



Policy Name: Alcohol and Drug

Policy Number: HR249

Policy Approver: Vice President, Human Resources and Corporate Services

Policy Owner: Vice President Human Resource Programs and Corporate Administration and Vice President HSE&SR

Approval Date: December 15, 2014

Policy Statement:

The Company recognizes that the inappropriate use of Alcohol and Drugs can adversely affect the safety and well-being of Employees and potentially the communities in which it operates.

The Company is committed to providing a safe and healthy work environment and to maintain the public's trust and confidence in the Company. Employees and the Company share a responsibility to ensure their own safety and the safety of those affected by their activities.

1. Definitions:

After-Care - is the provision of counselling and periodic Alcohol Testing and Drug Testing, treatment and rehabilitation in order to assist an Employee to successfully re-enter and remain in the workplace.

Alcohol - means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

Alcohol and Drug Coordinator - is the Employee who is responsible for overseeing and administering this Alcohol and Drug Policy.

Alcohol and Drug Policy or Policy - means this Alcohol and Drug Policy, including any applicable COPs.

Alcohol Testing (Alcohol Test) - means the collection of specimen(s), screening analysis and confirmation Testing for Alcohol concentration.

Company or Nexen - means Nexen Energy ULC and its majority owned subsidiaries and affiliates for which it has managerial responsibility.

Company Business - refers to all business activities undertaken by Employees in the course of the Company's operations and all other activities (including at work related social events) in which Employees participate in the course of their employment.

Company Premises - includes but is not limited to land, facilities, aircraft, equipment, Living Accommodations and vehicles owned, leased, controlled or used by the Company for the purpose of conducting Company Business and any other sites and locations specified in any applicable Location Requirements.

Contractor - refers to any person or entity, including their employees or sub-contractors, that is contracted, sub-contracted, or otherwise engaged to provide services to the Company on an invoice basis.



COPs - means the codes of practice associated with this Policy, as such codes may be amended, supplemented or deleted from time to time.

Corrective Action - means intervention when unacceptable behaviour or actions occur.

DER - means the designated employee representative, who is an individual assigned by the Company to receive Alcohol and Drug Testing results.

Drug(s) - means illicit drugs, substances, chemicals or agents (a) which have been obtained illegally, (b) the use or possession of which is unlawful or (c) which requires a personal prescription from a licensed treating physician and for which the Employee does not have a personal prescription.

Drug Paraphernalia - includes any item which is associated with the use of any Drugs and also includes any device, item, substance or equipment which is intended to be used as a masking agent or to otherwise tamper with, adulterate or substitute any sample provided for Drug Testing or Alcohol Testing.

Drug Testing (Drug Test) - means the collection of specimen(s), screening analysis and confirmation Testing for the presence of a panel of Drugs.

EFAP - means the Employee and Family Assistance Program, which provides confidential support for Employees and their families who may be experiencing personal, family or workplace problems.

Employee(s) - means a regular full-time, part-time, temporary, casual and fixed-term employee of the Company.

Fitness for Work (Fit for Work) - means being able to safely perform assigned duties without any limitations due to the use or after-effects of Alcohol, Drugs or Medications.

HSE&SR - means the Company's health, safety, environment and social responsibility department.

Location Requirements - means any country or location specific requirements or enhancements related to this Policy.

Living Accommodations - means all offshore living accommodations and any living accommodations provided by or for the Company and attached or associated with Company Business.

Medical Review Officer (MRO) - means a licensed physician who evaluates Testing results.

Medication - refers to a drug obtained legally, either over-the-counter or through a personal prescription from a licensed treating physician.

Near Miss - an event which could have resulted in serious harm to people or the environment, damage to property or loss of production.

POCT - means point of collection Testing.

Reasonable Grounds - has the meaning given to it in the Alcohol and Drug Testing procedures HR249 COP-03.

Rules of Work - specific rules and exemptions for Company Premises approved by management and amended from time to time.



Safety-Sensitive Position (SSP) - is a position in which an individual has a key and direct role in an operation where performance impacted by Alcohol and Drug use could seriously impact the health or safety of Employees, Contractors, the public or the environment. This category includes all Employees required to rotate through a safety-sensitive position, provide temporary relief in a safety-sensitive position, those who may perform the same duties from time to time or have significant ongoing responsibilities for decisions or actions (i.e. Supervisors/Managers) that are likely to affect safe operations. For further information see COP-02.

Safety-Sensitive Work Location (SSWL) - includes those parts of the Company's operations where there are operating hazards such that anyone working at the location, who is not Fit for Work, could seriously impact the health or safety of Employees, the public or the environment. For further information see COP-02.

SAP/SAE - means a substance abuse professional or substance abuse expert, which is an individual with knowledge of, and clinical experience in, the diagnosis and treatment of Alcohol and Drug related disorders.

Serious Incident - refers to a work-related incident that caused or had the potential to cause any of the following: serious injury; fatality; serious or major environmental incident or impact; significant or major loss or damage to vehicles, equipment or property; or serious or major loss of production or revenue. This includes a minor incident with significant potential for more serious consequences, and includes a Near Miss.

Supervisor/Manager - means an individual accountable for a particular Nexen facility, department or area, including positions that are directly responsible for the performance of individuals conducting Company Business.

Testing (Test) - refers to Alcohol Testing and Drug Testing, as applicable.

2. Objectives:

The objective of this Policy is to ensure the safety of all workers, the public and the environment and to minimize the risk of unsafe performance by Employees due to the use of Alcohol and Drugs.

3. Persons Affected:

All Employees are required to comply with this Policy while they are engaged in Company Business or while on Company Premises. All Employees will be treated fairly and with respect under this Policy.

Contractors, as individuals or as an organization, will be advised of this Policy and are expected to implement a policy or program which has standards at least as stringent as those set out in this Policy and associated COPs or, in the case of Contractors engaged in Canada or by a Nexen company subject to Canadian jurisdiction, as outlined in the Construction Owners Association of Alberta's Canadian Model (Canadian Model for Providing a Safe Workplace effective October 08, 2014, as updated and approved).

Additionally, Contractors engaged in, or by a Nexen company subject to the jurisdiction of, a location covered by Nexen Location Requirements must have policies or programs which have standards at least as stringent as applicable Nexen Location Requirements.

4. Policy:

This Policy is intended to outline the standards and expectations associated with Alcohol and Drug use and confirm the Company's commitment to safety and its commitment to minimize risk associated with its operations. This Policy is only one facet of an overall approach to safety and is part of the Company's overall approach to risk mitigation and risk management. This Policy may be supplemented by Location Requirements, Rules of Work or other applicable Company documentation.

4.1 Alcohol and Drug Work Rules/Standards

The following standards apply to all Company Business and Company Premises. Additional requirements or exceptions to this Policy are set out in COP-05, Location Requirements and Rules of Work. Employees:

- are prohibited from using, possessing, consuming, cultivating, manufacturing, distributing, dispensing, trading or offering for sale Alcohol, Drugs and Drug Paraphernalia when performing Company Business or on Company Premises;
- are prohibited from using, possessing, consuming or being under the influence of Alcohol or Drugs when operating a Company vehicle or vehicle rented for Company Business;
- must report to and remain Fit for Work at all times while on Company Premises, when performing Company Business and when designated on-call;
- must comply with requests for searches and Testing (Refer to HR249 COP-03 Alcohol and Drug Testing);
- must not adulterate, substitute or tamper with Testing samples;
- are prohibited from manufacturing, distributing, trading or offering for sale any Medications;
- are prohibited from inappropriately using Medications or possessing or using Medication which requires a personal prescription from a licensed treating physician and for which the Employee does not have a proper prescription from a treating physician;
- must use Medications in a safe, responsible and prescribed manner (refer to HR 249 COP-01 Medications); and
- must not use Alcohol or Drugs after a Serious Incident until Tested or advised by the Company that a Test is not required.

4.2 Implementation of Work Rules/Standards

This Policy does not reduce the need for effective performance management or eliminate the need for awareness, training and education. The Company will use a variety of methods to ensure all Employees are aware of their role in supporting this Policy.

This Policy outlines the importance of prevention and early identification of potential Alcohol and Drug problems. The Company will make information available to Employees on how to access help for Alcohol or Drug issues.

Nexen groups outside of Canada, who do not have Alcohol and Drug Location Requirements which outlines specific cut off levels and Testing procedures, must either:

- a) develop their own country specific Alcohol and Drug Location Guide; or
- b) follow the Canada Alcohol and Drug Location Guide.



4.3 Self-Referral

Employees are strongly encouraged to self-refer to EFAP, their Supervisor/Manager, HR representative or the Company's occupational health services department if they have Alcohol or Drug concerns. If any Employee requests assistance, prior to a request for a Test, for an Alcohol or Drug problem, a referral may be made to EFAP or an SAP/SAE.

The Employee will be expected to comply with any recommended treatment and After-Care programs.

4.4 Support During and After Treatment

In appropriate cases, Employees may be eligible for disability benefits while in treatment and recovery, provided they attend a treatment program and comply with all other plans and processes as required by the Company.

4.5 Alcohol and Drug Searches

The Company reserves the right to investigate any situation when there are Reasonable Grounds to believe that Alcohol, Drugs or Drug Paraphernalia are present on Company Premises in violation of this Policy. In some circumstances law enforcement agencies may be involved. The Company also reserves the right to conduct searches for Alcohol, Drugs and Drug Paraphernalia on Company Premises at any time and this may extend to an Employee's property.

Searches may be conducted randomly or on Reasonable Grounds and may include the use of sniffer dogs. Searches will be conducted or supervised by designated management personnel in accordance with applicable Location Guides Requirements or any policy or procedure adopted by the Company from time to time.

4.6 Testing

To support a safe work environment, the Company reserves the right to conduct Alcohol and Drug Testing. This includes pre-access, certification, Reasonable Grounds and post-incident Tests. Other forms of Testing, including random Testing may be required in some locations. Alcohol Testing and Drug Testing may also occur prior to returning to work and on an unannounced periodic basis as part of a return to work agreement.

Employees must report for and submit to Testing as required. Any Employee asked to undergo Alcohol Testing or Drug Testing will be provided with the reason for such a request. Alcohol and Drug concentration levels and limits are found in Location Requirements. For further details on Testing, including the consequences of failing to Test, refer to HR249 COP-03 Alcohol and Drug Testing and your Location Requirements, as applicable.

4.7 Confidentiality

Privacy of personal information will be maintained to the greatest extent possible. Limited disclosure may be necessary for performance management, to establish compliance with any return to work or substance relapse prevention agreement, for the administration of benefits or due to potential health and safety concerns. Further, information limited to the level of functionality



may be shared to the extent required for purposes of determining Fitness for Work, appropriate work accommodations or work re-entry initiatives.

5. Roles and Responsibilities:

The Company's Vice President, HR Programs & Corporate Administration will ensure that this Policy is maintained and supported in all areas of the Company's business.

The Company's corporate and divisional HSE&SR Supervisors/Managers will support the implementation of this Policy.

Employee responsibilities include:

- compliance with Nexen's H249 Alcohol and Drug Policy, related COPs, applicable Location Requirements and Rules of Work;
- assuming ownership of an Alcohol or Drug dependency by seeking professional assistance and making use of the counseling and treatment services made available by Nexen or through outside arrangements;
- cooperating fully during investigations of work related incidents;
- complying with treatment or rehabilitation programs aimed at improving job performance, eliminating safety risks and reintegrating into the Nexen workforce;
- notifying their Supervisor/Manager if they are aware or reasonably suspect another Employee or worker is not Fit for Work due to use of Alcohol or Drugs or misuse of Medications; and
- obtaining advice from a personal physician, pharmacist, qualified medical practitioner or a Company occupational health services professional as to whether any Medication will affect their ability to safely perform their duties or will otherwise render them not Fit for Work and report any concerns in this respect to their Supervisor/Manager or Nexen's occupational health services department to assist with decisions regarding modification of duties.

Nexen Supervisor/Manager responsibilities include:

- ensuring that HR249 is communicated to Employees;
- identifying Employee behavior and performance problems that may be linked to the use of Alcohol or Drugs or the misuse of Medications and notify Nexen's A&D Coordinator or HR Business Partner, as appropriate;
- ensuring that an Employee who is not Fit for Work is removed from Company Premises and HR or occupational health services has arranged for an assessment where appropriate
- following the Alcohol and Drug Testing process when there are Reasonable Grounds to believe that the conduct of an Employee is indicative of the use or after effects of Alcohol or Drugs; and
- ensuring that investigations of work related incidents are carried out in accordance with corporate incident investigative procedures, including the referral of Employees for Alcohol and Drug Tests, when required.

6. Compliance:

Failure to comply with this Policy may be grounds for discipline up to and including termination of employment for cause.

Policy deviations and enhancements must be approved by the Corporate Alcohol & Drug Coordinator and then authorized by the Vice President, HR and Corporate Services.



7. Codes of Practice:

- The following COPs should be read together with this Policy.
- HR 249 COP-01 Medications
 - HR 249 COP-02 Safety-Sensitive Positions (SSP) / Work Locations (SSWL)
 - HR 249 COP-03 Alcohol and Drug Testing
 - HR 249 COP-04 Return to Work
 - HR 249 COP-05 Permitted Uses of Alcohol
 - HR 249 COP-06 Prevention, Assistance, Rehabilitation & After-Care
 - HR 249 COP-07 Policy Violations
 - HR 249 COP-08 Testing Referrals and Requirements

Amendments or additions to this Policy require the approval of the Vice President, Human Resources and Corporate Services.

Amendments or additions to COPs require the approval of the Vice President, HR Programs and Corporate Administration and the VP HSE&SR.

8. Related Policies and Guidelines:

The following policies and guidelines enable implementation of this Policy.

Company-Wide

- A099 How We Work: Our Integrity Guide
- A105 Human Rights Policy
- A106 Privacy of Personal Information Policy
- A136 Health, Safety, Environment & Social Responsibility
- A161 Confidential Information
- HR100 People Strategy Policy
- HR217 Employee Relations Policy
- HR240 Performance and Career Management and Guide to Performance Improvement for Supervisors
- IT 201 Information Classification and Protection

9. Revision History:

DATE	REVISION #	DESCRIPTION OF CHANGE
December 15, 2014	4th Revision	Policy Updated
March 30, 2013	3rd Revision	Miscellaneous changes.
August 13, 2007	2nd Revision	Policy updated.
March 3, 2005	Policy Creation	New policy created and approved.



Code of Practice Name:	Medications
Code of Practice number:	COP-01¹
Associated Policy:	HR249
Approval Date:	July 2, 2014
COP Owner:	Alcohol and Drug Coordinator/Privacy Officer
COP Approver:	Vice President, Human Resource Programs and Corporate Administration Vice President HSE&SR

Purpose

This COP outlines Employee obligations for legitimate use of Medications while working on Company Premises or while conducting Company Business.

Medication Guidelines

Employees are expected to manage the legitimate use of prescription and over-the-counter Medications in consultation with their personal physician, pharmacist, qualified medical practitioner or a Company occupational health services professional.

Many Medications are known to cause side effects that could impact an Employee's ability to perform the duties of the job safely and acceptably. The degree of impact that a Medication may have on an individual varies according to the properties of the Medication, the dose and elapsed time since it was taken and if it was taken with other Medications, Alcohol or Drugs. As a result, it is difficult to predict what impact a Medication will have in a specific instance.

Employees using any Medication which they are aware could impact their ability to safely perform their job function must make its use known to their Supervisor/Manager or the Company's occupational health services department who may make reasonable inquiries to determine if an individual is Fit for Work or requires any workplace modification.

Obligation to Manage

Employees are responsible to investigate through their physician, pharmacist, qualified medical practitioner or a Company occupational health services professional to determine whether a Medication can affect the safe operation of vehicles or equipment of any kind or may otherwise impede their ability to perform their duties safely.

Practitioners who prescribe Medications known to have an effect on neuro-sensory, mental or physical functions have a responsibility to warn patients about the potential side effects of each Medication. However, some Medications that can be purchased without a prescription can pose similar risks. Employees are expected to:

- read Medication labels and accompanying leaflets carefully;
- consult with their personal physician, pharmacist, qualified medical practitioner or a Company's occupational health services to determine if use of the Medication will have any potential negative impact on job performance;
- report any instance where Medication has the potential to negatively impact safe job performance to the Company's occupational health services, before commencing work; and

¹ See Policy HR 249 – Alcohol and Drug for any terms used in this COP but not otherwise defined.



- take appropriate action to minimize safety risk by advising management or the Company's occupational health services of any need for modified duties if the Medication will affect their ability to work safely and acceptably.

Employees must also keep in mind that the underlying medical condition for which the Medication is taken may itself be hazardous, even when the symptoms are suppressed by the Medication. Occupational health services can take steps to determine if the Employee is safe to perform their duties and if work restrictions are necessary to ensure workplace safety.

Misuse of Medications

Employees must use Medications in a responsible and prescribed manner. Misuse of Medications is prohibited where it may result in an Employee being unfit for duty or not Fit for Work. Misuse includes, but is not limited to taking Medications:

- in excess of the prescribed or recommended amount;
- in less than the prescribed amount (for conditions that require a certain amount in order to control the condition);
- prescribed for someone else;
- other than for their intended purpose(s); and/or
- improperly (for example in combination with Alcohol or Drugs or in combination with other Medications).

Employee Deemed Not Fit for Work

An Employee deemed unfit for duty due to the required use of a Medication may be placed into an accommodated position and at the discretion of the Company's occupational health services and/or a HR representative, as agreed upon by the Supervisor/Manager.

Deemed unfit for duty may be due to a medical condition(s) or Medication(s) that could impact the health and safety of themselves or others on Company Premises. Where applicable, if the Employee is unable to actively work (perform all the usual and customary duties of his or her job in a safe manner) the Company's benefits department may be notified for purposes of disability management. For additional information, refer to Nexen's Policy HR-402, Other Absences.

In situations where an Employee may be unfit for duty or not Fit for Work, an Employee:

- a) may be monitored by the Company's occupational health services;
- b) will be responsible for complying with all Company policies and procedures including this Alcohol and Drug Policy and associated COPs; and
- c) if applicable, will be required to follow all terms and conditions of continued employment as set out in any return to work agreement.



Code of Practice Name: Safety Sensitive Positions (SSP) / Work Locations (SSWL)
Code of Practice number: COP-02²
Associated Policy: HR249
Approval Date: July 2, 2014
COP Owner: Alcohol and Drug Coordinator/Privacy Officer

COP Approver: Vice President, Human Resource Programs and
Corporate Administration
Vice President HSE&SR

Purpose

Employees in positions designated as a Safety-Sensitive Position or working at Safety-Sensitive Work Locations may be subject to additional rules.

Site HR representatives, HSE&SR Managers and other applicable Supervisors/Managers will be responsible for identifying and designating Safety-Sensitive Positions and Safety-Sensitive Work Locations.

To aid in the classification of SSPs and SSWLs, Supervisors/Managers should consider the potential detrimental impact on people (workers and public), the environment and assets when assessing the work activities and work environment. Supervisors/Managers should also consider the increasing probability and escalating severity of an actual or potential consequence.

Consumption of Alcohol

Subject to exceptions in Location Requirements and Rules of Work, anyone holding a Safety-Sensitive Position or working at a Safety-Sensitive Work Location cannot:

- possess any Alcohol on Company Premises
- report to duty without being Fit for Work;
- consume any Alcohol when on duty or on-call, including during meals or breaks; and
- return to duty after consuming any Alcohol including at a sanctioned social event.

An Employee holding a Safety-Sensitive Position or working at a Safety-Sensitive Work Location will be removed from duty and subject to Corrective Action up to and including termination for cause if any presence of Alcohol is identified through Testing or if such Employee is inappropriately in possession of Alcohol.

Hiring Process for SSPs and SSWLs – Existing Employees

Application Stage:

A position will be advertised referencing that it is an SSP or at a SSWL. If the Employee is already working in a Company SSP or at a Company SSWL, then pre-access Testing may not be required. However, if the Employee is not currently working in a Company SSP or at a Company SSWL then the Employee will be required to complete pre-access/certification Testing. The candidate will be reminded of the hiring process including the requirement to satisfactorily

² See Policy HR 249 – Alcohol and Drug for any terms used in this COP but not otherwise defined.



complete pre-access/certification Alcohol Testing and pre-access/certification Drug Testing where applicable.

Offer:

The preferred candidate will be given a conditional offer contingent on the successful completion of required items in the Company’s hiring process.

To successfully complete the process, a candidate must:

- complete and sign the required consent forms;
- submit to and successfully pass pre-access/certification Alcohol Testing and Drug Testing, which will be administered by a collection agent; and
- complete other hiring processes as may be required by the Company.

Testing Arrangements and Results:

Testing arrangements will be made by the Company.

During the Testing processes, non-negative results are reviewed by a MRO.

Test results will be communicated to the appropriate DER from the Testing agency indicating whether the candidate is compliant or non-compliant.

If results of any Alcohol Test or Drug Test are positive, then the candidate will be advised by a HR representative and the Company will proceed to an alternate candidate.

The unsuccessful applicant continues to have the right to apply for future positions, while the Company retains the right to select appropriate candidates.

The appropriate Supervisor/Manager supported by a HR representative will meet with an Employee who fails an Alcohol Test or Drug Test, as this is a Policy violation. The Policy violation process can be found in HR249 COP-07 Policy Violations.

Hiring Process for SSPs and at SSWLs – New External Hires

Application Stage:

The position will be advertised referencing that it is an SSP or at a SSWL. For interviews conducted, the candidate will be informed of the hiring process, including the requirement to satisfactorily complete pre-access Alcohol Testing and Drug Testing.

Offer:

The preferred candidate will be given a conditional offer contingent on the successful completion of all items in the Company’s hiring process.

Certification Process Steps:

To successfully complete the hiring process a candidate must:

- complete and sign the required consent forms;
- submit to and successfully pass pre-access/certification Alcohol Testing and Drug Testing; and
- complete other hiring processes as may be required by the Company.



Testing Arrangements and Results:

Testing arrangements will be made by the Company.

During the Testing processes non-negative results are reviewed by a MRO.

Test results will be communicated to the appropriate DER from the Testing agency indicating whether the candidate is compliant or non-compliant.

If results of any Alcohol Test or Drug Test are positive then the candidate will be advised by a HR representative and the Company will proceed to an alternate candidate.

Final Confirmation of Offer or Withdrawal of Offer:

An HR representative will call the candidate to orally confirm or withdraw the offer of employment based on the results of the certification process, including Testing.

If unsuccessful, the applicant continues to have the right to apply for future positions, while the Company retains the right to select appropriate candidates.



Code of Practice Name: Alcohol and Drug Testing
Code of Practice number: COP-03³
Associated Policy: HR249
Approval Date: July 2, 2014
COP Owner: Alcohol and Drug Coordinator/Privacy Officer
COP Approver: Vice President, Human Resource Programs and
Corporate Administration
Vice President HSE&SR

Purpose

This code of practice outlines Alcohol Testing and Drug Testing processes and procedures used by the Company.

The Company will conduct Alcohol Testing and Drug Testing in accordance with this Policy, COP-03 and any applicable Location Requirements. Testing may include but not be limited to:

- Reasonable Grounds Testing;
- post-incident Testing;
- pre-access or certification Testing as a condition of employment for a Safety-Sensitive Position or as a condition of site access to a Safety-Sensitive Work Location;
- in appropriate cases, as a condition of returning to work;
- unannounced periodic Testing as a condition of remaining at work including as part of a return to work agreement; and
- random Testing for Safety-Sensitive Positions or for Employees working at Safety-Sensitive Work Locations in accordance with applicable Location Requirements.

A positive Test result indicates non-compliance with this Policy or the Employee's return to work agreement as applicable. A Test result that is tampered with, substituted or adulterated is treated as non-compliant with this Policy. An invalid or inconclusive Test result cannot be relied upon to determine compliance or non-compliance and the Employee will be sent for further Testing.

Testing will be conducted by trained personnel in accordance with locally accepted standards and procedures. Depending on the work location, results may be reported to a DER, the Alcohol and Drug Coordinator, an Employee's HR representative or an HR recruiter and kept confidential and only disclosed on a need to know basis.

General Caution

The timing of Tests can substantially affect results. For example, Testing too long after an incident may fail to find substances that were present at the time of the incident and may in fact find substances consumed after the incident.

Cut-off Levels

The specific cut-off levels for Drug Tests are set out in the applicable Location Requirements.

³ See Policy HR 249 – Alcohol and Drug for any terms used in this COP but not otherwise defined.



Testing – General Information

Collection of specimens and administration of Alcohol Tests and Drug Tests will be performed by trained collection agents at designated collection sites. Chain of custody processes will be followed.

In post-incident and Reasonable Grounds Testing situations, samples will be collected as soon as possible after the triggering incident. Collection should take place no later than eight hours after the incident for an Alcohol Test and no later than thirty-two hours after the incident for a Drug Test.

All Employees who undergo Testing are required to sign a form to consent to the Testing and to acknowledge the accuracy of their personal information. The consent confirms the authenticity of the specimen(s) and authorizes the disclosure of the Test results to the Company.

Failure to Test

Employees, subject to applicable law, must comply with all reasonable requests for Testing. The following are violations of this Policy:

- failure to report directly for Testing;
- refusal to sign the Testing consent;
- refusal to submit to Testing;
- refusal or failure (without reasonable medical excuse) to provide an adequate sample;
- refusal to agree to the disclosure of the Testing result to the DER or other approved Employee;
- a confirmed attempt to adulterate, substitute or tamper with a Testing sample; and
- failure to report an incident which may require Testing.

An Employee who refuses to be Tested will be reminded that refusal to Test is a violation of the Company's Policy which constitutes grounds for Corrective Action up to and including termination for cause. An Employee must be given a short period of time to reconsider if they refuse to Test. Continued refusal is a breach of this Policy and the matter will be referred to HR.

Violations

In appropriate cases, before the Company makes a final decision regarding the discipline of an Employee who has failed an Alcohol Test or Drug Test, the Company may direct the Employee to meet with an SAP/SAE. The SAP/SAE will complete an initial assessment of the Employee and determine if the Employee is dependent on Drugs and/or Alcohol and the level of assistance recommended, if any. The SAP/SAE will supply a confidential written report of his or her recommendations to the Employee and to the Company.

The Company will determine the appropriate action, including any disciplinary measures. Failure of the Employee to attend the assessment or follow the recommended treatment program may be cause for termination of employment for cause.

Testing Process

The Company is using urine-based point of collection screen Testing (POCT) and methods outlined in Location Requirements. In circumstances, other than Reasonable Grounds, where a Test is negative, the Employee will return to work. If the Test is non-negative, the Employee will be held out of service until laboratory based confirmation Testing and an MRO review is complete.

In cases of Reasonable Grounds Testing, where a Test is negative, an Employee may be required to complete additional testing to determine fitness for duty.

Pre- Access or Certification Testing

Pre-access or certification Testing may be required as a condition of employment or prior to entry onto a work location. Refer to the appropriate Location Requirements for more details.

Reasonable Grounds Testing

Criteria for Reasonable Grounds Testing:

Supervisors/Managers or designated individuals involved in ordering Tests based on Reasonable Grounds are expected to exercise careful judgment, considering the particular circumstances of each case. Reasonable Grounds should always be based on objective facts and reasonable inferences drawn from these facts. Reasonable Grounds does not require certainty; however, mere hunches are not sufficient to meet this standard. The following criteria are illustrative and are not an exhaustive list and are listed for purposes of potential Reasonable Grounds Testing under this Policy only.

Reasonable Grounds includes, but is not limited to, the following single events or observed patterns of behavior:

- direct visual observation of, or credible information from one or more eyewitnesses about the apparent possession or consumption of Alcohol, Drugs or Drug Paraphernalia by an identifiable individual(s) in circumstances that appear to violate this Policy;
- discovery, through searches or otherwise, of Alcohol, Drugs or Drug Paraphernalia on Company Premises and in a location which can reasonably be associated with an identifiable Employee(s);
- an unexplained failure to follow safety rules or operating procedures; and
- direct visual observation of, or credible information from one or more eyewitnesses about any of the following physical or behavioural signs when an Employee is performing Company Business or on Company Premises (note that a Test based on Reasonable Grounds should not be invoked merely on the basis of subtle physical signs such as eye or skin colour, nasal congestion, etc.):
 - i) difficulty in maintaining normal balance and coordination;
 - ii) slurred speech;
 - iii) illogical or unrelated responses to questions or instructions;
 - iv) smell of Alcohol or Drugs;
 - v) unexplained sleeping, extreme drowsiness or loss of consciousness;
 - vi) erratic, disruptive or highly unusual behavior, including fighting or severe verbal altercations; or
 - vii) other physical and behavioral signs that would be consistent with Alcohol and Drug use.

A more complete checklist of signs and behaviours can be found in Location Requirements.

Determining Reasonable Grounds:

In all situations when there are grounds to believe an Employee is not Fit for Work the following procedures will be followed:

- the Employee will be escorted to a safe and private place, interviewed and given the opportunity to explain why he or she appears not to be Fit for Work;
- if the Employee's explanation is plausible, the Supervisor/Manager or designated individual will consult the appropriate Corrective Action or performance improvement and disciplinary guide and proceed with the appropriate steps;
- if the Employee's explanation is not plausible and/or the Supervisor/Manager or designated individual conducting the interview still believes the Employee is not Fit for Work and after consultation and agreement of a second level Supervisor/Manager, (e.g. immediate supervisor) the Supervisor/Manager or designated individual may take any of the following actions:
 - refer the Employee for medical attention if there are immediate medical concerns (to a health centre, local hospital or clinic);
 - refer the Employee for Alcohol Testing and/ or Drug Testing if there are Reasonable Grounds; and/or
 - search any areas that can be reasonably associated with the Employee, for Alcohol, Drugs and Drug Paraphernalia;
- if further medical attention or Testing is deemed appropriate, the Employee will be provided with transportation and escorted to the hospital/clinic/collection site, depending on the circumstances;
- once the decision is made to Test, the Employee must remain under direct supervision until the Test takes place. Employees that Test in this circumstance will be removed from duty until the investigation is complete. In appropriate cases, a fitness for duty assessment may also be required prior to the Employee returning to work; and/or
- if required, and upon completion of the fitness for duty assessment or Testing, the Employee will be transported to his or her place of residence or released into the care of another adult person.

Reasonable escort procedures will be set up at each Company Premises to address all situations where there are grounds to believe someone is not Fit for Work.

Authorization for Reasonable Grounds Test:

Supervisors/Managers or designated individuals need to approve a referral for an Employee to be Tested based on Reasonable Grounds. In situations where direct supervision is infrequent or impractical, local management should designate certain personnel to exercise this responsibility for each group of Employees. A Supervisor/Manager does not need to be physically present at the same location in order to authorize a Test based on Reasonable Grounds. They may confer via phone or electronic media. They do not need to have personally witnessed the events which prompt the Test but they have an obligation to assess the credibility of evidence from other sources before taking action.

Documentation of Reasonable Grounds Test:

Supervisors/Managers or designated individuals must document the Reasonable Grounds criteria as part of the preliminary investigation into whether a Test is warranted, noting the date, time,



factual circumstances, names of other authorizing persons, any witnesses or any other relevant information. It is particularly important to note the dates and times of events together with previous relevant discussions or referrals.

The Reasonable Grounds Referral Form must be used to document the basis for a Test. In order for Testing to occur, this form must be completed and authorized by a Supervisor/Manager, duty manager or site shift manager. A copy of this form must be submitted to Nexen's Alcohol and Drug Coordinator.

Timing for Reasonable Grounds Test:

Timing is important in conducting Tests based on Reasonable Grounds. A decision to Test must be made as soon as possible after the events giving rise to Reasonable Grounds occurred. All breath Alcohol Tests and all Drug Tests must be completed as soon as possible after a decision to Test has been made, and in any event no later than 8 hours in the case of an Alcohol Test and 32 hours in the case of a Drug Test. If the events giving rise to Reasonable Grounds occur toward the end of a shift, the Supervisor/Manager must keep the Employee at work, for a reasonable period of time for the investigation and Testing. Overtime, if applicable, will be paid.

Where Testing occurs more than four hours from the time of the determination of Reasonable Grounds, written documentation must be provided with the reason for the delay.

Test Procedures for Reasonable Grounds Tests:

The Supervisor/Manager ordering the Test will arrange for the Employee to be escorted promptly to the closest designated collection site. The Employee must be kept under observation at all times until Tested.

Post-Incident Testing

Employees may be subject to post incident Testing for Alcohol and Drugs after a Serious Incident. The purpose of this type of Testing is to determine whether Alcohol or Drugs was a possible contributing factor in a Serious Incident or to eliminate Alcohol or Drugs as a cause of a Serious Incident.

As a general practice, post incident Testing is conducted after all Serious Incidents. It is not necessary to conduct a post incident Test if there is clear evidence that the acts or omissions of an Employee could not have been a contributing factor (i.e. obvious structural failure, environmental factors such as extreme weather conditions) or Alcohol and Drugs can be definitively ruled out as contributing factors.

Employees are expected to report a situation to their immediate Supervisor/Manager as soon as possible after the incident occurs and are expected to participate fully in any subsequent investigation. Failure to report an incident is a violation of Company policies, including this Policy.

The following procedures apply:

- The decision to refer an Employee for Testing will be made by the Supervisor/Manager investigating the incident and with the agreement of a second level Supervisor/Manager. These individuals are expected to exercise careful judgment in deciding when to conduct a Test for Employees
- The decision for Testing must be made as soon as possible after the Serious Incident.
- Employees referred for Testing will only be those who are identified as having been directly involved in the chain of acts or omissions leading up to the Serious Incident.



- Arrangements for Testing should be made as soon as possible unless it is impossible because medical attention is required.
- Alcohol Testing must be conducted as soon as reasonably possible and at a maximum of within 8 hours of the Serious Incident.
- Drug Testing must be conducted as soon as reasonably possible and at a maximum of within 32 hours of the Serious Incident.
- Testing must be documented as part of the preliminary investigation as soon as practical after the Serious Incident.
- Employees who are to be sent for Testing must not use Alcohol or Drugs until after the Testing has been completed or they are advised that Testing is not required.

In the case of a minor incident without potential to cause serious or major consequences, Testing should not occur unless it is based on the criteria for Reasonable Grounds Testing.

Authorization for Post Incident Test:

All post-incident Tests require the approval of a Supervisor/Manager, duty manager or site shift manager. The authorizing individuals do not need to personally witness the Serious Incident or be physically present at the site of the Serious Incident. However, each has an obligation to make a reasonable assessment of the need for a Test.

Documentation of Post Incident Test:

An authorizing individual must document the basis for a decision to Test following a Serious Incident:

- the date and time;
- factual circumstances/reasons to Test;
- names of involved Employees and witnesses;
- any other relevant information; and
- decision to Test or not to Test.

Notes shall be taken of any unusual Employee behavior around the time and place of the Serious Incident (e.g. failure to report the Serious Incident promptly, attempting to leave the scene without permission other than to call for help) and any lack of cooperation with the Test procedure or other aspects of the Serious Incident investigation.

The Post Incident Referral Form must be used to document the basis for a Test. This form must be completed and authorized by a Supervisor/Manager, duty manager or site shift manager. A copy of this form must be submitted to Nexen's Alcohol and Drug Coordinator.

Timing for Post Incident Tests:

Timing is important in conducting post-incident Tests. The first priority in a post-incident situation is to provide first aid or medical aid as required and to ensure that the scene is properly secured to avoid further damage, abnormal discharge or destruction of evidence. Once this is done, a decision must be made on the need for a post-incident Test.

The basis for the decision to Test or not to Test must be documented and all Testing must be completed as soon as is practical during the shift that the incident occurred. If the incident occurs toward the end of the shift, the Supervisor/Manager must keep the Employee at work, but only for a reasonable period of time for the investigation and Testing. Overtime, if applicable, will be paid.



Test Procedures for Post Incident Tests:

The Supervisor/Manager ordering the Test will arrange for the Employee to be escorted promptly to the closest, designated collection site. The Employee must be kept under observation at all times until Tested. An Employee should only be Tested if his or her health permits; medical attention should always be a priority. Where Testing has been approved for an Employee who is being transported to a hospital, Testing should be completed as soon as the Employee is deemed to be fit to be Tested.

Random Testing

Employees may, in some locations, be subject to random Testing for Alcohol and Drugs in accordance with Location Requirements.

Return to Work and Unannounced Periodic Testing

Employees may be required to undergo a return to work Test and ongoing unannounced periodic Testing as part of remaining at work including as part of a return to work agreement.

Collection and Results

Testing will be conducted by a certified collection agent using approved collection devices. Appropriate chain of custody protocols will be utilized. All POCT Tests will be sent for laboratory based follow-up.

Alcohol Tests will be administered by a calibrated breathalyzer with a printout of Test results.

Non-Negative Drug Test Results

If the POCT Drug Test result is non-negative the Employee will be removed from the site (arrangements for transportation by the HR representative or delegate must be made) pending confirmation Testing at a laboratory and a review by a MRO.

Confirmed, laboratory based, non-negative Test results will be reviewed by a MRO who will discuss the results with the Employee in an effort to determine whether a non-negative Test could have resulted from the legitimate use of Medications or other medical explanations. The Employee concerned will be given an opportunity to explain the finding to the MRO who will then determine whether the result will be reported to the Company as a negative or a verified positive.

For the purpose of this Policy, 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 country in which the Employee is working.

In the case of a verified positive Drug Test result conducted in accordance with this Policy, the Employee who has been Tested may request the MRO 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 a second confirmed positive Test is reported, the person who requested the second analysis is responsible for reimbursing the Company for the associated costs.

Any positive Test result will be considered a violation of this Policy and may be grounds for Corrective Action up to and including termination of employment for cause.



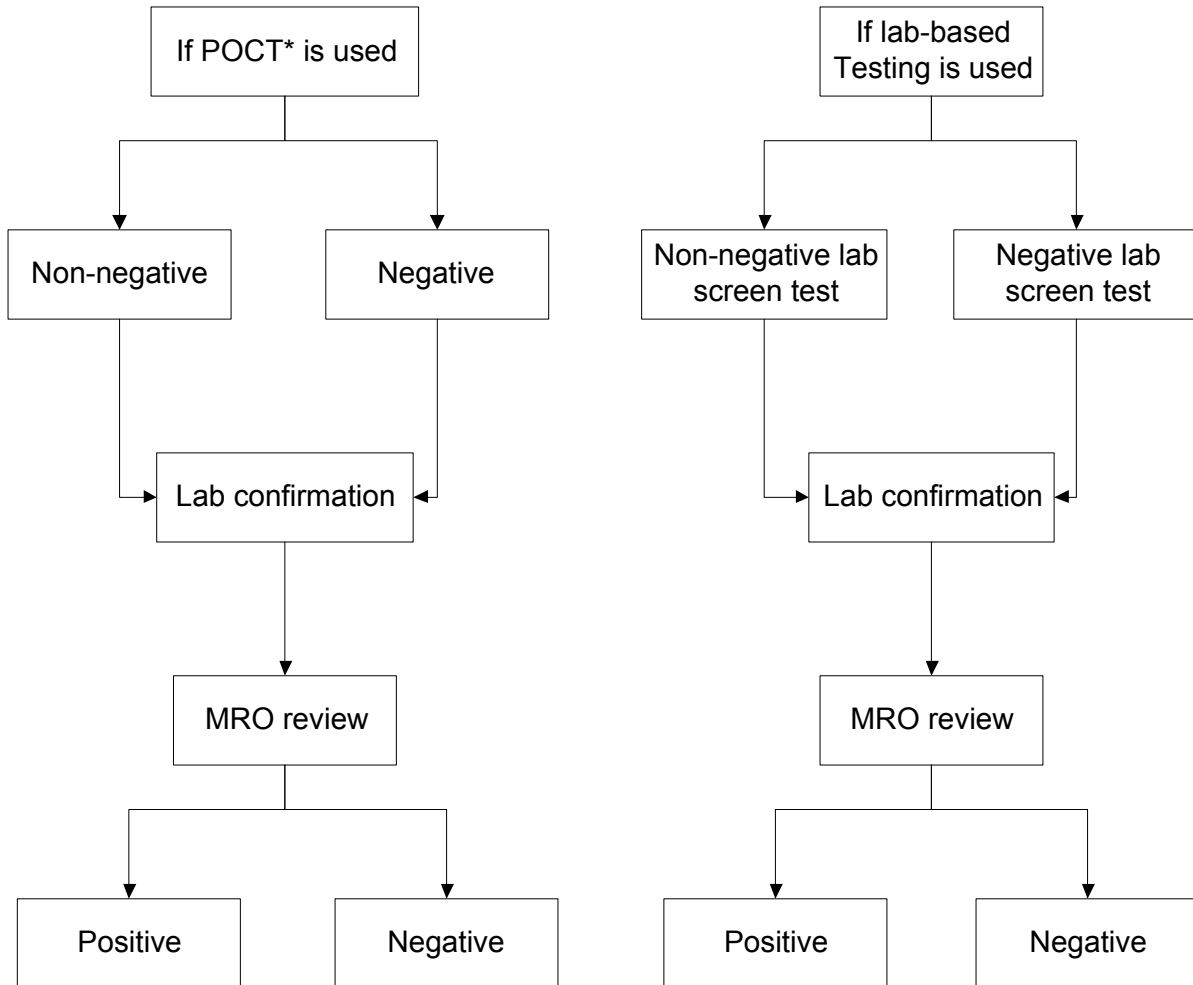
Negative Drug Test Results

If the POCT Drug Test result is negative, the Employee will be returned to work if he or she is deemed to otherwise be Fit for Work. The specimen will be sent for laboratory based follow-up Testing to confirm a negative result.

Positive Alcohol Test Result

If the breath Alcohol Test result is .04 or greater the Employee will be sent home (arrangements for transportation by the HR representative or delegate must be made). The DER and HR representative will determine next steps. The Employee may be subject to Corrective Action up to and including termination of employment for cause.

Test Results Process



*POCT Tests are sent for lab confirmation Testing

Non-negative results – Employee held out of service

Negative results – Employee returned to work if deemed otherwise fit for duty



Code of Practice Name: Return to Work
Code of Practice number: COP-04⁴
Associated Policy: HR249
Approval Date: July 2, 2014
COP Owner: Alcohol and Drug Coordinator/Privacy Officer
COP Approver: Vice President, Human Resource Programs and
Corporate Administration
Vice President HSE&SR

Purpose

This COP outlines the requirements for an Employee to return to work after an Alcohol and Drug Policy breach or following self-disclosure for Alcohol and/or Drug issues.

Employee with a Substance Use Disorder

An Employee with a substance dependence disorder and who has:

- successfully completed an approved treatment program;
- received medical certificate clearance, satisfactory to the Company, confirming Fitness for Work with or without restrictions,

may be returned to work but will be required to:

- a) pass an Alcohol Test and Drug Test;
- b) sign an appropriate return to work agreement; and
- c) agree to continue with aftercare follow-up and compliance monitoring including ongoing unannounced periodic Testing.

An Employee in a Safety-Sensitive Position or working at a Safety-Sensitive Work Location may be required to comply with additional measures.

Employee that is Non-Dependent

An Employee that is non-dependent, whose employment is not terminated and is deemed to be Fit for Work, may be returned to work but will be required to:

- a) pass an Alcohol Test and Drug Test;
 - b) sign an appropriate return to work agreement; and
- agree to compliance monitoring including ongoing unannounced periodic Testing.

⁴ See Policy HR 249 – Alcohol and Drug for any terms used in this COP but not otherwise defined.



Code of Practice Name:	Permitted Uses of Alcohol
Code of Practice number:	COP-05⁵
Associated Policy:	HR249
Approval Date:	July 2, 2014
COP Owner:	Alcohol and Drug Coordinator/Privacy Officer
COP Approver:	Vice President, Human Resource Programs and Corporate Administration Vice President HSE&SR

Purpose

This COP applies to the use of Alcohol while on Company Premises or while performing Company Business.

Guidelines

Social Functions:

Social events or functions include but are not limited to holiday and retirement functions, organized luncheons and dinners, dances, golf tournaments, receptions and hospitality suites, including events hosted by an Employee social club that are subsidized by the Company.

The following guidelines do not apply to non-Company Business social activities among Employees or between Employees and business contacts or members of the community. However, it is expected that all social activities, which could reasonably be associated with the Company, will be conducted with propriety.

Subject to the requirements of this Policy, the use of Alcohol in conjunction with any Company social event may be permitted on or off of Company Premises, provided: (a) it has first been approved by management of the hosting department; (b) an accountable Employee for the event has been designated (the "Accountable Manager"); and (c) the event is conducted in accordance with the following guidelines:

- dependent upon the size and formality of the function:
 - servers must work at each event and/or supervise the use of untrained servers;
 - a designated individual must ensure appropriate permits are obtained;
 - appropriate opening and closing times, food and beverage arrangements must be observed, etc.; and
 - bars must be attended at all times;
- in all situations:
 - Alcohol will not be served to individuals who appear to be intoxicated;
 - reasonable steps will be taken to prevent abusive or unsafe behavior;
 - SSPs are prohibited from consuming any Alcoholic beverage when on duty or on-call;
 - all reasonable steps will be taken to prevent an apparently intoxicated attendee from driving after the function;
 - alternate transportation or accommodation will be provided; and
 - the appropriate authorities will be contacted if an incident occurs or an attendee disregards advice and attempts to drive in an intoxicated state;

⁵ See Policy HR 249 – Alcohol and Drug for any terms used in this COP but not otherwise defined.

- responsible serving practices will be followed and include:
 - providing food and non-Alcoholic drinks, including coffee and tea before, during and 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; and
- other exemptions that may be outlined in Location Requirements and Rules of Work.

The Accountable Manager will be responsible for:

- leading by example;
- ensuring that events are managed in a way that all reasonable steps have been taken to avoid the potential for incidents, including identifying and eliminating potentially harmful situations; and
- ensuring events are managed in a manner consistent with this Policy.

Any hosting situation that results in inappropriate behaviour or risk to the health and safety of attendees or the community may result in Corrective Action up to and including termination for cause, a review of how these guidelines were applied and the development of active steps to ensure the problems do not occur again.

Post-Work:

Subject to exceptions found in Location Requirements and Rules of Work, Employees are not prohibited from having Alcohol after the work day, while on travel, after a training course or seminar or in any other similar business-related situations, provided:

- the formal business or training is complete;
- they use Alcohol responsibly;
- they will not be operating a Company vehicle or equipment; and
- they are able to report for duty, as required by their job requirements and be Fit for Work in compliance with the standards set in this Policy.

Business Lunch or Dinner:

Generally, consuming Alcohol at a business lunch or business dinner is not encouraged. Notwithstanding, subject to exceptions found in Location Requirements and Rules of Work, Employees that are not in SSP or who work at a SSWL are not prohibited from consuming a reasonable amount of Alcohol at a business lunch or business dinner as long as the Employee will not be operating a Company vehicle, including a rental vehicle, or equipment following the consumption of Alcohol.

Consistent with the above, if Alcohol is made available to guests of the Company in the course of conducting business, Employees are considered on duty and expected to act in accordance with this Policy.

Alcohol in Camps and at Work Sites:

Employees are subject to Alcohol rules found in Location Requirements and Rules of Work. Generally, use of Alcohol and Drugs is prohibited in Nexen camps and other Company Premises. Notwithstanding, use of Alcohol at a Nexen licensed facility, if applicable, is permitted provided any rules associated with such facility are followed.



On-Call / Designated Call in Situations:

All Employees who are designated on-call must remain Fit for Work in compliance with this Policy and Company standards. If an Employee is on-call but not Fit for Work he or she must decline the call in and must report the failure to call in to their Supervisor/Manager.

Unscheduled Call-outs or Emergency Response List:

An Employee contacted for an unscheduled call-out or emergency response for which the Employee is not on-call must defer responding to the call if the Employee would be in non-compliance with Policy (including COPs) limits or the Employee is otherwise not Fit for Work.



Code of Practice Name: Prevention, Assistance, Rehabilitation & After-Care
Code of Practice number: COP-06⁶
Associated Policy: HR249
Approval Date: March 31, 2014
COP Owner: Alcohol and Drug Coordinator/Privacy Officer
COP Approver: Vice President, Human Resource Programs and
Corporate Administration
Vice President HSE&SR

Purpose

This COP outlines the importance of prevention and early identification of potential Alcohol and Drug related issues.

Prevention

The Company will make information available on the process to access assistance for an Alcohol or Drug related issue. As well, the Company has a process in place for job performance monitoring. Through this process, any Employee with performance concerns will be informed of the concerns and guided to access assistance should a personal problem be affecting his or her job performance, including one related to Alcohol and Drug issues.

Assessment/Rehabilitation

Prevention and early identification of potential Alcohol and Drug problems is important. The Company will make information available to Employees on how to access help for Alcohol or Drug issues.

Employees who come forward voluntarily for help with an Alcohol or Drug problem, for example through their Supervisor/Manager or occupational health services, may be referred for a professional assessment with a SAP/SAE. Arrangements for an assessment will be made as soon as possible and it is mandatory that the Employee go to the assessment at the appointment time. They may be held out of service with pay until the fitness for duty assessment and return to work process is completed.

Responsibilities

Employees should understand that accessing assistance or declaring a problem does not eliminate the requirement for maintenance of safe and acceptable performance levels. Any warranted discipline and/or Testing will not be avoided by a request for assistance with a problem or by disclosure that the Employee is already involved in a treatment program.

Where a medical professional, SAP/SAE, other counseling professional or the Company's occupational health services department advises that an Employee's Fitness for Work is in question; the Employee may be precluded from being on Company Premises or a medical work modification may be issued and the Employee may be assigned to alternate duties if available and at the discretion of the Company.

⁶ See Policy HR 249 – Alcohol and Drug for any terms used in this COP but not otherwise defined.



Treatment and After-Care

Employees who complete any required treatment (e.g. residential, out-patient or other appropriate treatment) for Alcohol and/or Drug problems may be required to participate in an After-Care program when returning to work in order to help them maintain recovery. Such Employees will be expected to enter into a return to work agreement which will outline the conditions governing their return to work and the conditions relating to their ongoing attendance at work and the consequences for failing to meet those conditions.

Employees will be supported through a treatment and After-Care program consistent with the SAP/SAE's recommendations. Compliance with any recommended treatment may be required before returning to work and compliance with an After-Care program is mandatory to return to work. This After-Care program will be set out in a return to work agreement with the Employee.



Code of Practice Name: Policy Violations
Code of Practice number: COP-07⁷
Associated Policy: HR249
Approval Date: July 2, 2014
COP Owner: Alcohol and Drug Coordinator/Privacy Officer
COP Approver: Vice President, Human Resource Programs and
Corporate Administration
Vice President HSE&SR

Consequences for Failure to Comply

Any violation of the provisions of this Policy may result in Corrective Action up to and including termination of employment for cause. In all situations, an investigation will be conducted and documented to verify that a Policy violation has occurred. Management has the authority and discretion to suspend any individual who is believed to be involved in an incident pending the results of the investigation, subject to applicable laws and Company policies. The appropriate action in a particular case depends on the nature and severity of the Policy violation and the circumstances surrounding the situation.

Should the Company determine that employment will be continued in a specific circumstance, the individual may be required to enter into a return to work agreement with the Company governing his or her continued employment. This agreement may include any or all of the following actions, or any other condition appropriate to the situation:

- temporary removal from his or her position;
- initial and continued assessment by a SAP/SAE to determine the need for a structured treatment program and to monitor its progress;
- adherence to any recommended treatment, monitoring and After-Care program;
- maintenance of sobriety and satisfactory performance upon returning to work;
- successful completion of return to work Testing;
- ongoing unannounced periodic Testing for a period determined on a case by case basis;
- prohibition of any further violations of this Policy; and/or
- any other actions or conditions deemed appropriate by the Company.

Failure to meet the requirements of the return to work agreement during the monitoring period may be grounds for termination of employment for cause.

Verification of a Policy Violation

An investigation must be conducted to verify that a violation of this Policy has occurred before the consequences of the violation can be determined. In some cases, verification is straightforward, such as when an MRO has confirmed a positive, definitive Drug Test. In other cases, it may be necessary to interview the Employee(s) concerned (including any witnesses) or take other reasonable measures to verify the facts. In all cases, the Employee must be given an opportunity to explain his or her version of the events. Supervisors/Managers are encouraged to consult with the Alcohol and Drug Coordinator, HR Manager and legal counsel where cases are of a complex

⁷ See Policy HR 249 – Alcohol and Drug for any terms used in this COP but not otherwise defined.



nature. Investigations will be conducted in a respectful, confidential manner in accordance with Company practice.

Eligible Employees will be sent home on management directed time off with pay, pending completion of the investigation into a possible violation of this Policy, including while waiting for an MRO-confirmed definitive Drug Test result from the laboratory.

Documentation of Corrective Action

In all cases where discipline is administered under this Policy, the specific sanction and the circumstances giving rise to it (the parts of the Policy violated and the key facts with respect to how they were violated) must be documented on the Employee's personnel profile.



Code of Practice Name: Testing Referrals and Requirements
Code of Practice number: COP-08⁸
Associated Policy: HR249
Approval Date: July 2, 2014
COP Owner: Alcohol and Drug Coordinator/Privacy Officer
COP Approver: Vice President, Human Resource Programs and
Corporate Administration
Vice President HSE&SR

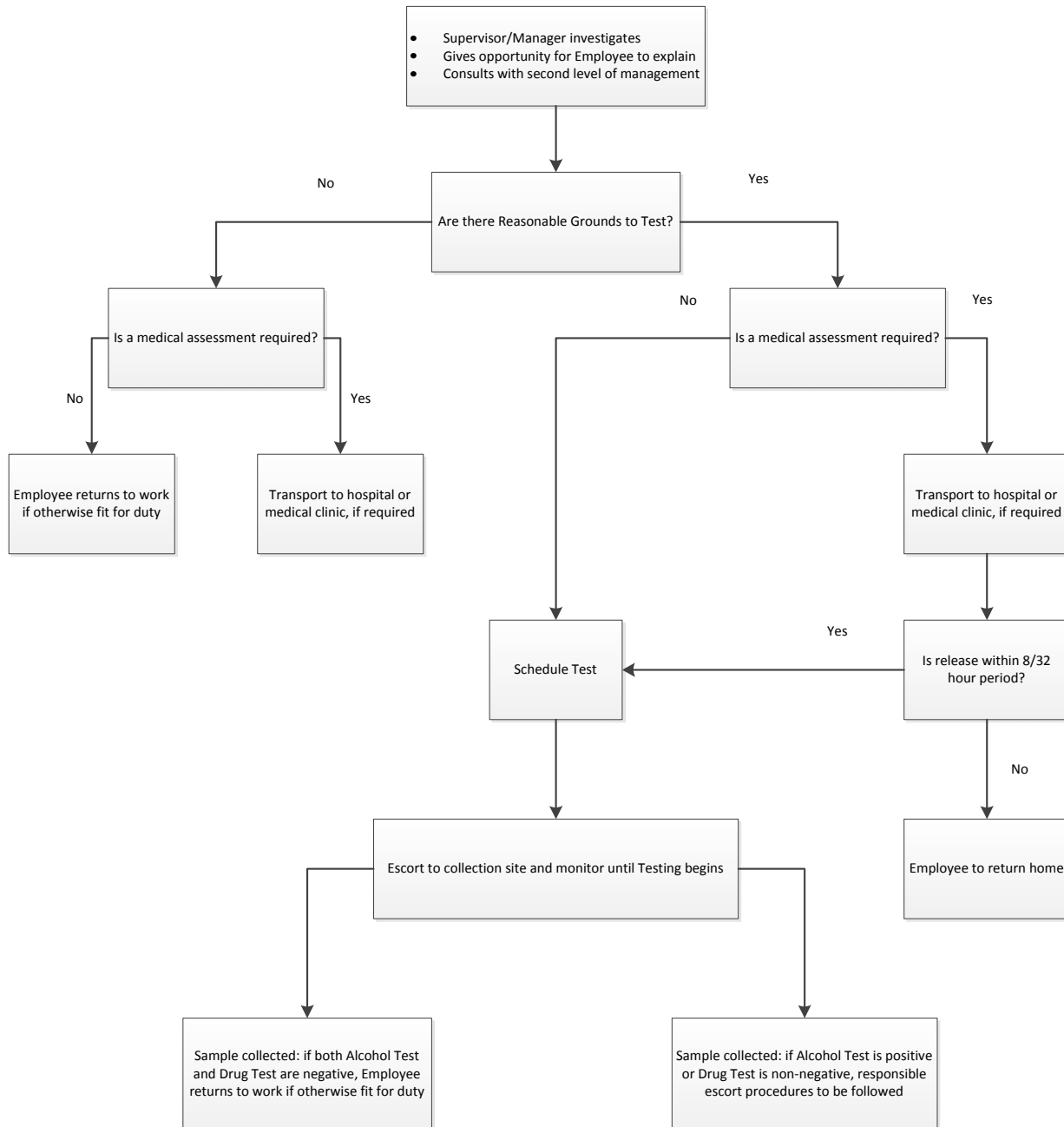
The following checklists and forms are provided for quick reference:

- A. Flowchart: Fit for Work Procedures
- B. Checklist: Reasonable Grounds Testing Referrals
- C. Reasonable Grounds Referral Form
- D. Flowchart: Post-Incident Procedures
Post Incident Referral Form

⁸ See Policy HR 249 – Alcohol and Drug for any terms used in this COP but not otherwise defined.

A. FIT FOR WORK PROCEDURES

Identifying Fitness for Work (Situation must be investigated)



B. REASONABLE GROUNDS TESTING REFERRALS

Instructions for use:

1. Testing is required when there are Reasonable Grounds to believe an individual is not Fit for Work due to Alcohol or Drug use.
2. If a Supervisor/Manager believes Reasonable Grounds exist, he or she must consult with another member of management regarding a decision to Test.
3. Supervisors/Managers should use the following checklist in determining if Reasonable Grounds exist.
4. Once a decision to Test is made, the Supervisor/Manager must do the following:
 - inform the individual that they are being referred for an Alcohol Test and/or Drug Test;
 - explain to the individual why they are being referred for an Alcohol Test and/or Drug Test;
 - make arrangements for Testing as soon as possible; and
 - arrange for an escort to the collection site and have someone monitor the individual until the Testing process has been completed.
5. This form must be completed and securely sent to the Company's Alcohol & Drug Coordinator.

NOTE: When ordering a Test based on Reasonable Grounds, Supervisors/Managers must exercise careful judgment, considering the particular circumstances of each case. Reasonable Grounds should always be based on objective facts but does not require certainty.

QUESTIONS	YES	NO	QUESTIONS	YES	NO
1. Smell of Alcohol or Drugs?	<input type="checkbox"/>	<input type="checkbox"/>	7. Skin Color: Pale?	<input type="checkbox"/>	<input type="checkbox"/>
2. Speech: Slurred?	<input type="checkbox"/>	<input type="checkbox"/>	Flushed?	<input type="checkbox"/>	<input type="checkbox"/>
Confused?	<input type="checkbox"/>	<input type="checkbox"/>	8. Excessive perspiration?	<input type="checkbox"/>	<input type="checkbox"/>
Fragmented?	<input type="checkbox"/>	<input type="checkbox"/>	9. Bloodshot eyes?	<input type="checkbox"/>	<input type="checkbox"/>
Slow?	<input type="checkbox"/>	<input type="checkbox"/>	10. Dilated pupils?	<input type="checkbox"/>	<input type="checkbox"/>
Unusually soft?	<input type="checkbox"/>	<input type="checkbox"/>	11. Pinpoint pupils?	<input type="checkbox"/>	<input type="checkbox"/>
Unusually loud?	<input type="checkbox"/>	<input type="checkbox"/>	12. Traces of Alcohol in any containers?	<input type="checkbox"/>	<input type="checkbox"/>
3. Disorientation - Is the Employee confused about: Where he or she is?	<input type="checkbox"/>	<input type="checkbox"/>	13. Confession that Employee: Was drinking Alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
What day it is?	<input type="checkbox"/>	<input type="checkbox"/>	Ingesting Drugs?	<input type="checkbox"/>	<input type="checkbox"/>
What time it is?	<input type="checkbox"/>	<input type="checkbox"/>	May not be able to pass Test	<input type="checkbox"/>	<input type="checkbox"/>
4. Apparent inability to focus on work?	<input type="checkbox"/>	<input type="checkbox"/>	14. Presence of substances with appearance of Drugs?	<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"/>	Drug Paraphernalia?	<input type="checkbox"/>	<input type="checkbox"/>
6. Lack of motor coordination?	<input type="checkbox"/>	<input type="checkbox"/>	15. Smell of marihuana?	<input type="checkbox"/>	<input type="checkbox"/>

QUESTIONS	YES	NO	Other Signs or Explanation
16. Mood:			
Belligerent?	<input type="checkbox"/>	<input type="checkbox"/>	
Moody?	<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"/>	
17. Weariness, fatigue or exhaustion?	<input type="checkbox"/>	<input type="checkbox"/>	
18. Deteriorating physical appearance?	<input type="checkbox"/>	<input type="checkbox"/>	
19. Yawning excessively?	<input type="checkbox"/>	<input type="checkbox"/>	
20. Blank stare or expression?	<input type="checkbox"/>	<input type="checkbox"/>	
21. Sudden and/or unpredictable change in energy level?	<input type="checkbox"/>	<input type="checkbox"/>	
22. Unusually energetic?	<input type="checkbox"/>	<input type="checkbox"/>	
23. Shaking or trembling of hands?	<input type="checkbox"/>	<input type="checkbox"/>	
24. Sunglasses worn at inappropriate times?	<input type="checkbox"/>	<input type="checkbox"/>	
25. Change in appearance after lunch / break?	<input type="checkbox"/>	<input type="checkbox"/>	
26. Breathing difficulties?	<input type="checkbox"/>	<input type="checkbox"/>	
27. Needle marks on arms?	<input type="checkbox"/>	<input type="checkbox"/>	

First Authorizing Person:

Second Authorizing Person:

(Print Full Name)

(Print Full Name)

(Signature)

(Signature)

(Date)

(Date)

Forward, Reasonable Grounds Checklist and Reasonable Grounds Referral Form, securely to Nexen's Alcohol & Drug Coordinator at nexenadpolicy@nexencnooltd.com



- Employee agrees to be Tested
- Employee refuses to be Tested (see below)

If the Employee refuses to be Tested the following must be read to him or her:
“Be advised that refusal to Test is a breach of Nexen’s HR249 Alcohol and Drug Policy and will lead to Corrective Action up to and including termination for cause. Do you understand the consequences of refusing to Test?”

Employee response: Yes No

If the Employee refuses to be Tested, arrangements must be made to have him or her safely removed from the Company Premises and his or her HR representative must be advised of the Policy breach.

I _____ have read the above statement to _____
(Supervisor/Manager) *(name of individual)*

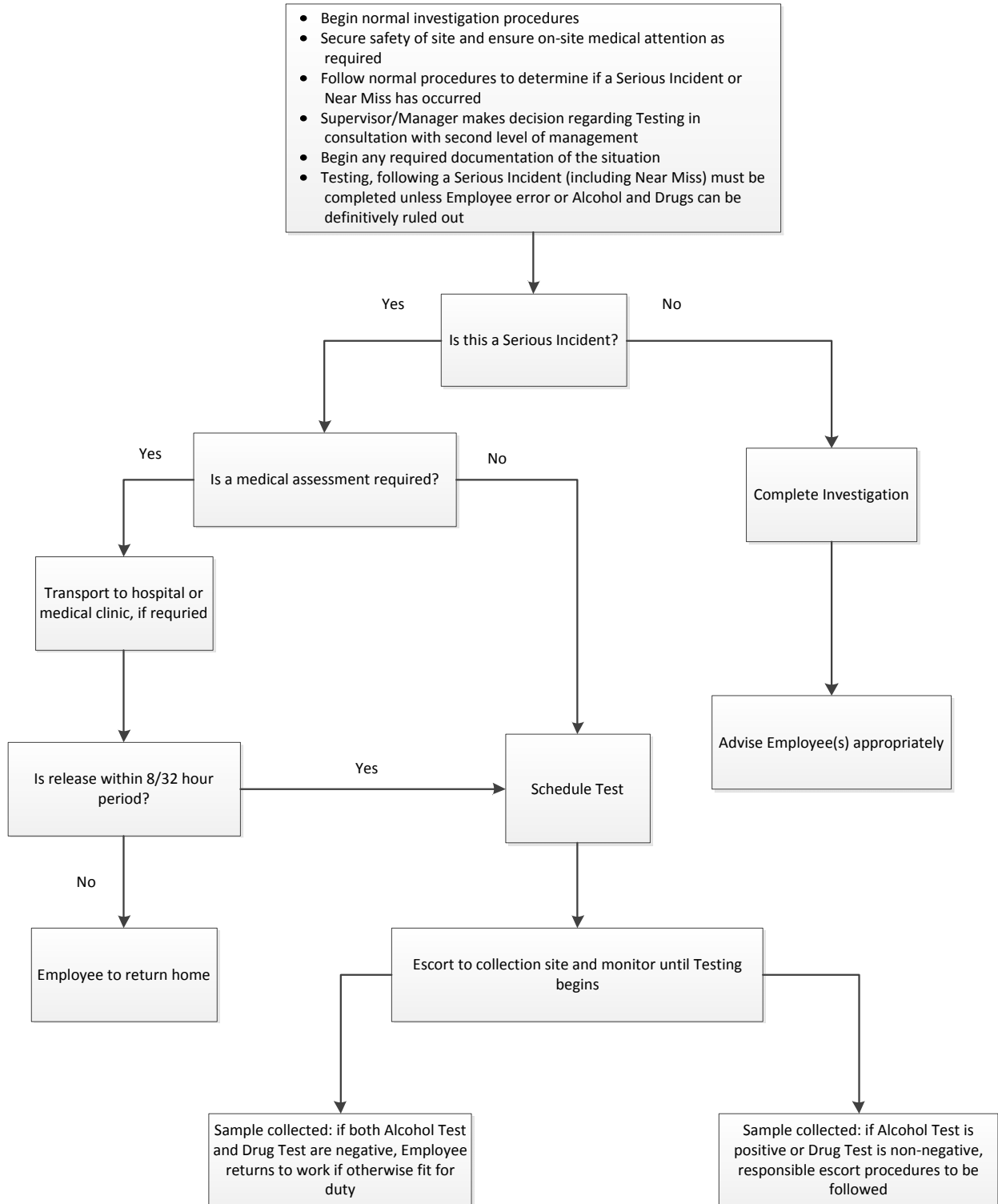
and he/she has refused to be Tested.

Signature of Supervisor/Manager *Signature of Witness*

Date and Time *Date and Time*

Forward Reasonable Grounds Referral Form securely to Nexen’s Alcohol & Drug Coordinator at nexenadpolicy@nexencnoocld.com

D. POST- INCIDENT PROCEDURES





- Employee agrees to be Tested
- Employee refuses to be Tested (see below)

If the Employee refuses to be Tested the following must be read to him or her:
“Be advised that refusal to Test is a breach of Nexen’s HR249 Alcohol and Drug Policy and will lead to Corrective Action up to and including termination for cause. Do you understand the consequences of refusing to Test?”

Employee response: Yes No

If the Employee refuses to be Tested, arrangements must be made to have him or her safely removed from the Nexen Premises and his or her HR representative must be advised of the Policy breach.

I _____ have read the above statement to _____
(Supervisor/Manager) *(name of individual)*

and he/she has refused to be Tested.

Signature of Supervisor/Manager

Signature of Witness

Date and Time

Date and Time

Forward Post Incident Referral Form securely to Nexen’s Alcohol & Drug Coordinator at nexenadpolicy@nexencnoocld.com