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CONDOMINIUM POLICY

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1.0 PURPOSE

The purpose of the Condominium Policy (the “Policy”) is to provide guidance for Employees who by reason of their employment with CEDA reside in a Condominium for a period of time as determined by CEDA.

2.0 SCOPE

The Policy applies to any Employee who resides in a Condominium by virtue of their employment with CEDA.

3.0 DEFINITIONS

ALCOHOL means any type of alcohol, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts.

CEDA means CEDA International Corporation and its subsidiaries, all entities forming part of the CEDA Group of Companies.

CEDA’S REPRESENTATIVE means an individual, agent or representative who represents CEDA and may include but not limited to an Employee of the Human Resources Department.

CONDOMINIUM means a condominium, apartment or other residential property or premises owned or rented by CEDA whereby the Employee resides for a period of time by virtue of employment with CEDA.

DRUG means any illicit drugs or medications, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts.

DRUG PARAPHERNALIA means any personal property which is associated with the use of any drug, substance, chemical or agent that is unlawful to possess in Canada. This also includes any product or device that may be used to attempt to tamper with a testing sample.

EMPLOYEE includes any person employed by CEDA on a permanent full or part-time basis and for all intents and purposes is the tenant as defined in the *Residential Tenancy Act (Alberta)*.

FUEL means any flammable material including but not limited to gas, diesel, oils and propane cylinders.

LEADER means an employee of CEDA who has direct accountability and responsibility for one or more direct reports.

RESIDENTIAL TENANCY AGREEMENT means an agreement to govern the Tenancy between CEDA, as the landlord, and the Employee, as the tenant.

NOTICE means the notice served on the Employee at least 24 hours before the time of entry that must be in (i) writing; (ii) signed by CEDA’s Representative; (iii) state the reasons; and (iv) time of entry.

TENANCY means periodic tenancy that is renewed or continued without notice.

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TIME OF ENTRY means the entry to the Condominium made between the hours of 8:00 a.m. and 8:00 p.m. on a day that is not (i) a holiday, except that CEDA may enter on a Sunday if the Employee's day of religious worship is not a Sunday and the Employee has provided CEDA with a written notice of that day, or (ii) the Employee's day of religious worship if that day is not a Sunday and the Employee has provided CEDA with a written notice of that day.

TIME OF EXPIRATION OR TERMINATION means a Tenancy that expires or is terminated at 12:00 p.m. based on Section 6.0 of this Policy.

WEAPON means any instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death, including but not limited to: clubs, firearms, handguns, knives (3" blade or larger), explosives (e.g., fireworks), crossbows, bows and arrows, throwing stars, and brass knuckles.

4.0 ROLES AND RESPONSIBILITY

CEDA, as the landlord

- Will make available the Condominium for occupation by the Employee which will mark the beginning of the Tenancy.
- Will not, in any significant manner, disturb the Employee's possession or peaceful enjoyment of the Condominium.
- Will meet at least the minimum standards prescribed for housing under the applicable provincial *Public Health Act* and associated regulations.

Employee, as the tenant

- Will not in any significant manner interfere with the rights of the other tenants in the Condominium, the common areas or the property of which they form a part of.
- Will not cause a nuisance or disturbance to neighbors.
- Will not perform illegal acts or carry on an illegal trade, business or occupation in the Condominium, the common areas or the property of which they form a part.
- Will not endanger persons or property in the Condominium, the common areas or the property of which they form a part of.
- Will not store any Weapons or enter into the Condominium, the common areas or the property of which they form a part of with any Weapon.
- Will not engage in the use, sale or distribution of any Drugs or Drug Paraphernalia.
- Will not do or permit damage to the Condominium, the common areas or the property of which they form a part of.
- Will not assign or sublease the Condominium.
- Will maintain the Condominium, the common areas or the property of which they form a part of in a reasonably clean condition.
- Will promote comfort, safety and welfare of others and the Condominium.

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- Will preserve the good condition of the Condominium, the common areas or the property of which they form a part of from abusive use.
- Will vacate the Condominium at the time of expiration or termination of the Employee's employment with CEDA in accordance with Section 6.0 of this Policy.
- Will not add to or change locks on doors of the Condominium.
- Will not permit any guests or visitors (whether family, friends or co-workers) in the Condominium, the common areas or the property of which they form a part of.

5.0 USE AND ENTRY INTO CONDOMINIUM

Use of the Condominium

The Employee shall use the Condominium for residential purposes only and only during the Employee's employment at CEDA, unless the Tenancy is terminated as outlined in Section 6.0 of the Policy.

Entry of Condominium by CEDA's Representative

CEDA's Representative is entitled to enter the Condominium without consent or Notice if such individual has reasonable grounds to believe that:

- An emergency requires entry into the Condominium.
- The Employee has abandoned the Condominium.

CEDA's Representative is entitled to enter the Condominium without consent but after Notice to the Employee:

- To inspect the state of the Condominium.
- To make repairs to the Condominium.
- To take necessary steps to control pests in the Condominium to ensure that the Condominium meet standards in that regard that are required under any law in force in Alberta.
- For the purpose of showing the Condominium.

6.0 TERMINATION OF TENANCY

Termination of Tenancy for Convenience

Subject to the following circumstances outlined in Section 6.0 of this Policy, CEDA may at any time terminate the Tenancy by giving Notice to the Employee. The Employee will be required to vacate the Condominium within seven (7) days from receipt of the Notice.

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Termination of Tenancy for substantial breach by Employee

If an Employee commits a substantial breach of the Lease Agreement or its responsibilities under this Policy, CEDA may apply to a court to terminate the Tenancy or may terminate the Tenancy by serving the Employee with Notice. The Employee will be required to vacate the Condominium within seven (7) days from receipt of the Notice.

Termination of Tenancy for damage or assault

If an Employee has (a) done or permitted significant damage to the Condominium, the common areas or the property of which they form a part; or (b) assaulted or threatened to assault CEDA or any CEDA's Representative or another Employee, CEDA may terminate the Tenancy by serving the Employee with Notice. The Employee will be required to vacate the Condominium within 24 hours from receipt of Notice.

If CEDA terminates a Tenancy by serving Notice to an Employee and the Employee has not vacated the Condominium by the time and date set out in the Notice, CEDA or CEDA's Representative may apply to a court for an order confirming the termination of the Tenancy.

Termination of Tenancy by virtue of termination of employment

If the Employee's employment with CEDA is terminated, Tenancy shall automatically terminate on the date of termination of employment and the Employee will be required to vacate the Premises within 24 hours after the date of termination.

Termination of Tenancy by virtue of Force Majeure

The provisions of this Policy may be suspended or terminated at any time by CEDA should any event make such suspension or termination advisable when considered from the perspective of CEDA, including, without limitation, damage to the Condominium or the building of which the Condominium forms a part, or any intervention by any regulatory, governmental, or other authority, including threats or safety concerns.

7.0 OTHER

Appliances

CEDA agrees that throughout the Tenancy, CEDA will supply a refrigerator and range for the Employee's use in the Condominium.

Payment of Expenses

CEDA shall pay for all expenses, utilities such as gas, water, electrical, local telephone service, incurred during the Tenancy, excluding cable and internet.

Waiver and Indemnity

The Employee hereby waives and releases CEDA and CEDA's Representatives from any liability for damage or loss to any persons or property, which occurs in connection with the Condominium, the common areas of the property of which form a part of the Condominium or parking areas. CEDA shall not be responsible for any loss of the Employee's property located in the Condominium. CEDA is not responsible for damages, inconvenience or fumigation costs due to insect

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infestation. The Employee hereby indemnifies and saves harmless CEDA for and in relation to any and all loss or damage caused by the Employee through neglect, misuse or carelessness and the Employee shall indemnify and save harmless CEDA for and from all actions, causes of action, or claims for damage or injury of any nature, kind and description whatsoever, arising out of or in connection with the Employee's occupation of the Condominium, the common areas or the property of which they form a part of the Condominium or parking areas.

8.0 OTHER

Rules and Regulations

Maintenance

- The Employee shall dispose of all garbage from the Condominiums in a proper manner.
- The Employee shall use the decks, entrance and walks in a proper manner.
- If windows or doors are left open in the Condominium by the Employee causing plumbing to freeze, damage by rain or water damage to floors or walls, the Employee shall be responsible for any damage occasioned by such action.
- The Employee agrees to immediately report to CEDA any and all damage that may occur to the Condominium.
- Only small picture hooks and small nails may be used for the hanging of pictures in the Condominium.
- The Employee shall be responsible for replacing glass with glass of a kind and quality similar to that, which may be broken, cracked or damaged due to the negligence, or wilful misconduct of the Employee.
- The hallways, passages, and stairs of the building in which the Condominium are situated shall be used for no purpose other than going to and from the Condominium and the Employee shall not in any way encumber those areas with boxes, furniture or other material or place or leave rubbish in those areas and other areas used in common with other Employees.
- Boots and rubbers which are soiled or wet shall be removed at the entrance to the building in which the Condominium is located and taken into the Condominium.
- No structural alterations, painting, papering or redecorating shall be done by the Employee without the prior written consent of CEDA.
- Neither the Employee nor CEDA shall add to or change locks on doors giving access to the Condominium or to any building or property of which the Condominium form a part without the prior written consent of the other party. After consent is given by CEDA, the Employee is required to provide CEDA with a key for any locks installed or changed by the Employee.
- The Employee will place plastic or other soft sliders/protectors on the bottom of each leg of furniture.

Safety

- The Employee must keep and observe all health, fire and police regulations of the province of Alberta and the city, town or municipality in which the Condominium is located.
- No additional electric wiring or heating units shall be installed in the Condominium without the prior written consent of CEDA.

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- No combustible material or Fuel greater than 500ML can be kept or stored at the Condominium.
- If the Employee is absent from the Condominium and the Condominium is unoccupied for a period of fourteen (14) days or longer, the Employee shall notify CEDA and arrange for a regular inspection by a competent person.
- The Employee must obtain the approval of CEDA before a waterbed or waterbeds are used in the Condominium.

Consideration of Others

- Noise shall not be permitted in the Condominium which, in the opinion of CEDA's Representative, disturbs the comfort of the neighbors to the Condominium.
- No pets, animals, reptiles or birds of any kind shall be allowed or kept in or about the Condominium either on a permanent or temporary basis.
- If parking areas are provided, they are provided at the Employee's own risk and the Employee is required to park in the stall allotted to the Employee. Unlicensed or inoperable vehicles parked on CEDA's property will be removed at the Employee's expense.
- The Employee shall not place or expose or allow to be placed or exposed anywhere in the Condominium within or without, any placard, notice plate or sign for advertising purposes, nor shall the Employee affix to the Condominium or erect thereon any radio, satellite dishes, or TV antenna or towers, without the prior written consent of CEDA's Representative.

9.0 FORMS

The Employee will be required to execute the following form of Acknowledgement upon review of the Condo Policy and prior to entering the Condominium. The original form of Acknowledgement will be included in the Employee's employment file. A copy of the form of Acknowledgement will be provided to the Employee for their own records.

Employee Acknowledgement

I _____, acknowledge that I have been provided the above Policy and have read the Policy and understand my obligations, responsibilities and rights under the Policy. I agree to comply with the Policy at all times.

Signature_____ Date_____

10.0 REVISION HISTORY

Effective Date: May 2013

Approved: May 2103

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