

TERMS AND CONDITIONS FOR OBTAINING AN ACCESS CARD OR RESTRICTED AREA PASS AT THE PORT OF VALLEYFIELD (hereafter called the “access card”)



1. Who can request an access card or a restricted area pass at the Port of Valleyfield?

- Employees of companies operating at the Port of Valleyfield;
- Suppliers or subcontractors of companies operating at the Port of Valleyfield who need repeated access to conduct their tasks;
- Employees of shipping agencies and pilots.

NOTICE: All people mentioned above MUST submit a card access request if they reach a total of ten (10) visits in a year, whereas access to the port area will be forbidden.

2. Who can authorize an access card or a restricted area pass request?

- The Port's safety officer or any other person mandated by the Société du Port de Valleyfield, following the mandatory attestation by the authorized personnel of the company operating at the Port.

3. How can I be granted an access card or a restricted area pass?

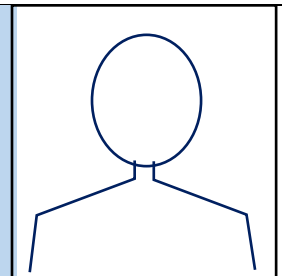
- Fill out the form available on the Port of Valleyfield website.
- Send said form to the company operating at the Port, so they can attest to the request. With the form, please enclose a photo of the applicant in JPEG format, in compliance with the conditions mentioned in **section 5**.
- The access card will be created at the earliest possible time and the applicant will be notified when it is ready.

4. The access card or a restricted area pass is issued according to the following conditions:

- The applicant must present a valid piece of ID with a photo in order to retrieve the access card at the gate, at the entrance of the Port of Valleyfield.
- The Société du Port de Valleyfield reserves the right to decline a request for any motive it judges valid, or if the form was not duly filled.
- The access card is valid for a period of five (5) years (or less, depending on the need) and must be renewed after its expiration date.
- The card, even when lent to a card holder, remains at all times the property of the Société du Port de Valleyfield and must be returned upon request.
- Any card holder caught fraudulently using their card or failing to comply with the regulations of the Société du Port de Valleyfield could have their right of access suspended temporarily or permanently and be the subject of a complaint made to Transport Canada.
- Any card that has not been used for a period of six (6) months will automatically be suspended and the CARD holder will be required to prove that they still require said card before it can be reactivated;

5. Digital photo for the access card or a restricted area pass

- The applicant must provide a good quality colour digital photo of themselves, from head to chest, in JPEG format.
- The photo must have been taken within the last six (6) months.
- The photo must show the head in its entirety, and nothing must be worn on the head.
- Eyes must be open and clearly visible. Red eyes or a photo on which the eyes were altered are unacceptable.
- The applicant can wear prescription glasses, under the condition that their eyes are clearly visible and that there is no reflection or blinding light in the lens.
- The face, chin and top of the head must be centred on the photo.
- The photo must be taken on a plain background, white or of a pale colour.
- The photo must be identified as such: LastName.FirstName.Employer.Year.Month.Day.jpg



6. Policy regarding the use of the access card or restricted area pass

- The card holder must use the access card solely as part of their work at the Port. The card holder cannot enter the port zone without reasonable business cause.
- It is strictly forbidden to lend your access card to anyone, or to use it to provide access to another person, even if this person is a card holder themselves.
- It is forbidden for a card holder to access the port zone with one or many passengers aboard their vehicle without having them register to the gate before entering the port zone. If the passengers are card holders, they must each scan their pass to be registered.
- In the case of a lost or stolen access card, the card holder must immediately notify postedeveille@portvalleyfield.com or the company operating at the Port which attested for the access card in order for it to be deactivated.
- Any vehicle, its content and occupants, that enter the port can be subject to a search.
- Failure to comply with the rules of the Port will lead to the revocation of the card without any other notice.
- The card must be returned to the Société du Port de Valleyfield once its holder leaves their employment or no longer requires it.
- The card holder must cooperate and present their card to the safety agent of the Port upon request.
- The restricted area pass must always be worn visibly on the upper body.
- It is forbidden for a restricted area pass holder to remain in a restricted area without reasonable motive.

ACCESS CARD OR RESTRICTED AREA PASS REQUEST