

# Elk Valley Lodge Resident Welcome Package



Welcome to the Elk Valley Lodge, situated in beautiful Elkford, British Columbia, we are excited to provide you with a place to relax and unwind after a long day of work. Relieve your stress in our fitness facility, relax and watch television in the lounge, enjoy a table game with your colleagues or experience the fantastic indoor and outdoor amenities the community of Elkford has to offer.

Within the pages of your resident room Worker Accommodation package, you will find helpful information regarding the amenities that are available at the facility as well as information regarding the services and entertainment that we have to offer. The package also contains the Lodge Code of Conduct, which is in place for the comfort and safety of all our valued residents and to ensure we maintain a harmonious relationship with the residents of Elkford.

If you require any additional information regarding the facility or the surrounding area, we have a Community and Recreation Coordinator as well as a team of local staff that are here to assist you. We welcome feedback and comments, as we strive to continuously improve and deliver high levels of resident satisfaction. Should you experience any challenges during your stay, please let us know so that we can do our best to assist you and enhance the experience for others.

Welcome home!

Because your safety is our priority, the Elk Valley Lodge facility is equipped with fire protection systems and 24-hour surveillance. We ask that you please familiarize yourself with the location of the emergency exits and fire alarms and the Emergency Response Procedure posted on the back of each resident room door. In the event of the alarm sounding, evacuate the building by using the exit marked on the floor plan and assemble at the Muster Point closest to your location. Once outside follow the instructions of the fire wardens and do not re-enter the building until authorized to do so.

To keep you safe, we keep an accurate on-site resident list. Please ensure that you use your access card to enter and exit the facility by the ONLY identified means of entrance and exit, the front entrance. Doing this will allow our system to keep a record of who is on site at any time and, in event of an evacuation this information will aid emergency services to efficiently locate any missing individuals from the roll call. Please note that all emergency exits are alarmed; security personnel will be notified if an emergency exit is opened when the facility is not in alarm.

In support of our fire prevention and safety program, the use of ALL cooking equipment, candles or other open flames are not permitted in the resident rooms or any other area of the facility.

If at any time during your stay you notice anything suspicious or alarming, or if you need any special assistance, please reach out to the facility team or a security member.

**If you discover smoke or fire in your room:**

- Take your room access card, exit the room and close the door behind you.
- Activate the nearest fire alarm pull station.
- Alert others in the area, by shouting Fire-Fire-Fire as you leave the area.
- Make your way to the nearest safe emergency exit and head to the muster point.
- Wait at the muster point until you are instructed to return to the building or other location by the facility team or emergency services.

□ **Emergency Contact Numbers**

- **In the event of an emergency, please dial 911**
- then the leadership team or security personnel.
- Additional emergency contact numbers are:

- RCMP **911**
- Ambulance **911**
- Elkford Hospital 1.250.865.2215
- Report a Wildfire 1.800.663.5555  
or 5555 on a cell phone

For non-emergency medical treatment and first aid, an Occupational First Aid Level 3 attendant is available on site 24 hours a day, 7 days a week.

**Phone Number – 1-250-430-7505**

To limit strain on local healthcare services please refer to the on-site first aid attendant prior to utilizing community services.

**Wildlife Awareness & Safety**

- Please do not approach or feed wildlife for any reason. Wildlife do not appreciate human interaction, and once we feed or interact with wildlife, we compromise their habitat and lifestyle.
- Utilize bear proof bins and other trash receptacles; don't leave trash in your vehicles, especially food.
- It is our goal to be a good neighbor; this includes coexisting with the surrounding wildlife. Please observe posted signs that address wildlife concerns.
- Security will place warnings on vehicles that have items of interest to wildlife identified in them, prolific offenders will be asked to remove their vehicle from the Lodge premises.
- Pay attention to the wildlife information board in the recreation room. This will update you to current wildlife sightings and areas of considerable risk.

During bear season, avoid walking alone and be suitably equipped to deal with a bear encounter. The best way to prevent conflicts with bears and other wildlife is by minimizing contact with them. If a bear has seen you in the distance and does not run away, remain calm and let the bear identify you as human. If it is safe to do so, continue facing the bear and slowly and carefully back away. Increase your distance and leave the area

- **DO NOT RUN**
- **DO NOT PLAY DEAD**
- **DO NOT CLIMB A TREE or OTHER STRUCTURE.**

Running may solicit an attack. Ensure your movements do not block the bear's escape route; the bear may not be willing to run across a road, past stationary equipment or dive into a lake to avoid you. Most bear attacks are predatory in nature. When attacked by a bear fight back, and arm yourself with whatever is available (stick, shovel, rocks etc.).

You want the bear to think it is risking injury if it persists.



## Directions to the Elk Valley Lodge

From Sparwood travel north on Highway 43 (Elk Valley Highway). Shortly after entering town limits turn left on Balmer Dr. and then right into Bear Paw Crescent; this road will take you directly to the Lodge entrance.

Lodge Address:

**Elk Valley Lodge**  
11 Bear Paw Crescent  
Elkford, BC V0B 1H0

When traveling to the Lodge and passing through the Town of Elkford, please be mindful of your speed. There are many amenities, restaurants, sporting venues, retail opportunities and amazing scenery to visit. Please remember we are guests in the town; respect and obey all local bylaws.

### Visitors

All visitors must register at the front desk. Unauthorized/unregistered visitors are not permitted in the Worker Accommodation area.

Authorized visitors are not permitted in the "Resident Only" areas (Resident Rooms, fitness facility, etc.). Authorized visitors must also conform to all Resident rules applicable when visiting the Worker Accommodation Area.

### Traffic Safety/Parking

Our goal is to ensure the safety of all our Residents within the facility. Please be aware and always watch for pedestrians when driving through the grounds. Please respect all posted speed limits within the facility, which is 15KM/H. For your safety, please obey the directional signs, and driving etiquette on the facility.

**Parking is ONLY permitted in designated areas.**

Parking of recreational vehicles on Lodge property is **not permitted**. Snowmobiles, motorbikes, ATVs and the like must be parked on vehicles or trailers while on Lodge property.

There are **NO** parking spaces designated for RV's or trailers, where they are being used to accommodate personnel or not.

### Front Desk

For your convenience, the front desk offers assistance for all Resident inquiries and acts as a liaison between Residents and all departments in the facility. The front desk agent is available between the hours of **6:30 AM – 12:00 AM**

The contact number for the front desk agent is: **1-236-524-2051** and prominently displayed at the front desk, alternatively you can email the front desk at:

[reservations.elkvalleylodge@atco.com](mailto:reservations.elkvalleylodge@atco.com)



A GLENCORE COMPANY

### Check In - Check Out Times

To ensure that rooms are ready for the incoming guests, we have strict check in and check out timings, please ensure that your work crews are aware and follow the below timings.

**Check in – Day Shift – 1500 Hrs. - 1<sup>st</sup> Day**

**Check out – Day Shift – 0800 Hrs. - Last Day**

**Check In – Night Shift – 1500 Hrs. – 1<sup>st</sup> Day**

**Check out – Night Shift – 1500 Hrs. – Last day**

### First Aid

There is an Occupational First Aide Level 3 on site 24/7 to assist in assessing your medical concerns. The OFA3 room is located at the Medical Treatment room next to security.

### Sharps Containers and Medicine Fridges

For your convenience, we have "Sharps Containers" located in the main washrooms of the recreation area. Individual sharps containers can also be signed out at the front desk. For the safety of the cleaning staff, please do not leave sharps out in the open in your room. If you need a medicine fridge for your medication, you can also sign one out at the front desk.

### Health and Fitness

No need to leave behind your fitness routine when you travel – enjoy our on-site gym facility or the local swimming pool, ski hill, hockey rink, golf course, snowmobile/ATV trails and much more.

### Housekeeping Service

Our housekeeping team will service rooms twice a week and clean your washrooms on a daily basis.

See the bulletin board in your bunkhouse dormitory Laundry Room for the cleaning schedule that is applicable for your Room. For your comfort, the bed linens are changed weekly.

If you are working a night shift, to ensure that your Room is serviced, please place the "night shift" card on the outside of your door. For your convenience, the "night shift" sign is located on the inside of your door. In order to prevent any kind of disruption, please advise the front desk if your shift has changed.

All rooms are checked daily (including rooms with DND on the door) to confirm occupancy and the health and wellness of our guests. To help keep the Lodge clean there is a no outdoor boot policy, so please remember an indoor pair of shoes (no open toed shoes allowed).

### Internet Access and Usage

We are pleased to provide WI-FI access throughout the facility. The name of the WI-FI Network ID is "Momentum", there is no passcode. Go to "settings" on your device and join the network to connect. All Copyright laws must be honored while using the internet. Residents are not permitted to modify the Lodge computer network in any way, including installation/connecting of any devices except for mobile phones, desktop or laptop computers. Prohibited devices include wireless routers, switches, hubs, firewalls, wired routers etc.

## Dining Room

In the dining room, you will find freshly made sandwiches, homemade pastries, and healthy snacks.

Currently our hours of service in the dining room are posted at the Dining Room and subject to change to support the project needs.

Typically, the hours are

Breakfast

0345 - 0815 Daily

Lunchroom

0345 - 0815 Daily

Supper

1600 - 2030 Daily

Lunchroom (Night shift)

1600 – 2030 Daily

Please be advised that there is a dress code in effect which includes no head coverings, coveralls, soiled work clothing, muscle shirts or bare feet/open-toed shoes. Please be sure to inform us of any food allergies, as we are happy to accommodate your requests.

## Laundry

For your convenience, you may use the facility's laundry machines, which are located in each dorm. Please pay attention to the posted "Quiet Times" and refrain from using the laundry during these hours.

## Television Channels

For your viewing pleasure, we offer an entertaining variety of channels of cable television. For the channel listing, please refer to the attached TV channel guide.

## Recycling/Environmental Consciousness

There are recycling bins located throughout the facility. We care about the environment and ask that you place your trash and recyclables in the appropriate bins. We have also equipped our facility with eco-toilets that offer a low-flush and high-flush volume. Please make an effort to turn lights off when leaving your room.

## Commissary and Vending Machines

In addition to the numerous convenience stores within Elkford, a commissary and vending machines are available to provide pop, snacks and other sundry items including personal hygiene products, limited non-prescription pharmaceutical products and cigarettes. The commissary and vending machines are located in the recreation center for your convenience.

## Checking Out

Please stop by the front desk to advise us that you are checking out. We will require that you pack your belongings and return your room access card/key prior to going on days off.

Check out is at **8** am for day shift, and **3** pm for night shift.

## Room Access Card/Key

Please safeguard your Worker Accommodation room access card/key as you would your personal residence access card/key. If you lose your Room key or if it is stolen, report it to the front desk or security immediately. Please note that a charge of **\$10** will apply for the replacement of all lost or stolen access cards/keys, this is to be paid by the individual before a new card is issued, or by the employer if cards are not returned at check out.

Fax, printing and Scanning Services are also available for a nominal fee at the front desk.

Elk Valley Lodge Main Phone Line – **1-236-524-2051**

## Shuttle Service

Shuttle services are arranged through your employer groups, please confirm timings and routes with your company liaison.

Additional shuttle bus services requests should be made through your company representatives.

## Company Vehicles

The intention is that **NO** company vehicles will be parked within the lodge footprint, with employees utilizing the supplied bussing. We are aware that some company vehicles are required, but these are to be kept to a minimum. Additionally, all company vehicles must be registered with the front desk.

## Parking for nonresidents.

There is **NO** parking at the lodge for those who are not currently registered guests, these vehicles are liable to be removed at their owner's cost.

## Parking for nonresidents.

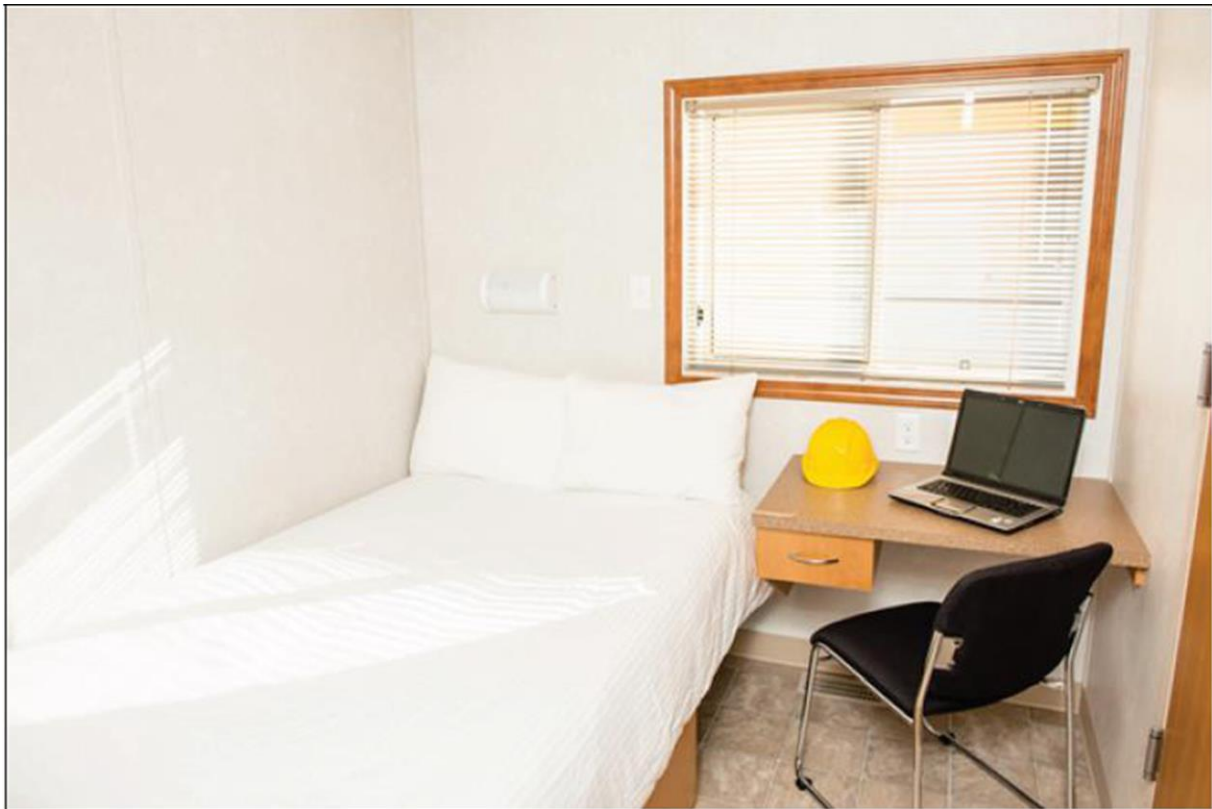
There is **NO** parking at the lodge for those who are not currently registered guests, these vehicles are liable to be removed at their owner's cost.

# Your Home Away from Home

Your Worker Accommodation Facility was designed to be relaxing, accommodating, and comfortable. In your room you will find:

- 1 Garbage Bin
- 1 Boot Mat
- 1 TV with remote
- Bed
- Do not disturb sign / Nights
- 1 Set of Linen comprising of:
  - Mattress Pad
  - Fitted Sheet
  - Flat Sheet
  - Duvet Cover
  - 2 Pillows
  - 2 Pillowcases

**Please note: Towels are not provided but are available for purchase in the lodge store.**



# Elk Valley Lodge TV Channel Guide

## ELK VALLEY Lodge TV Guide

Channel	Channel Name	Channel	Channel Name
7	CPAC-E	31	OLN
8	AMI-TV	32	Discovery Channel
9	CBC – Vancouver	33	Space
10	CBC – News Network	34	Spike TV
11	CTV – Vancouver	35	Comedy Network
12	CTC – News Channel	36	AMC
13	CTV2 – Vancouver	37	Starz 1
14	Global – Okanagan (CHBC)	38	Starz 2
15	APTN – Winnipeg	39	Movie Time
16	YES TV – Burlington	40	TSN 1
17	OMNI 1 – Toronto (CFMT TV)	41	TSN 2
18	ABC – West	42	TSN 3
19	CBS – West	43	TSN 4
20	Fox – West	44	TSN 5
21	NBC – West	45	Sportsnet – Pacific
22	A&E	46	Sportsnet – One
23	CNN	47	Sportsnet – 360
24	PBS – West	48	The Weather Network
25	CKPG TV	49	TVA - Quest
26	CMTV Country Music TV	50	Sportsnet – West
27	HGTV	51	Ici Radio Canada Vancouver
28	History	52	RDI - Réseau d'information
29	MTV	53	Teck Information Channel
30	Wild TV	54	CampTek TV Guide

## Internet Use

- Connect to “**Momentum**” network from your mobile device.
- Internet access is FREE, there are no charges for using the internet.
- Online gaming is supported.
- The streaming of legal content, such as Netflix and Crave is permitted / supported.
- Illegal downloading or P2P file sharing is not permitted.

# Elk Valley Lodge Code of Conduct

The **Elk Valley Lodge** is meant to be your home away from home; however, every home has rules and regulations to make everyone's stay pleasant and safe. The Code of Conduct provides information regarding procedures and conduct rules for all persons utilizing the facility and to maintain a safe, respectful, clean, and healthy living environment for all.

The Code of Conduct provides a guide outlining the acceptable behavior of ALL users of the Lodge, ensuring that the safety, wellbeing, and lifestyle of the local population is in no way impacted by the facility or its residents. This impact includes:

- Harassment
- Intimidation
- Violence, actual threats or perceived
- Anti-Social or disruptive behavior
- Vehicle and recreational vehicle use

The Code of Conduct applies to every person either visiting or staying at the Elk Valley Lodge. The Code of Conduct is always enforced. Your failure to comply with the site "Code of Conduct" may result in disciplinary action being taken against you, which may include revocation of your privileges to stay in the Lodge and a permanent ban from Elk Valley Resources' property.

## Orientation

You will receive a welcome package and be required to complete the Elk Valley Lodge Area orientation upon arrival. The purpose of the orientation is to provide an overview of the local area and some of the local opportunities available to you. The welcome package will also introduce residents to the facility and to the district of Elkford Community, whilst outlining the behavior expected by Lodge residents and their guests.

A community activity and awareness information board will be available in the recreation center, outlining local information that residents may find interesting.

## Access and Egress

Residents are to enter and exit the facility by the front entrance only. Emergency exits are alarmed; security personnel will be notified if an emergency exit is opened when the facility is not in alarm. Entering or exiting the facility by any other means when the facility is not in alarm will be considered a breach of the Code of Conduct.

## Check-In

Please refer to page 5 (resident room inventory) when you check in. You will need to verify that all items listed are present in your room. Please report any shortages or damages to front desk within 8 hours of check-in if any items appear missing or broken. Failure to do so may result in you being asked to pay for the item to be replaced.

A lockable wardrobe is provided in all resident rooms for your use. The wardrobe can be secured with a personal locking device. Locks are also available for purchase at the Front Desk commissary, during regular front desk hours. Please ensure to remove your lock and all of your personal possessions prior to checking out, Atco will cut off any locks left after you vacate the facility.

## Late Check In / No-Shows

Residents are expected to check in within the regular hours of operation for the front desk. Residents who will be checking in outside of the normal hours of operation must communicate this prior to their arrival so that an alternate check in process can be arranged. No shows will be reported if an expected check in does not check in on the day scheduled.

## Check-Out Process.

Residents who are checking out either permanently or on Turnaround must check out as per the specified times found in the welcome package.

You must remove ALL of your personal belongings from your room upon check-out, Items that are left in a resident room when you have permanently checked out or are found elsewhere, will be kept in the lost and found for **fourteen** (14) calendar days, after which they will be disposed of.



### Access Cards

Please ensure that you secure your personal provided Worker Accommodation Area proximity access card, this is your personal card and should **ONLY** be used by you. If you have lost your access card a replacement will be issued to you at a cost of **\$10.00** will be charged before a new card/key are issued. This fee is non-refundable.

### Visitors

All visitors must register with the Front Desk prior to entrance being granted. Your guest will require a guest access card that will **ONLY** provide access into the recreational area. Unauthorized or Unregistered Visitors are not permitted in the Worker Accommodation Area.

Authorized Visitors are not permitted in "Resident Only" areas (e.g. Resident rooms, fitness facility, etc.). You are solely responsible for the behavior of your guests whilst they are in the facility.

### Parking/Traffic

Parking is permitted only in designated parking areas, at the vehicle owner's/drivers' risk. Any vehicle parked in a designated no parking area will be towed at the vehicle owner/drivers' expense.

Vehicle registration details are to be added to your check in information, Security perform random checks throughout the car parking lot, unregistered vehicles will be removed from site at their owners' expense.

Visitors and residents are to obey all speed limits (**15km/h**) and traffic signs within the Worker Accommodation Area.

Parking of recreational vehicles and camper trailers on Lodge property is not permitted. Snowmobiles, motorbikes, ATVs and the like must be parked on vehicles or trailers.

### Resident Responsibilities and General Rules:

- a) You will maintain your room in a hygienic condition.
- b) You accept responsibility for your personal belongings. The Lodge Operator does not accept any liability for loss or damage of personal belongings.
- c) You may **NOT** make any additions or modifications to any resident rooms. This includes, but is not limited to: installing shelves,

using space heaters, placing push pins in the walls, posting stickers/pictures on the wall, etc.

- d) You accept the responsibility for any damage or loss beyond normal wear and tear and will be required to repay the reasonable cost of repair or replacement.
- e) If you lose your room key, a replacement key will be made for a cost of **\$10.00**.
- f) T.V. remote controls **MUST** stay in the room at all times. If removed the costs to replace the controller will be invoiced to the occupant's company.
- g) **Work boots and dirty outdoor shoes will not be worn within the facility at any time-** Boots must be taken off and stored in the boot room with all PPE. Any violation of this rule will be directed to the Worker Accommodation Disciplinary Committee (WADC) for review. You are welcome to carry your boots to your room. Please ensure that debris does not fall off your boots during transit.

### Dining Facility / Kitchen:

- a) You may only use the Worker Accommodation Area provided lunch bag area to make lunch for your *own personal* worksite meal consumption.
- b) You may not bring personal backpacks, knapsacks, or other bags into the dining facility or "Mug-up" area.
- c) Only food items from the designated "Lunchroom" area is permitted to be removed from the dining room. Food items from the main service lines are **NOT** permitted to be removed from the dining room at any time.
- d) You must present/use your access card to gain entrance to the dining facility.
- e) You may **NOT** remove any dinnerware, utensils or other equipment from the dining facility.
- f) The dining facility is a designated **PHONE FREE** zone, you may **NOT** make or receive phone calls within the dining facility.
- g) You may **NOT** store any perishable food items in Resident rooms for more than eight (8) hours (e.g. yogurt, fruit, sandwiches etc.)
- h) All entrants into the dining room should be suitably attired. The wearing of dirty work clothing or sweaty gym attire is not permitted.
- i) The dining room is **OUT OF BOUNDS** outside posted meal hours to **ALL** non-Atco employees,



failure to adhere to this directive may lead to disciplinary action and possible loss of lodge privileges.

#### **Gym and Recreation General Rules:**

- j) You will maintain the recreation facility in a tidy manner.
- k) Weight equipment is to be sanitized in between use.
- l) Weights and equipment will be placed back into their designated storage areas after use.
- m) Equipment will only be used for its intended design.
- n) You accept the responsibility for any damage or loss beyond normal wear and tear and will have to repay the reasonable cost of repair or replacement.
- o) Gym users are requested to shower and change before dining.
- p) By signing the Code of Conduct the resident acknowledges the use of the fitness room is at each person's own risk.

#### **Internet Usage**

You may **NOT** use the Lodge internet and Wi-Fi services for the following activities:

- a) Illegal downloading copyrighted material (e.g. movies, games or music, etc.);
- b) Posting photos or comments, including social media, about the Worker Accommodation Area, ATCO or EVR related subjects including contractors working on site, business partners, or areas of operation.
- c) Conducting illegal transactions, harassment, cyber-bullying, or any other unacceptable or illegal behaviors.
- d) Attempting to scan or gain unauthorized access to another computer.
- e) Streaming of programming that you do not own; or Watching content that may be illicit or illegal pornographic in content, such as underage content etc.

#### **Gambling**

- a) You may **NOT** play any game or contest where money or items of monetary value are wagered.

#### **Quiet Hours**

As we are a large accommodation facility that supports a wide range of personnel and shifts, for the benefit of guests and the community we maintain

specific quiet time protocols throughout the living accommodation units.

These times are

- 10:00 pm – 4:00 am – Quiet Time
- 10:00 am – 4:00 pm – Quiet Time

During these times we ask that you keep conversations, TV and music volumes low and refrain from doing laundry.

Should you be disturbed by noise during the posted quiet hours, you are to contact security directly, and not approach the noise makers. This ensures that your rest is maintained, and conflict is avoided between you and noise makers.

#### **Excessive or Disruptive Conduct**

You may **NOT** engage in excessive or disruptive conduct within the Worker Accommodation Area or the District of Elk ford. There is zero tolerance for:

- a) Fighting, harassment, violence, causing a disturbance or other illegal activities.
- b) Verbal abuse towards Lodge guests, Elkford residents and Accommodations Staff including Accommodations Security.
- c) Horse Play is not acceptable within the facility. What is deemed as amusing to some, is often taken as offensive by others.

#### **Reporting Procedures**

Report immediately to the Lodge Operator in these events.

- a) Any sickness that has the potential to be contagious.
- b) Any damage or maintenance deficiencies within the Worker Accommodation Area.
- c) Any safety hazards on or around the Worker Accommodation Area.

We ALL have a responsibility to report items that we believe could harm or injure others.

#### **Dress Code**

You must adhere to the following dress codes.

- a) Outside footwear will not be worn in any building in the Worker Accommodation Area past the mud room.
- b) Dirty clothing, personal protective equipment, outerwear, and headgear must be removed before entering the dining room or recreation/fitness areas and left in the boot room.

Baseball caps, hats or raised hoods , bandanas are prohibited in the dining room.

Suitable clothing, shoes and/or socks must be worn at all times in all public or common (non-resident room) areas.

Accommodations will be made for religious and cultural dress.

### **Searches**

All residents/staff will cooperate with all searches undertaken by or on behalf of the Lodge Operator to ensure compliance with this Code of Conduct.

You will:

Cooperate fully with the Lodge Operator, its staff and Committees.

Abide by the decisions of the Lodge Operator, its staff and Committees.

### **Prohibitions**

You may not tamper with electrical equipment, including heating, ventilation and air conditioning systems.

You may not use any device that generates an open flame. Lighters and matches for smoking may only be used in the designated smoking areas. Additionally, you may not use or store any type of refrigerators, hot plates, grillers, or any other appliances that have the potential to start a fire in the Worker Accommodation Area.

You may not use any device that generates an open flame, lighters and matches for smoking may only be used in the designated smoking areas.

You may not house animals and pets on the Worker Accommodation Area with the exception of authorized service animals.

You may not use any recording devices (including pictures and videos) within public common areas of the Worker Accommodation Area, except with consent of the person(s) being recorded and where the recordings are not posted or published in a manner that breaches the internet usage restrictions above.

You may not feed wildlife or interfere with security activities in the event of wildlife sighting at the Worker Accommodation Area.

You may not hunt, clean, process or possess game or fish at the Worker Accommodation Area.

Lodge Investigations will be conducted in accordance with the WADC procedures.

### **Worker Accommodation Area Absolutes:**

Violation of any of the below items within the Worker Accommodation Area will result in eviction from the Elk Valley Lodge.

### **Alcohol and Drugs**

Consumption, possession, and/or sale of **alcohol** is **NOT** permitted at the Elk Valley Lodge.

The use, possession, manufacturing and/or the offering of sale of illegal drugs, prohibited substances and/or drug paraphernalia is prohibited.

Cannabis derived products whether, ingested, inhaled or stored are strictly prohibited from Elk Valley Lodge footprint, the use and/or possession of prescription medication that has not been specifically prescribed for the resident using and/or possessing it, is also prohibited. Possession includes in resident rooms, vehicles or any location in the Worker Accommodation Area that is used by the resident.

Prohibition of Alcohol Products extends to empty cans/bottles or other means of containing alcohol including .05% beer anywhere within the Elk Valley Lodge footprint.

Residents found under the influence or in possession of any illegal drugs, Alcohol, prohibited substances and/or drug paraphernalia (including cannabis) will have their lodge privileges revoked, be reported to the Owner's project team and may be reported to the applicable law enforcement authorities.

You are more than welcome to leave the lodge in the evenings to partake in social activities however, you are expected to conduct yourselves in a manner that reflects positively on EVR and its operation in the Elkford area.

*"An individual returning to the lodge suspected to be under the influence of drugs and/or alcohol shall have their name and room number recorded. Security will then notify a EVR Representative. If all primary contacts are unreachable, the applicable gatehouse will be notified. It will be the contractor's responsibility to ensure the individual is fit for duty prior to beginning work the following day."*

### **Smoking**

Smoking is **NOT** permitted in resident rooms or within the Elk Valley Lodge Accommodation Area, except in designated smoking areas which are clearly marked on Lodge maps and identified locally by signage. This also applies to e-cigarettes and vapes.

### **Biohazards**

Respect the staff that are cleaning your room and keep it free of biohazards/Bodily Fluids – Urine / Feces / Used Sanitary Products/ vomit.

A charge of **\$250** will be levied against offenders who leave bodily fluids for staff to clean up.

### **Boot Policy & Boot Rooms**

**NO outdoor footwear** is to be worn in the Elk Valley Lodge. Outside footwear must be stored in the boot room or carried to an individual's room.

Elk Valley Lodge is committed to maintaining a tidy and secure environment in all boot rooms. To achieve this, security personnel will conduct a monthly audit of all boot rooms. Any footwear, personal belongings, and other miscellaneous items not moved for more than 12 hours after the audit begins will be placed in a secure location for 16 days. Residents may reclaim their items within this 16-day period by contacting the security team and providing a description of the item. Any items that are not claimed within the 16-day retention period will be discarded.

### **Security, Emergency and Rescue Equipment**

Misuse or tampering with firefighting equipment, fire protection and prevention equipment, safety and security systems equipment, rescue equipment, and/or medical equipment, for purposes other than intended, is prohibited.

### **Harassment, Bullying, and Security Policy**

At Elk Valley Lodge, we are dedicated to maintaining a safe, respectful, and secure environment for all residents. Harassment and bullying, including any form of intimidation, humiliation, or unwelcome conduct, are strictly prohibited. Such behavior undermines the well-being and harmony of our community. Residents are encouraged to report any incidents of harassment or bullying to lodge management or security immediately. All reports will be taken seriously and investigated thoroughly.

#### Definition of Violence, Harassment, and Bullying:

· **Harassment:** Engaging in vexatious comments or conduct that is known or ought reasonably to be known to be unwelcome

· **Violence:** Any exercise or attempt to exercise physical force against a person that could cause physical injury, or any statement or behavior that could be interpreted as a threat of physical force.

· **Bullying:** Any form of intimidation, humiliation, or unwelcome conduct that undermines the well-being and harmony of our community.

All forms of violence, harassment, and bullying are strictly prohibited.

· Residents must report any incidents of violence, harassment, or bullying to Security immediately. 250-430-7505

· The lodge will take all necessary steps to investigate and address reported incidents.

#### Security Measures:

· Our facility is equipped with 24-hour surveillance and fire protection systems to ensure a secure environment for all residents.

· Residents are asked to familiarize themselves with the location of emergency exits, fire alarms, and the Emergency Response Procedure posted on the back of each resident room door.

· In the event of an emergency, residents should dial 911 immediately. For non-emergency situations or if anything suspicious is noticed, residents should contact our security team at 1-250-430-7505. Security personnel are available around the clock to assist with any concerns or incidents.

#### Consequences:

· **Violations of this policy may result in immediate eviction from the lodge.**

· Legal action may be pursued if necessary.

#### **Theft**

Theft of any kind is prohibited.

#### **Vandalism**

Willful damage/vandalism of Elk Valley Lodge property, District of Elkford property, Elkford resident's property or objects or the property of any other person is prohibited.

#### **Weapons and Dangerous Goods**

Possessing firearms, hunting weaponry, offensive/lethal weapons, ammunition, explosives and dangerous goods, as well as the misuse of corrosive or noxious substances is prohibited within the Worker Accommodation Area and within personal vehicles. This includes possession of knives where the blade is longer than three (3) inches.

#### **General Item**

**Elk Valley Lodge reserves the right to remove individuals from the lodge and revoke their lodge privileges for any conduct deemed inappropriate.**



## Room Pack Up

In the event that a resident is unable to gather their own baggage or personal items to check out of the Lodge, or the resident is no longer allowed on the premises; the residents supervisor, union shop steward or company representative are responsible to pack up the contents of the residents' room with a member of the ATCO Management team/Security or designate in attendance.

Room Charges will continue to be charged until the room has been checked out and all personal possessions have been removed from the property.

**ATCO and its agents do not accept any responsibility or liability for the storage or pack up of personal possessions of residents who have been removed from site, or who are unable to pack their own possessions.**

## Worker Accommodation Disciplinary Committee (WADC)

As is identified in the Worker Accommodation Code of Conduct, which all residents sign during the check-in process, violations of the Code of Conduct will be referred within twenty-four (24) hours to the WADC for review and action. You may be requested to attend this review to discuss the incident.

The results of this review may result in residents having a variety of actions taken against them ranging from: charges for damages caused, permanent eviction from the lodge, permanent ban from Elk Valley Resources property, referral to the RCMP for potential criminal charges.

The actions that will be taken will be communicated to the resident and their employer in writing within forty-eight (48) hours of the rendering of the WADC decision.

## Jack and Jill Washroom Etiquette

A Jack and Jill washroom means that the washroom is shared between two bedrooms. To support harmonious living the following points should be considered by both users:

Lock your washroom door when not using the washroom/shower; to prevent unwanted entry from the adjacent residents' room.

Lock the adjacent residents' door only when using the washroom, to prevent accidental entry from the adjacent resident during your washroom usage.

Un-lock the adjacent residents' washroom door when you are finished with the washroom, to prevent him/her being locked out of their washroom.

Keep your personal toiletries out of the washroom between usage, such as toothbrush and toothpaste; personal soap; wet towels; razors, etc. There is no storage space for this purpose within the washrooms. Ensure that the toilets are not plugged following your usage; ensure the toilet is properly flushed after every usage.

Report all incidents of plugged toilets to the facility maintenance staff immediately; do not leave plugged toilets plugged for the next person. Do not urinate on the toilet seat

Most importantly, if you are having issues with your neighbor that have not been resolved through discussion, please refer to the Lodge management or security.

Phone Number – 1-250-430-7505 – [Option 2](#)

Do **NOT**, engage your neighbour with hostility. This will achieve nothing and may result with you being subject to disciplinary actions.

## Additional Cleaning Services

A Charge may be levied where a resident smoke's or causes a need for specialist or additional services to be performed in a room to return it to the state that is acceptable to the next occupant.

If you check into a room and notice a smoke smell, report this immediately to the front desk.

If your room is deemed as being smoked in upon your check out, you will be expected to make recompense for the additional cleaning to rectify the smell/damages incurred.

It is your sole responsibility to report any smoking smells, damages or shortages in your room within 8 hours of checking in.

**Please be advised, your employer will be liable for additional costs or penalties incurred for the following additional services.**

- Additional meals \$15.00



# Map of Elkford

