

## 6 Substance Abuse Policy

The GTDS Substance Abuse Policy is a general statement of the principles regarding alcohol, controlled substances and drugs use throughout the world. Managers of business units are responsible for establishing and implementing compliance programs and standards for their units which are consistent with this policy and which take local conditions and practices into account. Business unit compliance programs 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 unit operates.

The following guidelines can be used to assist business units in establishing Standards for the management and implementation of GTDS 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 exceptions to these prohibitions such as the use of prescribed drugs, the moderate and responsible consumption of alcohol at company business or social functions or in connection with business travel or entertainment and the authorization procedures and any journey management requirements for such exceptions.
- Provide that drug and/ or alcohol tests be conducted only under the following Circumstances; pre-employment; re-employment; after an accident; reasonable suspicion of drug and alcohol abuse; under client program; after a rehabilitation program; and in compliance with laws and regulations.
- Provide safeguards to reasonably 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 for disciplinary action including termination of employment.
- Establish employee education and awareness programs.
- Establish appropriate management approval procedures in advance of testing, searches and/or disciplinary action.



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23 June 2011

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