

**D&D DIVERS, INC.
PO BOX 657
MAURICE, LA 70555
337/237-8874**

SUBSTANCE ABUSE POLICY/PROGRAM



**D&D DIVERS, INC.
PO BOX 657
MAURICE, LA 70555
337/237-8874**

DRUG, ALCOHOL AND CONTRABAND POLICY

PURPOSE

D&D DIVERS, INC. has established this drug, alcohol and contraband policy to assist us in providing a safe and healthy working environment for our employees, to protect our property and the property of our clients, and to cooperate with our clients in their efforts to provide safe and efficient operations.

USE/POSSESSION

The use, possession, concealment, transportation, promotion or sale of the following items or substances by any employee of D&D DIVERS, INC., or by any employees of a subcontractor for D&D DIVERS, INC., is strictly prohibited on all company premises:

- Illegal drugs, controlled substances (including trace amounts), look-a-like drugs, designer drugs, or any other substances which may have the effect on the human body of being a narcotic, depressant, stimulant, hallucinogen or cannabinoid (here in called “drugs”).
- Unauthorized alcoholic beverages.
- Firearms, weapons, explosives and ammunition.
- Unauthorized items:
 - any stolen property.
 - drug paraphernalia.
 - unauthorized prescription drugs.

Also prohibited is being at work or reporting for work with any detectable quantity of any drug in the employees system.

“Company premises” includes all locations at which work on company premises is performed by D&D DIVERS, INC., or which are assigned to D&D DIVERS, INC. for its use by a client or another contractor, including parking lots and storage areas. It also includes aircraft, automobiles, trucks and all other vehicles and equipment whether company owned or leased.

Should any employee of D&D DIVERS, INC. be charged, indicted and/or convicted by a law enforcement agency, they will subject themselves to immediate dismissal.

Employees or others on company premises who are using prescription drugs under doctor’s orders must notify supervision prior to beginning work of the identity and dosage of such prescription drugs. At all times, D&D DIVERS, INC. reserves the right to have its company physician determine if a prescription drug or medication produces hazardous effects and may restrict its use on company premises or restrict the employees work activity.

TESTING

D&D DIVERS, INC. may require employees to submit to alcohol and/or drug testing for reasonable cause, after certain accidents, when being transferred to a DOT covered position, and on a random basis as determined by management or government regulations.

PRE-EMPLOYMENT TESTING

D&D DIVERS, INC. will include, as part of its regular pre-employment physical, a drug screen to detect the presence of specified controlled or illegal substances.

POSITIVE TESTS

If an employee tests positive for cause, after an accident, or after random testing, the employee will be terminated. In order to ensure the integrity and accuracy of any final test result, each positive initial test will be confirmed using the gas chromatography/mass spectrometry (GC/MS) test.

SEARCHES

Entry onto Company property, including parking areas, is deemed consent to an inspection of person, vehicle, living quarters and personal effects at any time, including while entering or leaving the property. Employees who refuse to cooperate with testing or search procedures will be subject to discipline up to and including termination.

ADULTERATION/SWITCHING OF SAMPLES

Adulterating and/or switching a urine, blood or breath sample obtained for testing in an attempt to receive a negative test result is strictly prohibited. Any employee found guilty of performing such acts will be terminated.

REHABILITATION PROGRAM

Alcohol and drug abuse are considered to be health problems which may be treatable. Employees in DOT covered positions, those performing operations, maintenance or emergency response functions, are required to notify the Company when entering alcohol or drug rehabilitation programs. DOT covered employees will be subject to rehabilitative testing upon return to work as determined by D&D DIVERS, INC'S. Medical Review Officer (MRO).

Failure to adhere to the requirements of any drug or alcohol treatment or counseling program, in which a DOT covered employee is enrolled, is grounds for disciplinary action, up to and including termination.

D&D DIVERS, INC.
PO BOX 657
MAURICE, LA 70555
337/237-8874

CONFIDENTIALITY

Other than in statistical form, an individual's drug test results and information about an individual's rehabilitation program may be released only with the written consent of the individual. The one exception to this is that individual's information must be released upon request by the DOT, Research and Special Programs Administration, or an appropriate safety agency as part of an accident investigation.

PROGRAMS

I. EMPLOYEE EDUCATION

Alcohol and drug use awareness education will be coordinated for all employees and supervisory personnel by management. Two types of education will be presented.

A: Supervisory Education

1. To provide supervisory personnel with an awareness of alcohol and drug use problems, especially concerning the health and safety aspects of such use.
2. To help supervisory personnel recognize symptoms of the user.
3. To help supervisory personnel recognize drugs and drug paraphernalia.
4. To help supervisory personnel understand this COMPANY'S POLICY and to outline procedures for handling situations related to the POLICY and its violation.

B: Employee Education

1. To provide employees with an awareness of alcohol and drug use problems, especially concerning the health and safety aspects of such use.
2. To provide employees with an understanding of the POLICY and this COMPANY'S commitment to the POLICY and its enforcement.
3. To reinforce employee awareness of this COMPANY'S work rules on this subject.
4. To help employees recognize drugs, paraphernalia, and symptoms of users.

D&D DIVERS, INC.
PO BOX 657
MAURICE, LA 70555
337/237-8874

II. EMPLOYEE ASSISTANCE

Assistance is available through management for those employees who feel they need assistance in dealing with an alcohol or drug problem and ask for assistance. Assistance may include referral to counseling or medical agencies, and leave of absence for treatment where appropriate. Any information voluntarily disclosed by an employee relating to an alcohol or drug problem will be treated as confidential information.

D&D DIVERS, INC. employees wishing assistance should contact the following agency or one of his or her choice:

Office of Prevention and Recovery
27448 Wooddale Blvd.
Baton Rouge, LA 70805
225/922-0728

III. URINE DRUG SCREENING

D&D DIVERS, INC. may utilize a Urine Drug Screen Test or other approved medical testing procedures to help in the control or detection of drug or alcohol usage. These tests may be utilized in, but are not limited to, the following circumstances:

1. Pre-employment examinations
2. Re-entrance employee examinations
3. Employee physicals
4. When an employee's supervisor has a reasonable suspicion that the employee is intoxicated, or is using or working under the influence of drugs or alcohol.
5. When an employee is found in possession of suspected illegal or unauthorized drugs or paraphernalia.
6. As a result of any on the job related injury requiring medical attention, drug screening will be required. Failure to submit to such testing is grounds for immediate dismissal.
7. When required by the client.

The results of these tests will be kept confidential and will normally be known only to management personnel in the particular decision-making chain and to the employee(s) tested.

COMPANY SUBSTANCE ABUSE PROGRAM

POLICY

It is the policy of D&D DIVERS, INC. to assist our clients in promoting a work environment free of drug and alcohol by enforcing work rules and implementing drug/alcohol testing where necessary.

For the purposes of this policy, the term "Unauthorized Drugs" shall mean any substance, other than an Authorized Substance, which is, or has the effect on the human body of being a narcotic, depressant, stimulant, hallucinogen or cannabinoid, their precursors, derivatives or analogues, and includes, but not limited to, those substances scheduled as controlled substances pursuant to the Federal Controlled Substances Act, inhalants, "designer drugs" and "look-a-likes".

Substances having a physiological, psychological or biochemical effect which are lawfully prescribed or which are available without a prescription, which are lawfully obtained by an employee and which the employee possesses and uses in the appropriate manner, in the dosages and for the purposes for which the substances were prescribed or manufactured, are considered "Authorized Substances" for the purposes of this policy. In the case of alcohol, such is excluded from this definition to the extent its possession or consumption places an employee in violation of the Alcohol Policy.

Company premises includes, but is not limited to, company owned, rented, used or leased property, including lodging furnished or paid for by the company; Company worksite locations, offices and/or parking lots; or company owned, leased or rented vehicles, vessels or equipment.

It is an employee's responsibility to notify company management in writing when they are taking prescription or nonprescription medicine or substance which may impair their judgment or performance or otherwise adversely affect the normal functions of their mental faculties or physical abilities.

Without limitation, the company reserves the right to conduct unannounced Personal searches of employees, including but not limited to, their personal effects, lockers, baggage, desks, lunch boxes, containers, purses, billfolds, parcels,; private vehicles if on company premises and living quarters, if furnished or paid for by the company, any company property assigned to employees; and a limited search of the person.

Entry upon the company's premises by employees will be deemed to constitute consent by the employee to personal searches.

The company intends to use searches when it reasonably believes the policy has been violated and periodically for purposes of deterrence and detection.

SUBSTANCE ABUSE PROGRAM

Rev: 07/09

COMPANY SUBSTANCE ABUSE PROGRAM

Employees are expected to cooperate in the enforcement of the company's policy including providing consent to the company to conduct personal searches and laboratory testing authorized by the policy.

An employee charged with, convicted or under investigation in connection with a drug related or alcohol related criminal offense may be subject to discipline up to including discharge for the first offense and/or required to submit to laboratory testing. If testing establishes unauthorized drug or alcohol use, the employee will be subject to discipline.

Any violation of the company's drug and alcohol policy will subject the employee to discipline including discharge for the first offense. Moreover, employee's "under the influence" of alcohol, possessing, distributing, selling, purchasing or discovered in the act of using unauthorized drugs or unauthorized alcohol on company premises or while engaged in company business are in violation of the policy and will be discharged. Employees who refuse to sign a consent form or refuse consent to a search and/or laboratory testing will be discharged. In all other circumstances, it is within the company's sole discretion to determine whether to continue an employee's employment when it has determined that the employee has violated this policy.

This summary and the policy document itself are only informational and under no circumstances are they to be construed as creating or constituting a contract of employment, nor shall they be construed as limiting any action the company may desire to take in administering the employee-employer relationship.

PURPOSE

This policy is to ensure the safety of our employees, our customer's operations, and to comply with U.S. Department of Transportation drug regulations.

AFFECTS

Covers all D&D DIVERS, INC. employees. All employees will be subject to pre-employment and reasonable cause urine testing. All employees performing operations, maintenance or emergency response functions covered by DOT pipeline safety standards in 49 CFR Parts 192, 193 or 195 will also be tested in the random, post accident and return to duty drug testing programs.

RESPONSIBILITIES

- Anti-Drug Program Manager - To ensure that the drug testing program is conducted in accordance with DOT regulations and to interpret this procedure and to ensure that each

SUBSTANCE ABUSE PROGRAM

Rev: 07/09

COMPANY SUBSTANCE ABUSE PROGRAM

- employee is provided with a copy of this procedure.
- **Manager/Supervisor** - To be familiar with the contents of the procedure, to assess employees performance and behavior in accordance with guidelines set forth herein, to document in writing a decision to test in reasonable cause and post accident situations, to inform employees when drug testing will occur, and to ensure all employees are informed of the contents of this procedure.
 - **Employees** - To comply with this procedure and to notify management when they use or expect to use a prescribed drug that may pose a safety risk or significant impairment of performance.
 - **Medical Review Officer** - To receive test results from D&D DIVERS, INC.'S certified laboratory, to notify employees of test results, and to provide the employees an opportunity to discuss the results. To review employees medical history, to verify the laboratory reports, to notify D&D DIVERS, INC.'S management of verified positive results, to process retests of original specimens and split samples, and to make return to duty decisions. Also, to maintain the medical system of records for the drug testing program, to provide management with statistical data on the program test results and to monitor the specimen collection operation and laboratory testing and reporting operations to ensure accurate and complete information is available for decision making purposes.
 - **Collection Site Person** - For preparing the collection site and conducting the collection in accordance with guidelines set forth herein.

DEFINITIONS

Accidents - An accident is defined as: An event or action that

- 1) results in death or personal injury necessitating inpatient hospitalization, or
- 2) causes bodily harm to any person resulting in one or more of the following:
 - a. loss of consciousness
 - b. necessity to carry the person from the scene
 - c. necessity for medical treatment (recordable accidents)
 - d. disability which prevents the discharge of normal duties or the pursuit of normal activities beyond the day of the accident
- 3) causes an estimated property damage of \$1,000.00 or more.
- 4) causes an explosion or fire not intentionally set by the operator.
- 5) An event that is significant, in the judgment of D&D DIVERS, INC. management, even though it does not meet the criteria outlined above.

D&D DIVERS, INC.
PO BOX 657
MAURICE, LA 70555
337/237-8874

COMPANY SUBSTANCE ABUSE PROGRAM

Certified Laboratory - A drug testing laboratory certified by the US Department of Health and Human Services under DOT procedures.

Pharmchem
7606 Pebble Drive
Fort Worth, TX 76118

Chain of Custody - Procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen.

Collection Site - A designated place where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.

SECON
260 La Rue France
Lafayette, LA 70508

Collection Site Person - A person at a collection site who instructs and assists individuals in providing the urine specimen and who makes an initial examination of the specimen provided by those individuals.

Confirmatory Test - A second analytical procedure, independent of the initial test, to identify the presence of a specific drug or metabolite. The second procedure will be Gas Chromatography/Mass Spectrometry (GC/MS) which uses a different technique and chemical principle from that of the initial test to ensure reliability and accuracy.

COMPANY SUBSTANCE ABUSE PROGRAM

Failed Drug Test - The confirmation test under specified procedures shows positive evidence of the presence of a prohibited drug in an individuals system in the following levels:

| Drug | Initial Screen ng/ml | Confirmatory Tests ng/ml |
|---------------------|-------------------------|-----------------------------|
| Marijuana | 50 | 15 |
| Amphetamines | 1000 | 500 |
| Cocaine | 300 | 150 |
| Opiates | 2000 | 2000 |
| Phencyclidine (PCP) | 25 | 25 |
| Alcohol | .02/.04 m/ml | .02/.04 m/ml |

Initial Test - An immunoassay screen to eliminate “negative” urine specimens from further consideration.

Medical Review Officer (MRO) - A licensed physician, either a doctor of medicine or a doctor of osteopathy and must be knowledgeable in drug abuse disorders.

Brain Heinen, MD
301 North Martin Luther King Drive
Eunice, LA 70535

Testing Situations - Testing will be based on urine specimens for the following:

- Pre-employment
- Reasonable Cause
- Random
- Post Accident
- Return to Duty

COVERED EMPLOYEES

1) For purposes of random, post accident and return to duty testing, covered employees are defined as:

- Employees who perform operations, maintenance, or emergency response functions. These functions include design, installation, inspection, emergency plans and procedures, testing, construction, operation or any other work related to Companies field of work.
- D&D DIVERS, INC. requires all subcontractors supplying employees to D&D DIVERS, INC. to have and follow a drug and alcohol policy. The policy must, as a minimum, meet

COMPANY SUBSTANCE ABUSE PROGRAM

the requirements of the current policy followed by D&D DIVERS, INC. The “current policy” is defined as the policy in place at the time subcontractor supplies employees. All subcontractor employees must submit to a drug and alcohol test at any time when performing work for D&D DIVERS. Such employees are, for the purpose of this policy, employees of D&D DIVERS, INC. and are subject to testing.

2) Covered positions include:

| | |
|-----------------------------|--------------------|
| President | Vice President |
| Anti Drug Manager | Manager/Supervisor |
| Engineers | Field Technicians |
| Foreman | Operators |
| Divers | Tenders |
| Riggers | Laborers |
| Boat Operators/Captains | Mates/Deck Hands |
| Employees of subcontractors | |

TEST SITUATIONS

1) Pre Employment/Pre Access:

- When an applicant is selected for employment with D&D DIVERS, INC. A prior drug and alcohol test may be considered for employment provided the test was conducted within 60 days from application.
- Each employee performing work for certain customers may be required to retest for pre access. Each pre access employee for such customers must have a “negative” result test every 12 months.

2) Reasonable Cause:

- D&D DIVERS, INC. will test an employee when there is reasonable cause to believe the employee is using a prohibited drug.
- Alcohol screening will also be conducted, utilizing a chemical breath test based on reasonable cause.

3) Random:

- D&D DIVERS, INC. will conduct unannounced testing of covered employees selected at random. Random testing will be conducted on an as needed basis.

4) Post Accident:

- As soon as possible, but no later than 32 hours after an accident, D&D DIVERS, INC. will drug test each covered employee whose performance either contributed to the

D&D DIVERS, INC.
PO BOX 657
MAURICE, LA 70555
337/237-8874

COMPANY SUBSTANCE ABUSE PROGRAM

- accident or cannot be completely discounted as a contributing factor to the accident.
- Determination will be made in the following manner:
 - The supervisor will determine whether an event qualifies for testing. This determination will be based on examination of all available facts.
 - Following a determination that an event qualifies for testing, the supervisor will take all practical steps to identify each employee whose work performance may have been a contributing factor to the event.
 - Post accident may occur at any time or day of the week and at any location.

COMPANY SUBSTANCE ABUSE PROGRAM

5) Return to Duty:

As of this time, D&D DIVERS, INC. does not have a return to duty policy. Any employee testing positive for drug use will be terminated and not allowed to return to work.

COLLECTION PROCEDURES:

Collection procedures will be followed using the procedures set forth by the collection site company. All samples will be collected in a manner as to minimize the chance of adulterating the sample so as to change the results of the sample.

TEST RESULTS:

1. Receipt

Test results from the certified laboratory will be sent to the MRO's office.

2. Review

- The medical review of each positive test result must be performed by the MRO to determine if the positive result constitutes evidence of illegal drug use.
- The MRO will review all medical records made available by the individual tested when a positive test could have resulted from legally prescribed medications.
- The MRO must talk to the employee and review the hard copy of the original chain of custody form from the laboratory before a confirmed laboratory positive is verified positive.
- Each positive test report received from the contract laboratory shall have a verification statement signed by the MRO to the effect that:
 - The positive test result has been verified as positive, or
 - The medical review has identified a legitimate medical reason for the positive test result, and the result has been reclassified to a negative report.
- After the MRO has completed all responsibilities necessary to interpret and evaluate positive test results, the MRO will verify the test result as positive and disclose a verified positive result only to the employee and to the employee's manager.
- Release of Negative Test Results
 - Employees whose drug test results are negative will receive written notification of the results without the need to submit a request for such information.
 - For Reasonable Cause and Post Accident testing, the Anti Drug Program Manager will notify the employee's manager as well as the employee as to results.

RETESTING:

- If the MRO determines there is no legitimate medical explanation for a confirmed positive test result other than the unauthorized use of a prohibited drug, the original

COMPANY SUBSTANCE ABUSE PROGRAM

sample must be retested if the employee makes a written request for retesting within sixty days of receipt of the final test result from the MRO.

- Quantification for a retest is not subject to specific cutoff requirements but must provide data sufficient to confirm the presence of the drug or metabolite.
- Employees will be suspended without pay until retesting is concluded and a final decision is made by the MRO.

SPLIT SAMPLE TESTING:

If within 72 hours of receiving actual notice of the positive test, an employee requests a split sample test through the MRO, the split sample will be sent to another DHHS certified laboratory, following approved chain of custody procedures.

RETENTION OF SAMPLES:

Samples that yield positive results on confirmation must be retained by the laboratory in properly secured, long term frozen storage for at least 365 days. At the end of this period, the sample may be discarded unless a properly documented request for extension has been executed.

CONFIDENTIALITY OF TEST RESULTS:

- In accordance with regulations, D&D DIVERS, INC. requires that the laboratory maintain employee test records in confidence.
- Test results will be transmitted electronically by the laboratory to the MRO. Test results will not be communicated orally by the laboratory. Information regarding an individual's drug testing results or rehabilitation may be released only upon the written consent of the individual, except that such information must be released regardless of consent to the Administrator of the Research and Special Programs Administration or at the request of a state agency as part of an investigation. Statistical data related to drug testing and rehabilitation that is not name specific and training records must be made available upon request to the Administrator or a state agency.
- Release of positive test results
 - All tested employees will receive written notification of their results.
 - Confirmed positive laboratory test results will be disclosed by the laboratory only to the MRO.
 - Any employee who is subject of a drug test conducted under this part shall, upon written request, have access to any records relating to his/her drug test and any records relating to the results of any relevant certification, review or revocation of certification proceedings.

COMPANY SUBSTANCE ABUSE PROGRAM

RECORD KEEPING REQUIREMENTS:

The following records will be maintained under the control of the MRO and D&D DIVERS'S, INC. Anti Drug Program Manager for the period specified.

- Records that demonstrate the collection process conforms to this part will be kept for at least 3 years.
- Records of employee drug test results that show employees failed a drug test, and the type of test failed, will be kept at least 5 years, and include the following information:
 - The functions performed by employees who failed a drug test.
 - The prohibited drugs which were used by employees who failed a drug test.
 - The disposition of employees who failed a drug test.
 - Documentation that supports the MRO's determination that there is no legitimate medical explanation for the confirmed positive test results other than an unauthorized use of a prohibited drug.
- Records of employee's drug test results that show employees passed a drug test will be kept for at least 1 year.
- A record of the number of employees tested, by the type of test, will be kept for at least 5 years.
- Records confirming that supervisors have been trained in accordance with this policy will be kept for at least 3 years.

REFUSAL TO SUBMIT TO A DRUG TEST OR FAILURE OF A DRUG TEST:

If an employee refuses to submit to a drug test or fails a drug test after all re-analysis options have been exhausted, D&D DIVERS, INC. will terminate the employee.

ALCOHOL SCREENING PROGRAM:

- D&D DIVERS, INC. will deny access to anyone trying to enter any company or customers facilities who, when tested, has a blood/alcohol ratio of .04% or greater.
- D&D DIVERS, INC. will conduct alcohol screening on a for cause basis using a breath analyzer test.
- If the final results are positive (.04% or greater), the employee will be denied access to company or customers property. A refusal to submit to a breath test will be grounds for denying access to company or customers facilities.
- D&D DIVERS, INC. supervisors can at any time, request that employees or contractors be tested.
- No person may operate a vehicle or equipment on company or customer owned property under the influence of alcohol.
- If a person who tests .10% or above leaves the site by personally driving a vehicle, D&D

**D&D DIVERS, INC.
PO BOX 657
MAURICE, LA 70555
337/237-8874**

COMPANY SUBSTANCE ABUSE PROGRAM

DIVERS, INC. supervisors may contact the appropriate law enforcement agency and give detailed information pertaining to the employee.

APPROVED:

Anti Drug Program Manager

Date

D&D DIVERS, INC.
PO BOX 657
MAURICE, LA 70555
337/237-8874

NOTIFICATION OF DRUG, ALCOHOL AND CONTRABAND POLICY

D&D DIVERS, INC. has a Drug, Alcohol and Contraband Policy for the purpose of providing a safe and healthy work environment, protecting our property and the property of our clients, and assisting our client's efforts to maintain a safe efficient operation. To this end, the policy expressly prohibits the use, possession, or sale of illegal drugs, drug paraphernalia, unauthorized prescription drugs, unauthorized alcoholic beverages, and stolen property or weapons. Violation of the policy will result in discipline up to and including discharge.

D&D DIVERS, INC. expects our employees to report to work in condition to perform their duties safely and efficiently and reserves the right to require our employees to submit to a Urine Drug Screen or other approved medical testing procedure to determine drug use or alcoholic intoxication. Also, D&D DIVERS, INC. reserves the right to conduct any searches of inspection deemed appropriate. Any employee refusing to submit to a search or inspection or a Urine Drug Screen or other approved medical testing procedure, or who is found as a result of such tests to have detectable levels of an illegal drug, alcoholic beverage or other substance which may effect the human system as a narcotic, depressant, stimulant, hallucinogen or cannabinoid, shall be subject disciplinary action up to and including dismissal.

While test results will be kept confidential, the proper law enforcement authorities may be notified in appropriate cases. Any employee of D&D DIVERS, INC. who is charged, indicted and/or convicted by a law enforcement agency will be subject to immediate dismissal.

Any employee of D&D DIVERS, INC. using prescription drugs must notify supervision of the identity and dosage of such drugs before beginning work. D&D DIVERS, INC. reserves the right to restrict its use on Client/Company premises or to restrict the employee's work activity.

The above constitutes a summation of the policy and may not be construed as limiting the policy in any respect. The entire policy is available for review by any employee upon request.

As a result of any on the job related injury requiring medical attention, drug screening will be required. Failure to submit to such testing is grounds for immediate dismissal.

ACKNOWLEDGMENT

I have read and I understand the above summation of the policy and am aware that I may review the policy in its entirety, if I wish. I understand that compliance with the policy is a condition of my employment and I agree to submit to all of its requirements (including Urine Drug Screening). I understand that disciplinary action; up to and including discharge, will be taken if I am found in violation of the policy.

Signature _____ Date

Employer
Signature _____ Date

D&D DIVERS, INC.
PO BOX 657
MAURICE, LA 70555
337/237-8874

DRUG AND ALCOHOL POLICY

I am aware that D&D DIVERS, INC. does pre-employment drug screening and that in order to become employed and remain employed, my pre-employment drug screen must be negative. **I am not an illegal drug user and at this time I can pass a drug screen.** I understand that I will be immediately discharged for deliberately filing an application for employment containing false information, if I am put to work prior to receipt of a test result indicating the presence of illegal drugs in my body. The above action will be based on the statement signed by me certifying to my drug free condition.

I also understand that a discharge from employment for filing a fraudulent employment application will jeopardize my right to receive unemployment insurance benefits which are based on my previous employment.

Signature _____

Date

Social Security #
(Or Company Issued Identification Number)

**D&D DIVERS, INC.
PO BOX 657
MAURICE, LA 70555
337/237-8874**

DRUG SCREEN AUTHORIZATION AND CONSENT

I hereby authorize and give full permission to have D&D DIVERS, INC. and/or their medical company physician send a specimen of my urine and/or blood to a laboratory for screening test using S.A.M.H.S.A. standards for the presence of illegal drugs, alcohol, or prescription medication taken without a prescription.

I understand that, upon request by clients, authorized agents of said clients and/or auditing purposes, it may be necessary for the company to release results of negative tests to meet the requirements of the client's policies. I therefore acknowledge and give my consent to the company to release my negative test results in such instances as explained above.

I will hold all parties concerned harmless, meaning I will not sue nor hold responsible for any alleged harm to me or interfering with my obtaining a job or continuing employment due to not submitting to the tests or as a results of report of the test. This includes, but not limited to, possible clerical or laboratory error.

This policy and authorization has been explained to me in a language I understand and told if I have any questions they will be answered about the test. I understand this is a legal binding document which is binding because D&D DIVERS, INC. is sending me for the examinations and paying for it.

I UNDERSTAND D&D DIVERS, INC. WILL REQUIRE A DRUG SCREEN TEST WHENEVER AN ON THE JOB AD&D DENT OR INJURY IS REPORTED IN ACCORDANCE WITH D&D DIVERS, INC.'S POLICY AND THIS AUTHORIZATION AND CONSENT. MY REFUSAL TO SUBMIT TO DRUG TESTING WILL BE GROUNDS FOR TERMINATION.

Signature _____

Date

Print Name

D&D DIVERS, INC.
PO BOX 657
MAURICE, LA 70555
337/237-8874

HARASSMENT POLICY

D&D DIVERS, INC. intends to provide a work environment which is pleasant, healthy, comfortable, productive and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any kind - verbal, physical, visual - will not be tolerated.

WHAT IS HARASSMENT?

Harassment can take many forms. It may be, but not limited to, words, signs, jokes, pranks, intimidation, physical contact or violence. It is not necessarily sexual in nature. It may include racial or religious comments, jokes or epithets or other abusive conduct.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing the duties of his position or when such conduct is made a condition of employment or compensations, either implicitly or explicitly.

RESPONSIBILITY

As a D&D DIVERS, INC. employee, you share responsibility for keeping the work environment free of harassment. If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you should report it to management.

REPORTING

If you feel that you have experienced harassment, you should report the incident immediately to your first line supervisor/manager or any officer of D&D DIVERS, INC. with whom you feel comfortable without fear of reprisal. Appropriate and prompt investigation and disciplinary action will be taken with due regard for the privacy of everyone involved.

DISCIPLINE

Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action and possible discharge. D&D DIVERS, INC. will take any additional action necessary to appropriately correct the situation and enforce company policies.

I have read and fully understand the above company policies on harassment.

Signature _____

Date

D&D DIVERS, INC.
PO BOX 657
MAURICE, LA 70555
337/237-8874

DRUG, ALCOHOL AND CONTRABAND POLICY

Reasonable Suspicion/Post Incident Disclosure Consent and Certification

| | | |
|-------------------------------------|------------------------|-----------|
| Contractor Personnel (Printed Name) | Social Security Number | Test ID # |
|-------------------------------------|------------------------|-----------|

Consent and Authorization for Disclosure to _____ (Client Name) of Drug Test Result and Related Information

I hereby consent to disclosure by Contractor and its agents, including, but not limited to, any collecting and testing agencies, of the test result identified above and any related information to _____ And/or their authorized agents, assigns or representatives.

Contractor Personnel Signature

Date

Certification for Return to Work

Section 1 - Early Return Alcohol and Drug Screen Certification (For post Incident Testing Only)

D&D DIVERS, INC. Certifies that the individual shown above was tested using an approved drug and alcohol screening process on _____ (Date) at _____ (Time) and that the result of that test was negative. The individual is therefore eligible to return to work pending result of required laboratory test.

Authorized Contractor Representative

Signature

Title

Date

Section 2 - Certification of Laboratory Test Result

D&D DIVERS, INC. Certifies that the individual shown above was tested on _____ (Date) at _____ (Time) and that the result of the required laboratory alcohol and drug test was negative.

Authorized Contractor Representative

Signature

Title

Date