

## NTPC Corporate Accommodation Usage for Yellowknife and Hay River (Effective December 2017)

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The Corporation has one (1) apartment in Yellowknife, located in Chateau Nova and primarily used to meet operational and medical needs. The Corporation also has five (5) units located in Hay River which are primarily used for recruitment purposes.

### **Bookings**

All apartments located in Yellowknife and Hay River can be booked through the Outlook calendars specific to their units.

To book corporate apartments please submit a meeting request using the specific Outlook calendar and indicate the purpose of the request. This request will either be approved or denied electronically. If the request is denied, then a reason will be provided.

### **Rules and Expectations for Use**

**Employees are expected to use any available corporate accommodations versus staying in a hotel.**

To allow adequate time for cleaning services between units please adhere to the following:

**Check-out time is 11:00 a.m.**

**Check-in time is 4:00 p.m.**

**Employees will be charged for damage and/or additional cleaning beyond normal wear and tear and may no longer be allowed the privilege of using the corporate accommodations.** As an NTPC employee, you are responsible for your guests, their conduct on the premises and ensuring the condition of our units is maintained.

**Business Use:** If you are intending to use only one room/side of the apartment, please indicate at the time of booking; this will accommodate a second booking if needed. The first person with a confirmed booking in the unit has the right to accept or deny a request to share the unit. If you would like to extend your stay please inform us as soon as possible. Extensions are approved upon availability.

**Medical Use:** Employees may utilize a maximum of 25 days in the apartment for themselves or a dependent (spouse/child). This use must be approved by Human Resources.

**Donations:** The Corporation may allow use of the apartments for such things as sporting events. This is considered a donation and approval must be received from a Senior Leader. Once approval is received booking in Outlook should be listed as follows: Apartment # (Donation – Event Name, Senior Leader's name). **Please forward donation requests to Human Resources and the Communications Manager.**

**All apartments are non-smoking in accordance with our non-smoking policy.** As an employee it is your responsibility to ensure that there is no smoking by either yourself or any guest(s).

**Please enquire with the HR team prior to bringing pets into an apartment; some of our lease agreements do not allow pets on the premises. If pets are brought into an apartment then the employee may be responsible for steam cleaning of the apartment.**

**Internet Usage:** Internet service provided at NTPC corporate accommodations is intended primarily for business usage. Data intensive services such as movie, video and music downloading and streaming should be limited or avoided. Internet access may be monitored by NTPC and financial penalties assigned to tenants for usage in excess of data limits.

**Long Distance Calling:** Long distance dial out is blocked in all units.

**Mail Delivery:** Mail keys are not distributed to tenants and boxes are not checked, as such please do not direct personal mail to the unit you are staying in.

**Access to Accommodations**

**Hay River** - Keys can be picked up during office hours from Human Resources. Please coordinate ahead of time for pick up.

**Yellowknife** – Key cards can be picked up from the Chateau Nova front desk. A photo ID is required by anyone checking in. The key card must be returned upon checkout.

**Coding for Personal Use**

Please e-mail your receipt to [humanresources@ntpc.com](mailto:humanresources@ntpc.com).

<b>PAY CODE</b>	<b>ACCOMMODATION</b>
350 8112 0000 1030 5410.0000	3A Park Place
350 8112 0000 1021 5410.0000	21 Alexandra
350 8112 0000 1023 5410.0000	23 Alexandra
350 8112 0000 1040 5410.0000	25 Alexandra
350 8112 0000 1050 5410.0000	10 Eagle Crescent
350 8112 0000 1411 5410.0000	218 Capital Suites
350 8112 0000 1412 5410.0000	217 Capital Suites

Should you need assistance or have any questions, please contact:

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