

**UK Policies & Procedures
Alcohol and Drugs**

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Note: Details of the amendment history of this document are maintained and available in the Document Management System.

Reference Documentation

- (1) Nexen Inc Alcohol and Drug Policy (HR 249)
- (2) Nexen Inc – International Division Alcohol and Drug Policy Implementation Practices and Guidelines.

Distribution List

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1.0 Introduction

Nexen Inc.'s Safety, Environment & Social Responsibility Policy contains a Vision:

'Nexen Inc, as a Corporation is committed to environmental protection and the health and safety of its people, contractors and the public.' It further states that 'We believe that safety shall be uppermost in the minds of all personnel at facilities which we operate.' It goes on to state that 'We value our people (who) are our most important asset and we will not compromise our safety standards to achieve other corporate goals.' Finally, as a principle to follow, the policy states 'We will strive to prevent injury to people and damage to equipment, material and the environment.'

Consistent with this Policy, the Company is committed to providing a safe, healthy and productive work environment, and to maintaining the public's trust and confidence in the Company and its products. We recognize that the use of illicit drugs¹, and the inappropriate use of alcohol² and medications³ can adversely affect job performance, productivity, the work environment, the well being of employees and potentially, the communities in which we operate. It can also place the integrity and safety of Company property and operations at risk.

In response to this risk Nexen Inc. has developed a corporate Alcohol and Drug Policy (HR249) (Ref 1) that is applied to all it's operations. This UK Policy is consistent with the requirements of the Corporate Policy and the Alcohol and Drug Policy Implementation Practices and Guidelines developed for the International Division (Ref 2).

2.0 Scope and Application

The provisions of the UK Alcohol and Drug Policy apply to all employees⁴ and contractors⁵ while they are engaged in company business⁶, working on company premises⁷ or worksites⁸, and operating company vehicles and equipment. Violations of these provisions will result in disciplinary action up to and including termination of employment. Because of the greater risk involved in performing certain functions, some positions have been designated as "safety-sensitive"⁹. Individuals holding these

¹ **Illicit** drug means any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as marijuana and cocaine).

² **Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl.

³ **Medication** refers to a drug obtained legally, either over-the-counter or through a doctor's prescription

⁴ **Employee** includes all regular full time, part time, temporary, casual and fixed-term employees on the Nexen payroll.

⁵ **Contractor** refers to any person or entity, including their employees that have been contracted, sub-contracted, or otherwise engaged to provide services to the company on an invoice basis. (Note: includes Consultants)

⁶ **Company Business** refers to all business activities undertaken by employees and contractors in the course of the company's operations, whether conducted on or off company premises. This includes all activities associated with administration, seismic, drilling and completions, construction, production operations and maintenance, and project decommissioning and abandonment.

⁷ **Company Premises** includes but is not necessarily restricted to all land, onshore and offshore facilities, mobile equipment and vehicles owned, leased or otherwise directly controlled by Nexen for the purpose of conducting company business/work. Onshore living accommodation (camps) are not considered part of the company's working premises. However, if the living accommodation is an integral part of a company operation (i.e. drilling rig and seismic camps) these are considered company premises. All offshore accommodations are considered company premises.

⁸ **Company Worksite** includes any client worksite to which employees and contract workers have been assigned for the purpose of conducting company business.

⁹ **Safety-Sensitive Position (SSP)** is a position in which individuals have a key and direct role in an operation where performance impacted by alcohol or other drug use could result in:

-An incident affecting the health or safety of employees, contractors, customers, the public or the environment, or

-An inadequate response or failure to respond to an emergency or operational situation.

-This category includes any and all field-based employees and contractors required to temporarily relieve in a safety sensitive position, or who may perform the same duties from time to time.

This definition includes all personnel working in locations where there are increased risks of a significant accident or incident occurring as a result of the influence of drugs or alcohol. Such locations include all offshore production or drilling installations, vessels or helicopters and those working onshore in fabrication yards or warehouses.

positions will be expected to meet higher standards as outlined in the Policy. Contractors will be advised of the applicable provisions of this policy, and will be expected to enforce these or equivalent requirements for their employees, sub-contractors and agents. Any contravention will be considered a breach of their contract.

3.0 Responsibilities

3.1 Employees and Contractors

All employees and contractors are expected to perform their job in a safe manner and in all ways consistent with established company practices. In addition, it is expected that everyone will:

- read and understand the UK Alcohol and Drug Policy and their responsibilities under it,
- report fit for duty for any and all scheduled duty and remain fit for duty while on company business and premises,
- seek advice and follow appropriate treatment if they have a current or emerging problem, and follow recommended monitoring programs after attending treatment,
- co-operate with any work modification related to safety concerns,
- intervene as appropriate to encourage a co-worker to access assistance before an alcohol or drug problem impacts performance or safety, and
- co-operate with an investigation into a violation of this Policy, including any request to participate in the testing program as and when required to do so under this Policy.

It is expected that all major contractors/consultants will have and adhere to an Alcohol and Drug Policy that meets or exceeds Nexen's requirements, and industry standards.

Because all individuals working at Nexen have a shared responsibility for workplace safety, employees are encouraged to look out for other employees, contractors or visitors in terms of fitness for duty. They are expected to take appropriate action to ensure no individual remains in an unfit condition on Nexen premises or a worksite, such that they may endanger themselves or others, by ensuring their supervisor or another member of management is advised of the situation.

3.2 Supervisors

Supervisors¹⁰ will be responsible for:

- actively engaging in training activities
- understanding the UK Alcohol and Drug Policy and all facets of implementation of supporting processes
- consistent application of the Policy;
- ongoing performance management to ensure safe operations and effectiveness of the Policy;
- guiding employees who seek assistance for a problem to appropriate resources (e.g. the Employee and Family Assistance Program or community services) while

¹⁰ **Supervisor** means the individual accountable for a particular facility, department or area, including managers, and others in supervisory positions who are directly responsible for the performance of individuals.

- maintaining confidentiality under the circumstances;
- taking appropriate steps to investigate any violation of the standards set out under this policy;
- making referrals for an alcohol and drug test in a post accident or reasonable cause situation as and when required to do so under this policy; and
- monitoring policy compliance of contract workers.

3.3 Human Resources

HR will be responsible for:

- implementing and administering the Policy within the UK;
- overseeing treatment, monitoring and return to work programs; and
- overseeing alcohol and drug testing.

3.4 Safety, Environment and Social Responsibility

SESR will ensure compliance with the Policy through monitoring and auditing of the Practice.

4.0 Standards

4.1 General

To minimize the risk of unsafe and unsatisfactory performance due to the use of alcohol or other drugs, employees and contractors are expected to comply with the following standards, and to report fit for duty and remain fit for duty throughout their work day. Failure to comply is grounds for disciplinary action up to and including termination (see Section 6.0 Consequences of a Policy Violation).

4.2 Alcohol

Employees and contractors are expected to use alcohol responsibly in those situations where it is permitted, and to report and remain fit for work in compliance with this policy. The following are prohibited when on designated company premises or or work sites or while driving company vehicles (note the exceptions provided for social functions are given below)

- the use, distribution, offering or sale of beverage alcohol
- possession of open containers of beverage alcohol
- an alcohol test result of .04 Blood Alcohol Content (BAC) or greater; or
- use of alcohol within the first eight hours after an incident or until tested or advised by the company that a test is not required.

There are additional requirements for employees holding designated safety-sensitive positions (SSP), they:

- must not report for duty under the influence of alcohol from any source;
- are required to limit any consumption of alcohol prior to reporting for duty so that there is no alcohol in the body when they are on duty;

- are prohibited from consuming any alcoholic beverage when on duty including meals or other breaks; and
- will be removed from duty if they have an alcohol test result of .02 Blood Alcohol Content (BAC) or higher.

Exemptions to Alcohol Standards:

- alcohol may be used at company social functions on company premises in accordance with the provisions and guidelines below;
- employees may use alcohol after the work day, for example, when on travel status, at a training event or seminar or in any other similar business-related situation provided the formal business is completed, they use alcohol responsibly in compliance with the standards set out above, and that they are not returning to work; and
- alcohol may be permitted at certain company-owned residential facilities with prior approval of Senior Management of the Division.

Social Functions:

In the case of any company social event, appropriate regard will be taken for the safety and well-being of the individuals present and the community. Responsible alcohol use is permitted at company sponsored social functions held on or off of company premises with the prior approval of Senior management of the hosting department.

It is expected that the basic policy standards will be observed (e.g. no use by SSPs if returning to the job; responsible use for all others), that alcohol consumption is controlled so there is no inappropriate behaviour at the function or potential for impaired driving afterwards, and alternative transportation arrangements are made available. In addition:

- Wherever possible, professional/trained servers will work at each event and/or will supervise the use of untrained servers.
- Each event will have a designated coordinator (e.g. facility manager, event convenor) with responsibility for:
 - obtaining appropriate permits
 - establishing the general tone of the event
 - acting as a primary contact with the servers during the function regarding opening and closing times, e.g. food and beverage arrangements
 - helping to ensure that bars are attended at all times
 - helping to ensure that alcohol is not served to individuals who appear to be intoxicated
 - taking steps to help prevent abusive or unsafe behavior
 - taking steps to help prevent an apparently intoxicated attendee from driving after the function
 - making alternate transportation or accommodation available where necessary
 - contacting the police if an incident occurs or an attendee disregards advice and attempts to drive in an intoxicated state
- In all situations, events will be managed in a way that strives to minimize the potential for accidents, including identifying and eliminating potentially harmful situations.
- Responsible serving practices will include providing food and non-alcoholic drinks, including coffee and tea after the bar has closed, establishing a firm time to end the event, and stopping service of alcohol at least one hour prior to the event being over.

Consistent with the above, if alcohol is made available to Nexen employees and/or guests in the course of conducting business (e.g. restaurant meetings), employees are expected to use judgment and be responsible in hosting others while complying with the policy.

4.3 Illicit Drugs

The following are prohibited while on company business, premises and worksites or while driving company vehicles:

- the use, possession, distribution, offering or sale of illicit drugs or illicit drug paraphernalia;
- the unauthorized possession of prescribed medications without a legally obtained prescription (based on the rules in the country of origin and /or legitimately dispensed by the Company's on-site medical staff, where available);
- unauthorized distribution, offering or sale of prescription medications (trafficking);
- reporting for work under the influence of illicit drugs; and
- presence in the body of illicit drugs as determined through the testing program.

4.4 Medications

Employees are expected to responsibly use prescribed and over-the-counter medications. The intentional misuse of medications (e.g. using the medication not as it has been prescribed or directed by the pharmacy, using someone else's prescription medication, combining medication and alcohol use against direction) while on company business or premises is prohibited. Medications of concern are those that inhibit or may inhibit an employee's ability to perform their job safely and productively. If an employee is in any doubt as to whether a medication may impair their ability to function effectively at work, they should seek advice from either their own General Practitioner or site medic.

All employees are expected to manage potential impairment during working hours due to the legitimate use of medications. Employees are expected to:

- consult with their General Practitioner or a pharmacist to determine if use of the medication will have any potential negative impact on job performance and safe operation; and
- take appropriate action to minimize safety risk by advising management of any need for modified duties if the medication will affect their ability to operate safely.

In addition, employees in Safety Sensitive Positions are expected to:

- on arrival at the worksite, report all prescription drugs to the location Medic or where a Medic is not available to the appropriate HR Advisor (records will be held strictly confidential);
- report any requirement for modified work to their supervisor, and follow any recommended course of action to minimize safety risk, which could include temporary reassignment if possible, or leave as appropriate to the situation.

Nexen reserves the right through the company's medical services provider, to confirm the nature and duration of modified work requirements with the treating physician, without any breach in medical confidentiality.

The following drug categories have been associated with performance impairment and are provided as a list to guide employees in assessing their own situation. The list is not

exhaustive; there are numerous other over-the-counter and prescription drugs which when taken may impact negatively on performance.

- Antihistamines - widely prescribed for hayfever and other allergies (e.g. Piriton/Chlorpheniramine, Diphenhydramine, Promethazine) and found in many cold medications;
- Motion Sickness Drugs - used to prevent motion sickness and nausea (e.g. Cinnarizine/Stugeron, Cyclizine/Valoid, Promethazine/Phenergan);
- Barbiturates, Sedatives, Hypnotics, Tranquilizers, Antidepressants - (e.g. Phenobarbital, Diazepam/Valium, Chlordiazepoxide/Librium, Temazepam, Lorazepam, Amitriptyline/Elavil, Clomipramine/Anafranil). Some of these ingredients are also found in medications taken for digestive and other disorders;
- Narcotics - (e.g. Codeine, Co-Proxamol/Distalgesic, Dihydrocodeine). Codeine is often found in combination drugs such as Co-codamol, Codis;
- Stimulants - medication used for central nervous system stimulation and for appetite suppression (e.g. amphetamines or medications sold as "diet pills");
- Anticonvulsants - (e.g. Sodium Valproate);
- Analgesics - (e.g. Dihydrocodeine);
- Cold Tablets/Cough mixtures - (e.g. Sinutab, Contac and preparations containing dextromethorphan (DM) or codeine);
- Muscle Relaxants - (e.g. Robaxin).

4.5 Scheduled on Call¹¹

All employees and contractors, who are scheduled for call-in, including those on emergency response duty, must remain fit for work in compliance with the requirements of this policy.

4.6 Unscheduled Call

If unexpected circumstances arise where an employee is requested to perform unscheduled services while under the influence of alcohol or medications that could impact safe operations and/or breach the standards of this policy, it is the responsibility of that individual to decline the call.

5.0 Investigative Procedures

5.1 Performance Management

The normal process of job performance monitoring and counseling will continue to be emphasized. Through this process, individuals with apparent performance problems will be reminded that they should access assistance should a personal problem be affecting their job performance.

5.2 Unfit For Duty Situations

In all situations when there are grounds to believe an employee is unfit to be on the worksite, they will be escorted to a safe place, interviewed, and given an opportunity to

¹¹ **Scheduled on-call** refers to specifically designed scheduling, including emergency response duties, wherein the individual is assigned set times and dates where they can expect to be called in to work, and excludes situations where an individual's position responsibilities results in the possibility that he could be called unexpectedly at any time.

explain why they appear to be in a condition unfit for duty. If the supervisor conducting the interview still believes the employee is in a condition unfit for normal duty, and after consultation and agreement of a second level of supervision or management, they may take any of the following actions:

- referral for medical attention if there are immediate medical concerns (health centre, local hospital or clinic); and/or
- referral for an alcohol and drug test if there are reasonable grounds to believe alcohol or drug use may be a factor in the situation; and
- provide transportation and escort to the collection site or hospital/clinic depending on the circumstances, and then transportation to their place of residence or the care of another person.

The employee may be temporarily removed from their duties or reassigned pending completion of any investigation. Depending on the test result, a fitness for duty assessment may also be required before allowing the employee to return to work.

5.3 Alcohol and Drug Testing

All employees and contractors will be subject to testing in the following circumstances:

a. Pre-Assignment Testing: As part of the conditions of employment new personnel are required to pass an alcohol and drug test. This includes both initial employment with Nexen U.K. and changing roles to move into a Safety Sensitive Position. Failure to pass the test or refusal to participate in the testing process means the individual is not eligible to take up the position.

b. Reasonable Cause: Testing will take place whenever the company has reasonable grounds to believe that the actions, appearance or conduct of an individual while on duty are indicative of the use of drugs or alcohol. The decision to test shall be made by a supervisor, with concurrence of a second level of supervision or management. The referral for a test will be based on specific, personal observations resulting from, but not limited to such indicators as:

- observed use or evidence of use of a substance (e.g. smell of alcohol);
- erratic or atypical behaviour of the employee;
- changes in the physical appearance of the employee;
- changes in the behaviour of the employee; or
- changes in the speech patterns of the employee.

c. Post Incident: Alcohol and drug testing is required after a significant work-related incident, and is part of a full investigation into the circumstances. The decision to refer an employee(s) for a test will be made by the supervisor investigating the incident and with agreement of a second level of supervision or management.

Reporting of an incident:

- since any employees may be subject to testing after a significant incident, they are to report the situation to their immediate supervisor as soon as possible after the incident;
- employees are expected to participate fully in any subsequent investigation; and
- failure to report an incident is a violation of this policy.
- Confidentiality must be respected throughout the incident investigation process.

The following procedures apply:

- employees referred for a test will only be those who are identified, with reasonable grounds, as having been directly involved in the chain of acts or omissions leading up to the event;
- a test is not required after a significant incident if there is clear evidence that the acts or omissions of employees could not have been a contributing factor (e.g. structural or mechanical failure);
- employees to be tested must not use alcohol for eight hours after the incident until tested or advised a test is not required; and
- whether the incident is significant or not, (i.e. categorized as minor, noticeable, or a near miss) should the employee(s) involved present indicators that support a determination of test for reasonable cause, that will suffice to justify testing.

d. Return to Duty – Post Violation: In those situations where employment is continued after a violation of this Policy, individuals may be required to pass a return to duty test and may be subject to unannounced testing for a minimum of two years as a condition of continued employment.

e. Return to Duty - Post Treatment: Any individual assuming duties after primary treatment for an alcohol or drug problem which resulted from a performance-related incident will be required to pass a return to duty test. In addition, they will be subject to unannounced testing with a case-specific program designed to support their ongoing recovery.

f. Safety-Sensitive Positions: As a final condition of assignment into a safety-sensitive position, all applicants, whether internal or external candidates are required to undergo an alcohol and drug test. Failure to pass the test or refusal to participate means the individual is not eligible for the position.

Employees holding a safety-sensitive position will be required to undergo regular alcohol and drug tests as part of the UKOOA offshore medical.

g. Random Testing: Nexen U.K. retains the ability to conduct random alcohol and drug testing of those personnel working in safety-sensitive positions. The testing will take place on an unannounced basis spread evenly throughout the year, with selection handled by an independent qualified third party administrator.

h. Failure to Test: The following are violations of this Policy:

- failure to report directly for a test,
- refusal to submit to a test,
- refusal to agree to disclosure of a test result to the Program Administrator, or
- a confirmed attempt to tamper with a test sample.

5.4 Alcohol and Drug Testing Procedures

Testing will be conducted in accordance with industry standards and in those circumstances outlined under this Policy to determine the presence of cannabinoids, amphetamine/methamphetamine, cocaine, opiates, and alcohol. In certain situations the testing program may include additional abused drugs on the direction of the Substance Abuse Professional. If testing for additional drugs is to be carried out employees will be

notified of this at the time.

HR is responsible for overseeing Nexen's alcohol and drug testing program and for ensuring the testing program is consistent with the provisions set out by the UK laboratory Guidelines for Legally Defensible Workplace Drug Tests for employee testing except where the unique demands of the location require modification to these provisions.

Alcohol tests will be administered by a calibrated breathalyzer; a saliva strip for alcohol will only be conducted in those locations where a breathalyzer can not be accessed. A positive alcohol test may be confirmed by a second breath test, or by a urine test or voluntary blood test. All drug tests will be administered by urinalysis. Urine samples (using a split sample method) will be analyzed by a fully qualified and accredited laboratory using a two-step process, with initial screening by immunoassay and all confirmations being performed by gas chromatography/mass spectrometry. Collection of urine specimens and administration of alcohol tests will be performed by third party, trained nurses or trained collection agents at company-designated collection sites.

A positive drug test is one in which the amount of drug in the sample identified by the confirmation test is at or exceeds the cut-off levels established by the UK laboratory Guidelines for Legally Defensible Workplace Drug Tests. These values may change with time but current cut-off levels are as follows:

| Drug | Initial Test Levels (ng/ml)* | Confirmation Test Levels (ng/ml)* |
|--|-------------------------------------|--|
| Amphetamines Group Methamphetamine Amphetamine MDA MDMA MDEA | 300 | 200 200 200 200 200 |
| Benzodiazepines Group Temazepam/Oxazepam/ Desmethyldiazepam | 200 | 100 |
| Cannabis/Marijuana Metabolites 11 THC metabolite | 50 | 15 |
| Cocaine Metabolites Benzoylecgonine | 300 | 150 |
| Opiates Total Morphine Codeine Dihydrocodeine 6 MAM | 300 | 300 300 300 10 |
| Methadone or metabolites | 300 | 250 |
| *A ng/ml means nanograms per millilitre. A nanogram is one billionth of a gram. A millilitre is one thousandth of a litre. | | |

Confirmed positive test results will be reviewed by a Medical Review Officer¹² who will discuss the result with the employee in an effort to determine whether a positive test could have resulted from the legitimate use of medications or other medical explanations. The individual concerned will be given an opportunity to explain the finding to the Medical Review Officer who will then determine whether the result will be reported to the company as a negative or a verified positive.

In the case of a verified positive urine test result conducted in accordance with this Policy, the person who has been tested may request the Medical Review Officer to direct the split sample to be tested by an accredited laboratory of that person's choice within 72 hours of receiving their results. If the second test is determined to be negative the test will be declared negative.

5.5 Possession of Alcohol or Drugs

Nexen reserves the right to investigate any situation when there are reasonable grounds to believe that alcohol or illicit drugs are being used in violation of this policy.

Supervisors are responsible for identifying situations where a search is justified based on a combination of indicators which could include behaviour, odour, or presence of paraphernalia. They will be responsible for advising their manager of the situation, who, in conjunction with the SESR Department, will make the decision as to whether to initiate a search.

Seizure and future control of any alcohol, drugs, or drug paraphernalia will be directed by the senior site manager who will also determine whether the police need to be involved.

5.6 Loss of License/Impaired Driving Charge

All individuals who operate a motor vehicle on behalf of Nexen are required to maintain a valid driver's license. Any loss of license must be reported to management, and the individual will no longer be qualified to drive on behalf of the company.

Employees must inform their supervisor immediately if they have been charged with an impaired driving offence. Impaired driving would include, but not be restricted to, having a blood alcohol level over the legal BAC (Blood Alcohol Content) in that jurisdiction, driving while impaired, or refusal to provide a sample for analysis. In these circumstances, receipt of a charge is a violation of this policy. Failure to report the charge will be grounds for corrective action up to and including termination of employment.

5.7 Confidentiality

Except where limited disclosure is necessary for program administration or due to potential health and safety concerns, confidentiality will be maintained and appropriate information will be disseminated only on a "need to know" basis. Information directly relevant to the level of functionality, including fitness for work and any restrictions that may apply, will be shared as required for purposes of determining appropriate work accommodation and/or work re-entry initiatives.

¹² **Medical Review Officer** is a licensed physician responsible for receiving the laboratory report and reviewing it with the employee to determine any alternative medical reasons for the result before reporting to the employer. The MRO makes the final decision on whether it is a true (or verified) positive, a verified refusal (adulterated or substituted) or a negative result.

6.0 Consequences of a Policy Violation

General Procedures: Any violation of the provisions of the Alcohol and Drug Policy may result in disciplinary action up to and including termination of employment. In all situations, an investigation will be conducted and documented to verify that a violation has occurred. Therefore, management has the authority and discretion to suspend any individual who is believed to be involved in an incident that could lead to disciplinary action pending the results of the investigation. The appropriate action in a particular case depends on the nature and severity of the policy violation and the circumstances surrounding the situation.

Conditions of Continued Employment: Should the company determine that employment will be continued in a specific circumstance, the individual would be required to enter into an agreement governing their continued employment which may require any or all of the following actions, or any other condition appropriate to the situation:

- temporary removal from their position;
- initial and continued assessment by a qualified Substance Abuse Professional¹³ to determine the need for a structured treatment program and to monitor its progress;
- adherence to any recommended treatment, monitoring, and aftercare program;
- maintenance of sobriety and satisfactory performance on return to duty;
- successful completion of a return to duty test;
- ongoing unannounced testing for a period determined on a case by case basis; and
- no further violations of the Policy.

Failure to meet the requirements of the agreement during the monitoring period will be grounds for termination of employment.

Off-Duty Situations: In addition to the above, the company reserves the right to investigate any situation where off the job actions involving alcohol or drugs may have direct implications for the workplace, and will take appropriate action under the circumstances.

7.0 Prevention, Assistance, Rehabilitation and Aftercare

Prevention: This Policy stresses the importance of prevention and early identification of potential problem situations. The company will make information available on health and safety hazards, recognizing related performance problems, and the process to access assistance.

Employees are encouraged to access the company Employee and Family Assistance Program (EFAP), their General Practitioner, or appropriate community services for help with an alcohol or drug problem, or any other problem that may be affecting work performance. Contractors will not have access to the Nexen EFAP and will be obliged to seek similar support from their employer.

¹³ **Substance Abuse Professional** is an individual with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug related disorders. Employees who have violated the company Alcohol and Drug Policy and are entering a continuing employment agreement will be referred to a SAP who will assess if the individual has a problem, make recommendations regarding treatment and rehabilitation, and recommend a return-to-duty monitoring program including unannounced testing.

Assessment/Rehabilitation: Nexen recognizes that alcohol and drug dependency are treatable illnesses and that early intervention greatly improves the probability of a lasting recovery. Individuals who suspect they have a substance dependency or emerging alcohol or drug problem are encouraged to seek advice and to follow appropriate treatment promptly before job performance is affected or violations of this Policy occur.

Individuals who come forward voluntarily for help with an alcohol or drug problem will not be subject to disciplinary action. However, the help must be accessed prior to being notified that they must report for a test under this Policy, or prior to engaging in activities which may lead to disciplinary action under this Policy. Accessing assistance or declaring a problem does not eliminate the requirement for maintenance of satisfactory performance levels.

Where a General Practitioner, Substance Abuse Professional, or other counselling professional advises that there may be a risk that would prevent an employee from doing their job safely, the individual may be assigned to alternate duties if available and at the discretion of the company.

Aftercare: All employees who complete primary treatment (e.g. residential or out-patient treatment) for alcohol or drug problems as a result of a performance-related referral will be required to participate in an aftercare program when returning to duty in order to help them maintain recovery. They will be expected to enter into a written agreement which will outline the conditions governing their return to the job, and the consequences for failing to meet those conditions.

Confidentiality: Confidentiality will be maintained except where limited disclosure is necessary for related health and safety concerns. (e.g. there is deemed to be a potential for risk to self, others or the company). This means that only the information strictly limited to the level of functionality (e.g. fitness for work and any restrictions that may apply) may be shared with management for the purposes of determining fitness for work, appropriate work accommodation, and/or work re-entry initiatives.

Addendum 1

Alcohol & Drug Policy – Employee Instructions for Drug Testing and Collection via Urinalysis

What you need to know about collection site procedures for Drug Screening:

Remember to bring photo identification. E.g. Passport, new-style current driving license

Please read the following information so you know what to expect.

Careful systems have been designed to ensure accuracy and reliability of the test results. The chain of custody protocol below ensures that your specimen is secure and cannot be mixed up or tampered with. All test results are confidential and will not be released by the laboratory to anyone but the Medical Review Officer. Results will only be released by the Medical Review Officer in confidence to the Company Testing Administrator.

In the event that the laboratory has reported a positive, adulterated or substituted result to the Medical Review Officer, your results will be reported to the Company after you have had an opportunity to talk to the Medical Review Officer, and he/she verifies the result as a negative or a true (verified) positive, adulterated or substituted sample.

Chain of Custody Protocol:

- 1) You will be asked to provide photo ID and confirm the name of your current employer. If you do not have proper identification, a company representative will be asked to identify you.
- 2) You are not required to pay for any part of the testing at the collection site.
- 3) You will be asked to leave coats, bags, etc. outside the cubicle, but can take your wallet.
- 4) You will be asked to wash your hands before providing the specimen.
- 5) Bluing agent will be put into the toilet water and other water sources will be secured.
- 6) You will be given a plastic cup and asked to provide at least 45 ml of urine in a private cubicle.
- 7) The collection of the specimens will not be observed.
- 8) If you are unable to provide an adequate sample, drink fluids and wait until you can. You may drink up to 40 oz. (about 1200 ml) of fluid distributed reasonably for up to three hours. If your specimen is less than 45 ml and normal temperature, the initial specimen is thrown away and you will be asked to wait and submit another. You will not be able to leave the collection site until you have provided an adequate sample or the three hours has passed. If still unable after three hours, your employer will be informed immediately and you will be directed as soon as possible to a licensed physician for a medical assessment. (Not providing an adequate sample may be considered a refusal to submit to a test unless there is a legitimate medical reason).
- 9) Once you have given your specimen to the collector, you and the collector will observe and record the temperature. You will not have access to water until you have given the sample to the collector.

- 10) The collector will pour the sample into two smaller containers and place a security seal on each that you will initial. One of these containers, bottle B, is referred to as the split sample, and will be kept sealed and securely stored. (See notes below).
- 11) You will be asked to sign the appropriate certification statements regarding authenticity of the specimen and the integrity of the collection process. You will be given a copy of the Drug Testing Custody and Control Form for your records. You may want to note on your own copy of the Custody and Control Form any over-the-counter or prescription medications that you have taken in the last few weeks, in case the Medical Review Officer contacts you.
- 12) The specimens will remain in a secure area with the collector until they are couriered to the testing laboratory.
- 13) If your drug screen is identified as positive by the lab, or any other concerns are identified, you will be contacted by the Company's Medical Review Officer to discuss the result. Failure to talk with the Medical Review Officer will be considered failure to complete the testing process, and the Medical Review Officer will report the lab result to your company.
- 14) Once the Medical Review Officer has completed this review, the Company will be advised whether your test result was negative, positive, tampered with or cancelled.

Please Note:

- You may be tested for amphetamines (including ecstasy), barbiturates, benzodiazepines, cannabis, cocaine, opiates, methadone.
- If the collector has any reason to believe that the specimen has been altered or substituted (e.g. temperature out of range, unusual colour), a second specimen will be collected as soon as possible. In limited circumstances, you may be directed by your employer to return to the collection site to provide another sample.
- If, after discussion with the Medical Review Officer, you disagree with the result, you have 72 hours in which to request a test of the split specimen (bottle B). In this case, the Medical Review Officer will direct the split sample to be tested at another certified laboratory for confirmation of the results. If the second test does not confirm the initial results, the test result obtained with the first sample would be cancelled.
- Any problems in the collection process or any special circumstances that come up will be discussed with your Company Testing Administrator for further direction.

Donor Checklist:

- Bring photo identification.
- Do not void immediately prior to going to the collection site for your test.
- Provide specimen. Give it to the collector.
- Observe the collector attach numbered seals across the lid and down the sides of the containers.
- Initial the specimen seals.
- Ensure the number on the specimen seals matches the number on the Custody Control Form.
- Fill in the donor information on the Drug Testing Custody and Control Form.
- Keep the donor copy of the form.
- List any medications you are taking on your donor copy as a reminder should you be asked later.
- Do not forget to take your personal belongings with you on your way out.

- Addendum 2
Alcohol & Drug Policy – Employee Instructions for Alcohol Testing and Collection via Breath and Saliva

What you need to know about collection site procedures for Alcohol Screening:

Remember to bring your photo identification. E.g. Passport, new-style current driving license

Please read the following information so you know what to expect.

Careful systems have been designed to ensure accuracy and reliability of the test results. The testing procedures below ensure that your specimen has been properly collected. All test results are confidential and will only be released by the Medical Review Officer to the Company Testing Administrator.

Breath Testing Protocol:

- 1) You will be asked to provide photo ID and confirm the name of your current employer. If you do not have proper identification, a company representative will be asked to identify you.
- 2) You are not required to pay for any part of the testing at the collection site.
- 3) You will be required to sign and date an Alcohol Testing Form to acknowledge the accuracy of the employee and employer information prior to providing a sample; failure to sign is considered a refusal to test, and a sample will not be collected.
- 4) You will be asked to blow into an approved alcohol testing device. You will be instructed to blow at least six seconds or until an adequate amount of breath has been obtained. An individually sealed, disposable mouthpiece will be provided for this purpose.
- 5) Your alcohol test result will be displayed on the instrument and then printed on an Alcohol Testing Form.
- 6) If you feel you are unable to provide an adequate sample you will be asked to try again. If you are unable to again, your employer will be informed immediately and you will be directed as soon as possible to a licensed physician for evaluation on your medical ability to provide an adequate amount of breath. (Not providing an adequate sample may be considered a refusal to submit to a test unless there is a legitimate medical reason).
- 7) If your test result is equal to or greater than .04% (40 mg/dl) blood alcohol concentration, you will be required to wait for 15 minutes, when a second test will be administered. During that time, you will not be permitted to eat, drink, put anything into your mouth, and to the extent possible, not belch. A new mouthpiece will be provided.
- 8) If the breath test is positive, a sample of blood (exceptionally urine) will be obtained for evidential analysis.

Saliva Testing Protocol:

- 1) You will be asked to provide photo ID and confirm the name of your current employer. If you do not have proper identification, a company representative will be asked to identify you.
- 2) You are not required to pay for any part of the testing at the collection site.
- 3) You will be required to sign and date an Alcohol Testing Form to acknowledge the accuracy of the employee and employer information prior to providing a sample; failure to sign is considered a refusal to test, and a sample will not be collected.
- 4) A saliva screening device will be opened by the collector in your presence, and you will be asked to insert it in your mouth for sample collection.
- 5) The sample will be tested in your presence; if the result is .04% (40 mg/dl) blood alcohol or greater, you will be asked to provide a blood or urine sample for evidence analysis.

Donor Checklist:

- Bring a photo identification.
- Provide breath sample by blowing forcefully into the mouthpiece of the breath testing device.
- Observe instrument reading.
- Do not forget to take your personal belongings with you on your way out.

Blood and Urine Testing Protocol:

This will be required should a breath or saliva sample prove to be positive. Normally a blood sample will be obtained, but exceptionally a urine sample will be obtained. This type of testing will produce an accurate and reliable result. This testing is performed in the same way as for urine testing for drugs (above) aside from:-

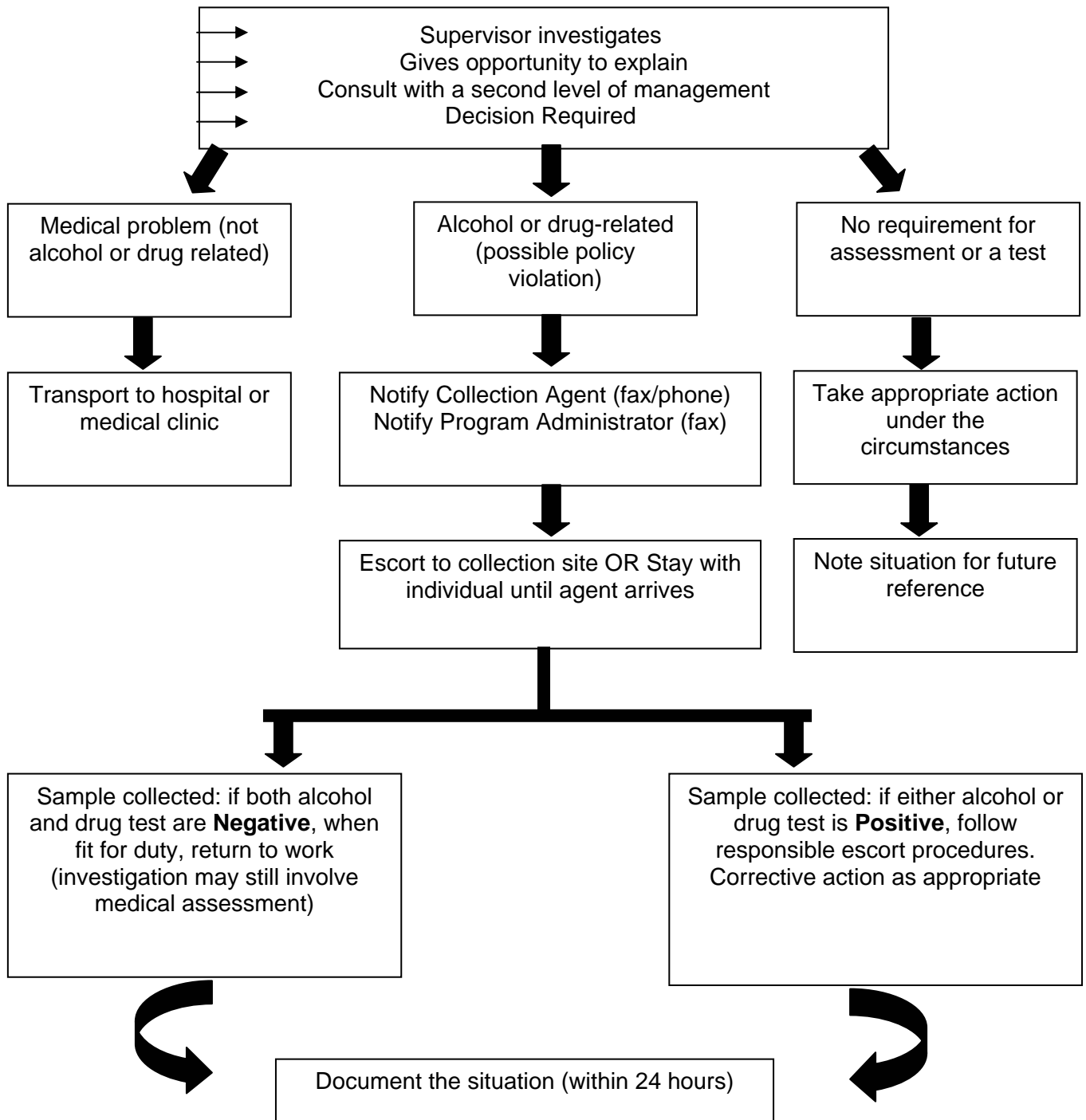
- Blood. One blood sample is obtained and split into two sample bottles
- Urine. In most circumstances, you will be asked to void your bladder and produce a second sample

Addendum 2 Checklists and Forms

The following checklists and forms are provided for quick reference:

- **UNFIT FOR DUTY PROCEDURES FLOWCHART**
- **DRUG AND ALCOHOL CHECKLIST FOR REASONABLE CAUSE TESTING REFERRALS / UNFIT FOR DUTY ACTIONS**
- **REASONABLE CAUSE REFERRAL FORM (FOR NEXEN RECORDS)**
- **INCIDENT SITUATION PROCEDURES FLOWCHART**
- **POST INCIDENT ALCOHOL AND DRUG TEST FORM (FOR NEXEN RECORDS)**

**INDIVIDUAL IDENTIFIED AS UNFIT FOR DUTY
(Situation must be investigated)**



Note: Collection should be arranged as soon as possible after the decision to test. The Company Program Administrator should be advised of any reason for delay, and attempts to collect a sample should cease 8 hours (alcohol) and 32 hours (drugs) after someone has been requested to submit for a test.

**DRUG AND/OR ALCOHOL CHECK LIST
FOR REASONABLE CAUSE TESTING REFERRALS/
UNFIT FOR DUTY ACTIONS**

| QUESTIONS | YES | NO | QUESTIONS | YES | NO |
|---|--------------------------|--------------------------|--|--------------------------|--------------------------|
| 1. Smell of alcohol on breath of person? | <input type="checkbox"/> | <input type="checkbox"/> | 8. Skin Colour: | | |
| 2. Speech: | | | Pale? | <input type="checkbox"/> | <input type="checkbox"/> |
| Slurred? | <input type="checkbox"/> | <input type="checkbox"/> | Flushed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Confused? | <input type="checkbox"/> | <input type="checkbox"/> | 9. Excessive perspiration? | <input type="checkbox"/> | <input type="checkbox"/> |
| Fragmented? | <input type="checkbox"/> | <input type="checkbox"/> | 10. Excessive trips to rest room? | <input type="checkbox"/> | <input type="checkbox"/> |
| Slow? | <input type="checkbox"/> | <input type="checkbox"/> | 11. Bloodshot eyes? | <input type="checkbox"/> | <input type="checkbox"/> |
| Unusually soft? | <input type="checkbox"/> | <input type="checkbox"/> | 12. Dilated pupils? | <input type="checkbox"/> | <input type="checkbox"/> |
| Unusually loud? | <input type="checkbox"/> | <input type="checkbox"/> | 13. Pinpoint pupils? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Disorientation: Is the employee confused about: | | | 14. Traces of alcohol in any containers? | <input type="checkbox"/> | <input type="checkbox"/> |
| Where he/she is? | <input type="checkbox"/> | <input type="checkbox"/> | 15. Confession that employee: | | |
| What day it is? | <input type="checkbox"/> | <input type="checkbox"/> | Was drinking alcohol? | <input type="checkbox"/> | <input type="checkbox"/> |
| What time it is? | <input type="checkbox"/> | <input type="checkbox"/> | Ingesting drugs? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Apparent inability to focus on work? | <input type="checkbox"/> | <input type="checkbox"/> | 16. Confirmation by other employees? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Unusual or unexplained resistance to authority or refusal to follow reasonable directions? | <input type="checkbox"/> | <input type="checkbox"/> | 17. Presence of substances with appearance of drugs? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Lack of motor coordination? | | <input type="checkbox"/> | drug paraphernalia? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Mood: | | | 18. Smell of marijuana? | <input type="checkbox"/> | <input type="checkbox"/> |
| Belligerent? | <input type="checkbox"/> | <input type="checkbox"/> | 19. Seen congregating with others in remote areas or areas not usually frequented? | <input type="checkbox"/> | <input type="checkbox"/> |
| Moody? | <input type="checkbox"/> | <input type="checkbox"/> | 20. Weariness, fatigue or exhaustion? | <input type="checkbox"/> | <input type="checkbox"/> |
| Ecstatic? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| More nervous than usual? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Giddy? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Talkative? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Drowsy? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| First Reviewing Person: (initials) _____ | | | Second Reviewing Person: (initials) _____ | | |

(Date) _____

(Date) _____

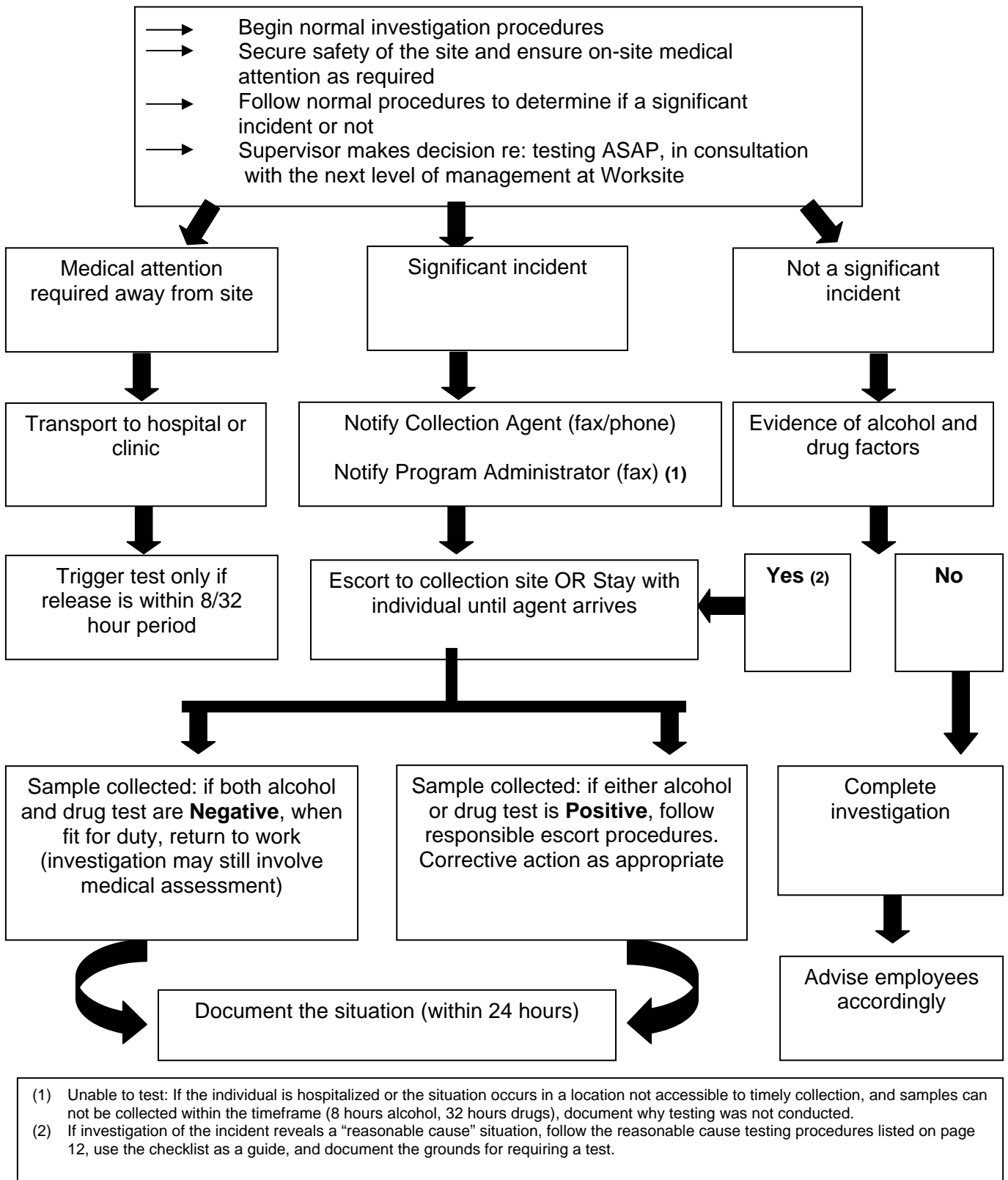
**DRUG AND/OR ALCOHOL CHECK LIST
FOR REASONABLE CAUSE TESTING REFERRALS/
UNFIT FOR DUTY ACTIONS**

| QUESTIONS | YES | NO | QUESTIONS | YES | NO |
|---|--------------------------|--------------------------|--|--------------------------|--------------------------|
| 21. Deteriorating physical appearance? | <input type="checkbox"/> | <input type="checkbox"/> | 34. Unusually high incidence of colds, flu, upset stomachs and headaches? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Yawning excessively? | <input type="checkbox"/> | <input type="checkbox"/> | 35. Breathing difficulties? | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Blank stare or expression? | <input type="checkbox"/> | <input type="checkbox"/> | 36. Unusual sneezing/ nasal congestion? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Sudden and/or unpredictable change in energy level? | <input type="checkbox"/> | <input type="checkbox"/> | 37. Needle marks on arms? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Unusually energetic? | <input type="checkbox"/> | <input type="checkbox"/> | 38. Tardiness? | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Shaking or trembling of hands? | <input type="checkbox"/> | <input type="checkbox"/> | 39. Unexplained departures from work or disappearances from the job area? | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Sunglasses worn at inappropriate times? | <input type="checkbox"/> | <input type="checkbox"/> | 40. More than average number of job-related injuries or mistakes, accidents? | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Changes in appearance after lunch / break? | <input type="checkbox"/> | <input type="checkbox"/> | 41. Decrease in efficiency or productivity? | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Withdrawal and avoidance of peers? | <input type="checkbox"/> | <input type="checkbox"/> | 42. Careless operation of equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Complaints from co-workers? | <input type="checkbox"/> | <input type="checkbox"/> | 43. Careless performance of job? | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Excessive absenteeism, especially Monday, Friday, days before or after holidays or paydays? | <input type="checkbox"/> | <input type="checkbox"/> | 44. Other signs or explanations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Unauthorized or unscheduled absences? | <input type="checkbox"/> | <input type="checkbox"/> | _____ | | |
| 33. Prolonged lunch hours? | <input type="checkbox"/> | <input type="checkbox"/> | _____ | | |
| | | | _____ | | |

First Reviewing Person:
(initials) _____

Second Reviewing Person:
(initials) _____

POST - INCIDENT SITUATION



(For Nexen Records)

- 1. Significant Incident Category:** This incident resulted in or could have resulted in:
- a fatality;
 - serious personal injury to an individual;
 - an environmental spill with significant implications;
 - significant loss or damage to property, equipment, or vehicles; significant loss of any revenues; or
 - a near miss incident that had the potential to cause significant injury or damage

- 2. Test Candidate:** (use separate form if more than one):

(Print full name)

- 3. Basis for Test Decision:** Provide full details to support conclusions in previous sections, including dates, times, locations, names of witnesses (if any), description of events and any other relevant information from the preliminary incident investigation. To the extent that this information is documented in a standard incident report form, make reference to the source document and do not repeat it here. If it was not possible to test the individual, or if a decision not to test was made, document the reasons below. *(Reverse side if necessary)*

| First Authorizing Person: | Second Authorizing Person: |
|----------------------------------|-----------------------------------|
| <i>(Print Full Name)</i> | <i>(Print Full Name)</i> |
| <i>(Signature)</i> | <i>(Signature)</i> |
| <i>(Date)</i> | <i>(Date)</i> |

cc Program Administrator