



NEW HOURLY EMPLOYEE INFORMATION FORM

PART 1 – To be completed by Obsidian Energy Human Resources only					
Employee #		Salary		Start Date	
Position			Supervisor		
Location		Department		Cost Centre	
Provincial	Federal	Additional Tax	Camp	Northern Travel	Vehicle/Parking

PART 2 – Personal Information	
Complete this section	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%; border: 1px solid #ccc; padding: 5px;">Name (Last, First)</div> <div style="width: 35%; border: 1px solid #ccc; padding: 5px;">Preferred Name</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 65%; border: 1px solid #ccc; padding: 5px;">Address, City, Province, Postal Code</div> <div style="width: 30%; border: 1px solid #ccc; padding: 5px;">Primary Phone Number</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 25%; border: 1px solid #ccc; padding: 5px;">Date of Birth (MM/DD/YYYY)</div> <div style="width: 20%; border: 1px solid #ccc; padding: 5px;">SIN</div> <div style="width: 50%; border: 1px solid #ccc; padding: 5px;">Home Email</div> </div>
Emergency Contact	<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%; border: 1px solid #ccc; padding: 5px;">Emergency Contact Name (Last, First)</div> <div style="width: 30%; border: 1px solid #ccc; padding: 5px;">Relationship to Emergency Contact</div> <div style="width: 35%; border: 1px solid #ccc; padding: 5px;">Contact Phone Number</div> </div>

PART 3 – Banking Information	
You must complete this section fully.	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 20%;">Branch (5 Digits)</div> <div style="border: 1px solid #ccc; padding: 5px; width: 20%;">Bank (3 Digits)</div> <div style="border: 1px solid #ccc; padding: 5px; width: 50%;">Account (Max 11 digits)</div> </div> <p>The information above can be obtained from your banking institution or on a personal cheque. If copying the information from a cheque, please copy the numbers exactly as shown; Include leading zeros.</p> <p style="color: red;">Please attach a void cheque or official bank document along with this form. This information will be used to confirm the information provided above.</p> <div style="text-align: right; margin-top: 10px;"> </div>



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PART 4 – Privacy Statement and Consent

My signature below confirms that I consent to the collection, use and necessary disclosure of the personal information provided on the New Hourly Employee Information Form, and as I may provide in the future. This personal information may be used or disclosed for Human Resources, industrial relations, merger and acquisition purposes, including but not limited to: personal contact information, reference checking, emergency contact information, conflict of interest screening, performance management, payroll, taxation, Employment Insurance and Canada/Quebec Pension Plan matters, the processing of all benefits, insurance and pensions, RRSP, security clearance, employment status, and employment equity information used to manage the employment relationship. Obsidian Energy respects the privacy of our employees and the confidentiality of personal information. At no time will confidential information be knowingly shared or disseminated to unauthorized parties. It is Obsidian Energy's policy to control the collection, use and disclosure of personal information in accordance with our Privacy Policy. Certain exemptions may apply.

I hereby acknowledge that I have read and agree to the Privacy Statement and Consent outlined above. I authorize Obsidian Energy to deposit all wages into the account provided above and any changes to such account provided in the future.

Employee Signature X _____

Date: _____