



December 21, 2021

Regina Goman
[REDACTED]

Dear Regina:

Re: COVID-19 Policy Non-Compliance

Our records show that you are currently not compliant with Canadian Natural's COVID – 19 Policy immunization requirements. As a result of your non-compliance, you are being suspended without pay effective **December 22, 2021**.

- All wages, allowances and premiums will be discontinued.
- You will not be eligible for the 2021 Bonus Program.
- Your Information System access will be suspended.
- You will not be eligible for any new Short-Term Disability benefit.
- If you have a Canadian Natural discretionary vehicle, it must be parked at the local Canadian Natural site office.

The suspension without pay will continue until you meet the COVID-19 Policy immunization requirements.

If your suspension without pay continues for more than thirty (30) calendar days from December 22, 2021, the following will apply in accordance with relevant policies:

- Group Health Care and Dental benefits will cease. You can choose to continue Life Insurance, Health Care and Dental if you pay half the cost. Optional Insurance can be continued, if you pay 100% of the cost. If you choose to continue your benefits, you must complete the attached Pre-authorized Debit (PAD) form and submit to Payroll@cnrl.com by **January 17, 2022**.
- Long Term Disability Insurance will cease. Salaried employees can continue their individual coverage on a direct bill arrangement on approval from RBC.
- Vesting dates of Stock Options and Share Bonus stock will be adjusted by 1.5 times the length of the suspension.
- Vacation will no longer accrue.

If you choose to proceed with COVID-19 immunization, please send your immunization records to Immunization@cnrl.com. Upon review of your records, you will receive further instructions.

A Record of Employment (ROE) with Reason Code M (dismissal or suspension for not complying with the company's mandatory COVID-19 vaccination policy) will be issued electronically to Service Canada after your final pay. Service Canada has directed that Reason Code M is to be used where the interruption is due to non-compliance with the employer's mandatory COVID-19 vaccination policy. You will be able to view your ROE by accessing your My Service Canada Account. Please be advised however, that the

Government of Canada has indicated that employees may not be eligible for Employment Insurance (EI) benefits, if their interruption in earnings is due to refusal to comply with company immunization policies.

A copy of your final pre-suspension pay slip will be mailed to the mailing address on file in HR Central, so please ensure that your mailing address is up-to-date. We recommend that you save and/or print any previous pay slips before your access is suspended. **Please ensure you provide your personal e-mail address for us to maintain continued contact with you. This information can be sent to HR@cnrl.com.**

For any non-health related questions, please contact Human Resources at HR@cnrl.com or by calling (587) 955-0404.

Sincerely,

Human Resources