



PEMBINA SPHERES PROJECT – All Craft Workers

The following requirements must be met prior to site mobilization

1. Negative Pre Access Results
2. Must complete the Pembina General Safety Orientation and Safety Culture Expectations (approximately 50 minutes)

Orientation Code: TZXVPK

To complete the orientation:

- a. Go to www.complyworks.com and select **Orientations** on the left side of the home page.
 - b. Enter your name and the orientation code **TZXVPK**
 - c. Follow instructions to complete the orientation. (Must have 100% to pass)
3. Must have CSTS 09 / ~~PST~~ / ~~PCTS~~ and ~~WHMIS 2015~~.
 4. Commercial Flights from (4) Hubs – Victoria, Vancouver, Prince George & Kelowna will be provided by Horton CBI, Limited
 5. If flights are not feasible, allowances will be paid as per the Collective Agreement upon presentation of proof of residency. Two of the following must be provided.
 - a. Valid Driver's Licence or Valid Government issued picture ID with address
 - b. Recent (within 60 days) utility bill (cellular phone bills not accepted)
 - c. Municipal Tax Bill
 - d. Income Tax Assessment
 6. Dry Camp
 7. For Welders, welding testing at Local 359

IF YOU REQUIRE FURTHER INFORMATION - CALL MELODIE (780) 598 6983

PEMBINA PIPELINE CORPORATION

CONSTRUCTION CAMP RULES FOR PRINCE RUPERT TERMINAL

October 2018



Construction Camp Rules

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Construction Camp Rules

Pembina Pipeline Corporation (“Pembina”) reserves the right to change or modify these Construction Camp Rules (“Camp Rules”) at any time. Any violation of these Camp Rules will be subject to discipline up to, and including, termination of employment for cause and/or immediate removal from the camp. Pembina also reserves the right to remove any person from the camp at any time.

1. Purpose

- 1.1 It is a privilege to be provided with accommodation at any camp and such a privilege may be revoked at any time by Pembina in its sole discretion and without notice. These Rules provide standards which shall govern the Pembina Provided Open Camps.
- 1.2 These Pembina Camp Rules are intended to maintain safe working conditions, to protect the health, life and well-being of camp residents and visitors, to ensure the best possible quality of life, as well as to protect personal and camp property.

2. Responsibilities of the Camp Manager

- 2.1 Pembina’s camp provider 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 may be easily referenced by camp residents and visitors.
- 2.4 The Camp Manager is responsible for ensuring that all residents execute the Pembina Camp Rules Acknowledgement Form (attached as Appendix A hereto) prior to obtaining access to the camp. A copy of these executed acknowledgment forms will be maintained by the Camp Manager.
- 2.5 The Camp Manager shall be responsible for the enforcement of the Camp Rules and ensure that these Camp Rules are adhered to without exception.

3. Responsibilities of the Resident

- 3.1 A resident is an individual who is a registered guest at the camp who occupies a camp room.
- 3.2 It is the responsibility of every resident to read and understand the standards and policies outlined in this document, and to abide by, these Camp Rules.
- 3.3 Residents must obey all procedures, policies, and requests posted by the Camp Manager or as directed by a camp security representative.
- 3.4 All persons who require camp accommodations shall be provided a copy of the Camp Rules and are required to execute the Pembina Camp Rules Acknowledgement Form prior to entering the camp for any reason. Each contractor is responsible to provide its employees and subcontractors, who require camp accommodation, with a copy of the Camp Rules.
- 3.5 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 is the sole responsibility of the contractor. At

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the request of the Camp Manager or Pembina representative, the contractor and related subcontractors shall immediately remove from camp any/all of their personnel.

4. Room Occupancy

- 4.1 No person may occupy a camp room without prior approval from the Camp Manager or designate.
- 4.2 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 Pembina representative.
- 4.3 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.
- 4.4 Any resident vacating a camp room 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.
- 4.5 The Camp Manager may, in their sole discretion, change any resident's camp room at any time, for any reason.
- 4.6 A person who has been assigned a camp room may not change rooms without the written consent of the Camp Manager.
- 4.7 A resident may not have any overnight guests in his or her room.

5. Management Rooms

- 5.1 Management rooms may be available to key personnel who are required to perform office-related work in addition to their operational duties.
- 5.2 Management rooms will be allocated at the sole discretion of the Camp Manager or designate.

6. Visitors

- 6.1 A visitor is an individual who is on the camp premises without a camp room as a registered guest or resident.
- 6.2 Visitors must obey all procedures, policies, and requests posted by the Camp Manager or as directed by a security representative.
- 6.3 A resident shall not allow his or her visitors to be unsupervised at camp, must ensure his or her visitors checks in with security and/or the Camp Manager prior to entering the camp.

7. Common Areas

- 7.1 A resident shall not leave anything in the hallways or other common areas of camp or other buildings, other than outdoor footwear, PPE, hats, etc. that may only be in designated boot rooms or entrances to the dining room.
- 7.2 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 the camp.

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8. Pets and Animals

- 8.1 Pets are not permitted in the camp or on the camp compound.
- 8.2 The wildlife are not permitted to be fed or harassed.

9. Weapons and Explosives

- 9.1 Residents are not permitted to possess in the camp or on the camp compound a firearm, ammunition, a knife with a blade any longer than four inches, an explosive, any incendiary device, or a weapon of any kind (as determined by a Pembina security representative or the Camp Manager).

10. Drugs

- 10.1 Residents or guests are not permitted to possess drug paraphernalia, illicit drugs, or any object or substance the use of or possession of which is unlawful in Canada.

11. Smoking

- 11.1 Smoking is prohibited within the camp or camp compound except in the designated smoking areas – this includes both traditional smoking and the use of electronic cigarettes.
- 11.2 Anyone caught smoking, or suspected of smoking, outside of the designated smoking area, will be removed from the camp for a period of no less than two weeks.
- 11.3 Should a resident employed by a contractor be caught smoking, or suspected of smoking, in his or her room, the contractor shall be charged a minimum of \$1,000 to ionize the room.
- 11.4 Electronic cigarettes may not be charged unattended. Unattended charging electronic cigarettes will be confiscated.

12. Alcohol and Cannabis

- 12.1 No individual is permitted to possess or consume alcohol or cannabis on the grounds of, or in any part of, the camp.

13. Inappropriate activity

- 13.1 All residents, visitors, and staff 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. Pembina

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prohibits all acts of physical, verbal, or written aggression, violence or harassment committed by one person against another in camp.

- 13.2 No individual is permitted to fight, harass or engage in any unlawful or inappropriate activity while at the camp.
- 13.3 It is not permitted to wear footwear of any type from outdoors or outerwear, including coveralls or any soiled clothing, past the boot rack located at the entrance of any camp building.
- 13.4 It is not permitted to physically or verbally abuse any person at the camp.
- 13.5 The use of foul or inappropriate language is prohibited.
- 13.6 It is not permitted to intentionally damage any property.
- 13.7 It is not permitted to have any criminal affiliations or display or wear any criminal affiliation memorabilia, clothing or logos within the camp.

14. Fire Safety

- 14.1 It is not permitted to tamper with fire prevention or protective equipment (this is a criminal offence and offenders will be treated accordingly).
- 14.2 It is not permitted to alter or tamper with electrical equipment or modify camp property.
- 14.3 Open flames (e.g. candles or incense) or any other flammable product or object anywhere in a camp building or any other enclosures on site are not permitted.
- 14.4 It is not permitted to obstruct corridors or fire exits at any time.

15. Appliances

- 15.1 Residents and visitors are not permitted to alter, modify or remove any furnishings or fittings in or around any camp building (including but limited to common areas, fences, barricades, signs, alarm systems, emergency or safety equipment) without the express written permission of the Camp Manager or Pembina representative.
- 15.2 Use of an appliance to cook, reheat or boil water or food products in a resident room is not permitted.
- 15.3 It is not permitted to plug in any appliance in a resident's room without obtaining consent from the Camp Manager.

16. Camp Staff

- 16.1 Cooperation with all staff including security is a requirement of staying in camp.
- 16.2 It is not permitted to interfere with the cleaning operations of the camp.
- 16.3 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 allow for easy access and evacuation in the event of an emergency. Bathrooms are also to be kept clean with personal items stored away safely.

17. Dining Room

- 17.1 Residents and visitors entering the dining halls must be clean prior to entering. Catering staff have the right to refuse meal service to anyone whom they deem not sufficiently

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clean or dressed appropriately. No hats or headwear may be worn in the dining halls at any time, unless authorized by the Camp Manager.

- 17.2 Camp dining halls are open for service of breakfast, lunch and dinner during the hours posted by the Camp Manager. Meals will be provided to residents and approved visitors only.
- 17.3 Residents or visitors may not bring food into the dining hall, other than approved bagged lunches.
- 17.4 No food trays, plate wear or cutlery may be removed from the dining hall.

18. Quiet Hours

- 18.1 Camp quiet hours are from 10:00 pm to 6:00 am. Excessive noise is not tolerated at this time.
- 18.2 Residents and visitors of the camp shall show consideration for their neighbours in respect to the use of personal electronic devices (e.g. computers, radios, TV's, loudspeakers, or similar devices), and by not engaging in loud or disruptive conversation or other behaviour after 1000hrs (10pm).
- 18.3 Camp staff and residents are not permitted on the work site from the hours of 1900 to 0530hrs (7pm to 5:30am). Gates are locked at this time.
- 18.4 Staff and residents that leave camp after work hours (0600 to 1800hrs or 6am to 6pm) must be signed back in with security by 2200hrs (10pm). Workers arriving after this time will be in contravention of British Columbia Labor Laws of eight hours of rest between shifts and will not be allowed to work the next day. Pembina is responsible to check camp registration and advise contractors accordingly of any inconsistencies.

19. Health and Welfare

- 19.1 Due to concern of serious disease that can spread via airborne, blood borne, and other pathogens, each resident and visitor is responsible for the safe clean up and disposal of his or her bodily fluids. 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.

20. Rooms

- 20.1 A bed, bed linens, towels, and soap shall be provided in each camp room.
- 20.2 No appliance shall be used to prepare food, or which produces an open flame shall be used in any camp room.
- 20.3 A resident must lock his or her camp room when it is not occupied. The camp will not be held liable for lost or stolen property.
- 20.4 A radio, television, computer, or other electronic device may be used in a camp room unless the Camp Manager or designate requests its removal or discontinued use. The

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Camp Manager shall have the authority and discretion to determine the circumstances in which removal or discontinuation of use may be required.

- 20.5 No part of a camp room may be altered or modified in any way, and no part of any camp room and its furnishings may be removed without the express written permission of the Camp Manager. For an example, permission from the Camp Manager is required prior to installing a television or radio antennae or driving nails or tacks into the walls.
- 20.6 Residents and visitors shall refrain at all times from any activity that may be a nuisance or disturbance to other persons in the camp.
- 20.7 The Camp Manager or a 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.
- 20.8 All residents must enter and exit the camp by the main entrance only, except in the case of an emergency.
- 20.9 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.
- 20.10 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.

21. Loss or Damage to Personal Property

- 21.1 Pembina will not be liable for loss or damage to personal belongings of persons occupying rooms within the camp, whether the loss is due to fire, theft, negligence or any other cause.
- 21.2 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.
- 21.3 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 owner of the damaged property, make provisions for such reimbursement.

22. Solicitation

- 22.1 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.
- 22.2 Posters, flyers, leaflets or other printed materials may not be distributed or posted without the expressed permission of the Camp Manager.
- 22.3 If requested by a resident to post or distribute printed materials, 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

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brought to the attention of the residents. The Camp Manager shall have the authority and discretion to determine what is appropriate in this regard.

23. Searches - Reasonable Cause

- 23.1 If anyone has reason to believe that a resident or a visitor is in the possession of any object, property or substance which is, or may reasonably be suspected to be, in violation of any Camp Rule or Pembina policy, practice, guideline or rule, or applicable law, the person alleging the violation must immediately notify the Camp Manager and a security representative (or their respective designates).
- 23.2 Where reasonable and probable grounds exist to believe that a prohibited object, property or substance is present in a resident's room, the Camp Manager will arrange for the resident's room to be searched.
- 23.3 If the Camp Manager or security representative enters a 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.
- 23.4 A search of the camp room based on reasonable cause may be conducted after consultation with the Camp Manager and onsite security representative.
- 23.5 If a camp room search is deemed necessary after such consultation and agreement, a search will be conducted under the direction of a security representative.
- 23.6 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 security representative) to complete such investigation.
- 23.7 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 (or contractor) supervisor will be advised, who will ensure that their company's drug and alcohol policy or other policies are enforced, as applicable.

Pembina 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.
- 23.8 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 from the Camp Manager. Camp management or security may also observe this procedure.
- 23.9 Any contraband found that is illegal will be seized and turned over to the local police agency and any contraband that is legal, depending on the contraband, may be destroyed

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or turned over to the camp resident's supervisor for return to the resident after he or she departs from the camp.

24. Dog Searches

- 24.1 From time to time camp management may carry out, or cause to be carried out, searches using dogs trained in location and detection of alcohol, drugs and drug paraphernalia. Such searches will be carried out under the direction of a security representative.
- 24.2 The dogs will be accompanied at all times by a trained handler, who will conduct the searches in the presence of a Pembina security advisor and anyone else at the security officer's discretion.
- 24.3 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.
- 24.4 Should the dog locate 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.

25. Recreation Facility

- 25.1 Camp recreation facilities are open 24 hours per day and are for the respectful use of residents at their own risk.
- 25.2 Pembina will not be held liable for any injury or loss of life incurred while using any of the onsite facilities.

26. Camp Laundry Facility

- 26.1 Laundry facilities are open each day. Residents may only use the laundry in the dorm to which they are assigned. These washers and dryers are to be used only for personal clothing.
- 26.2 Residents may use the laundry facilities during the hours set out and posted by the Camp Manager.
- 26.3 Residents will be supplied with detergents and other laundry products to ensure compatibility with 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.
- 26.4 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 any chemicals or oils are not to be laundered in camp facilities.

27. Camp Parking Lot

- 27.1 Vehicles must be pre-approved to be parked in the camp parking lot by camp management and must be parked in designated areas only. Allowable parking spaces will be appropriately signed for easy identification for residents. Vehicles parked in non-

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designated areas may be towed at the owner's expense. Drivers must not exceed the posted speed limit of the camp parking lot.

- 27.2 All vehicles license plates must be registered with security at the gate and/or the Camp Manager upon check in.
- 27.3 Vehicles must be free of wildlife attractants (e.g. garbage, pop containers, and food).
- 27.4 It is not permitted to perform maintenance or repair on a vehicle on the camp compound without permission from the Camp Manager or designate.

28. Camp Internet Use

- 28.1 It is prohibited to use the internet, which may be provided in the camp, for unlawful or inappropriate purposes (at the sole discretion of Pembina or camp management).
- 28.2 Users of the internet systems are strictly prohibited from creating, transmitting, distributing, forwarding, downloading and /or storing anything which:
 - a) Infringes any copyright, trademark, trade secret, or other intellectual property right;
 - b) Is obscene, immoral, unethical or pornographic;
 - c) Is libelous, defamatory, hateful, or constitutes a threat or abuse;
 - d) Encourages conduct that would constitute a criminal offense or give rise to liability;
 - e) Harasses the receiver, whether through language, frequency, or size of messages;
 - f) Is considered e-mail junk, spam or chain e-mail;
 - g) Forges or misleads the sender's identity;
 - h) Divulges private and/or confidential information related to Pembina's business, its clients and/or its employees;
 - i) Violates any of Pembina's policies including policies related to Conduct and Behaviour or Workplace Harassment;
 - j) Is untruthful or misleading;

29. No Implied or Express Tenancy Relationship

- 29.1 It is expressly agreed and understood that the use and occupation of the camp facilities is not intended to create, between the camp management or Pembina and those persons occupying rooms in the camp, the relationship of landlord and tenant within the meaning, of the British Columbia Residential Tenancies Act, as amended, and the right to remain in the camp may be revoked by Pembina or the Camp Management at any time without notice.

30. Violation of Camp Rules or Code of Conduct

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

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Appendix A – Pembina Camp Rules Acknowledgement Form

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

- a) Acknowledge that Pembina prohibits the possession and use of illegal drugs, alcohol, firearms, explosives, stolen property and prohibited weapons in its camps, or other Pembina managed residences, and agree to comply with the prohibition.

- b) Acknowledge that, for the purpose of enforcing this prohibition, Pembina may at any time search without notice any portion of the Pembina 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 Pembina unless such variation or waiver is provided in writing and signed by an authorized Pembina representative.

- d) Acknowledge that, it is a privilege to be provided accommodation at a Pembina camp and such privilege may be revoked at any time by Pembina in its sole discretion and without notice.

- e) Acknowledge that I have read and understand the Pembina Camp Rules and Code of Conduct and agree to abide by such rules and code of conduct at all time while present at.

Signature: _____

Print Name: _____

Date: _____

Print Name of Employer: _____