



July 2019

Chelsea River Lodge is your home away from home. These lodge rules are in place to ensure the safety and security of all residents in the lodge. At CNRL, compliance is a deeply held value; it is essential that all lodge rules are complied with to ensure the safety of all our residents. 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 and 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.
5. 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.
6. Wilful damage, unruly conduct, fighting, violence, theft or biohazards will not be tolerated at any time. Any biohazards found in the room would incur a cleaning of \$250.00.
7. 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. Employees are also reminded that during Quiet Hours, Residents are NOT allowed to have visitors in their rooms.
8. **Check-Out Times:** Dayshift – 7:00 am PRIOR to your last shift; Nightshift – 7:00 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.
9. Respect the staffs that clean by keeping your room neat and tidy (safe to work in) and free of biohazards.
10. 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.
11. TV remote controls are to remain in the room at all times. \$50.00 charge will apply if missing.
12. 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.
13. 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.
14. 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.

- 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. Residents must swipe their ID card when accessing the dining area or lunchroom.
- 17. Meals provided for Lodge residents and visitors (approved by camp coordinator) are for consumption in the dining room. Occupants are **NOT** allowed to take the hot meal provided outside the dining area.
- 18. **Lunchroom** - Only authorized lunch bags are to be used for the lunchroom and are for the resident consumption while on site. **(maximum 2 bag limit)**
- 19. 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.
- 20. Pets are not allowed on site or in the camp accommodations.
- 21. Do not feed, harm or disturb wildlife.
- 22. 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.
- 23. 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);
- 24. 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.
- 25. Residents must receive written permission from Canadian Natural Resources Ltd. in order to conduct business in the Lodge; this includes fundraising for charities.

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 Chelsea River Lodge. 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 Chelsea River Lodge.

Terms of Provided Internet Service

Telus Internet service within the lodge is provided by Canadian Natural Resources Limited (“Canadian Natural”). Camp guests utilizing this internet access for illegal purposes including but not limited to criminal activity or unauthorized downloads of copyright-protected materials will be held liable for all costs (including but not limited to legal fees and damages) associated with Canadian Natural’s defense or resolution of any claims, fines, charges or penalties arising from such activities.

By accessing these services from within the lodge, you are agreeing to fully indemnify Canadian Natural for all such costs. You also authorize the collection and release to Canadian Natural of your personal information and personal employment information provided in respect of your stay in camp for the purposes of obtaining reimbursement of such costs.

I agree with the above Terms and consent to the disclosure and use of my personal information as set out above.

Signature

Resident Name (print)



July 2019

McKay River Lodge is your home away from home. These lodge rules are in place to ensure the safety and security of all residents in the lodge. At CNRL, compliance is a deeply held value. It is essential that all lodge rules are complied with to ensure the safety of all our residents. 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 and 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.
5. 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.
6. Wilful damage, unruly conduct, fighting, violence, theft or biohazards will not be tolerated at any time. Any biohazards found in the room would incur a cleaning of \$250.00.
7. 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. Employees are also reminded that during Quiet Hours, Residents are NOT allowed to have visitors in their rooms.
8. **Check-Out Times:** Dayshift – 7:00 am PRIOR to your last shift; Nightshift – 7:00 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.
9. Respect the staffs that clean by keeping your room neat and tidy (safe to work in) and free of biohazards.
10. 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.
11. TV remote controls are to remain in the room at all times. \$50.00 charge will apply if missing.
12. 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.
13. 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.
14. 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.

- 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. Residents must swipe their ID card when accessing the dining area or lunchroom.
- 17. Meals provided for Lodge residents and visitors (approved by camp coordinator) are for consumption in the dining room. Occupants are **NOT** allowed to take the hot meal provided outside the dining area.
- 18. **Lunchroom** - Only authorized lunch bags are to be used for the lunchroom and are for the resident consumption while on site. **(maximum 2 bag limit)**
- 19. 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.
- 20. Pets are not allowed on site or in the camp accommodations.
- 21. Do not feed, harm or disturb wildlife.
- 22. 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.
- 23. 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);
- 24. 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.
- 25. Residents must receive written permission from Canadian Natural Resources Ltd. in order to conduct business in the Lodge; this includes fundraising for charities.

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 McKay River Lodge. 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 McKay River Lodge.

Terms of Provided Internet Service

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By accessing these services from within the lodge, you are agreeing to fully indemnify Canadian Natural for all such costs. You also authorize the collection and release to Canadian Natural of your personal information and personal employment information provided in respect of your stay in camp for the purposes of obtaining reimbursement of such costs.

I agree with the above Terms and consent to the disclosure and use of my personal information as set out above.

Signature

Resident Name (print)



CONTRACTORS



Richardson River 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 and 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. No outdoor footwear is permitted in the Lodge. All residents must remove their outdoor footwear when entering the Lodge; residents are reminded to have indoor footwear available.
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.
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 – 7:00 am PRIOR to your last shift; Nightshift – 7:00 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. 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.

- 16. **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.
- 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 provided 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 2 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.
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- 26. 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.
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PRINTED NAME:

SIGNATURE:

COMPANY:

DATE:

Please note that there will be no appeal process at Richardson River Lodge. 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 Richardson River Lodge.

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By accessing these services from within the lodge, you are agreeing to fully indemnify Canadian Natural for all such costs. You also authorize the collection and release to Canadian Natural of your personal information and personal employment information provided in respect of your stay in camp for the purposes of obtaining reimbursement of such costs.

I agree with the above Terms and consent to the disclosure and use of my personal information as set out above.

Signature

Resident Name (print)



CNRL EMPLOYEES

Richardson River Lodge is a state of art, world class facility that was built for the comfort of CNRL employees. Employees are expected to help preserve the Richardson 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. As shareholders and owners we will hold each other to the highest standards. The privilege of living at Richardson Lodge 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. No outdoor footwear is permitted in the Lodge. All residents must remove their outdoor footwear when entering the Lodge; residents are reminded to have indoor footwear available.
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.
6. 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.
7. **Check-Out Times:** Dayshift – 7:00 am PRIOR to your last shift; Nightshift – 7:00 pm PRIOR to your last shift.
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. If you enter the room on your last day before you leave site (Maybe to shower or change your cloths) and the room has been cleaned for your cross shift. Then you must leave the room in the same cleanliness.
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. **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 Richardson River Lodge. 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 Richardson River Lodge.

Oil Sands Site 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:
