

Employee Information:			Assignment Details:		
Name:		Position:		Assignment Location:	
Functional Branch:		Functional Manager:		Assignment Start Date:	
Normal Work Location:				Project (Acc't #)	Task (Acc't#)

COMMERCIAL ACCOMMODATIONS

The assignment conditions outlined herein apply only to this particular assignment.

Item	Domestic Short Term (One (1) Month to under Twelve (12) Months) – Applicable to Period in Commercial Accommodation	
Assignment Status	Determined by the Company.	
Location Premium	\$CDN 15 per work day; while in commercial accommodations only. Effective September 15, 2022, increase to \$20.	
Temporary Accommodation/Hotels	Applicable only if assignment duration is less than six (6) months. Hotel booked by Company travel provider or company arranged accommodation. Employee is responsible for checking out of hotel while on home leave.	
Home Leave	ONTARIO: <ul style="list-style-type: none"> If in Commercial Accommodation - every 3 weeks. With pre-approval from the project/manager, home leave will be available more frequently (to a max of every 2 weeks) within Ontario only if returning home rather than remaining in temporary accommodation is deemed more cost effective for the project. 	CANADA (Excluding Ontario): <ul style="list-style-type: none"> Unaccompanied every six (6) weeks Accompanied/accompanied with dependents every six (6) months.
Subsistence Allowance & Per Diems	While at a Commercial Temporary Accommodation (when assignment duration is not greater than six (6) months, per diems will be applicable, at the sole discretion of the Company it can be extended) <ul style="list-style-type: none"> Meals - \$CDN 70 per day while at temporary accommodation where kitchen is not available. Per diem amounts reduced to 70% once accommodations with kitchen secured. Per diem not payable when the employee returns home (including home leave cycle). Effective September 15, 2022, increase to \$80. Effective January 23, 2025, increase to \$89. Incidentals- \$10 per day incidental allowance (no receipts required). This allowance only applies while in commercial accommodations (i.e. hotels) and the allowance is not payable when the employee returns home (including home leave cycle) Effective September 15, 2022, increase to \$11. 	
In Transit Costs	Company pays for the most economical method of transportation, which could be mileage for use of personal vehicle, rental of a vehicle, shared transportation or economy air transportation booked in advance to the extent reasonably possible (the latter two through the company's travel agent). The determination of "most economical" method, will also take into consideration transportation at site.	

Item	Domestic Short Term (One (1) Month to under Twelve (12) Months) – Applicable to Period in Commercial Accommodation	
Initial Trip, Home Leaves (applicable only for CANADA (Excluding Ontario) and Final Trip)	<p>In transit costs for locations within Ontario (not involving flights) are limited to mileage per Canada Revenue Agency (CRA) rates if personal vehicle used.</p> <p>If the transportation determination above is the use of personal vehicle: Transportation of Personal Vehicles to site is reimbursable in accordance with posted CRA Rates and is permitted when the distance from home to host location is less than 1,000 km and when the cost of doing so doesn't exceed the cost of shipping vehicle.</p>	
Travel Time Initial Trip, Home Leaves & Final Trip	<p>ONTARIO: Applies per Article 21.07 in Collective Agreement per home leave frequency.</p>	<p>CANADA (Excluding Ontario): Applies per Article 21.07 in Collective Agreement per home leave frequency.</p>
Shipment of Vehicle	<p>CANADA (Excluding Ontario):</p> <ul style="list-style-type: none"> • Applies if determined by the company and deemed to be most cost effective option. • Applies to out of Province Assignments only. • Shipment of personal vehicles to and from host location arranged by the company. • Applies only when local transportation is not provided. • Up to one (1) vehicle shipped per employee. 	
Local Transportation (at site)	<p>Based on the term of the assignment and where deemed more cost effective, the Company will provide for the most economical method of transportation, which could be rental vehicle, mileage for use of personal vehicle, taxi fares (with receipts) or shared transportation, as opposed to a local transportation allowance.</p> <p>If the transportation determination above is the use of personal vehicle: Company pays for transportation of employee's personal vehicle to site and employee is responsible for all expenses relating to operating own vehicle. Transportation of Personal Vehicles to site is reimbursable in accordance with posted Canada Revenue Agency Rates and is permitted when the distance from home to host location is less than 1,000 km and when the cost of doing so doesn't exceed the cost of shipping vehicle. No travel time is payable for local transportation.</p>	
Local Mileage (applicable only for use of personal vehicle)	<p>Local mileage will be paid to a maximum amount of \$15 per work day for assignments at Darlington and Pickering (this includes Montecourt, Energy solutions, etc.) (effective September 15, 2022, increase to \$20; effective January 23, 2025, increase to \$22), \$20 per work day elsewhere within Ontario (effective September 15, 2022, increase to \$25; effective January 23, 2025, increase to \$28) and \$30 per work day outside Ontario (effective September 15, 2022, increase to \$40; effective January 23, 2025, increase to \$44). Local mileage refers to the commute from temporary accommodations to the work site. The CRA mileage amount will be pre-determined and set as standard between location of commercial/non-commercial accommodation and site. Local mileage is only applicable if you use your personal vehicle.</p>	
Work Schedule	<p>Determined by the Company. The company may require an employee to work a compressed work week schedule, It will be paid as per Article 19.05.</p>	
Overtime	<p>As per Collective Agreement. (Article 21)</p>	

Item	Domestic Short Term (One (1) Month to under Twelve (12) Months) – Applicable to Period in Commercial Accommodation
Statutory Holidays	Per Collective Agreement.
Termination of Assignment by Employee	Other than in exceptional circumstances, an employee on short-term assignment is expected to complete the full assignment.
Termination of Assignment by Company	The company may terminate an assignment at any time and will cover reasonable costs incurred in relation to the employee returning to their home location.
Sick Leave	If an employee becomes unable to work during an assignment due to illness or injury and it is reasonable for them to return home, the Company will ensure that they are returned home.
Taxation:	Per Diems, Subsistence Allowance, accommodations are non-taxable upon completion of TD4 provided in the case of accommodation that employee maintains primary residence at home location and it is immediately available to him/her (i.e. not rented out). Employee is responsible to maintain necessary supporting documentation and receipts for income tax purposes. The Company shall not have responsibility to "gross-up" or tax equalize any amount deemed taxable to an employee by the relevant tax authorities. For clarity this includes amounts initially deemed non-taxable.

Please sign, date and return to the undersigned as acceptance of the assignment conditions outlined. It is the Employee's responsibility to promptly communicate to functional management and designated assignment conditions process management any change in status that affect these Assignment Conditions.

Employee's Signature

Date

Project Manager's Signature

Date

Commercial Advisor's Signature

Date