

ATCO Two Rivers Lodge

Guest Welcome Package



Front Desk: 778.844.0210

Security: 778.844.0280

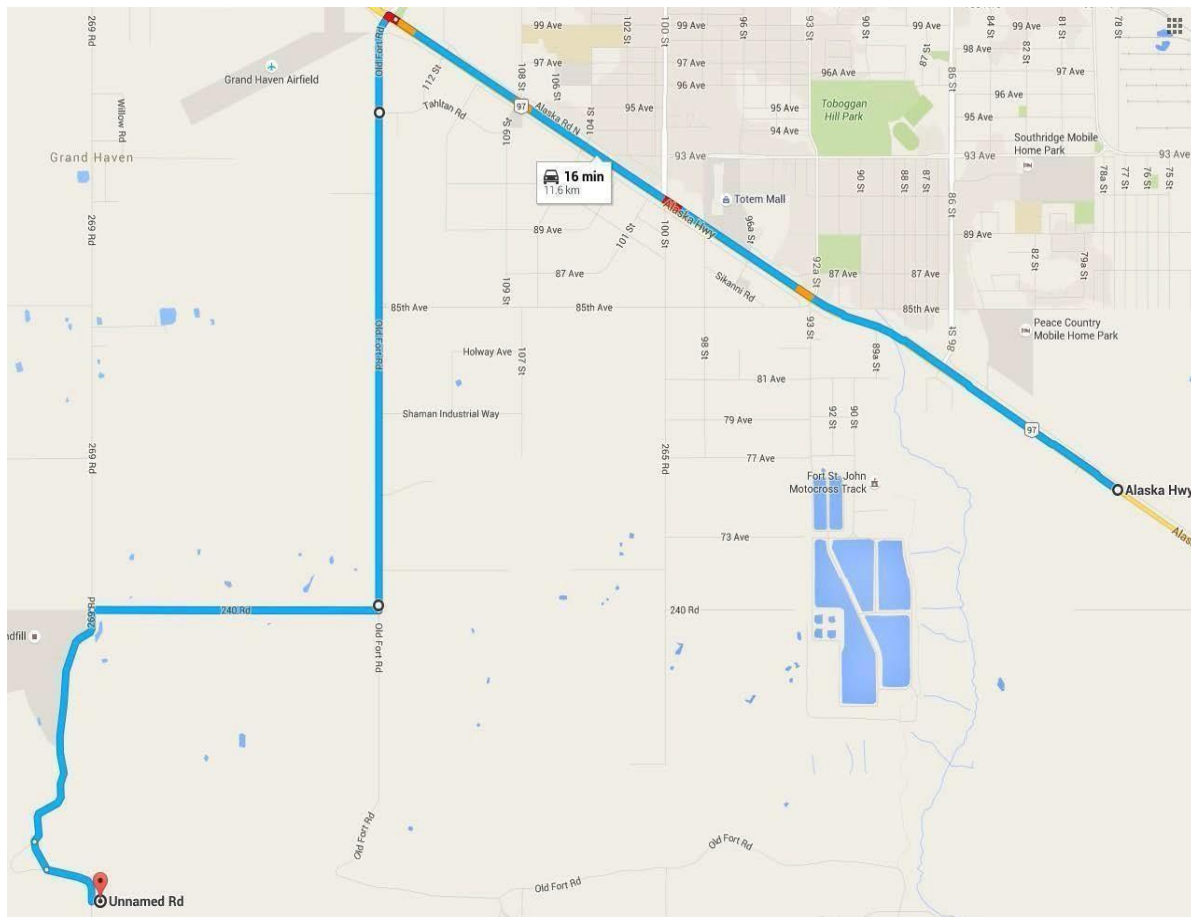
The package contains information for our guests including information regarding our services and camp schedules and rules, including a Code of Conduct which is in place for the comfort and safety of all our valued Guests. If you receive this package digitally, we would appreciate it if you reviewed the Code of Conduct before you arrive. We have also included information on the Worker Accommodation Disciplinary Committee process.

Please ensure to bring a pair of indoor shoes in addition to your outdoor shoes and/or work shoes. Please keep in mind that there are mudrooms available in the North, South and East entranceways. Please note the Atrium boot room is for day visitors only.

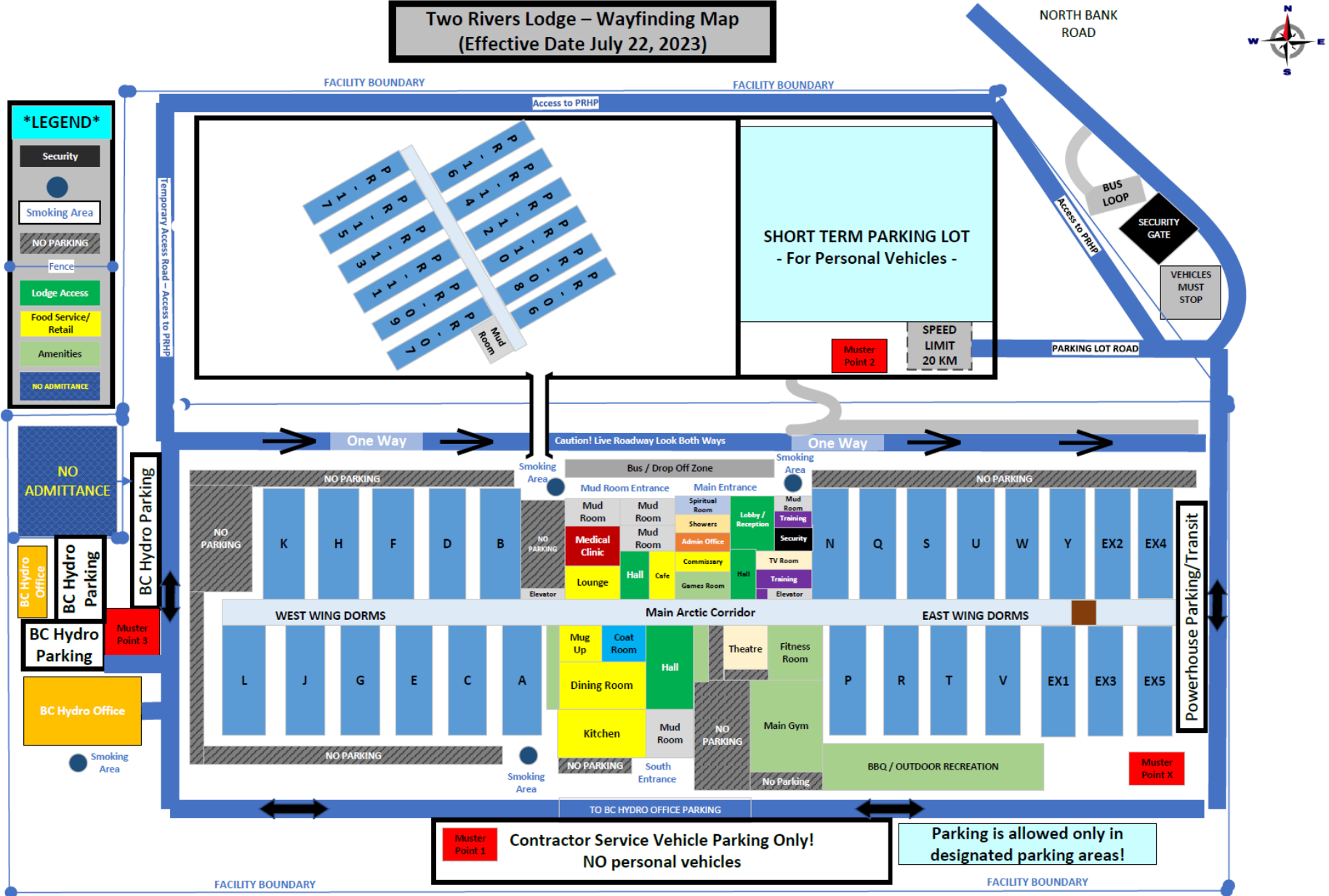
Driving Directions to the Worker Accommodation Facility

Directions to ATCO Two Rivers Lodge:

- Travel through the town of Fort St. John, BC on the Highway 97.
- Turn South (left) on 85th Ave.
- Turn South (left) on Old Fort Rd.
- Turn West (right) on 240 Rd.
- Turn South (left) on 269 Rd.
- Road 269 turns into the North Bank Road and leads you to the secured entrance of Site C, after which the entrance to Two Rivers Lodge is to your immediate right.



Two Rivers Lodge – Wayfinding Map (Effective Date July 22, 2023)



Emergency/Safety/Security

ATCO Two Rivers Lodge is equipped with a sophisticated fire protection system. We ask that you please educate yourselves with the location of the emergency exits, fire alarms and the Emergency Response Procedure posted on the back of each Guest room door.

In the event of the alarm sounding, please evacuate the building by using the exit marked on the floor plan. Once outside follow the instructions of the Fire Wardens and assemble at the Muster Point closest to your location and do not re-enter the building until authorized to do so.

To further support our fire prevention and safety programs, the use of candles or the other open flames is prohibited in the Guest rooms or any area of the Lodge.

If you discover smoke or fire in your room:

- Take your room key, exit the room, and close the door behind you.
- Pull the nearest fire alarm.
- Alert others in the area.
- Walk to the nearest emergency exit and move to the nearest muster point.
- Note that mustering (Shelter-in-Place) from September 01st to May 31st occurs in the gymnasium.

If you are ordered to evacuate:

- If the door is hot:
 - Do not open the door.
 - Call the Front Desk (1.778.844.0210) and give them your location.
 - Stuff wet towels or clothes under the door to keep smoke and fumes out.
 - If you think you need to open a window for air and you are above the ground floor, avoid breaking the window because you may benefit from having it closed to keep smoke out.
- If the door is not hot:
 - Take your room key, exit the room and close the door behind you.
 - Walk to the nearest emergency exit and move to the nearest muster point.

Security & First Aid

Security is available 24 hours a day to respond to emergency calls and assist you at any time you may need it. For any lost/found items, please consult with Security. If at any time during your stay you notice anything of suspicious or alarming nature, please contact ATCO Medical & Security (1.778.844.0280 or security.atrwa@atco.com).

Medication Storage

Guests of the ATCO Two Rivers Lodge who require refrigerated medication storage can access a refrigerator at the Front Desk located next to the Business Center. All items stored in the refrigerator must be labeled and dated accordingly, as well as disposed of and/or taken with you on days off.

Guests who require insulin in their room may bring a small cooler or plug in countertop refrigerator for the purpose of storing medication in their room. Guests requiring this method of medication storage must see Security for a sticker identifying the appliance as an approved exception.

For questions, please contact the ATCO Two Rivers Front Desk at FrontDesk.ATRWA@atco.com or 778-844-0210

Special Assistance

If you require any special assistance, please reach out to the front desk who will direct your request to facility management.

Emergency Contact Numbers

In the event of an emergency, please contact ATCO Medical & Security at **778-844-0280** or speed dial from any **in-house black telephone**. Additional emergency contact numbers are:

- Ambulance 1.250.785.5559
- Fort St. John Hospital 1.250.262.5200
- RCMP 1.250.787.8140
- Report a Wildfire 1.800.663.5555

Wildlife Awareness & Safety

- Scan the area and be alert.
- Walk in groups or get a ride.
- Never leave garbage out, always utilize trash receptacles.
- Please do not approach wildlife for any reason.
- Refrain from throwing rocks, or anything else, at wildlife of any kind.
- NEVER feed the wildlife.
- Please observe posted signs that address wildlife concerns.

Please report all wildlife sightings to ATCO Medical & Security at 778.844.0280. It is the Project's goal to be a good neighbor; this includes coexisting with the surrounding wildlife.

Important Site Contact Information

Front Desk	1.778.844.0210	FrontDesk.ATRWA@atco.com
Security & First Aid	1.778.844.0280	Security.ATRWA@atco.com
Medical Clinic	1.778.844.0281	

Coming/Going

Visitors

All Visitors must register at the Front Desk. Unauthorized/unregistered Visitors are not permitted in the Lodge. Authorized Visitors are not permitted in the "Guest Only" areas (Guest rooms, fitness facility, etc.). Authorized Visitors must also conform to all Guest rules applicable when visiting the Lodge and sign the visitor log in and out upon departure.

Traffic Safety

Our goal is to ensure the safety of all our Guests within the Facility. Please be aware and always watch for pedestrians when driving through the grounds as there are multiple crossings/access points. Please respect all posted speed limits within the Facility (20km/hr.). For your safety, please be aware of the directional signs and driving etiquette of the Facility.

Leisure Shuttle

Shuttle service from Two Livers Lodge to four downtown Fort St. John locations is available. See the interactive monitor in the lobby for a schedule.

Guest Feedback

Please take the time to scan the QR codes, use the interactive TV monitors or fill out guest comment cards which are all located throughout the facility.

Reservations

Reservations are made through your contractor/employer with a minimum of 72-hours' notice. Changes to reservations must be made by the worker's employer and not directly with the Front Desk.

Checking In

Check-in time starts at 2:00pm for day shift and 5:00pm for night shift. Self-check-in kiosks are available in the North boot room and Lobby. Reservations for no shows will be cancelled after 24 hours.

Checking Out

For Dayshift, checking out of your room is done before heading to work on your last day of work and no later than 7:00am.

For Nightshift, checking out of your room is done after your last day of work and no later than 11:00am. Self-check-out kiosks are available in the North boot room and Lobby, please ensure to keep your key card for your next reservation.

Store your luggage in short-term storage before proceeding to work. Upon shift end, you may utilize the hotel showers before embarking on your trip home. When you are checking out you **MUST** clear all your personal belongings from the room and cubicle in the Boot Room. Your luggage can be stored in the long-term storage in accordance with luggage storage guidelines or be taken with you.

Hoteling (showers at the end of your rotation)

When checking out at the start of the last day of your shift you can use the Lodge's hoteling service of having a shower after work before starting your travels.

Luggage Storage

The Front Desk also offers short-term and long-term luggage storage service for one (1) bag only. All bags are to be fifty (50) pounds or less. Short-term luggage storage can also be used for up to twelve (12) hours on the last day of your rotation only.

Long-term luggage can be used for a maximum of fourteen (14) days. After the fourteen (14) days storage period, any items left in the long-term storage will be disposed of. Permanent luggage tags are available at the Front Desk. Please be sure to pick yours up before you check out of the Lodge. Any bag without a tag or not in compliance with the luggage storage guidelines will be removed from the storage area and disposed of.

Room Access Card

If you lose your room access card or if it is stolen, report it to the Front Desk immediately. Please note that a charge of \$20 will apply for the replacement of lost or stolen.



Amenities/Services

Automatic Teller Machine

For your convenience, there are five (5) ATMs located: two (2) in the first-floor artic corridor (East and West Wings), one (1) in the Commissary, one (1) in the Rivers Bend Lounge (available during Lounge hours), and one (1) in the Main Mud Room on the North side of the Lodge.

Mug Up Area

The Mug Up Area is available twenty-four (24) hours per day and will offer: cold beverages, snacks (including microwavable entrees), coffee and tea, fresh fruit, and salads. **Bagged lunches are limited to one (1) bag per Guest per day.**

For your convenience, you can order your sandwich or salad online. Please see the Front Desk for further details.

Dining Room

Breakfast

Monday to Saturday: 4:00am - 8:30am
Sunday: 4:00am - 12:00pm

Dinner

Monday to Sunday: 4:00pm - 9:00pm

*Hours of operation are subject to change.

- Please be sure to inform the Chef of any food allergies, as we are happy to accommodate your requests (ask at the service line). Special dietary requirements will be accommodated with the presentation of a doctor's note.
- Please contact the Chef to arrange for "late plates".



Laundry

The Lodge's laundry machines are located on each floor of each dorm and are stocked with laundry detergent and dryer sheets. Please adhere to quiet times in your dorm when doing laundry. No Industrial clothing, coveralls, boots (E.g., Oil, Fuel, Grease etc. as the weight of these items can damage the machines) is permitted to be washed in the dorm laundry rooms.

Personal paid laundry services are available at the Front Desk between the hours of 5:30am and 11:00pm. If you would like to use the laundry service, please pick up laundry bags at the Front Desk. Laundry dropped off prior to 7:00am will be ready for pick up the same day.

Please sort your laundry and fill out both sides of the receipt tag before dropping it off at the Front Desk for washing.

For further instructions, terms and conditions, and fees, please consult the laundry tag inside your laundry bags. Turnaround is twenty-four (24) hours for laundry items.

Television Channels

For the channel listing, please refer to channel 2 on your television.

Fitness Centre

Full-service cardio, weight and gymnasium are available 24 hours a day. A fitness schedule with classes offered and unique events for the month will be posted on the bulletin boards throughout the lodge. You may also view on the interactive monitor outside of the gym.

Theatre

See recreation schedules for movie showing.

Housekeeping Service

Each room is cleaned every other day. Please see channel 57.1 on your television for the cleaning schedule. For environmental reasons, if you would like to continue using your towels, please hang them up. All towels placed on the floor will be replaced with fresh towels on your cleaning day.

For your comfort, the bed linen and towels will be changed weekly. Extra towels and amenities are available at the Front Desk.

Please ensure all personal items are removed from your bed on scheduled cleaning days in order for your bed to be made.

ATCO housekeeping team will not touch or move your personal items. ATCO does not accept any responsibility for loss or damage of personal belongings.

Internet Access

We are pleased to provide complimentary Wi-Fi access throughout the Lodge the name of Wi-Fi Network ID is "Two Rivers Lodge" and there is no passcode.

Front Desk

For your convenience, the Front Desk offers assistance for all Guest inquiries. The Front Desk can be contacted at 1.778.844.0210 or FrontDesk.ATRWA@atco.com.

Maintenance Issues/Concerns

Please contact the front desk for assistance.

Vending Machines

There are several vending machines available throughout the Lodge.

Medical Clinic

BC Hydro is committed to ensuring the project work force has access to top quality and robust primary medical care services over the life of the project. In support of this commitment, International SOS has been contracted to provide independent medical services for all site personnel. The clinic is comprised of a Nurse Practitioner, Registered Nurse and Advanced Care Paramedics to provide twenty-four (24) hour medical coverage.

The medical clinic is open twenty-four (24) hours per day, seven (7) days a week (24/7). The level of care available is like that of many outpatient clinics across the province. Nurse Practitioners can diagnose and treat most primary care conditions, prescribe medications, order lab tests and imaging and perform minor surgical procedures – all in a confidential medical clinic setting right onsite inside of the Lodge.

What does this mean to you?

The clinic is in place to provide onsite healthcare, so no one has to travel to town for primary care or minor injury treatment.

How do I access the care?

Walk in or call 1.778.844.0281 to make an appointment.

What do I do if I am having a medical emergency?

Activate the Two Rivers Lodge Emergency System by calling ATCO Security and Medical at 1.778.844.0280 and they will reach out and activate the medical response.

What do I do if I have an occupational injury?

First, report the injury in accordance with the procedures of your employer and the contractor for the area you are located. You can then arrange to see the Nurse Practitioner for care.

Who can access the Site Medical Clinic?

Any project worker with a Site C access card can access the Site Medical Clinic.

Recycling/Environmental Awareness

We care about the environment and ask that you place your trash and recyclables in the appropriate bins. In the Guest rooms, blue bins for recycling and black bins for garbage. Please ensure you do not use the garbage or recycling bins for your laundry as they will be disposed of.

Express Mail/Packages & Courier Services

Express mail and package service is available and may be arranged through the Front Desk. You will be notified of any packages you may have received.

- This service is available for personal items only. Packages over twenty (20) pounds will not be picked up.
- ATCO Two Rivers is not to be used as a personal residence for mail.
- Stamps are available for purchase at the front desk.
- When having items mailed to you, please be sure that your name and employer name are included on the item.

For All Courier Packages

Two Rivers Lodge
Attn: First Name Last Name, Company
6726 269 RD
Fort St. John, BC, V1J 8A3

Retail Services

Refer to channel 57 on your TV for more information.

Coffee Shop (The Bean)

The Bean offers a variety of Starbucks coffees, specialty drinks, smoothies, snacks, sandwiches and more.

Commissary (The Market)

The commissary offers a variety of snacks, toiletries, tobacco products, lotto, apparel, supplements and more.

Rivers Bend Lounge

The Rivers Bend Lounge is a licensed establishment that offers pool tables, darts, table games and televisions to watch your favorite sports. The licensed lounge serves a pub style cuisine.

- Please note that a maximum of four (4) alcoholic drinks (beer/wine) is allowed per guest.
- Drinks purchased by the guest are only to be consumed by the guest. Sharing of drinks or purchasing for others is not permitted.

Hairdressing and Massage Therapy (The Razor)

Retail outlet providing hair care services, massage and more, please see outlet for more information.

Tanning (Rejuve)

Stop by the commissary where one of our Smart Tan® certified team members can get you signed up.



Code of Conduct

Introduction

The purpose of this Code of Conduct is to provide information regarding expected procedures, conduct, and rules for all persons accessing the Worker Accommodation Area to facilitate:

- (a) quality services to all users of the Worker Accommodation Area; and
- (b) a safe, respectful, clean, and healthy living environment.

This Code of Conduct applies to every person visiting or staying at the Worker Accommodation Area.

This Code of Conduct will be enforced at all times and your failure to comply with it may result in disciplinary measures, which may include eviction.

Definitions

For the purpose of this Code of Conduct, the following definitions will apply:

- “Guest” means any person who is given overnight sleeping accommodation in the Worker Accommodation Area on the request of BC Hydro and such individual shall be deemed a Guest for so long as they are receiving accommodation, including the day of arrival and the day of departure.
- “Turnaround” means the consecutive period or days in a designated work rotation during which an employee is not scheduled to work; and
- “Visitor” means any person who is given access to the Worker Accommodation Area on request of BC Hydro for any reason but is not given overnight sleeping accommodation, and for certainty is not a Guest.

Orientation

- Guests will receive this welcome package and be required to complete a Worker Accommodation Area Guest orientation on arrival at the Worker Accommodation Area.
- Guests must comply with all requirements of the Worker Accommodation Area Guest orientation.

Check-in

Guests must perform a Guest Room Inventory Checklist and notify the Camp Operator of any missing items within eight (8) hours of check-in.

- Check in Times for Dayshift workers is 2pm. Check-In Times for Nightshift workers is 5pm.
- A lockable wardrobe is provided in Guest rooms for the Guest’s use while staying in the room. The wardrobe can be secured with a personal locking device.

Checkout and Storage

Prior to starting their shifts, Guests who are leaving the Worker Accommodation Area either permanently or on Turnaround must check out per the specified “times” found in the Code of Conduct and Welcome Package.

Checkout Times for Dayshift workers is 7am. Checkout time for night shift workers is 11am.

Guests must remove **ALL** personal belongings from their assigned Guest room and mudroom cubicle upon checkout and:

- (a) place them in the provided long term, secured storage facility (note: available to Guests on Turnaround only); or
- (b) if the personal belongings are not being left at the Worker Accommodation Area during Turnaround but will be picked up after the Guest’s respective shift ends for the day, they can be placed in short term daily storage (e.g., suitcase) for pickup after their shift ends.

If Items are found in a Guest room when the Guest has permanently checked out or is found elsewhere on the Worker Accommodation Area will be kept in lost and found for eight (8) calendar days, the employer will be notified before disposing of items, the employer can make the decision to retrieve them on behalf of their employee.

- Left behind toiletries will be immediately disposed of.
- ATCO does not accept any liability for any lost or missing belongings.



Worker Accommodation Area Access Cards

Guests must secure all provided Worker Accommodation Area proximity access cards and keys and ensure that they are not used by any other person. In the event of a lost access card or keys by the Guest, a replacement cost of \$20.00 will be charged to the Guest before a new one is issued. This fee is non-refundable.

Visitors

All Visitors must register by signing in at the Front Desk. Unauthorized (unregistered) Visitors are not permitted in the Worker Accommodation Area.

Authorized Visitors are not permitted in "Guest Only" areas (e.g., Guest rooms, fitness facility, etc.) and must conform to all Guest rules as applicable when visiting the Worker Accommodation Area.

Parking /traffic rules

- (a) parking is permitted only in designated parking areas and with vehicles displaying the proper parking permit tag.
- (b) use of roads and parking within the Worker Accommodation Area is at the vehicle owner's risk and the camp operator assumes no liability for any damage.
- (c) vehicles must not impede the flow of traffic, must not occupy more than a designated stall and must be free of any leaks of fluids that could result in damage to the environment.
- (d) vehicles that require propane other than for direct fuel are not permitted to be parking in the Worker Accommodation Area parking lots (i.e., trailers, recreational vehicles).
- (e) vehicles are required to have any items properly secured and any open bed trucks must be free of garbage.
- (f) visitors and Guests must obey all speed limits, traffic signs and any traffic control devices on the Worker Accommodation Area.

Guest Responsibilities and General Rules

Guests must:

- (g) cooperate with all searches undertaken by or on behalf of the Camp Operator to ensure compliance with this Code of Conduct.
- (h) cooperate fully with the Camp Operator, its staff, and Committees; and
- (i) abide by the decisions of the Camp Operator, its staff, and Committees.

Guest Rooms:

- (a) maintain their Guest room in the condition that it was received, this is inclusive of ensuring the room inventory checklist is completed and returned to the front desk with any deficiencies at the start of your occupancy.
- (b) not keep electronic devices of any kind plugged in and/or left on the bed. Please do not leave luggage or other tripping hazards around the bed or blocking walkways.
- (c) accept responsibility for their personal belongings. The Camp Operator does not accept any liability for loss or damage of personal belongings.
- (d) not make additions/modifications to Guest rooms. This includes, but is not limited to installing shelves, placing push pins in the walls, covering the TV, garbage bags/coverings over the windows, and posting stickers and pictures on the wall etc.
- (e) keep items that are stored on top of closets or shelving at least eighteen (18) inches away from fire sprinklers; and
- (f) accept responsibility for any damage or loss beyond normal wear and tear.
- (g) not store any perishable food items in Guest rooms for more than eight (8) hours e.g., yogurt, fruit, sandwiches, etc.
- (h) not possess or use microwaves, toasters, coffee makers/pots, hot plates, boot dryers, or similar devices in any area not officially designated as an area in which cooking by Guests may take place.

Dining Facility / Kitchen:

Only use the Worker Accommodation Area provided lunch bag to assemble daily lunch for worksite consumption. No food items provided by the Camp Operator can be taken off the Worker Accommodation Area, except to other Site C work locations.

- (a) not bring personal backpacks, lunch coolers or bags into the dining facility or 'mug-up' areas.
- (b) present their access cards to gain entrance to the dining facility.
- (c) not remove any dinnerware or utensils from the dining facility.
- (d) not make or receive phone calls on the service lines.



Managed Lounge:

- (a) not remove alcohol from the Managed Lounge premises and/or consume alcohol anywhere outside the confines of the Managed Lounge premises.
- (b) Please note there is a 4-drink limit per guest and sharing or swapping of cards is strictly prohibited.

Internet Usage:

Guests must not use the Worker Accommodation Area 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 on social media, about the Worker Accommodation Area, BC Hydro, Site C or any other BC Hydro related subjects including contractors working on Site C, 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) Personal wireless routers are prohibited for use in ATCO Two Rivers Lodge.

**Gambling:**

Guest must not play any game or contest where money or items of monetary value are wagered.

Quiet Hours:

Guests must maintain quiet within and around the dormitory wings from 10 pm – 5 am (for day and/or afternoon shifts) and from 10 am – 5 pm (for afternoon and/or night shifts).

Conversations, TV and music volumes will be kept as low as reasonably possible during these times; Please note this also includes quiet times for laundry room usage.

Excessive or Disruptive Conduct:

Guests must not engage in excessive or disruptive conduct within the Worker Accommodation Area.

Incident Reporting Procedures:

Guests must report immediately to the Camp Operator.

- (a) any accident or injury on the Worker Accommodation Area.
- (b) Any property damage or environmental spills
- (c) any sickness that has the potential to be contagious.
- (d) any damage or maintenance deficiencies within the Worker Accommodation Area; or
- (e) any safety hazards on or around the Worker Accommodation Area.

Dress Code:

Guests must adhere to the following dress code:

- (a) outside footwear will not be worn in any building on the Worker Accommodation Area past the mud room.
- (b) dirty or soiled clothing, personal protective equipment, outerwear or coveralls and headgear must be removed before entering the dining room or recreation/fitness areas.
- (c) baseball caps, hats or raised hoods, muscle shirts, tank tops, sock feet, and bare feet are prohibited in the dining room; and
- (d) suitable clothing, shoes and/or socks must be always worn in all public or common areas (non-Guest rooms).

Accommodation will be made for religious or cultural dress.

Prohibitions:

- (a) not tamper with electrical equipment including heating, ventilation, and air-conditioning systems.
- (b) not use or store flammable materials in the Worker Accommodation Area including candles, room fresheners, cleaning solvent, propane, Sterno, incense, or mosquito coils.
- (c) not use any device that generates an open flame, except for lighters and matches for smoking in the designated smoking areas.
- (d) not start fires in areas that have not been officially designated for this activity. The only designated fire area is the fire pit in the outdoor recreation area.
- (e) not house animals or pets in the Worker Accommodation Area, except for certified guide or service animals.
- (f) not use any recording devices (including pictures and video) within public areas of the Worker Accommodation Area, except with the 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.
- (g) not feed any wildlife or interfere with security activities in the event of a wildlife sighting at the Worker Accommodation Area; and
- (h) not hunt, clean, process or possess game or fish at the Worker Accommodation Area.

Misconduct and Consequences

Violations of this Code of Conduct will be referred to the Worker Accommodation Disciplinary Committee (WADC) and can result in disciplinary measures that include warnings or up to eviction from the Worker Accommodation Area; and/or referral to applicable law enforcement authorities.



Worker Accommodation Area Absolutes

Violation of any of the below items within the Worker Accommodation Area will result in eviction from the Worker Accommodation Area. Investigations will be in accordance with the WADC procedures.

Alcohol and Drugs

Consumption, possession, and/or sale of alcohol is not permitted at the Worker Accommodation Area except for in the Managed Lounge where the provision of sale of alcohol is restricted to that carried out by the Camp Operator.

The use, possession, manufacturing, and/or the offering for sale of illegal drugs, cannabis or cannabis products prohibited substances, and/or drug paraphernalia are prohibited. The use and/or possession of prescribed medication that has not been specifically prescribed for the Guest using and/or possessing it, is prohibited.

Possession includes in Guest rooms, vehicles or any location on the Worker Accommodation Area that is used by the Guest or Visitor.

Guests or Visitors found with cannabis or cannabis products, under the influence or in possession of any illegal drugs, prohibited substances and/or drug paraphernalia may be reported to the applicable law enforcement authorities.

Smoking

Smoking is not permitted in Guest rooms or within the Worker Accommodation Area, except in designated smoking areas, which are clearly marked on Worker Accommodation Area maps and identified locally by signage.

Vaping devices and e-cigarettes are considered smoking and are also not permitted outside of designated smoking areas.

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, this includes the removal of smoke detectors.

Harassment and Violence

Harassment or violence is prohibited.

Harassment includes the deliberate conduct or making of comments, directed at a specific person or group, which a reasonable person would consider to be intimidating, humiliating, unwelcome or offensive. This includes harassment based on any of the prohibited grounds as per the BC Human Rights Code or based on union or non-union status.

Violence includes, but is not limited to, fighting, assault, and/or threats.

Theft

Theft of any kind is prohibited.

Vandalism

Willful damage/vandalism to Worker Accommodation Area property, objects or the property of any other person is prohibited.

Weapons and Dangerous Goods

Possessing firearms, hunting weaponry, offensive/lethal weapons, ammunition, explosives, 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.

Searches

Failure to comply with searches on the Worker Accommodation Area regarding any potential breaches of this Code of Conduct, and in particular the Worker Accommodation Area Absolutes, is prohibited.



Site C Absolutes: Worker Behavior

Compliance:

Enforcement of the Site C Absolutes will be a combined and coordinated effort between all Prime Contractors, Site C Security Personnel and Site C managers and supervisors. It is the responsibility of every person working at Site C to report any breach of these Site C Absolutes.

Requirements:

Contraventions of absolutes may result in immediate removal from site. Application of these rules includes all persons on site, including management staff, contractors and authorized visitors.

Absolutes:

The following are prohibited on site.

1. Drugs and alcohol:

The use, possession, distribution, offering or sale of: beverage alcohol (in non-designated areas), recreational cannabis or cannabis products (e.g. cannabis edibles, oils, teas, creams), illicit drugs or other mood altering substances or illicit drug paraphernalia; reporting to work or being at work while under the influence; a positive alcohol or drug test; the intentional misuse of medications in a manner that could negatively impact job performance.

2. Smoking:

Smoking in non-designated smoking areas is prohibited.

3. Theft:

Theft of any kind will be reported to the police.

4. Bullying and harassment:

Bullying and harassment includes the deliberate conduct or making of comments, directed at a specific person or group, which a reasonable person would consider to be intimidating, humiliating, unwelcome or offensive. This includes harassment based on any of the prohibited grounds as per the BC Human Rights Code. More specifically, bullying and harassment can be defined as deliberate conduct or comment, which a reasonable person would consider to be:

- Objectionable.
- Directed towards a specific person or group.
- Serves no legitimate work purpose, and,
- Has the effect of creating an intimidating, humiliating or offensive workplace.

BC Hydro works to promote respectful behavior that is integral to supporting BC Hydro's values: we are safe; we are here for our customers; we are one team; we act with integrity; we respect our province, and we are forward thinking.

5. Misuse or tampering with 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.

6. Vandalism:

The willful damage/vandalism to property or objects or to the property of any other person will be treated as unlawful.

7. Weapons and dangerous goods:

Possessing firearms, hunting weaponry, offensive/lethal weapons, ammunition, explosives, dangerous goods, as well as the misuse of corrosive, biological hazardous or noxious substances is prohibited within the project site and within personal vehicles. This includes possession of knives where the blade is longer than three (3) inches and not approved as part of normal work duties.



Worker Accommodation Disciplinary & Appeal Process

ATCO Two Rivers Lodge has established the Worker Accommodation Disciplinary Committee (WADC), to review incidents of Guest conduct that is in violation of the Code of Conduct during their stay at the camp. The focuses of the WADC meetings are to investigate incidents and identify what action may or may not be undertaken to address the Guest's conduct.

- Guests may be issued discipline by the WADC that can include warning letters and/or safety violation letters, as well as evictions from the camp for contraventions of the rules outlined in this document and/or the WAA Code of Conduct.
- Safety violation and warning letters are issued at the discretion of the WADC and depending on severity of the violation may be turned over to the WADC for investigation and further actions up to and including eviction. A letter will let you know what warning level has been decided.
- A decision of the WADC may be appealed by the Guest's employer/company; The Guest's employer/company representative will receive the disciplinary decision and may bring any such appeal to the WADC for review.
- For more information on this process please speak to your company.



Acknowledgments

Please Initial Next to each box & Sign Below

- I will report any breaches of this Code of Conduct. I understand and consent to the Camp Operator's use of video surveillance to enforce this Code of Conduct and protect the property and safety of the Worker Accommodation Area.
- I understand and consent to use of searches, which may include trained drug dogs, at the Camp Operator's discretion, to enforce this Code of Conduct and protect the property and safety of the Worker Accommodation Area.
- I understand that if I fail to comply with this Code of Conduct, I can be subject to disciplinary measures that include eviction from the Worker Accommodation Area.
- I understand that the personal information collected from me at the time of my entry onto the Site C work site, at the time of residency in the Worker Accommodation Area and work on the Site C work site, including video surveillance records, may be disclosed to BC Hydro, and collected indirectly by BC Hydro (i.e., from the Camp Operator rather than directly from me) for safety and security purposes and I consent to the foregoing disclosure and collection of my personal information.
- I understand that the camp operator coordinates with BC Hydro regarding the application of the Site C Absolutes: Worker Behavior and that any contraventions of the BC Hydro Site C Absolutes: Worker Behavior is actively enforced. In addition to possible evictions, contraventions of these absolutes will be reported to BC Hydro and may result in immediate removal from the Site C project.
- I understand and agree that the Camp Operator may amend this Code of Conduct from time to time. I have read, understood, and agreed to this Code of Conduct

Name:

Date:

Signature (Obtained upon check-in at Two Rivers Lodge – either electronically or printed):
