

GENERAL TERMS AND CONDITIONS - PLEASE READ CAREFULLY

1. **Request for Enrolment** - I hereby enrol in TransLink's Employer Pass Program (the "Program") that enables me to purchase a picture identification transit pass ("Employer Pass") for travel in selected zones/distances through payroll deduction.
2. **Enrolment Fee** - I attach a non-refundable enrolment/administration fee of \$15.00 payable to TransLink.
3. **Minimum Commitment**— I understand that my obligation to participate in the Program and make payments is for a minimum term of 12 consecutive months (the "Commitment Period").
4. **Payroll Deduction** – I understand that in order to participate in the Program, payment for my Employer Pass must be made through payroll deduction. **I hereby authorize my employer to deduct a sufficient amount each pay period through payroll deduction to cover the monthly rate applicable for my Employer Pass from time to time.**
5. **Withdrawal** - I understand that after the Commitment Period, and provided that I return my Employer Pass, I can withdraw from the Program upon providing TransLink 1 month's written notice. I understand that I am not permitted to withdraw from the Program during the Commitment Period unless: (i) my employer changes my place of work; (ii) I am no longer employed by my employer, (iii) I change my place of residence, or (iv) for any other reason approved by TransLink. I agree that if I withdraw from the Program during the Commitment Period, for reasons other than the criteria outlined above (and detailed on the Change Request Form), I must provide TransLink with 1 month's written notice setting out the reason for early withdrawal. I agree that in addition to any other amounts owing to TransLink, I must pay TransLink the difference between the cost of an equivalent zone/distance regular monthly pass and the monthly rate applicable to my Employer Pass for the months I participated in the Program and must remit this adjustment amount at the time I make a written request for early withdrawal.
6. **Temporary Suspension** – I understand that I can temporarily suspend my participation in the Program for a minimum of 3 months upon providing TransLink 1 month's written notice and surrendering my Employer Pass if I am away from work for: (i) maternity/parental leave; (ii) long term disability leave; (iii) temporary reassignment; or (iv) any other reason approved by TransLink.
7. **Termination of Program** – I understand that my ability to participate in the Program arises from my employer having entered into an agreement with TransLink to offer the Program at my workplace, and is subject to TransLink continuing to offer the Program. If TransLink discontinues the Program or the agreement between my employer and TransLink is terminated at any time, this agreement also terminates effective the date of discontinuance of the Program or termination of the agreement with my employer. Upon such termination, I will surrender my Employer Pass to my Employer or be liable for continued payment to TransLink.
8. **Obligation to Pay** – I understand that I am responsible for payment of the monthly rate applicable for my Employer Pass for each and every month during the Commitment Period and continuing until I have returned my Employer Pass to TransLink. I understand that my ability to withdraw from the Program or temporarily suspend participation in the Program will be subject to surrender of my Employer Pass. I understand that I could be subject to legal action by TransLink for recovery of any unpaid amounts.
9. **Lost and Stolen Pass** – I will immediately advise TransLink if my Employer Pass is lost or stolen. I will be entitled to receive a replacement Employer Pass upon payment to TransLink of a replacement fee of \$50, provided that any amounts owing to TransLink by me have been paid in full.
10. **Conditions of Use/Change in Rate** – Notwithstanding any other term of this contract, I understand that use of the Employer Pass, any benefits associated with the Employer Pass, and the monthly rate payable by me are subject to the terms and conditions of the Greater Vancouver Transit Tariff as amended from time to time by TransLink (the "Tariff"). I understand that the monthly rates shown on page 1 are current as at the date of signing this contract and are subject to change. I agree to pay the applicable rate for the Employer Pass as amended from time to time and set out in the Tariff.
11. **Ownership** – I understand that even though the Employer Pass contains my photograph and name, the Employer Pass remains at all times the property of TransLink and I must surrender it to TransLink when requested to do so.
12. **Non-Transferable** – I understand that my Employer Pass is for my use only and that use by any other person is a breach of this contract and may result in penalties and/or prosecution under legislation, confiscation of my Employer Pass and/or cancellation of my participation in the Program.
13. **Annual Renewal** – I am aware that my Employer Pass is valid until the expiry date shown on its face provided no payments are outstanding. I will be required to obtain a new Employer Pass annually and understand that TransLink has the right to withhold providing a renewal Employer Pass until any amounts owing to TransLink by me or my employer are paid in full.
14. **Notices** – Any notices to be given to TransLink may be given either to TransLink at the address set out on page 1 or through the representative named by my employer to administer the Program at my workplace (the "Program Administrator"). Any notice to be given by TransLink to me will be validly and sufficiently given if provided by TransLink to the Program Administrator for distribution.

Contact the EPP Program Administrator for workplace photo session dates or check TransLink's website at http://www.translink.bc.ca/Transportation_Services/Fares_Passes/employers_pass/default.asp#enroll for other scheduled dates and locations.