

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

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

Item	International Short Term Field Work (Two (2) Weeks to Three (3) Months)
Assignment Status	Unaccompanied.
Base Salary	Home rate for the job.
Normal Working Hours	As Per Collective Agreement.
Completion Premium	N/A
Education Assistance – Home Location	N/A
Education Assistance – Host Location	N/A
Expatriate/Assignment Premium	N/A
Furniture Allowance	N/A
Project/Hardship Premium	\$CDN 45 per day worked. Effective September 15, 2022, increase to \$50.
Home Leave	N/A

Item	International Short Term Field Work (Two (2) Weeks to Three (3) Months)
COLA	N/A
Housing and Utilities, Accommodations	<p>Company pays for single occupancy hotel room in preferred hotel(s).</p> <p>Company's travel provider books accommodations at preferred hotels. Any exception requires prior approval from management. Any exception must be at same or lower rate than preferred hotel, must identify any meals hotel provides as part of room charge, and must not result in additional/greater expenses (e.g. higher mileage or taxi fares, etc.)</p>
In Transit Cost - Initial Trip, Home Leaves and Final trip	Provided to cover the cost of hotel, taxi, excess baggage, meals and incidentals with proof of receipts.
Lease Cancellation - Host Location	N/A
Local Transportation	<p>Local Transportation at Site: The Company pays for the most economical method of transportation, which could be a shared rental vehicle, public transit, taxi fares (with receipts), or other appropriate means of local transportation.</p> <p>Local transportation will only be paid for / reimbursed if there is no local transportation provided by the Company (e.g. shuttle bus).</p> <p>Where it reasonably makes sense to do so, the Company will provide shared rental vehicles for employee car-pooling, as assigned by management in lieu of other local transportation payments or reimbursement.</p>
Overtime	As per Collective Agreement (Article 21)
Relocation Allowance - Initial & Final Trips	N/A
Settling in Period- Accommodation	N/A
Per Diem and Incidentals	<p>Basis: For destinations in the United States - see Collective Agreement (Article 21.10).</p> <p>For destinations outside North America Meal/Incidental expenses are capped at the Canadian currency equivalent USD contained in the Mercer Business Travel Expense summary report excluding hotel, column 1; Low. Updated as per Mercer update frequency.</p>

Item	International Short Term Field Work (Two (2) Weeks to Three (3) Months)
On Going Monthly Subsistence	N/A
Statutory Holidays	Per Collective Agreement
Taxation	N/A
Travel Time - Initial Trip, Home Leaves & Final Trip	As per Collective Agreement (Article 21.)
Work Schedule	As per Collective Agreement (Article 21)
Transportation - Initial Trip, Home Leaves & Final Trip	As per Collective Agreement (Article 21)
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 premature termination
Sick Leave	If an employee becomes unable to work during an assignment due to illness or injury and it makes sense for them to return home, the company will ensure that they are returned home and the assignment will end as of the day they are returned home.
Passport & passport renewal	Employee paid
Work permits and visas	Company paid
Other Fees	The Company will pay: Any applicable exit taxes; any applicable customs duties and/or taxes on a limited quantity of personal belongings; actual cost of vaccinations, etc. required for a specific host country if not covered by provincial medical plan(s) or group insurance benefits. The Company will not pay for international driver's license fees unless having a valid country driver's license is a requirement of the job.

Item	International Short Term Field Work (Two (2) Weeks to Three (3) Months)
Professional license(s)	If a second or subsequent professional license is required in order for the employee to perform their work functions in the project location, the Company will pay the cost of same
Pre-assignment medical - if applicable	Company-paid if not covered by provincial health insurance and/or group insurance plan. If medical clearance is not obtained, employee will not be sent on assignment
Group Insurance Benefits	Company will ensure employee has out of country medical coverage under the Company's plan(s) in force at any given time.
Vacation and other leaves	As per entitlement in home country
Taxation:	<p>Per Diems, Subsistence and Travel 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).</p> <p>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.</p>

Please sign, date and return to the undersigned as acceptance of the assignment conditions outlined.

Employee's signature

Date

Project Manager's signature

Date

Commercial Analyst's Signature

Date