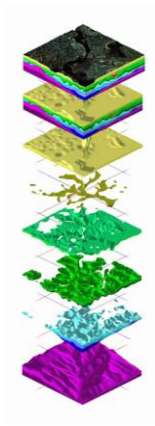


COMPUTERIZED MUDLOGGING SERVICE, LLC



ALCOHOL and DRUG POLICY

DECEMBER, 2009

Computerized Mudlogging Service, LLC

Alcohol and Drug Policy

1. POLICY

1.1 Computerized Mudlogging Service, LLC has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthy, and efficient operations.

1.2 Computerized Mudlogging Service, LLC has the right and obligation to maintain a safe, healthy, and efficient workplace for all of its employees, and to protect the organization's property, information, equipment, operations and reputation.

1.3 Computerized Mudlogging Service, LLC recognizes its obligations to its customers for the provision of services that are free of the influence of illegal drugs and alcohol, and will endeavor through this policy to provide drug-and alcohol-free services.

1.4 Computerized Mudlogging Service, LLC further expresses its intent through this policy to comply with federal and state rules, regulations or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

1.5 As a condition of employment, all employees are required to abide by the terms of this policy and to notify Computerized Mudlogging Service, LLC's management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

2. PURPOSE

2.1 This policy outlines the goals and objectives of Computerized Mudlogging Service, LLC's drug and alcohol testing program and provides guidance to supervisors and employees concerning their responsibilities for carrying out the program.

3. SCOPE

3.1 This policy applies to all departments, all employees and all job applicants. The term employee includes contracted employees.

4. DEFINITIONS

4.1 Alcohol means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.

4.2 Company premises or company facilities means all property of Computerized Mudlogging Service, LLC or its customers including, but not limited to , the offices, facilities and surrounding areas on Computerized Mudlogging Service, LLC or customer owned or leased property, parking lots, and storage areas. The term also includes Computerized Mudlogging Service, LLC owned or leased vehicles and equipment wherever located.

4.3 Contraband means any article, the possession of which on Computerized Mudlogging Service, LLC premises or while on Computerized Mudlogging Service, LLC business, causes an employee to be in violation of Computerized Mudlogging Service, LLC work rule or law. Contraband includes illegal drugs, alcoholic beverages and drug paraphernalia.

4.4 Drug testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol. Drug testing is performed to determine the presence of the following drugs, derivatives or metabolites: marijuana, cocaine, opiates, barbiturates, benzodiazepines, phencyclidine and amphetamines.

4.5 Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

4.6 Legal drug means any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purpose for which prescribed or manufactured.

4.7 All employees subject to this policy shall be tested for alcohol and/or controlled substances in the following circumstances:

- 1) **Pre-employment.** Drug tests will be conducted when an offer is made to hire an employee. The offer for employment is contingent on the applicant passing these tests;
- 2) **Random.** Drug and alcohol tests will be conducted on a random, unannounced basis. The number of annual drug tests shall equal 50% of the number of employees while the number of annual alcohol tests shall equal 25% of the number of employees.
- 3) **Post-accident.** As soon as is practicable after any accident in the workplace the involved employee(s) shall be tested for alcohol and drugs;

- 4) **Reasonable suspicion.** All employees who exhibit to a trained supervisor signs and symptoms of alcohol and/or drug abuse while on the job, prior to reporting to work, or just after work will be required to submit to an alcohol and/or drug test. The supervisor shall document the specific facts, symptoms or observations by completing a “Reasonable Suspicion Record” form.

NOTE: Do not allow an employee to drive him/herself to the testing facility for a reasonable suspicion test. Instead, the supervisor or another employee should provide transportation to the testing facility.

- 5) **Return-to-duty.** An employee who has been absent from work for a period of more than two weeks may be required to submit to an alcohol test and drug test to return to duty. The results of a drug test must be negative to return to duty, and the results of an alcohol test must be less than 0.02 to return to duty
- 6) **Follow-up.** An employee who previously tested positive and has returned to duty must submit to a combination of at least six (6) alcohol and drug tests during the first year after returning to work. Follow-up tests will be unannounced and may continue for up to sixty (60) months after returning to work, not to exceed twelve (12) a year.

5. EDUCATION

5.1 Supervisors and other management personnel are to be trained in:

- a. detecting the signs and behavior of employees who may be using drugs or alcohol in violation of this policy;
- b. intervening in situations that may involve violations of this policy;
- c. recognizing the above activities as a direct job responsibility.

5.2 Employees are to be informed of:

- a. the health and safety dangers associated with drug and alcohol use;
- b. the provisions of this policy.

6. PROHIBITED ACTIVITIES

6.1 Legal Drugs

- a. The undisclosed use of any legal drug by any employee while performing Computerized Mudlogging Service, LLC business or while on the Company’s or customer’s premises is prohibited. However, an employee may continue to work even though using a legal drug if the Company’s management has determined that such use

does not pose a threat to safety and that the using employee's job performance is not significantly affected. Otherwise, the employee may be required to take leave of absence or comply with other appropriate action as determined by the Company's management.

b. An employee whose medical therapy requires the use of a legal drug must report such use to his or her supervisor prior to the performance of Computerized Mudlogging Service, LLC's business. The supervisor who is so informed will contact the appropriate Company officials for guidance.

c. Computerized Mudlogging Service, LLC at all times reserves the right to judge the effect that a legal drug may have on job performance and to restrict the using employee's work activity or presence at the workplace accordingly.

6.2 Illegal Drugs and Alcohol

a. The use, sale, purchase, transfer, or possession of an illegal drug or of alcohol by any employee while on Computerized Mudlogging Service, LLC premises or while performing Computerized Mudlogging Service, LLC business is prohibited.

7. DISCIPLINE

7.1 Any employee who possesses, distributes, sells, attempts to sell, or transfers illegal drugs on Computerized Mudlogging Service, LLC premises or while on Company business will be discharged.

7.2 Any employee who is found to be in possession of or under the influence of alcohol in violation of this policy will be subject to discipline up to and including discharge.

7.3 Any employee who is found to be in possession of contraband in violation of this policy will be subject to discipline up to and including discharge.

7.4 Any employee who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or of alcohol will be subject to discipline up to and including discharge except that, depending on the circumstances of the case, the employee may be offered a one-time opportunity to enter and successfully complete a rehabilitation program that has been approved by Computerized Mudlogging Service, LLC. During rehabilitation, the employee will be subject to unannounced drug or alcohol testing. Upon return to work from rehabilitation, the employee will be subject to unannounced drug or alcohol testing for a period of 60 months. Any test that is confirmed as positive during or following rehabilitation will result in discharge.

8. DRUG AND ALCOHOL TESTING OF JOB APPLICANTS

8.1 All applicants for employment, including applicants for part-time and applicants who are former employees are subject to drug and alcohol testing.

8.2 An applicant must pass the drug test to be considered for employment.

8.3 An applicant will be notified of Computerized Mudlogging Service, LLC's drug and alcohol testing policy prior to being tested; will be informed in writing of his or her right to refuse to undergo such testing; and will be informed that the consequence of refusal is termination of the pre-employment process.

8.4 An applicant will be provided written notice of this policy and by signature will be required to acknowledge receipt and understanding of the policy.

8.5 If an applicant refuses to take a drug or alcohol test, or if evidence of the use of illegal drugs or alcohol by an applicant is discovered, either through testing or other means, the pre-employment process will be terminated.

9. DRUG AND ALCOHOL TESTING OF EMPLOYEES

9.1 Computerized Mudlogging Service, LLC will notify employees of this policy by:

- a.** Providing to each employee a copy of the policy, and obtaining a written acknowledgement from each employee that the policy has been received and read.
- b.** Announcing the policy in various written communications and making presentations at employee meetings.

9.2 Computerized Mudlogging Service, LLC may perform employee drug or alcohol testing as detailed at section 4.7 above.

9.3 An employee's consent to submit to drug or alcohol testing is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including discharge, for a first refusal or any subsequent refusal.

9.4 An employee who is tested in a "reasonable suspicion" or "post-accident" situation may be suspended pending receipt of written tests results and whatever inquiries may be required.

10. APPEAL OF A DRUG OR ALCOHOL TEST RESULT

10.1 An applicant or employee whose drug or alcohol test reported positive will be offered the opportunity of a meeting with appropriate Company officials to offer an explanation. The purpose of the meeting will be to determine if there is any reason that a positive finding could have resulted from some cause other than drug or alcohol use.

10.2 An employee whose drug or alcohol test is reported positive will be offered the opportunity to:

a. Obtain and independently test, at the employee's expense, the remaining portion of the urine specimen that yielded the positive result;

b. Obtain the written test result and submit it to an independent medical review at the employee's expense.

10.3 The employee may use Computerized Mudlogging Service, LLC medical benefits, to the extent that coverage may apply, for meeting the costs of 10.2 (a) and (b);

10.4 During the period of an appeal and any resulting inquiries, the pre-employment selection process for an applicant will be placed on hold, and the employment status of an employee may be suspended.

11. REHABILITATION AND EMPLOYEE ASSISTANCE

11.1 Rehabilitation assistance in lieu of discharge may be offered:

a. To any employee who has requested rehabilitation assistance provided that the request is unrelated to an identification of the employee as a violator of this policy.

b. To any employee who has violated this policy provided that the violation does not involve selling or transferring illegal drugs, or serious misconduct.

11.2 An employee who is in rehabilitation will be suspended, except that--when indicated by the circumstances of the case and the written recommendation of a licensed physician or recognized rehabilitation professional--an employee may be permitted to work while undergoing rehabilitation on an outside-of-work basis. The written recommendation must include a statement to the effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, co-workers or others.

11.3 An employee whose rehabilitative therapy involves drug maintenance, hospitalization or detoxification will not be considered for the exception from suspension described in 11.2.

11.4 An employee who is in rehabilitation or who has completed rehabilitation will be allowed to return to work upon presentation of a written release signed by a licensed physician or recognized rehabilitation professional. The release must include a statement to the effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, co-worker or others.

11.5 Rehabilitation assistance given by Computerized Mudlogging Service, LLC will be:

a. Limited to those medical benefits that may be available in the employee's medical benefits plan.

b. Obtained through a rehabilitation program that has been pre-approved by Computerized Mudlogging Service, LLC.

c. Obtained by the employee during times that will not conflict with the employee's work time, except that the employee may use any available sick leave or annual leave to be absent from the job with pay.

11.6 Computerized Mudlogging Service, LLC will provide to any employee, upon request and at no cost to the employee, information concerning local resources that are available for the treatment of drug and alcohol related problems.

12. INSPECTIONS AND SEARCHES

12.1 Computerized Mudlogging Service, LLC may conduct unannounced general inspections and searches for drugs or alcohol on the Company's premises or in its vehicles or equipment wherever located. Employees are expected to cooperate.

12.2 Search of an employee and his or her personal property may be made when there is reasonable belief to conclude that the employee is in violation of this policy.

12.3 An employee's consent to a search is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including discharge, even for a first refusal.

12.4 Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on Computerized Mudlogging Service, LLC property will be turned over to the appropriate law enforcement agency and the full cooperation given to any subsequent investigation. Substances that cannot be identified as an illegal drug by a layman's examination will be turned over to a forensic laboratory for scientific analysis.

12.5 If an employee is the subject of a drug-related investigation by Computerized Mudlogging Service, LLC or by a law enforcement agency, the employee may be suspended pending completion of the investigation.

13. CONFIDENTIALITY

13.1 All information relating to drug or alcohol testing or the identification of persons as users of drugs and alcohol will be protected by Computerized Mudlogging Service, LLC as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.

**ACKNOWLEDGMENT OF RECEIPT OF DRUG AND ALCOHOL POLICY
AND AGREEMENT TO ABIDE BY THE POLICY**

I, _____ hereby acknowledge that I have received and
(Print name)
read a copy of Computerized Mudlogging Service, LLC’s Drug and Alcohol Policy (“Policy”).

I understand it is the policy of Computerized Mudlogging Service, LLC that the unlawful manufacture, distribution, dispensation, possession, use of an illegal drug or the use, possession or under the influence of alcohol by employees is prohibited in the workplace at any Company or customer location or facility. Violations of the policy will result in disciplinary action up to and including discharge.

In conjunction with my receiving a copy of the Company’s Drug and Alcohol Policy, I further acknowledge, and agree to, the following:

1. I have read the Policy and have had the opportunity to ask questions about the Policy and the consequences for violating any terms of the Policy.
2. I understand that my compliance with all terms of the Policy is a condition of my employment with Computerized Mudlogging Service, LLC, and I agree to abide by all terms of the Policy.
3. I agree to notify the appropriate Company officials of any criminal drug or alcohol statute violations within the same work period of receiving the citation. I also agree to notify the appropriate Company officials of any criminal drug or alcohol statute conviction not later than five (5) calendar days after the conviction.
4. I agree to drug testing as required under circumstances that may include pre-employment, random, post-accident, reasonable suspicion, return-to-duty and follow-up.
5. I authorize the lab and/or Medical Review Officer or designee retained by Computerized Mudlogging Service, LLC to release test result information to the Company.

Employee’s Signature

Date