



# Policy - Company-Provided Accommodation

## 1. Document Control

Name:	SVY-HR-POL-2016-13	Title:		Company-Provided Accommodation			
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Apply to:	Region: 	Division:	All	Function:	All		
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1	31- May - 16	New Policy Created		C. Dizon	M. Hickey	06-Jun-16	DMOC-0220

## 2. Purpose

Savanna Energy Services Management Ltd (“Savanna”) is implementing this policy in an effort to ensure that all company-provided or customer-provided accommodations are safe, well-maintained, and free of harassment, discrimination, violence, and illicit substances. Savanna requires employees to abide by all company policies and uphold Savanna’s Vision and Values while staying in company-provided accommodations. In conjunction with company policies, the following rules and guidelines are being implemented and apply to all employees staying at company-provided accommodations.

Any breaches of this policy during employment with Savanna will be grounds for disciplinary action, up to and including termination.

## 3. Scope

This policy applies to all personnel of Savanna and its Subsidiaries in Canada.

## 4. Definitions & References

**Worksite** means Savanna offices, shops, yard, rig locations and company vehicles.

**Company-Provided or Customer-Provided Accommodation** includes any customer-provided accommodations such as camp facilities and any company sponsored accommodation (e.g. hotels, rig manager shack, etc.). This may be used interchangeably.

**Employee** is an individual currently performing work for Savanna or any of its subsidiaries and is actively employed by Savanna or any of its subsidiaries.

**Occupant** is any individual staying at the company-provided or customer-provided accommodation (e.g. camp facility or hotel staff, etc.).



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### 5. Responsibilities

As a condition of employment with Savanna, all employees staying in a company-provided or customer-provided accommodation must acknowledge their understanding and consent of this Policy and its corresponding expectations detailed in it through signing a copy of the acknowledgement form before commencing work.

It is the responsibility of the person in charge to report any violations. Although it is the responsibility of the person in charge to report violations, each employee is encouraged to report inappropriate or suspicious behavior and any other concerns as it relates to these rules to their immediate supervisor.

### 6. Policy Statements

#### 6.1 Rules and Guidelines while staying at both company-provided and customer-provided accommodations:

##### 6.1.2 Orientation

If the camp facility has an orientation employees are required to attend. The orientation process will provide employees with guidelines and expectations when staying at a camp facility as well as the camp rules that they will be required to abide by.

##### 6.1.3 Personal Conduct

Employees must treat all employees and occupants with respect, dignity and courtesy. Each employee is expected to respect the privacy and rights of all other employees and/or occupants. Violence, fighting, harassment, sexual harassment, discrimination, verbal abuse, insults, physical or psychological threats and intimidation to others will not be tolerated.

Savanna has a Workplace Harassment, Violence, and Discrimination Policy that will apply in both company-provided and customer-provided accommodations.

##### 6.1.4 Common Courtesies

Company-provided or customer-provided accommodations such as camp facilities may have quiet hours as indicated at these location and employees are expected to abide by these rules. Quiet hours reflect the rights of others, on both day and night shift, to receive adequate sleep and relaxation without interruption. Although there are designated quiet hours, employees should at all times be courteous and polite to others with respect to the noise level being created.



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### **6.1.5 Curfew**

Certain company-provided accommodations may have designated curfew times. Employees that have not returned to these facilities prior to curfew may not be allowed to enter. If you are not allowed access to these facilities because you did not return prior to the designated curfew times you will be required to find and pay for your own accommodation. The company will not provide any reimbursement.

### **6.1.6 Alcohol and Illicit Drugs**

The use and possession of alcoholic beverages are prohibited in dry camp facilities. Any illicit drugs are always prohibited at any company-provided accommodation and at the worksite. The company prohibits any employee from bringing illicit drugs onto company premises or property. Having possession of, being under the influence of, using, consuming, transferring, selling or attempting to sell or transfer any form of illicit drugs is strictly prohibited. Misuse or abuse of prescription drugs (including medical marijuana) is also prohibited.

Savanna has a Substance Abuse Policy that will apply in both company-provided and customer-provided accommodations.

### **6.1.7 Smoking**

Employees are expected to adhere to the rules applied at all company-provided provided accommodations with regards to smoking. Certain locations may not permit smoking or have designated smoke areas and employees are expected to abide by these rules.

### **6.1.8 Weapons/Explosives**

Weapons including but not limited to pellet guns, paintball guns, knives, swords, explosives, and dangerous/hazardous substances are not permitted at any company-provided accommodations and at the worksite.

### **6.1.9 Pets**

No pets are allowed at any company-provided accommodations. Any exceptions may be made with the written authorization of the appropriate Vice President/General Manager.

### **6.1.10 Guests**

Any company-provided accommodations are to be used by employees only. Guests and/or relatives are not allowed to stay at these locations. Any exceptions may be made with the written authorization of the appropriate Vice President/General Manager.

### **6.1.11 Maintenance/Cleanliness**

Employees are jointly responsible for the care of the company-provided accommodation. Employees shall keep facilities in a good state of preservation and cleanliness. All garbage/trash must be removed promptly and disposed of properly. Employees are responsible for the cleanliness and proper usage of all appliances and utilities. Problems with



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these appliances or utilities should be reported to the appropriate personnel in a timely manner.

### **6.1.12 Searches**

Savanna respects employee privacy and property while staying at company-provided accommodation and at the worksite. Searches will only be conducted if Savanna reasonably suspects that this policy has been violated. With reasonable suspicion, Savanna reserves the right to search employee property for alcohol, drugs or drug paraphernalia while at company-provided accommodation, at the worksite or on Savanna property. As well, Savanna clients reserve the right to randomly search employee property for alcohol, drugs or drug paraphernalia while Savanna is operating on the Client's property according to their policies. Law enforcement agencies may be called in to conduct searches of property and/or people as required.

### **6.1.13 Refusing to a Search**

Employees who refuse a search, or who are found to have tampered with a search are in violation of this policy and will be subject to appropriate disciplinary action, up to and including termination.

### **6.1.14 Personal Property**

Savanna is not responsible for the theft or loss of any personal property. The company is not liable for damage to employee's property caused by acts of nature, by failure of plumbing, electric, gas, water or fixtures, and/or damage arising from the acts of other employees or occupants.

### **6.1.15 Damages**

Each employee will be responsible for any damage they cause to company-provided accommodation. The cost to repay such damage will be assessed and may be deducted from the employee's pay. The employee that causes any damage to company-provided accommodation will be subject to disciplinary action, up to and including termination.