KEEYASK GENERATION PROJECT

EMPLOYEE SUCCESS GUIDE

TIPS AND TOOLS YOU CAN USE TO HELP MAKE YOUR TIME AT KEEYASK A SUCCESS.
WHAT IS KEEYASK?

Keeyask is a hydroelectric generating station under construction in northern Manitoba. The Keeyask Project is a collaborative effort between Manitoba Hydro and four Manitoba First Nations — Tataskweyak Cree Nation and War Lake First Nation (acting as the Cree Nation Partners), York Factory First Nation and Fox Lake Cree Nation — working together as the Keeyask Hydropower Limited Partnership (KHLP).
The Keeyask Success Guide was developed to help people prepare to come to Keeyask for the first time.

Hi! I'm Jayson and this is Alicia.

We are here to give new employees a good idea of what it's like to work at Keeyask.

Our stories and tips are collected from real experiences of a lot of people who work here — people who want to see new employees do well.

There are 7 sections to this handbook.

There is also a website — KEEYASK.COM and seven videos on that site that cover a lot of this information.

So, let's get started.
PART ONE

№1

IS KEEYASK RIGHT FOR YOU?

KEEYASK GENERATION PROJECT
At Keeyask, you can make good money, learn new skills and advance your career.

But it’s hard work and the shifts are 21 days on, 7 days off.

Some people do really well here, others have trouble finishing their first shifts. Most do fine once they get used to it.

Only you can decide if Keeyask is right for you. Here are ten questions that can help you make up your mind. It should just take a few minutes to go through them, but it should help to give you a better idea if Keeyask is right for you.
DO YOU WANT A JOB THAT CAN BECOME A CAREER?

You can learn skills at Keeyask while you make good money. These skills can help you get jobs in other places, too. Skills like:

- Carpentry
- Electrical
- Food Preparation
- Labourer
- Administration
- Heavy Equipment Operation

If this sounds like something you want to do, Keeyask may be right for you.

TIP:

Ask your supervisor or job seeker manager if you can get training or education while you get paid to work at Keeyask.
DO YOU HAVE PEOPLE AT HOME WHO RELY ON YOU EVERY DAY?

Working at Keeyask means you will be away for three weeks at a time.

If you have young children, seniors or people who need you to help them, Keeyask may not be right for you, right now.

But some people have found good child care, or help at home and have been able to come to Keeyask. Maybe that could work for you.
HOW IMPORTANT ARE DRUGS AND ALCOHOL IN YOUR LIFE?

At Keeyask, illegal narcotics, marijuana and alcohol are strictly prohibited. You can only bring your valid prescriptions to site. There are drug dogs here who are trained to target drug odors. If a drug dog ‘hits’ on you, you can be tested for drugs and alcohol. Your items can also be searched.

The drug test includes a breathalyser, and saliva and urine samples. It is important to know that drugs stay in your system and show up on a drug test for days. You may still be impaired without feeling the effect or even knowing it. Everyone is different, and drugs may stay in your body longer than another person.

TIP: To be sure you never test positive for illegal drugs, don’t use them, even when you’re off site.
How do you feel about rules?

Safety is the biggest priority at the camp and the work site. There are about 2,400 people working here, and the work can be fast-paced and dangerous. Everyone wants to go home safely to their families.

There is tight security and lots of safety rules that cannot be missed. It seems strange at first, but most people get used to it.

If you’re okay following rules for everyone’s safety, then Keeyask may be right for you.
HOW DO YOU FEEL ABOUT WORKING WITH A LOT OF DIFFERENT PEOPLE?

There are men and women from all over the world working at Keeyask, including people from local Indigenous communities. Keeyask includes men and women of all ages and types, everyone with their own life story.

Everyone expects to be treated with respect. Everyone has the right to work and live without harassment, threats or violence. Keeyask has a Harassment and Discrimination Free Standard that is strictly enforced.

If you can work and live respectfully with people, then Keeyask may be right for you.

TIP:
Meeting someone for the first time? Ask them two questions about their life. Most people like to share their stories.
WHAT ARE YOUR RELATIONSHIPS LIKE?

To work and live at Keeyask, you need to pay attention to what’s going on around you, and being away for three weeks at a time can make relationship problems worse. If you’re struggling with personal problems or difficult relationships, or you have anger issues, Keeyask may not be right for you at this time.

If you have difficulties after you arrive at Keeyask, Employee Retention and Support Services has a whole range of free and confidential programs and services that can help. If you are a member of one of the partner First Nations you can also contact your Keeyask Cree Nation site rep for support.
CAN YOU STAY AT KEEYASK FOR THREE WEEKS?

Keeyask is a remote camp. People aren’t going into town after-hours and comings and goings are very controlled. Once you are at site, you are there for three weeks. Some people plan how they will fill their spare time with activities and interests, even doing new things they always wanted to do, like learn to play music, or get in shape. There are lots of things you can do to pass the time.

If you can manage three weeks away at a time, Keeyask may be right for you.

Find something that interests you to help pass the time — learn an instrument, read a good book or take up a hobby.

TIP: Three weeks is a lot of time to explore different hobbies or learn new skills.
12-hour days are long, whether you’re driving a vehicle, cleaning rooms, working construction or preparing food, you need to be fit. Most people are dog-tired after their first days, but within a few weeks, their bodies get used to it.

If you are pretty fit and you’re not dealing with an injury or a chronic illness that will get in your way, Keeyask may be right for you.

TIP: Use this time to up your fitness, choose healthy foods, get good sleep.
WHAT ARE YOU SAVING MONEY FOR?

You will make good money while at Keeyask and you won’t spend very much.

Food is free, it’s good, healthy and there’s lots of it. You have a small, clean, private room with a bathroom and a TV with cable. There are lots of free amenities, like a gym, theatres and an entertainment area. Travel to and from Keeyask is paid for.

There is a commissary where you can buy snack foods and personal items and a lounge where you can buy food and liquor, but other than that, every thing’s covered.

If you want to save up for something great, Keeyask may be right for you.

TIP: Employee Retention and Support Services has money management classes that can help.
WHY ARE YOU COMING TO KEEYASK?

Some people come here because their friends are here; some because someone else thinks they should. Like we said, it’s important to think about why you want to come to Keeyask. If your reasons are solid and important to you, you will have a strong opportunity for success.

Reasons why people work at Keeyask:

- Learn new skills/a trade
- Earn good money
- Support family
- Save for something important
- Independence
- Travel
- Work with friends
- Meet new people

What’s your reason?
This project is exciting and challenging, and when it is done, I will be proud to say I was part of the team.

—Rose
<table>
<thead>
<tr>
<th>IS KEEYASK RIGHT FOR YOU?</th>
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<tbody>
<tr>
<td><strong>DO YOU WANT A JOB THAT</strong></td>
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<td><strong>CAN BECOME A CAREER?</strong></td>
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<td><strong>CAN THE PEOPLE IN YOUR LIFE</strong></td>
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<td><strong>MANAGE WITHOUT YOU FOR</strong></td>
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<td><strong>THREE WEEKS AT A TIME?</strong></td>
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<td><strong>CAN YOU PUT DRUGS AND</strong></td>
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<td><strong>ALCOHOL ASIDE FOR WORK?</strong></td>
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<td><strong>CAN YOU FOLLOW RULES</strong></td>
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<td><strong>FOR EVERYONE’S SAFETY?</strong></td>
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<tr>
<td><strong>CAN YOU WORK AND LIVE</strong></td>
</tr>
<tr>
<td><strong>RESPECTFULLY WITH YOUR PEERS?</strong></td>
</tr>
</tbody>
</table>

If you answered yes (or I think so) to most of these questions, then Keeyask is probably right for you.
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can your important relationships handle separation?</td>
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</tr>
<tr>
<td>Can you spend 21 days in a row at Keeyask?</td>
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<tr>
<td>Are you fit and in good health?</td>
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<tr>
<td>Are you saving money for something important to you?</td>
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<td></td>
</tr>
<tr>
<td>Is your reason for coming to Keeyask important to you?</td>
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Part Two

No. 2
Preparing Yourself and Packing

Keeyask Generation Project
Congratulations! You got the call and you're hired. Here's what you need to know before you head to site.

DON'T GET SENT HOME BEFORE YOU EVEN START.

You must arrive to the camp fit for duty and ready to work — that means clean and sober, even if you don’t start work on your first day.

You can not have illegal drugs, marijuana, drug paraphernalia or alcohol on you or in your luggage. You and your stuff will be in range of a drug dog at some point. (Everyone is).

There is a chance you will take a drug and alcohol test at site, a breathalyser and saliva and urine samples, so it is best to stop all drug use (except your own prescription drugs). Drugs stay in your system for days. How long they stay in your system, or show up on a drug test, is different for every person.

You will be sent home if:

- You are under the influence of drugs or alcohol when you arrive at the gate.
- You have drugs or drug paraphernalia on you or in your luggage.
- You are asked to take a drug test and site results indicate you are not fit for duty.

The full Keeyask Drug and Alcohol policy is on KEEYASK.COM/EMPLOYEE-INFO/, or ask your supervisor or union rep.
Clean and Sober ✓
No Drugs or Drug Paraphernalia ✓
Has not used drugs for a very, very, very long time ✓

TIP:

Don’t offer the drug dog a snack!
HOW TO PACK:

1. Make sure all your bags are clean and drug-free before you pack. Even trace drug odor will be picked up by the drug dogs.

   If the drug dogs hit on trace drug odor on your luggage or clothing, this will lead to a search. If drug paraphernalia like pipes, lighters, scissors or anything used to prepare, use, or hold drugs is found and tests show traces of drugs, you will be sent for a D&A (Drug & Alcohol) test. You may be evicted for up to one year.

   If you are driving your own vehicle to camp, clean it completely before packing it up.

2. All prescriptions must be clearly labeled with your name, your doctor’s name and the expiry date. Bring at least enough medication for 28 days, in case of weather or shift changes.

   Remember, prescriptions need to be in your name — not your wife’s or your friend. If you are found in possession of prescription medication that is not in your name, is not valid, or is expired, you will need to go for Drug & Alcohol testing. You will also be asked to produce a valid prescription.

3. Pack all electronics, prescription medication and liquids to be easily accessible. Before your bags are scanned, you will be asked to take out any of these items. Consider putting all your liquids together in one or two bags within your luggage.

Don’t pack drugs or drug paraphernalia.
Only bring prescriptions that have your name on them, and bring enough for 28 days.

Pack all liquids together and put them at the top of your bag for easy access.
Go for it. There are lots of opportunities here — whatever you like, you can find it here.

— Laura
WHAT IS HERE:

Keeyask provides a large variety of healthy food and drinks for free, that are available anytime. You can buy chips, pop, chocolate bars and other snack foods at the commissary (store).

Your room has a bed, a desk and chair, a sink, a private washroom* with a shower, a TV, an alarm clock and a desk lamp. Sheets, blankets and pillows are also provided.

Housekeeping cleans the bathroom, changes bedding and cleans flat surfaces every three days.

YOU NEED TO BRING:

1. You need $5.00 cash when you arrive to get your room key.
2. Towels and facecloths — bring enough for a week. There is a laundry room you can use. Laundry soap is provided.
3. Personal grooming items — shampoo, soap, toothbrush and toothpaste, etc. If you forget something, you can buy it at the commissary.
4. At least two pairs of footwear — outdoor shoes or boots are not allowed in camp, bring indoor shoes and outdoor footwear or work boots.
5. If you like to use the gym or the sauna, join a game of basketball, a fitness class, etc. bring runners, gym clothes and a swim suit.
6. There are options for those with food allergies but if you have favourite alternatives, bring them (nut free, dairy free, etc).
7. Your employer will provide you with a list of work gear.

*The start-up camp, used during times of peak occupancy, has shared washrooms and showers.
Required Work Gear

1. Canada $5
2. Towels
3. Soap, lotion, toothbrush
4. Shoes
5. Swimsuit, shorts
6. Pesticide
7. Checklist

No 2
29
WHAT YOU MIGHT WANT TO BRING:

Your room is your own for your full 21-day shift. A lot of people find it important to bring things to make their stay more comfortable and help them sleep well. Things like:

1. Your own pillow (Keeyask pillows are not for everyone).
2. Ear plugs (in case you are a light sleeper or your neighbour has their TV turned up loud).
3. Hangers (these are not provided).
4. Photos, books, or hobbies.
5. Phone, tablet, computer and chargers (land line phones are available throughout the camp).
6. Personal water bottle or travel mug (lidded cups aren’t allowed in some areas).
7. A combination or key padlock.
8. Cash and a credit card or a debit card for purchases at the commissary. They only take debit or credit in the lounge. There are no bank machines at site. If you are a smoker, you might want to bring cigarettes or vape, both are also for sale in the commissary.
TIPS TO HANDLE THREE WEEK SHIFTS:

1. Once you leave your home, it’s easier to just accept that you have your shift to complete. If you spend all your time wishing you were home, the 21 days will seem longer.
2. Bring things that help you pass the time like games, books or hobbies.
3. Get to know people at Keeyask.
4. Use the amenities, like the games room, the gym, or the lounge.
5. Take advantage of Employee Retention and Support Services, they have life skills programs, drop-in events, traditional ceremonies, and counselling services to help with work, home or personal challenges.
6. Try new things. Being away from home is a chance to do some things you’ve always wanted to do (on-line learning, get in shape, plan a trip, etc).
7. Stay in touch with family and friends. Phones and computers are available throughout Keeyask and the wi-fi is good.
Bucket List

3

4

5

6

7
PART THREE

N°3

PREPARING WITH YOUR FAMILY

KEEYASK GENERATION PROJECT
Being away for three weeks is hard for employees and their families. Here are some things you can do to prepare.

SHARE PHONE NUMBERS AND CONTACT INFORMATION:

Set up contact information (phone numbers and email addresses) for your family and friends in your phones, so you can quickly reach them and they can reach you.

If there is an emergency at home, your family can:

1. Call you on your personal cell phone after work hours.
2. Call Employee Retention and Support Services (ERS) at 204-778-3990.
3. If you are a member of a partner First Nation community, your family can also contact the Keeyask Cree Nation site representative either by calling your local band administration office or the Keeyask Site Liaison office at 204-778-3910.

MAILING PACKAGES TO KEEYASK:

If people want to send mail or packages, the Keeyask Mailing Address is:

Your Name
Manitoba Hydro
PO Box 751
Thompson, Manitoba
R8N 1N5

TIP: Fill in the blanks on page 39, tear it out and leave it at home for your family.
PREPARE YOUR FAMILY FOR 3 WEEKS WITHOUT YOU

Being away for three weeks can cause unexpected problems for family and friends.

Following are some steps you can take with your family to help them be better prepared for your absence.

1. **Banking** — if your family relies on you for banking, it will be important that they have access to everyday and emergency funds.

2. **Medications and Prescriptions** — If you are caring for a family member who has regular prescriptions or other health care needs, you can contact your health care professional to assist with creating a plan for when you are away at work.

3. **Planning Together** — It is important to talk with your family about what to do if problems come up when you are not there.

   If you or your family is struggling with adjusting to you being at Keeyask, they can contact Employee Retention and Support Services. They are there to help employees and their families with all kinds of challenges. They have programs and supports to help with Life Skills, Marital Stress, Family Stress and much more.
4. **What life at Keeyask is like** — A lot of families want to see more about what your life at Keeyask is like. You can review the videos: your room and camp life in this series, or see other pictures and videos at KEEYASK.COM.

5. **Coming and Going** — Sometimes going home for a week can be the toughest part of working at Keeyask.

For some families, the problems and work piles up for three weeks, leaving you catching up during your days off. Try to talk with your family about sharing responsibilities, so this doesn’t happen.

For some, the day they arrive home and the day they leave to come back to work are both hard. It’s important to know that those times of change, coming back into the house, and leaving again, can be hard on everyone. Everyone (including you) has to get used to you being there again, and everyone has to get used to the change when you leave.

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**TIP:** Planning and good communication with your loved ones are the best ways to make sure everyone is prepared for you working at Keeyask.
Reach me at Keeyask:

My Cell Phone:

Employee Retention and Support Services (ERS): 204-778-3990

Keeyask Site Liaison Office: 204-778-3910

Send any mail to:

My Name
Manitoba Hydro
PO Box 751
Thompson, Manitoba
R8N 1N5

TIP:
Cut this out and stick it to your fridge.
**PEOPLE TO CALL FOR:**

<table>
<thead>
<tr>
<th>House Repairs:</th>
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<tbody>
<tr>
<td>Plumbing:</td>
</tr>
<tr>
<td>Heat:</td>
</tr>
<tr>
<td>Car / Truck Repairs:</td>
</tr>
<tr>
<td>Phones / TV / Internet:</td>
</tr>
<tr>
<td>Banking:</td>
</tr>
<tr>
<td>Health Care:</td>
</tr>
</tbody>
</table>

**MY SCHEDULE FOR THE NEXT SIX MONTHS IS:**

<table>
<thead>
<tr>
<th>I leave for three weeks on:</th>
<th>day   /   month</th>
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</thead>
<tbody>
<tr>
<td>I come home for one week on:</td>
<td>day   /   month</td>
</tr>
<tr>
<td>I leave for three weeks on:</td>
<td>day   /   month</td>
</tr>
<tr>
<td>I come home for one week on:</td>
<td>day   /   month</td>
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<td>day   /   month</td>
</tr>
<tr>
<td>I come home for one week on:</td>
<td>day   /   month</td>
</tr>
</tbody>
</table>
LEAVING WORK FOR EMERGENCIES:

You can leave your work at Keeyask, in case of a death in the family, a family illness and other personal emergencies. Leave time policies are different depending on which company you work for.

In case of a family crisis, you would need to discuss how much leave time you have with your supervisor.

TIP:

Talk with your family often and let them know how you’re doing and ask them how they are doing.
I tell the youth you will like working here. There are lots of young people here, including three of my grandkids. I have lots of family here; it’s why I keep working.

— Jude
NO 4
COMING TO
KEEYASK
Travelling to and from Winnipeg

Most people come to Keeyask by flying or driving to the Gillam or Thompson Airports, where shuttle buses pick up employees and take them to the Keeyask site.

From Winnipeg commercial and private flights leave every day for Thompson and Gillam.

Your employer will provide you with all your flight information, including flight schedules, location of the airport, and shuttle bus information.

No matter what type of flight you are taking, you still need to check in at the airport with your ID and you need to go through security.

Check in at your airport at least one hour before your flight leaves.
If you work for BBE:

BBE charters flights that fly in and out of the Thompson airport from Winnipeg.

**WINNIPEG TO THOMPSON ✈️**

From Sunday – Friday (every day except Saturday).

Canadian North flight leaves Winnipeg Airport’s Main Terminal at 4:30 PM (16:30h) and arrives in Thompson at about 5:30 PM (17:30h).

The shuttle bus picks up employees from the Thompson Airport and travels to Keeyask at approximately 5:30 PM (17:30h) each flight day.

**THOMPSON TO WINNIPEG ✈️**

From Monday – Saturday (every day except Sunday).

The shuttle bus leaves Keeyask main camp each flight day for Thompson Airport at 3:30 AM (03:30h).

Canadian North flight leaves Thompson at 8:00 AM (08:00h) and arrives in Winnipeg at about 9:00 AM (09:00h).
Winnipeg to Gillam

If you work for Manitoba Hydro or Sodexo:

Manitoba Hydro charters flights from two Winnipeg Charter services that fly from Winnipeg to Gillam.

Every Tuesday — Fast Air

If you are flying on Fast Air — there are two flights leaving Winnipeg to Gillam:

- **1st flight** — leaves Winnipeg at 8:00 AM (08:00h) and arrives in Gillam at about 10:00 AM (10:00h).
- **2nd flight** — leaves Winnipeg at 2:00 PM (14:00h) and arrives in Gillam at about 4:00 PM (16:00h).

Fast Air flights leave from 80 Hangar Line Road — Winnipeg, MB.

Things to know when travelling with Fast Air:

1. Everyone is responsible for their own transportation to and from Fast Air.
2. Arrive 30 minutes prior to flight departure, 45 minutes if you require parking.
3. Fast Air will provide long term parking if required, provided keys are stored in a lock up at the Hangar.
4. Luggage is limited to 50 lbs. per person.
5. Planes are King Air 200s — 8 passenger.
Every Thursday — Perimeter Aviation

If you are flying on Perimeter Aviation — there are two flights leaving Winnipeg to Gillam:

- **1st flight** — leaves Winnipeg at 8:00 AM (08:00h) and arrives in Gillam at about 10:00 AM (10:00h).
- **2nd flight** — leaves Winnipeg at 2:00 PM (14:00h) and arrives in Gillam at about 4:00 PM (16:00h).

Perimeter Aviation flights leave from the Shell Building at 50 Morberg Way — Winnipeg, MB.

**Things to know when travelling with Perimeter Air:**

1. Everyone is responsible for their own transportation to and from Perimeter Aviation.
2. Arrive one hour prior to flight departure.
3. Parking is limited and a plug-in is not guaranteed. Please request parking when you book your seat.
4. Luggage is limited to 50 lbs. per person.
If you need to travel to Thompson from Ilford, an option is:

Ilford to Thompson — Days 1, 5, 6
- Departs Ilford at 6:53 AM
- Arrives Thompson at 11:30 AM

Thompson to Ilford — Days 4, 5, 7
- Departs Thompson at 5:00 AM
- Arrives Ilford at 9:36 AM

Thompson Train Station Location is at 1310 Station Road, Thompson, MB.
IT’S LIKE HOME — THE MEALS, ENTERTAINMENT. THE PEOPLE I WORK WITH ARE GREAT AND EVERYONE TRIES TO HELP EACH OTHER AND LEARN TOGETHER WHEN YOU START.

—BRIAN
Buses leave Thompson for Keeyask every day, sometimes more than once a day. Buses leave from Gillam every day from Monday to Friday. Unless you arrange personal transportation to the work site from your community, you will be assigned to one of these buses. It is your responsibility to arrive on time. The buses leave as scheduled, unless they’re delayed by weather. You must present ID to board the bus. The ride from Gillam to the Keeyask front gate is about 2 hours, 15 minutes; from Thompson, 3 hours. The ride to camp from the gate is another 20 minutes. These times can change if there is bad weather or bad road conditions.

There are two kinds of buses, highway tour buses that have washrooms and smaller buses that don’t. It’s a long ride, so be prepared.

The ride in is usually pretty quiet, and there’s no wi-fi on the way. A lot of people sleep through it. So bring a book, some music or something downloaded to watch.
## BUS SCHEDULE 🚌

### THOMPSON

<table>
<thead>
<tr>
<th>1. Department Main Camp</th>
<th>7:00 AM</th>
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<tbody>
<tr>
<td>2. Department Startup Camp</td>
<td>7:30 AM</td>
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<tr>
<td>3. Drop Off at Chester’s</td>
<td>8:30 AM</td>
</tr>
<tr>
<td>4. Drop Off at Thompson Airport</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>5. Drop Off at Tim Horton’s</td>
<td>11:15 AM</td>
</tr>
<tr>
<td>6. Pick Up at Train Station</td>
<td>1:00 PM</td>
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<tr>
<td>7. Pick Up at Tim Horton’s</td>
<td>1:30 PM</td>
</tr>
<tr>
<td>8. Pick Up at Thompson Airport</td>
<td>1:45 PM</td>
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<tr>
<td>9. Pick Up at Chester’s</td>
<td>Approx. 3:00 PM</td>
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<tr>
<td>10. Pick Up at the Ferry</td>
<td>Approx. 4:00 PM</td>
</tr>
</tbody>
</table>

### MONDAY TO FRIDAY

| 6. Pick Up at Train Station     | Wednesday & Friday Only |
| 7. Pick Up at Tim Horton’s      | 1:30 PM                 |
| 8. Pick Up at Thompson Airport  | 1:45 PM                 |
| 9. Pick Up at Chester’s         | Approx. 3:00 PM         |
| 10. Pick Up at the Ferry        | Approx. 4:00 PM         |

### THOMPSON

| 1. Pick Up at Thompson Airport  | Churchill Only |
| 2. Pick Up at Train Station     | 2:45 PM        |

### TUESDAY & THURSDAY

**NOTE:** Bus schedules can change. Before leaving confirm times at KEESASK.COM or with your employer or Job Seeker Manager.
<table>
<thead>
<tr>
<th>Step</th>
<th>Event</th>
<th>Time</th>
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<tbody>
<tr>
<td>1</td>
<td>Depart Main Camp</td>
<td>7:00 AM</td>
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<tr>
<td>2</td>
<td>Depart Startup Camp</td>
<td>7:30 AM</td>
</tr>
<tr>
<td>3</td>
<td>Depart Kettle Camp, Going to Airport, As Required</td>
<td>9:00 AM</td>
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<tr>
<td>4</td>
<td>Drop Off at Gillam Airport</td>
<td>9:30 AM</td>
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<tr>
<td>5</td>
<td>Drop Off / Pick Up at Gillam Co-op</td>
<td>10:00 AM</td>
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<tr>
<td>6</td>
<td>Pick Up at Gillam Airport</td>
<td>10:15 AM</td>
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<tr>
<td>7</td>
<td>Depart Kettle Camp, Going to Keeyask, As Required</td>
<td>11:00 AM</td>
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<tr>
<td>8</td>
<td>Depart Main Camp</td>
<td>1:30 PM</td>
</tr>
<tr>
<td>9</td>
<td>Drop Off / Pick Up at Gillam Airport, Hydro Charter</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>10</td>
<td>Drop Off / Pick Up at Gillam Airport, Calm Air</td>
<td>4:30 PM</td>
</tr>
</tbody>
</table>
# BUS SCHEDULE

## GILLAM & BIRD (FOX LAKE)  
**MONDAY–WEDNESDAY–FRIDAY**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Depart Main Camp</td>
<td></td>
<td>8:30 AM</td>
<td></td>
</tr>
<tr>
<td><strong>2.</strong> Depart Startup Camp</td>
<td></td>
<td>9:00 AM</td>
<td></td>
</tr>
<tr>
<td><strong>3.</strong> Depart Kettle Camp</td>
<td>Going to Airport</td>
<td>As Required</td>
<td>10:30 AM</td>
</tr>
<tr>
<td><strong>4.</strong> Drop Off at Gillam Airport</td>
<td></td>
<td>10:45 AM</td>
<td></td>
</tr>
<tr>
<td><strong>5.</strong> Drop Off / Pick Up at Gillam Co-op</td>
<td></td>
<td>11:15 AM</td>
<td></td>
</tr>
<tr>
<td><strong>6.</strong> Pick Up at Gillam Airport</td>
<td></td>
<td>11:30 AM</td>
<td></td>
</tr>
<tr>
<td><strong>7.</strong> Pick Up at Gillam Airport</td>
<td>Mondays</td>
<td></td>
<td>12:30 PM</td>
</tr>
<tr>
<td><strong>8.</strong> Depart Kettle Camp</td>
<td>Going to Keeyask</td>
<td>As Required</td>
<td></td>
</tr>
<tr>
<td><strong>9.</strong> Drop Off / Pick Up Bird / Fox</td>
<td></td>
<td>Confirmation is Required</td>
<td></td>
</tr>
</tbody>
</table>
ARRIVING AT KEEYASK

1. Security
At the Keeyask Main Gate, the buses will stop and everyone will be asked to show their Photo ID. Then they will keep going the 20 minutes to get to camp.

2. Luggage Check
Everyone coming off the bus, or arriving on their own, has their luggage searched and scanned. The people from the buses are led into the security trailer, where all the luggage is scanned. Before it goes through the scanner, you will have to take out all your liquids and medications including prescriptions, so it's best to pack them all together in a bag or two inside your luggage.

3. Drug Dogs (very friendly)
Randomly, drug dogs trained to detect even trace scents of drugs check employees arriving. It is likely that you will be checked by one of the dogs some time during your first 24 hours at Keeyask.

TIP: Keep your ID/Keycard with you at all times.
4. Drug & Alcohol Testing

Anyone the drug dog identifies as having the scent of drugs on them must go to an interview. After the interview, you and your items are searched and swabbed for any traces of drugs. If drug trace or paraphernalia is found, you will be sent for a drug and alcohol test. These tests consist of breathalyser, and saliva and urine samples. Depending on the results of the tests, you may be evicted from site for up to one year.

5. Check in

Once you are through security, you take your luggage, walk outside to the front door of the camp and check in at the front desk. There, you will pay your $5.00 and have your picture taken for your ID / key card. You will get your card and you are assigned your room.

6. On-boarding Presentation

Your Manitoba Hydro On-boarding will begin within a few hours, or if your arrival is in the late afternoon or evening, it will start the next morning. Once you’re checked in, you can go unpack and get settled.
Get comfortable with your surroundings.

AT KEEYASK, EVERYONE GETS AN INDIVIDUAL ROOM! HERE’S THE BEST WAY TO MAKE KEEYASK YOUR HOME AWAY FROM HOME.

Dorms and Rooms

When you check in, you will be assigned a dorm (dormitory building) number and room number.

For example, Room 7-131 is in dorm number 7, room 131.

At Keeyask, everyone gets an individual room, except couples who are both working at Keeyask. Couple’s rooms are in a separate dorm building.

Each time you check in for your three week shift, you will get a different room. There is storage available at Keeyask if there are things you want to leave here during your week off. Your gear will be in a locked storage room. You can have a lock on your bag if you choose.

There are male and female dorms. Males are not allowed in the female dorm rooms and females aren’t allowed in the male dorm rooms.

You enter most of the dorm buildings from the Arctic Corridor — the main hallway through Keeyask camp.

You need to scan your ID / key card to get in to your dorm building and to your room. Your ID / key card also gets you in to the laundry room in your dorm building. Each dorm is secure with access only provided to key cards programmed for rooms within that dorm.
In every room at Keeyask, there is:

- a bed
- sheets, blankets and a pillow
- storage below
- reading light above
- a TV with cable channels
- a desk and chair
- a closet with a storage box
- a sink with vanity space and electricity
- a mirror
- a toilet
- a shower with shower curtain
- a window with a roller blind and shades
- an alarm clock
- tissues and toilet paper
- garbage can
- wifi

A smoke detector and alarm — note: anyone who tampers with the smoke detector will receive a camp occurrence and may be evicted up to one year.
Work is easier and safer after a good night’s sleep. Here are some things that help most people sleep better:

- Cool room
- Good pillow
- Warm blankets
- Darkened blinds
- Ear plugs
- Alarm clock
What I’m learning can make a difference in my community.

— Joan
THINGS TO BRING FOR YOUR ROOM

1. You must bring your own towels and facecloths. Housekeeping does not provide them.
   Bring enough for a week. There is a laundry room you can use. Laundry soap is provided.

2. Personal grooming items — bring shampoo, soap, toothbrush and toothpaste, etc. If you forget something, you can buy it at the commissary.

3. Hangers (these are not provided).
OTHER THINGS YOU WILL PROBABLY WANT

1. Your own pillow (Keeyask pillows are not for everyone).
2. Ear plugs (in case your neighbour has the TV turned loud).
3. Photos, books, or hobbies.
4. Phone, tablet, computer and chargers (land line phones are available throughout the camp).
5. Personal water bottle or travel mug (lidded cups aren’t allowed in some areas).
6. Headphones or ear buds if you enjoy loud music, videos or TV.
HOUSEKEEPING

This room is provided for your use while you are working at Keeyask.

You are responsible to keep it clean and in good condition.

Housekeeping services provided every three days include:

- Clean the bathroom, the sink and the shower
- Vacuum the floors
- Change the sheets and pillowcases
- Dust flat surfaces
- Empty garbage
- Replace toilet paper and tissues.

On your housekeeping day, the bed, the floor, the bathroom and the sink need to be clear of clothing, towels, garbage, etc. so housekeeping staff can complete their work.

RESPECT IN THE DORMS

Most people are relaxing or sleeping when they are in their dorm rooms. With shifts working around the clock, there are people sleeping during the day and night. Guests are not allowed in dorm rooms. There are quiet times that must be followed at site. Loud music and TVs are not welcome.
### ALICIA’S DO’S & DON’TS FOR YOUR ROOM:

<table>
<thead>
<tr>
<th><strong>DO</strong></th>
<th>Keep your floor free of food, food containers and other garbage.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DON’T</strong></td>
<td>Leave food lying around.</td>
</tr>
<tr>
<td><strong>DO</strong></td>
<td>Tidy up before housekeeping comes so they have access to clean all surfaces.</td>
</tr>
<tr>
<td><strong>DON’T</strong></td>
<td>Tamper with the smoke alarms.</td>
</tr>
<tr>
<td><strong>DO</strong></td>
<td>Be kind to your neighbours.</td>
</tr>
<tr>
<td><strong>DON’T</strong></td>
<td>Listen to your TV or music too loudly.</td>
</tr>
<tr>
<td><strong>DO</strong></td>
<td>Thank housekeeping for doing a good job.</td>
</tr>
<tr>
<td><strong>DON’T</strong></td>
<td>Entertain others in your room.</td>
</tr>
<tr>
<td><strong>DO</strong></td>
<td>Get out and mingle with your co-workers.</td>
</tr>
</tbody>
</table>
PART SIX

No 6

Camp Life

Keyask Generation Project
Welcome to Keeyask!

LIFE AT CAMP IS WHAT YOU MAKE IT. THERE’S LOTS TO DO AND FIRST-RATE AMENITIES TO MAKE YOUR STAY ENJOYABLE.

Keeyask is a 695-megawatt electricity generating station and one of the largest construction projects ever in Manitoba.

The Keeyask Project is a collaborative effort between Manitoba Hydro and four Manitoba First Nations — Tataskweyak Cree Nation and War Lake First Nation (acting as the Cree Nation Partners), York Factory First Nation, and Fox Lake Cree Nation — working together as the Keeyask Hydropower Limited Partnership (KHLP).

Keeyask is a live-in work camp and work site with about 2,400 people in the middle of Northern Manitoba, in the Split Lake Resource Management Area, and within the ancestral homeland of all four partner First Nations.

The camp is about two hours drive from Gillam and about three hours from Thompson.
The Keeyask site includes the Main Camp, where most of the employees stay while they work at Keeyask, the Start-up Camp, where another 195 people stay and the Work Site that includes the access roads, the north and south dykes, the south dam, the spillway, the central dam, the powerhouse, the service bay, the north dam and the processing and construction lay-down areas.

**CAMP CULTURE**

*Two rules govern life at Keeyask: safety and respect.*

There is more about work safety in Module 7: Safety First

Everyone comes to Keeyask to work — to do their job well and safely. Everyone in camp has the right to do their job and live in an atmosphere of respect and without fear.

Each person at Keeyask is part of the community and every individual either makes it better or worse. Everyone should be respected for who they are. The best way to succeed is to take care of yourself, respect the camp space, be part of creating a positive environment and help out where it makes sense.
SAFETY

Safety, as it relates to camp life is about everyone’s personal safety and security as they move around camp, and about being fit for work while you’re here.

Security

Sodexo security staff are in place throughout camp. They help make sure the rules are followed and people are safe.

If an incident occurs at camp, alert security in person or call: 204-778-4940.

Your ID / key card gives you access to areas of camp, like the theatres, the gym and the dining room. You will need to keep it with you at all times to move around camp.

Drugs

Illegal drugs and marijuana are not allowed at Keeyask, except your own prescription drugs. Having, or using anything besides your prescription, will get you kicked out of camp, which usually means you will also lose your job. Dogs trained to detect drug odor are used every day at Keeyask, so you can expect to see them.
OTHER SAFETY RULES

Designated Smoking Areas

Smoking cigarettes or electronic cigarettes (vaping) is not allowed indoors anywhere at Keeyask. There are designated smoking areas outdoors. Anyone who tampers with a smoke detector anywhere at Keeyask will receive a camp occurrence and may be evicted up to one year.

No Guests (sorry)

Personal guests, family members and children are not allowed at Keeyask.

Stay in the Ring

Due to sometimes harsh weather conditions and wildlife, employees are not allowed to walk around Keeyask beyond the camp ring road.
KEEYASK IS A UNIQUE EXPERIENCE — I ENCOURAGE EVERYONE TO GET TO KNOW EACH OTHER AND TRY OUT THE ACTIVITIES CAMP LIFE OFFERS.

—NOURA
RESPECT

There is a Harassment & Discrimination Free Standard at Keeyask. The goal we all share is to create a respectful workplace. You can see the full policy on KEEYASK.COM.

It says that all persons are valued and treated with respect and dignity. No one should be discriminated against, harassed, sexually harassed, or physically harmed in any way by another person.

**Discrimination means:** unfairly treating a person or a group of people differently from other people, whether favourably or unfavourably, on the basis of a characteristic protected under the Human Rights Act, such as race, gender, age, religion or disability.

**Harassment means:** abusive or unwelcome conduct or comments made on the basis of a protected characteristic.

**Sexual harassment means:** any conduct, comment, gesture, or contact involving the making of unwanted sexual advances or obscene remarks.
Keeyask has a Violence-Free Standard, where all persons maintain a safe and secure workplace and any form of violence is strictly prohibited.

If you experience harassment or discrimination at site, you can email your concerns to: RESPECT@HYDRO.MB.CA or you can call 204-360-5737. All communication is confidential.

You can also seek help from others, like Employment Retention and Support Services, Site Liaison staff of Manitoba Hydro, Keeyask Cree Nation Site Reps, your supervisor/manager, your union rep or a trusted person at site.

Aboriginal Awareness Training:

Keeyask is a Partnership between Manitoba Hydro and the four partner First Nations on whose territory the work is being done. It is important that everyone at Keeyask, no matter where they are from, learn some of the culture and history of the people of these lands. The one-day mandatory Aboriginal Awareness Training delivered by Employee Retention and Support Services gives everyone this basic information.
SUPPORT SERVICES

Most people at Keeyask do fine most of the time, but like anywhere, people face different challenges at different times.

There are many supports available for employees at Keeyask who are dealing with a problem.

If you are looking for support related to your job, the first step is to talk to your supervisor.

If that doesn’t work for you:

Nearly every employee on site also must belong to a trade union. These unions, known collectively as the Allied Hydro Council, assist and advocate on behalf of their members in enforcing the collective agreement (outlines the terms and conditions of employment) and improving worker rights. They also represent members if they believe they’ve been treated unfairly. For more information you can talk to an Allied Hydro Council site representative or visit MBTRADES.CA.

Employee Retention and Support Services are available to all employees at Keeyask. They offer private and professional services like:

- Family and Marital Counseling
- Addiction Support Services
- Anger Management
- Money Management
- Grief and Loss Support

and more.

If you work for Sodexo, you also have access to their private and professional Employee Assistance Program.

Each partner First Nation community has a representative at Keeyask. If you are a member of one of these communities, you can contact your Keeyask Cree Nation site rep for support. Either call your local band administration office or the Keeyask Site Liaison office at 204-778-3910.
CAMP LIFE

Respecting the camp:

Everyone shares the public spaces at Keeyask, so there are rules to keep the space in good condition and well organized. For example:

- Bags are not allowed in the dining room. There is storage space next to the entrance to leave gear.

- Outdoor footwear is not worn in camp. There is a boot room near the front door for outdoor footwear and gear.

- Lidded cups are not allowed in the theatres or gym. It’s best to bring a personal water bottle from home.
**PASSING TIME**

There are lots of things to do at Keeyask. As long as people follow the rules, the amenities are available to everyone. They are:

| **Theatres** | See sports events and/or movies, every day. See the listings on the board outside the theatres. |
| **Gym** | There is a full-sized indoor gymnasium with a walking/running track, an exercise area with free weights and machines, and a sauna. The gym is open from 3:30 AM to 10:00 PM every day. Fitness trainers are available and classes are listed outside the gym. |
| **Entertainment Centre** | There are pinball and video games, pool tables, a library and computer stations and more for your use, for free. It is open from 6:30 AM to 10:00 AM and from 2:00 PM to midnight every Monday to Saturday. On Sunday they are open from 6:30 AM to midnight. |
**Commissary** — There are two commissaries (stores) at Keeyask where you can buy snack food, pop, personal products (shampoo, toothpaste, etc.), some room products (towels, etc), cigarettes and vape, and some clothing. One commissary is near reception and open from 4:30 AM to 8:00 AM every day. The entertainment commissary is open Monday to Saturday from 3:30 PM to 9:30 PM and Sunday from 2:00 PM to 9:30 PM. They accept cash, credit cards and debit cards.

**Lounge** — The lounge is open every day from 4:30 PM to 9:30 PM. There is food service and liquor service at the lounge. You have to pay for the food and liquor in the lounge and they only accept credit or debit cards. Liquor sales are limited to three drinks per person, per day.

**Kitchen** — The Kitchen opens at 5:00 AM and closes at 8 PM everyday. They ask you to leave if you stay beyond 9:00 PM. The grab and go area is open 24 hours a day.

**Sweat Lodge** — Have you ever been to a sweat? There is a Sweat Lodge at site that is available to everyone. Traditional sweats are for people who are looking to clear their mind, clean their heart, heal their body and free their spirit. It's a great experience that you won't find just anywhere.

Sweats are usually held twice a month (one for day shift, one for night shift). Employee Retention and Support Services sends out a schedule every month of sweats, meetings and other events.
Part Seven

Nº7

Safety First

Keeyask Generation Project
Mega projects are not like residential construction. The work is fast paced and dangerous, with many people in a condensed environment.

In camp and out at the job site, you are responsible for your own safety and everyone else’s. It’s not just about you, it’s about everyone. Remember that the camp is also a work site for camp support workers in catering, housekeeping, security and other support services. So safety is important everywhere.
FIT FOR DUTY:

Fit for Duty means each worker must be able to safely and acceptably perform assigned duties without any limitations due to the use of drugs and/or alcohol.

Here are some of the rules you need to know:

**You must be clean and sober to work at Keeyask.**

- If you arrive at camp drunk or high, you will not be allowed in, even if you don’t start your shift until the next day.

- You must not have any illegal drugs, marijuana, alcohol or drug paraphernalia.

- All prescription medications must have a label with your name, the date, the name of the drug, and your doctor’s contact information on it. If not, you will have to provide a valid prescription or you may be evicted for a period up to one year.

- Drug paraphernalia is anything that is, or has been used to prep, use or hold drugs — like lighters, scissors, tin cans, razor blades, pipes, or papers. If any of these items are found in a search and are confirmed to have drug trace, you will be Drug & Alcohol tested and depending on the results, you may be evicted from site for up to one year.

- There are working drug dogs at Keeyask and everyone can be checked by the dogs at any time. If they ‘hit’ on you, you will be interviewed, you will be searched and your personal items will be swabbed for any drug residue. If there is confirmed drug residue or any drugs/drug paraphernalia then you will be Drug & Alcohol tested and depending upon the results, you may be evicted for up to one year.

- If you are found in possession of illegal drugs, marijuana, invalid prescription drugs or alcohol, you may be evicted for up to one year.
GIVING YOU A SENSE OF SECURITY IS ONE WAY I CAN MAKE KEEYASK FEEL A LITTLE MORE LIKE HOME.

—MARK
SECURITY GUARD AT KEEYASK
WORK SITE SAFETY

There are a lot of rules about safe work at Keeyask - whether you’re in housekeeping, the kitchen, driving a vehicle or on a construction site. You will learn the rules that matter to your work when you start the job.

No matter what the rules for your job are, the biggest problem in safety and the biggest risk to people, is taking shortcuts around the safety rules.

**Working safely takes time and thought.**

It is usually faster and easier to get the job done by ignoring safety rules. But the rules are there for a reason and every employee is required to follow them, no matter how much seniority or experience they have.

*TIP:* Looking out for everyone’s safety is a smart career move.
THERE ARE 13 SAFETY ABSOLUTES AT KEEYASK THAT WILL NOT BE ALLOWED.

1. Performing work without being competent, qualified and authorized.
2. Tampering with safety devices or emergency response equipment.
3. Using a cell phone or hand held device while operating vehicles, machinery or equipment.
4. Willful damage to property or equipment, including theft.
5. Performing work within legislated electrical ‘limits of approach’.
6. Performing work without required safety permits.
7. Non-compliance with fall protection requirements.
8. Non-compliance of lockout requirements.
9. Blatant disregard for properly marked zones of imminent danger (eg. red and yellow barricade flagging and signs).
10. Performing work under a suspended load.
11. Violation of the Keeyask Drug & Alcohol Standard.
12. Violation of the Harassment, Discrimination or Violence standards.
13. Non-reporting of incidents or falsification of safety and health reports, statements and/or records.
WHAT TO DO IF YOU SEE A SAFETY INFRACTION:

Intervene, but do it correctly.

More information about this will be provided during your on-boarding and safety sessions on site.

Never ignore a hazard (unsafe act or condition).

Always fix it if possible. If not, call your supervisor for assistance.

Never ignore someone performing an unsafe act.

Bring it to the person’s attention if you feel comfortable doing that. Report it immediately to your supervisor or safety officer.

Asking for help.

Asking for help or for more information is a strength, not a weakness. Be open to giving and accepting a safety intervention.

DON’T LEARN SAFETY BY ACCIDENT!
So that’s it, the first-timer’s Success Guide to Keeyask.

Keep this handy as you prepare and come to Keeyask for the first few tours.

We hope you can see that it’s a different work experience, and like all things, it has its good and its bad.

We encourage you to give Keeyask a try. There are lots of people here who want to see you succeed and get what you want from the experience.

Thanks!