

# RULES AND REGULATIONS FOR GUESTS OF SUNCOR ACCOMMODATIONS

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The following rules and regulations apply to any accommodation used by Suncor Energy Inc. and any of its affiliates (collectively, “Suncor”), including any accommodation:

- Owned, leased, licensed or operated by or on behalf of Suncor, or
- Located on any Suncor site, regardless of facility ownership (in each case, the “accommodation”).

These rules and regulations have been established to ensure the safety and security of all accommodation guests. Failure to comply with any of these rules and regulations may result in discipline and immediate suspension from the accommodation and all other Suncor facilities and sites for an indefinite period.

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1. **Access to accommodation.** Only accommodation guests and those authorized by Suncor management are allowed in the accommodation at any time.
2. **Identification.** Accommodations and meals are only provided to guests who have proper identification and proof of accommodation occupancy.
3. **Quiet times.** You must be quiet in all rooms and other areas within the accommodation between **11pm – 5am** and **11am – 5pm** (“quiet times”). You are not permitted to have any visitors during quiet times. Excessive noise will not be tolerated.
4. **General conduct.** Property damage, unruly behaviour, fighting, violence, harassment or theft will not be tolerated in any manner.
5. **Alcohol.** The accommodation is alcohol-free. You are not permitted to have alcohol or alcoholic beverages anywhere, including in any accommodations, vehicles or common areas. The possession, storage, use or sale of alcohol is strictly prohibited.
6. **Illegal substance or drugs.** The possession, storage, use, trafficking or sale of any illegal substance, drug (including any medication without a valid prescription or not in compliance with Suncor's Medication Standard) or drug paraphernalia is strictly prohibited, including in any accommodations, vehicles or common areas.
7. **Searches.** The accommodations (including your room) is subject to searches in accordance with Suncor's Drug Interdiction Procedure.
8. **Room condition.** You are responsible for the condition of your room. You will be held accountable for any damage beyond normal wear and tear. You are strictly prohibited from making additions or modifications to your room or any other accommodation room. This includes, without limitation, installing shelves, using push pins in the walls and posting stickers. Guests are responsible for notifying the front desk in writing (within 24hrs of check-in) if there is any pre-existing damage to the room.
9. **Personal property.** You are solely responsible for the safety of your personal property. Where lockable storage is available, you are responsible for providing a lock. Suncor may handle, transport or store your luggage and other property.
10. **Check-out.** You must remove your personal belongings from the accommodation and check-out whenever you are leaving the accommodation for more than twenty four (24) consecutive hours. Any personal belongings left behind will be packed-up and removed within seventy two (72) hours of your departure and disposed of within seven (7) days. Where the complete belongings of a guest have been removed they will be held in temporary storage and notice will be provided to the applicable business unit before the belongings are disposed of. Some guests may be subject to alternate check-out requirements where expressly advised by accommodation management.
11. **Rooms on hold.** If you have been approved by Suncor to place your room on hold you must follow the on hold procedures. If you leave the lodge for an evening (other than to work an evening shift) and do not return that same evening, you must place your room on hold (if approved) or check-out.

12. **Flammable materials.** You are strictly prohibited from using or storing flammable materials in the accommodation. This includes, but is not limited to, candles, flammable solvent to clean clothing and plug-in air fresheners.
13. **Food in your room.** You are not permitted to remove food from the dining room. You are not permitted to have toasters, hot plates, coffee makers or any other appliance outside of what is provided by accommodation management in your lodge room.
14. **Bag-up room.** You are permitted to pack two lunch bags daily. Only the lunch bags authorized by accommodation management can be used. These lunch bags can be stored in your lodge room overnight only if your room is equipped with a refrigerator.
15. **Firearms and other weapons.** You are strictly forbidden from possessing any type of firearm or weapon in the accommodation or your vehicle during your stay at the accommodation. Any tool (other than typical household items being used for their intended purpose) that could be used as a weapon (whether in its original manufactured form or a modified form) is prohibited from being stored in your room or anywhere else in the accommodation.
16. **Pets.** Animals are not allowed anywhere on the premises with the exception of Suncor sniffer dogs.
17. **Fire alarm.** Without exception, you must immediately vacate the accommodation when you hear the fire alarm using the identified procedures and exits.
18. **Fire systems and equipment.** You are strictly prohibited from: (1) unauthorized use of/tampering with fire prevention, fire detection, or rescue equipment; and (2) removing emergency evacuation signage from anywhere on the premises.
19. **Smoking.** You are only permitted to smoke in designated smoking areas. You are strictly prohibited from smoking in non-smoking rooms. Smoking is not allowed within ten (10 ) meters of any entryway or non-smoking room. If you are in a designated smoking room, please do not smoke while lying in bed. All references to "smoke" or "smoking" in this paragraph also apply to the use of electronic cigarettes.
20. **Fire sprinklers.** There must be a minimum 18 inch clearance from the fire sprinklers for any items stored in your room.
21. **Room keys.** You are solely responsible for your room key. Do not provide your room key to any other person. If you lose your key, you are required to pay a non-refundable replacement fee.
22. **Parking.** Please park in designated car parking areas only. Parking is at your own risk. If you park outside the designated areas, your car may be ticketed and/or towed at your expense.
23. **Dining room conduct.** Dirty work boots, coveralls, headwear and usage of cell phones are prohibited in the dining room.
24. **Internet activity.** When using the internet, you are prohibited from the following: (1) illegally downloading copyrighted material (movies, games or music etc.); (2) attempting to scan, flood or gain unauthorized access to another computer; or (3) carrying out any other illegal activity.
25. **Wildlife.** You are prohibited from feeding any wildlife or interfering with accommodation security in the event of a wildlife sighting.
26. **Medical Equipment.** Medical equipment, such as syringes, that may cause injury to accommodation staff while performing their duties must be stored safely at all times and disposed of appropriately.
27. **Boots off.** For the comfort and safety of all guests, please remove your outdoor footwear and store it in marked areas (boot rooms) at designated boots off accommodations.
28. **Changes to rules and regulations.** From time to time we may make modifications to the *Rules and Regulations for Guests of Suncor Accommodations* and such changes will be effective once they are posted.



# Accommodation Rules & Regulations & Drug Interdiction Procedure

## ACKNOWLEDGEMENT & CONSENT

- 1.1 I acknowledge that the Accommodation Management, on behalf of Suncor Energy Inc. and any of its affiliates (such entities collectively referred to as "**Suncor**"), has provided me with a copy of the Rules and Regulations for Guests of Suncor Accommodations ("**Rules and Regulations**") and that a copy of the Suncor Procedure entitled "Drug Interdiction at Suncor Sites" ("**Interdiction Procedure**") is available at [www.suncor.com](http://www.suncor.com) and upon request from Accommodation Management.
- 1.2 I have been informed and I understand that this Acknowledgement & Consent and the Rules and Regulations contain important information and I acknowledge that I have carefully read and I agree to be bound by these documents. I understand that I have been given the opportunity to ask any clarification questions of my supervisor or Accommodation Management about this Acknowledgement & Consent, the Rules and Regulations and the Interdiction Procedure prior to signing this Acknowledgement & Consent. I have read this Acknowledgement & Consent and the Rules and Regulations and I fully understand the contents of these documents. I agree to comply with the terms of this Acknowledgement & Consent, the Rules and Regulations and the Interdiction Procedure.
- 1.3 I understand that if I fail to comply with this Acknowledgement & Consent, the Rules and Regulations or the Interdiction Procedure, I may be required to immediately leave: (i) any accommodation facility that is made available for use by Suncor, including any accommodation facility that is owned, leased, licensed or operated by or on behalf of Suncor or is located on any Suncor site (regardless of facility ownership) (the "**Accommodations**"); and/or (ii) any Suncor site; and I may be denied re-entry to the Accommodations and all Suncor sites in the future.
- 1.4 I consent to the collection, use and disclosure by Suncor, or its agents, of my personal information recorded through the use of my proximity access and door cards for the purposes of ensuring safety and security at the Accommodations and on Suncor sites.
- 1.5 As a condition of entry and lodging, I agree to submit to searches in accordance with Suncor's Interdiction Procedure. I understand that refusal to submit to such searches may result in me being denied access to the Accommodations and Suncor sites.
- 1.6 I authorize representatives or agents of Suncor, including sniffer dogs and their dog handlers, to inspect and search any vehicle (whether rented, leased or owned by me, Suncor or a third party) that I am operating or occupying ("**Vehicle**") while on any Suncor site or at any of the Accommodations.
- 1.7 I hereby consent to the collection, use and disclosure by Suncor or its agent of my personal information in connection with any searches of my room, my person, or any Vehicle for the purposes of complying with and enforcing this Acknowledgement & Consent, the Rules and Regulations or the Interdiction Procedure.
- 1.8 I understand that the Rules and Regulations prohibit the possession, storage, use or sale of drugs, drug paraphernalia, alcohol and/or contraband anywhere on the Suncor sites or Accommodations.
- 1.9 I understand and acknowledge that should any drugs, drug paraphernalia, alcohol and/or contraband be found in my possession on any Suncor site, Vehicle or Accommodations, I hereby consent to Suncor releasing the results of any such search to my immediate employer and any other party deemed to have a legitimate need to know pursuant to the Interdiction Procedure including, if applicable, law enforcement authorities.
- 1.10 I understand that upon leaving a Suncor site for more than twenty four (24) consecutive hours or upon being notified that I must check-out, I must immediately remove all of my personal belongings from the Accommodations, unless I have been approved by Suncor to place my room on hold. Should I fail to do so, my belongings will be packed up and removed within seventy two (72) hours and disposed of if they are not picked up within seven (7) days. Where the complete belongings of a guest have been removed they will be held in temporary storage and notice will be provided to the applicable business unit before the belongings are disposed of.
- 1.11 I have voluntarily signed this Acknowledgement & Consent and give my consent to all of the above terms. I have been advised and understand that this Acknowledgment & Consent will apply each and every time I attend the Accommodations. I understand that I can withdraw my consent to the above terms at any time by providing written notice to Accommodation Management at the front desk of the Accommodations and immediately vacating the Accommodations.

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Badge #: \_\_\_\_\_

Witness: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

**PLEASE PRINT CLEARLY**