle owner’s expense.*

- Must obtain a Day Pass if they choose to park their vehicle on Site to move their belongings into or out of their Camp Rooms.

- Must park in designated parking zones.

***NOTE:** Vehicles parked on Site in NO PARKING zones such as fire lanes or in emergency vehicle access or exit routes will be subject to removal (towed) at vehicle Company’s expense.*

7.0 BEHAVIOUR COMPLIANCE RULES

7.1 GROUNDS FOR REMOVAL FROM SITE

Visitors and Workers may be subject to suspension from Site. The contract the Contractor is performing services under may be terminated, for non-compliance, serious misconduct or major breaches of the Canadian Rules of Work. Examples of this would include, but are not limited to:

- (a) non-compliance to the Company’s Life Saving Rules;
- (b) possession or consumption of Alcohol on a Site;
- (c) possession of any Drugs or Drug Paraphernalia or prescription drugs without a valid prescription; or any other provincially or federally controlled substances that would require a written prescription to possess;
- (d) theft of: money, equipment or property or possession of stolen goods;
- (e) abuse or misuse of Company equipment, property or time;
- (f) disregard for Canadian Rules of Work, other safety rules or failure to follow appropriate standards, procedures or work practices;

- (g) Harassment, Intimidation, physical violence;
- (h) Wearing or possessing any apparel or paraphernalia associated with criminal organizations, as deemed by the local or national authorities;
- (i) falsifying information, including without limitation using another person's ID Card; or
- (j) gambling, pay pools, Site lotteries, etc.

7.2 CONTRACTORS EXPECTATIONS

CONTRACTORS:

- Must communicate any violations of the Canadian Rules of Work described within this document to Company Supervision or the Site Security Coordinator.
- Must have a corrective action process that meets or exceeds the Company's standards if working at the Company's SSWL.

NOTE: *This process must be applied if a Contractor breaches these Canadian Rules of Work.*

- Must serve notice in writing to the Site Security Coordinator and Site Senior Management within one week of an Event describing the discipline imposed on a Worker found to be in violation of these Canadian Rules of Work.

THE SITE SECURITY COORDINATOR:

- Must maintain the Suspension List of individuals who have been suspended from the Site.

NOTE: *All potential Visitors, Workers and Contractors that may need access to the Site will have their names checked against the Suspension List. Individuals named on the Suspension List will not be permitted onto the Site.*

THE COMPANY:

- Must maintain a record of all Events and the Corrective Measures taken in respect of each Event as per the [Event Recording and Investigation Procedure](#).
- Must not influence the Contractor's discipline of a Worker who violates a rule but can remove the Worker from the work location for a time period appropriate to the severity of the violation.

7.3 REINSTATEMENT

If a Worker has been suspended from Site due to non-compliance of an alcohol and drug policy refer to the Canadian Rules of Work, specifically **Alcohol and Drug Canadian Contractor Requirements (Section 2.0)** for direction.

For all other non-compliances, the following applies:

- Once the minimum duration of the suspension has elapsed, the Contractor employing the Worker or the Worker's representative may request a reinstatement of the Worker.

CONTRACTORS:

- Must submit the request in writing to the Site Security Coordinator or his/her delegate, giving details of the actions taken to correct the inappropriate behaviour and the steps taken to prevent any reoccurrence.

THE SITE SECURITY COORDINATOR:

- Must review the request for reinstatement with Site Senior Management and advise the Contractor or the Worker's representative, as applicable, of the decision in writing.
- Must maintain a record of all requests for reinstatement and the decisions taken on each request.

APPENDIX A. LINKS TO FORMS / MATERIAL

- Acknowledgment and Consent – Visitors Form
- Acknowledgement and Consent – Hosts Form
- General Access Orientation Form – Canada
- Site Access Request Form – Long Lake
- Access Card Authorization Request Form – Canada
- Access Card Authorization Request Form – Long Lake
- Camp Accommodation Request Form – Canada
- Camp Accommodation Request Form – Long Lake
- Onboarding Notification Request Form – Canada
- Onboarding Notification Request Form – Long Lake
- Offboarding Notification Request Form – Canada
- Offboarding Notification Request Form – Long Lake
- Vehicle Pass Application – Canada
- Vehicle Pass Application – Long Lake
- [COUNTRIES-STD-0096: Standard for Alcohol & Drugs](#)
- [CO-CAN-PRA-0094: Procedural Aid for Alcohol and Drug Canadian Locations](#)
- Contractor Standard – Site Access Decision Tree
- Contractor Alcohol and Drug Program Compliance Checklist

**All unlinked forms / material to be linked at a later date.*