

EMPLOYEE INFORMATION SHEET



Employee Information:

First Name:	Last Name:
Street Address:	Province/Country:
Home Phone:	Alternate Phone:
E-mail:	Date of Birth:
Social Insurance Number:	Health Care Number:

Emergency Contact:

First Name:	Last Name:
Relationship to Employee:	Home Phone:
Alternate Phone:	

Banking Information:

Bank Name:	Transit Number:
Account Number	

Employment Information: (To be completed by Human Resources)

Position:	Location/Site:
Start Date:	Rate of Pay:
Federal/Provincial Tax Deductions: BASIC or ADDITIONAL	

OVERVIEW OF POLICIES AND PROCEDURES



ORIENTATION

All contractors and laborers arriving at site will be orientated & introduced to all areas of camp such as the first aid tent, bathrooms, showers, office, manager's tent, muster points and the location of hazardous equipment. All contractors and laborers will also be introduced to the camp manager, and first aid personnel. Camp safety procedures and helicopter safety procedure will be reviewed shortly after arrival.

CERTIFICATES & TRAINING

All employees are required to have basic first aid CPR level C, Drillers, foremen, and managers are required to have a supervisor's certificate level 1.

COMPENSATION

AEI compensates employees for costs incurred starting on the day of departure from home to a job site, including all days worked on the job site and up to the day they arrive home.

Direct deposit is available for employees with accounts at all major banks.

TRAVEL EXPENSES

Any expenses incurred (eg. food, taxi, excessive baggage) must be submitted to AEI within 30 days of the purchase date in order to be reimbursed. It is the

employee's responsibility to submit these receipts within the specified time frame.

When staying in a hotel room fees & taxes are covered, meals are to be paid for and a receipt to be submitted, the employee is responsible for personnel phone calls movie rentals Etc.

Unless otherwise approved by management, any expenses incurred in the purchase of extra food, clothing, gear, souvenirs, etc. made while at the work site, or in neighbouring towns are the responsibility of the employee.

PERSONAL CLOTHING & GEAR

All employees are expected to provide their own clothing & PPE appropriate to the job site this includes but not limited to.

- Rain suit
- Work gloves
- Protective eye wear
- Bug Jacket
- Sleeping Bag & pillow
- Towel
- Jackets/Parkas Coveralls insulated
- Footwear (safety rated work boots [non-metal boots recommended], rubber boots, insulated winter boots rated -60 for winter conditions.)
- Head Gear (face masks, balaclavas, toques, goggles) all personal clothing.
- Where specifically required by AEI or the client AEI will provide safety gear & clothing including but not limited to...
 - Hard hats
 - Skidoo helmets,
 - Hearing protection
 - High Visibility outer wear
 - Safety goggles
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*Given the isolated nature of AEI camps, equipment will be limited in quantity and can take many weeks to arrive in a shipment. **If you already own any PPE equipment listed above, we encourage you to bring it with you.**

*AEI is not responsible for replacing any lost or stolen items.

DRUGS & ALCOHOL

- All AEI jobsites & camps are drug & alcohol free, anyone found in contravention of this policy will be subject to immediate dismissal, The travel cost incurred as a result of dismissal are solely the employees responsibility.

COMPUTER USAGE POLICY

This policy pertains to the use of all AEI computers and internet access both for field employees and those within the administrative office. The following items are prohibited and any offenders are subject to dismissal.

- Accessing networks, servers, drivers, folders, or files to which the employee has not been granted access or authorization.
- Making unauthorized copies of company files or other company data.
- Destroying, deleting, erasing, or concealing company files or other company data.
- Engaging in unlawful activities via the internet
- Deliberately propagating any virus, worm, Trojan horse, trap door program code or file designed to disrupt, disable, impair, or otherwise harm the company's networks or systems.
- Allowing unauthorized personnel (IE: Non AEI employees, local hires Etc) access to AEI computer systems.

PRIVACY POLICY

- It is strictly prohibited for any employee to post pictures or information about project activities on social media networks, such as Facebook, Twitter & Google+ Etc.
- Confidentiality must be maintained with regards to employment terms, including project plans budget and client company information is also strictly confidential. Disclosure of these items outlined will result in immediate dismissal for breach of contract

ACKNOWLEDGEMENT

- The foregoing is intended to provide guidelines for all employees of AEI and is subject to change at the discretion of AEI
- Employees signature below constitutes full and absolute consent to comply with all AEI policies and procedures described herein.

I certify that the above information is correct, and that I have read and understand the AEI Policies and Procedures listed above.

EMPLOYEE SIGNATURE.

DATE.

Advanced Explorations Inc. (AEI) collects information on employees under the Persona Information Protection and Electronic Document Act (PIPEDA) and in accordance with the Freedom of Information and Protection Act (FOIP) to accurately report on employment statistics in negotiated contracts and memorandums, and to government, and territorial regulators.

Any information collected will be used to accurately report on employment related statistics ONLY. AEI takes pride in the protection of all employee information and will, under no circumstances, disclose personal and private information for any reason other than those stated above.

All aboriginal employees are encouraged to complete this form, however **doing so is optional**. Should you wish to participate please complete the information below. If you choose not to, please indicate below.

I choose not to self-declare

If you wish to self-declare; please fill in the following blanks.

I declare that I am affiliated with the _____ Nation/Association
and reside in the community of _____