

# Camp rules and code of conduct



Table of contents

1. Purpose .....	2
2. Responsibilities .....	2
3. Room occupancy .....	4
4. Management rooms .....	4
5. General rules .....	4
6. Rooms .....	7
7. Loss or damage to personal property .....	9
8. Solicitation .....	9
9. Searches – reasonable cause .....	10
10. Dog searches .....	11
11. Recreation facility .....	12
12. Camp laundry facility .....	12
13. Camp parking lot .....	14
14. No implied or express tenancy relationship .....	14
15. Violation of the camp rules or code of conduct .....	14

Appendix A – Encana Camp Rules Acknowledgement Form

Appendix B – Client Registration Form

## Encana camp rules and code of conduct

Any violation of the Encana Corporation (“Encana”) camp rules and code of conduct (“camp rules”) will be subject to discipline up to and including termination of employment and/or immediate removal from the camp.

### 1. Purpose

- 1.1 It is a privilege to be provided with accommodation at any camp that may be built by Encana (Encana camps or camp) and such privilege may be revoked in accordance with the Encana camp rules provided herein. The camp rules (camp rules) provide standards which shall govern the Encana camps.
- 1.2 These Encana camp rules are intended to maintain safe working conditions, to protect the health, life and well being of camp residents and visitors (respectively “residents” and “visitors”), to ensure the best possible quality of life, as well as to protect personal and camp property.

### 2. Responsibilities

- 2.1 Encana shall designate a camp manager to oversee the camp.
- 2.2 The camp manager is accountable for the overall safe and efficient operation of the camp.
- 2.3 The camp manager shall post the camp rules in a location at the camp such that they can be easily referenced by camp residents and visitors.
- 2.4 The camp manager as designated by Encana shall be responsible for the enforcement of the camp rules and shall ensure that these camp rules are adhered to without exception.
- 2.5 It is the responsibility of every resident and visitor to read and understand the standards and policies outlined in this document, and to abide by, these camp rules.

- 2.6 All persons who require camp accommodations shall be provided a copy of the camp rules and are required to execute the Encana Camp Rules Acknowledgement Form (attached as Appendix A hereto) prior to entering the camp for any reason. For greater certainty, each contractor shall be responsible to provide its employees and any subcontractor employee who requires camp accommodation with a copy of the camp rules. Further, each contractor shall provide its construction management team Encana representative with an executed Encana Camp Rules Acknowledgement Form for each contractor and subcontractor employee who requires camp accommodation prior to such employees entering the camp for any reason.
- 2.7 Contractor shall advise Encana five business days in advance of its camp accommodation requirements. Request for accommodations to be accompanied with proper billing information (eg. AFE number/major minor).
- 2.8 All persons are required to register at the camp office upon arrival at the camp (checking in) and upon departure from the camp (checking out). Checking contractor and subcontractor personnel out of the camp are the sole responsibility of the contractor. Should the contractor fail to check its personnel out of camp, all costs for days incurred until such personnel have been checked out will be charged to the contractor.
- 2.9 Should the contractor require accommodation for additional days due to delays that it has caused, the contractor shall make such requests in writing to Encana. If approved, and if camp space is available, accommodations will be provided at the prevailing per person rate and charged to the contractor's account.
- 2.10 At the request of the camp manager or Encana representative, contractor and its subcontractors shall immediately remove from camp any of their personnel.
- 2.11 Cancellations made less than 24 hours in advance of anticipated occupancy, and no-shows, will be charged to the contractor's account at the prevailing per person rate.

### 3. Room occupancy

- 3.1 No person may occupy a camp room without prior approval from the camp manager or designate.
- 3.2 A resident must immediately vacate a camp room at any time that he or she is directed to do so by the camp manager or Encana representative. Encana may, in its sole discretion, change any resident's designated camp room at any time, for any reason.
- 3.3 Any resident vacating a camp room must return all camp property, including, but not limited to, any keys and supplies provided by the camp manager prior to his or her departure from the camp. Any items not returned will be charged back to the contractor.
- 3.4 Any resident leaving the camp must remove all personal items from the room or have their supervisor notify the camp manager, who in his or her sole discretion may allow the resident to remain in his or her camp room; all costs will be charged back to the contractor.
- 3.5 A person who has been assigned a camp room may not change rooms without the written consent of the camp manager.

### 4. Management rooms

- 4.1 Management rooms may be available to key personnel who are required to perform office-related work in addition to their operational duties.
- 4.2 Management rooms will be allocated at the sole discretion of the camp manager or Encana representative.

### 5. General rules

- 5.1 Regarding guests:
  - (a) pre-approval from an Encana representative is required prior to having guests in camp and all guests must check-in with Encana security upon arrival
  - (b) guests must confine themselves to common areas only
  - (c) guests must adhere to all camp rules; any cost-associated damage caused by a guest will be the sole responsibility of the resident contractor

5.2 A resident shall not:

- (a) leave anything in the hallways or other common areas of any camp or other building
- (b) have a pet in, on or at the camp
- (c) possess a firearm, a knife with a blade any longer than four inches, an explosive, and incendiary device, a weapon of any kind (as determined by an Encana security representative), drug paraphernalia, illicit drugs, or any object or substance the use or possession of which is unlawful in Canada
- (d) smoke unless an area clearly marked as a space in which smoking is allowed
- (e) possess, consume or be under the influence of alcohol on the grounds of or in any part of the camp
- (f) physically or verbally abuse any person at the camp or engage in foul or inappropriate language
- (g) wear footwear of any type from outdoors past the boot rack located at the entrance of any camp building
- (h) wear soiled clothing into any camp building
- (i) physically or verbally abuse any person at the camp



- (j) intentionally damage any property
- (k) use internet which may be provided in the camp for an unlawful or inappropriate purpose (in the sole discretion of Encana)

- (l) light candles or burn incense or any other flammable product or object anywhere in a camp building or any other enclosures on site
  - (m) plug in any appliance in his or her room without obtaining consent from the camp manager
- 5.3 Residents and visitors must dress appropriately in all common areas in the camp, including the dining hall, including wearing a clean shirt, pants, skirt or shorts, and inside footwear or socks. No bare feet shall be allowed in camp. No hats, hoodies, or headwear may be worn in the dining room at any time, unless authorized by the camp manager.
- 5.4 Residents and visitors entering the dining halls must be clean prior to entering. Catering staff have the right to refuse meal service to anyone who they deem to be unclean.
- 5.5 Camp dining halls are open for service of breakfast, lunch, and dinner during hours as posted by the camp manager.
- 5.6 Residents or visitors may not bring food into the dining hall, other than approved bagged lunches.
- 5.7 Plateware and cutlery are to remain in the dining hall.
- 5.8 Smoking (to include "E" cigarettes)
- (a) there shall be no smoking within any of the buildings at the camp
  - (b) anyone caught smoking, or suspected of smoking, in any building at the camp or outside of the designated smoking area, will be removed from the camp for a period of no less than one month
  - (c) should a resident employed by contractor be caught smoking, or suspected of smoking, in his or her room, contractor shall be charged a fee of \$250 to ionize the room
- 5.9 Residents and visitors must obey all procedures, policies, and requests posted by the camp manager or as directed by an Encana security representative (eg. respecting quiet hours at camp).

- 5.10 Residents and visitors shall cooperate with camp cleaners to maintain the cleanliness of camp rooms and common areas. All luggage shall be stored under beds, while clothing and personal effects shall be stored in the provided furniture to prevent obstruction to housekeeping staff and to allow for easy access or evacuation in the event of an emergency. Bathrooms are also to be kept clean with personal items stored away safely.
- 5.11 Due to concern of serious disease that can be spread via airborne, blood borne, and other pathogens, each resident and visitor is responsible for the safe clean up of his or her bodily fluids and must immediately notify camp manager. Camp rooms and common areas must be kept free of all such contaminated materials. Contaminated room linens must be properly bagged and sealed for cleaning staff to handle. If they are not so bagged and sealed, cleaning staff will be directed not to clean the affected room.
- 5.12 Residents and visitors of the camp shall show consideration for their neighbours in respect to the use of personal electronic devices (eg. computers, radios, TVs, loudspeakers, or similar devices), and by not engaging in loud or disruptive conversation or other behaviour after 10 p.m.
- 5.13 All residents or visitors of the camp have the right to an environment free from violence, threats, intimidation or harassment. This includes, but is not limited to, any action, conduct, threat, or gesture of a person towards another person that can reasonably be expected to cause harm, injury or embarrassment to that person. Encana prohibits all acts of physical, verbal, or written aggression, violence or harassment committed by one person against another in camp. Support courteous conduct and respectful behaviour at all times.





## 6. Rooms

- 6.1 A bed, bed linens, towels, and soap shall be provided in each camp room.
- 6.2 No food is be prepared in any camp room which requires an appliance or an open flame.
- 6.3 A resident must lock his or her camp room when it is not occupied. Encana will not be held liable for lost or stolen property.
- 6.4 A radio, television, computer, or other electronic device may be used in a camp room unless the camp manager requests its removal or to discontinue use. The camp manager shall have the authority and discretion to determine the circumstances in which removal or discontinuation of use may be required.
- 6.5 No part of camp room may be altered or modified in any way, and no part of any camp room or its furnishings may be removed (including but not limited to common areas, fences, barricades, signs, alarm systems, emergency or safety equipment, installing television or radio antenna or driving nails or tacks into wall) without the express written permission from the camp manager.
- 6.6 Quiet hours are always in effect. Residents and visitors shall refrain at all times from any activity that may be a nuisance or disturbance to other persons in camp. Courtesy Matters – respect your neighbour.
- 6.7 The camp manager or an Encana security representative may enter a camp room at any time for any good reason, including but not limited to, ensuring camp maintenance, security, good order and safety. If the resident assigned to the camp room is in the room at the time of entry, the person entering shall announce their presence and state the reason for entry. Camp rooms are the property of Encana; residents and visitors should have a limited expectation of privacy.
- 6.8 All residents must enter and exit the camp by the designated main entrance only, except in the case of an emergency.
- 6.9 As resources are limited at the camp, residents are requested to minimize their use of water and towels as a courtesy to others and as a means of conserving energy to minimize our local impact.

6.10 All cell phones must be turned off or put on vibrate at all times while in camp rooms unless that individual is required for after-hours emergencies.

## 7. Loss or damage to person

- 7.1 Encana will not be liable for loss or damage to personal belongings of guests or persons occupying rooms within the camp, whether the loss or damage is due to fire, theft, negligence or any other cause.
- 7.2 Residents assigned to a room are responsible for all damage or losses incurred in respect to that room during the period of assignment, and all costs incurred in repairing such damage or replacing such losses, will be charged to the contractor responsible for the resident or visitor, as applicable.
- 7.3 A resident or visitor who damages any property not belonging to him or her must immediately reimburse the owner of the damaged property or, if acceptable to the property owner, make provisions for such reimbursement.

## 8. Solicitation

- 8.1 A resident or visitor may not ask or otherwise solicit any other resident or visitor to support in a financial or any other way, a belief system, program, business, initiative, organization or cause of any kind.
- 8.2 A resident must receive written approval from camp manager prior to posting any material on the camp bulletin board for a period not exceeding seven days.
- 8.3 Upon such a request by a resident, the camp manager, in his or her sole discretion may post the material on the bulletin board if satisfied that the material may be of interest to the residents and is neither offensive, nor a violation of any applicable policy, practice, guideline or rule, or applicable law and may not otherwise be brought to the attention of residents. The camp manager shall have the authority and discretion to determine what is appropriate in this regard.

## 9. Searches – reasonable cause

- 9.1 If anyone has reason to believe that a resident or a visitor is in possession of any object, property or substance which is, or may reasonably be suspected to be, in violation of any camp rule or Encana policy, practice, guideline or rule, or applicable law, the person alleging the violation must immediately notify the camp manager and an Encana security representative (or their respective designates).
- 9.2 Where reasonable and probable grounds exist to believe that a prohibited object, property or substance is present in a resident's room or vehicle, the camp manager will arrange to for the resident's room or vehicle to be searched.
- 9.3 If the camp manager enters a camp room in accordance to the camp rule and observes the presence of anything in violation of any camp rule, this is deemed to be reasonable cause to conduct a search.
- 9.4 A search of the camp room based on reasonable cause may be conducted after consultation with the camp manager and the onsite Encana security representative.
- 9.5 If a camp room search is deemed necessary after such consultation and agreement, such search will be conducted under the direction of an Encana security representative.
- 9.6 If a camp room search is to be conducted based on the existence of reasonable and probable grounds, the camp manager may decline to give the resident access to the room until the room search is conducted, or such later time as may be determined appropriate by the camp manager (in consultation with the Encana security representative) to complete such investigation.
- 9.7 Should the search result in the detection of contraband or a prohibited object, property or substance, photographs will be taken and the room secured if possible. The resident's direct Encana supervisor will be advised, who will direct the contracting supervisor to enforce their company's drug and alcohol policy or other policies, as applicable.



- 9.8 Encana security will monitor contractor's enforcement of its policies and support it in dealing with the resident to ensure the safety and security of the camp.
- 9.9 Should the search locate contraband or a prohibited object, property or substance, the camp manager or its designate will direct the removal of the resident from the camp. Upon such direction from the camp manager, the contractor's supervisor is responsible to ensure that the resident packs his or her belongings and departs from the camp within the time frame indicated by the camp manager. Camp management or security may also observe this procedure.
- 9.10 Any found contraband that is illegal (eg, drugs) will be seized and turned over to the local police agency and any contraband that is legal (eg, alcohol) will be turned over to and disposed of by camp manager and Encana Security.

## 10. Dog searches

- 10.1 From time to time Encana may carry out, or cause to be carried out, random searches using dogs trained in the location and detection of alcohol, drugs and drug paraphernalia. Such searches will be carried out under the direction of an Encana security representative.
- 10.2 The dogs will be accompanied at all times by a trained handler, who will conduct the searches in the presence of an Encana security advisor and anyone else at the security officer's discretion.
- 10.3 Generally, there will not be, and nor is there a requirement of prior onsite notification of such searches. The camp manager will be advised at the time the search commences.

10.4 Should the dog indicate contraband and a subsequent search locates drugs, then the same procedures as outlined previously in this document will be enacted to deal with the offender.

## 11. Recreation facility and activities

11.1 Camp recreation facilities are open 24 hours per day and are for the respectful use of residents at their own risk.

11.2 Encana will not be held liable for injury or loss of life incurred while using any of the onsite facilities or while participating in any onsite activities.

## 12. Camp laundry facility

12.1 Laundry facilities are open each day. Residents may only use the laundry facilities in the dorm to which they are assigned. These washers and dryers are to be used only for personal clothing.

12.2 Residents may use the laundry facilities during the hours set out and posted by the camp manager.

12.3 Residents will be supplied with detergents and other laundry products to ensure compatibility with the water treatment facilities. No other detergents or laundry products may be used. Residents using the laundry facility must ensure the lint traps are clean after each use. Be respectful in public areas and lead by example.

12.4 Residents must wash soiled work clothing only in machines designated by the camp manager. Heavily soiled work clothing must be pre-rinsed to remove mud or dirt. Any damage resulting from negligence will be charged back to the contractor. Any clothing soiled with invert, diesel or any other chemicals or oils are not to be laundered in camp facilities.

## 13. Camp parking lot

- 13.1 Vehicles must be parked in designated areas only. Allowable parking spaces will be appropriately signed for easy identification for residents. Vehicles parked in non-designated areas may be towed at the owner's expense. Drivers must not exceed the posted speed limit of the camp parking lot.
- 13.2 All vehicles license plates must be registered upon check in.
- 13.3 Vehicles must be kept free of wildlife attractants (eg. garbage, pop containers, food stuffs).

## 14. No implied or express tenancy relationship

- 14.1 It is expressly agreed and understood that the use and occupation of the camp facilities is not intended to create, between Encana and those persons occupying rooms in the camp, the relationship of landlord and tenant as defined by any provincial or state resident tenancy acts. The right to remain in the camp may be revoked by Encana at any time and without notice.

## 15. Violation of the camp rules or code of conduct

- 15.1 A violation of the camp rules will be dealt with immediately and offenders will be subject to discipline, up to and including termination and/or immediate removal from the camp.
- 15.2 Any persons removed for violations of camp rules or Encana policies, with the exception of smoking which is addressed in Section 5.7, will not be permitted use of any Encana camps for a period of no less than one year or longer at the discretion of Encana management.

Encana's Courtesy Matters program focuses on being a good neighbour and demonstrating respect and courtesy in the communities where we operate. Contractors and service providers are our eyes and ears travelling to and from lease sites and in local communities. Be vigilant. Be aware. Notify Encana of complaints or concerns related to our operations.



Courtesy Matters: 1.888.568.6322

## Appendix A – Encana Camp Rules Acknowledgement Form

In consideration for Encana permitting me to enter and remain in its camp, I hereby:

- (a) acknowledge that Encana prohibits the possession and use of illegal drugs, alcohol, firearms, explosives, stolen property and prohibited weapons in its camps, or other Encana-managed residences, and agree to comply with the prohibition
- (b) acknowledge that, for the purpose of enforcing this prohibition, Encana may at any time search without notice any portion of the Encana camp, including my vehicle, personal belongings, room or office, including the use of canine searches
- (c) acknowledge that no variation or waiver of this prohibition will be binding on Encana unless such variation or waver is provided in writing and signed by an authorized Encana representative
- (d) acknowledge that, it is a privilege to be provided with accommodation at an Encana camp and such privilege may be revoked if I am found to be in violation of the camp rules.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Print name of employer: \_\_\_\_\_

## Appendix B – Client Registration Form

Full legal name: \_\_\_\_\_

Personal address: \_\_\_\_\_  
\_\_\_\_\_

Government ID card#: \_\_\_\_\_

Vehicle plate #: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Consultant (Encana rep): \_\_\_\_\_

Current employer: \_\_\_\_\_

Encana work site: \_\_\_\_\_

### Consent to search

As set out in its policies to ensure safety for all, Encana prohibits the possession and use of illegal drugs, alcohol, firearms, explosives, stolen property and prohibited weapons in its camps, other Encana-managed residences and in all Encana worksites.

I acknowledge that for the purpose of enforcing this policy, Encana may at any time, without notice, conduct searches, including canine searches, in and on any portion of the Encana camp or worksite, including vehicles, personal belongs, rooms, or offices.

I further acknowledge that should any illegal drugs, alcohol, firearms, explosives, stolen property or prohibited weapons be found in my possession and/or in my residence or should I refuse to submit to a search, that I will be refused access to Encana managed residences and all Encana worksites.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_



This is to certify that



\_\_\_\_\_

Name

of \_\_\_\_\_

Company

has read and understood the Encana camp rules and code of conduct.

\_\_\_\_\_

Issue date (yy/mm/dd)

\_\_\_\_\_

Encana representative

**Integrity Hotline 1.877.445.3222**