

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

**NON-COMMERCIAL ACCOMMODATIONS**

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

Item	Domestic Long Term (equal to and greater than twelve (12) months)	
Assignment Status	Determined by the Company.	
Location Premium	N/A	
Relocation Allowance - Initial & Final Trips	One (1) week of home country base salary (for initial and final trips). Does not include location premium if applicable. Intended to offset wide range of expenses incurred during transition from Home/Host location.	
Home Leave	ONTARIO: Provision for home leave included in Subsistence Allowance.	CANADA (Excluding Ontario) <ul style="list-style-type: none"> <li>Unaccompanied - six (6) weeks</li> <li>Accompanied/accompanied with dependents every twelve (12) months.</li> </ul>
Home Leave-during Settling in Period only	ONTARIO: <ul style="list-style-type: none"> <li>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.</li> </ul>	CANADA (Excluding Ontario): N/A
Subsistence Allowance & Per Diems	ONTARIO: While at Non-Commercial Accommodation Subsistence Allowance is payable. Subsistence allowance adjusted pro-rata to reflect time employee is on leave. For clarity amount indicated is based on a full time month without leave.	CANADA (Excluding Ontario): While at Non-Commercial Accommodation Subsistence Allowance is payable. Subsistence allowance adjusted pro-rata to reflect time employee is on leave. For clarity amount indicated is based on a full time month without leave. <ul style="list-style-type: none"> <li>Point Lepreau \$CDN 1,500 / month subsistence allowance. (exclusive of travel expenses which are reimbursed with receipts at specified home</li> </ul>

Item	Domestic Long Term (equal to and greater than twelve (12) months)	
	<ul style="list-style-type: none"> <li>• Bruce Power \$CDN 1,700 / month <b>(effective September 15, 2022, increase to \$1,870; effective January 23, 2025, increase to \$2,060)</b></li> <li>• Darlington \$CDN 1,400 / month <b>(effective September 15, 2022, increase to \$1,540; effective January 23, 2025, increase to \$1,695)</b></li> </ul> <p>No Per Diems are payable except during Settling in Period. During the Settling in Period (below) per diems and incidentals apply per the Domestic Short Term Commercial Accommodation Assignment Conditions. Subsistence allowance does not apply while in commercial accommodation. <b>Adjustments for employees on leave should exclude sick leave, unless the sick leave is greater than five (5) days and the employee is able to return home.</b></p>	<p>leave frequency). <b>(effective September 15, 2022, increase to \$1,650; effective January 23, 2025, increase to \$1,815)</b></p> <p>No Per Diems are payable except during Settling in Period. During the Settling in Period (below) per diems and incidentals apply per the Domestic Short Term Commercial Accommodation Assignment Conditions. Subsistence allowance does not apply while in commercial accommodation. <b>Adjustments for employees on leave should exclude sick leave, unless the sick leave is greater than five (5) days and the employee is able to return home.</b></p>
Settling in Period- Accommodation	<p>Provided up to maximum of <b>sixty (60)</b> days on assignment only if employee is unable to settle in his/her residence upon arrival at the host location. Temporary accommodations stopped when employee settles in to his/her host housing.</p> <ul style="list-style-type: none"> <li>• During the settling in period the following will apply: <ul style="list-style-type: none"> <li>○ Location Premium of \$CDN 15 per work day; while in commercial accommodations only. <b>Effective September 15, 2022, increase to \$20.</b></li> <li>○ 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). <b>Effective September 15, 2022, increase to \$80. Effective January 23, 2025, increase to \$89.</b></li> <li>○ 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). <b>Effective September 15, 2022, increase to \$11.</b></li> </ul> </li> </ul> <p>During the Settling in Period an employee is not eligible for the Subsistence Allowance.</p>	
Temporary Accommodation/Hotels - ongoing	N/A	
Housing and Utilities	<p>Company to arrange for accommodations or provide assistance to the employee. Company to approve accommodations in advance. Company reimburses for accommodations (with receipts):</p> <ul style="list-style-type: none"> <li>• Bruce - \$CDN 1,200/month <b>(effective September 15, 2022, increase to \$1,850; effective January 23, 2025, increase to \$2,100)</b></li> <li>• Pickering/Darlington - \$CDN 1850/month <b>(effective September 15, 2022, increase to \$2,100; effective January 23, 2025, increase to \$2,300)</b></li> </ul>	

Item	Domestic Long Term (equal to and greater than twelve (12) months)	
	<ul style="list-style-type: none"> <li>• Point Lepreau - \$CDN 1,500/month</li> <li>• GoCo Chalk River - \$CDN 1,900 month</li> </ul> <p>Where doing so is cost effective and pre-approved by the Company, employees may choose to share accommodations and will be reimburse for accommodations (with receipts) for actual cost of accommodation up to 75% of maximum amount per employee outlined above. In addition, the Company is not responsible for any additional cost due to employees breaking up the relationship to lease.</p> <p>Utilities included in monthly allowance listed above (intermediate internet included, with receipts).</p>	
Furniture	<p>Furnished Accommodations: Amounts included in 'Housing and Utilities' section above</p>	<p>Unfurnished Accommodations: When fully furnished accommodations are unavailable, employee will be reimbursed for costs of unfurnished accommodations up to specified amount plus furniture allowance or household goods shipment. Maximum amounts for unfurnished are set at 80% of furnished. Additional locations determined by Global Mobility/Destination Services.</p>
Furniture Allowance	<p>Provided when furnished accommodation is not available and household goods not shipped to host location. Must be pre-approved in detail by Company.</p> <p>Expectation by order of priority is:</p> <ol style="list-style-type: none"> <li>1) securing furnished accommodation,</li> <li>2) Unfurnished accommodation with Shipment of household goods,</li> <li>3) Unfurnished accommodation with use of furniture allowance (With receipts) <ul style="list-style-type: none"> <li>• Unaccompanied status: Up to \$CDN 8,000 <b>Effective September 15, 2022, amend "\$CDN 8,000 with receipts" To "\$CDN 6,000 lump sum without receipts."</b></li> <li>• Accompanied and accompanied with Dependants: \$CDN 10,000 + \$CDN 1500 per accompanying child.</li> </ul> </li> </ol>	
In Transit Costs  Initial Trip, Home Leaves(applicable only for CANADA (Excluding Ontario) and Final Trip	<p>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.</p> <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>	
Lease Cancellation - Host Location	<p>Up to three (3) months rent. To assist with penalty payment resulted due to early cancellation of lease. Employee must seek prior Company approval if lease terms do not meet these guidelines.</p>	

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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.) <b>(effective September 15, 2022, increase to \$20; effective January 23, 2025, increase to \$22)</b>, \$20 per work day elsewhere within Ontario <b>(effective September 15, 2022, increase to \$25; effective January 23, 2025, increase to \$28)</b> and \$30 per work day outside Ontario <b>(effective September 15, 2022, increase to \$40; effective January 23, 2025, increase to \$44)</b>. 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>
Shipment of Vehicle	<p>CANADA (Excluding Ontario):</p> <ul style="list-style-type: none"> <li>• Applies if determined by the company and deemed to be most cost effective option.</li> <li>• Applies to out of Province Assignments only.</li> <li>• Shipment of personal vehicles to and from host location arranged by the company.</li> <li>• Applies only when local transportation is not provided.</li> <li>• Up to one (1) vehicle shipped per employee. Up to two (2) vehicles only when accompanied / accompanied with dependents shipped per employee.</li> </ul>
Travel Time - Initial Trip, Home Leaves & Final Trip	Included in Subsistence Allowance.
Work Schedule	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.
Overtime	As per Collective Agreement. (Article 21)
Statutory Holidays	Per Collective Agreement.
Termination of Assignment by Employee	An employee may terminate their assignment with a minimum of three (3) months' notice, other than in exceptional circumstances (e.g. serious illness in immediate family or other similar situations), where a shorter notice period will be agreed upon.

Item	Domestic Long Term (equal to and greater than twelve (12) months)
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:	<p>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).</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>
<b>The exceptions review process may approve higher conditions based on market. Union to be provided with exceptions.</b>	

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