



PERSONAL CODE OF CONDUCT PRINCIPLE

Doc No.
VSN-HS-02-B

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Page 1 of 2

Approved By:

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1.0 PURPOSE

The Veresen Personal Code of Conduct Principle outlines basic rules and regulations for the Safety of all workers.

2.0 SCOPE

All Veresen Employees and Contractors are expected to adhere with the Personal Code of Conduct Principles

3.0 ROLES AND RESPONSIBILITIES

ACCOUNTABILITY	INSTRUCTION	RECORD
Employees and Contractors	<ul style="list-style-type: none">Comply with the Personal Code of Conduct Principles.	
Plant Managers	<ul style="list-style-type: none">Comply with the Personal Code of Conduct Principles.Ensures that the Personal Code of Conduct Principles are communicated to all Employees and Contractors.	
VP, Operations (East and West) VP, Engineering VP, Midstream	<ul style="list-style-type: none">Comply with the Personal Code of Conduct Principles.Ensures that the Personal Code of Conduct Principles are installed at all Veresen Facilities.	
Regional Health & Safety Advisor	<ul style="list-style-type: none">Comply with the Personal Code of Conduct Principles.Ensures that the Personal Code of Conduct Principles are communicated to all Employees and Contractors.	
Director, Health & Safety	<ul style="list-style-type: none">Comply with the Personal Code of Conduct Principles.Ensures that the Personal Code of Conduct Principles are installed at all Veresen Facilities.	

4.0 PROCEDURE

Veresen employees and contractors, performing duties for Veresen, are expected to:

- Understand their roles and responsibilities in the Veresen Environmental Health and Safety Management System.
- Understand their duties and obligations under their respective Federal, State or Provincial OH&S Acts, Regulations, Codes or OSHA requirements.
- Wear the proper PPE for the hazards, conditions and tasks at hand.
- Ensure that Personal Protective Equipment is maintained, cleaned and inspected prior to each use or as specified by the manufacturer.
- Shall not modify any Health & Safety equipment.
- Appear for work physically fit for their assigned duties, and unimpaired by drugs (illegal or prescription) or alcohol or other impairment.
- Shall not take unnecessary risks or engage in activities that may endanger themselves or others; (pranks, horseplay, practical jokes, fighting, etc.).



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Page 2 of 2

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- Conduct business without harassing or discriminating against any fellow employee, contractor, vendor or visitor.
- Report all hazards/near misses unsafe conditions and incidents as soon as reasonably possible to their Supervisor or Manager without fear of retaliation (no-blame).
- Participate in incident investigations.
- Adhere to the Traffic laws and respect owners private property if vehicle travel is required across private property for business.
- Refrain from running on any Facility grounds. (sign of an emergency).
- Ensure that long hair is confined when operating equipment with rotating shafts, gears, belts or other sources of entanglement. Jewelry and loose clothing shall not be worn when working with these types of equipment.
- Ensure that all work areas are suitably maintained and kept clean.

5.0 REFERENCES