



# Eastern Drilling Services

## Substance Abuse Policy

The EDS Substance Abuse policy is general statement of the principles regarding alcohol controlled substance and drugs use the throughout the world. Manager of business units are responsible for establishing and implementing compliance program and standard for their units which are consistent with the policy and which local conditions and practices into account. Business unit compliance program and standards must comply with all local legal requirements and should be designed so as to fully address local customs and practices and be consistent with accepted codes of conduct in the environment in which the business units operates.

The following guidelines can be used to assist business unit in establishing standard for the management and implementation of EDS substance Abuse policy. The Standard should:

- Define prohibited drug and alcohol use.
- Define words such as; controlled substance, drug test use, possession, company property, company business.
- Define the limited exception to these prohibited such as the use of prescribed drugs, the moderate and responsible consumption of alcohol at company business of social functions or in connection with business travel or entertainment and the authorization procedures and any journey management requirements for such exceptions.
- Provide the drug/or alcohol test be conducted only under the following circumstance; pre-employment; re-employments after an accident; reasonable suspicion of drug or alcohol abuse; under the client program; after the rehabilitation program; and in compliance with law and regulations.
- Provide safeguards to reasonable protect the privacy of persons tested and to ensure the accuracy of such tests.
- Include a program for assisting employees with a drug or alcohol related condition.
- Provide the disciplinary action including termination of employment.
- Establish employee education and awareness programs.
- Establish appropriate management approval procedure in advance of testing, searches and/or disciplinary action.

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