



Site Operating Procedure



Required Action Sheet for Personal Petro-Points Card

Effective Date: April 1, 2016

Last Reviewed by Owner: April 1, 2016

Purpose: This site operating procedure (SOP) outlines the proper use of a Petro-Points card by any site Employee applying for this card. The site Employee must sign at the bottom of this form to acknowledge he/she has read and understands the contents of this form.

- Site Staff may apply for a personal Petro-Points card for accumulation of points on PERSONAL PURCHASES ONLY.
- If a Guest, who is not collecting Petro-Points, offers Site Staff the points from their purchase, the Employee is NOT TO ACCEPT THE GUEST'S POINTS, AS THIS IS DEEMED TO BE A FRAUDULENT USE OF THE EMPLOYEE'S PETRO-POINTS CARD.
- SITE STAFF IS NOT ENTITLED TO COLLECT PETRO-POINTS ON PURCHASES WHERE A GUEST DOES NOT PRESENT A PETRO-POINTS CARD, AS THIS IS DEEMED TO BE A FRAUDULENT USE OF THE STAFF EMPLOYEE'S PETRO-POINTS CARD.
- Suncor Energy monitors Petro-Points usage. Any Site Staff who uses their personal Petro-Points card fraudulently (on purchases other than their own) will have their Petro-Points card **permanently** revoked.
- Suncor Energy has **zero tolerance** for fraudulent use of Petro-Points by any Employee.
- Facilitation of inappropriate or fraudulent use of Petro-Points for personal or Guest benefit will result in disciplinary action and may be deemed as grounds for dismissal.
- The practice of keeping Guest Petro-Points cards on site is prohibited. Any cards currently at the site or in the possession of a Site Staff member must be immediately returned to protect against their fraudulent use.
- The Instant enrollment program is for the exclusive use of Guests. The fictitious completion and subsequent use of collecting and redeeming points is considered fraudulent use of a Petro-Points card. Site staff found participating in this activity will expose themselves to disciplinary action and possible dismissal, as well as their Associate to chargebacks.

I have read and understand my role in complying with this required action sheet for personal use of Petro-Points cards.

Employee Signature

Date:

Carole Corbin