

NEXEN INC.

TECHNICAL & OPERATIONAL SERVICES (“TOS”)

RULES OF WORK (NEBC)

TABLE OF CONTENTS

1. Nexen Definitions
 2. Nexen Site Rules Overview (NEBC)
 3. Nexen Access Policy (NEBC)
 4. Nexen Alcohol & Drug Policy (NEBC)
 5. Nexen Behaviour & Discipline Policy (NEBC)
 6. Nexen Camp Rules (NEBC)
 7. Nexen General Orientation Acknowledgement – NEBC Project
- Addendum 1 – Visitor Criteria



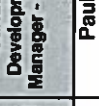







NEXEN INC.

TECHNICAL & OPERATIONAL SERVICES ("TOS")

RULES OF WORK (NEBC)

1

NEXEN DEFINITIONS (NEBC)

REV.	DATE	DESCRIPTION	Manager Project Execution - Technical & Operational Services - NEBC	Health, Safety Environment, & Surface Development Manager - NEBC	Senior Legal Counsel	Corporate Security	Management Process & Security Coordinator - NEBC	Camp Superintendent - NEBC	Safety Lead - NEBC	Vice President - Technical & Operational Services	Health, Safety Environment, & Surface Development Senior Manager	Human Resources Manager - Corporate
2	Nov. 2010	Issued for Project Use	Ron Andrews 	Paul Cawood 	Elena Zaldivar 	Perry Kuzma 	Michael Arthurs 	Oryst Nazarko 	Mark Badick 	Brad Muir 	Andrew Hamilton 	Teresa Darcangelo 
		Signatures										

Revision 2 Updated November 2010

NEXEN DEFINITIONS (NEBC)

“Access Card” means a Visitor’s Pass or a Photo ID Pass.

“Acute Care Paramedic” means a paramedic licenced as an Acute Care Paramedic by the Province of British Columbia.

“After Dismissal Procedure” means the procedure described in Section 6 of the portion of the Nexen Rules of Work entitled ***Nexen Behaviour & Discipline Policy (NEBC)***.

“Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

“Alcohol Testing” means the collection of specimen, screening analysis and confirmation testing for alcohol concentration in blood (breathalyzer), urine or saliva.

“Careless Driving” means occurrences of driving without regard to the road conditions, speed limit, volume of traffic and/or time of day and other rules of the road.

“COG” means Nexen’s Canadian oil and gas division.

“Contraband” means a firearm, a knife with a blade larger than four inches, an explosive, an incendiary device, a weapon of any kind (as determined by a Nexen Field Safety Advisor, a Nexen Security Officer or Nexen Security Canine Handler)), Alcohol, Drug, Drug Paraphernalia or any object or substance the use or possession of which is unlawful in Canada;

“Contract Administrator” means an Owner employee, secondee or consultant responsible for supervising and administering a Contract Document on behalf of Owner.

“Contract Document” means a service agreement, purchase order or other agreement entered into with Owner or another Contractor to provide goods, services or a combination of goods and services to a Nexen Project.

“Contractor” means a person, partnership, corporation or other legal entity which has entered into a Contract Document.

“Corrective Measures” means those activities to be performed or steps to be taken which are designed to prevent or minimize the potential or severity of future occurrences of an Incident.

“Corrective Measures Team” means the committee of Owner representatives referred to in section 4.2 of the ***Nexen Behaviour & Discipline Policy (NEBC)***.

“Drug” includes any drug, substance, chemical or agent the use or possession of which is unlawful in Canada, or requires a personal prescription from a licensed treating physician.

“Drug Paraphernalia” includes any property which is associated with the use of any Drugs, and also includes any device, item, substance or equipment which is intended to be used as a masking agent or to otherwise tamper with any sample provided for Drug Testing or Alcohol Testing (for example purposes only, this includes without limitation items sold under the trade name “The Whizzinator”, synthetic urine, urine from a third party, and so on).

“Drug Testing” means the collection of specimen, screening analysis and confirmation testing for the presence of Drugs, including but not limited to amphetamines, cocaine, marijuana, opiates and phencyclidine in blood, urine or saliva.

“Emergency Response Plan (ERP)” means the prearranged actions and procedures that are put into effect during an unexpected event that requires immediate action.

“Event” means an Incident that has actual or potential health, safety, environmental, property damage, lost production, reputation or security consequences.

“Harassment” means engaging in a course of comment or conduct that is known or should reasonably be known to be unwelcome.

“Hot Area” means a defined area of Nexen Premises where flammable or explosive materials may be present.

“HSE&SR” means health, safety, environment and social responsibility.

“Incident” means any Event, action or inappropriate behaviour resulting in actual or potential harm, damage or loss to Nexen, Nexen Premises, Contractors, Workers, Visitors or any other person or their respective property. For clarity, the term “Incident” includes possession of Alcohol, a Drug or Drug Paraphernalia in contravention of the Nexen Rules of Work (NEBC) (including without limitation those portions of the Nexen Rules of Work entitled ***Nexen Alcohol and Drug Policy (NEBC)***, ***Nexen Camp Rules (NEBC)*** and ***Nexen Behaviour & Discipline Policy (NEBC)***).

“LOOP” Nexen’s intranet (The Loop) is the main place to find company information for Nexen employees and is the primary way we communicate with employees worldwide. The Corporate Communications department works to ensure the Loop contains timely company and industry news and updates.

“NEBC” means North East British Columbia.

“Nexen” and **“Owner”** mean Nexen Inc. and its successors and permitted assigns.

“Nexen Camp” means the facilities on a Nexen Site used to provide accommodation and food services to persons working at or visiting the Nexen Site.

“Nexen Camp Operator” means the Contractor which is responsible for the respective Nexen Camp.

“Nexen Camp Resident” means a person who has the approval of the Nexen Field Camp Coordinator to occupy a Nexen Camp Room.

“Nexen Camp Room” means a bedroom in a Nexen Camp building which is occupied by a Nexen Camp Resident.

“Nexen Camp Superintendent” means a person appointed by Owner whose primary responsibility is overall camp logistics and administration for Nexen Sites.

“Nexen Completions Field Supervisor” means a person appointed by Owner whose primary responsibility is supervising day-to-day completions activities for a Nexen Site and who reports to the Nexen Completions Superintendent.

“Nexen Completions Superintendent” means a person appointed by Owner whose primary responsibility is overall completions logistics and administration for Nexen Sites.

“Nexen Construction Field Supervisor” means a person appointed by Owner whose primary responsibility is supervising day-to-day construction activities for a Nexen Site and who reports to the Nexen Construction Superintendent.

“Nexen Construction Superintendent” means a person appointed by Owner whose primary responsibility is overall construction logistics and administration for Nexen Sites.

“Nexen Drilling Field Supervisor” means a person appointed by Owner whose primary responsibility is supervising day-to-day drilling activities for a Nexen Drilling Site and who reports to the Nexen Drilling Superintendent.

“Nexen Drilling Site” means the land upon which any drilling operations or related activities for a Nexen Project are conducted.

“Nexen Drilling Superintendent” means a person appointed by Owner whose primary responsibility is overall drilling logistics and administration for Nexen Sites.

“Nexen Facilities Project Manager” means a person appointed by Owner whose primary responsibility is overall facilities logistics and administration for Nexen Sites.

“Nexen Field Camp Coordinator” means the person appointed by Owner whose primary responsibility is supervising day-to-day coordination activities for a Nexen Camp and who reports to the Nexen Camp Superintendent.

“Nexen Field Facilities Inspector” means a person appointed by Owner whose primary responsibility is supervising day-to-day facilities activities for a Nexen Site and who reports to the Nexen Facilities Project Manager.

“Nexen Field Safety Advisor” means a person appointed by Owner whose primary responsibility is the day-to-day coordination and enforcement of safety, health, medical and orientation requirements for a Nexen Site and who reports to the Nexen Field Safety Supervisor.

“Nexen Field Safety Supervisor” means a person appointed by Owner whose primary responsibility is the day-to-day coordination and enforcement of safety, health, security, medical and orientation requirements for the NEBC area, and who reports to the Nexen Safety Manager.

“Nexen Field Team Lead” means any of the following field-based personnel: the Nexen Drilling Field Supervisor, the Nexen Completions Field Supervisor, the Nexen Construction Field Supervisor, the Nexen Field Facilities Inspector, and the Nexen Field Camp Coordinator.

“Nexen HR Manager” means a person Nexen appoints to be responsible for overall management of Human Resources for Nexen Sites.

“Nexen HSE&SD Manager” means a person Nexen appoints to be responsible for overall safety, health, security, medical, orientation and common service requirements for the NEBC area.

“Nexen Orientation Session” means a meeting conducted by an Owner representative for the purpose of providing general Nexen Site safety and environment related information and which all Workers and Contractors accessing the Nexen Site are required to attend.

“Nexen Premises” includes without limitation all land (including a Nexen Site), property, structures (including Nexen Camps and Nexen Camp buildings), installations, vehicles and equipment related to a Nexen Project and owned, leased, operated or otherwise directly controlled by Owner or under Owner’s operational authority.

“Nexen Project” means a project which is assigned to a Nexen Team Lead, and includes all facilities, infrastructure and other types of work which are related to such project.

“Nexen Rules of Work (NEBC)” means collectively, the various policies, procedures, standards, work practices and other relevant rules and regulations adopted for a Nexen Project to promote the safety, health and security of persons who are on a Nexen Site and the preservation of the Nexen Site environment, including:

- Nexen Definitions (NEBC),
- Nexen Site Rules Overview (NEBC),
- Nexen Access Policy (NEBC),
- Nexen Alcohol and Drug Policy (NEBC),
- Nexen Behaviour and Discipline Policy (NEBC), and
- Nexen Camp Rules (NEBC).

“Nexen Safety Manager” means a person Nexen appoints to be responsible for overall safety management for Nexen Sites.

“Nexen Security Canine Handler” means a person appointed by Owner and licenced by the British Columbia Justice Institute whose primary responsibility is to enforce Nexen Rules of Work (NEBC), with the use of a British Columbia Justice Institute licenced canine, and who ultimately reports to the Nexen Field Safety Supervisor.

“Nexen Security Coordinator” means a person appointed by Owner whose primary responsibility is to monitor and manage all aspects of NEBC field security.

“Nexen Security Officer” means a person appointed by Owner and licenced by the British Columbia Justice Institute whose primary responsibility is to enforce Nexen Rules of Work (NEBC) and who ultimately reports to the Nexen Field Safety Supervisor.

“Nexen Site” means the land upon which a Nexen Project is constructed and operated, and includes Nexen Drilling Sites.

“Nexen Supervisor” or **“Nexen Site Supervisor”** means a person appointed by Owner whose primary responsibility is to oversee activities as relevant to a specific activity or task in a specific and defined area.

“Nexen Team Lead” means any of the following Calgary-based personnel: the Nexen Drilling Superintendent, the Nexen Completions Superintendent, the Nexen Construction Superintendent, the Nexen Facilities Project Manager, the Nexen HSE&SD Manager and the Nexen Camp Superintendent.

“Nexen TOS Department” means the Owner’s technical and operational services group assigned to a Nexen Project.

“Nexen Website” means the online address for workers and visitors to find information regarding Nexen Sites in NEBC, including, but not limited to, Camp accommodation, crew transportation, road reports and Rules of Work.(NEBC). The Nexen Website is dillycreek.nexeninc.com (no www.).

“Photo ID Pass” means a card which must be scanned at an electronic data reader in order to allow an individual access to certain Nexen Sites or a particular area of certain Nexen Sites and which is issued by a Nexen Security Officer or his delegate.

“Primary Care Paramedic” means a paramedic licenced as a Primary Care Paramedic by the Province of British Columbia.

“Reasonable Cause” includes information established by the direct observation of a person’s conduct or other indicators, such as physical appearance or condition, including slurred speech, glassy eyes, lack of balance, flushed face, inability to concentrate, or the presence of Alcohol, Drugs or Drug Paraphernalia in the vicinity of the person.

“Regulatory Official” means a representative of a government agency who has authority to access the Nexen Site for the purposes of investigation or inspection, including without limitation occupational health & safety, environment, and other government representatives.

“Sanctionable Event” Any Incident which has or will likely result in legal proceedings (including charges, sanctions, fines, claims or litigation) against the Owner. A Sanctionable Event may include situations where the actual consequences were minor; however under slightly different circumstances had the potential to have major consequences. When there is any doubt, a Nexen legal representative shall be contacted by phone immediately. The legal representative(s) named in each division’s ERP or on the Nexen website, are the lawyers that need to be notified.

“Security Trailer” means the trailer at or near the entrance to a Nexen Site which serves as the main office for the Nexen Security Officers.

“TOS” means Technical and Operational Services.

“Union Official” means a representative of an association or union, usually a business agent or manager.

“Vehicle Pass” means a pass which must be scanned at an electronic data reader in order to allow the vehicle access to the Nexen Site or a particular area of the Nexen Site.

“VIP Room” means an executive bedroom in a Nexen Camp.

“Visitor” means an individual who visits a Nexen Site on a temporary basis and has not completed a Nexen Orientation Session. The term “Visitor” includes without limitation Owner management personnel; sales representatives, suppliers and customers; Regulatory Officials; Union Officials; external emergency response teams; and guests on an authorized tour as defined in Addendum 1.

“Visitor Criteria” means the document setting out training and expectations for Visitors to a Nexen Site.

“Visitor’s Orientation” means a presentation setting out general safety and environment information related to activities on a Nexen Site.

“Visitor’s Pass” means a temporary pass given to an individual that allows him/her to access the Nexen Site or a particular area of the Nexen Site and which is issued by a Nexen Security Officer or his delegate.

“Worker” means any person working on a Nexen Site and under the direct or indirect control of the Nexen Team Lead, whether as a Contractor, or as an employee or consultant to an Owner or a Contractor.

NEXEN INC.

TECHNICAL & OPERATIONAL SERVICES ("TOS")

RULES OF WORK (NEBC)

2

NEXEN SITE RULES OVERVIEW (NEBC)

REV.	DATE	DESCRIPTION	Manager Project Execution - Technical & Operational Services - NEBC	Health, Safety Environment, & Surface Development Manager - NEBC	Senior Legal Counsel	Corporate Security	Management Process & Security Coordinator - NEBC	Camp Superintendent - NEBC	Safety Lead - NEBC	Vice President - Technical & Operational Services	Health, Safety Environment, & Surface Development - Senior Manager	Human Resources Manager - Corporate
2	Nov. 2010	Issued for Project Use	Ron Andrews <i>Ron Andrews</i>	Paul Cawood <i>Paul Cawood</i>	Elena Zaldivar <i>Elena Zaldivar</i>	Perry Kuzma <i>Perry Kuzma</i>	Michael Arthurs <i>Michael Arthurs</i>	Oryst Nazarko <i>Oryst Nazarko</i>	Mark Badick <i>Mark Badick</i>	Brad Muir <i>Brad Muir</i>	Andrew Hamilton <i>Andrew Hamilton</i>	Teresa Darcangelo <i>Teresa Darcangelo</i>
		Signatures	<i>[Signatures of all listed managers]</i>									

Revision 2 Updated November 2010

NEXEN SITE RULES OVERVIEW (NEBC)

Capitalized words and terms used in this Nexen Site Rules Overview (NEBC) are defined in the portion of the Nexen Rules of Work (NEBC) entitled ***Nexen Definitions (NEBC)***.

Anyone found violating this Nexen Site Rules Overview (NEBC) is subject to corrective action under the portion of the Nexen Rules of Work (NEBC) entitled ***Nexen Behaviour and Discipline Policy (NEBC)***.

1. PURPOSE

Execution of Nexen TOS Department service work on a Nexen Project is the responsibility of the Nexen TOS Department. Nexen Rules of Work (NEBC) promote the safety, health and security of all persons who are on a Nexen Site.

2. APPLICATION OF THE NEXEN RULES OF WORK (NEBC)

2.1 The Nexen Rules of Work (NEBC) apply to all persons working at or visiting a Nexen Site.

2.2 All persons accessing a Nexen Site to perform work or visiting are accountable to the Nexen TOS Department.

3. SUMMARY OF NEXEN RULES OF WORK (NEBC)

3.1 A person on a Nexen Site may not:

- (a) smoke unless in an area clearly marked as a space in which smoking is allowed;
- (b) commit any act which disrupts the peace and good order of the Nexen Site, threatens the safety or well-being of any other person or may harm the environment;
- (c) have a pet at a Nexen Site without prior written approval from the Nexen Safety Manager;
- (d) harass wildlife or feed or leave food for wildlife at a Nexen Site;
- (e) possess Contraband;
- (f) gamble;
- (g) possess, use or solicit Alcohol, Drugs or Drug Paraphernalia, in contravention of the portion of the Nexen Rules of Work (NEBC) 4 entitled ***Nexen Alcohol & Drug Policy (NEBC)***; or
- (h) tamper with fire detection or fire fighting equipment or any other equipment.

3.2 A person on a Nexen Site must immediately report:

- (a) any theft, vandalism or suspicious act which takes place on the Nexen Site and of which the person becomes aware; or
- (b) any wildlife death or injuries on the Nexen Site to a Nexen Field Team Lead.

3.3 **Access**

- (a) All persons requiring access to a Nexen Site must first check in with and produce a valid identification to a Nexen Security Officer, Nexen Field Team Lead or designate.
- (b) If arriving between 22:00 hrs and 05:00 hrs, check in with a Nexen Security Officer or a Nexen Security Canine Handler for orientation and room key. Full orientation must be completed the next morning prior to proceeding to work site.
- (c) All persons must complete all applicable orientation sessions prior to entering a Nexen Site and / or proceeding to work.
- (d) All persons requiring access to a Nexen Site must immediately report to the Nexen Field Team Lead to receive a site specific orientation, and to sign in and out of the premises.
- (e) Upon completion of applicable orientation sessions, each person will be issued a sticker which must be displayed at all times on his/her hardhat while on the Nexen Site.
- (f) Workers and Visitors who require access to a Nexen Site where Access Cards and Vehicle Passes are required must report to the Nexen Field Safety Advisor or designate for receipt of an Access Card and a Vehicle Pass (as applicable).
- (g) Security cameras may be used to monitor access to Nexen Sites (including without limitation Nexen Camps).
- (h) Refer to the ***Nexen Access Policy (NEBC)*** for more detailed information regarding access and orientation sessions.

3.4 **Vehicles**

- (a) A person may not drive a vehicle on a Nexen Site unless he/she has a valid driver's license and complies with provincial laws regulating public roadways, including the obligation to use seat belts and adhering to the speed limit.
- (b) A person driving a vehicle on a Nexen Site must travel only on designated right-of-way and access roads.
- (c) No person may drive a personal ATV or a snowmobile on a Nexen Site without authorization from a Nexen representative.
- (d) On Nexen Sites where Vehicle Passes are required, all persons must obtain a Vehicle Pass from the Nexen Field Safety Advisor, or designate, in order to obtain vehicle access to the Nexen Site.
- (e) Disciplinary action for traffic incidents is laid out under Appendix III of the ***Nexen Behaviour & Discipline Policy (NEBC)***.

Refer to the ***Nexen Access Policy (NEBC)*** for additional information regarding vehicle access and operation.

3.5 **Searches**

- (a) Random vehicle and baggage searches may be conducted at any time by a Nexen Security Officer and / or Nexen Security Canine Handler to ensure that all Nexen Camp Residents, Workers and Visitors are adhering to the ***Nexen Camp Rules (NEBC)***. Refer to the ***Nexen Camp Rules (NEBC)*** for additional information regarding searches at Nexen Sites.
- (b) As a condition of entry to a Nexen Site, any person entering or leaving a Nexen Site agrees to allow a Nexen Security Officer and / or Nexen Security Canine Handler to inspect any luggage, parcel, package or container in the person's possession and cooperate with the Nexen Security Officer and / or Nexen Security Canine Handler to facilitate the search.
- (c) A Nexen Security Officer and / or Nexen Security Canine Handler may deny permission to enter a Nexen Site to any person in a vehicle whose operator has withheld permission to search the vehicle.
- (d) Refer to the ***Nexen Access Policy (NEBC)***, ***Nexen Alcohol & Drug Policy (NEBC)***, and the ***Nexen Behaviour and Discipline Policy (NEBC)*** for detailed information regarding searches, prohibited possessions, and Corrective Measures.

4. **VIOLATION OF NEXEN RULES OF WORK (NEBC) AND SANCTIONS**

- 4.1 Violations of the Nexen Rules of Work (NEBC) and the resulting corrective action measures for such violations will be dealt with in accordance with the ***Nexen Behaviour and Discipline Policy (NEBC)***.
- 4.2 Appropriate sanctions will depend on the situation, including the nature of the violation, and the existence of prior corrective action measures as a result of violations on any Nexen Premises.
- 4.3 A person who has violated the Nexen Rules of Work may be required to leave the Nexen Site, and at the sole discretion of Nexen, may be banned from any Nexen Premises.


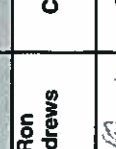
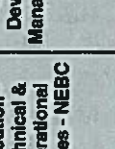
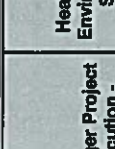






NEXEN INC.

TECHNICAL & OPERATIONAL SERVICES ("TOS")

RULES OF WORK (NEBC)

3

NEXEN ACCESS POLICY (NEBC)

REV.	DATE	DESCRIPTION	Manager Project Execution - Technical & Operational Services - NEBC	Health, Safety Environment, & Surface Development Manager - NEBC	Senior Legal Counsel	Corporate Security	Management Process & Security Coordinator - NEBC	Camp Superintendent - NEBC	Safety Lead - NEBC	Vice President - Technical & Operational Services	Health, Safety Environment, & Surface Development Senior Manager	Human Resources Manager - Corporate
2	Nov. 2010	Issued for Project Use	Ron Andrews 	Paul Cawood 	Elena Zaldivar 	Perry Kuzma 	Michael Arthurs 	Oryst Nazarko 	Mark Badick 	Brad Muir 	Andrew Hamilton 	Teresa Darcangelo 
		Signatures										

Revision 2 Updated November 2010

NEXEN ACCESS POLICY (NEBC)

Capitalized words and terms used in this Nexen Access Policy (NEBC) are defined in the portion of the Nexen Rules of Work (NEBC) entitled ***Nexen Definitions (NEBC)***.

Anyone found violating any section of this Nexen Access Policy (NEBC) is subject to corrective action under the portion of the Nexen Rules of Work (NEBC) entitled ***Nexen Behaviour and Discipline Policy (NEBC)***.

1. PURPOSE

To provide a comprehensive overview of the access procedures for Nexen TOS Department personnel, Contractors, Workers and Visitors accessing Nexen Sites and Nexen Camps.

2. INITIAL ACCESS TO NEXEN SITE

2.1 Every person wishing to access a Nexen Site must first check in with a Nexen Site supervisor,, Nexen Field Camp Coordinator, Nexen Security Officer, Nexen Security Canine Handler or a designate.

2.2 The onsite Nexen Supervisor, Nexen Field Camp Coordinator, Nexen Security Officer, Nexen Security Canine Handler or a designate will direct Visitors to the appropriate area within the Nexen Camp for a Visitor's Orientation. In addition to the Visitor's Orientation, Visitors must successfully complete site-specific orientations prior to proceeding anywhere on a Nexen Site. The Nexen Supervisor or a designate will direct Visitors to the location of the appropriate site-specific orientation.

2.3 The onsite Nexen Security Officer, Nexen Security Canine Handler or a designate will direct Workers to the appropriate area within the Nexen Camp for a Nexen Orientation Session and to complete check in procedures for the Nexen Camp. Upon successful completion of the Nexen Orientation Session, Workers will be issued a sticker which must be displayed on their hardhat. In addition to the Nexen Orientation Session, Workers must successfully complete site-specific orientations and signoff prior to proceeding anywhere on the Nexen Site.

3. ACCESS TO NEXEN CAMP AND OTHER PORTIONS OF NEXEN SITE

3.1 A Nexen Security Officer, Nexen Security Canine Handler or designate may request permission of the operator of any vehicle entering a Nexen Site to search the vehicle for Contraband.

3.2 A Nexen Security Officer, Nexen Security Canine Handler or designate may deny permission to enter a Nexen Site to any person in a vehicle whose operator has withheld permission to search the vehicle or to any person who fails to produce valid identification.

3.3 As a condition of entry to a Nexen Site, any person entering or leaving a Nexen Site agrees to allow a Nexen Security Officer, Nexen Security Canine Handler or designate

to inspect any luggage, parcel, package or container in the person's possession and to cooperate with the Nexen Security Officer, Nexen Security Canine Handler or designate to facilitate the search.

- 3.4 Workers and Visitors entering the Nexen Site will be subject to the ***Nexen Behaviour and Discipline Policy (NEBC)*** if found to be in contravention of the Nexen Rules of Work (NEBC).

4. ACCESS TO WORK SITES

- 4.1 When entering a well site or other work area on a Nexen Site, all personnel (including all Contractors, Workers and Visitors) must immediately report to the Nexen Field Team Lead.
- 4.2 In addition to the Nexen Orientation Session or the Visitor's Orientation, as applicable, Workers and Visitors must sign in and produce valid identification and receive a work site specific orientation prior to proceeding.
- 4.3 Workers and Visitors must check out with the Nexen Field Team Lead prior to leaving the work site.

5. VEHICLE ACCESS, REGULATIONS AND PARKING

- 5.1 A person may not drive a vehicle on a Nexen Site unless he/she has a valid driver's license and complies with provincial laws regulating public roadways, including the obligation to use seat belts.
- 5.2 No person may drive a personal ATV or a snowmobile on a Nexen Site without authorization from a Nexen representative.
- 5.3 A person may not drive a vehicle on a Nexen Site at a speed in excess of the posted speed limit. Within Nexen Camp areas, the speed limit is 15 kilometres per hour.
- 5.4 A person driving a vehicle on a Nexen Site for any purpose must travel only on designated rights-of-way and access roads.
- 5.5 Anyone accessing a Nexen Site in a vehicle must only park in designated areas and must follow Nexen parking policies, as applicable.

NEXEN INC.

TECHNICAL & OPERATIONAL SERVICES ("TOS")

RULES OF WORK (NEBC) 4

Nexen Alcohol & Drug Policy (NEBC)

(Enhancement of Nexen Corporate Policy HR249, Alcohol & Drugs)

REV.	DATE	DESCRIPTION	Manager Project Execution - Technical & Operational Services - NEBC	Health, Safety Environment, & Surface Development Manager - NEBC	Senior Legal Counsel	Corporate Security	Management Process & Security Coordinator - NEBC	Camp Superintendent - NEBC	Safety Lead - NEBC	Vice President - Technical & Operational Services	Health, Safety Environment, & Surface Development - Senior Manager	Human Resources Manager - Corporate
2	Nov. 2010	Issued for Project Use	Ron Andrews <i>Ron Andrews</i>	Paul Cawood <i>Paul Cawood</i>	Elena Zaidivar <i>Elena Zaidivar</i>	Perry Kuzma <i>Perry Kuzma</i>	Michael Arthurs <i>Michael Arthurs</i>	Oryst Nazarko <i>Oryst Nazarko</i>	Mark Badick <i>Mark Badick</i>	Brad Muir <i>Brad Muir</i>	Andrew Hamilton <i>Andrew Hamilton</i>	Teresa Darcangelo <i>Teresa Darcangelo</i>
		Signatures	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Revision 2 Updated November 2010

NEXEN ALCOHOL & DRUG POLICY (NEBC)

Capitalized words and terms used in this Nexen Alcohol & Drug Policy (NEBC) are defined in the portion of the Nexen Rules of Work (NEBC) entitled ***Nexen Definitions (NEBC)***.

Anyone found violating this Nexen Alcohol and Drug Policy (NEBC) is subject to corrective action under the portion of the Nexen Rules of Work (NEBC) entitled ***Nexen Behaviour and Discipline Policy (NEBC)***.

1. PURPOSE

To explain the enhancements on certain provisions described in Nexen's Corporate Policy HR249 - Alcohol & Drugs including the addendum, "Requirements for Contractors".

2. ENHANCEMENTS

- 2.1 The provisions of Nexen's Corporate Policy HR249 – Alcohol & Drugs, including the addendum "Requirements for Contractors", apply to all Workers and Visitors on a Nexen Site, subject to the enhancements set out in this ***Nexen Alcohol and Drug Policy (NEBC)*** (collectively referred to in this document as "***Nexen's Corporate Policy***").
- 2.2 Possession of Alcohol in any quantity, whether in a sealed or open container, is prohibited on Nexen Premises.
- 2.3 Behavioural expectations and corrective measures provisions shall be as described in the portion of the Nexen Rules of Work (NEBC) entitled ***Nexen Behaviour & Discipline Policy (NEBC)***.
- 2.4 The applicable Nexen Field Team Lead and the Nexen Field Safety Advisor are the staff resources readily available on the Nexen TOS Department field team for support and advice. All such support and advice shall be provided as outlined in the portions of the Nexen Rules of Work (NEBC) entitled ***Nexen Camp Rules (NEBC)*** and ***Nexen Behaviour & Discipline Policy (NEBC)***.
- 2.5 Any Nexen worksite supervisor, including but not limited to those persons identified in paragraph 2.4 above, has the right and the obligation to request that Drug Testing and/or Alcohol Testing be conducted if he or she has Reasonable Cause to believe that a Worker or Visitor on a Nexen Site is using or is under the influence of Alcohol or Drugs. Reasonable Cause can be based on, but not limited to, a person's actions, appearance or conduct. The decision to conduct Alcohol Testing and/or Drug Testing shall be made by the worksite supervisor, with the concurrence of a Nexen Field Team Lead or in the case of post incident testing, the Nexen Field Safety Advisor.
- 2.6 For "post incident" and "Reasonable Cause" Drug Testing and/or Alcohol Testing, the testing must be completed in a manner consistent with the Nexen Corporate Policy and related procedures, or the Contractor's Alcohol & Drug policy and procedures (where the Contractor's Alcohol & Drug policy and procedures meet or exceed Nexen's Corporate Policy and related procedures as stated in standard Nexen contracts).

- 2.7 Nexen has arranged to have on-site Drug and/or Alcohol Point of Collection Testing (“POCT”) services provided by a third-party. These services have been deemed to meet the requirements described in Nexen’s Corporate Policy and related procedures. Contractors may arrange to utilize these services at their own discretion and expense.
- 2.8 The following process will be followed to manage Drug Testing:
- Visual contact with the individual to be tested will be provided by a Nexen Security Officer and/or Nexen Security Canine Handler and/or Contractor supervisor, or in the absence of a Contractor supervisor, a Nexen Field Team Lead, prior to testing to prevent any attempts to tamper with the Drug Testing or the samples to be provided as part of the Drug Testing.
 - Individuals testing “non-negative” will not be allowed to return to work unless and until such time as the laboratory Medical Review Officer overturns the initially indicated result and the individual is deemed “fit for work”. In the event that the individual is deemed “fit for work”, the individual may be reinstated. The Nexen corrective action policy must be followed if the individual who previously tested “non-negative” and later deemed fit for work, is a Nexen employee.
 - The After Dismissal Procedure set out in the ***Nexen Behaviour & Discipline Policy (NEBC)*** will be followed to ensure an individual is removed to a safe location. Contractors will be responsible for relevant costs incurred.
- 2.9 When conducting Alcohol Testing, the following process will be followed:
- Alcohol Testing onsite will be conducted using a breathalyser, which will be operated, calibrated and maintained by the designated and certified third-party service provider.
 - Any indication of Alcohol concentration of 0.02% blood alcohol content (BAC) or greater will be grounds for removal from Nexen Premises.
 - A repeat breath sample will be provided based on the protocols developed by the third-party Alcohol Testing and Drug Testing service provider to confirm the presence of Alcohol. The level of Alcohol from both samples will be recorded on the testing form provided by the manufacturer.
 - The After Dismissal Procedure set out in the ***Nexen Behaviour & Discipline Policy (NEBC)*** will be followed to ensure an individual is removed to a safe location. Contractors will be responsible for relevant costs incurred.





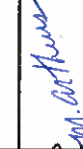
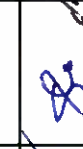




NEXEN INC.

TECHNICAL & OPERATIONAL SERVICES ("TOS")

RULES OF WORK (NEBC)

5

NEXEN BEHAVIOUR & DISCIPLINE POLICY (NEBC)

REV.	DATE	DESCRIPTION	Manager Project Execution - Technical & Operational Services - NEBC	Health, Safety Environment, & Surface Development Manager - NEBC	Senior Legal Counsel	Corporate Security	Management Process & Security Coordinator - NEBC	Camp Superintendent - NEBC	Safety Lead - NEBC	Vice President - Technical & Operational Services	Health, Safety Environment, & Surface Development - Senior Manager	Human Resources Manager - Corporate
2	Nov. 2010	Issued for Project Use	Ron Andrews	Paul Cawood	Elena Zaldivar	Perry Kuzma	Michael Arthurs	Oryst Nazarko	Mark Badick	Brad Muir	Andrew Hamilton	Teresa Darcangelo
		Signatures										

Revision 2 Updated November 2010

NEXEN BEHAVIOUR & DISCIPLINE POLICY (NEBC)

Capitalized words and terms used in this Nexen Behaviour & Discipline Policy (NEBC) are defined in the portion of the Nexen Rules of Work (NEBC) entitled ***Nexen Definitions (NEBC)***.

1. PURPOSE

To outline Corrective Measures for violations involving Nexen **TOS** Department personnel or Contractors, Workers or Visitors whether occurring on or at Nexen Premises, Nexen Sites, Nexen Camps, or work sites, when using Nexen Project or Nexen owned or rented equipment, or when conducting work under the direction of the Nexen TOS Department.

- 1.1 This policy shall be utilized by Nexen and Contractors to ensure that everyone working under the direction of the Nexen TOS Department takes ownership of their conduct by:
 - (a) following health, safety and environment processes;
 - (b) adhering to Nexen Rules Of Work (NEBC);
 - (c) correcting inappropriate behaviour;
 - (d) promoting a team atmosphere; and
 - (e) administering Corrective Measures fairly and consistently.
- 1.2 The intent of this policy is to promote appropriate behaviour, rather than being punitive; however Nexen will take all necessary action to ensure no harm to people, environment, assets or its reputation occurs.
- 1.3 For clarity, the terms "Workers" and "Visitors" as used in this ***Nexen Behaviour & Discipline Policy (NEBC)*** specifically includes Contractor's and Nexen's personnel.
- 1.4 Additional details of the reporting and investigation requirements for Incidents are set out in the contractor safety, environment and social responsibility handbook and the COG safety management system.

2. PREREQUISITES

- 2.1 All Contractors shall have a valid Contract Document in place prior to arriving to conduct work at a Nexen Site.
- 2.2 All Nexen personnel and Contractors, Workers and Visitors must receive general and worksite-specific orientations as outlined in the ***Nexen Access Policy (NEBC)***.
- 2.3 All Visitors and Workers shall comply with the Nexen Rules of Work (NEBC) and with any other instruction issued by or on behalf of Nexen.

3. NOTIFICATION

- 3.1 Visitors and Workers shall report any safety or security incidents immediately to their supervisor, the Nexen Field Team Lead, a Nexen Field Safety Advisor or a Nexen Security Officer.

4. KEY POINTS

4.1 General Overview

The focus of this policy is to ensure consistency in Corrective Measures being taken on all Nexen Sites and in all Nexen Camps.

4.1.1 Visitors and Workers may be disciplined or suspended, or the Contract Document under which the Contractor is working may be terminated, for Incidents, serious misconduct or major breaches of the Nexen Rules of Work (NEBC). This includes, but is not limited to:

- (a) possession of Contraband;
- (b) being under the influence of Drugs or Alcohol;
- (c) theft of money, equipment or property or possession of stolen goods;
- (d) abuse or misuse of Nexen's equipment, property or time;
- (e) disregard for Nexen Rules of Work (NEBC), other safety rules or failure to follow appropriate standards, procedures or work practices;
- (f) Harassment, intimidation or violence; and/or
- (g) falsifying information.

4.2 Investigation and Disciplinary Process

4.2.1 In the event of a suspected rule violation, the functional Nexen Field Team Lead and Nexen Field Safety Supervisor shall be notified IMMEDIATELY. Any individual that believes an act may cause harm, damage or contravene any Nexen rule or any applicable laws and regulations, must report as soon as it is reasonably practicable to any Nexen Field Team Lead or Nexen Field Safety Supervisor. The functional Nexen Field Team Lead responsible for the person causing the violation shall lead an investigation of the Incident. Members of the investigation team shall include but not be limited to the following persons:

- Contactor supervisor (if applicable);
- Nexen Security Officer and / or Nexen Security Canine Handler; and/or
- Nexen Field Safety Advisor

4.2.1.1 In a situation where the violation also results in an HSE&SR incident, the Nexen Field Safety Supervisor shall launch an Incident investigation in accordance with the COG Safety Management System (SMS).

- 4.2.1.2 The Nexen Field Safety Supervisor or his delegate shall inform the Nexen Security Officers and / or Nexen Security Canine Handler of the pending investigation.
 - 4.2.1.3 All pertinent details of a violation including reports, statements, evidence and recommendations, as well as the individual's behaviour and discipline history with the Nexen Project will be taken into account.
 - 4.2.1.4 Should the incident potentially involve fines, sanctions and/or claims, Nexen Field Safety Supervisor is to notify Nexen legal department.
 - 4.2.2 The Nexen Field Safety Supervisor or the Nexen Security Officer or the Nexen Security Canine Handler, in conjunction with the Nexen Field Team Lead, can directly sanction Corrective Measures for all "low severity" Incidents based on the criteria and Corrective Measures outlined in Appendices II and III.
 - 4.2.3 For all medium and high risk Incidents, the Nexen Team Lead shall initiate a meeting and select members to form the Corrective Measures Team.
 - 4.2.3.1 The Corrective Measures Team will review all relevant details of an Incident such as reports, statements, evidence, recommendations, and the individual's behaviour and discipline history with the Nexen Project. After considering all of the details, the Corrective Measures Team will implement the appropriate Corrective Measures.
 - 4.2.3.2 The criteria outlined in Appendices I, II and III will be considered as a guide only and each Corrective Measure will be determined on a case by case basis. A written decision will be provided to the individual involved.
 - 4.2.3.3 The Corrective Measures Team shall consist of any **two** of the following field personnel. Note, if the incident involves a Nexen employee, the appropriate Nexen HR Manager must be a member of the Corrective Measures Team:
 - (i) Nexen Field Team Lead;
 - (ii) Nexen Field Camp Coordinator;
 - (iii) Nexen Field Safety Supervisor;;
 - (iv) Nexen Security Officer; and / or
 - (v) Nexen Security Canine Handler
- Plus** any **one** of the following Calgary-based personnel:
- (i) Nexen Team Lead;
 - (ii) Nexen Camp Superintendent;
 - (iii) Nexen Safety Manager;
 - (iv) Nexen NEBC HSE&SD Manager;

- (v) Relevant Nexen HR Manager (if the incident involves a Nexen employee).
- 4.2.3.4 Should the Incident be a Sanctionable Event, the Nexen Field Safety Supervisor must notify the Nexen legal department.
- 4.2.4 The sanctioned person, accompanied by his or her direct supervisor, will be given an opportunity to discuss the violation and the proposed Corrective Measures with the Corrective Measures Team.
 - 4.2.4.1 The discussions may include the seriousness of the violation; the appropriateness of the disciplinary action; the person's previous employment record and record of discipline; and any mitigating factors such as provocation, misunderstanding, impulse, premeditation, and other like items.
 - 4.2.4.2 If as a result of the discussions the person is exonerated of wrong doing, no Corrective Measures shall be taken and no record of the Incident will be made.
- 4.2.5 The decision of the Corrective Measures Team will be final in terms of further involvement of field personnel under investigation on Nexen NEBC premises. If the sanctioned person or his/her employer wishes to appeal the decision of the Corrective Measures Team they must serve notice in writing to the applicable Nexen Team Lead within one week of notification of the Corrective Measures. The applicable Nexen Team Lead will launch a review, soliciting assistance from Nexen TOS Department field and office supervisory personnel, Nexen's legal department, Nexen corporate security and Nexen's human resources department, as required.
 - 4.2.5.1 The sanctioned person will not be permitted to return to any Nexen Site or Nexen Premises during the review.
 - 4.2.5.2 A meeting will be held between the review team, the sanctioned person and his or her supervisor/manager to discuss the final conclusion.
- 4.2.6 Where the sanctioned Worker is a Contractor or Contractor employee, all communications of Corrective Measures and the written report of the Corrective Measures Team's findings will be forwarded by the Nexen Field Team Lead to the Contractor employee employing the Worker, with a copy, where applicable, to the appropriate Contract Administrator. The Contractor shall forward a copy of the written report and any other communications to the Worker.
- 4.2.7 All violation investigations resulting in Corrective Measures shall be maintained confidentially in a secure Nexen Project-specific Corrective Measures database and follow Corporate Policy A106 (Privacy of Personal Information). All potential Visitors, Workers and Contractors to the Nexen Project will have their names confirmed against the cumulative Nexen Project-specific Corrective Measures list.

4.2.8 The Nexen Field Team Lead or his/her delegate shall maintain a record of all Incidents and the Corrective Measures (maintained by Nexen's Corporate alcohol and drug coordinator) taken in respect of each Incident. If incident involves a Nexen employee, all correction measures (documented) will be sent to the relevant Nexen HR Manager for placement in the employee's file housed in Calgary.

4.3 Reporting

4.3.1 For low and medium severity Incidents, if a Visitor or Worker has not been involved in any further Incidents within a period of twelve (12) consecutive months, the Incident will be excluded from any future Corrective Measures which may be taken against the individual.

4.3.2 High severity Incidents shall be retained in a Nexen Project-specific Corrective Measures database as described in 4.2.7, above. and may be referenced if any other Incidents involving the same Visitor or Worker occur.

4.3.3 Nexen Field Team Lead shall notify Nexen's Security Coordinator of individuals released and Nexen's security coordinator shall update relevant Nexen Incident databases.

4.4 REINSTATEMENT OF VISITORS OR WORKERS

- i) Once the minimum duration of the Corrective Measure has elapsed, the Visitor or Worker may request a reinstatement. A written request shall be submitted to the applicable Nexen Team Lead or his/her delegate, giving details of the actions taken to correct the inappropriate behaviour and the steps taken to prevent any reoccurrence.
- ii) The applicable Nexen Team Lead will review the request for reinstatement with the appropriate members of the Corrective Measures Team and advise the Visitor or Worker of the decision in writing.
- iii) All requests for reinstatement and the decisions taken will be forwarded to the Nexen Field Team Lead for entry into the Corrective Measures database.
- iv) The Nexen Field Team Lead or his/her delegate shall maintain a record of all requests for reinstatement and the decisions taken in respect of each Incident as maintained in 4.2.7 and 4.3.3.
- v) The Nexen Field Team Lead or his/her delegate shall notify all Nexen Security Officers and Nexen Security Canine Handlers of individuals reinstated.

5. IMPLEMENTATION

Nexen and Contractors shall ensure implementation of this procedure within their areas of accountability. Nexen reserves the right to supersede this Nexen Behaviour and Discipline Policy (NEBC) with its relevant internal corporate corrective action programs.

6. AFTER DISMISSAL PROCEDURE

- 6.1 For individuals dismissed from a Nexen Project for Alcohol and/or Drug related offences, the following procedures will apply. These procedures will be completed promptly and effectively. Contractor's will be responsible for their relevant incurred costs.
- 6.1.1 The individual's supervisor (or the supervisor's designate) will maintain continuous observation during the collection and packing of the individual's personal belongings.
 - 6.1.2 The individual's supervisor (or the supervisor's designate) will ensure that items associated with the Nexen Project are returned (e.g., Camp Room keys, card-locks, radios, etc.)
 - 6.1.3 The individual will be escorted off the Nexen Site by the individual's supervisor (or the supervisor's designate) to a secure and safe location.
 - 6.1.4 If the individual is currently under the influence of Drugs or Alcohol, the individual's supervisor (or the supervisor's designate) will remove the individual as soon as it is reasonably practicable. The Contractor employing the individual, in consultation with a Nexen Security Officer (or designate), will maintain control of the individual until such time as the individual is fit for removal.
 - 6.1.5 The Nexen Field Team Lead / Contractor employing the individual will ensure that transportation for the individual's safe return home has been arranged.
 - 6.1.6 The Nexen Field Team Lead / Contractor employing the individual will supply the name of the individual to a Nexen Security Officer (or designate) advising them of the situation.
- 6.2 If an individual is dismissed due to substandard work performance or personality conflict reasons, the following procedures will apply:
- 6.2.1 The individual's supervisor (or the supervisor's designate) will be responsible to maintain continuous observation during the individual's collection and packing of their personal belongings.
 - 6.2.2 The individual's supervisor (or the supervisor's designate) will ensure that items associated with the Nexen Project are returned (e.g., Camp Room keys, card-locks, radios etc.)
 - 6.2.3 The Nexen Field Team Lead / Contractor employing the individual will ensure that transportation for the individual's safe return home has been arranged.
 - 6.2.4 The Nexen Field Team Lead / Contractor will supply the name of the individual to a Nexen Security Officer (or designate) advising same of the situation.

APPENDIX I

DISCIPLINARY ACTION FOR DRUG AND ALCOHOL RELATED INCIDENTS

All Nexen personnel and Contractors including Workers and Visitors on any Nexen Site who fail to meet the standards of Nexen Corporate Policy HR249 - Alcohol & Drugs including the addendum, "Requirements for Contractors", and the enhancements set out in the **Nexen Alcohol and Drug Policy (NEBC)**, are subject to the Corrective Measures set forth in this Appendix I. If the incident involves a Nexen employee, the appropriate Nexen HR Manager must be notified as soon as possible. Should the incident involve fines, sanctions and/or claims, Nexen Field Safety Supervisor is to notify Nexen Legal department

Any breach that is related to the following will be considered as high severity Incidents:

- possession, use or solicitation of Alcohol, Drugs or Drug Paraphernalia on a Nexen Site;
- two positive Alcohol breathalyser results above a BAC of 0.02%
- a non-negative result from Drug Testing
- refusing to submit to Alcohol Testing or Drug Testing where Reasonable Cause exists or after an Incident;
- any undue delay in submitting to Alcohol Testing or Drug Testing where Reasonable Cause exists or after an Incident; or
- tampering or attempting to tamper with the results of Alcohol Testing or Drug Testing.

	screening concentration equal to or in excess of ng/ml	confirmation concentration equal to or in excess of ng/ml
marijuana metabolites	50 ng/ml	15 ng/ml
cocaine metabolites	150 ng/ml	100 ng/ml
opiate metabolites	2000 ng/ml	2000 ng/ml
phencyclidine	25 ng/ml	25 ng/ml
amphetamines	500 ng/ml	250 ng/ml

HIGH SEVERITY

- 1st Occurrence – suspension from all Nexen Sites (maximum - indefinite, minimum - 12 months)
- 2nd Occurrence – lifetime suspension from all Nexen Sites

Note: In a situation where the Incident included possession of Drugs or Drug Paraphernalia, the matter will be referred to the RCMP for further handling.

Should the incident be a Sanctionable Event (including charges, sanctions, fines, claims or litigation), Nexen Field Safety Supervisor is to notify Nexen Legal department.

APPENDIX II

DISCIPLINARY ACTION FOR INTERPERSONAL, PERSONAL AND PROPERTY RELATED INCIDENTS

NO.	TYPE OF INCIDENT	SEVERITY		
		LOW	MEDIUM	HIGH
1.	failing to wear personal protective equipment	X ⁽¹⁾	X ⁽¹⁾	
2.	breach of confidentiality/privacy	X ⁽¹⁾	X ⁽¹⁾⁽²⁾	X ⁽²⁾
3.	inappropriate behaviour	X ⁽¹⁾	X ⁽¹⁾⁽²⁾	X ⁽²⁾
4.	smoking in areas other than in designated smoking areas (excluding Hot Areas)		X	
5.	smoking or use of non-intrinsically safe device in a Hot Area			X
6.	abuse of authority/abuse of trust/fraud/forgery		X ⁽²⁾	X ⁽²⁾
7.	discrimination		X ⁽²⁾	X ⁽²⁾
8.	mischief or wilful damage		X ⁽²⁾	X ⁽²⁾
9.	threats, verbal abuse, intimidation or Harassment		X ⁽²⁾	X ⁽²⁾
10.	misuse of property or equipment		X ⁽²⁾	X ⁽²⁾
11.	failure to follow Nexen Rules of Work (NEBC)		X ⁽²⁾	X ⁽²⁾
12.	physical assault			X
13.	possession of prohibited weapons/weapons deemed offensive/ammunition/explosives on Nexen Premises		X ⁽²⁾	X
14.	sabotage			X
15.	theft of assets or proprietary information			X
16.	possession of stolen property			X

(1) Subject to the process as laid out in sub-section 4.2.3 of this Nexen Behaviour & Discipline Policy

(2) Subject to the process as laid out in sub-section 4.2.4 of this Nexen Behaviour & Discipline Policy

LOW SEVERITY

- 1st Occurrence – documented oral warning and/or written reprimand
- 2nd Occurrence – violation may be considered medium severity subject to pending situational review as outlined in 4.2 of this Nexen Behaviour & Discipline Policy

MEDIUM SEVERITY

- 1st Occurrence – written reprimand
- 2nd Occurrence – suspension from Nexen Premises and Nexen Sites (maximum – indefinite, minimum – 6 months)
- 3rd Occurrence – suspension from Nexen Premises and all Nexen Sites (maximum – indefinite, minimum – 12 months)

HIGH SEVERITY

- 1st Occurrence – suspension from Nexen Premises and all Nexen Sites (maximum – indefinite, minimum – 6 months)
- 2nd Occurrence – suspension from Nexen Premises and all Nexen Sites (maximum – indefinite, minimum – 12 months)
- 3rd Occurrence – lifetime suspension from Nexen Premises and all Nexen Sites

Should the incident be a Sanctionable Event (including charges, sanctions, fines, claims or litigation), Nexen Field Safety Supervisor is to notify Nexen Legal department.

**APPENDIX III
 DISCIPLINARY ACTION FOR TRAFFIC INCIDENTS**

NO.	TYPE OF INCIDENT	SEVERITY		
		LOW	MEDIUM	HIGH
1.	failing to wear a seat belt	X ⁽¹⁾		
2.	failing to obey posted signs/signals	X ⁽¹⁾	X ⁽¹⁾	
3.	parking in a no parking area or restricted area or blocking a fire hydrant	X ⁽¹⁾	X ⁽¹⁾	
4.	speeding - up to 20 km/h over the posted limit - 21 to 40 km/h over the posted limit - greater than 40 km/h over the posted limit	X ⁽¹⁾	X ⁽²⁾	X ⁽²⁾
5.	failing to stop at a stop sign	X ⁽¹⁾	X ⁽²⁾	
6.	failing to yield right of way at a cross walk	X ⁽¹⁾	X ⁽²⁾	
7.	entering a restricted area without permission/permit		X ⁽²⁾	X ⁽²⁾
8.	driving without due care and attention	X ⁽¹⁾	X ⁽²⁾	
9.	Careless Driving			X ⁽²⁾
10.	failing to report an Incident	X ⁽¹⁾	X ⁽²⁾	X ⁽²⁾
11.	failing to yield right of way to emergency vehicles			X ⁽²⁾
12.	failing to obey a Nexen Security Officer or flag person			X ⁽²⁾
13.	riding in the box of a truck			X ⁽²⁾
14.	driving under suspension on Nexen Premises			X ⁽²⁾
15.	driving with a blood alcohol level greater than 0.02			X ⁽²⁾

(1) Subject to the process as laid out in sub-section 4.2.3 of this Nexen Behaviour & Discipline Policy

(2) Subject to the process as laid out in sub-section 4.2.4 of this Nexen Behaviour & Discipline Policy

LOW SEVERITY

- 1st Occurrence – documented oral warning
- 2nd Occurrence – written reprimand and loss of driving privileges on Nexen Premises and all Nexen Sites for 1 work rotation
- 3rd Occurrence – written reprimand and loss of driving privileges on Nexen Premises and all Nexen Sites for 1 month
- 4th Occurrence – written reprimand and loss of driving privileges on Nexen Premises and all Nexen Sites for 3 months

MEDIUM SEVERITY

- 1st Occurrence – written reprimand and loss of driving privileges on Nexen Premises and all Nexen Sites for 1 work rotation
- 2nd Occurrence – written reprimand and loss of driving privileges on Nexen Premises and all Nexen Sites for 1 month
- 3rd Occurrence – written reprimand & loss of driving privileges on Nexen Premises and all Nexen Sites for 6 months
- 4th Occurrence – suspension from Nexen Premises and all Nexen Sites (maximum – indefinite, minimum – 12 months)

HIGH SEVERITY

- 1st Occurrence - written reprimand & loss of driving privileges on Nexen Premises and all Nexen Sites for 6 months
- 2nd Occurrence – suspension from Nexen Premises and all Nexen Sites (maximum – indefinite, minimum – 12 months)
- 3rd Occurrence – lifetime suspension from Nexen Premises and all Nexen Sites

Should the incident be a Sanctionable Event (including charges, sanctions, fines, claims or litigation), Nexen Field Safety Supervisor is to notify Nexen Legal department.











NEXEN INC.

TECHNICAL & OPERATIONAL SERVICES ("TOS")

RULES OF WORK (NEBC)

6

NEXEN CAMP RULES (NEBC)

REV.	DATE	DESCRIPTION	Manager Project Execution - Technical & Operational Services - NEBC	Health, Safety Environment, & Surface Development Manager - NEBC	Senior Legal Counsel	Corporate Security	Management Process & Security Coordinator - NEBC	Camp Superintendent - NEBC	Safety Lead - NEBC	Vice President - Technical & Operational Services	Health, Safety Environment, & Surface Development - Senior Manager	Human Resources Manager - Corporate
2	Nov. 2010	Issued for Project Use	Ron Andrews 	Paul Cawood 	Elena Zaldivar 	Perry Kuzma 	Michael Arthurs 	Oryst Nazarko 	Mark Badick 	Brad Muir 	Andrew Hamilton 	Teresa Darcangelo 
		Signatures										

Revision 2 Updated November 2010

NEXEN CAMP RULES (NEBC)

Capitalized words and terms used in these Nexen Camp Rules (NEBC) are defined in the section of the Nexen Rules of Work (NEBC) entitled ***Nexen Definitions (NEBC)***.

Any violation of these Nexen Camp Rules will be dealt with under the section of the Nexen Rules of Work entitled ***Nexen TOS Behaviour and Discipline Policy***.

These Nexen Camp Rules (NEBC) apply to Nexen Camps under the responsibility of the Nexen TOS Department.

1. PURPOSE

These Nexen Camp Rules (NEBC) provide standards intended to:

- (i) make the Nexen Camp environment conducive to rest and relaxation; and
- (ii) respect the privacy of Nexen Camp Residents and Visitors to the extent consistent with the peace and good order of the Nexen Camp.

2. RESPONSIBILITIES

- 2.1 The Nexen Field Camp Coordinator shall post these Nexen Camp Rules (NEBC) in a location at each Nexen Camp such that they can easily be referenced by Nexen Camp Residents and Visitors.
- 2.2 The Nexen Field Camp Coordinator is responsible for ensuring that these Nexen Camp Rules (NEBC) are adhered to without exception.
- 2.3 It is the responsibility of every Nexen Camp Resident and Visitor to familiarize themselves with and abide by these Nexen Camp Rules (NEBC).
- 2.4 The Nexen Camp Superintendent is accountable for the overall efficient operation of the Nexen Camps. The Nexen Field Camp Coordinator shall report any anomaly that may jeopardize this efficient operation to the Nexen Camp Superintendent.

3. ROOM OCCUPANCY

- 3.1 A person may not occupy a Nexen Camp Room without the prior approval of the Nexen Camp Operator.
- 3.2 A person must vacate a Nexen Camp Room at the time directed to do so by the Nexen Field Camp Coordinator or the Nexen Camp Operator.
- 3.3 The person vacating a Nexen Camp Room must return all keys and supplies provided by the Nexen Camp Operator as directed by the Nexen Camp Operator or Nexen Field Camp Coordinator.

3.4 Any Nexen Camp Resident leaving the Nexen Site must notify the Nexen Camp Operator, who may require the Nexen Camp Resident to check-out of the Nexen Camp Room.

4. **VIP ROOMS**

4.1 VIP Rooms may be available for Nexen Camp Residents who are required to do office related work in addition to their operational duties.

4.2 VIP Rooms will be allocated at the sole discretion of the Nexen Field Camp Coordinator.

4.3 In a situation where there are more requests for VIP Rooms than there are VIP Rooms available, the Nexen Field Camp Coordinator shall discuss allocation of the rooms with the Nexen Camp Superintendent.

5. **GENERAL STANDARDS**

5.1 A Nexen Camp Resident or Visitor shall not:

- a) leave anything in the hallways of any Nexen Camp building;
- b) have a pet at the Nexen Camp;
- c) possess Contraband on the grounds of or in any part of the Nexen Camp;
- d) smoke unless in an area clearly marked as a space in which smoking is allowed;
- e) possess Alcohol on the grounds of or in any part of the Nexen Camp;
- f) gamble;
- g) fight or engage in any unlawful activity while in the Nexen Camp;
- h) interfere with the cleaning operations at the Nexen Camp;
- i) wear footwear of any type from outdoors past the boot rack located at the entrance of a Nexen Camp building;
- j) wear soiled clothing into any Nexen Camp building;
- k) engage in any form of Harassment, including physical or verbal abuse of any person at the Nexen Camp;
- l) intentionally damage any property not belonging to him or her;
- m) use any public pay telephones or internet kiosks which may be provided in the Nexen Camp for an unlawful or inappropriate purpose (in the sole discretion of Nexen); or
- n) light candles or burn incense anywhere in a Nexen Camp building.

5.2 Nexen Camp Residents and Visitors must dress appropriately in all common areas in the Nexen Camp, including clean shirt, pants or shorts, and inside footwear or socks.

5.3 In addition to the provisions of the Nexen Rules of Work (NEBC), Nexen Camp Residents and Visitors must obey all procedures, policies and requests posted by the

Nexen Field Camp Coordinator or the Nexen Camp Operator (as an example, quiet hours).

- 5.4 Nexen Camp Residents and Visitors shall cooperate with the Nexen Camp cleaners in maintaining the cleanliness of the Nexen Camp Rooms and common areas, as the case may be.
- 5.5 Nexen Camp Residents and Visitors are not permitted to alter, modify or remove any furnishings or fittings in or around any Nexen Camp building (including common areas, fences, barricades, signs, alarm systems, emergency or safety equipment) without the express written permission of the Nexen Camp Operator.

6. ROOMS

- 6.1 A bed, bed linens, towels and soap are provided in each Nexen Camp Room.
- 6.2 No appliance used to prepare food or which produces an open flame shall be used in any Nexen Camp Room.
- 6.3 A Nexen Camp Resident must lock the Nexen Camp Room he or she occupies if not in the Nexen Camp Room.
- 6.4 A radio, television, computer or other electronic device may be used in a Nexen Camp Room unless the Nexen Field Camp Coordinator or Nexen Camp Operator requests its removal or discontinued use.
- 6.5 No part of a Nexen Camp Room may be altered or modified in any way, and no part of any Nexen Camp Room or its furnishings may be removed without the express written permission of the Nexen Camp Operator (as an example, permission from the Nexen Camp Operator is required prior to putting up television or radio antennae, or driving nails or tacks into walls).
- 6.6 Quiet hours are always in effect. Nexen Camp Residents and Visitors shall refrain from any activity that may wake a Nexen Camp Resident working either day or night shift.
- 6.7 Neither Nexen nor the Nexen Camp Operator shall be held responsible for loss or damage to any personal property in the Nexen Camp.
- 6.8 The Nexen Field Camp Coordinator and/or Nexen Camp Operator may enter a Nexen Camp Room at any time for any reason, including maintenance, security, good order and safety. If the Nexen Camp Resident assigned to the Nexen Camp Room is in the Nexen Camp Room, the person entering shall announce their presence and state the reason for entry.
- 6.9 All cell phones must be turned off or put on vibrate at all times in sleeping pods, unless that individual is required to respond to after-hours emergencies.
- 6.10 A Nexen Camp Resident or Visitor who damages any property not belonging to them must either IMMEDIATELY reimburse the owner of the damaged property or make provisions for reimbursement.

7. SOLICITATION

- 7.1 A Nexen Camp Resident or Visitor may not ask or otherwise solicit any other Nexen Camp Resident or Visitor to support in a financial or any other way, a belief system, program, business, initiative, organization or cause of any kind.
- 7.2 A Nexen Camp Resident may ask the Nexen Camp Operator to post any material on the Nexen Camp bulletin board for a period not exceeding seven days.
- 7.3 Upon request, the Nexen Camp Operator, at his/her discretion, may post material on a bulletin board if satisfied that the material may be of interest to Nexen Camp Residents, is not offensive, and may not otherwise be brought to the attention of Nexen Camp Residents.

8. SEARCHES - PERIODIC

- 8.1 From time to time the Owner may, as per the Nexen Rules of Work (NEBC), (including general, camp and lite orientation documents), carry out or cause to be carried out searches of vehicles, worksites and Nexen Camp Rooms for Contraband. Canines trained and certified in the location and detection of Drugs and / or Alcohol may be utilized as an investigational aid as part of the search program. The canines, when utilized, will be accompanied at all times by a certified and licensed handler. Both the canine and the handler will be certified and licenced as per British Columbia Justice Institute requirements. All Nexen Camp searches will be conducted by a Nexen Security Officer and/or Nexen Security Canine Handler and the Nexen Field Camp Coordinator (or designate(s)) (collectively referred to in these Nexen Camp Rules (NEBC) as the "Search Team").
 - 8.1.1 Nexen Field Camp Coordinator may provide a courtesy notification to the Nexen Camp Superintendent prior to conducting searches of Nexen Camp Rooms.
 - 8.1.2 A Nexen Security Officer and/or Nexen Security Canine Handler will consult with onsite medical staff to identify any medical concerns associated with the use of canines for Nexen Camp Residents, prior to a search. If a Nexen Camp Resident has a valid canine medical concern, that resident's Nexen Camp Room will be cleaned post search.
- 8.2 The Search Team will enter the area to be searched and perform a primary visual search of the area looking for Contraband in plain view.
 - 8.2.1 If in a common area (for clarity, offices and sea cans are included in common areas):
 - 8.2.1.1 the Search Team will conduct a detailed search of the area focusing on areas of suspicion or likely hiding spots for Contraband based upon intelligence gathering, past experience and the normal search protocols of the Search Team.

- 8.2.1.2 If a canine team is utilized as part of the search, the canine and Nexen Security Canine Handler shall perform a general sweep through the designated search area before a detailed manual search is performed.
- 8.2.1.3 Contraband, if found, shall be disposed of as per Nexen policy and the results of the search shall be documented for historical purposes and further investigation, if warranted, as part of the Nexen Site security management of prohibited substances.
- 8.2.2 If the search is to take place in a series of Nexen Camp Rooms (or pods):
- 8.2.2.1 the Search Team will notify the Nexen Field Camp Coordinator prior to the search.
- 8.2.2.2 Only as many doors to Nexen Camp Rooms as the Search Team can reasonably monitor and secure will be opened in a pod at any one time.
- 8.2.2.3 A member of the Search Team will knock on each Nexen Camp Room door to be opened, identify themselves and wait for a response.
- 8.2.2.3.1 If there is no answer, the Nexen Camp Room will be assumed vacant and the door opened slowly to ensure there is no one in the room.
- 8.2.2.3.2 If a Nexen Camp Resident is in the room, at the discretion of the Search Team the Nexen Camp Resident will be asked to either leave the room door open while the canine search is conducted or exit the room and wait in the hallway while the canine enters the Nexen Camp Room.
- 8.2.3 If no Contraband is indicated or found in the room, the Search Team will ensure the Nexen Camp Room is left in the condition found and that the door to the Nexen Camp Room is locked upon exit. The Search Team will then proceed to the next room to be searched in the pod. Either a Nexen Security Officer or a Nexen Security Canine Handler shall do a final check of all opened Nexen Camp Rooms to ensure the doors are properly locked before exiting the pod.
- 8.3 If the canine indicates that Alcohol, Drugs, Drug Paraphernalia or other Contraband are present in a Nexen Camp Room, then the following provisions shall apply:
- 8.3.1 If the Nexen Camp Resident is not present in the Nexen Camp Room, the room shall be immediately locked and secured by Nexen Security Officer, Nexen Security Canine Handler and/or Nexen Field Camp Coordinator.
- 8.3.1.1 The Nexen Field Camp Coordinator will inform the Nexen supervisor responsible for the Contractor by whom the Nexen Camp Resident is employed and the Nexen Field Camp Coordinator will:
- (i) Identify and locate the Nexen Camp Resident assigned to the Nexen Camp Room,

(ii) Advise the Nexen Camp Resident of the pending search and request that the Nexen Camp Resident submit to the search.

(iii) At the discretion of the Search Team, the Nexen Camp Resident may be escorted to the security trailer where the Nexen Camp Resident will wait with a Nexen Security Officer or Nexen Security Canine Handler or designate and one (1) additional person as assigned by the Nexen Field Camp Coordinator until the search is completed.

8.3.2 If the Nexen Camp Resident assigned to that Nexen Camp Room is present in the Nexen Camp Room:

8.3.2.1 The Nexen Camp Resident will be asked to leave the Nexen Camp Room and at the discretion of the Search Team may be escorted by a Nexen Security Officer or Nexen Security Canine Handler or the Nexen Field Camp Coordinator to the security trailer or to another secure area. In such case, the Nexen Camp Resident will wait with an individual designated by a Nexen Security Officer or Nexen Security Canine Handler and one (1) additional person as assigned by the Nexen Field Camp Coordinator until the search is completed.

8.3.2.2 The Nexen Security Officer or the Nexen Security Canine Handler or the Nexen Field Camp Coordinator, as applicable, will immediately lock the door and secure the Nexen Camp Room.

8.4.3 A Nexen Camp Resident has the right to decline to submit to a room search. In such cases, the Nexen Camp Resident will be dealt with in accordance with Section 9.5 below.

8.4.4 Nexen Team Lead will notify the Nexen security coordinator of individuals removed from site as per 4.2.11 of the Behaviour and Discipline Policy (NEBC).

8.5 The Nexen Security Officer or Nexen Security Canine Handler will immediately contact the Nexen Field Camp Coordinator and inform him or her of the location and details of the affected Nexen Camp Room (to the extent that the Nexen Field Camp Coordinator is not already aware of the information).

8.5.1 No person may enter the Nexen Camp Room until the remaining provisions of this Section 8 have been carried out.

8.6 A search of the Nexen Camp Room may be conducted after consultation with a Nexen Security Officer or Nexen Security Canine Handler and the Nexen Field Camp Coordinator and the Nexen supervisor responsible for the Contractor by whom the Nexen Camp Resident is employed.

8.7 If a room search is deemed necessary after such consultation and agreement, the Nexen supervisor responsible for the Contractor by whom the Nexen Camp Resident is employed will inform the Contractor's site supervisor of the pending search.

8.7.1 In a situation where the Nexen Camp Resident is the Contractor's on-site supervisor, the Nexen supervisor responsible for the Contractor by whom the Nexen Camp Resident is employed will contact the person in charge at the Nexen Camp Resident's reporting office.

8.7.1.1 The Nexen supervisor will brief the Nexen Camp Resident on the reasons for the search and request that a representative be present for the search.

8.7.2 Nexen Field Camp Coordinator may provide courtesy notification to the Nexen Camp Superintendent prior to conducting Camp searches.

8.8 The room search will be conducted in accordance with Section 8 above.

8.9 Any Contraband located as a result of a search will be seized, marked, sealed in an evidence bag(s) and placed in a locked safe maintained by Nexen Security Officers for this purpose. The RCMP will then be notified.

9 SEARCHES – REASONABLE CAUSE

9.1 If there is Reasonable Cause to believe that a Nexen Camp Resident or a Visitor is in possession of anything in violation of the Nexen Rules of Work (NEBC), the person alleging the Reasonable Cause will IMMEDIATELY notify the Nexen Field Camp Coordinator and a Nexen Security Officer (or his designate).

9.1.1 Nexen Field Camp Coordinator may provide courtesy notification to the Nexen Camp Superintendent prior to conducting Camp searches.

9.1.2 If the Nexen Camp Operator enters a Nexen Camp Room in accordance with section 6.8 of these Nexen Camp Rules (NEBC) and observes the presence of anything or suspects the presence of anything in violation of any Nexen Rules of Work (NEBC), this is deemed to be Reasonable Cause.

9.2 A search of the Nexen Camp Room may be conducted after consultation with a Nexen Security Officer or Nexen Security Canine Handler and the Nexen Camp Coordinator, and the Nexen supervisor responsible for the Contractor by whom the Nexen Camp Resident is employed.

9.3 If a room search is deemed necessary after such consultation and agreement, the Nexen supervisor responsible for the Worker by whom the Nexen Camp Resident assigned to the Nexen Camp Room is employed will identify and locate the Nexen Camp Resident to request him or her to submit to the search. The Nexen supervisor will also contact the site supervisor for the Worker by whom the Nexen Camp Resident is employed to inform him or her of the pending search.

9.4 In the event of a Contractor, the Contractor's site supervisor, will contact the person in charge at the Nexen Camp Resident's reporting office to brief him or her of the pending search.

- 9.4.1 In a situation where the Nexen Camp Resident is the Contractor's on-site supervisor, the Nexen supervisor responsible for the Contractor by whom the Nexen Camp Resident is employed will contact the person in charge at the Nexen Camp Resident's reporting office to brief him or her of the pending search and to request that a representative be present for the search.
- 9.5 A Nexen Camp Resident has the right to refuse to submit to a room search. The refusal to submit to a room search will result in removal of that Nexen Camp Resident from the Nexen Site.
- 9.5.1 In such a case, the individual will be immediately escorted to the security trailer by a Nexen Security Officer or Nexen Security Canine Handler (or their designate). The individual will remain under supervision at the security trailer until his/her supervisor arrives to pick up and remove the individual from the Nexen Site, or until other arrangements have been made for the individual's safe removal from the Nexen Site.
- 9.5.2 The contents of that individual's Nexen Camp Room will be packed up by the Nexen Field Camp Coordinator (or delegate) in the presence of a Nexen Security Officer and/or Nexen Security Canine Handler (or delegate). The room contents will be delivered to the individual at the security trailer.
- 9.5.3 The Nexen Team Lead will notify Nexen's security coordinator of individuals removed from site as per 4.2.11 of the Behaviour and Discipline Policy (NEBC).
- 9.6 All searches of Nexen Camp Rooms under this section 9 will be conducted by the Nexen Security Officer and/or Nexen Security Canine Handler, and witnessed by the Nexen Field Camp Coordinator and the Nexen supervisor responsible for the Worker by whom the Nexen Camp Resident is employed or the Contractor worksite supervisor or representative from the Nexen Camp Resident's reporting office, as the case may be.
- 9.6.1 For safety and security reasons, the occupant of the Nexen Camp Room being searched may be escorted, at the discretion of the Search Team, by a Nexen Security Officer or Nexen Security Canine (or their designate) to a secure area (or security trailer) while the search is being conducted.
- 9.7 Contraband located as a result of a search conducted under this section 9 will be seized, marked, sealed in evidence bag(s) and placed in an approved safe [see comment under section 8.9 above]. The RCMP will then be notified by a Nexen Security Officer or Nexen Security Canine Handler.
- 10.0 DINING HALL**
- 10.1 All individuals entering dining halls must be clean prior to entering.
- 10.2 Nexen Camp dining halls are open for the service of breakfast, lunch and dinner during hours as posted by the Nexen Camp Operator.
- 10.3 Neither Nexen Camp Residents nor Visitors may bring food into the dining hall, other than approved bagged lunches.

10.4 Neither Nexen Camp Residents nor Visitors may wear a hat or soiled work clothing or coveralls in the Nexen Camp dining hall.

11.0 RECREATION FACILITY

11.1 Nexen Camp recreation facilities are open 24 hours per day and are for the respectful use of Nexen Camp Residents and Visitors.

12.0 NEXEN CAMP LAUNDRY FACILITY

12.1 Laundry facilities are open each day. Nexen Camp Residents may only use the laundry facilities in the pod to which they are assigned. These washers and dryers are to be used only for personal clothing.

12.2 Nexen Camp Residents may use the laundry facility during the hours set out by the Nexen Camp Operator.

12.3 Nexen Camp Residents will be supplied with detergents and other laundry products by the Nexen Camp Operator to ensure compatibility with the water treatment facilities. No other detergents or laundry products may be used. Nexen Camp Residents using the laundry facility must ensure that all lint traps are cleaned after each use.

12.4 Nexen Camp Residents must wash soiled work clothing only in machines designated by the Nexen Camp Operator.

13.0 NEXEN CAMP PARKING LOT

13.1 All vehicles must be parked in designated areas only. Allowable parking spaces will be appropriately signed for easy identification by Nexen Camp Residents. Vehicles parked in non-designated areas may be towed at the owner's expense.

13.2 The speed limit within the Nexen Camp area, which will be strictly enforced, is 15 km/h.



**TECHNICAL & OPERATIONAL SERVICES (“TOS”)
RULES OF WORK (NEBC) - 7
GENERAL ORIENTATION ACKNOWLEDGEMENT
NORTH EAST BRITISH COLUMBIA (NEBC) PROJECT**

I acknowledge that I have received a Nexen Orientation Session (NEBC), details of the area Emergency Response Plan and the locations that I can access, and have received and reviewed copies of the Technical & Operational-Services (TOS) Rules of Work for NEBC (collectively, the “Rules”).

I understand that, in accepting employment at or visiting this Nexen Site, I am expected to abide by these Rules.

I understand and agree that my vehicle, worksite and/or Nexen Camp Room may at any time be checked for Contraband. Contraband, as defined in the Rules of Work (NEBC), includes, but is not limited to:

- Alcohol;
- Drugs and/or Drug Paraphernalia;
- A firearm;
- A knife with a blade larger than four inches;
- An explosive;
- An incendiary device;
- A weapon of any kind (as determined by a Nexen Field Safety Advisor, a Nexen Security Officer or Nexen Security Canine Handler); and/or
- Any object or substance the use or possession of which is unlawful in Canada.

Date Orientation Received: _____

Orientation Given By: _____
Print name:

Worker/Visitor Signature: _____

Worker/Visitor Name: _____
Print name:

Company Name: _____

ADDENDUM 1

VISITOR CRITERIA

NEBC SHALE GAS PROJECT

PURPOSE

The purpose of this document is:

- To ensure Visitors have a safe and efficient visit to NEBC Shale Gas Development Project (“Site”), under constant supervision by a Nexen Designated Tour Guide; and
- To standardize requirements for visitors to the Site.

Worker requirements are identified in the Nexen Contractor Handbook.

The purpose of the visitor is to observe, inspect and to generate general awareness and understanding of the Site.

Visitors will include stakeholders who visit the Site for a duration of less than two (2) days. This includes local community members, Nexen staff, Government officials and/or vendor managers.

Note: Go to dillycreek.nexeninc.com (no www.) for air charter and bus schedules, TOS Rules of Work (NEBC), orientation criteria, vehicle checklists, maps, directions and camp information.

Deliveries of any kind classify you as a Worker, subsequently placing you under Worker classification rules as defined in the TOS Rules of Work (NEBC) and Contractor Handbook.

DEFINITIONS

• Visitor

- An individual who visits the Site for a duration of less than two (2) days;
- The purpose of the visit is to observe, inspect and to generate general awareness and understanding of the Site;
- The individual does not direct work or have direct reports in the field;
- This includes local community members, Government officials, and Nexen staff or vendor personnel, without direct reports in the field; and
- A Visitor will be escorted at all times by a Nexen Designated Tour Guide.

• Designated Tour Guide

- The Site Supervisor is designated as the tour guide unless prior arrangements are made;
- This individual must be fully certified as per Worker requirements; and
- This individual has the ability to approve or reject visit requests at any time.

• Worker

- Any individual who is on location to perform a task or service;
- This includes viewing a specific operation such as a cement program;
- This includes all Nexen staff and contractors that have direct reports or that direct work in the field.
- A Worker must meet all Nexen expectations including work-site and Worker orientation, and verification of training certification; and
- Worker must satisfy all applicable regulatory requirements.

TRIP PLANNING REQUIREMENTS *– all of the information below can be found at dillycreek.nexeninc.com (no www.)*

- Visitors must provide advance notification and ensure room availability with the Nexen Field Camp Coordinator.
 - Reservations are required for overnight visits if staying at a Nexen operated camp; and
 - A minimum of two (2) days notice is required.
- **Print contact information, radio frequencies and maps prior to departure.**
- Visitors should review the daily weather and road report prior to departure to ensure safe Journey management.
- Vehicles shall be prepared for emergency situations in remote locations
 - Require equipment on hand such as flares, reflectors, a fire extinguisher, a tow rope, booster cables, first aid kit, candles, blanket, water, clothing suitable for the outside elements and meet Transport Canada secure load requirements.
- Visitors traveling to site in a personal vehicle (not via Nexen crew bus transport) must have radios programmed with the appropriate radio channels.
 - Drivers must be familiar with FMA roads and radio call out requirements.
 - Radios are the responsibility of the Visitor unless other arrangements are made with the Logistics Coordinator.
- All Visitors must have appropriate personal protective equipment (PPE).
 - This includes:
 - Fire Retardant Outerwear,
 - CSA approved footwear,
 - hearing protection,
 - CSA approved hard hat,
 - CSA approved safety glasses; and
 - Appropriate hand protection.
 - All PPE is the responsibility of the Visitor.
 - Visitors will not be allowed to get out of the vehicle during the tour without all required PPE.
- Visitors entering hazardous areas including, but not limited to, process areas, rig floors, or testing operations must meet Nexen shaving standards as out lined on page 14-15 of Nexen Contractor Safety Handbook.
- **Absolutely no alcohol or drugs are permitted in the Nexen camp or Site.**
- Notification to and approval from Designated Tour Guide is required prior to access of any Nexen Site.

MEDIUM AND HIGH RISK CONDITIONS

- Access to Site during medium and high risk activities shall be evaluated, then approved or declined, by a Designated Tour Guide and a Nexen Field Safety Advisor, Nexen Field Safety Supervisor, or Nexen Safety Manager, or their designate.

TRAINING REQUIREMENTS

- Minimum training requirements for Visitors include:
 - H2S Awareness which is available online
 - (<http://www.access-safety.net/>); or
 - (<http://www.tdgwhmis.com/h2s-awareness-training>); and
 - one (1) of the following certificates: IRP 16, PST or CSTS.
- Government Officials and Community members are exempt from above training requirements but must be escorted by a Nexen Representative at all times.

TRIP ARRIVAL REQUIREMENTS

- All Visitors must sign in with security upon arrival and sign out when they depart the Site.
- All personal belongings may be subject to a search by security.
 - This may include a search by onsite drug dogs.
- All Visitors must receive a Lite orientation prior to touring around the Site.
 - A Lite Orientation (~15minutes in duration) is available for Visitors.
 - Training certificates will be reviewed at this time.
- The Designated Tour Guide will ensure adequate PPE prior to proceeding with the tour.

Personnel Visitor Manifests

- *Prior to departure, manifests must be completed and submitted by Visitor to department manager for approval. Department manager will then submit manifest to the Designated Tour Guide for approval.*

- *Tours may be cancelled by Designated Tour Guide, Nexen Safety or department Manager at any time.*

Visitor Name: _____ **Contact #:** _____
Visitor e-mail: _____
Date Arriving: _____ **Departure Date:** _____
Arrival Time: _____ **Departure Time:** _____
Dilly Creek Supervisor: _____ **Contact #:** _____
Email Address: _____
Reason for Visit:

Visitor Name: _____ **Contact #:** _____
Visitor e-mail: _____
Date Arriving: _____ **Departure Date:** _____
Arrival Time: _____ **Departure Time:** _____
Dilly Creek Supervisor: _____ **Contact #:** _____
Email Address: _____
Reason for Visit:

Visitor Name: _____ **Contact #:** _____
Visitor e-mail: _____
Date Arriving: _____ **Departure Date:** _____
Arrival Time: _____ **Departure Time:** _____
Dilly Creek Supervisor: _____ **Contact #:** _____
Email Address: _____
Reason for Visit:
