How to complete the Annual Suncor R&R Renewal online through the Travel Portal Website – 5 Easy Steps.

Please contact your Travel Coordinator to have the account unlocked if it is locked, or change the password to sign your R&R.

Here is how you can renew your Rules & Regulations online (Valid for 365 days):

On a phone, laptop, or desktop access the travel portal website: <u>Travel Portal</u>



- 1. Enter your Username & Password, and log in. If you are unsure, send us Email and we will let you know your log in information.
- 2. Click on "My Courses" at the top of the first page, it should look like this:

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Bookings Flight Status My Courses			
My Flights Find Flight Status			
11-03-2021.Wednesday Flight No: 4001 73H/801		SCHEDULED	
Scheduled: 08:30	1 h.4 min	Scheduled: 09:34	
গন 🛬			
Expected: 08:30		Expected: 09:34	
On-Time Departure		On-Time Arrival	
11-16-2021.Tuesday Flight No: 4066 DH4/401		SCHEDULED	
Scheduled: 17:08	1 h,12 min	Scheduled: 18:20	
YEG 🛨			
Expected: 17.08		Expected 1820	
12-01-2021.Wednesday Flight No: 4001 73H/801		SCHEDULED	
Scheduled 08/30		Scheduled: 09:34	
na ⊈			

3. The page will open and show you that you have an expired course, and it needs to be taken. You'll see it here:



4. Then you will need to read and agree to the Lodge Alcohol & Drug Affirmation and Consent by clicking agree on the bottom.

Dedge Affirmations Lodge Alcohol & Drug A Lo		Course Name			
Integration of the second	ns	Lodge Alcohol &	k Drug Affirmation and	Consent	
B. Nazards or unsanitary acts. Creating or contributing to hazardous or unsanitary conditions in the lodge or lodge rooms will not b are to clutter, improper disposal of bodily fluids, etc. 3. Changes to rules and regulations. From time to time we may make modifications to the Rules and Regulations for Guests of Sunc commodation Rules. and/or (ii) any Suncor site; and I may be denied re-entry to the Accommodations and all Suncor sites in the fi A consent to the collection, use and disclosure by Suncor, or its agents, of my personal information recorded through the use of the A a condition of entry and lodging. I agree to submit to searches in accordance with Suncor's Interdiction Procedure. Lundentar 5 A as chorison of entry and lodging, I agree to submit to searches in accordance with Suncor's Interdiction Procedure. Lundentar 5 A as chorison of entry and lodging, I agree to submit to searches in accordance with Suncor's Interdiction Procedure. Lundentar 6 J autorison representatives or agents of Suncor, including sniffer dogs and their dog handlers, to inspect and search any vehicle (is accommodations. 7 Thereby consent to the collection, use and disclosure by Suncor or its agent of my personal information in connection with any se aguilations or the Interdiction Procedure. 8 Lundenstand that the Rules and Regulations prohibit the possession, storage, use, trafficking or sale of any wespon, explosive, lile release up possession or use is authorized in accordance with my employer's medication standard or equivalent policy. 9 Lundenstand and acknowledge that should any drougs (Including cannabis and cannabis derived products), drug parapheranila, all subts of any such search to my immediate employer and any other party deemed to have a legitimate need to know pursuant to th 10 Lundenstand that upon leaving a Suncor site for more than twendy four (2d) consecutive hours or upon being notified that I mus organ on hold. Should f hill doe so. my belongings will be packed up and removed within sevent	d Conditions		1		
commodation Rules and/or (ii) any Suncer site; and I may be denied re-entry to the Accommodations and all Suncer sites in the fi A I consent to the collection, use and disclosure by Suncer, or its agents, of my personal information recorded through the use of m S As a condition of entry and lodging. I agree to submit to searches in accordance with Suncer's Interdiction Procedure. Lunderstar B I authorize representatives or agents of Suncer, including sniffer dogs and their dog handlers, to inspect and search any vehicle (is Accommodations. 7 I hereby consent to the collection, use and disclosure by Suncer or its agent of my personal information in connection with any se egulations or the Interdiction Procedure. 8 I understand that the Rules and Regulations prohibit the possession, storage, use, trafficking or sale of any weapon, explosive, ille release use is authorized in accordance with my employer's medication standard or equivalent policy. 9 I understand acknowledge that should any drugs (Including canabis and cannuabis derived products), drug paraphernalia, all suits of any such search to my immediate employer and any other party deemed to have a legitimate need to know pursuant to the 10 I understand that upon leaving a Suncer site for more than twenty four (24) consecutive hours or upon being notified that I th 10 I understand that upon leaving a Suncer site for more than twenty four (24) consecutive hours or upon being notified that I th 10 I understand that upon leaving a Suncer site for more than twenty four (24) consecutive hours or upon being notified that I that 10 regions on hold. Should I fail to do so. my belongings will be packed up and removed within seventy two (72) hours and disposed or 10 regions of the site of the applicable business unit before the belongings	ry acts. Creating or contributing to hazardous or r disposal of bodily fluids, etc. d regulations. From time to time we may make m	sanitary conditions in the lodge or lodge room difications to the Rules and Regulations for Gu	ms will not be tolerated. This incluses a sets of Suncor Accommodations a	des the creation of unsafe conditions in the nd such changes will be effective once they	lodge rooms, for example the improper disposal of syringes, rooms inaccessibl are posted.
.111 have voluntarily signed this Acknowledgement & Consent and give my consent to all of the above terms. I have been advised i withdraw my consent to the above terms at any time by providing written notice to Accommodation Management at the front desk	ection, use and disclosure by Suncor, or its agent try and lodging. I agree to submit to searches in tatives or agents of Suncor, including sniffer dog the collection, use and disclosure by Suncor or it diction Procedure. I have and Regulations prohibit the possession, or use is authorized in accordance with my empt innoveledge that should any drugs (including can the to my immediate employer and any other part poin leaving a Suncor she for more than twendy f di fail to do so, onry she for more than twendy f di fail to do so, onry she for more than twendy f di fail to do so, onry she for more than twendy f igned this Acknowledgement & Consent and give the above terms at any time by providing writte	of my personal information recorded through to condance with Successful Procedures and their dog handlers. to inspect and search as agent of my personal information in connection torage, use, trafficking or sale of any weapon, e ref: medication standard or equivalent policy, this and cannois derived products, drug parag deemed to have a legitimate need to know pu ur (28) consecutive hours or upon being notific and removid within severity two (72) hours an the belongings my consent to all of the above terms. I have be notice to Accommodation Management at the	the use of my proximity access an is understand that refusial to sub- any vehicle (whether rented, leases in with any searches of my room, in explosive, illegal substance, drug (in phemalia, alcohol and/or contraisa unsuant to the Interdiction Procedu ed that I must check-out, I must in disposed of it they are not picks een advised and understand that the form desk of the Accommodation	di door carads for the purposes of ensuring a til to such searches may result in me being for owned by me. Suncor or a third party) to ty person, or any Vehicle for the purposes o ncluding cannabis and cannabis derived pro- teinduding, if applicable, law enforcement mediately remove all of my personal belon of up within seven (7) days. Where the comp is Acknowledgment & Consent will apply e res and immediately vacating the Accommon of the accommon.	aftey and security at the Accommodations and on Suncor titles. denied access to the Accommodations and Suncor sites. hat I am operating or occupying ("Vehicle") while on any Suncor site or at any i if complying with and enforcing this Acknowledgement & Consent, the Rules a iducts) or drug paraphernalia, including in any Accommodations or Vehicles. or site. Vehicle or Accommodations. I hereby consent to Suncor releasing the authorities. gings from the Accommodations. I hereby consent to Suncor releasing the authorities. gings from the Accommodations, unless I have been approved by Suncor to pl lete belongings of a guest have been removed they will be held in temporary such and every time I attend the Accommodations. I understand that I can dations.

5. Once agreed, a green pop up should show saying "Course taken successfully".

Congratulations! You have signed the Rules & Regulations for the next year (365 days).

We thank you for taking the few minutes to do this as it benefits you, us, and the planet by reducing the paper we need by printing every week.

If you are having trouble with accessing the website, please stop in our office and or ask your travel coordinator for assistance with getting onto the webpage.

Note: The rules & regulations form being a legal binding agreement, we cannot do it for you and can only assist to the webpage.