



Employee Conduct and Discipline Policy

To maintain a safe and productive workplace, all employees of Terra Walker Drilling are expected to abide by the following guidelines related to personal conduct.

Respect for all other people is paramount in our workplaces. All employees are expected to treat co-workers, supervisors, clients and other members of the general public with respect and dignity. All employees will act and dress professionally while performing their duties and/or representing Terra Walker Drilling interests outside of the workplace.

Employees and managers of Terra Walker Drilling are expected to be familiar with and adhere to all company policies and procedures at all times. All employees are expected to perform their duties safely, to the best of their abilities, and in a manner that does not obstruct or hinder any other employee from effectively performing their duties.

Terra Walker Drilling believes in a constructive approach to discipline and corrective action in order to ensure that actions or behaviours that would endanger safety of others, interfere with our operational goals, or be disrespectful of others are not continued. In general, a first infraction will result in a verbal warning being given to the employee, a second infraction will result in a written warning, and a third offence may be grounds for dismissal. Some offences may be so serious that a verbal warning is forgone, and a written warning or immediate dismissal may occur after the first offence.

In all matters of discipline and termination of employment, the site manager's decision shall be considered final. Any employee subject to disciplinary action resulting in dismissal will be given a written statement of the circumstances for which their employment is being terminated which will be signed by both the site manager and the employee prior to their departure if reasonably possible. This statement will be forwarded to senior management for review as soon as reasonably possible after an employee is terminated. This record shall remain permanently on file with Terra Walker Drilling.

This policy applies equally to all Terra Walker Drilling employees, supervisors and managers. It will be reviewed annually and revised if necessary.

This policy was approved by the Management of Terra Walker Drilling:

A handwritten signature in blue ink that reads "D.R. Walker". The signature is fluid and cursive, with a long horizontal stroke at the end.

David R. Walker

Date 01st January 2019