

Table of Contents

Mission Statement	2
Policies/Guidelines.....	3
Quarterly Staff Meetings	3
Calgary Based Office Procedures.....	3
Payroll.....	4
Pay Period Dates	4
Timecard Process	5
Editing Your Timecard	8
Student Payroll FAQ	11
Pay Statements & MyHR Employee Self Service (ESS) Portal.....	12
Holidays	16
Student Relocation Guideline.....	18
Reimbursement for Out-of-Pocket Expenses.....	18
Employee Expense Report Example	19
Expensing Workboots (Site Positions ONLY)	20
Using Remote Access	21
Code of Business Ethics	23
Harassment Free Workplace	23
Site Golden Rules	24
Alcohol & Drug Policy	24
Employee Assistance.....	25
Performance Management.....	25
Work-Term End Dates	25
End of Term Performance Review	25
Exit Interview.....	26
Return Student Placement & New Graduate Recruitment	26
Building Future Scholarships	26

Mission Statement

“To Develop People to Work Together to Create Value for the Company’s Shareholders by Doing it Right with Fun and Integrity.”

The Mission Statement is the most valuable asset of Canadian Natural Resources Limited (CNRL). It can’t be stolen, sold, lost, broken or even taxed. It is everlasting and shared, valued, owned and applied by everyone. This is the guiding principle through which all business is conducted at Canadian Natural. We live the Mission Statement in every aspect of our jobs and strive to adhere to these values every day. In our Mission Statement meetings, employees are asked what the Mission Statement means to them and the following summarizes the various interpretations.

The first segment of the Mission Statement refers to “developing people” and includes:

- Training and further education so that people can assume more responsibility
- Exchanging professional experience, knowledge and learning at work
- Instilling confidence in employees
- Strategic planning to use your talents and resources more efficiently
- Learning from mistakes
- Creating an environment where freedom and autonomy are valued and people have the opportunity to love what they do

“Working together” is the second part of the Mission Statement and some examples are:

- Relying on the expertise and information of others to do your job
- Open and direct communication style within the Company despite increasing size
- Team spirit and corporate togetherness
- Respecting and tolerating differences
- Communicating issues and sharing information
- Listening and appreciating the value of other perspectives

“Creating value” is the third part of the Mission Statement that is exhibited by:

- Setting and meeting goals and objectives
- Adding new reserves and increasing production at an attractive finding and development cost
- Following the Company strategy of \$2 earned for every \$1 spent
- Using time and resources efficiently
- Focusing employee activity and creativity on common goals

“For the Company’s shareholders” is the fourth aspect of the Mission Statement, which means:

- Sharing in the success of the Company as employees, who are also shareholders
- Accountability - this is “our” Company and we have a vested interest in it
- Sense of ownership in the success of the Company

“By doing it right” means:

- Acting with professionalism
- Applying an appropriate amount of resources, time, effort etc. to getting things done well
- Doing the right things, at the right time, in the right way

According to the Mission Statement we do our jobs “with fun” which means:

- Being positive and enjoying your work
- Pride in work (e.g. personal satisfaction)
- Company and department social activities

“Integrity” is an essential part of the Mission Statement, which involves the following:

- Honesty, trustworthiness and ethical behavior
- Meeting obligations and keeping your word
- Respecting and adhering to the values of Canadian Natural
- Fairness and respect in dealings with partners and other employees
- An honest days’ work for an honest days’ pay

Policies/Guidelines

Located on the CNRL Intranet at <http://intranet.cnrl.com> is information with respect to policies and common procedures at Canadian Natural.

Quarterly Staff Meetings

Employees of Canadian Natural meet quarterly to discuss and celebrate the progress of the Company, future goals, share price, financial position. Short and long term goals of the Company are shared. Students are encouraged to attend these events.

Calgary Based Office Procedures

Hours

Employees who work in the Calgary and Field Offices are expected to work a nine (9) hour workday scheduled to include the core hours of 8:00am to 4:30pm and a one (1) hour unpaid lunch break.

Employees work a forty (40) hour work week.

Safety and Security

Canadian Natural is not responsible for personal valuables and employees are discouraged from leaving valuables overnight. Guests or clients arriving after 5:00 are asked to make arrangements with the Canadian Natural employee beforehand.

Employees will receive a security cardkey at no charge when they begin work at Canadian Natural. Employees will be responsible for covering the \$20.00 replacement cost of lost cards.

Office Supplies and Services

Employees may use the Company's postage machine to send their personal mail; however you are required to pay postage to the mail clerk for each envelope that is mailed. It is expected that the employee will pay for any office services used for personal use.

Casual Fridays

Under the "fun" section of our Mission Statement, every Friday Canadian Natural gives employees the option of dressing casually for the day. If you have a business appointment you are expected to dress appropriately, but otherwise most casual dress is acceptable with the exception of sweatpants, holes in pants, etc. This promotes a more relaxed and informal atmosphere for employees.

Payroll

Students are paid every two weeks by direct deposit to their bank account. All students are paid up to the Friday prior to pay day – which results in a one week lag. This pay will include your earnings and your vacation pay for the two weeks prior.

Students receive vacation pay on each pay cheque, and therefore all time away (vacation, sick days, leave etc.) is unpaid. You must receive approval from your supervisor for any unpaid time off, and complete your timecard accordingly.

All student questions related to your **timecard** should be directed to:

KronosTime&Attendance@cnrl.com

All **other student payroll** questions should be directed to:

Payroll@cnrl.com

Pay Period Dates

Pay #	Time Sheets Due by <u>Noon</u> :	2018 Pay Period Dates
Pay #1 - January 12	January 4	December 23, 2017 - January 5
Pay #2 - January 26	January 18	January 6 - January 19
Pay #3 - February 9	February 1	January 20 - February 2
Pay #4 - February 23	February 15	February 3 - February 16
Pay #5 - March 9	March 1	February 17 - March 2
Pay #6 - March 23	March 15	March 3 - March 16
Pay #7 - April 6	**March 28**	March 17 - March 30
Pay #8 - April 20	April 12	March 31 - April 13
Pay #9 - May 4	April 26	April 14 - April 27
Pay #10 - May 18	May 10	April 28 - May 11
Pay #11 - June 1	May 24	May 12 - May 25
Pay #12 - June 15	June 7	May 26 - June 8
Pay #13 - June 29	June 21	June 9 - June 22
Pay #14 - July 13	**July 4**	June 23 - July 6
Pay #15 - July 27	**July 18**	July 7 - July 20
Pay #16 - August 10	**August 1**	July 21 - August 3
Pay #17 - August 24	**August 15**	August 4 - August 17
Pay #18 - September 7	**August 29**	August 18 - August 31
Pay #19 - September 21	September 13	September 1 - September 14
Pay #20 - October 5	September 27	September 15 - September 28
Pay #21 - October 19	October 11	September 29 - October 12
Pay #22 - November 2	October 25	October 13 - October 26
Pay #23 - November 16	November 8	October 27 - November 9
Pay #24 - November 30	November 22	November 10 - November 23
Pay #25 - December 14	**December 6**	November 24 - December 7
Pay #26 - December 28	**December 13**	December 8 - December 21

**** Time sheets due early due to Statutory Holiday/Office Closures - subject to change****

Pay #25, time sheet due date subject to change

Pay #26, time sheet due date subject to change

Timecard Process (Excluding Conventional Field based Students)

The information provided below outlines the process for submitting timecards, if you have any questions after reviewing this please feel free to contact your payroll administrator at:

KronosTime&Attendance@cnrl.com

Login to Kronos ESS

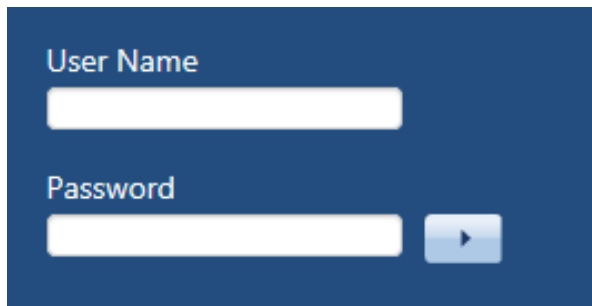
For best results, use Google Chrome as your browser to login to Kronos, and go to:

<https://kronos.cnrl.com/wfc/navigator/logon>

Save this link as a favorite in your browser, for easy access to your timecard in the future.

To login, use the same Network User Name and password that you use to login to your desktop computer:

1. Enter Network User Name (case-sensitive)
2. Enter Network Password
3. Click on arrow or hit enter on keyboard



When you log on, the ESS - Timecard widget will be open as the default screen (sample below). The **ESS Timecard** is available on the main screen. You can also access the Schedule Calendar and Team Schedule from the widget bar right-hand side of the screen. The time period selected will default to the **current pay period**, which is the time period that you will be entering time for. If you need to view a different time period (ex. Historical) use the drop down arrow to select the dates required.

Sample Default Screen (ESS - Timecard Widget)

The screenshot displays the ESS - Timecard widget interface. At the top, there is a navigation bar with the KRONOS logo, a 'Sign Out' button, and a 'Workspaces' dropdown menu. Below the navigation bar, the page title is 'ESS - Employee' and the widget title is 'ESS - Timecard'. The main content area shows a table of timecard data for the 'Current Pay Period'. The table has columns for Schedule, Date, Pay Code, Amount, In, Transfer, Out, Daily, Shift, and Period. The data rows show a schedule of 7:00AM-5:00PM from Wednesday, 3/22 to Friday, 3/31, with a daily amount of 10.0 and a total period amount of 80.0. Below the table is a 'Totals' section with a dropdown menu for 'All' and a 'Pay Code' dropdown. The summary table shows 'COMBINED PAY PERIOD HOURS' and 'REGULAR' both with an amount of 80.0.

Schedule	Date	Pay Code	Amount	In	Transfer	Out	Daily	Shift	Period
	Sat 3/18								
	Sun 3/19								
	Mon 3/20								
	Tue 3/21								
7:00AM-5:00PM	Wed 3/22			7:00AM		5:00PM	10.0	10.0	10.0
7:00AM-5:00PM	Thu 3/23			7:00AM		5:00PM	10.0	10.0	20.0
7:00AM-5:00PM	Fri 3/24			7:00AM		5:00PM	10.0	10.0	30.0
7:00AM-5:00PM	Sat 3/25			7:00AM		5:00PM	10.0	10.0	40.0
7:00AM-5:00PM	Sun 3/26			7:00AM		5:00PM	10.0	10.0	50.0
7:00AM-5:00PM	Mon 3/27			7:00AM		5:00PM	10.0	10.0	60.0
7:00AM-5:00PM	Tue 3/28			7:00AM		5:00PM	10.0	10.0	70.0
7:00AM-5:00PM	Wed 3/29			7:00AM		5:00PM	10.0	10.0	80.0
	Thu 3/30								80.0
	Fri 3/31								80.0

Pay Code	Amount
COMBINED PAY PERIOD HOURS	80.0
REGULAR	80.0

Sample Pay Period Drop Down

The screenshot shows a close-up of the 'Current Pay Period' dropdown menu. The menu is open, displaying a list of options. A red arrow points to the dropdown arrow icon. The options in the menu are: Previous Pay Period, Current Pay Period (highlighted), Next Pay Period, Previous Schedule Period, Current Schedule Period, Next Schedule Period, Week to Date, Last Week, Yesterday, Today, Yesterday,Today,Tomorrow, Yesterday plus 6 days, and Last 30 days. The background shows the 'Daily' column of the timecard table with values 10.0 and 10.0.

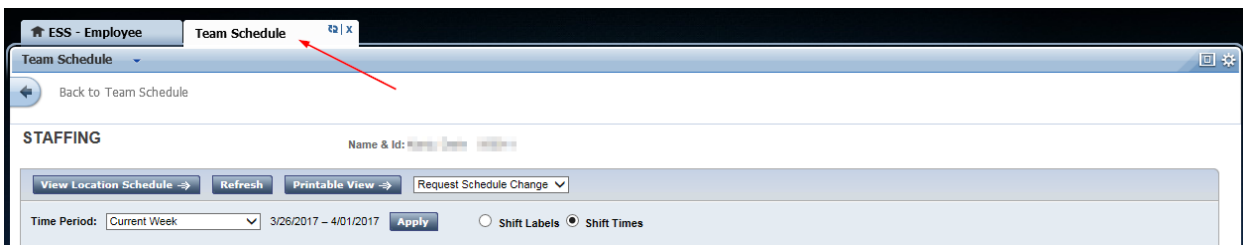
Other available widgets

To open the other available widgets - Schedule Calendar and Team Schedule – hover over the applicable widget and click on the blue bar.

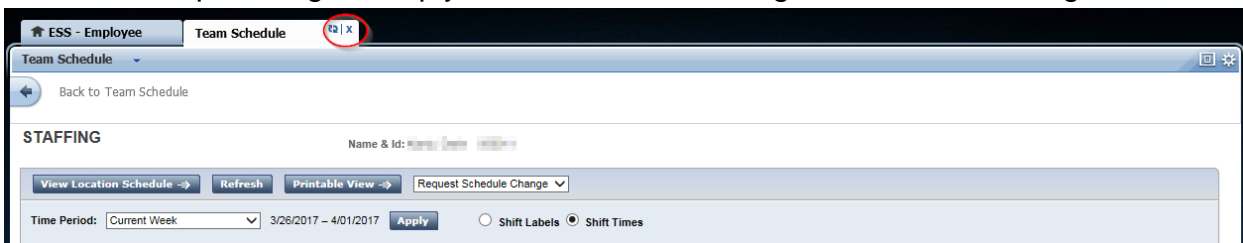
Before (with default settings)



Team Schedule View



To close an open widget, simply click on the X in the right corner of the widget.



Editing Your Timecard

In Timecard, you will need to perform edits when you do not work your regularly scheduled shift for any reason. You will edit the start and end time of the shift and enter a comment/note when required.

How to Edit a Shift in Timecard

To change the start time (in) or end time (out) of the originally scheduled shift:

1. Click on the date line under the 'in' or 'out' time that is being adjusted
2. Enter the new time (ensure that you specify AM/PM)

Before:

Tue 2/02	7:00AM	5:00PM	10.0	10.0	78.0
Wed 2/03	7:00AM	5:00PM	10.0	10.0	88.0

After Edit:

Tue 2/02	7:00AM	5:00PM	10.0	10.0	78.0
Wed 2/03	9:00AM	5:00PM	8.0	8.0	86.0

3. Click **Save** when complete
4. You will now see a red bar beside the shift, hover your mouse over the red bar for the change description, it will display the default description for the change made (this is not a comment)

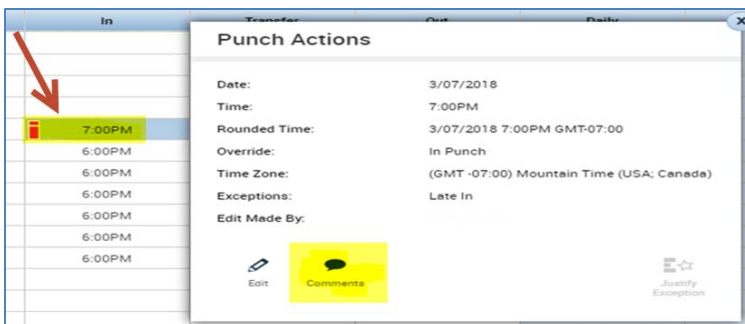
Tue 2/02	7:00AM	5:00PM	10.0	10.0	78.0
Wed 2/03	9:00AM	5:00PM	8.0	8.0	86.0
Thu 2/04	Late In			0.0	86.0

Important note: If you are sick, on vacation or any other unpaid leave, you need to delete the 'in' and 'out' time for the day(s) you are away.

If you are away, send an email to KronosTime&Attendance@cnrl.com and advise on the reason for your absence.

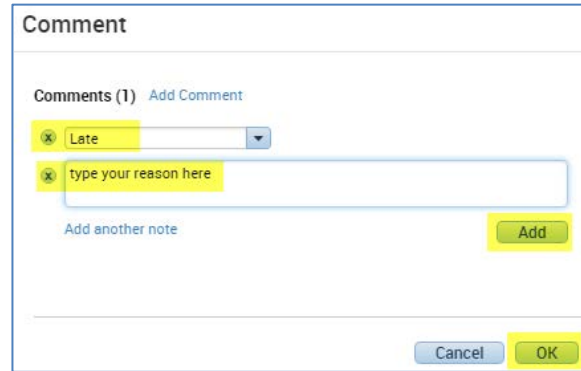
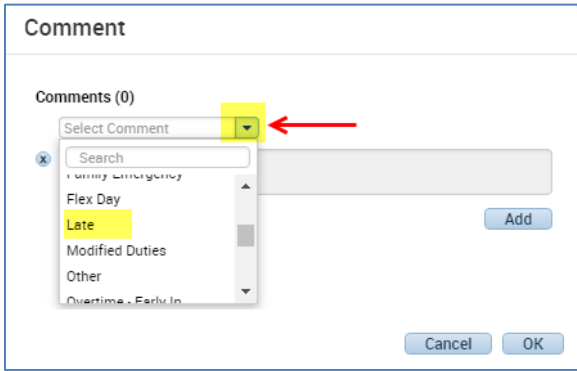
How to Add Comments/Notes

1. Put your cursor on the time with the red bar
2. Right click and choose the **Comments** icon



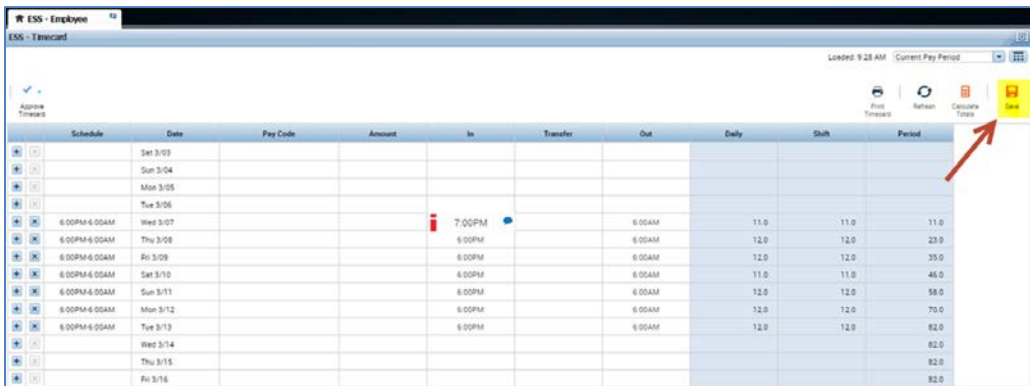
3. Select the **Comment** from the the drop down (example: "Late") and enter the reason in the **Note** box.

4. Click **Add** then **OK**.



How to Save Your Changes

Every time you make accurate changes in your timecard, you need to click **Save**.



Timecard Approval

For most students, you will need to print off a copy of your updated timecard from Kronos ESS, and have it physically signed by your supervisor.

Once your supervisor has verified and signed your time card, scan and e-mail a copy of your timecard to: payroll.timesheets@cnrl.com . Please keep the original copy for your records until the end your term.

The timesheet approval process may vary depending on your area. Please verify with your Team Lead or email KronosTime&Attendance@cnrl.com if you have any questions.

Timecard Process - Conventional Field based (Relief Operator Summer Students)

Each field area has different processes in place to handle the distribution, tracking and submission of timecards.

Please refer to **the local area administrator** to identify the person responsible for managing timecards in your field location. Please be sure to enquire with the administrator on your first day in the field. They will show you how to fill out your timecard and the steps involved in the submission process, so that you receive your pay on time.

For students who attended the Safety Training week in Calgary, you will be paid for the days you attended training. Your Campus Advisor will specify how many hours to claim on your timesheet at your orientation.

Your Campus advisor will also provide you will the contact information for the local admin in your field office.

Student Payroll FAQ

When is my timecard due?

Timecards are due by noon on Thursday, the week prior the pay week. This means that you will have to estimate your hours for the last Friday of the pay period. You can submit any adjustments to your estimated hours on your next timecard. Please keep the Pay Period Schedule (above) as you will need to follow it to ensure your timesheet is submitted on time. A timecard should be submitted in the pay period your hours are worked.

What if I won't be in the office when the timesheet is due?

Please make sure to submit a timesheet prior to leaving your shift if you know that you won't be in the office on the deadline. If you are away for the full pay, remove all time for the current pay period and send a note with the reason for your absence to KronosTime&Attendance@cnrl.com prior to going away.

Who needs to approve my timecard?

All timesheets must be approved your supervisor. If your supervisor is not available, please submit your timesheet without your supervisor's signature, and include a brief note indicating that the supervisor signature is to follow. The outstanding signature must be received before your next timecard can be processed.

What do I enter for a Statutory Holiday not worked?

If you did not work on a Statutory holiday, do not enter time on your timesheet; you will be paid for the holiday if you qualify. Qualification is based on your hours worked history and is averaged over a number of pay periods.

Will reminders be sent out?

A reminder will not be sent out unless payroll requires timecards to be submitted early due to an early pay close. You are responsible to have your timesheet to payroll by the due date deadline. If your timesheet is received late, it will be processed next pay period. Scan and e-mail a copy of your timecard to: KronosTime&Attendance@cnrl.com

Pay Statements & MyHR Employee Self Service (ESS) Portal



Your pay will automatically be deposited into the bank account you provided at the time you submitted your offer letter documentation. If this has changed, you **MUST** contact your Payroll Administrator right away.



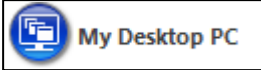
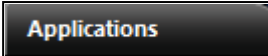
Your T4 statement, come tax time, will be sent by mail to the address we have on file. Again, this is based on the paperwork you completed when you were hired. If your address changes, even after your employment has terminated, you must contact us immediately so that we can notify payroll of this change.

As a student, you will be emailed your pay stub every 2 weeks to your CNRL.com email address. The system generated password for the PDF document is: paystub

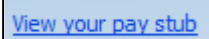
You can access your pay statements through the MyHR ESS portal through your office PC or by using Citrix from a remote location. You will use your CNRL network ID and password, which are provided to you at the start of your employment to log in. Please see below for specific instructions on how to sign in and out of ESS and how to view and print your pay stubs.


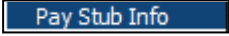





Signing in and out of ESS

Step	Action
1.	<p>Decision: Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> • Accessing HR ESS from your CNRL Computer Go to step 2 on page 12 • Accessing HR ESS from Citrix if you have a CNRL Computer Go to step 11 on page 13 • Accessing HR ESS from Citrix if you do not have a CNRL Computer Go to step 14 on page 13
2.	<p>Click Start.</p> 
3.	<p>Click MyHR ESS.</p> 
4.	<p>Enter your information into the User ID field. For this example, enter "test1".</p> <p>Your ESS UserID is the same as your Network ID.</p> <p>If you are unsure of your User ID, please contact the IS Client Support Line at 403-517-7100 or at local extension 7100.</p>
5.	<p>Press [Tab].</p>
6.	<p>Enter your information into the Password field. For this example, enter "password".</p> <p>Your ESS password is the same as your network password.</p> <p>If you are unsure of your password or need to have it reset, please contact the IS Client Support Line at 403-517-7100 or at local extension 7100.</p>

Step	Action
7.	Click Sign In . 
8.	You have successfully logged into the ESS portal. From here you can do 3 things: 1. View and print your pay stub (see the Viewing and Printing a Pay Stub topic for more information). 2. Access the Great West Life web site (see the Accessing External Links for Benefits and Stock Plan Administration topic for more information). 3. Access the Solium Capital web site (see the Accessing External Links for Benefits and Stock Plan Administration topic for more information).
9.	When you are finished, always click Sign Out to exit the ESS portal. 
10.	You have now learned how to access the Human Resources Employee Self Service (ESS) portal. End of Procedure. Remaining steps apply to other paths.
11.	Open your Web browser and enter " access.cnrl.com " into the address bar. If you have not used Citrix to access the CNRL network, please contact the CNRL Service Desk at 403.517.7100.
12.	Press [Enter] .
13.	Click the My Desktop PC link to remotely access the applications on your CNRL desktop PC.  Go to step 2 on page 12
14.	Open your Web browser and enter " access.cnrl.com " into the address bar. If you have not used Citrix to access the CNRL network, please contact the CNRL Service Desk at 403.517.7100.
15.	Press [Enter] .
16.	Click the Applications tab. 
17.	Click the MyHR ESS link. Go to step 4 on page 12

Viewing and Printing a Pay Stub

Step	Action
18.	Click View your pay stub . 

Step	Action
19.	<p>The Work with Pay Stub History screen displays a list of pay periods. You may review the pay stub for any of the listed pay periods.</p> <p>Click the Row button to access the first record, which is already selected.</p> 
20.	<p>Click Pay Stub Info to review the details.</p> 
21.	<p>Notice there are currently 8 rows of information presented.</p>
22.	<p>If there are more than 10 rows, you can click the Go to End button to view the remaining information.</p>
23.	<p>The details are divided into two sections: Pay/Accrual (earning) and Deduction.</p> <p>Values are listed by both Current and Year-to-Date Amount.</p>
24.	<p>To print this pay stub, click the Form button.</p> 
25.	<p>Click Print to proceed.</p> 
26.	<p>By clicking Print, the system launches a job that creates your pay stub in a printable format. It does <u>not</u> directly send the output to the printer. You must go to the Recent Reports menu to view and print the pay stub.</p>
27.	<p>Now you can access your pay stub by navigating to the View Job Status application.</p> <p>The navigation path is: Recent Reports > View Job Status.</p> <p>Note: Look for a green checkmark beneath the View Job Status application. This indicates that the job has finished processing and is now ready for you to view.</p>
28.	<p>Check the box beside the most recent record. For this example, there is only one record available, so select the first one.</p> <input data-bbox="289 1283 326 1318" type="checkbox"/>
29.	<p>Click the Select button to access your pay stub.</p> 
30.	<p>Click the PDF link.</p>  RD07186 EN 32373 1686 3.pdf
31.	<p>The report appears in a PDF.</p>
32.	<p>You now have the option to print the pay stub or to send a copy of this PDF to yourself via email. The second option allows you to print confidentially from home. For this example, you will email a copy to home.</p> <p>Navigate to the Send File application.</p> <p>The navigation path is: File > Send File.</p> 

Step	Action
33.	Complete the details of To and Subject fields as required. Click Send .
34.	You have now learned how to view and print a pay stub. End of Procedure.

Holidays

If you do need to take time off, you must first get approval from your supervisor and record this time off accurately on your timesheet. Please note that your pay will be deducted for these days as you are paid 4% vacation pay on each pay.

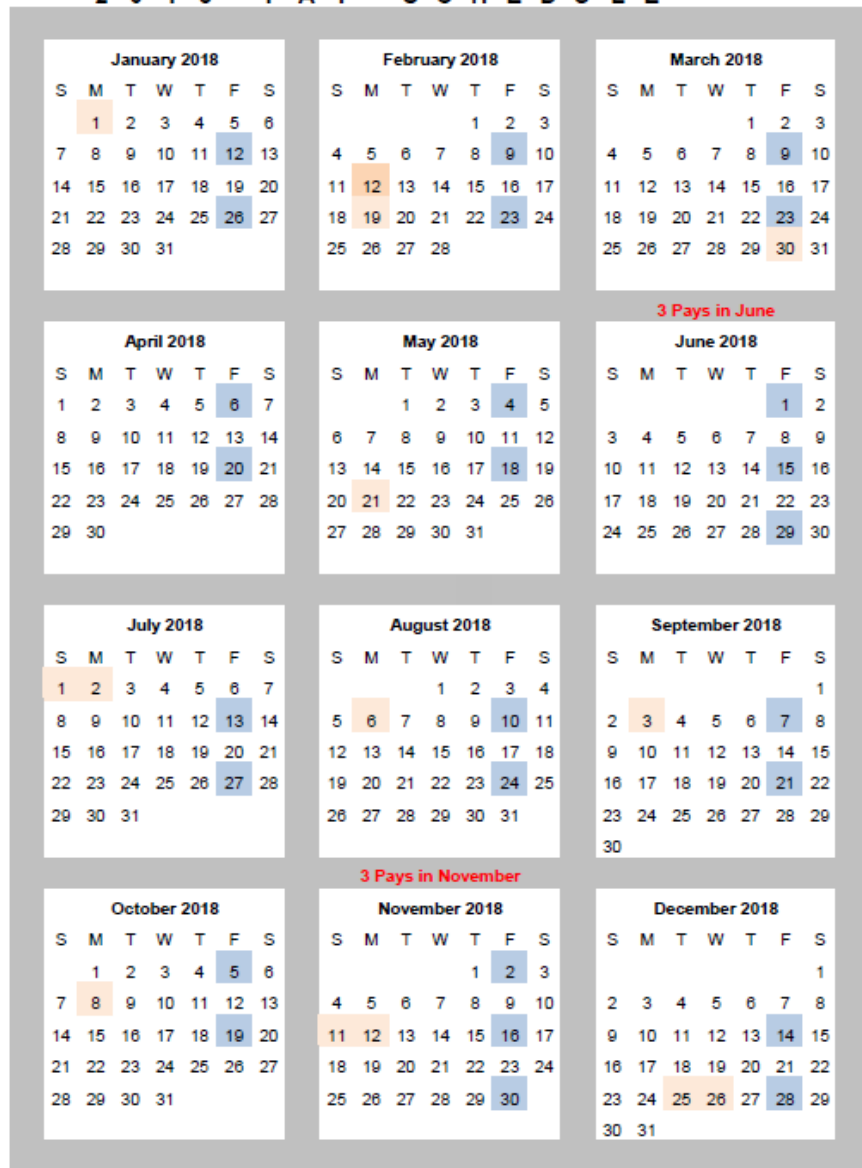
The following holidays are observed at Canadian Natural:

New Year's Day, Family Day (Alberta only), Good Friday, Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day

All students are paid regular pay for these days off.

2018 Pay & Holiday Schedule

2 0 1 8 P A Y S C H E D U L E



=stat holidays
 = pay days

2018 STATUTORY HOLIDAYS FOR OIL SANDS SITES (Albian & Horizon)

HOLIDAY	DATE	WORK SCHEDULES			
		4&3 (Mon - Thur)	4&3 (Tue - Fri)	4&3 (Thur - Sun)	5&2
New Years Day 2018	Mon, Jan 1 2018	Thur, Dec 28 / 17	Fri, Dec 29 / 17	Sun, Dec 24 / 17	Thur, Dec 28 / 17
Family Day	Mon, Feb 19	Mon, Feb 19	Tue, Feb 20	Thur, Feb 22	Mon, Feb 19
Good Friday	Fri, Mar 30	Mon, Apr 2	Fri, Mar 30	Thur, Mar 29	Fri, Mar 30
Victoria Day	Mon, May 21	Mon, May 21	Tue, May 22	Thur, May 17	Mon, May 21
Canada Day	Sun, Jul 1	Mon, Jul 2	Fri, Jun 29	Thur, Jun 28	Mon, Jul 2
Civic Holiday	Mon, Aug 6	Mon, Aug 6	Tue, Aug 7	Thur, Aug 2	Mon, Aug 6
Labour Day	Mon, Sep 3	Mon, Sep 3	Tue, Sep 4	Thur, Aug 30	Mon, Sep 3
Thanksgiving Day	Mon, Oct 8	Mon, Oct 8	Tue, Oct 9	Thur, Oct 4	Mon, Oct 8
Remembrance Day	Sun, Nov 11	Mon, Dec 24	Thur, Dec 27	Thur, Dec 27	Mon, Dec 24
Christmas Day	Tue, Dec 25	Tue, Dec 25	Tue, Dec 25	Fri, Dec 28	Tue, Dec 25
Boxing Day	Wed, Dec 26	Wed, Dec 26	Wed, Dec 26	Sat, Dec 29	Wed, Dec 26
New Years Day 2019	Tue, Jan 1 2019	Thur, Dec 27 / 18	Fri, Dec 28 / 18	Sun, Dec 30 / 18	Thur, Dec 27 / 18

(8/6 or 10/4 or 12/2) - If a stat falls in the middle of regularly scheduled shift or on regular scheduled day off, day in lieu to be taken first day of next scheduled shift.

7/7 OT Eligible (Operators) - Paid based on stat worked or not worked. If vacation period includes a stat the employee does not have to use a vacation day.

7/7 Other or 8/6 - stats paid (Team Leads, etc) - No additional days off in lieu: paid separate biweekly allowance to compensate for stat worked/not worked as per regular schedule. If vacation period includes a stat, the employee does have to use a vacation day.

Student Relocation Guideline

Please see the [Student Relocation Policy](#), posted on the CiNQ

- intranet.cnrl.com → Corporate → Human Resources → Policies and Guidelines HR → Relocation Student Policy

Students who are eligible for relocation assistance will be contacted by the Relocation Advisor.

Students will be reimbursed at the current mileage reimbursement rate up to the maximum amount approved and provided to you prior to your relocation.

Please submit your completed expense report to your supervisor for review and approval.

Reimbursement for Out-of-Pocket Expenses

To claim reimbursement for eligible Company-related expenses you will obtain an Employee Expense Form located in **Microsoft Excel** (go to [File – New - My Templates - CNRL](#) tab). The form is called "[Expense Report rev0614](#)".

When completing expense reports, please ensure that:

1. Employee fills out/ signs, forward to foreman for approval/coding and processing.
2. When submitting relocation receipts paid by debit or credit, please provide both the sales receipt and the itemized receipt. If one or the other is not received, you will not be reimbursed.
3. When expensing kms travelled, please provide the exact number of kms and the destination travelled to and from. (Go to www.googlemaps.com to determine kms travelled).

Employee Expense Report Example

Employee Name	Desmond Roots		Date of Last Receipt			Employee	CMRL Business	Batch No.:	
Employee No.	987456		Employee	Calgary		CMRL Business	Conventional	Vendor No.	
Date From:	2015-04-28	To:	2015-08-27	Contact No.	403-569-2589		Mileage from school location multiplied by current CMRL mileage reimbursement rate	Invoice No.	
PLEASE NOTE JUST BE STATED IN CANADIAN FUNDS									
Date of First Receipt			Expense Description			Business Reason			
Item	Date	Vendor/Supplier	Expense Description	Business Reason		Total Expense	Location	Expense Type	Prop
1	2015-04-28	Personal Mileage	Mileage (travel from Medicine Hat to Calgary) 233 KM	Student Relocation Travel Expense		\$146.50		AB	
2	2015-08-27	Personal Mileage	Mileage (travel from Medicine Hat to Calgary) 233 KM	Student Relocation Travel Expense (return)		\$146.50		AB	
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Totals						Total			\$293.00
Prepared By						Advance			\$0.00
Employee Signature						Due Empl.			\$233.00

Students fill in the yellow highlighted portion and submit to the Relocation Advisor for approval

Expensing Workboots (Site Positions ONLY)

The safety boot allowance is up to \$250 plus GST, per calendar year. Both itemized receipt and debit/credit receipt are required for reimbursement.

Complete the employee expense form, including the cost codes for your department. From there, it will be submitted to your Supervisor, who will approve it and forward it for processing.

2.9 Safety Footwear

Policy

© 2016 Canadian Natural Resources Ltd.

Page 5 of 10

CNRL-OVR-POL-HR-000004 - Issued - Rev 5 - 2016/11/29 15:36:42

CNRL-OVR-POL-HR-000004 - Issued - Rev 5 - 2016/11/29 15:36:42

Policy: Business Expense Policy
Revision Date: 28-November-2016

Document Owner: Colleen Flamont
Revision Number: 005

- Per Section 9.7 of Canadian Natural's "Safety Management System" manual, all workers on Canadian Natural work sites must wear CSA approved safety footwear. Employees must purchase their own footwear and submit an expense claim for reimbursement. Only CSA approved safety footwear is eligible for reimbursement, to a maximum of \$250 plus taxes per calendar year. Safety footwear is not reimbursable for staff going to field sites for the purpose of office meetings or site tours. Any other safety related expenses need to be approved by Arley Currie, Manager, Safety Conventional prior to submission and attach his approval with your backup.
- Additional safety footwear can be claimed within the calendar year if approved by their area foreman or department manager.
- Calgary Staff who are going to the field should check with our Safety Department for loaner safety equipment. If it is not available from the Safety Department the field office should be contacted to request use of loaner safety equipment when you arrive.
- For any other Safety Equipment questions please refer to the Safety Policy Found in Outlook>Public Folders>Dept. Safety>Misc. Safety Info. or on Intranet.cnrl.com.

Remote Access

Remotely controlling your office computer from home: <http://portal.cnrl.com>

Multifactor Authentication

Multifactor Authentication (MFA) is a system that confirms your login activities via secondary device. MFA is only required when accessing Canadian Natural via external internet. You will need to set up MFA before you use Remote Access for the first time.

For MFA setup instructions, please see the [Multifactor Authentication Quick Reference Guide](#) (located on CiNQ).

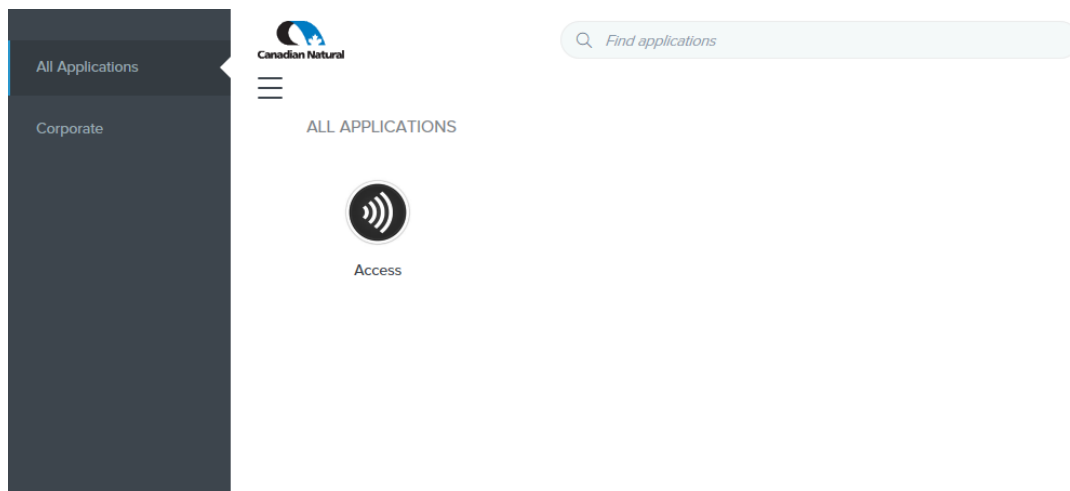
Using Remote Access

WARNING! To remotely access a Canadian Natural computer, the computer being accessed must be powered on or you will not be able to access the computer. Virtual PCs are always powered on.

To use Remote Access:

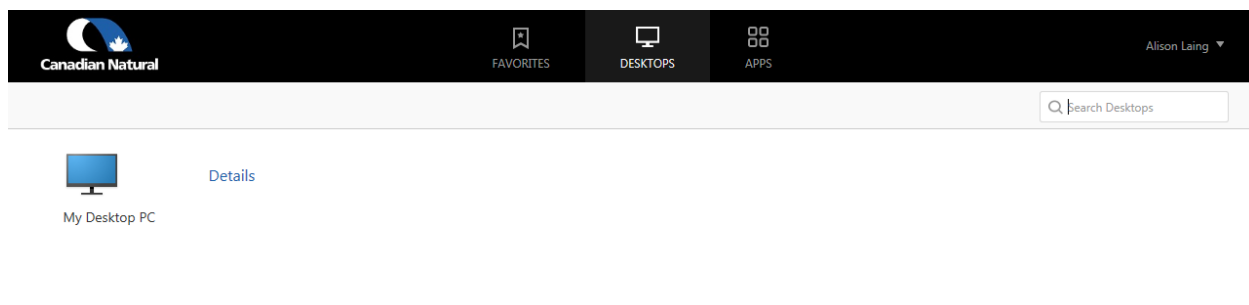
1. Open Internet Explorer and type <http://portal.cnrl.com> in the *Address* bar, then press ENTER. The *Portal – Logon* page opens.
2. Enter your Canadian Natural *User name* and *Password* and click **Log On**. The *Portal* page opens, with the *All Applications* tab selected.

Figure 1: All Application tab



3. Click **Access**. The *Citrix Receiver* window opens to the *Desktops* page.

Figure 2: Desktops page.



4. Click **My Desktop PC**. Your PC opens.

Using the Remote Access Toolbar

The Remote Access toolbar has buttons that allow you to:

- Toggle between your home computer and your office computer by clicking **Home**.
- *My Desktop PC* or *My Virtual PC* will be highlighted to indicate the PC you are currently using.
- Send CTRL + ALT + DEL to your office PC by clicking **Ctrl+Alt+Del**.

Note: Pressing CTRL + ALT + DEL on your keyboard will send the command to the computer you are using, not your office computer.

- Set your preferences for your display, as well as how you want your USB devices treated, by clicking **Preferences**.
- Adjust the size of the screen you are working in by clicking **Full-screen**.
- Disconnect from your office PC by clicking **Disconnect**.

Figure 3: Remote Access Toolbar



To use the Remote Access toolbar, click the white ↑ arrow at the top of your remote computer screen. The toolbar will drop down. To minimize it, click the arrow again.

Ending Your Remote Access Session

When you are ready to end your Remote Access session, you must ensure you disconnect or log out from your office computer, or you may have problems using your computer when you return to the office.

To end your Remote Access session:

1. Save your work and close all open applications.
2. Select **Start → Log Off**.

WARNING! Windows 7 does not require confirmation of log off. If you click **Log off** any open programs will be immediately closed and you will lose any unsaved changes.

Troubleshooting your Remote Access Session

The Remote Access Self-Help Troubleshooting app can often resolve issues you may be having (without you having to call the Service Desk). You'll find the app on the *Apps* page of the *Citrix Receiver* window. Once the app is open, follow the instructions onscreen.

Code of Business Ethics

The success of Canadian Natural can be attributed to the honesty and integrity of all employees and thus it is essential that we adhere to a code of business ethics. You may find yourself in a situation where you are in a potential conflict of interest or are unsure regarding matters of confidentiality. Examples of a conflict of interest or breach of confidentiality include, but are not limited to:

- personal interests in conflict with business interests of Canadian Natural
- showing a subjective bias for personal gain in your duties
- disclosing information on Company business
- withholding information which could positively or adversely affect business at Canadian Natural
- using your position at Canadian Natural for personal gain
- accepting or offering gifts which may lead to perceived obligations
- contravening provincial or federal laws, statutes, or legislation

You are required to sign a consent form agreeing to comply with this code of ethics and to inform your Supervisor of any potential conflicts. Breach of this code may result in immediate dismissal and will not be tolerated. As an employee at Canadian Natural, you will represent the Company to others and are expected to maintain a professional business approach. Canadian Natural sets high standards for all employees and integrity, honesty, trust, and professionalism are the norm in every situation.

Harassment Free Workplace

Canadian Natural is committed to a healthy, productive work environment where the dignity of each individual is respected. Any form of harassment will not be tolerated within Canadian Natural. Examples of behavior that is considered harassment include, but is not limited to: slurs, insulting or demeaning posters, insulting or demeaning invitations, drawings, unwanted gifts, offensive actions, requests for sexual favors, and physical contact etc. Behavior does not have to be intentional to be considered harassment. If any employee feels he or she is being harassed, apart from keeping records, the individual exhibiting the offensive behavior should be told to stop. If the behavior persists, a complaint should be filed immediately with any of employee's supervisor or manager or any member of the Management Committee or a Human Resources Advisor or the Human Resources Manager. Reports will be kept confidential and an internal investigation will be undertaken to resolve the problem. If the evidence supports the complaint, corrective action will be taken against the harasser and the incident will be kept in his or her personnel file. Employees lodging complaints or providing information will be protected from retaliation such as demotion or denial of opportunities within Canadian Natural. Mischievous or unfounded complaints may be in itself treated as harassing behavior.

Site Golden Rules

Performing any of the following acts will result in an indefinite site suspension:

- **Criminal Activity:**
 - Possession or use of illegal drugs, assault, tampering with safety devices, first aid
- **Alberta OH&S Code Violation:**
 - Failure to tie off when working at or above 3M
 - Failure to comply with “Codes of Practice”
 - Confined Space
 - Respiratory Protective Equipment
 - Lock out/ Tag out
- **Violations of Canadian Natural Corporate Policies:**
 - Being under the influence of alcohol
 - Misuse of medication or other (legal) substances
 - Possession of firearms or other weapons
- **Failure to comply with the Horizon Designated Smoking Area Policy**
- **Harassment**

Alcohol & Drug Policy

Canadian Natural is committed to providing a safe, healthy and productive work environment. We recognize that the use of illicit drugs and the inappropriate use of alcohol, medications, and other substances can adversely affect the safety of employees and others, job performance, and the work environment. It can also place Canadian Natural property and operations at risk. Therefore, the Alcohol and Drug Policy is intended to outline in more detail the standards and expectations associated with alcohol and drug use, and confirm the Company’s commitment to minimize risk associated with our operations.

The A&D policy applies to all employees while they are engaged in Company business, working on Company premises, and operating Company vehicles and equipment. Violations of A&D provisions will result in corrective action up to and including termination of employment. Contract workers will be expected to comply with similar and consistent standards set out in a separate statement of policy expectations. Third party contractors will be expected to enforce the general requirements of fit for work for their employees, sub-contractors and agents. Any contravention will be considered a breach of contract. In the context of this policy being “fit for work” means being able to safely and effectively perform assigned duties without any limitations due to the use or after-effects of alcohol, illicit drugs, medications or other substances that can impact performance.

All employees are expected to perform their job in a safe manner consistent with established Company practices. Because of the greater risk involved in performing certain functions, some positions have been designated as “safety-sensitive”. Individuals holding these positions will be expected to meet higher standards as outlined in the policy. Employees holding designated safety-sensitive positions must abide by the A&D standards and are prohibited from consuming any alcoholic beverage when on duty, including during meals or other breaks. Safety Sensitive Personnel may use alcohol after the work day, for example when on travel status, at a training event or seminar or in any other similar business-related situation provided the formal business is completed, they use alcohol responsibly in compliance with the requirements set out above, and that they are not returning to work.

Employee Assistance

Employee assistance is offered by the Human Resources Advisor on a variety of issues related to the job or to personal problems. Mediation or facilitation of disputes involving co-worker conflict, grievances, and supervisor-employee conflict are dealt with fairly and confidentially.

A Human Resources Advisor will help with career/employment counseling or assistance in securing personal counseling resources. Personal problems not directly work-related will be held in strict confidence and referrals to appropriate community resources will be made as desired by the employee. If you would like to meet with a Human Resources Advisor you can call directly to set a mutually convenient time.

Performance Management

It is very important that you take this opportunity to learn and grow as much as you can during your work term with us. Ask questions, be at work on time and ready to go, work hard, have fun, and make sure you know what your supervisors' expectations are up front. This is a fair question for you to ask your supervisor at the beginning of the term when you arrive 'on site' to work. Be open and up front about what you hope to gain during your time with us. We want to help develop you!

Occasionally performance problems do arise either suddenly or after a pattern of poor performance begins to emerge. Every effort will be made to improve the employee's performance through counseling and coaching. The severity and frequency of misconduct will be considered; however a general guideline for resulting action includes:

1. Verbal warning/discussion with Supervisor and/or Department Manager.
2. Written warning – a departmental performance review with specific goals will be provided with a time frame outlining when performance is expected to improve.
3. Counsel by Human Resources Manager or Human Resources Advisor
4. Dismissal

Poor performance and any action taken will be documented in writing, dated and signed by the Department Manager and be placed in the employee's personnel file.

Work-Term End Dates

We will be contacting your Supervisor near the end of your term to confirm your last day of work, as this information is crucial for Payroll to ensure you receive payment for your entire work-term. Please ensure you talk with your Supervisor to confirm your last day of work. For some of you this might be before the end date that appears in your offer letter depending on the shift schedule.

End of Term Performance Review

Performance appraisals take place between the student and his or her supervisor. This is to provide feedback to the student about things they did well and areas they can work on to improve. We want

this to be a rewarding and developmental experience for all students. These reviews are used to capture your experiences at Canadian Natural, and to establish areas of strength and development.

Exit Interview

All student employees will be provided with an online exit interview survey near the end of their work term. An exit interview is very important to ensure a student's experience at Canadian Natural Resources was valuable and met the student's expectations. It is an effort to obtain feedback on Company operations and employee relations for the future. The purpose of the interview is to obtain recommendations, work term feedback, and to determine your interest in possible return employment.

Return Student Placement & New Graduate Recruitment

When determining students for rehire, we look to see if they would be a good fit for Canadian Natural and if Canadian Natural would be a good fit for them based on their Performance Review and Exit Interview.

Returning Student:

If you have remaining work terms available and are interested in completing these at CNRL, you must complete the exit interview and apply online to the posting in order to be considered as a returning student.

As we do receive a high volume of applications for these positions, not all students are invited back for subsequent work terms.

New Graduate opportunities:

Canadian Natural views student placements as a mutual opportunity for the company to evaluate the student's potential long-term suitability, as well as giving the student an opportunity to consider the Company as a future employer. Typically, we have many more student positions than we do for new graduates. Not all students are interviewed for new graduate employment opportunities.

Canadian Natural evaluates a variety of information when deciding which current or previous students will be considered and shortlisted for a new graduate position. This information includes:

- Business need
- Suitability for positions available
- Student performance within Canadian Natural work terms
- Previous work experience, extracurricular activities, academic performance and progression

Building Future Scholarships

CNRL has a scholarship fund for students enrolled in post-secondary education.

Campus Recruitment does not administer the scholarship, but there is information regarding applications and deadlines on the website:

www.cnrl.com/careers/campus-opportunities

Have a wonderful work term, work hard, learn, and have fun!