



PIONEER PRODUCTION SERVICES, INC

Safety and Environmental Management System Manual

Section 1: Leadership and Commitment

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Approved by: TPC

Version: 3.0

Last visited: 04/2014

Title: 1.4 Drug and Alcohol Policy

POLICY STATEMENT:

PIONEER PRODUCTION SERVICES, INC prohibits all individuals under its direction, including employees and contractors, from possessing, using, or being under the influence of illegal drugs or alcoholic beverages, at any office or other work location of PIONEER PRODUCTION SERVICES, INC. These sites shall include subsidiary or affiliated companies or any other facilities furnished by PIONEER PRODUCTION SERVICES, INC or its customers.

The possession of firearms, explosives, or weapons on the premises or properties of PIONEER PRODUCTION SERVICES, INC, customers, or third parties is strictly prohibited. For the enforcement of this policy, premises and properties will include all vehicles and other means of transportation under the control or direction of PIONEER PRODUCTION SERVICES, INC.

Additionally, all applicants, employees, and contractors will be required, as a condition of employment or contract, to submit to requested drug and/or alcohol testing from time to time. Such testing will be performed in accordance with this policy and within the requirements of Federal laws and regulations.

FEDERAL POLICIES AND STATUTES:

Certain Federal statutes require PIONEER PRODUCTION SERVICES, INC to implement a drug-testing program for those of our employees who are covered under statutes and regulations mandating drug testing for our industry. These regulations include provisions for drug testing prior to employment, periodic testing, random testing, post-accident testing, and testing based upon “reasonable cause”.

In addition, PIONEER PRODUCTION SERVICES, INC reserves the right to continue to enforce the provisions of its substance abuse policy. In many instances, this may mean that PIONEER PRODUCTION SERVICES, INC will require additional drug testing as a means of



meeting the requirements of some of our customers to whom we are contracted.

49 CFR, Part 40 and 49 CFR, Part 199 applicable to regulatory testing procedures and requirements are attached to this policy and will become, by reference, part of PIONEER PRODUCTION SERVICES, INC policy in all parts that may be applicable to compliance with regulatory testing.

ENFORCEMENT OF THIS POLICY:

It is a condition of employment that every employee complies with this policy for his or her own safety, the safety of other employees, the public, and for the good of PIONEER PRODUCTION SERVICES, INC. However, in order to ensure compliance with this policy, PIONEER PRODUCTION SERVICES, INC will, from time to time, take one or more of the following steps:

1. Searches of PIONEER PRODUCTION SERVICES, INC premises and properties, including employees and others on premises. Searches may include personal effects and vehicles of such persons when on PIONEER PRODUCTION SERVICES, INC property.
2. Confiscation of prohibited items and substances, and where appropriate, delivery of such items to law enforcement authorities.
3. Urine drug tests, breath tests, and other investigative examinations of persons involved in accidents, and other drug and alcohol testing set forth in the PIONEER PRODUCTION SERVICES, INC Substance Abuse Plan.

PROHIBITED ITEMS AND SUBSTANCES:

Any employee found in possession of or using, manufacturing, distributing or dispensing any of the items or substances prohibited by this policy shall be removed from PIONEER



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PRODUCTION SERVICES, INC premises and shall be subject to disciplinary action up to and including termination of employment.

FAILING A DRUG TEST:

Any employee who, failing a drug test, as a result of testing or other medical examination, is found to have identifiable traces of a prohibited drug or substance in his or her system, regardless of the time or place in which this condition came about, will be considered in violation of this policy, will be removed from PIONEER PRODUCTION SERVICES, INC premises or the premises of a PIONEER PRODUCTION SERVICES, INC customer, and will be subject to disciplinary action up to and including termination of employment.

Any applicant seeking employment with PIONEER PRODUCTION SERVICES, INC, and who fails a pre-employment drug test, shall not be allowed to re-apply for a period of twelve (12 months following the date of initial application.)

REFUSAL TO COMPLY:

Any employee, who refuses to comply with a search or test, or otherwise cooperate with an investigation, will be subject to removal from PIONEER PRODUCTION SERVICES, INC premises and discharged. Cooperation is a condition of employment, and a refusal to be tested upon request shall be treated the same as a positive test result.

REPORTING TO WORK “UNDER THE INFLUENCE”:

Any employee who reports to work under the influence of a prohibited drug or alcoholic beverage will be subject to removal from PIONEER PRODUCTION SERVICES, INC premises and discharged. “Under the Influence” means having any detectable trace of a prohibited substance in an employee’s system or a blood alcohol content (BAC of .04% or higher. It is a condition of employment that all employees report for duty, at all times, in an unimpaired



condition (fit for duty) and not “under the influence”.

CONTRACTOR EMPLOYEE AND THIRD PARTIES:

All contractors, employees, or third parties on PIONEER PRODUCTION SERVICES, INC premises will be subject to applicable portions of this policy. Any such individuals found in violation of an applicable portion of this policy will be subject to removal from PIONEER PRODUCTION SERVICES, INC premises and the responsible contractor official or vendor will be notified that this individual is barred from coming onto PIONEER PRODUCTION SERVICES, INC premises or being assigned in any way to PIONEER PRODUCTION SERVICES, INC.

PIONEER PRODUCTION SERVICES, INC CUSTOMERS AND CLIENTS:

Any PIONEER PRODUCTION SERVICES, INC employee, who is found to be in violation of this policy, will likewise, be barred from going onto the premises of any PIONEER PRODUCTION SERVICES, INC location or the premises of any PIONEER PRODUCTION SERVICES, INC customers or client, for the purpose of being assigned duties there.

ADMINISTRATION OF THIS POLICY:

PIONEER PRODUCTION SERVICES, INC Management is responsible for the Administration of this policy; however, the coordination, implementation, and enforcement of this policy may be delegated to other PIONEER PRODUCTION SERVICES, INC officials and supervisors.

SUBSTANCE ABUSE POLICY

PIONEER PRODUCTION SERVICES, INC strictly forbids the use of mood altering substances by employees while on the job. This includes the property of PIONEER PRODUCTION SERVICES, INC, any of its customers, and any transportation to or from the job site.



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Any employee showing up at PIONEER PRODUCTION SERVICES, INC facilities or job site who appears to be under the influence of mood altering substances will be in violation of safe work practices and will be subject to disciplinary action, including possible termination.

All employees are subject to a search of their personal property while on company facilities or a job site.

All employees participate in a random drug testing program. Any employee that refuses to fails the random drug test will be terminated.

All drug tests for Baker Hughes will be 10-panel with expanded scope testing for chemicals.