

DRUG & ALCOHOL POLICY



TGS prohibits the possession, use, sale, attempted sale, distribution, dispensing, manufacture, purchase, attempted purchase, transfer, use or cultivation of Illegal or Illicit Drugs, or the improper use of legal drugs and alcohol on TGS property. Employees taking prescription medications must consult with their doctor about the medications' effect on their fitness for duty and their ability to work safely. They must promptly disclose any work restrictions to their HR Representative.

TGS does not condone substance abuse by its employees. We do however recognize that substance abuse is a treatable condition and alcoholism and other drug addictions are recognized as diseases that are responsive to proper treatment. Employees are responsible for acknowledging their substance abuse problem and for seeking and accepting counseling or rehabilitation assistance before it impairs their performance or conduct and jeopardizes their employment. If an employee believes professional help is needed with substance abuse, referrals to local counseling and rehabilitation programs can be obtained through your HR Representative. TGS will assist employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other TGS policies. Such employees may be required to document that they are successfully following prescribed treatment plans and to be subject to and pass follow-up testing if they hold a position that is safety-sensitive in nature, requires driving, or have previously violated this policy. TGS expects such employees to maintain a satisfactory level of performance and conduct at all times. Employees may be eligible for a leave of absence and should consult the local Employee Handbook or contact their HR Representative for more information on leaves of absence.

TGS prohibits employees from consuming, possessing, selling, distributing, or purchasing alcoholic beverages while on the job or on property owned or leased by TGS, except while attending Company sponsored events off-site or on-site when provided prior written notice from senior management has been obtained. In either event, employees should avoid consuming alcohol to the point of being intoxicated. Furthermore, persons under the local legal drinking age are prohibited from consuming any alcohol at any time while on TGS-owned or leased property, while attending Company-hosted events, or while attending any TGS business-related functions off-site.

Being under the influence of drugs or alcohol on company property is prohibited. Employees may not report to work or remain at work while under the influence of drugs or alcohol. For reasons of workplace health and safety, employees may be asked to leave work for suspicion of being under the influence of drugs or alcohol without further verification. Employees who violate this policy are subject to disciplinary action, up to and including immediate termination. The policy applies to all employees of TGS regardless of rank or position and includes contractors, consultants, temporary, and part-time employees.

The sale, use, purchase, transfer, or possession of an illegal drug or drug paraphernalia is a violation of the law. TGS will report information concerning these violations to law enforcement officials. Employees are to abide by TGS's drug-free policy.

A handwritten signature in black ink, appearing to read "Kristian Johansen".

Kristian Johansen
Chief Executive Officer – TGS
April 4, 2016

Definitions:

“Company Premises” includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Company or on any site on which the Company is conducting business.

“Illegal Drug” means a substance whose use or possession is controlled by national law but that is not being used or possessed under the supervision of a licensed health care professional.

“Influence of Alcohol” means an alcohol concentration equal to or greater than the local legal limit for operating equipment or a motor vehicle, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

“Influence of Drugs” means a confirmed positive test result for illegal drug use. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken, and the period of authorization).