



Richardson River Lodge Rules

Richardson River Lodge is your home away from home. These rules and regulations are in place to preserve the Lodge as a long term asset and ensure mutual respect between guests and the workers managing the lodge. Failure to comply with these rules and regulations may result in a lodge and / or site suspension.

POLICIES:

1. All Canadian Natural camps are dry lodges. As per Canadian Natural's **Drug and Alcohol policy**, possession of alcohol, marijuana (including medically authorized), illicit drugs or other substances are not permitted on Company Property, which includes all lodge rooms.
 - a. "Other substances" refers to any other substance that could have a psychoactive purpose or effect. This includes psychoactive substances (NPS's).
 - b. Drug related paraphernalia, non-prescriptive steroids or masking systems are also prohibited.
2. **This Lodge is a NON SMOKING facility.** Smoking is permitted in the designated smoking areas ONLY. (This includes ceremonial smoking and electronic cigarettes). Anyone found smoking in their room will also incur a deep cleaning charge of \$250.00.
3. **No outdoor footwear is permitted in the Lodge.** All guests must remove their outdoor footwear when entering the Lodge; guests are reminded to have indoor footwear available.
 - a. First offence of a footwear violation will result in a warning letter.
 - b. Second offence of a footwear violation will result in an immediate 15 consecutive working day suspension of all lodge privileges.
 - i. Lodge suspension takes effect immediately if they are on site or as soon as they return to site.
 - c. Third offence of a footwear violation will result in the removal of all lodge privileges, indefinitely.

SAFETY:

4. For the safety of all guests, the use and storage of flammable or combustible material in the lodge is not permitted. This includes but not limited to the use of candles, incense and flammable solvents to clean clothing.
5. Tampering with safety devices, first aid equipment, fire protection equipment and emergency devices is strictly prohibited (including removal or tampering with smoke detectors and window coverings that limit access to the window sill and glass).

6. Electrical devices that could be a potential fire hazard including but not limited to plug in air fresheners, space heaters, flat irons, curling irons, clothing iron etc. are not to be left unattended while plugged in.
7. **Cooking of any type in a guest'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 dorm rooms.
 - a. Single use coffee machines like Keurig or Tassimo and auto shut off kettles are permitted but are not to be left unattended while plugged in.

CAMP CONDUCT:

8. Please respect the housekeeping team by keeping your room neat, tidy and hazard free.
9. Room keys are intended exclusively for the use of the registered guest, in order to protect the safety and security of all guests. If someone else is found occupying the room, the guest will lose accommodation privileges and may face further disciplinary action. If the guest loses their room swipe card or key, a replacement swipe card or key will be made at a cost of \$15.00.
10. Guests are responsible for the condition of their room and will be held accountable for any damage beyond normal wear and tear including damage to walls from stick pins or stickers. If damage is found, action taken will be at the sole discretion of lodge management including repair costs being the responsibility of the guest.
11. Wilful damage, unruly conduct, fighting, violence, theft or biohazards will not be tolerated at any time. Any biohazards found in the room will also incur a deep cleaning charge of \$250.00.
12. Please be respectful of your fellow guests 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. Guests are also reminded that Quiet Hours are the only time that guests are not allowed to be in another guest's room.
13. Men are prohibited from entering dorms designated "**female only**" except for authorized security, housekeeping staff or maintenance personnel. Female residents are not permitted to invite males into designated "**female only**" dorms.

GENERAL:

14. **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 guests to utilize the **Check-in/ Check-out** kiosk or visit the **Main Reception Desk** when departing from or returning to site. Guests are required to remove all of their belongings if leaving the lodge for more than their allowable hold days.
15. Please limit the use of scented products in the lodge to provide all guests and visitors with a healthy and safe environment.

16. If you are being accommodated in a shared room, room share partners are required to store all of their personal belongings in the storage areas provided prior to going on days off. The room must be clear of all personal belongings when leaving for work on the last day of your regular rotation.
17. Laundry Room facilities are available on each floor. The machines provided are for street clothing only. The washing of work coveralls or work jackets are prohibited.
18. Pets are not allowed on site or in the lodge accommodations.
19. 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.
20. The use of humidifiers is acceptable. The guest will be responsible for all costs associated with any damage and/or repairs. E.g. mold in the room, warping of furnishings, etc.
21. Fitness and recreation facilities are available to all registered guests. Guests will be held accountable for any damage beyond normal wear and tear to the fitness and recreation facilities. The use of the fitness and recreation facilities are at the guests own risk. Guests utilizing the fitness and recreation facilities are to shower and change before entering the dining room as per Lodge Rules 26.
22. **Use of camp internet access for illegal purposes including but not limited to the unauthorized downloading of copyright-protected materials is strictly forbidden. Guests must sign the Terms of Provided Internet Service below.**

DINING ROOM/LUNCH ROOM:

23. Guests must swipe their ID badge or meal access card when accessing the dining area or lunchroom. Meal access cards are for the guest's use only.
24. Meals provided for Lodge guests are for consumption in the dining room only.
25. Only authorized lunch bags are to be used for the lunchroom and are for the guest's consumption while on site. **(maximum 1 bag limit)**
26. Wearing coveralls or reflective work wear, dirty clothing, sweaty gym clothes, hats or dirty boots and bags or back packs is prohibited in the Dining Room and Lunchroom.

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:

The above rules are non-negotiable, fundamental principles that we accept responsibility to uphold as a guest. If you choose to violate these rules, you choose to forego your privilege of living at Richardson River Lodge.

EMERGENCY CONTACT

NEXT OF KIN NAME:

NEXT OF KIN PHONE NUMBER:

Terms of Provided Internet Service

Telus & 3CIS Internet service within the lodge is provided by Canadian Natural Resources Limited ("Canadian Natural"). Lodge 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 lodge 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

Guest Name (print)