

Search Procedure

Owner: Director, Enterprise Security

Effective Date: January 6, 2011

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Formerly known as the Search Standard

Purpose

Cenovus is committed to providing a safe and healthy work environment. Searches are conducted on company premises to detect, locate and reduce drug and alcohol possession and/or trafficking of any contraband or prohibited items as defined in this procedure.

This procedure provides an overview of the process and methodology used to conduct searches on Company premises, and a description of prohibited items and substances.

Scope

This procedure applies to all employees, contractors, service providers, and visitors, including any vehicle, asset or type of property on Company premises.

Roles & Responsibilities

Enterprise Security has administrative and operational responsibility for this procedure, including the development of an Operational Search Plan (as approved by the Director, Enterprise Security), to detail the search process and the roles and responsibilities of each member of the assigned Search Team. Enterprise Security is also responsible for establishing the Search Team, providing a copy of the Operational Search Plan to each member, and fully briefing them on their respective roles.

The **Search team** is responsible for executing the Operational Search Plan. A recorder shall be identified in the Search Team to maintain detailed notes and photographs, as applicable, to ensure accuracy. A search coordinator shall also be designated responsible for submitting reports to the Director, Enterprise Security, and permitting requests for access to rooms while a search is underway.

Procedures

Contraband and Prohibited Items

The Fit for Duty Policy and Alcohol & Drug Standard set out Cenovus's expectations regarding alcohol and drugs, including on Company premises.

All staff while engaged in Company business, while on Company premises and when on call are prohibited from:

- a. Possessing, distributing, offering for sale, using or consuming drugs or drug paraphernalia
- b. Offering for sale of any medication
- c. Using any medications, including prescription and non-prescription medications, other than as permitted by the Alcohol & Drug Standard
- d. The unauthorized possession, distribution, or offering for sale of beverage alcohol

- e. Possessing, distributing or consuming any product containing alcohol while working in a safety sensitive position, including during meals or breaks
- f. Possessing or using any product or device that could tamper with any sample for an alcohol or drug test
- g. Reporting for work or working:
 - i. with an alcohol level equal to or greater than 0.04 grams per 210 litres of breath
 - ii. with a drug level equal to or greater than the concentrations for the drugs set out in the Alcohol & Drug Testing Procedure
 - iii. while their ability to safely perform their duties is adversely affected because of the use of alcohol, drugs or a medication

As weapons also pose a significant risk to Cenovus staff, the following items (or imitations thereof) are also expressly prohibited on Company premises:

- Firearms unless approved by Enterprise Security)
- Any explosive substance or incendiary device
- Any prohibited weapon as identified in the Criminal Code of Canada
- Any item for which the intended use is to cause harm or injury to any other person

Search Methodology

While this document does not provide details on specific search techniques, the following procedures apply to all searches conducted on Company premises:

- All searches on Company premises are conducted under the direction of Enterprise Security
- Searches may be random or with reasonable cause
- Searches are conducted with in a professional manner, with respect and consideration for the privacy of employees, contractors, and service providers
- In all cases, a Cenovus employee will be present where a search is being conducted
- Searches are conducted in accordance with the Operational Search Plan
- Random searches are conducted on personal property, equipment, vehicles and other items on Company premises
- Specific notification will not be provided to employees, contractors or service providers prior to a search
- Employees, contractors or service providers may or may not be present at the time of the search. Refusal to comply with or grant a search is a violation of this procedure.
- Upon completion of each search, a detailed report of findings is presented to the Director, Enterprise Security for distribution to approved individuals

Search Standard Notification

Cenovus communicates this procedure to all employees, contractors and service providers at Company premises in the following ways:

- **Orientation** – An overview of this procedure and written examination is provided at the mandatory site-specific orientation session to all persons entering Cenovus sites
- **Field Accommodations Rules** – Upon registration for field accommodations, registrants are required to read and initial a list of camp rules, including a summary of this procedure which directs the registrant to the full standard and advises that they may request a copy of this procedure at any time

- **Signage** – This procedure will be posted in various locations throughout Cenovus premises and is available upon request at any time from camp managers or Enterprise Security. Signage notifying residents and workers about this procedure will be prominently displayed throughout Cenovus sites.
- **Contracts** – Service providers are contractually required to have in place environmental, health, safety and drug and alcohol programs which comply with all laws, Cenovus policies and industry standards

Search of Field Accommodations

To the extent possible, searches of field accommodations are conducted at times which are respectful of shift and sleep schedules of residents. Once a search is initiated, residents will not be allowed to enter the search area until the search is completed. Requests by residents for access to the search area while a search is underway may be permitted at the sole discretion of the search coordinator. Residents are notified in writing if their room was subject to a search.

Immediately following the search, the search coordinator will submit a report (in the approved form) to the Director, Enterprise Security.

Search of Vehicles

All vehicles entering or on Company premises may be subject to search.

Following a vehicle search, the search coordinator will submit a report (in the approved form) to the Director, Enterprise Security.

Search of Controlled Access Locations

Access to the Cold Lake Air Weapons Range is regulated by the Department of National Defence (DND) with authority under the Defence Controlled Access Area Regulations (DCAARS). Enterprise Security works closely with Cenovus's Military Liaison and DND to identify search processes and procedures specific to each site.

Searches at controlled access locations not under the authority of DCAARS are based on reasonable cause or may be random in nature and may include a dog handler and detector dog. Before entry is granted, occupants of vehicles entering controlled access locations must have successfully completed the site orientation program, including acknowledging this procedure.

Following searches at controlled access locations, the search coordinator will submit a report (in the approved form) to the Director, Enterprise Security.

Search of Worksites and Common Areas

Searches at worksites or common areas of Company premises are conducted utilizing the same process as field accommodation searches; however, Cenovus Safety personnel must be present to ensure that safety is maintained while in work areas.

Following searches of worksites and common areas, the search coordinator submits a report (in the approved form) to the Director, Enterprise Security.

Compliance & Enforcement

Monitoring

Enterprise Security is responsible for monitoring compliance with this procedure. Any instances of non-compliance will be reported to the Director, Enterprise Security.

Consequences of Non-compliance

Violations of this procedure may result in disciplinary action, up to and including termination of employment or contract.

Service Providers

Violations by service providers, including failure to have an acceptable alcohol and drug policy or practice, or to take actions in accordance with the policy or practice, may result in the applicable agreement for services (e.g. Master Service and Supply Agreement, Contractor Services Agreement, Purchase Order) being terminated by Cenovus. Individuals working for service providers and found in violation of their Company alcohol and drug policy will be denied access to or removed from Company premises.

References

- [Criminal Code of Canada](#)

Support

Please contact the [Director or Group Lead, Enterprise Security](#), for any support or questions related to this procedure.

Related Documents

- [Fit for Duty Policy](#)
- [Alcohol & Drug Standard](#)
 - [Alcohol & Drug Testing Procedure](#)
 - [Life Saving Rules](#)
- [Work Health Standard](#)
 - [Fatigue Management Procedure](#)
- [Safety Sensitive Position Standard](#)
- [Field Supervisors' Fit for Duty Guide](#)
- [Contractor Health and Safety Program Requirements](#)
- [Privacy Policy](#)

Glossary

Alcohol – Any substance that may be consumed and that has an alcoholic content in excess of 0.5 percent by volume.

Alcohol & Drug Program – Includes, but is not limited to all documents and processes associated with managing alcohol & drugs at Cenovus, such as Fit For Duty Policy, Alcohol & Drug Standard, Search Procedure, Alcohol & Drug Testing Procedure, Life Saving Rule, and Safety Sensitive Position Standard.

Company or Cenovus – means Cenovus Energy Inc. and its Affiliates. **Affiliate** includes any Company, person, partnership or other legal entity which controls or is controlled by Cenovus Energy Inc.

Company business – All business activities undertaken in the course of Cenovus's operations, whether conducted on or off Company premises. It includes those situations when an employee is representing, or could reasonably be perceived as representing Cenovus in the performance of their duties.

Company premises – Includes, but is not limited to, all land, property, accommodations, camps, structures, installations, parking lots, vehicles, and equipment, whether owned, leased, rented, operated or otherwise directly controlled by Cenovus for the purpose of conducting Company business.

Contractor – An individual working indirectly for Cenovus through an approved supplier of individuals (such as Adecco) for a defined period of time.

Contraband – Goods that are obtained through an unlawful act, are unlawful to possess, or contravene Cenovus policies, practices, standards, procedures or Field Accommodations Rules including but not limited to any drug, drug paraphernalia, alcohol, item intended to mask or alter the outcome of an alcohol or drug test, prescription medication for which the holder is not the prescribed person, prohibited or restricted weapon (or imitation thereof) or explosive substances or devices (or imitation thereof). Contraband also includes any property unlawfully obtained from Cenovus or contractors of Cenovus, or property restricted as defined in the Field Accommodations Rules.

Detector Dog – Dogs which have been specially trained and qualified for the detection of illegal drugs, and/or explosive substances.

Dog Handler – A qualified and trained person in control of a Detector Dog that has been specifically trained in the detection of illicit substances such as Drugs and explosive substances.

Drug or Drugs – includes any drug, substance, chemical or agent, the use or possession of which is unlawful in Canada, and also includes any otherwise legal but illicitly-used substances, including medications and non-prescription medications obtained without proper medical authorization or not used as indicated, any cannabis products (including Tetrahydrocannabinol (THC) or Cannabinoid (CBD)-containing substances that are not medications, synthetic forms of illegal substances (e.g. synthetic marijuana, synthetic cocaine and amphetamine analogues, etc.) and other substances not being used for their intended purposes.

Drug Paraphernalia – Includes any personal property which is associated with or manufactured for the use of any drug, substance, chemical or agent the possession of which is unlawful in Canada.

Employee – Individuals employed by Cenovus or its subsidiaries (collectively "Cenovus") and on Cenovus's payroll.

Enterprise Security – Personnel providing security services on behalf of Cenovus including, but not limited to, Enterprise Security, Security Specialists and Cenovus Contract Security.

Explosive Substance – Any explosive chemical compound, mixture, or device, the primary or common purpose of which is to produce an explosion; i.e., with substantially instantaneous release of gas and heat. The definition of Explosive Substance will also include Improvised Explosive Device, functional or designed to appear to be functional.

Field Accommodation(s) (or Room(s) or Camps) – A space provided by Cenovus to certain employees, contractors, or service providers to stay between days on shift.

Medication – both Prescription and Non-Prescription Medications.

Non-Prescription Medications – substances, chemicals, or agents used for medicinal purposes that can be lawfully purchased and consumed without a prescription.

Prescription Medication – any substance, chemical or agent used for medicinal purposes that is obtained through prescription. For the purposes of Cenovus's Alcohol & Drug Standard and all related documents, a "prescription" includes a medical document as that term is defined in the *Access to Cannabis for Medical Purposes Regulations*.

Random – An unpredictable pattern of identifying rooms, vehicles, worksites and property of people for the purposes of searching.

Reasonable Cause – Any observation or reliable information that leads to a reasonable belief that a person is in possession of, or concealing upon themselves, or in any Company premises, any Contraband.

Resident – An individual registered as occupying any type of Cenovus provided or contracted field accommodation.

Safety Sensitive Position – As set out in the Safety Sensitive Position Standard.

Safety Sensitive Workers – Personnel who work in safety-sensitive positions.

Scheduled Call – Employees who have been designated as being on-call in accordance with a communicated schedule.

Search Team – A team assembled by Cenovus Energy Inc. for the purpose of conducting a search under this procedure which may consist of, but is not limited to, the following personnel: Enterprise Security, Security Specialists, Cenovus Contract Security, Range Control Officers, Range Safety Coordinators, Dog Handlers, Detector Dogs, Contractor Supervisors, Resident’s employer representative and/or other security personnel as required.

Supplier or Service Provider – Entity or party that agrees to furnish Cenovus with a certain number or quantity of goods, material, personnel and/or services. The word “vendor” has also been used.

Staff – Individuals who conduct work for the benefit of Cenovus, including employees and contractors, but excluding suppliers/service providers.

Vehicle – Any motorized transportation method; commonly known as car, truck, motorcycle and includes any vehicles, commercial or privately owned, parked or operating on Company premises.

Visitor – Someone attending on Company premises on an interim basis.

Workers – All working personnel on a Cenovus site, including employees, contractors, and supplier/service provider personnel.